



WORKFORCE CONNECTION
of Central New Mexico

Workforce Connection of Central New Mexico Full Board Virtual

Monday, June 15, 2020
1:30 pm

809 Copper Ave. NW, Albuquerque, NM 87102

Debbie Ortiz, Chair

Jerry Schalow, Chair-Elect

AGENDA

- Call to Order**
- Roll Call – Determination of Quorum**

- Marvis Aragon** – American Indian Chamber of Commerce New Mexico
- Odes Armijo-Caster** – Luz Energy Corp
- Beth Barela** – Manpower of New Mexico
- Celina Bussey** – Deloitte
- Doug Calderwood** - NM Aging & Long Term Services Department
- Manuel Casias** – St. Felix Pantry, Inc.
- Herb Crosby** – AVTEC, Inc.
- Carol Culver** – Central New Mexico
- Reyes Gonzales** - NM Department of Vocational Rehabilitation
- Marni Goodrich** - Yearout Mechanical Inc.
- Tracy Lynn Hartzler** – Central New Mexico Community College
- Victoria Hernandez** - New Mexico Human Services
- Michael Herrick** - Matterform Media, Inc.
- Richard Holcomb** – CliffDweller Digital
- Gregg Hull** – City of Rio Rancho
- Hank Humiston** – New Mexico JATC for Electrical Industry
- Krista Kelley** – Motiva Corporation
- Valarie Lopez** - Presbyterian Healthcare Service

- Vaadra Martinez** – RiskSense
- John Mierzwa** – Ingenuity Software Labs, Inc
- Ralph L. Mims** – Village of Los Lunas
- Laura Musselwhite** - University of New Mexico Valencia Campus
- Nora Nixon** – Central New Mexico Community College
- Debbie Ortiz, Chair** - RDO Enterprises
- Stacy Sacco** – SACCO Connections
- Melodee Saiz** – Albuquerque Job Corps
- James Salas** – New Mexico Commission for the Blind
- Waldy Salazar** – New Mexico Department of Workforce Solutions
- Leslie Sanchez** – Dual Language Education of New Mexico
- Diane Saya, Treasurer** – Bottom Line Funding NM, LLC
- Jerry Schalow, Chair-Elect**– Rio Rancho Regional Chamber of Commerce
- Raymond Trujillo** – UA Local 412 Plumbers & Pipefitters Training Center
- Carolyn VanderGiesen** - New Mexico Association of Community Partners
- Bob Walton** - Albuquerque Economic Development
- Isaac J. Zamora** – Zamora Business Accounting, PC

Approval of Monday, June 15, 2020, Agenda

Motion
Second
Action

Tab 1 Approval of Minutes, Full Board, December 2, 2019

Motion
Second
Action

ACTION ITEMS

Tab 2 Approval of WFCP-01-20, PY20 Preliminary Budget

Motion

Second
Action

Tab 3 **Approval of R-01-20, Open Meetings Act Resolution**
Motion
Second
Action

Tab 4 **Approval of WFCP-02-20, WCCNM Meeting Dates**
Motion
Second
Action

Tab 5 **Approval of WCCNM Chair and Nomination of Officers for PY20**
a. Chair
b. Chair-Elect
c. Treasurer
d. County Representative's
Motion
Second
Action

Tab 6 **Approval to Amend and Extend Administrative Entity and Fiscal Agent Contract with the Mid-Region Council of Governments**
Motion
Second
Action

Tab 7 **Approval to Amend and Extend One-Stop Operator Contract with the Mid-Region Council of Governments**
Motion
Second
Action

Tab 8 **Approval to Amend and Extend Youth Development Inc. (YDI) Youth Service Provider Contract**
Motion
Second
Action

Tab 9 **Approval to Amend and Extend SER Jobs for Progress Inc. Adult/Dislocated Worker Service Provider Contract**
Motion
Second
DeAction

INFORMATION & DISCUSSION ITEMS

Tab 10 **WIOA Monthly Expenditure Report for May 31, 2020**

Tab 11 **Business and Career Center Update Dashboard/TechHire**

REPORTS/UPDATES

Committee Reports

- Training and Service Provider Committee
- Performance and Monitoring Committee
- Youth Standing Committee

- Economic Development Ad-Hoc Committee
- Disability Standing Committee

WIOA Status Updates

PUBLIC COMMENTS/ADJOURNMENT

Public Comments – Anyone who wishes to address the Board must register with the Program Coordinator of the Board

Adjournment

NOTES

Next Meeting:

Date: Monday, August 17, 2020
Time: 1:30 p.m.
Location: Mid-Region Council of Governments

Anyone requiring special accommodations please notify the MRCOG office at 247-1750 seven (7) days prior to the meeting

“Equal Opportunity Program”

MINUTES
Workforce Connection
of Central New Mexico
Full Board Meeting

Tab 1

Monday, December 2, 2019
809 Copper Ave. NW, Albuquerque, NM 87102
1:30 pm

Roll Call - Determination of Quorum - by Art Martinez

Present

- Odes Armijo Caster
- Beth Barela
- Celina Bussey
- Doug Calderwood
- Theresa Carson
- Herb Crosby
- Reyes Gonzales
- Marni Goodrich
- Victoria Hernandez
- Richard Holcomb
- Hank Humiston
- Joseph LiRosi
- Doug Majewski
- Vaadra Martinez
- John Mierzwa
- Ralph Mims
- Laura Musselwhite
- Debbie Ortiz
- Melodee Saiz
- Waldy Salazar
- Leslie Sanchez
- Diane Saya, Treasurer
- Jerry Schalow, Vice-Chair
- Raymond Trujillo
- Bob Walton

Absent

- Marvis Aragon
- Michael Herrick
- Gregg Hull
- Krista Kelley
- Valarie Lopez
- Stacy Sacco
- James Salas
- Carolyn VanderGiesen
- Isaac Zamora

Approval of Monday August 19, 2019 Agenda

Motion: Odes Armijo-Caster
Second: Jerry Schalow
No Discussion
Action: Passed unanimously by voice vote

Tab 1 Approval of Minutes, Full Board, August 19, 2019

Motion: Reyes Gonzales
Second: Celina Bussey
No Discussion
Action: Passed unanimously by voice vote

PRESENTATION

Presentation – None

ACTION ITEMS

Tab 2 Approval of Follow Up Services Policy, OP – NO. 416, Change 6

by Lloyd Aragon, Workforce Manager

- Mr. Aragon explained the updated Follow Up Services Policy, transmits guidance for provider follow-up services through the New Mexico Workforce Connection in the Central Region.
- The updated policy will provide Adult/Dislocated Worker and Youth Provider direction for the implementation and/or services such as workforce activities.
- He stated these updates are necessary to comply with the Workforce Innovation and Opportunity Act.

