

MINUTES
Workforce Connection
of Central New Mexico
Full Board Meeting
Monday, February 22, 2016
New Mexico Workforce Connection
809 Copper Ave. NW, Albuquerque, NM 87102
1:30 pm

Call to Order: 1:32 pm –Odes Armijo-Caster, Chair

Roll Call - Determination of Quorum - by Jerilynn Sans

Present

- Odes Armijo-Caster
- Doug Calderwood
- Reyes Gonzales
- Marni Goodrich
- Victoria Hernandez
- Michelle Jones
- Samuel Kolapo
- Paul Kress
- Patricia Lincoln
- Rita Logan Gallegos
- Ralph Mims
- Virginia Murphy
- Alex Romero
- Waldy Salazar
- Leslie Sanchez
- Paul Sanchez
- Randy Sanchez
- Sherry TenClay
- Juanita Trad
- Carolyn VanderGiesen
- Isaac J. Zamora

Non-Voting Member

- Rosa Auletta, Youth Standing Committee, Chair

Absent

- Paul Baca
- Correen Bales
- Diane M. Lacen
- Debbie Ortiz
- Mike Swisher
- Honorable Jack Torres
- Bob Walton

Quorum Established

Approval of Monday, February 22, 2016 Agenda

Motion: Randy Sanchez
Second: Leslie Sanchez
No Discussion
Action: Passed unanimously by voice vote

Tab 1: Approval of Minutes, Full Board: October 19, 2015

Motion: Rita Logan
Second: Paul Kress
No Discussion
Action: Passed unanimously by voice vote

ACTION ITEMS

Tab 2 Approval of Amendment to the Demand Occupation Policy, NO. OP- 418, Change 2

by Jerilynn Sans, Workforce Administrator

- Ms. Sans presented the amendment to the Demand Occupation Policy.
- She explained this was an amendment to an existing policy which will ensure that the WCCNM is in line with the State's current information that the Department of Workforce Solutions Economic Research Analysis Bureau provided to the Local Boards defining Demand Occupation.
- This information will be provided from the bureau on a regular basis and WCCNM will make sure we are in line with any updates to regulations or policy.

Motion: Randy Sanchez
Second: Paul Kress
No Discussion
Action: Passed unanimously by voice vote

Tab 3 Approval of Amendment to the Supportive Service Policy, OP-410, Change 6

by Jerilynn Sans, Workforce Administrator

- Ms. Sans presented the amendment to Support Services Policy.
- This change pertains to the Special Supportive Services portion of the Supportive Services Policy on page 6 of the policy.
- She stated that WCCNM had made a change a few program years ago to include an amount that participants can utilize for clothing/uniforms, safety/items or tools needed to complete training, work experience, OJT components or classroom training.
- It was brought staff attention that some participants are taking advantage of the \$200.00 reimbursement, as the policy has no guidelines on what they can or cannot purchase.
- The amendment to this policy change would limit the general professional and/or regular business/office attire dress code items to \$100.00 per participant (this includes shoes).

Questions and Comments Followed.

Motion: Alex Romero
Second: Sherry TenClay
No Discussion
Action: Passed unanimously by voice vote

Tab 4 Acceptance of PY14 Audit Report

by Michael McGinley and Kory Hoggan *with Moss Adams, LLP*

- Mr. McGinley and Mr. Hoggan presented the PY14 Audit Report from Moss-Adams, LLP.
- They noted that Moss Adams issued an unmodified opinion of the Workforce Connection of Central New Mexico's financial practices.
- They also noted that this was a smooth audit with no audit findings and the management of the organization is well established.
- They explained their responsibilities under U.S and Government Auditing Standards and that an annual financial audit is required by the New Mexico State Auditor and the Single Audit Act.
- The WCCNM financial audit was submitted to the Office of the State Auditor on December 4, 2015, and was accepted on January 19, 2016.
- A draft of the Annual Financial Statements and Independent Auditor's Report for the year ending June 30, 2015 was discussed at an exit conference with members of the WCCNM Board and MRCOG staff on December 2, 2015.
- Mr. Cave thanked staff for all their hard work.
- Moss Adams, LLP is recommending the acceptance of the PY14 Audit Report.

Questions and Comments Followed.

Motion: Paul Kress

Second:Carolynn VanderGiesen

No Discussion

Action: Passed unanimously by voice vote

Tab 5 Recommend Approval to Release the WCCNM Legal Services Request for Proposal (RFP)

by Jerilynn Sans, Workforce Administrator

- Ms. Sans presented the approval to release the WCCNM Legal Services RFP.
- The last RFP for Legal Services was released in 2012, which allowed for a one-year contract with three one-year extensions.
- She stated that she has been working with our MRCOG Procurement Officer to get everything in line with the time line of the RFP.
- Upon approval, the Legal Services RFP will be released on March 6, 2016, with the process to be completed by the week of April 11, 2016
- She stated that the WCCNM Legal Services contract will be scheduled for approval at the June 20, 2016 Full Board Meeting.

