



**MINUTES**  
**Workforce Connection**  
**of Central New Mexico**  
**Executive Committee**

**Thursday, May 5, 2011**

**8:00 am**

**Mid-Region Council of Governments**

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

Before Role Call Senator John Sapien, Chair, moved the agenda forward to Tab 11. Patrick Newman introduced Carla Marquez, NMDWS (Green Jobs Coordinator).

**Tab 11. NM Mobile Green Job Workforce Center Presentation** – By Carla Marquez & Ashley Leach with the New Mexico Department of Workforce Solutions (NMDWS).

- Carla Marquez explained that the NMDWS was awarded a \$1.25 million dollar grant to conduct an analysis on the Green Labor market in New Mexico.
- Four key areas within the “green industry” were identified: Renewable Energy, Energy Efficiency, Green Production and Research & Development Administration.
- New Mexico State Arrowhead Center sent out a survey to private employers about green jobs within their industries. This data was returned to NMDWS for analysis.
- Staff also developed a Green Job Web Portal to publish anything that is green related, such as jobs, publications and educational information. The website will also be shared with the State Sector Grant, in order to train individuals with the necessary tools they may need to succeed in the green jobs arena.
- The grant also allowed NMDWS to purchase a “Green Mobile” that will be used to promote green jobs within the State of New Mexico.
- Ashley Leach, noted that NMDWS has finalized their report; this report will be available on the Web Portal.

**Discussion & Comments Followed.**

(Agenda then skipped back to Roll Call to continue the agenda)

Roll Call followed at 8:39 a.m.

**Present**

Doug Calderwood

Ken Carson

Stephanie Hanosh, Chair-Elect

Rita Gallegos Logan

Virginia Murphy

Senator John Sapien – Chair

Jim Summers

Sherry TenClay

Honorable Jack Torres

**Quorum Established**

**Absent**

Judy LeJeune

**Approval of Thursday, May 5, 2011 Agenda**

**Motion: Jim Summers**

**Second: Rita Logan**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 1: Approval of Minutes, Executive Committee: April 7, 2011**

**Motion: Rita Loan**

**Second: Ken Carson**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 2: Monthly Expenditure Report for April 2011**

- Jesse Turley, MRCOG WCCNM Accounting Manager, explained the WIA monthly expenditure report and American and Recovery and Reinvestment Act (ARRA) reports for March 2011.
- Year-to-date formula expenditures for the current period total three hundred and nine thousand, two hundred and ninety-five dollars (\$309,295) with a year-to-date expenditures of almost \$3 Million.
- ARRA expenditures for the current period total fifty-three thousand, six hundred twenty-nine dollars (\$53,629) with a year-to-date expenditures of \$568,570.

**FINAL ACTION ITEMS**

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

**Passed by voice vote**

- Approval of WFCP-01-11, Approval of new contract for C-O-P-D Interpreter Services for PY11 (July 1, 2011 to June 30, 2012)
- Approval of WFCP-02-11, WCCNM Meeting Dates
- Approval of R-01-11, Open Meetings Act Resolution
- Approval to extend SER Jobs for Progress Inc. Adult/Dislocated Worker contract for PY11 (July 1, 2011 to June 30, 2012) Pursuant to PART 1, 1.1.1 Solicitation in the PY10 RFP
- Approval to extend Youth Development Inc. (YDI) Youth Contract for PY11 (July 1, 2011 to June 30, 2012) Pursuant to PART 1, 1.1.1 Solicitation in the PY10 RFP
- Approval to extend the Sanchez, Mower & Desiderio, P.C., contract for an additional year pursuant to Section 12.A.Termination
- Approval to extend the Mid-Region Council of Governments contract as the Administrative Entity/Program Operator/Fiscal Agent for an additional year pursuant to Section 12.A.Termination
- Proposed Youth Summer Work Experience for PY10/PY11

**Tab 3. Approval of WFCP-01-11, Approval of new contract for COPD Interpreter Services for PY11 (July 1, 2011 to June 30, 2012) – by Jerilynn Sans, WCCNM Planner**

