MINUTES
Workforce Connection
of Central New Mexico
Full Board Meeting
Monday, February 25, 2013
Mid-Region Council of Governments
809 Copper NW, Albuquerque, NM 87102
1:30 pm

Call to Order: 1:37 pm – Stephanie Hanosh, Chair

Roll Call - Determination of Quorum - by Ramona Chavez

Present
- Odes Armijo-Caster
- Paul Baca
- Diane Burke
- Doug Calderwood
- Linda Callaghan
- Reyes Gonzales
- Marni Goodrich
- Stephanie Hanosh
- Michelle Jones
- Mindy Koch
- Paul Kress
- Diane M. Lacen
- Kyle Lee
- Rita Gallegos Logan
- Kathy McCormick
- Antonio Medina
- Virginia Murphy
- Alex O. Romero
- Paul Sanchez
- Randy Sanchez
- Sherry TenClay
- Carolyn VanderGiesen
- Bob Walton

Absent
- William Alberti
- Steve Anaya
- Celina Bussey
- Sam Kolapo
- Patricia Lincoln
- Debbie Ortiz
- Norman Ration
- Eric Renz-Whitmore
- Senator John Sapien
- Mike Swisher
- Honorable Jack Torres

Quorum Established

Stephanie Hanosh, Chair, welcomed new board members and thanked them for their time and willingness to serve.

New board members introduced themselves and gave an overview of their background.

Approval of Monday, February 25, 2013 Agenda

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

Tab 1: Approval of Minutes, Full Board: October 15, 2012

Motion: Kathy McCormick
Second: Paul Kress
No Discussion
Action: Passed unanimously by voice vote

FINAL ACTION ITEMS

Tab 2 Approval of WFCP-05-12-PY12 Bar #2

by Jesse Turley, WIA Accounting Manager

- Mr. Turley gave brief explanation of the BAR #2.
- He stated that NMDWS granted the Central Region with $380,072 of National Emergency Grant money (NEG).
- $360,000 has been identified for long-term unemployed dislocated worker training and $20,072 for Administration.
- This money needs to be spent by June 30, 2014.
- Mr. Turley also explained that in the PY12 budget, local boards are allowed to transfer up to 30% of Dislocated Worker funds to the adult fund stream.
- Included in BAR #2 is a line item for the transfer of funds from Dislocated Worker to Adult in the amount of $200,000.

Discussion & Questions followed.

Motion: Randy Sanchez
Second: Rita Gallegos Logan
No Discussion
Action: Passed unanimously by voice vote

Tab 3 Acceptance of PY11 Audit Report

by Scott Eliason, Moss-Adams, LLP

- Mr. Eliason presented the PY11 Audit Report from Moss-Adams, LLP.
- He noted that Moss Adams issued an unqualified, or clean, opinion of the Workforce Connection of Central New Mexico's financial practices.
- Mr. Eliason noted that this was a smooth audit with no audit findings and the management of the organization went well.

- The annual financial audit, required by the New Mexico State Auditor and the Single Audit Act, was submitted to the Office of the State Auditor by the December 3, 2012 deadline, and was accepted on January 27, 2013 by the Office of the State Auditor.
- A draft of the Annual Financial Statements and Independent Auditor's Report for the year ending June 30, 2012 was discussed at an exit conference with members of the WCCNM Board and MRCOG staff on November 26, 2012.
- Mr. Cave thanked staff for all their hard work.
- Staff is recommending the acceptance of the PY11 Audit Report.

Discussion Followed.

Motion: Alex O. Romero
Second: Paul Baca
No Discussion
Action: Passed unanimously by voice vote

Tab 4 Recommend Approval to Release the PY13 Adult/Dislocated Worker/Youth Service Provider Request for Proposal (RFP)

by Ramona Chavez, WIA Administrator & Dewey Cave, MRCOG Executive Director

- Ms. Chavez presented the PY13 Adult/Dislocated Worker/Youth Request for Proposal to the WCCNM Board.
- She stated that the time line and scope of work are being handed out for Board review and explained the information has not been released and requested the handout be returned for confidentiality purposes.
- The Administrative Entity staff and Youth Council have reviewed the scope of work for release of the RFP and are recommending the release of the RFP to this board.
- Ms. Chavez discussed the review and meeting dates associated with the RFP.
- The Executive Committee is recommending that the MRCOG release an RFP for PY13 Adult/Dislocated Worker/Youth Services.