Motion: Doug Calderwood
Second: Theresa Carson
No Discussion
Action: Passed unanimously by voice vote

Tab 3 Approval of Supplemental Wage Data Policy, OP- NO. 437, Change 1

by Lloyd Aragon, Workforce Manager

- Mr. Aragon, Workforce Manager, explained the updated Supplemental Wage Data Policy provides direction to WCCNM providers regarding the permissible use of supplemental wage information, to assist in fulfilling the performance accountability requirements under WIOA.
- The updated policy provides the Adult/Dislocated Worker and Youth Provider, direction for the implementation and/or services such as workforce activities.
- He stated these updates are necessary to comply with the Workforce Innovation and Opportunity Act.

Motion: Raymond Trujillo

Second: Melodee Saiz
No Discussion
Action: Passed unanimously by voice vote

INFORMATION & DISCUSSION ITEMS

Tab 4 Discussion – Conflict of Interest

by Art Martinez, Workforce Administrator

- Mr. Martinez stated he sent out an email to the Board identifying a conflict of interest in the last Board meeting.
- With the direction from the Board Attorney we have to address this matter.
- The administrative staff will work to have additional procedures to help everyone understand where there could potentially be a conflict of interest. We will have the Administrative and Operator Staff review any contracts that may be a potential conflict of interest and notify the board member prior to a board meeting.

Tab 5 WIOA Monthly Expenditure Report for October 31, 2019

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, provided reporting for the WIOA Monthly expenditure report as of October 31, 2019.
- Year-to-date formula and other funding sources, Ticket to Work and USDOL Tech Grant expenditures for the current period, totaled \$1,367,481 with a total year-to-date expenditure totaling \$3,631,754.

Questions and Comments Followed

Tab 6 Business and Career Center Update/Dashboard/TechHire

by Joy Forehand, Operation Manager & Tawnya Rowland TechHire Program Director, & Lloyd Aragon, WIOA Manager

- Ms. Forehand gave an update on the Business & Career Centers for October 31, 2019.
- She also gave a brief overview of the economic outlook for the region and discussed all recruiting events which have taken place.
- Ms. Rowland gave an update on TechHire.
- Mr. Aragon presented the Dashboard for of October 31, 2019.
- He also presented the Performance Measures for the 1st Quarter in the Central Region.

REPORTS/UPDATES

Committee Reports

- **Training and Service Provider Committee**
 - Mr. Bob Walton explained this committee reviews applications from providers who would like to get onto our Eligible Training Provider List (ETPL).
 - He stated the committee wants to make sure the providers offer quality training for participants.
 - He also stated to the Board, the committee is in need of additional committee members.
- **Performance and Monitoring Committee**
 - Doug Calderwood stated the Committee met on November 13, 2019 with three board members present and always looking for more.
 - He stated that committee received reports from both providers and staff reporting all performance and activities within the Central Region.
- **Youth Council Committee**
 - Melodee Saiz, stated a couple of months ago, she invited the committee to the Albuquerque Job Corps Center to discuss our mission for the committee. Now that we have a mission in place it will now be enforced at the Youth Standing Committee Meeting.
 - We want to make sure we help YDI reach their goals with their youth.
- **Economic Development**
 - No Report.
- **Disability Standing Committee**
 - Reyes Gonzales stated that the committee has been formed and we will be having a meeting soon.

WIOA Status Updates

By Art Martinez, WCCNM Administrator

- Mr. Martinez provided an update on workforce activities
- He noted that we will be developing an update to the four-year plan and will asks members to be part of an Ad-hoc Committee.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment –**
- **Adjournment – 2:52 p.m.**

NOTES

Next Meeting:

Date: February 10, 2020

Time: 1:30 p.m.

Location: Mid-Region Council of Governments – Board Room

Approved at the June 15, 2020 WCCNM Full Board Meeting:

Debbie Ortiz, WCCNM Chair

ATTEST:

Secretary

“Equal Opportunity Program”

Workforce Connection of Central New Mexico WFCP- 01-20 PY20 Preliminary Budget

Action Requested:

Requesting approval of the Preliminary Budget for the PY20 year. This is based on the NMDWS allocation letter dated 5-28-20 and our estimate of the 2nd year carry-in from the prior program year end June 30, 2020 (PY19).

Background:

The New Mexico Department of Workforce Solutions (NMDWS) issued the PY20 allocation which indicated a slight decrease for the State of New Mexico. The allocation presented to WCCNM are as follows: Adult \$2,715,244, Dislocated Worker \$3,776,430, Youth \$2,361,166 and Administrative in the amount of \$983,650 for a total PY20 allocation of \$9,836,490. This is a \$459,422 decrease, 4.46% from the previous Program Year 2019's regular formula allocation amend # 1 of \$10,295,912.

The PY20 Preliminary Budget estimates the formula carry-in from PY19 to PY20 in the amount of \$2,665,000. It is estimated with \$950,000 Adult, \$350,000 Dislocated Worker, \$915,000 Youth and \$450,000 Administrative dollars.

The PY20 Preliminary Budget has no initial request to transfer monies of Dislocated Worker to Adult due to expected changes in clients served PY20 for COVID-19.

The PY20 Preliminary Budget provides monies in the Professional Services category of: \$60,000 Board Expenses, \$50,000 Contractual Services Available, \$20,000 Legal and \$35,600 Audit, \$356,000 in Contingency which includes the sale of the lease \$300,000 & \$56,000 from Social Security's Ticket-to-Work monies, estimated available July 1, 2020.

PY20 Preliminary budget continues to have two ongoing DWS Special funding's for their projects, Graduate ABQ's estimated contract balance of \$63,755 & an Apprenticeship Program of \$226,048 which is the carry in PY19 \$76,048 plus \$150,000 expected added in PY20. These staff members are under the MRCOG Operations, located in the BCC's and part of MRCOG's contractual amount.

PY20 Preliminary budget continues with the H1B TechHire now a 4.5 year (1/2 year extension of 6 months ending 12-31-20) This \$4,000,000 grant is in its final year with the estimated carry in of a remaining \$185,200.

Policy Ramification:

Approval of Policy WFCP-01-20 will allow the WCCNM to adjust the PY20 budget by categories as reflected in the attached worksheet.

Financial Impact: PY20 WCCNM budget totals \$13,332,493.

Financial Impact: PY20 WCCNM budget Adult / DW Service Provider SER \$1,336,700

Financial Impact: PY20 WCCNM budget Youth Service Provider YDI \$1,080,861

Financial Impact: PY20 WCCNM budget AE/FA Operator/Operations MRCOG \$1,300,000.