- Jerilynn Sans presented and explained the Community Outreach Program for the Deaf (COPD) Contract.
- COPD had been providing quality interpreter services to WCCNM participants since August 2004.
- The WCCNM is required by federal legislation to provide services to all persons, no matter what their race, color, national origin, gender, sexual orientation, age or handicap, to include the right for the deaf population to access all WIA services with sign language interpreters to be provided by the WCCNM.
- Staff is recommending the approval of the Contract with COPD, with the financial impact is not to exceed three thousand dollars (\$3,000).

**Motion to approve: Sherry TenClay**

**Second: Honorable Jack Torres**

**No Discussion**

**Action: Passed by voice vote**

**Tab 4. Approval of WFCP-02-11, WCCNM Meeting Dates – by Patrick Newman, WCCNM Administrator**

- Patrick Newman presented the PY11 WCCNM Meeting Dates for July 2011 through June 2011.
- This schedule will follow the meeting schedule established in August 2003.
- Executive meetings are scheduled to meet on the first Thursday of each month and Full Board meetings will be scheduled to meet the third Monday of every other month.
- The meeting schedule attached to Tab 4 follows the established schedule.

**Motion to approve: Jim Summers**

**Second: Rita Logan**

**No Discussion**

**Action: Passed by voice vote**

**Tab 5. Approval of R-01-11, Open Meetings Act Resolution – by Patrick Newman, WCCNM Administrator**

- The Open Meetings Act Resolution must be approved every Program Year to remain in compliance with statutory regulations.
- Any policy-making body of any state agency or any agency formulating public policy is required to follow the Open Meetings Act.

**Motion to approve: Jim Summers**

**Second: Doug Calderwood**

**No Discussion**

**Action: Passed by voice vote**

**Tab 6 through Tab 9 were all explained separately but were all voted on collectively**

- Mr. Newman presented the SER, Jobs for Progress Inc. Adult/Dislocated Worker Contract and the Youth Development Inc. (YDI) Youth Contract.
- Pursuant to the initial solicitation for an RFP it allowed the WCCNM to extend the Contracts for the Service Providers SER and YDI for two additional one year terms, subject to funding availability and contract negotiations
- The term of this contract will be for one year, beginning July 1, 2011 and ending June 30, 2012
- Mr. Newman also presented the Contracts for WCCNM Legal Counsel Sanchez, Mower & Desiderio, P.C., and the Mid-Region Council of Government (MRCOG).
- Both contracts are pursuant to the professional services agreement, which allows for a one year contract extension, dependent on funding availability and contract negotiations; the term of each contract would be for one year beginning July 1, 2011 and ending June 30, 2012.

**Comments & Discussion Followed.**

**Tab 6. Approval to extend SER Jobs for Progress Inc. Adult/Dislocated Worker contract for PY11 (July 1, 2011 to June 30, 2012) Pursuant to PART 1, 1.1.1 Solicitation in the PY10 RFP. – by Patrick Newman, WCCNM Administrator**

**Tab 7. Approval to extend Youth Development Inc. (YDI) Youth Contract for PY11 (July 1, 2011 to June 30, 2012) Pursuant to PART 1, 1.1.1 Solicitation in the PY10 RFP. - by Patrick Newman, WCCNM Administrator**

**Tab 8. Approval to extend the Sanchez, Mower & Desiderio, P.C., contract for an additional year pursuant to Section 12.A.Termination. - by Patrick Newman, WCCNM Administrator**

**Tab 9. Approval to extend the Mid-Region Council of Governments contract as the Administrative Entity/Program Operator/Fiscal Agent for an additional year pursuant to Section 12.A.Termination. - by Patrick Newman, WCCNM Administrator**

**Motion to approve the Contract Extension for SER, YDI, Sanchez, Mowers & Desiderio and the Mid-Region Council of Governments: Ken Carson**

