



**MINUTES**  
**Full Board Meeting**  
**Virtual Meeting**  
**Monday, February 28, 2022**  
**809 Copper Ave. NW, Albuquerque, NM 87102**  
**1:30 pm**

*Before the meeting started Art Martinez explained that when voting takes place, we will ask for a roll call for those who don't approve and then identify the names of the members that did not respond to the don't approve as an affirmative vote. Additionally, prior to the affirmative roll call members that abstain from voting will respond via voice confirmation to the Board Chair and describe the reason. After the names are called for the affirmative vote, the chair will pause and ask those that do not concur with the affirmative roll call vote to voice a different vote. To ensure that a quorum remains, Ms. Nicole Giddings monitors the participants to ensure quorum is present and notes if a member is not available.*

**Roll Call - Determination of Quorum 1:37 pm - by Art Martinez**

- ✓ **Marvis Aragon** – American Indian Chamber of Commerce New Mexico
- ✓ **Odes Armijo-Caster** – Luz Energy Corp
- ✓ **Beth Barela, Treasurer** – Manpower of New Mexico

**Joseph Bizzell** – Elite Power and Recovery Inc.

**Celina Bussey** – Deloitte

**Doug Calderwood** - NM Aging & Long-Term Services Department

**Theresa Carson** – African American Greater Albuquerque Chamber of Commerce

- ✓ **Danielle Casey** - Albuquerque Economic Development

**Johnna Chapman** – Facebook

- ✓ **Eleanor Chavez** – NUHHCE District 1199NM
- ✓ **Troy Clark** – New Mexico Hospital Association

**Herb Crosby** – AVTEC, Inc.

**Kristen Gamboa** – Village of Los Lunas

- ✓ **Marni Goodrich** - Yearout Mechanical Inc.

- ✓ **Bob Grassberger** – SRD Economic Consulting

- ✓ **Tracy Hartzler** – Central New Mexico Community College

**Victoria Hernandez** - New Mexico Human Services

- ✓ **Antoinette Holmes** - NM Department of Vocational Rehabilitation

**Gregg Hull** – City of Rio Rancho

- ✓ **Krista Kelley** – Motiva Corporation

- ✓ **Samuel Kolapo** – Albuquerque Job Corps

**Joe LiRosi** - Toni & Guy Academy & Salon

**Vaadra Martinez** – First Choice Community Health Care

- ✓ **John Mierzwa, Chair-Elect** – Ingenuity Software Labs, Inc

- ✓ **Laura Musselwhite** - University of New Mexico Valencia Campus

- ✓ **Debbie Ortiz**, RDO Enterprises

- ✓ **Stacy Sacco** – SACCO Connections

- ✓ **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** – Bottom Line Funding NM, LLC

- ✓ **Jerry Schalow, Chair**– Rio Rancho Regional Chamber of Commerce

**Raymond Trujillo** – UA Local 412 Plumbers & Pipefitters Training Center

**Gina Urias- Sandoval** – UNM Anderson School of Management

- ✓ **David Valdes** – Central New Mexico Community College

**Carolyn VanderGiesen** - New Mexico Association of Community Partners

**Mr. Schalow introduced new Board Member Eleanor Chavez, NUHHCE District 1199NM and Bob Grassberger, SRD Economic Consulting**

**Approval of Monday, February 28, 2022 Agenda**

**Motion: Danielle Casey  
 Second: Troy Clark  
 No Discussion  
 Action: Passed unanimously by Roll Call Vote.**

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>No Vote</b>
<b>Marvis Aragon</b>	X			
<b>Odes Armijo-Caster</b>	X			
<b>Beth Barela, Treasurer</b>	X			
<b>Joseph Bizzell</b>				
<b>Celina Bussey</b>				
<b>Doug Calderwood</b>				
<b>Theresa Carson</b>				
<b>Danielle Casey</b>	X			
<b>Johnna Chapman</b>				
<b>Eleanor Chavez</b>	X			
<b>Troy Clark</b>	X			
<b>Herb Crosby</b>				
<b>Kristen Gamboa</b>				
<b>Marni Goodrich</b>	X			
<b>Bob Grassberger</b>	X			
<b>Tracey Hartzler</b>	X			
<b>Victoria Hernandez</b>				
<b>Antoinette Holmes</b>	X			
<b>Gregg Hull</b>				
<b>Krista Kelley</b>	X			
<b>Samuel Kolapo</b>	X			
<b>Joseph LiRosi</b>				
<b>Vaadra Martinez</b>				
<b>John Mierzwa</b>	X			
<b>Laura Musselwhite</b>				
<b>Debbie Ortiz</b>	X			
<b>Stacy Sacco</b>	X			
<b>James Salas</b>	X			
<b>Waldy Salazar</b>				
<b>Leslie Sanchez</b>	X			
<b>Diane Saya</b>				
<b>Jerry Schalow</b>	X			
<b>Raymond Trujillo</b>				
<b>Gina Urias-Sandoval</b>				
<b>David Valdes</b>	X			
<b>Carolyn VanderGiesen</b>				