Do Pass _____ Do Not Pass _____ WCCNM Full Board 6/15/2020

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO
PY20 Preliminary
BUDGET Effective JULY 1, 2020

	<u>ADULT</u>	<u>DISL WKR</u>	<u>YOUTH</u>	<u>ADMIN</u>	<u>ADDITIONAL</u>	<u>TOTAL</u>
REVENUES						
PY20/FY21 Allocation Preliminary	\$ 2,715,244	\$ 3,776,430	\$ 2,361,166	\$ 983,650	\$ -	\$ 9,836,490
PY19/FY20 Est Formula Carry-in (Prior Yr)	950,000	350,000	915,000	450,000	-	2,665,000
PY20/FY21 Transfer DW to Adult 0%	-	-	-	-	-	-
PY18 DWS Project Graduate ABQ - PY20 Portion	-	-	-	63,755	-	63,755
PY19 DWS Project DWS Apprenticeship Proj PY20 Portion	-	-	-	226,048	-	226,048
PY16 to PY20 H1B TechHire Estimate Remaining	-	-	-	10,000	175,200	185,200
PY07 Sale Of Lease	-	-	-	-	300,000	300,000
PY20 Ticket To Work Revenue Available Year Begin	-	-	-	-	56,000	56,000
TOTAL REVENUES	\$ 3,665,244	\$ 4,126,430	\$ 3,276,166	\$ 1,733,453	\$ 531,200	\$ 13,332,493
EXPENSES						
Adult/Dislocated Worker Service Provider						
Service Provider - SER Jobs for Progress	668,350	668,350	-	-	-	1,336,700
Subtotal	\$ 668,350	\$ 668,350	\$ -	\$ -	\$ -	\$ 1,336,700
Adult/Dislocated Wkr Client Services						
Adult/Disl Wkr Participant Services	2,043,852	2,993,038	-	-	-	5,036,890
Supportive Services	65,000	25,000	-	-	-	90,000
Subtotal	\$ 2,108,852	\$ 3,018,038	\$ -	\$ -	\$ -	\$ 5,126,890
Youth Service Provider						
Service Provider - YDI	-	-	1,080,861	-	-	1,080,861
Subtotal	\$ -	\$ -	\$ 1,080,861	\$ -	\$ -	\$ 1,080,861
Youth Client Services (min. 75% Out)						
Youth Participant Services	-	-	1,722,034	-	-	1,722,034
Youth Supportive Services	-	-	125,000	-	-	125,000
Worker's Compensation Insurance Policy	-	-	30,000	-	-	30,000
Subtotal	\$ -	\$ -	\$ 1,877,034	\$ -	\$ -	\$ 1,877,034
Business & Career Center Operation						
Business & Career Center Facility Operation	276,000	114,000	210,000	-	-	600,000
Business & Career Center Facility Operations Reimbursement	(132,500)	(32,500)	(85,000)	-	-	(250,000)
Business & Career Center Management -MRCOG Operator Staff	-	-	-	149,183	-	149,183
Business & Career Center Management -MRCOG Operations Staff	8,400	8,400	4,200	39,000	-	60,000
Business & Career Center -Graduate ABQ	-	-	-	63,755	-	63,755
Business & Career Center - DWS Apprenticeship Proj	-	-	-	226,048	-	226,048
Business & Career Center Management Reimbursement	(26,000)	(12,000)	(17,000)	(45,000)	-	(100,000)
Business & Career Center Improvements	-	-	-	604,208	-	604,208
Subtotal	\$ 125,900	\$ 77,900	\$ 112,200	\$ 1,037,194	\$ -	\$ 1,353,194
Professional Services						
AE/FA - MRCOG	112,142	112,142	56,071	520,659	-	801,014
Program Support/Board Expense	-	-	-	60,000	-	60,000
Contractual Services - Available	-	-	-	50,000	-	50,000
Legal Services	-	-	-	20,000	-	20,000
Audit Services	-	-	-	35,600	-	35,600
Contingency, \$Ticket to Work & Sale Of Lease	-	-	-	-	356,000	356,000
Carved Out Plan Carry In - Reserved for Initial part 2nd year - July - Sep	650,000	250,000	150,000	-	-	1,050,000
Subtotal	\$ 762,142	\$ 362,142	\$ 206,071	\$ 686,259	\$ 356,000	\$ 2,372,614
H1B TechHire Grant (07-01-16 to 12-31-20) PY20 = Final Year 1/2 Yr Ext						
AE/FA - MRCOG Grant 07-01-20 to 12-31-20	-	-	-	10,000	125,000	135,000
Program Support - Travel, Advertising, Supplies & Rent	-	-	-	-	200	200
Contractual Services	-	-	-	-	-	-
Client Training	-	-	-	-	50,000	50,000
Other	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ 10,000	\$ 175,200	\$ 185,200
TOTAL EXPENSES	\$ 3,665,244	\$ 4,126,430	\$ 3,276,166	\$ 1,733,453	\$ 531,200	\$ 13,332,493

Debbie Ortiz, WCCNM Chair

Dewey V. Cave, MRCOG Executive Director

**Workforce Connection of Central New Mexico
(R-01-20)
Open Meetings Act Resolution**

Action Requested:

Approval of R-01-20 Open Meetings Act Resolution, to remain in compliance with statutory regulations.

Background:

NMSA 1978, Section 10-15-1B (194 as Amended), of the Open Meetings Act states that, except as otherwise provided in the Constitution of New Mexico or the Provisions of the Open Meetings Act, all meetings of a quorum of members of any board, commission or other policy-making body of any state agency, any agency or authority of formulation public policy, discussion public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings.

Policy Ramifications:

Section 10-15-1D of the Open Meetings Act requires WCCNM to determine annually what constitutes reasonable notice of its public meetings.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____

RESOLUTION
of the
Full Board
of the
Workforce Connection of Central New Mexico
R-01-20

OPEN MEETINGS RESOLUTION

WHEREAS, Section 10-15-1 B NMSA 1978, of the Open Meetings Act states that, except as otherwise provided in the Constitution of New Mexico or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, commission or other policy-making body of any state agency, any agency or authority of any county, municipality, district or any political subdivision held for the purpose of formulating public policy, discussion public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed policy, resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, NMSA § 10-15-1, the Open Meetings Act requires WCCNM to determine annually what constitutes reasonable notice of its public meetings;

WHEREAS, WCCNM complies with all the requirements set forth in NMSA § 10-15-1 et. seq, the Open Meetings Act.