Questions and Comments Followed.

Motion: Carolynn VanderGiesen

Second: Sherry TenClay

No Discussion

Action: Passed unanimously by voice vote

Tab 6 WCCNM County Representative Election for Sandoval County

by Jerilynn Sans, Workforce Administrator

- Ms. Sans explained that, per the WCCNM Bylaws, there is a need for a representative from each county within our region to serve on the Executive Committee.

- At the last Full Board meeting there was no one from Sandoval County.
- Juanita Trad has agreed to be the Sandoval County representative for the Executive Committee.

Motion: Alex Romero

Second: Isaac J. Zamora

No Discussion

Action: Passed unanimously by voice vote

INFORMATION & DISCUSSION ITEMS

Tab 7 Youth Development Inc., Presentation

By Concha Cordova, YDI

- Ms. Cordova introduced Dr. Diego Gallegos, President/CEO and Victoria Perez, WIOA Program Manager both of YDI.
- She also discussed that YDI received a Youth Build Program grant to help out-of-school youth, with many of the youth co-enrolling in the WIOA Youth program.
- Lawrence Chavez, YDI introduced Loren Pasquel and Brian Luster who both gave an overview of their successes in the Youth Build and WIOA programs.

Tab 8 WIOA Monthly Expenditure Report for January 31, 2016

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, explained the WIA monthly expenditure report for January 31, 2016.
 - Year-to-date formula expenditures for the current period as of January 31, 2016, totaled four-hundred ten thousand, four-hundred and thirteen dollars (\$410,413), with year-to-date expenditures totaling \$2,897,843.
- Questions and Comments Followed.**

Tab 9 Business and Career Center Update/Dashboard

by Lloyd Aragon, Workforce Manager & Art Martinez, Operations Manager

- Mr. Aragon presented the WCCNM Dashboard for January 31, 2016.
 - He also presented the 2nd Quarter PY15 Performance, and explained that the Central Region is meeting and/or exceeding all measures.
 - Mr. Martinez gave an update on the Business & Career Centers for the month of January 31, 2016.
 - He also presented on the economic outlook for the region and discussed all the recruiting events that have been taking place at the Business & Career Centers.
- Questions and Comments Followed.**

Tab 10 WIOA Status Update

by Jerilynn Sans, Workforce Administrator

- Ms. Sans gave an update on workforce activities.
- NMDWS concluded their PY14 monitoring review. There was one finding on the youth side with two youth who had not registered for selective service within 30 days. This finding was fixed and the monitoring review was closed. There were no findings on the Adult/DW side.

- NAWB conference is March 13-16, 2016. Three staff and three board members will be attending.
- We are working with legal to finalize the changes to the Bylaws and CEO Agreement to keep in line with WIOA changes.
- Executive Committee met on February 4, 2016. BAR #2 was approved, moving the remaining of the 50% of the allowed funds from DW to Adult. It also added the Ticket to Work funding into the budget. The committee also approved a policy which will allow the use of the Ticket to Work budget, and to help fund a grant writer to assist in writing the proposal/application for USDOL TechHire Grant which is due on March 11, 2016.
- Staff has also been working with the LFC during their review of the New Mexico Workforce system.

Questions & Comments Followed

REPORTS

Tab 11 Committee Reports

- **Training and Service Provider Committee, Sherry TenClay**
 - Ms. TenClay stated that the committee met on February 17, 2016.
 - At the meeting the Committee discussed the additional requirements under WIOA for Training Providers.
 - Discussion also took place about what jobs are available for IT and what are some of the gaps that are missing to fill these positions.
 - Next meeting is scheduled for March 16, 2016 at 2:00 pm.

- **Performance and Monitoring Committee, Doug Calderwood**
 - Doug Calderwood stated that the committee met on January 13, 2016.
 - WCCNM is meeting or exceeding all measures.
 - Next meeting scheduled March 9, 2016 at 2:30 pm .

- **Youth Council Committee, Rosa Auletta –**
 - Rosa Auletta, stated that the committee has not meet, but has discussed having quarterly meetings, or meetings as needed.
 - The next meeting will take place on March 8, 2016

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment – None**

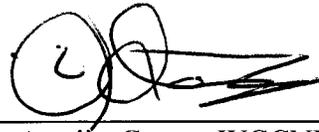
- **Adjournment – 3:23 p.m.**

NOTES

Next Meeting:

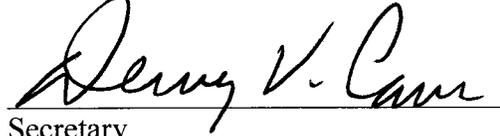
Date: Monday, April 18, 2016
Time: 1:30 p.m.
Location: Mid-Region Council of Governments – Board Room

Approved at the June 20, 2016, WCCNM Full Board Meeting:



Odes Armijo-Caster, WCCNM Chair

ATTEST:



Secretary

“Equal Opportunity Program”