

Eastern Area Workforce Development Board

Board Meeting Minutes  
Via ZOOM Video Conference  
March 18, 2025

To Be Approved.....June 17, 2025

Meeting called to Order at 1:03 pm by Chair D. Davis.

**ROLL CALL**

Roll call was taken. Below is the record of attendance based on that:

**Board Members present:** D. Davis, L. Melendez, B. Gonzalez, A. Jenks, R. Martinez, D. Jennings, B. Gwartney, M. Espiritu, L. Jackson, K. Ferrell, T. Christesson

**Board Members absent:** *R. Kuykendall, S. Weist, C. Huebner, J. Martinez, M. Mock*

**AE/FA Staff present:** B. Elias, T. Roth, T. Suarez, A. Torres, M. Sosa, C. Carrasco, V. Davis

**Guests present:** B. Silvers, C. Hollon, C. Kirlin, L. De La Cruz, M. Burns, M. Cordova, M. Anaya, M. Hopkin, R. Van Leuven, V. Gandarilla, C. O'Rourke, C. Clough, D. Zamora, M. Perry, R. Pazos, B. Vega, L. Garcia, R. Espinoza, V. Alonzo, V. Marquardt

*It was noted that a quorum was present to conduct business.*

**WELCOME/INTRODUCTIONS**

T. Suarez introduced the guests attending via zoom.

**REQUEST FOR WAIVERS**

None.

**APPROVAL OF THE AGENDA**

On a motion by D. Jennings and seconded by B. Gonzales, a motion was made to approve the agenda. A roll call vote was conducted, and the agenda was unanimously approved.

**APPROVAL OF THE DECEMBER MEETING MINUTES**

On a motion by L. Jackson and seconded by L. Melendez, a motion was made to approve the December Meeting Minutes. A roll call vote was conducted, and the motion was unanimously approved.

## **APPROVAL OF THE OPERATIONS AND FINANCE COMMITTEE RECOMMENDED ACTIONS**

- PY24/FY25 YTD Financials

T. Roth provided updates on the PY24/FY25 YTD Financials. She explained that the financial scorecard as of February 28 reflects all records through that time, except for February contract payments, which are typically received mid-March. She noted a slight dip in contract payments but clarified that it was accurately reflected in the end-of-year projections.

T. Roth highlighted the current expenditures and projected end-of-year expenditures for each WIOA program, indicating anticipated carry-in for each program. She confirmed that the prior issue of a negative balance in local admin had resolved as expected, leading to positive carry-in projections. Participant expenditures were detailed, with adult spending at 58% and dislocated worker spending at 22%, primarily due to ongoing activity in the DWG grant. She noted increased on-the-job training (OJT) expenditures, particularly in the adult category.

Regarding service provider contract performance, she confirmed that payments through January invoices and performance data were aligned with expectations. Additionally, the 60/40 training dollar performance measure was reported at 45%, within the current waiver, with projections to improve closer to 50% by the end of the year.

On a motion by T. Christesson and seconded by B. Gonzales, the motion was made to accept the Operations and Finance Committee recommendation of the YTD Financials. A roll call vote was conducted, and the motion was unanimously approved.

T. Roth reported that the FY24 audit has been submitted to the State Auditor's office. Since the December meeting, the FY23 audit has been approved for printing, and finalized copies will be sent to all board members by the end of the month. The FY24 audit has exited the State Auditor's office, and they are hopeful it will be cleared in time for submission to the Federal Clearinghouse by the March 31 deadline. She noted that once submitted, the board will be current on all audits and the FY25 audit cycle will begin on time.

B. Elias clarified that while the state deadline for submission was missed in December, the State Auditor's office may still expedite their review. The auditing firm is working to encourage a swift turnaround to meet the federal deadline.

T. Roth provided an update on fiscal monitoring as part of the oversight responsibilities. The PY22 subrecipient monitoring has been completed, and the initial report has been sent to the service provider. The response from the service provider is expected within 45 days, with a deadline around the first week of April. T. Roth also mentioned preparing the documentation to give notice for the PY23 monitoring, covering the period ending June 30, 2024. The process is progressing smoothly, and appreciation was expressed for the service provider's prompt response with the necessary documentation.

B. Elias informed the board that monitoring by DWS has been completed, covering both program and

fiscal aspects. The final report is anticipated by March 27th. Once the report is issued and a response is provided, it will be disseminated to the entire board through the committees.

B. Elias also shared the exciting news of a new board member, Chris Huebner from Aersale. In addition to his enthusiasm about joining the board, Aersale has a representative actively engaging with the K-12 system to recruit youth into the industry. C. Huebner will be participating in the One Stop Service Delivery Committee, while Jordan Creel will join the Youth Committee.

Furthermore, B. Elias highlighted ongoing efforts to recruit private sector members from the healthcare and energy industries. Board members are encouraged to provide contact information for any interested candidate or have potential candidates reach out directly. The goal is to ensure alignment with the priorities outlined in both the local and state plans.

### **ONE STOP SERVICE DELIVERY COMMITTEE**

V. Davis provided the One Stop Service Delivery Committee update, noting that there are no action items at this time. However, the committee anticipates upcoming policy changes that will be presented at the next board meeting. Currently, the committee is collaborating with the One Stop team and subrecipients to explore how they can support program outreach. They are also discussing how external partners, particularly committee members, can help identify potential participants and enhance awareness of the services offered at American Job Centers. Their next meeting is scheduled for April, and they plan to meet monthly. During these meetings, they will develop reporting materials for Job Center partners to provide updates to the committee. This will facilitate more effective support for subrecipients in their outreach and program awareness efforts.

### **YOUTH COMMITTEE**

D. Jennings provided the Youth Committee update, reporting that there are no action items. The committee's last discussion was productive, focusing on an idea from M. Espiritu and B. Elias to address a couple of key topics during each monthly meeting. In the most recent meeting, the committee discussed how board members can better educate employers and community members about the Youth Committee's capabilities and contributions. As a next step, the committee plans to create and gather materials that include talking points. These resources will help members effectively promote the committee's initiatives at events, job fairs, and in conversations with employers. This initiative will enhance outreach and awareness of the committee's efforts.

### **INDIVIDUALS WITH DISABILITY COMMITTEE (IWDC)**

B. Elias provided an update on the Individuals with Disabilities Committee. As previously discussed, the committee will transition into an ad hoc committee. During the June meeting, bylaw adjustments will be presented to reflect this change. The primary reason for this transition is the limited number of board members available to sustain a robust discussion within the committee. Additionally, many of the committee's agenda items are already addressed in the Youth and One Stop Service Delivery

Committees, resulting in duplication of efforts.

To ensure continued focus on issues affecting individuals with disabilities, an ad hoc committee will be formed as necessary. This committee will be led by L. Melendez, pending his agreement, and will include members from various committees addressing specific concerns or projects related to this population.

**STAFF, PROVIDER AND PARTNER REPORTS INCLUDING PROGRAM PERFORMANCE ARE PROVIDED AS AN ATTACHMENT**

**Next Meeting**

June 17, 2025

**Motion to Adjourn**

Meeting adjourned at 2:24 pm.