NOW THEREFORE BE IT RESOLVED by the WCNNM Full Board that:

1. Regular meetings of the WCCNM Board shall be held at least once each quarter on the third (3rd) Monday of the month at 1:30 pm at 809 Copper Ave. NW, Albuquerque, New Mexico or as indicated on the meeting notice.
2. As required, an Executive Committee of the WCCNM board may schedule meetings which will occur the first Thursday of the month at 809 Copper Ave. NW.

3. For the purposes of regular meetings, notice requirements are met if notice of the date, time, place, and information on how the public may obtain an agenda, is placed as a legal notice in newspapers of general circulation in the state at least ten (10) days in advance of the meeting date. Written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request of the WCCNM for notice of public meetings. A proposed agenda will be posted in the offices of the WCCNM one (1) week before the meeting, located at 809 Copper Ave. NW, Albuquerque, New Mexico; and will be available on the MRCOG website at www.mrcog-nm.gov one week before the meeting; and

4. The final agenda will be posted in the offices of the WCCNM not less than seventy-two (72) hours prior to the meeting; and will be available on the MRCOG website at www.mrcog-nm.gov not less than seventy-two (72) hours before the meeting.

5. Special meetings may be called by the Chairman or a majority of the members upon three (3) days notice.

6. Emergency meetings will be called only under circumstances which demand immediate action to protect the health, safety and property of citizen. WCCNM will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice.

7. For the purposes of special meetings and emergency meetings described in paragraphs 6 and 7 of this Policy, notice requirements shall be met by posting notices in the offices of WCCNM and on the WCCNM website. The WCCNM secretary shall also provide facsimile notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

8. The WCCNM Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meetings requirement pursuant to Section 10-15-1(H) of the Open Meetings Act.

- a. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the WCCNM Board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated in the motion for closure and the vote on closure of each individual board member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting; and
- b. If the decision to hold a closed meeting is made when WCCNM is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances and stating the specific provision of law authorizing the closed

meeting and the subjects to be discussed, is given to the Board members and to the general public; and

- c. Except as provided in Section 10-15-1(I), any final action taken as a result of discussions in a closed meeting shall be made by vote of the WCCNM Board in an open meeting.

PASSED, APPROVED, AND ADOPTED this **15th** day of **June, 2020** by the Workforce Connection of Central New Mexico Full Board.

Debbie Ortiz, WCCNM Chair

ATTEST:

Secretary

**Workforce Connection of Central New Mexico
(WFCP-02-20)
Executive and Full Board Meeting Dates
Through June 30, 2021**

Action Requested:

Approval of WCCNM Meeting dates July 1, 2020 through June 30, 2021

Background:

This schedule follows the meeting schedule established in August 2003. Full Board meetings will be scheduled to meet the third Monday of every other month. As unplanned actions, may be required, an Executive Committee meeting may be scheduled to occur on the first Thursday of the month, when needed.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____



PY17 WCCNM Meeting Schedule
July 1, 2020 – June 30, 2021

<u>MEETING</u>	<u>DATE</u>	<u>TIME</u>
Full Board	August 17, 2020	1:30 pm
Full Board	October 19, 2020	1:30 pm
Full Board	December 21, 2020	1:30 pm
Full Board	February 15, 2021	1:30 pm
Full Board	April 19, 2021	1:30 pm
Full Board	June 21, 2021	1:30 pm

*** Executive Committee will be scheduled as needed**

Youth Standing Committee – quarterly 2nd Tuesday of the month at 4:00 pm
 Performance & Monitoring Committee- 2nd Wednesday of every other month- 2:30 pm
 Training and Service Provider Committee– 3rd Thursday of every other month–1:00 pm

*All meetings subject to change. Special or Emergency meetings may be scheduled at any time

Workforce Connection of Central New Mexico First Year Term for Chair, Chair Elect, Treasurer & County Representative

Action Requested:

Approval of Chair, Chair Elect and Treasurer to begin new officer terms.

Chair— Jerry Schalow
Chair Elect – Nomination
Treasurer – Nomination

County Representatives Nomination are as follows:

Bernalillo County – Diane Saya
Torrance County – Debbie Ortiz
Valencia County - Laura Musselwhite
Sandoval County – Krista Kelley

Background:

Based on Article 6 – Officers, the Workforce Connection of Central New Mexico's (WCCNM) Bylaws, Section 6.06 requires officers to serve a term of one year. Elected officers may only serve two consecutive terms in the same position. The bylaw further states, that the Chair-Elect will assume the position of chair at the end of the chair's term. If Chair-Elect cannot assume the position a recommendation will be made.

Recommendation is to approve the Chair, Chair-Elect and Treasurer and County Representatives for a term beginning July 1, 2020 to June 30, 2021.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____

**Workforce Connection of Central New Mexico
Administrative/Fiscal Entity
Amendment and Extension of Agreement with MRCOG**

Action Requested:

Approval to amend and extend the Administrative Entity/Fiscal Agent professional services agreement with Mid-Region Council of Governments for an additional one-year term.

Background:

Through an RFP process in 2017 the Mid-Region Council of Governments was selected for the WIOA Administrative Entity and Fiscal Agent.

The recommendation is to extend the contract with MRCOG for an additional one-year term beginning July 1, 2020 and ending June 30, 2021.

A budget increase is required to support additional PY20 revenue provided by NMDWS and allocation of WIOA formula funds to support the following special projects:

- To continue with Apprenticeships \ Sector Strategies activities estimated \$226,048 will be applied for the Sector Strategy activities.
- Graduate Abq! Estimated balance of \$63,755.

Financial Impact:

Contract negotiations will commence upon receiving the WIOA funds allocation from NMDWS

Do Pass: _____

Do not Pass: _____

Workforce Connection of Central New Mexico Amendment and Extension of One-Stop Operator Contract with MRCOG

Action Requested:

Approval to amend and extend the WCCNM One-Stop Operator contract for one-year, beginning July 1, 2020 and ending June 30, 2021.

Background:

RFP 17-631-7004-00062 was released by NMDWS on March 23, 2017, per Board direction, for the WCCNM One-Stop Operator, Under the Workforce Innovation and Opportunity Act.

Per the RFP, the initial contract was approved for one-year with options to extend for three additional one-year terms. Upon approval, the term of the Amendment to the Agreement shall be one-year, beginning on July 1, 2020 and ending on June 30, 2021.

Increase in funding is required to address additional infrastructure costs and annual salary increase.

Financial Impact:

Contract negotiations will commence upon receiving the WIOA funds allocation from NMDWS

Do Pass: _____

Do not Pass: _____

Workforce Connection of Central New Mexico Youth Services Provider Contract Extension

Action Requested:

Approval of one-year extension for the provider of WCCNM Youth Services.

Background:

RFP 2017-09 was released on February 28, 2017, per Board direction, for Adult/Dislocated Worker and/or Youth Provider(s), Under the Workforce Innovation and Opportunity Act.

