

MINUTES
Workforce Connection
of Central New Mexico
Full Board Meeting
Monday, June 20, 2016
New Mexico Workforce Connection
809 Copper Ave. NW, Albuquerque, NM 87102
1:30 pm

Call to Order: 1:35 pm –Odes Armijo-Caster, Chair

Roll Call - Determination of Quorum - by Jerilynn Sans

Present

- Odes Armijo-Caster
- Reyes Gonzales
- Marni Goodrich
- Sionna Grassbaugh
- Victoria Hernandez
- Michelle Jones
- Samuel Kolapo
- Paul Kress
- Diane Lacen
- Rita Logan Gallegos
- Ralph Mims
- Virginia Murphy
- Alex Romero
- Paul Sanchez
- Randy Sanchez
- Juanita Trad
- Bob Walton
- Isaac J. Zamora

Non-Voting Member

- Rosa Auletta, Youth Standing Committee, Chair

Absent

- Correen Bales
- Doug Calderwood
- Patricia Lincoln
- Debbie Ortiz
- Waldy Salazar
- Leslie Sanchez
- Mike Swisher
- Honorable Jack Torres
- Carolyn VanderGiesen

Quorum Established

Approval of Monday, June 20, 2016 Agenda

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

Tab 1: Approval of Minutes, Full Board: February 22, 2016

Motion: Paul Sanchez
Second: Diane Lacen
No Discussion
Action: Passed unanimously by voice vote

ACTION ITEMS

Tab 2 Approval of WFCP-01-16, PY16 Proposed Budget

by Jesse Turley, Workforce Accounting Manager

- Mr. Turley outlined and discussed the PY16 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 (\$1,566,508), Dislocated Worker (\$2,009,473), Youth (\$1,732,936), and Admin (\$589,882) for a total PY16 allocation of \$5,898,799.
- The proposed allocation has an increase from the previous program year.
- The proposed budget also includes a projected carry-in amount from PY15 of \$1,053,000.
- With the PY15 allocation and carry-in amounts, the total PY16 proposed budget is \$6,977,799.
- It was discussed to add the \$300,000 to the Budget as a reserved fund.

Discussion Followed.

Motion: Randy Sanchez
Second: Alex Romero made an amendment to add the \$300,000 to BAR#1 as an unbudgeted reserved fund.
No Discussion
Action: Passed unanimously by voice vote

Tab 3 Approval of Two-Year Extension of the Administrative Entity/Fiscal Agent/Operator Contract with the Mid-Region Council of Governments

by Jerilynn Sans, Workforce Administrator & Rosa Auletta, Youth Standing Committee Chair

- Ms. Auletta stated that she chaired the PY16 Ad Hoc Committee meeting on May 18, 2016 to review and discuss the current Service Providers and AE/FA/Operator Agreements and possible contract extension.
- The Committee consisted of Rosa Auletta, Doug Calderwood, Patricia Lincoln, Rita Logan and Bob Walton.

- It was recommended to extend the Administrative Entity/Fiscal Agent/Operator Contract with the Mid-Region Council of Governments for a two years beginning July 1, 2016 to June 30, 2018.

Questions and Comments Followed.

Motion: Rita Logan

Second: Samuel Kolapo

No Discussion

Action: Passed unanimously by voice vote

Tab 4 Approval of One-Year Extension of Youth Development Inc. (YDI) Youth Service Provider Contract

by Jerilynn Sans, Workforce Administrator & Rosa Auletta, Youth Standing Committee Chair

- Ms. Sans stated that the Ad-Hoc Committee met on May 18, 2016 to review and discuss the current Service Providers and AE/FA/Operator Agreements and possible contract extension.
- It was recommended to extend the Youth Service Provider Contract with Youth Development Inc. (YDI) for an additional one-year term.
- The contract will begin July 1, 2016 and ending June 30, 2017. An amendment to the contract will reflect the extension and be in place for program year 2016.
- Ms. Auletta noted that YDI and SER need to focus more on the rural communities and ex-offenders.

