MINUTES
Workforce Connection
of Central New Mexico
Full Board Meeting
Monday, June 15, 2015
New Mexico Workforce Connection
809 Copper Ave. NW, Albuquerque, NM 87102
1:30 pm

Call to Order: 1:37 pm –Odes Armijo-Caster, Chair

Roll Call - Determination of Quorum - by Jerilynn Sans

Present
- **Odes Armijo-Caster**
- **Celina Bussey**
- **Reyes Gonzales**
- **Michelle Jones**
- **Samuel Kolapo**
- **Paul Kress**
- **Diane M. Lacen**
- **Ralph Mims**
- **Virginia Murphy**
- **Debbie Ortiz**
- **Leslie Sanchez**
- **Paul Sanchez**
- **Mike Swisher**
- **Sherry TenClay**
- **Carolyn VanderGiesen**
- **Isaac J. Zamora**

Absent
- **Steve Anaya**
- **Paul Baca**
- **Diane Burke**
- **Doug Calderwood**
- **Marni Goodrich**
- **Stephanie Hanosh**
- **Victoria Hernanez**
- **Mindy Koch**
- **Patricia Lincoln**
- **Rita Gallegos Logan**
- **Alex O. Romero**
- **Randy Sanchez**
- **Jamie Silva-Steele**
- **Honorable Jack Torres**
- **Bob Walton**

Non-Voting Member
- Rosa Auletta, Youth Council, Chair

Quorum Established

Approval of Monday, June 15, 2015 Agenda

Ms. Sans requested that Tab 6 -Approval of Amendment to Self-Sufficiency Wage Policy- be removed from the agenda as we were waiting for clarification from New Mexico Department of Workforce Solutions on this matter.

Motion: Carolyn Vandergiesen
Second: Sherry TenClay
No Discussion
Action: Passed unanimously by voice vote

Tab 1: Approval of Minutes, Full Board: April 20, 2015

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

Tab 2: Mission Graduate Presentation: – by Angelo Gonzales

ACTION ITEMS

Tab 3 Approval of WFCP-02-15, Proposed Budget

by Jesse Turley, Workforce Accounting Manager

- Mr. Turley outlined and discussed the PY15 proposed budget.
- The budget is based on allocation received from the New Mexico Department of Workforce Solutions and projected carry-in amounts.
- He stated that the allocations are as follows, Adult ($1,427,099), Dislocated Worker ($2,097,061), Youth ($1,618,410), and Admin ($571,396) for a total PY15 allocation of $5,713,966.
- The proposed allocation has an increase from the previous program year.
- The proposed budget also includes a projected carry-in amount from PY14 of $1,300,000.
- With the PY15 allocation and carry-in amounts, the total PY15 proposed budget is $7,013,966.
- Mr. Turley explained that the proposed budget has an initial $500,000 suggested allowable transfer from the Dislocated Worker funding stream to the Adult funding stream.

Motion: Mike Swisher
Discussion Followed
Second: Paul Kress
No Discussion
Action: Passed unanimously by voice vote

Tab 4 Approval of Amendment to Youth Development Inc. (YDI) Contract

by Jerilynn Sans, Workforce Administrator

- Ms. Sans presented the Youth Service Provider Contract Amendment.
- She explained that at the June 16, 2014 meeting the WCCNM Full Board approved a two-

year extension to Youth Development Inc.'s (YDI) contract. The contract extension was from July 1, 2014 to June 30, 2016.

- Due to the Workforce Innovation and Opportunity Act, passed by Congress in 2014, new federal, state and local policy changes will occur.
- These changes will affect the youth services and program elements.
- An amendment to the existing contract is needed to address the new regulations.
- Staff has worked with WCCNM Legal Counsel to develop the amended contract.

Motion: Carolyn VanderGiesen
Second: Virginia Murphy
No Discussion
Action: Passed unanimously by voice vote

Tab 5 Approval of Amendment to SER Job for Progress (SER) Contract

by Jerilynn Sans, Workforce Administrator

- Ms. Sans presented the Adult and Dislocated Worker Service Provider Contract Amendment.
- She explained that at the June 16, 2014 meeting the WCCNM Full Board approved a two-year extension to SER-Jobs for Progress (SER) contract. The contract extension was from July 1, 2014 to June 30, 2016.
- Due to the Workforce Innovation and Opportunity Act, passed by Congress in 2014, new federal, state and local policy changes will occur.
- These changes will affect the Adult and Dislocated Worker services and program.
- An amendment to the contract is needed to address the new regulations.
- Staff has worked with WCCNM Legal Counsel to develop the amended contract.

Motion: Sherry TenClay
Second: Sam Kolapo
No Discussion
Action: Passed unanimously by voice vote

Tab 6 Removed

Tab 7 Approval of Amendment to Priority of Service Policy

by Lloyd Aragon, Workforce Manager

- Mr. Aragon presented the Priority of Service Policy, Operational Policy NO. OP-404, Change-4.
- He explained that the original policy followed WIA regulation and with the new WIOA regulations, effective July 1, 2015, policy change is required.
- This policy will be in effect on July 1, 2015.