Per the RFP, the initial contract was approved for one-year with options to extend for three additional one-year terms. Upon approval, the term of the Amendment to the Agreement shall be one-year, beginning on July 1, 2020 and ending on June 30, 2021.

Financial Impact:

Contract negotiations will commence upon receiving the WIOA funds allocation from NMDWS

Do Pass: _____

Do not Pass: _____

Workforce Connection of Central New Mexico Adult/Dislocated Worker Services Provider Contract Extension

Action Requested:

Approval of one-year extension for the provider of WCCNM Adult/Dislocated Worker Services.

Background:

RFP 2017-09 was released on February 28, 2017, per Board direction, for Adult/Dislocated Worker, Under the Workforce Innovation and Opportunity Act.

Per the RFP, the initial contract was approved for one-year with options to extend for three additional one-year terms. Upon approval, the term of the Amendment to the Agreement shall be one-year, beginning on July 1, 2020 and ending on June 30, 2021.

Financial Impact:

Contract negotiations will commence upon receiving the final notice of allocation from NMDWS

Do Pass: _____

Do not Pass: _____

WORKFORCE CONNECTION

OF CENTRAL NEW MEXICO

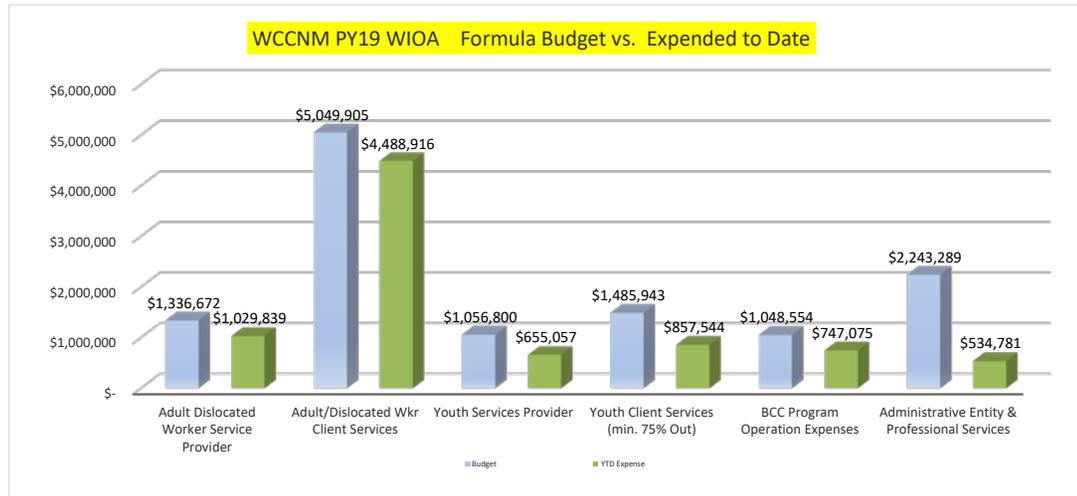
FINANCIAL REPORT

YEAR TO DATE
May 31, 2020

**WORKFORCE CONNECTION
OF CENTRAL NEW MEXICO
WCCNM
PROGRAM YEAR 2019
BUDGET TO ACTUAL COMPARISON
As of May 31, 2020
92% Year**

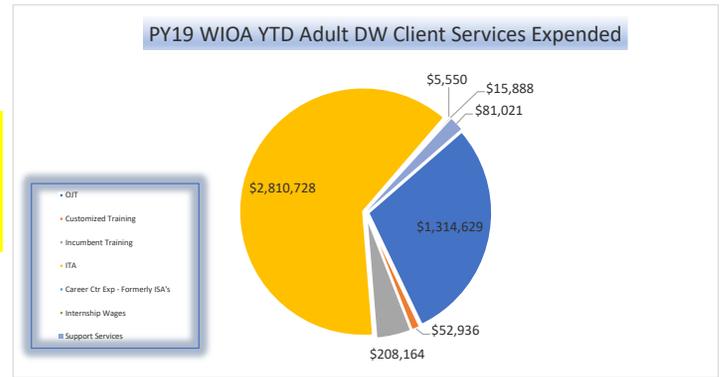
		Budget	Current Period	68.0% Year to Date	5.2% Encumbrance	Unspoken For 26.7% Variance
1	Adult Dislocated Worker Service Provider					
	Service Provider - SER Jobs for Progress	1,336,672	87,370	1,029,839	146,833	160,000
	Subtotal	\$ 1,336,672	\$ 87,370	\$ 1,029,839	\$ 146,833	\$ 160,000
2	Adult/Dislocated Wkr Client Services					
	Adult/Disl Wkr Participant Services	4,999,905	91,498	4,407,896	279,653	312,356
	Adult/Disl Wkr Supportive Services	50,000	5,077	81,020	5,000	(36,020)
	Subtotal	\$ 5,049,905	41% \$ 96,575	\$ 4,488,916	\$ 284,653	\$ 276,336
3	Youth Services Provider					
	Service Provider - YDI	1,056,800	57,099	655,057	201,743	200,000
	Subtotal	\$ 1,056,800	\$ 57,099	\$ 655,057	\$ 201,743	\$ 200,000
4	Youth Client Services (min. 75% Out)					
	Youth Participant Services	1,248,708	3,502	742,887	18,000	487,821
	Youth Supportive Services	225,000	12,753	102,422	15,000	107,578
	Worker's Compensation Insurance Policy	12,235	-	12,235	-	-
	Subtotal	\$ 1,485,943	12% \$ 16,255	\$ 857,544	\$ 33,000	\$ 595,399
5	BCC Program Operation Expenses					
	Business & Career Center Facility Operation	450,000	50,190	554,304	40,000	(144,304)
	Business & Career Center Facility Reimbursemet	(308,000)	-	(126,241)	(181,759)	0
	Business & Career Ctr Mgmt - MRCOG Operator	148,213	11,141	114,339	22,000	11,874
	Business & Career Ctr Mgmt - MRCOG Operations Staff	181,508	5,763	56,343	13,000	112,165
	Business & Career Ctr Mgmt - MRCOG Project Grad ABQ	122,590	5,448	39,976	11,000	71,614
	Business & Career Ctr Mgmt - MRCOG Project DWS Apprenticeship	150,000	8,722	52,171	17,000	80,829
	Business & Career Ctr Mgmt - MRCOG Operations Staff Reimbursements	(122,000)	-	(49,058)	(72,943)	0
	Business & Career Center Improvements	426,243	386	105,240	5,000	316,003
	Subtotal	\$ 1,048,554	\$ 81,648	\$ 747,075	\$ (146,702)	\$ 448,181
6	Administrative Entity & Professional Services					
	AE/Fiscal Agent - MRCOG	697,689	50,465	464,884	120,000	112,805
	Program Support/Board Expense	80,000	1,341	33,145	-	46,855
	Contractual Services	50,000	87	756	-	49,244
	Contingency & Sale Of Lease	300,000	-	-	-	300,000
	Legal Services	20,000	-	4,546	1,500	13,954
	Audit Services	35,600	-	31,450	-	4,150
	Carved Out - Reserve for 2nd Year Carry In	1,060,000	-	-	-	1,060,000
	Subtotal	\$ 2,243,289	\$ 51,894	\$ 534,781	\$ 121,500	\$ 1,587,008
7	Total WIOA	TOTAL WIOA FORMULA BUDGET PY19				
		\$ 12,221,163	\$ 390,841	\$ 8,313,212	\$ 641,027	\$ 3,266,924
	OTHER FUNDING:					
8	Social Security - Ticket To Work					
	Social Security TTW - PY18 Balance Available Carry Forward	\$ 61,525	TTW Mo Growth / Net Exp	YTD		\$ 61,525
	Additional TTW Current Year PY19 Earnings		\$ -	1,908	\$ -	\$ 1,908
	Total Current Year PY19 Expended			7,602	1,500	9,102
	Subtotal		\$ -	\$ (5,694)	\$ 1,500	\$ 54,331
						TTW Balance
9	US DOL Tech Grant					
	HIB Tech Grant (7-1-16 to 12-31-20): 4.5 Year Grant. PY19 is Year 4					
	Training: Participant Services	777,019	9,183	981,845	103,000	(307,826)
	Travel	3,000	-	589	-	2,411
	Software	-	83	202	-	(202)
	Marketing & Other	-	-	-	-	0
	Supplies	4,500	-	609	-	3,891
	Employer Outreach	-	-	5,134	-	(5,134)
	Facility Cost	17,500	-	8,916	8,584	0
	Professional Services: Contracted Services	153,684	-	21,311	-	132,373
	MRCOG / AE & Program Staff	759,467	24,935	281,809	50,000	427,658
	Subtotal	\$ 1,715,170	\$ 34,200	\$ 1,300,414	\$ 161,584	\$ 253,172
10	TOTAL WCCNM Budget PY19	\$ 13,997,858	\$ 425,042	\$ 9,619,319	\$ 801,111	\$ 3,574,428