**Second: Sherry TenClay**

**No Discussion**

**Action: Passed by voice vote**

**Tab 10. Proposed Youth Summer Work Experience for PY10/PY11 - by Patrick Newman, WCCNM Administrator and Jerilynn Sans, WCCNM Planner**

- Mr. Newman stated that based on preliminary figures we have received from the Department of Workforce Solutions, it seems possible that the youth funding will be increase this year.
- On May 3, 2011, staff received a Training Employment Guidance Letter (TEGL) from USDOL Assistant Secretary Jane Oats passing down the state allocations for the adult/adult dislocated worker program.
- The youth funding was not identified; however, a letter from NMDWS outlined preliminary planning numbers in all areas.

- Ms. Sans noted that if these planning numbers hold true. The Youth program may get an additional \$448,446.
- The idea is to possibly utilize these funds for a modified Summer Youth Employment Program (SYEP).
- Staff is asking that the Executive Committee consider utilizing these funds for a SYEP, if the planning numbers remain consistent.

**Comments & Discussion Followed.**

**Motion to approve: Jim Summers**

**Second: Sherry TenClay**

**No Discussion**

**Action: Passed by voice vote**

**INFORMATION AND DISCUSSION ITEMS**

**Tab 12. PY11 Preliminary Budget Information** – by Patrick Newman, WCCNM Administrator

- On April 28, 2011 WCCNM received a letter from NMDWS outlining possible funding allocations for the local area. This letter is for budget planning purposes only and is subject to change upon receipt of the official allotment notice from the NMDWS.
- Possible funding allocations of \$4.7 million (Youth \$1.4 million, Adult \$1.2 million and Dislocated Worker \$1.9 million)
- Figures will be used for planning purposes until final allocated is made available by NMDWS.

**Tab 13. WIA Status Updates** – by Patrick Newman, WCCNM Administrator

- SESP staff has scheduled two Sub-Industry Council Meetings; one meeting is scheduled for Monday, May 2, 2011 with the Business and Labor Partners, one is scheduled for Friday, April 29, 2011 with Education Partners.
- Staff has sent out the format to begin cataloging the current need and projected need for the business and education side, identifying any curriculum that may be needed.
- Another meeting will be scheduled with all members by the end of the month and a report will be developed by July for NMDWS.

**Tab 14. Career Pathways Update** – by Sherry TenClay, WCCNM Board Member

- Ms. TenClay stated that the Team had concluded with their second Career Pathways Training Institute in Washington D.C.
- The team was asked to present two take a ways and one recommendation for the final presentation to Assistant Secretary's of the Department of Labor, the Department of Health and Human Services and the Department of Education.
- The team is still moving forward and will keep the Committee updated on the success of this grant.

**Discussion & Comments followed.**

## REPORTS

- **Administrative Reports –**
  - Mr. Newman noted that his last day is May 13, 2011.

- **Committee Reports –**

**Performance & Monitoring Committee** – by Doug Calderwood

- Mr. Calderwood noted that next meeting May 10<sup>th</sup> at 2:30.

## PUBLIC COMMENT

**Public Comments – None.**

## ADJOURNMENT

*Senator John Sapien publicly and personally thanked Patrick Newman for all his hard work and dedication to the WCCNM.*

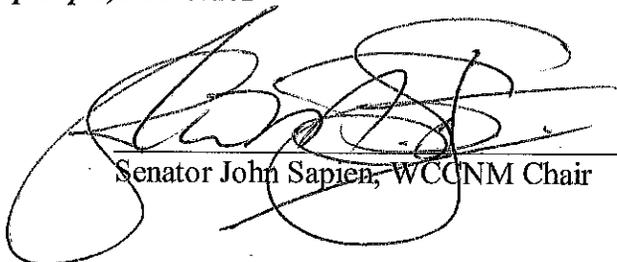
*Comments followed.*

**Adjournment – 9:48 am**

**Next Meeting-**

**Date:** Thursday, June 2, 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, WCCNM Chair

ATTEST:

  
Secretary