Questions and Comments Followed.

Motion: Marni Goodrich

Second: Rita Logan

No Discussion

Action: Passed unanimously by voice vote

Tab 5 Approval of One-Year Extension of SER Jobs for Progress Inc. Adult/Dislocated Worker Service Provider Contract

by Jerilynn Sans, Workforce Administrator & Rosa Auletta, Youth Standing Committee Chair

- Ms. Sans stated that the Ad-Hoc Committee met on May 18, 2016 to review and discuss the current Service Providers and AE/FA/Operator Agreements and possible contract extension.
- It was recommended to extend the Adult/Dislocated Worker Service Contract with SER Jobs for Progress Inc., for an additional one-year term.
- The contract will begin July 1, 2016 and ending June 30, 2017. An amendment to the contract will reflect the extension and be in place for program year 2016.
- Ms. Auletta noted that YDI and SER need to focus more on the rural communities and ex-offenders.

Questions and Comments Followed.

Motion: Randy Sanchez

Second: Alex Romero

No Discussion

Action: Passed unanimously by voice vote

Tab 6 Approval of WCCNM Legal Services Award Recommendation and Subsequent Contract for PY16

by Jerilynn Sans, Workforce Administrator

- Ms. Sans stated that she worked with staff and Board members on the solicitation of proposals through the RFP process to procure legal services.
- The Request for Proposal 2016-04 was released on March 4, 2016.
- The RFP followed the New Mexico State Procurement Code and MRCOG Procurement Policy for the solicitation of legal services.
- The Proposals were due on March 24, 2016.
- An Evaluation Committee was established to discuss, review and evaluate the proposals.
- The evaluation committee consisted of Board Members Leslie Sanchez, Doug Calderwood, Virginia Murphy, Marni Goodrich and Isaac Zamora.
- The evaluation committee met on March 30, 2016 where the proposals were reviewed and ranked.
- The evaluation committee rated Sanchez, Mower & Desiderio the highest and recommends approval of their contract.

Motion: Alex Romero

Second: Ralph Mims

No Discussion

Action: Passed unanimously by voice vote

Tab 7 Approval of Amendments to the Service Integration and Functional Management Plan

by Art Martinez, Operations Manager

- Mr. Martinez presented the Amendments to the Service Integration and Functional Management Plan.
- This plan was developed in 2012 to address requirements that were specified in the states WIA regulations.
- The plan communicates the functional operations of the Workforce Connection.
- The update includes current staffing structure, performance measures, and identification of new tools and communication protocol.

Questions and Comments Followed.

Motion: Randy Sanchez

Second: Paul Kress

No Discussion

Action: Passed unanimously by voice vote

Tab 8 Approval of WFCP-02-16, WCCNM Meeting Dates

by Jerilynn Sans, Workforce Administrator

- Ms. Sans presented the PY16 WCCNM Meeting Dates for July 2016 through June 2017.
- Full Board meetings will be scheduled on the third Monday of every other month. Executive Committee will be scheduled as needed.
- The meeting schedule follows the schedule established in 2003.

Motion: Reyes Gonzales

Second: Samuel Kolapo

No Discussion

Action: Passed unanimously by voice vote

Tab 9 Approval of R-01-16, Open Meetings Act Resolution

by Jerilynn Sans, Workforce Administrator

- Ms. Sans stated that 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: Randy Sanchez

Second: Paul Kress

No Discussion

Action: Passed unanimously by voice vote

Tab 10 Approval of WCCNM Youth Additional Assistance Barrier Policy

by Jerilynn Sans, Workforce Administrator

- Ms. Sans presented the Youth Additional Assistance Barrier Policy.
- She stated that under Workforce Investment Act there was a barrier that had to be defined by the board as a sixth barrier. Under the Workforce Innovation and Opportunity Act there still is a requirement for this barrier, which we the local board has named and defined as the Additional Assistance Barrier for Youth Eligibility for In-School and Out-of-School Youth.