WIOA Portion:	Budget	YTD Expense	Encumbered	Obligated
Adult Dislocated Worker Service Provider	\$ 1,336,672	\$ 1,029,839	\$	146,833
Adult/Dislocated Wkr Client Services	\$ 5,049,905	\$ 4,488,916	\$	284,653
Youth Services Provider	\$ 1,056,800	\$ 655,057	\$	201,743
Youth Client Services (min. 75% Out)	\$ 1,485,943	\$ 857,544	\$	33,000
BCC Program Operation Expenses	\$ 1,048,554	\$ 747,075	\$	(146,702)
Administrative Entity & Professional Services	\$ 2,243,289	\$ 534,781	\$	121,500
	\$ 12,221,163	\$ 8,313,212	\$ 641,027	\$ 3,266,924
				Balance



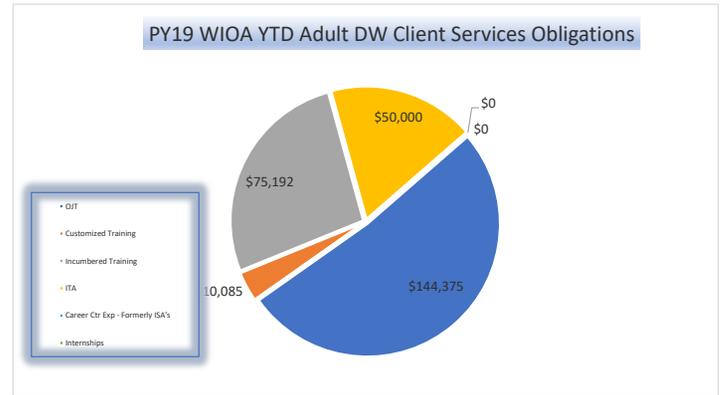
Data:
 OJT
 Customized Training
 Incumbent Training
 ITA
 Career Ctr Exp - Formerly ISA's
 Internship Wages
 Support Services

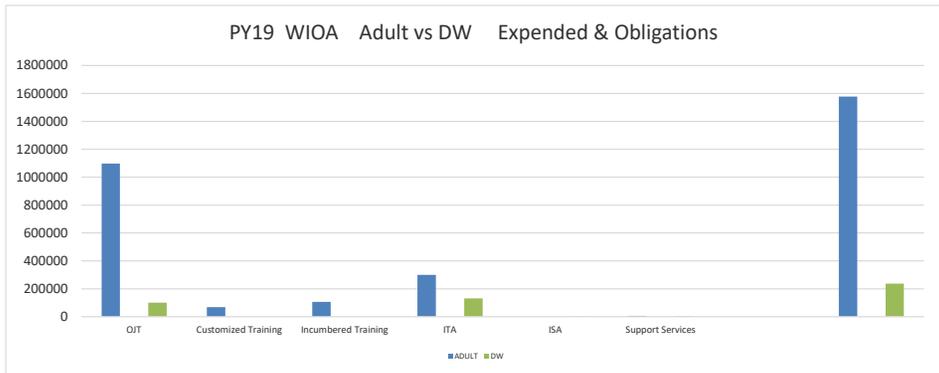
	1,314,629
	52,936
	208,164
	2,810,728
	5,550
	15,888
	81,021
Check \$	4,488,916
Diff \$	0



Data:
 OJT
 Customized Training
 Incumbered Training
 ITA
 Career Ctr Exp - Formerly ISA's
 Internships
 Support Services

	144,375
	10,085
	75,192
	50,000
	-
	-
	5,000
Ck \$	284,653
Diff \$	-



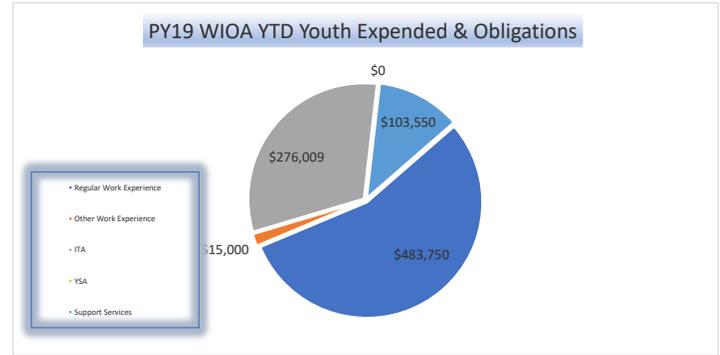


	Adult	DW	
OJT	1,270,210	188,795	
Customized Training	63,021	0	
Incumbered Training	283,357	0	
ITA	2,262,488	597,111	
Career Ctr Exp - Formerly ISA's	3,655	1,895	
Internship Work Exp	17,017	-	
Support Services	69,592	16,428	
	3,969,340	804,229	4,773,569
	83%	17%	
Ck	4,773,569		
Ck	4,773,569		
Diff	0		