ab 1 Approval of Minutes, Full Board, October 18, 2021

Motion: Krista Kelley  
 Second: Beth Barela  
 No Discussion  
 Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon			X	
Odes Armijo-Caster	X			
Beth Barela, Treasurer	X			
Joseph Bizzell				
Celina Bussey				
Doug Calderwood				
Theresa Carson				
Danielle Casey	X			
Johnna Chapman				
Eleanor Chavez			X	
Troy Clark	X			
Herb Crosby				
Kristen Gamboa	X			
Marni Goodrich	X			
Bob Grassberger			X	
Tracey Hartzler	X			
Victoria Hernandez				
Antoinette Holmes	X			
Gregg Hull				
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi				
Vaadra Martinez				
John Mierzwa	X			
Laura Musselwhite				
Debbie Ortiz	X			
Stacy Sacco	X			
James Salas	X			
Waldy Salazar				
Leslie Sanchez	X			
Diane Saya				
Jerry Schalow	X			
Raymond Trujillo				
Gina Urias-Sandoval				
David Valdes	X			
Carolyn VanderGiesen				

**ACTION ITEMS**

**Tab 2 Approval of WCCNM Policy:**

- a. Update MP-301 Code of Conduct (Conflict of Interest), Change 2**
- b. Update OP- 441, 14 Elements, Change 1**
- c. OP-442 Referral Policy, New**

- Mr. Aragon presented the update of Policy MP-301 Code of Conduct to include Conflict of Interest. This reflects changes under WIOA. This request is also included rescinding the Admirative Policy AP-207.
- He also presented the update of Policy OP-441 14 Elements. This update provides clearer directions and activity coding to the Central Region’s Youth Service Provider regarding the permissible use of youth funds for training activities and services associated with youth participants.
- Elizabeth Middleton presented OP-442 Referral Policy. This will ensure the Central Region is in compliance with the “Required Local Workforce Development Boards Policies” under the PY21 Grant Agreement between WCCNM and NMDWS.

**Comments**

**Motion: Bob Grassberger**

**Second: Debbie Ortiz**

**No Discussion**

**Action: Passed unanimously by Roll Call Vote.**

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>No Vote</b>
<b>Marvis Aragon</b>			<b>X</b>	
<b>Odes Armijo-Caster</b>	<b>X</b>			
<b>Beth Barela, Treasurer</b>	<b>X</b>			
<b>Joseph Bizzell</b>				
<b>Celina Bussey</b>				
<b>Doug Calderwood</b>				
<b>Theresa Carson</b>				
<b>Danielle Casey</b>	<b>X</b>			
<b>Johnna Chapman</b>				
<b>Eleanor Chavez</b>			<b>X</b>	
<b>Troy Clark</b>	<b>X</b>			
<b>Herb Crosby</b>				
<b>Kristen Gamboa</b>	<b>X</b>			
<b>Marni Goodrich</b>	<b>X</b>			
<b>Bob Grassberger</b>			<b>X</b>	
<b>Tracey Hartzler</b>	<b>X</b>			
<b>Victoria Hernandez</b>				
<b>Antoinette Holmes</b>	<b>X</b>			
<b>Gregg Hull</b>				
<b>Krista Kelley</b>	<b>X</b>			

<b>Samuel Kolapo</b>	<b>X</b>			
<b>Joseph LiRosi</b>				
<b>Vaadra Martinez</b>				
<b>John Mierzwa</b>	<b>X</b>			
<b>Laura Mussewhite</b>				
<b>Debbie Ortiz</b>	<b>X</b>			
<b>Stacy Sacco</b>	<b>X</b>			
<b>James Salas</b>	<b>X</b>			
<b>Waldy Salazar</b>				
<b>Leslie Sanchez</b>	<b>X</b>			
<b>Diane Saya</b>				
<b>Jerry Schalow</b>	<b>X</b>			
<b>Raymond Trujillo</b>				
<b>Gina Urias-Sandoval</b>				
<b>David Valdes</b>	<b>X</b>			
<b>Carolyn VanderGiesen</b>				



**Tab 3 WCCNM Workforce Connection Operations**

By Elizabeth Middleton, Policy Analyst

- Ms. Middleton gave an update on the New Mexico Workforce Connection Offices for January 2022.