Motion: Rita Logan

Second: Reyes Gonzales

No Discussion

Action: Passed unanimously by voice vote

Tab 11 Approval of WCCNM Chair and Nomination of Officers for PY16

by Jerilynn Sans, Workforce Administrator

- **Chair** – Leslie Sanchez, Chair-Elect automatically takes the responsibility of Chair
- **Chair-Elect** – The Board nominated Diane Lacen for Chair-Elect, there were no other nominations.
- **Treasurer** – The Board nominated Isaac Zamora for Treasurer, there were no other nominations.
- Randy Sanchez made a recommendation to select the nominees as presented.

Motion: Bob Walton

Second: Paul Kress

No Discussion

Action: Passed unanimously by voice vote

Tab 12 Approval to Reconfirm WCCNM County Representatives

by Jerilynn Sans, Workforce Administrator

- Ms. Sans explained to the board per the bylaws. We need one representative from each of the four counties to be on the Executive Committee.
- We are seeking to reconfirm the current members with the exception of Sandoval County as the current member will be resigning.

Bernalillo County – Diane Lacen
Sandoval County – Vacant
Torrance County – Debbie Ortiz
Valencia County – Ralph Mims

Motion: Paul Kress

Second: Marni Goodrich

No Discussion

Action: Passed unanimously by voice vote

INFORMATION & DISCUSSION ITEMS

Tab 13 WIOA Monthly Expenditure Report for May 31, 2016

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, explained the WIOA monthly expenditure report for May 31, 2016.
- Year-to-date formula expenditures for the current period as of May 31, 2016, totaled five-hundred ninety-two thousand, five-hundred and eighty-three dollars (\$592,583), with year-to-date expenditures totaling \$4,924,424.

Questions and Comments Followed.

Tab 14 Business and Career Center Update/Dashboard

by Art Martinez, Operations Manager

- Mr. Martinez gave an update on the Business & Career Centers for the month of May 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.
- Ms. Sans presented the 3rd Quarter PY15 Performance, and explained that the Central Region is exceeding all but one measure, as the WCCNM is meeting Attainment of Degree and Certificate

Questions and Comments Followed.

Tab 15 WIOA Status Update

by Jerilynn Sans, Workforce Administrator

- Ms. Sans gave an update on workforce activities.
- The LFC completed their review and had a hearing on April 4, 2016. The report gave a thorough over view of WIA/WIOA and the history of the workforce programs. Recommendation were given to all boards and the state agency.

- The final changes/amendments of the CEO Agreement and Bylaws will take place after the final WIOA regulations are released.
- Staff and partners are still waiting to hear from USDOL regarding awarding of the Tech Hire Grants.
- Staff was notified that the WCCNM did not receive the Summer Jobs and Beyond Grant.
- By August Mission: Graduate will be co-located at the Mounting Road office, providing college and career counseling for job seekers and participants.
- 100 work experience spots were added over the summer months, targeting out of school youth, and almost all spots have been filled.
- Staff has been working with Augusta Meyers on an outreach plan.

Questions & Comments Followed

REPORTS

Tab 11 Committee Reports

- **Training and Service Provider Committee**
 - o No Report
- **Performance and Monitoring Committee**
 - o No Report
- **Youth Council Committee**
 - o No Report.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment – None**
- **Adjournment – 3:02 p.m.**

NOTES

Next Meeting:

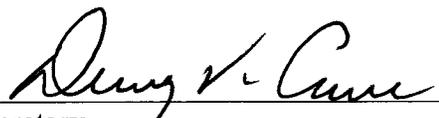
Date: Monday, August 15, 2016
Time: 1:30 p.m.
Location: Mid-Region Council of Governments – Board Room

Approved at the August 15, 2016, WCCNM Full Board Meeting:



 Leslie Sanchez, WCCNM Chair

ATTEST:



 Secretary

“Equal Opportunity Program”