Data:
 Regular Work Experience
 Other Work Experience
 ITA
 YSA
 Support Services

483,750
 15,000
 276,009
 -
 103,550

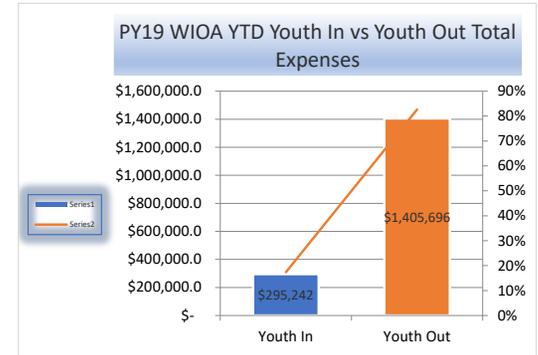
Check \$ 878,309
 Diff \$ 878,309
 0



Data:
 Youth In
 Youth Out

\$ 295,241.7 17% 17.36%
 \$ 1,405,696.1 83% 82.64%

Check 1,700,938
 Off Financials \$ 1,700,938
 Not Board Report



WORKFORCE CONNECTION

OF CENTRAL NEW MEXICO

Reports

Dashboard

Performance

Business and Career Center Update

TechHire

YEAR TO DATE
May 31, 2020

Workforce Connection of Central NM
WIOA Dashboard - PARTICPANT SERVICES

PY19

Month of :

May 2020

91.67%

To 6-30-20	TRAINING Budget	Total Exp & Oblig	Budget Balance	# Clients Served	AVG COST PER PARTICIPANT				
FORMULA	%Training to Total WCCNM Budget	% to Training Budget	% to Training Budget	% to All Categories					
	56.00%	\$ 6,523,613	\$ 5,651,878	86.64%	\$ 871,735	13.36%	2,074		
ADULT / DW	4,999,905	4,671,660	93.43%	328,245	6.57%	1,330	64.13%	\$3,513	
INDIVIDUAL CAREER SEVICES (Formerly -INTENSIVE SERVICES)		5,550	0.11%			6	0.29%	\$925	
INDIVIDUAL TRAINING ACCOUNTS		2,860,728	57.22%			504	24.30%	\$5,676	
\$304,697 From PY18	ON THE JOB TRAININGS	1,459,004	29.18%			462	22.28%	\$3,158	
	CUSTOMIZED TRAINING	63,021	1.26%			55	2.65%	\$1,146	
	INCUMBENT WORKER TRAINING	Max 20% Yr = \$1,504,797	283,357	5.67%		252	12.15%	\$1,124	
	TRAINING OBLIGATED CURRENT YR PAID NEXT YR	0							
	Adult / DW Internship	15,889	0.32%			51	2.46%		
	SUPPORTIVE SERVICES ADULT / DW	50,000	86,021	172.04%	-36,021	-72.04%	214	10.32%	\$402
	YOUTH TRAINING ITA's & Work Exp	1,248,708	760,887	60.93%	487,821	39.07%	283	13.65%	\$2,689
	SUPPORTIVE SERVICES YOUTH	225,000	117,422	52.19%	107,578	47.81%	247	11.91%	\$475
	TOTAL	\$ 6,523,613	\$ 5,651,878	86.64%	\$ 887,624	13.61%	\$ 2,074	100.00%	\$2,725

CERTIFICATIONS

On the Job Training

Account Manager
Accountant/Assistant Business Manager
Administration & Logistics Manager
Administrative Assistant/Bookkeeper
Analyst I, .NET Programmer
Analyst I Web Developer
Analytical Chemist
Animal Control/Kennel Worker
Apprentice Technician
Art Director
Assembler II
Assistant Director
Assistant Property Manager
Assistant Teacher
Basic Lab Technician
Beginning Field Technician
Billing/Claims Specialist
Bookkeeping Accounting and Auditing Clerk
Brand Consistency Manager
Business & Retail Operations Administrator
Business Development Manager
Business Operations Specialist
Business Systems Administrator
Cabinetmaker
CAD Technician
Catalyst Manufacturing
Commercial Insurance Sales

OJT cont.

Construction Administration
Construction Carpenter
Construction Equipment Operator/Labore
Curriculum Coordinator/Lead Teacher
Customer Service Rep.
Director of Technical Services
District Manager
Education Site Manager
Electrician Apprentice
Environmental Graphic Designer I
Estimator and Project Manager
Event Manager
Executive Administrative Assistant
Executive Assistant
Fabricating Shop Foreman
Facilities Manager
Facility & Maintenance Manager
Field Maintenance
Financial Managers, Branch or Department
Front Desk Administrator
Front Office Manager
Front Office Manager/AGM
General Manager
General Manager
General Office Clerk
Health Care Social Worker
Heavy and Tractor-Trailer Truck Driver

OJT Cont.

HRIS Administrator/Generalist
Human Resources Assistant
HVAC Metal Duct Worker
ILR Draftsman/Platte Facilitator
Independent Insurance Agent
Injection Molding Production Supervisor
Inspectors, Testers, Sorters, Samplers and Weighers
Instructional Assistant/Library Assistant
Insurance Customer Service Agent
Junior Digital Research Analyst
Junior Marketing Specialist
Landing Gear Technician Final Assembly
Market/Communications and Event Coordinator
Medical Secretary
Network IT Specialist
Payroll Specialist
Plumbing Apprentice
Police Officer
Power Supply Engineer
Service Writer
Shop Generator Technician
Shop Manager
Social and Human Service Assistant
Solar Roof Foreman
Traffic Control Supervisor
Uncertified Police Officer
Welder/Fabricator