**Tab 4 Dashboard/Performance Update**

by Lloyd Aragon, WCCNM Manager

- Mr. Aragon spoke on 2<sup>nd</sup> Quarter Performance for PY21 and Dash Board for January 31, 2022

**Tab 5 Continued Quality Improvements**

by Elizabeth Middleton, Policy Analyst

- Ms. Middleton stated that CQI Sub-Committee has met twice since last Full Board Meeting. The Committee has done a lot of work of planning and processes. The committee is currently piloting its first formal CQI plan the plan was developed and implemented with Concha Cordova and the WIOA Youth Provider Staff to monitor youth performance.
- The Committee is also working with staff to develop and formalize our CQI process that will eventually across workforce activities.
- Currently working to identify the areas of performance where we would like to focus our next CQI plan.

## Tab 6 **Other Discussion**

- Mr. Schalow stated he would like our next Board meeting to be in person with a reception and have planning session for the next fiscal year.
- Rio Rancho Public Schools purchased a CTE building and they are having an open house on April 7, 2022 from 4 to 6 pm.

## **UPDATES**

### Tab 7 **PY20 Audit Report**

- Michael McGinley and Sheila Herrera with Moss Adams presented the PY20 Audit for WCCNM.
- Unmodified Opinion.
- No material weaknesses or significant deficiencies noted.
- No federal program compliance findings noted (Single Audit).
- No compliance findings noted (NMAC 2.2.2)
- Praised Jesse and Amy being so helpful.

### Tab 8 **Summary of Executive Committee Meeting for November 15, 2021**

- Mr. Martinez presented the Executive Committee Minutes.

### Tab 9 **WIOA Monthly Expenditure Report for January 31, 2022**

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, provided reporting for the WIOA Monthly expenditure report as of January 31, 2022
- Year-to-date formula and other funding sources, and Ticket to Work expenditures for the current period, totaled \$1,021,479 with a total year-to-date expenditure totaling \$5,778,216.

#### **Questions and Comments Followed**

### Tab 10 **WIOA Updates**

#### **- WCCNM Bylaws Amendment**

Mr. Martinez presented the proposed amendment to the Bylaws is to provide additional detail and clarification for the WCCNM Executive Committee as they may act on behalf of the WCCNM Full Board for certain action items and for issues that require immediate action. Additional modification is for the removal of reference to the Youth Council and replacement with the WCCNM Youth Standing Committee. Also, provided an update to provide consistency with the proposed code of conduct that will be presented to the WCCNM Full Board in February for approval

- EDA Good Jobs Challenge Grant Proposal
- National Association of Workforce Boards will be hosting their conference in April. Nicole will contact those individuals who were signed up previously and if any other board members who like to attend, please reach out to Nicole as well.

**COMMITTEE REPORTS**

Tab 11      **Disability Standing Committee – No Report**  
**Economic Development Ad-Hoc Committee – No Report**  
**Performance and Monitoring Committee – No Report**  
**Training and Service Provider Committee – No Report**  
**Youth Standing Committee – No Report**

**PUBLIC COMMENT/ADJOURNMENT**

- **Public Comment – None**
- **Adjournment – 3:04 p.m.**

**NOTES**


**Next Meeting:**

**Date:**            April 18, 2022

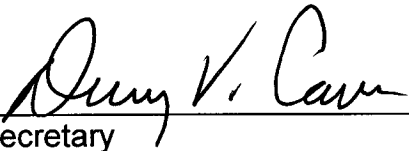
**Time:**            1:30 p.m.

**Location:**      Mid-Region Council of Governments – Board Room

**Approved at the June 20, 2022 WCCNM Full Board Meeting:**

  
\_\_\_\_\_  
Jerry Schalow, WCCNM Chair

ATTEST:

  
\_\_\_\_\_  
Secretary

*“Equal Opportunity Program”*