Discussion & Comments.

Motion: Paul Kress
Second: Bob Walton
Action: Passed unanimously by voice vote

Tab 5 Acceptance of Proposed Performance Measures in the Central Region

by Ramona Chavez, WIA Administrator

- Ms. Chavez presented the proposed measures that NMDWS presented to the Central Region for PY12.
- She explained that the state approves these levels based upon demographic and economic conditions.
- The measures presented to the Central Region have a reduction in Entered Employment and Retention measures and an increase in in Adult and Dislocated Worker Average Earnings, Placement in Employment/Education, Attainment of Degree/Certificate and Literacy Numeracy for youth.
- Approval of these measures will ensure compliance with Federal guidelines and performance standards.

Questions & Comments followed.

Motion: Carolyn VanderGiesen
Second: Doug Calderwood
No Discussion
Action: Passed unanimously by voice vote

Tab 6 Acceptance of CEO/Partner Agreement and Bylaws

by Ramona Chavez, WIA Administrator

- Ms. Chavez explained that NMDWS, as the State Administrative Entity, was required by USDOL to revise all State Workforce Policies and Rules.
- The local boards were asked to provide review and comment of the drafted state policies, after review and comment, the policies were passed on August 15, 2012.
- Because of the new state rules staff were tasked with reviewing the current policies and incorporating any changes that needed to be made to keep the Board in compliance with the new state regulations.
- Ms. Chavez explained that the policies presented to the Board cover the changes that also needed to be made to the CEO Partner Agreement, Bylaws, Resource Sharing Agreement and Umbrella MOU.
- Staff received clarification from NMDWS on the One-Stop Operator procurement requirement and stated that according to NMDWS, the Board will be able to follow state and federal procurement procedures.
- She noted that on January 7, 2013 the CEO's met and approved the CEO Partner Agreement and Bylaws.
- Ms. Chavez went over the requirements and changes of the Bylaws.
- She noted at a previous meeting eliminating the Executive Committee meetings was discussed. Per discussion with the Board Attorney, Mr. Desiderio, the Executive Committee should continue to meet when the Full Board cannot on issues that need to be discussed or acted on.

Questions & Comments

Motion: Michelle Jones
Second: Reyes Gonzales
No Discussion
Action: Passed unanimously by voice vote

Tab 7 Acceptance of Umbrella MOU and Resource Sharing Agreement

by Ramona Chavez, WIA Administrator & Bob Desiderio, Board Attorney

- Ms. Chavez explained the Umbrella MOU & Resource Sharing Agreement.
- The Umbrella MOU clarifies the required partners under the agreement, including the new partners and removed partners that are no longer state agencies.
- There will be a Resource Sharing Agreement which clarifies language for the duration of the Agreement and non-assignability.
- The Resource Sharing Agreement is applicable to the partners that are located in our Business and Career Centers; these are the individuals that we receive resources from for computers and space in the offices.
- There is corrected references to the attachment in the Resource Sharing Agreement that identify what the one-stop model is, what the customer flow is and what the cost allocation is for each of the partners.

Discussion & Questions Followed.

Ms. Hanosh asked for a motion with the correction of spelling of the name for Adelante on the MOU.

Motion: Kathy McCormick
Second: Sherry TenClay

No Discussion
Action: Passed unanimously by voice vote

Tab 8 Acceptance of Changes to the WCCNM Program, Policy and Procedures Manual

by Ramona Chavez, WIA Administrator & Jerilynn Sans, WIA Manager

- Ms. Chavez explained that all the polices (a-n) were sent by email. These policies have been reviewed by the Youth Council, Training & Service Provider and Performance & Monitoring Committees.
- Recommendation was received from the Youth Council and Committees for the changes that were incorporated from the state rules into our current policies.
- Ms. Chavez & Ms. Sans gave a brief summary of each policy, noting that each policy brings the WCCNM incompliance with all NMAC policies from NMDWS.
- There are three policies not on this list that we are waiting for clarification on; the civil rights, grievance and complaint resolution policy and incentives, sanctions and technical assistance policy.