Customized Training

ABC New Mexico Chapter Electrical Apprentice
AGC - New Mexico - Project Manager Develop
APP 3530: SEL-3530 Real Time Automation Con
BILT North American Design Technology Summ
Bluebeam Extreme Conference
Boiler Operator Class
Canon Self Maintenance Training/UV Flatbed
Caselle Professional Services Training
Championing the Brand Experience
Cicerone Certified Beer Server Certification Trai
COMP TIA A+ Certification Training
DBT Therapy Training
DPLEak Containment Testing Training
EUCI Course: SCADA 101 - Fundamentals with a
Front Office Operations Training (FOOT Training)
Kiddie Academy Corporate Life Essential Trainin
Light Duty RAI Class
Master Municipal Clerk Academy
Nexstar HVAC Install and HVAC Sales
NIGP - The Institute for Public Procurement An
Paulson Advanced Processing Seminar
Permaculture Design
SAGE RTU Training
The Central New Mexico Law Enforcement Acad
TONI&GUY Creative Painting Concepts with acc
Veeder Root TLS-450
Viewpoint User Conference

ITA

Accounting
Alternative Teacher
Automotive Technician
Ayurvedic Health Counselor
Bio Technology
Business Administration
Ayurvedica Studies
Bio Technology
CDL Truck Driver
Clinical Laboratory Assistant
Culinary Arts
Dental Assistant
Dental Hygienist
Diagnostic Medical Sonography
Electrical Lineman
Electrical Lineworker W/CDL
Diagnostic Medical Sonography
EMT
Geographic Information Tech
Massage Therapist
Medical Assistant
Medical Billing & Coding
Medical Office Admin
Network System Admin

ITA Cont.

Paralegal Study
Photovaic
Practical Nursing
Radiologic Technician
Registered Nurse
Respiratory Therapist
Security IT
Social Worker
Sociology
Sterile Processing Tech
Surgical Technician
Treating Practitioner
Veterinary Assistant
Welding

On the Job Training (OJT)	# of Contracts	# of Participants	\$ Paid To Date
Bernalillo	143	272	\$741,102
Sandoval	39	88	\$210,136
Torrance	33	43	\$155,009
Valencia	32	59	\$245,102
Encumbered Mixed Ctys	0	0	\$107,655
Total	247	462	\$1,459,004

Custom Trng & Encumb	# of Contracts	# of Incumbent Workers	# of CT Participants	\$ Paid To Date
Bernalillo	70	207	40	\$207,585
Sandoval	13	23	8	\$31,954
Torrance	0	0	0	\$0
Valencia	12	22	7	\$21,561
Encumbered Mixed Ctys	0	0	0	\$85,277
Total	95	252	55	\$346,378

Individual Training Accounts - Adult / DW (ITA)	\$ Paid To Date	Career Services	\$ Paid To Date
Bernalillo	\$1,834,726	Bernalillo	\$3,550
Sandoval	\$444,741	Sandoval	\$2,000
Torrance	\$93,891	Torrance	\$0
Valencia	\$437,370	Valencia	\$0
Encumbered Mixed Ctys	\$50,000		\$0
Total	\$2,860,728		\$5,550

Youth ITA's	\$ Paid To Date
Bernalillo	\$105,118
Sandoval	\$30,668
Torrance	\$58,413
Valencia	\$81,811
Encumbered Mixed Ctys	\$19,128
Total	\$295,137

Adult / DW Work Experience	\$ Paid To Date	Adult / DW Supp Se	\$ Paid To Date
Bernalillo	\$15,889	Bernalillo	\$37,135
Sandoval	\$0	Sandoval	\$15,117
Torrance	\$0	Torrance	\$4,465
Valencia	\$0	Valencia	\$24,303
Encumbered Mixed Ctys	\$0	Encumbered Mixed	\$5,000
Total	\$15,889	Total	\$86,021

Youth Work Experience	\$ Paid To Date	Youth Supp Services	\$ Paid To Date
Bernalillo	\$185,896	Bernalillo	\$19,078
Sandoval	\$61,658	Sandoval	\$26,760
Torrance	\$81,277	Torrance	\$23,705
Valencia	\$136,919	Valencia	\$32,879
Encumbered Mixed Ctys	\$0	Encumbered Mixed Ctys	\$15,000
Total	\$465,750	Total	\$117,422

3rd Quarter Performance Year to Date– PY2019

PY19 performance year to date (1st through 3rd Rolling Quarters) results for the Adult, Dislocated Worker, and Youth Program are detailed in the corresponding table for Employment Q2, Q4, Credential, and Skill Gains indicators. All performance indicators percentage indicate that performance was met in five categories (in yellow) and exceeded in five additional categories (in green). The Adult Median indicator has increased by 8% over the last three quarters potentially in part by OJT Policy adjustments in late PY18, thus constituting a 92% average in the past three quarters.

	Adult			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	81.3%	82.50%	99.0%	Meet
Median Wages in Q2:	\$7,874.64	\$8,580.00	92.0%	Meet
Employed in Q4 Rate:	79.3%	77.00%	103.0%	Exceed
Credential Attainment Rate:	83.8%	65.00%	129.0%	Exceed
Measurable Skills Gains Rate:	621.9%	0%	NA	NA

Extracted from WCOS on 6/3/2020

	Dislocated Worker			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	76.0%	77.00%	99.70%	Meet
Median Wages in Q2:	\$9,095.00	\$8,300.00	110.0%	Exceed
Employed in Q4 Rate:	70.8%	69.00%	103.0%	Exceed
Credential Attainment Rate:	74.6%	60.00%	124.0%	Exceed
Measurable Skills Gains Rate:	58.0%	0%	NA	NA

Extracted from WCOS on 6/3/2020

	Youth			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	67.5%	72.50%	93.0%	Meet
Median Wages in Q2:	\$3,668.18	0%	NA	NA
Employed in Q4 Rate:	69.3%	71.00%	98.0%	Meet
Credential Attainment Rate:	38.4%	58.30%	67.57%	Failed
Measurable Skills Gains Rate:	40.1%	0%	NA	NA

Extracted from WCOS on 6/3/2020

Opportunities for Improvement – PY2019 – 3rd Quarter

The Youth credential indicator did improve by over 8% from the previous year, but is still short at the conclusion of the 3rd Quarter, resulting in a 67.57% achievement. WCCNM has continually met with the Youth provider and continues to provide technical assistance on achieving and improving on this metric goal in the future. The small gains in this area over the previous year is some evidence of the effectiveness of drilling down into the applicable participant cohort and attempting to capture their educational/credential status. The youth credential may be captured up to a year after exit and may not be reflected in the report generated by WCOS System and/or captured by the staff person during follow up.

Additional research is being conducted to determine which educational providers are being utilized by the Youth Provider, some that may not be considered to be Accredited. Currently there is not WIOA definition on Accreditation and there seems to be inconsistencies throughout the state as to what provider is accredited and who is not. The Central Region has identified five educational institutions that were entered into the ETPL system as non-Accredited, thus potentially impacting the credential indicator results of our youth. The Central Region has request NMDWS to define and offer statewide guidance on this issue with hopes of clarifying any confusion on this issue.