



MINUTES
Workforce Connection
of Central New Mexico
Executive Committee

Thursday, April 7, 2011
8:00 am
Mid-Region Council of Governments

Call to Order – 8:14 am – Patrick Newman, WIA Administrator

Present

Doug Calderwood
Ken Carson
Stephanie Hanosh, Chair-Elect
Judy LeJeune
Rita Gallegos Logan
Virginia Murphy
Senator John Sapien - Chair
Honorable Jack Torres

Quorum Established

Absent

Jim Summers
Sherry TenClay

Approval of Thursday, April 7, 2011 Agenda

Motion: Judy LeJeune
Second: Ken Carson
No Discussion
Action: Passed unanimously by voice vote

Tab 1: Approval of Minutes, Executive Committee: February 3, 2011

Motion: Ken Carson
Second: Virginia Murphy
No Discussion
Action: Passed unanimously by voice vote

Tab 2: Monthly Expenditure Report for March 2011

- Jesse Turley, MRCOG WCCNM Accounting Manager, explained the WIA monthly expenditure report and American and Recovery and Reinvestment Act (ARRA) report for March 2011.
- Year-to-date formula expenditures for the current period total three hundred seventeen thousand, seven hundred and eighty-four dollars (\$317,784) with a year-to-date expenditures of almost \$2.7 Million.
- Year to date ARRA expenditures for the current period total forty-six thousand, two hundred seventy-eight dollars (\$46,278) with a year-to-date expenditures of \$514,941.

- Mr. Turley noted that WCCNM received the State Energy Sector Partnership (SESP) funds of \$491,000.
- Budget Adjustment will take place at our next meeting to reflect any changes to the Budget.
- He noted that the NEG money needs to be spent by June 30, 2011.

Discussion Followed

FINAL ACTION ITEMS

There was one action item to discuss and vote on – All action items were passed unanimously by voice vote.

Passed by voice vote

- Acceptance of Changes and Additions to the WCCNM Program, Policy and Procedures Manual

Tab 3: Acceptance of Changes and Additions to the WCCNM Program, Policy and Procedures Manual

- a. **Uniform Policy Numbering, Dating and Policy Format** – by Pat Newman, WCCNM Administrator

- Mr. Newman presented the Uniform Policy Numbering, Dating and Policy Format, noting that it had been unclear as to what the most currently policies were and their effective dates.
- He also noted the policies had no numbering system in which was confusing to reference.
- Mr. Newman recommended that this body adopt the proposed new format for the policy manual.

Discussion Followed

Motion to approve: Stephanie Hanosh

Second: Honorable Jack Torres

No Discussion

Action: Passed by voice vote

- b. **Operational Policy No. OP- 401, Change 1- WIA Common Measures** – by Ramona Chavez, WCCNM Manager

- Ms. Chavez presented the WIA Common Measures policy change, stating that the last update was in PY 04, which listed the seventeen Performance Measures that WCCNM had followed.
- She noted that in 2007 we had a transition into Common Measures and this policy would bring us in line with the current requirements.

Discussion Followed

Motion to approve: Doug Calderwood

Second: Judy LeJeune

No Discussion

Action: Passed by voice vote

c. Operational Policy No. OP- 403 - WIA Program Complaint Resolution Procedures – by Ramona Chavez, WCCNM Manager

- Ms. Chavez, presented the WIA Program Complaint Resolution
- She noted that there had not been anything in writing in regards to the process for the Board to follow, in the event of a complaint.
- This policy puts the Board in line with the State guidance.

Motion to approve: Stephanie Hanosh

Second: Rita Logan

No Discussion

Action: Passed by voice vote

d. Operational Policy No. OP - 412, Change 1 - On-the-Job Training (Contract Provisions and Assurances) – by Ramon Chavez, WCCNM Manager

- Ms. Chavez, presented the On-the-Job Training (Contract Provisions and Assurances), she stated that this information was presented at the last WCCNM Full Board Meeting.
- Our current policy is out-dated and needs to be in compliance with the changes that this board has made with regards to Priority Industries, National Emergency Grant funding and regular formula activities that occur within our region.
- Mr. Newman, noted that looking back at the current OJT Policy it is lacking a lot of information as to what OJT really is and who is eligible to participate.
- He also added additional OJT contract provisions and assurances which OJT Contractors must follow.

