

**MINUTES**  
**Workforce Connection**  
Of Central New Mexico  
**Full Board Meeting**  
Monday, February 27, 2012  
Mid-Region Council of Governments  
809 Copper NW, Albuquerque, NM 87102  
1:30 pm

**Call to Order: 1:41 pm – Stephanie Hanosh, Chair-Elect**

**Roll Call - Determination of Quorum - by Ramona Chavez**

**Present**

- Steve Anaya
- Odes Armijo-Caster
- Paul Baca
- Doug Calderwood
- Manuel Casias
- Robert Davey
- Reyes Gonzales
- Stephanie Hanosh
- Paul Kress
- Kyle Lee
- Rita Gallegos Logan
- Reyes Gonzales
- Elise McConnell
- Kathy McCormick
- Virginia Murphy
- Brian Rashap
- Eric Renz-Whitmore
- Dr. Emily Salazar
- Paul Sanchez
- Randy Sanchez
- Jim Summers
- Sherry TenClay

**Absent**

- William Alberti
- Jeff Armijo
- Ken Carson
- LeAnn Collins
- Norman Ration
- Senator John Sapien
- Mike Swisher
- Honorable Jack Torres

**Quorum Established**

*Ms. Chavez, stated that Dr. Susan Murphy has resigned from the Board.*

*Stephanie Hanosh, Chair-Elect introduced new Board Members, Diane Burke, NM Workforce Training Center, Brain Rashap, Intel Corp., and Elise McConnell, Department of HUD.*

*She also noted that Jim Summers will be resigning from the Board after this meeting.*

**Approval of Monday, February 27, 2012 Agenda**

**Motion: Steve Anaya**

**Second: Paul Kress**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 1: Approval of Minutes, Full Board: November 14, 2011**

**Motion: Jim Summers**

**Second: Emily Salazar**

**No Discussion**

**Action: Passed unanimously by voice vote**

**FINAL ACTION ITEMS**

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

**Passed by voice vote**

- Approval of WFCP-05-11, PY11 Bar # 2
- Approval of NEG Contingency Funds
- Acceptance of PY10 Audit Report

**Tab 2: Approval of WFCP-05-11, PY11 Bar # 2 – by Jesse Turley, WIA Accounting Manager**

- Mr. Turley presented the PY11 Bar #2.
- This proposed PY11 Bar # 2 adjusts for monies received from NMDWS for formula, (ARRA) NEG and SESP grants.
- November 16, 2011 the Central Region received \$272,247 of additional formula money. The money was allocated by funding stream, as \$96, 836 Adult, \$148,186 Dislocated Worker and \$27,225 Administration, this money has to be spent by June 30, 2013.
- It was explained that the first PY11 Bar #1 adjusted for the known carry-in amounts from both the PY10 formula and American Recovery and Reinvestment Act (ARRA) funding.
- November 9, 2011 the WCCNM received additional American Recovery and Reinvestment Act (ARRA) dollars, identified as National Emergency Grant (NEG) and State Energy Sector Partnership (SESP) grant funding.
- An additional \$58,394.68 of National Emergency Grant (NEG) money was allocated; this funding must be expended by June 30, 2012. An additional \$263,431 for State Energy Sector Partnership (SESP) money was also allocated; this funding must be expended by January 28, 2013.
- The newly revised formula budget is \$5,213,234 and ARRA budget is \$915,061.

**Questions & Comments followed.**

**Motion: Randy Sanchez**

**Discussion**

**Second: Bob Davey**

**Action: Passed unanimously by voice vote**

**Tab 3: Approval to Utilize NEG Contingency Funds - by Jesse Turley, WIA Accounting Manager**

- Mr. Turley gave brief explanation of the NEG Grant money.
- He stated that when we received the NEG funding 10% was identified for administration funding, which was added to the budget as a board contingency line item.
- In order to ensure the funding is utilized, the AE is requesting the board move the contingency dollars to the dislocated worker line item for participant services.
- Total amount to be transferred into the dislocated worker line item is \$10,734.

**Motion: Kathy McCormick**

**Second: Jim Summers**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 4: Acceptance of PY10 Audit Report - by Amy Myer, MRCOG Finance Manager & Moss Adams Representative**

- Amy Myer, MRCOG Finance Manager, introduced Audrey Jaramillo, Senior Manager from Moss Adams LLP, who helped complete the PY10 Audit for WCCNM.
- Ms. Jaramillo presented the PY10 Audit Report from Moss Adams LLP, and explained the process and the audit report.
- She noted that Moss Adams issued an unqualified, or clean, opinion of the Workforce Connection of Central New Mexico, and all prior year finding have been cleared.
- She noted that this was a smooth audit with no audit findings, no audit adjustments and the management of the organization went really 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 1, 2011 due date, and was accepted on January 9, 2012.
- A draft of the Annual Financial Statements and Independent Auditor's Report for the year ending June 30, 2011 was discussed at an exit conference with the WCCNM Board Members and MRCOG staff member on November 1, 2011.
- Staff is recommending the acceptance of the PY10 Audit Report.