Motion: Paul Kress
Second: Sam Kolapo
No Discussion
Action: Passed unanimously by voice vote

Tab 8 Approval of Second Year Term for Chair, Chair-Elect and Treasurer

- Ms. Sans, explained that the bylaws state that officers may serve two consecutive one-year terms in the same position.

- Ms. Sans stated that Paul Sanchez has agreed to serve a second year as Treasurer, along with the Chair Odes Armijo-Caster.
- Mr. Armijo-Caster opened the floor for nominations for Chair-Elect.
- Mike Swisher Nominated Leslie Sanchez as Chair-Elect.
- It was the consensus of board to select Odes Armijo-Caster to remain as Chair, and Paul Sanchez to remain as Treasurer for a second year term and Leslie Sanchez as the new Chair-Elect.

Motion: Mike Swisher made a motion to elect the offices by acclamation
Second: Paul Kress
No Discussion
Action: Passed unanimously by voice vote

Tab 9 WCCNM County Representative Elections

Ms. Sans directed the Board to break out into county groups to elect county representatives to the Executive Committee.

County Representative
- Bernalillo- Diane Lacen/Michelle Jones
- Sandoval- Mindy Koch
- Torrance- Debbie Ortiz
- Valencia- Ralph Mims

Motion: Mike Swisher
Second: Paul Kress
No Discussion
Action: Passed unanimously by voice vote

INFORMATION/DISCUSSION ITEMS

Tab 10 WIOA Monthly Expenditure Report for May 31, 2015

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, explained the WIA monthly expenditure report for May 31, 2015.
- Year-to-date formula expenditures for the current period as of May 31, 2015, totaled three hundred forty-two thousand, five hundred and sixty-six dollars ($342,566), with year-to-date expenditures totaling $4,243,288.

Questions and Comments Followed.

Tab 11 Business and Career Center Update/Dashboard

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

- Mr. Aragon presented the WCCNM Dashboard for May 2015.
- The Youth program continues to enroll participants in work experience and ITA's, providing valued services to eligible youth.
- He also presented the 3rd Quarter PY14 Performance, and explained that the Central Region is meeting and/or exceeding most measures, but is not meeting the Average Wage measure for the Adult category.
- Mr. Martinez gave an update on the Business & Career Centers for the month of May 2015.

- 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 12 WIA Status Update

by Jerilynn Sans, Workforce Administrator

- Ms. Sans gave an update on workforce activities.
- NMDWS provided the PY13 monitoring review report to the Mid-Region Council of Governments. There were zero findings and one Best Practice. Ms. Sans thanked MRCOG Staff and SER and YDI staff for all their hard work.
- AE/FA staff has been meeting with NMDWS, along with the other three regions each month to discuss changes and policies coming with WIOA.
- NMDWS conducted training on April 30, 2015 with YDI Staff to review the WIOA Youth Program changes and TEGL 23-14.
- Staff will working with Legal to review Board Member requirements, bylaws and policies and procedures.
- The SummerWorks! Program is in full effect and as of today, 138 participants have been enrolled with 6 pending.
- Lloyd Aragon and Nicole Ortiz have concluded there PY14 local monitor review. Final reports and exits were completed with a few minor issues and all have been resolved to date.
- The staff will also be conducting a 100% file review by PY15.
- USDOL has recommend WCCNM as a National Best Practice for OJT's. Once WCCNM gets more info she will let the board know.
- Board Member terms are coming to an end. Nicole will be sending out an email to those members for an extension; please reply back to her with the decisions.
- Sherry TenClay discussed Call Centers need for Bilingual Training and employees. She explained that UNM-Continuing Ed have put together a course for employers called, "Conversational Spanish for the Workspace". It's a 40 hour course and if more hours are needed then that can be discussed with individual employers.

Questions & Comments Followed

REPORTS

Tab 13 Committee Reports

- **Training and Service Provider Committee, Sherry TenClay**
  - Ms. TenClay stated that the last Committee meeting was May 21, 2015.
  - At this meeting information from health care providers was discussed.
  - Other information gathered that was categorized as training or behavior issues and that information. The information was placed into three tiers: personal effectiveness, academics competency and work place competency
  - The Committee is hoping by the August meeting that they will have received information back from the employers on their needs.
  - Next meeting is scheduled for June 25, 2015 at 2:00 pm.

- **Performance and Monitoring Committee, Doug Calderwood**
  - Paul Kress stated that the Committee met on June 10, 2015.
  - Reports were presented and discussed at this meeting.
  - Next meeting scheduled July 8, 2015 at 2:30 pm

- **Youth Council Committee, Rosa Auletta –**
  - No Report.
  - The next meeting is scheduled for July 14, 2015 at 4:00 pm.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment – None**
- **Adjournment – 3:00 p.m.**

NOTES

Next Meeting:

Date: Monday, August 17, 2015
Time: 1:30 p.m.
Location: Mid-Region Council of Governments – Board Room

Approved at the October 19, 2015 WCCNM Full Board Meeting:

Odes Armijo-Caster, WCCNM Chair

ATTEST:

Secretary

"Equal Opportunity Program"