Questions and Comments followed

Motion to approve: Ken Carson

Second: Doug Calderwood

No Discussion

Action: Passed by voice vote

e. Operational Policy No. OP – 414 - Concurrent Enrollment-Youth – by Ramona Chavez, WCCNM Manager

- Ms, Chavez presented the Concurrent Enrollment-Youth policy.
- In the past the WCCNM had not been granted waivers to assist our youth in enrolling an ITA; however concurrent enrollment was allowed.
- This policy updates our current co-enrollment policy and allows eligible Youth to receive Adult services without jeopardizing there youth status.

Motion to approve: Rita Logan
Second: Judy LaJeune
No Discussion
Action: Passed by voice vote

INFORMATION AND DISCUSSION ITEMS

Tab 4: WIA Status Updates – by Patrick Newman, WCCNM Administrator

- Mr. Newman, noted that the next BAR, to incorporate the \$491,000 of SESP money will be presented at the June meeting.
- SER Job in Progress, has been tasked with the delivery of the SESP services, and the Central Region is working closely with SER and the Northern Board as it relates to holding a joint Sub-Industry Council meeting.
- Mr. Newman stated that he will be meeting with Ramona Chavez, Art Martinez and Pat Gannon later today to develop an Agenda for the first Sub-Industry Council (SIC) Meeting.
- Mr. Newman has contacted all businesses that were recommended by the Department of Workforce Solutions as well as other businesses in the Albuquerque area.
- He will get a list of SIC Board Members to the Committee once one is drafted.
- Mr. Newman recommended that staff prepare draft letter or Memo, with the Chair's signature, to all potential members officially appointing them to the SIC, as a Sub-Committee to this Board.
- Mr. Newman noted that a Memorandum of Understanding (MOU) between the WCCNM and DWS has been drafted to provide re-employment eligibility assessment services in our Business and Career Center in Albuquerque.
- The program outlined in the MOU will be overseen by Ron Chavez; staff will be hired effective July 1, 2011.

Tab 5: Career Pathways Initiative – by Ramona Chavez, WCCNM Manager

- Ms. Chavez explained that the Career Pathways team will be attending their second training institute in Washington, D.C. in April.
- The team has also contracted with a consultant from Albuquerque and has been assigned a coach from California.
- The Team will update the Committee at the May meeting.

Discussion Follow

REPORTS

Administrative Reports – by Art Martinez, WCCNM Site Manager

- Mr. Martinez, gave update on the services in the Business and Career Centers.
- Job Seeker activity has increased by almost 18% and WIA training inquiries have increased almost 200% from prior months.
- Unemployed now have to post resume, background info and come in on a regular basis.
- Goal #2 of the Strategic Plan is the rollout of the employer survey to begin April 13th.

Discussion followed.

Committee Reports –

Performance & Monitoring Committee – by Doug Calderwood

- Mr. Calderwood noted that next meeting is in May and performance is good.

Senator Sapien complimented the Team and Board on jobs well done.

PUBLIC COMMENT

Public Comments – None.

ADJOURNMENT

Mr. Newman announced that in March he applied for a position in San Antonio and has unofficially been selected as the candidate for the Executive Director position for Workforce Solution Alamo. He explained that it's a twelve county area, with nine full comprehensive centers and seven satellite centers and a program budget of over 90 million dollars.

Mr. Newman commended the Staff on all their hard work.

Comments followed.

Adjournment – 9:58 am

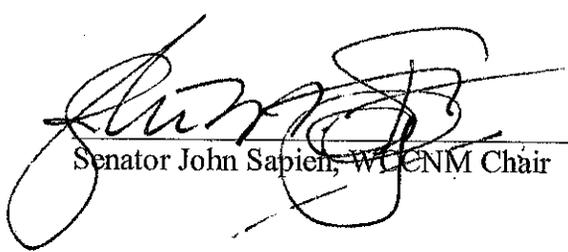
Next Meeting-

Date: Thursday, May 5, 2011

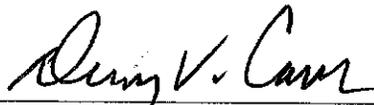
Time: 8:00 am

Location: Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:
809 Copper NW, Albuquerque, NM 87102*


Senator John Sapien, WCENM Chair

ATTEST:


Secretary