**Comments followed.**

**Motion: Jim Summers**

**Second: Paul Kress**

**No Discussion**

**Action: Passed unanimously by voice vote**

**DISCUSSION ITEMS**

**Tab 5: WIA Monthly Expenditure Report for January 2012 - by Jesse Turley, WIA Accounting Manager**

- Jesse Turley, WCCNM Accounting Manager, explained the WIA monthly expenditure report and American Recovery and Reinvestment ACT (ARRA) reports for January 2012.

- Year-to-date formula expenditures for the current period total three hundred and twenty-six thousand, five hundred and twenty-six dollars (\$326,526) with year-to-date expenditures of almost \$2.2 Million.
- ARRA expenditures for the current period total thirty-one thousand, eight hundred and eighty-seven dollars (\$31,887) with year-to-date expenditures totaling \$275,090.

**Questions & Comments followed.**

**Tab 6: Business and Career Center Update** - by Art Martinez, WIA Site Manager & Jerilynn Sans, Workforce Manager

- Mr. Martinez stated that there has been a slight increase in activity with people coming to the Business & Career Centers for the month of January.
- He stated the increase could be from seasonal fluctuations, an upswing in the economy that may slightly be improving and the labor force.
- The Centers should see an increase in job seeker and WIA services, as claimants exhaust benefits and pursue re-employment
- He noted that WIA program also increased activity by 20%.
- Mr. Martinez also noted that staff is currently facilitating the pre-screening for the new Lowes Call Center.
- Ms. Sans gave update on the Performance Measures for PY11, she explained that of the six measures we are held to, we are exceeding four measures (youth placement in employment or education, retention, average wage, and youth placement in employment or education), meeting one measure (entered employment) and not meeting one measure (literacy numeracy).
- She stated that for 1<sup>st</sup> quarter performance, we are doing well.

**Questions and Comments followed.**

**Tab 7: WIA Status Update** - - by Ramona Chavez, WIA Administrator

- Ms. Chavez thanked all new Committee Members that joined the Performance & Monitoring Committee, Training & Service Provider Committee and Youth Council.
- Ms. Chavez gave an update on some of the activities that are going on in the Central Region.
- The Central Region will be receiving an additional \$36,751 of formula funds from the state. This is coming from the Governor's Reserve fund.
- The previous RFP process was reviewed and it has been concluded that an RFP will not be released until 2013 for the Adult/Dislocated Worker and Youth provider contracts.
- Staff has been approached by a group called LA Works to apply for a Workforce Innovation Grant to help with youth GED preparation.
- A review of current Board membership and Bylaws is being conducted by staff and the Board attorney.
- The AE/FA received a letter from NMDWS stating they will be monitoring the WCCNM for our Youth program and NEG Grant. We will also be reviewed by USDOL for the NEG Grant in the coming months.
- Ms. Chavez congratulated SER on their virtual career network.
- Alex Martinez, Executive Director for SER, jobs for Progress explained what Coaching to Care is and how it will benefit the Central Region.
- National Association of Workforce Board Conference (NAWB) will take place March 10-13, 2012. Attendees will be Stephanie Hanosh, Chair-Elect, Sherry TenClay, Board Member, Emily Salazar, Board Member, Thaddeus Lucero, Director of Planning & General Services & Ramona Chavez, WIA Administrator.
- There will be not Executive Board Meeting for the month of March.

## REPORTS

- **Committee Reports**
  - **Training and Service Provider Committee, Sherry TenClay**
    - Ms. TenClay stated that the next meeting will be March 16 at 1:30.
  - **Performance and Monitoring Committee, Doug Calderwood**
    - Mr. Calderwood stated that the next meeting will be March 13 at 2:30.
    - He asked for more board member participation.
    - Providers are doing a good job.

## PUBLIC COMMENT/ADJOURNMENT

- **Public Comment – None**
- **Adjournment – 3:12 p.m.**

## NOTES

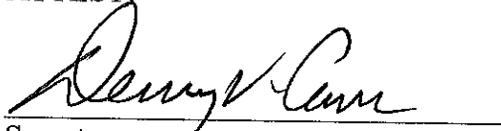
**Next Meeting:**

**Date:** Monday, April 16, 2012  
**Time:** 1:30 p.m.  
**Location:** Mid-Region Council of Governments – Board Room

**Approved at the April 16, 2012 WCCNM Full Board Meeting:**

  
\_\_\_\_\_  
Senator John Sapien, WCCNM Chair

ATTEST:

  
\_\_\_\_\_  
Secretary