Questions & Comments followed

a) General Program Policies No. GP-106, Change 1, WIA Youth Activities and Eligibility
b) General Program Information No. GP-107, Requirements for WIA Adult & Dislocated Worker Programs – NEW
c) Administrative Policy No. AP-206, Admin Policy (WIA Youth Council) – NEW
d) Monitoring and Oversight Policy NO. MP-301, Change 1, Code of Conduct Policy and Procedures
e) Monitoring and Oversight Policy No. MP-304, Change 1, Oversight Monitoring & Data Integrity
f) Operational Policy No. OP-401, Change 2, Common Measures
g) Operational Policy No. OP-404, Change 3, Priority of Services
h) Operational Policy No. OP-410, Change 3, Supportive Services
i) Operational Policy No. OP-411, Change 3, Customized Training (CT)
j) Operational Policy No. OP-412, Change 2, On-the-Job Training (OJT)
k) Operational Policy No. OP-418, Change 2, Demand Occupation
l) Operational Policy No. OP-419, Change 3, Individual Training Account (ITA)
m) Operational Policy No. OP-422-A, Participation and Co-Enrollment Policy - NEW
n) Operational Policy No. OP-423, Eligible Training Provider List (ETPL) – NEW

Motion: Alex O. Romero
Second: Rita Gallegos Logan
No Discussion
Action: Passed unanimously by voice vote

Tab 9 Acceptance to Rescind Policies as listed

by Ramona Chavez, WIA Administrator

- Ms. Chavez explained the list of policies to be rescinded. She stated that these policies have been incorporated within the new policies.

Motion: Doug Calderwood
Second: Sherry TenClay
No Discussion
Action: Passed unanimously by voice vote

INFORMATION & DISCUSSION ITEMS

Tab 7 WIA Monthly Expenditure Report for January 31, 2013

by Jesse Turley, WIA Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, explained the WIA monthly expenditure report and the American and Recovery and Reinvestment Act (ARRA) reports for January 31, 2013.
- Year-to-date formula expenditures for the current period for January 31, 2013, totaled five hundred and forty thousand, four hundred and eighty-eight dollars ($540,488) with year-to-date expenditures totaling over $2.7 million.
- ARRA expenditures for the current period total one thousand, one hundred and eighty dollars ($1,180) with year-to-date expenditures totaling $170,660.

Questions and Comments Followed.

Tab 8 Business and Career Center Update/Dashboard

by Jerilynn Sans, WIA Manager & Lou Cimalore, WIA Planner

- Ms. Sans stated the WCCNM received the 1st quarter PY12 Performance, and explained that the Central Region is meeting and exceeding all measures.
- She noted that the negotiated performances and percentages are the numbers that were just approved.
- Mr. Cimalore gave update on the Ticket to Work program and Youth program.
- Ms. Sans presented the Dashboard for January 31, 2013.

Questions and Comments followed.

Tab 9 WIA Status Update

by Ramona Chavez, WIA Administrator

- Ms. Chavez explained that the Central Board has been meeting with the Northern, Eastern and Southern Board Administrative Entity to discuss how the local boards can partner with State Economic Development.
- She also gave an update on the NEG grant, stating the WCCNM received National Emergency Grant of $380,072 to be spent by June 2014.
- Ms. Chavez explained the State Energy Sector Partnership Grant (SESP) is winding-down, with the Central Region exceeding their goal of 569 individuals with enrolling 575 individuals. Staff is currently monitoring these individuals and will continue to update the Board on the grants progress. SESP will end on May 28, 2013.
- Board members and staff will be attending the National Association of Workforce Boards in March. Attendees will include Stephanie Hanosh, Doug Calderwood, Sherry TenClay, Rita Logan, Ramona Chavez and Jerilynn Sans.

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REPORTS

- **Committee Reports**
  - **Training and Service Provider Committee, Sherry TenClay**

- Next meeting is scheduled for March 21, 2013.
- The Committee will continue to discuss training needs and employment.

– **Performance and Monitoring Committee, Ramona Chavez**
  - The Committee met and discussed performance measures, all of which are being met and exceeded.
  - Providers are doing a great job!

– **State Energy Sector Partnership, Odes Armijo-Caster**
  - All funds are being expended and all performance measure are being exceeded by the WCCNM
  - This Grant will be coming to an end in May.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment – None**
- **Adjournment – 3:52 p.m.**

NOTES

Next Meeting:

Date: Monday, April 15, 2013
Time: 1:30 p.m.
Location: Mid-Region Council of Governments – Board Room

Approved at the April 15, 2013 WCCNM Full Board Meeting:

Stephanie F. Hanosh, WCCNM Chair

ATTEST:

Secretary