

MINUTES
Workforce Connection
of Central New Mexico
Full Board Meeting
Monday, February 24, 2014
Mid-Region Council of Governments
809 Copper NW, Albuquerque, NM 87102
1:30 pm

Call to Order: 1:39 pm – Stephanie Hanosh, Chair

Roll Call - Determination of Quorum - by Ramona Chavez

Present

- Steve Anaya
- Odes Armijo-Caster
- Paul Baca
- Diane Burke
- Doug Calderwood
- Linda Callaghan
- Reyes Gonzales
- Marni Goodrich
- Stephanie Hanosh
- Victoria Hernandez
- Mindy Koch
- Diane M. Lacen
- Patricia Lincoln
- Rita Gallegos Logan
- Antonio Medina
- Virginia Murphy
- Debbie Ortiz
- Alex O. Romero
- Randy Sanchez
- Sherry TenClay
- Honorable Jack Torres
- Mike Swisher

Absent

- Celina Bussey
- Michelle Jones
- Samuel Kolapo
- Paul Kress
- Norman Ration
- Eric Renz-Whitmore
- Paul Sanchez
- Senator John Sapien
- Carolyn VanderGiesen
- Bob Walton

Quorum Established

Dewey Cave, MRCOG Executive Director, Introduced Jerilynn Sans as our new Workforce Administrator and Lloyd Aragon, Workforce Manager.

Approval of Monday, February 24, 2014 Agenda

Motion: Steve Anaya
Second: Mindy Koch
No Discussion
Action: Passed unanimously by voice vote

Tab 1: Approval of Minutes, Full Board: October 21, 2013

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

Tab 2: eCivis Presentation – by Marla Segura, Mid-Region Council of Governments

Marla Segura gave presentation on eCivis.

FINAL ACTION ITEMS

Tab 3 Acceptance of PY12 Audit Report – by Scott Eliason. Moss Adams, LLP

- Mr. Eliason presented the PY12 Audit Report from Moss-Adams, LLP.
- He noted that Moss Adams issued an unmodified, 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 December 2, 2013, and was accepted on January 16, 2014.
- 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 25, 2013.
- Mr. Cave thanked staff for all their hard work.
- Staff is recommending the acceptance of the PY12 Audit Report.

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

Tab 4 Request for Modification to the Administrative Entity/Fiscal Agent Operator Contract –

by Jerilynn Sans, Workforce Administrator

- Ms. Sans presented the request for Modification to the Administrative Entity/Fiscal Agent Operator Contract.
- She stated that WCCNM has contracted with MRCOG since July 2003.
- She explained that for the past two program years the MRCOG budget has remained the same; however during a recent mid-year budget review, it was determined that the PY13 contract will fall short of the budgeted contract amount due to overages in staff salaries and benefits,

computer and software needs, printing and reproduction needs as well as an increase to the indirect cost rate.

- The increase will have a total financial impact of \$32,000.

Questions & Comments.

Motion: Mike Swisher

Second: Linda Callaghan

Discussion

Action: Passed unanimously by voice vote

Tab 5 Approval of WFCP-03-13, PY13 BAR #2

by Jesse Turley, WIA Accounting Manager

- Mr. Turley presented BAR #2 for PY13.
- BAR #2 updates the Adult/Dislocated Worker Client Service line-item, transferring allowable amounts of up to 50% of Dislocated Worker to the Adult funding stream.
- He stated that two transfer requests are being performed, one for \$175,900 from October 2013, due to Federal delays in the government authorization, and the other for \$550,000.
- There will be no changes to the overall budget.
- The \$550,000 is being requested to align current client service needs, which have served more Adult than Dislocated Workers during this period.
- BAR #2 trues up the youth workers compensation expense line from BAR #1 planned at \$22,000 to the actual \$14,837 and adjusts to planned Youth Supportive Services from \$13,000 to \$27,000 netting all together with Youth Participant Services.

Motion: Mike Swisher

Second: Sherry TenClay

No Discussion

Action: Passed unanimously by voice vote

INFORMATION & DISCUSSION ITEMS

Tab 5 WIA Monthly Expenditure Report for January 31, 2014

by Jesse Turley, WIA Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, explained the WIA monthly expenditure report for January 31, 2014.
- He stated that the total budget is \$6 million. Year-to-date formula expenditures for the current period of January 31, 2014, totaled four hundred fifty-three thousand, one hundred and eighty-nine dollars (\$453,189) with year-to-date expenditures totaling a little over \$2.6 million.

Questions and Comments Followed.

Tab 6 Business and Career Center Update/Dashboard

by Art Martinez, WIA Site Manager & Lloyd Aragon, Workforce Manager

- Mr. Martinez gave an update on the Business & Career Centers for the Month of January 2014.
- The Youth program continues to enroll participants in work experience and ITA's, providing valued services to eligible youth.
- Mr. Martinez also gave an update on the economic outlook, WIA Adult/Dislocated Worker

activities and success stories.

- Mr. Aragon presented on the 1st Quarter PY13 Performance, and explained that the Central Region is meeting and exceeding in most.
- Mr. Aragon also presented the Dashboard for January 2014.

Questions and Comments followed.

Tab 7 WIA Status Update

by Jerilynn Sans, Workforce Administrator

- Ms. Sans gave an update on workforce activities.
- She stated that PY14 Performance Measures should be coming out to the Boards in March.
- She is still working with the Lumina Unidos project. Which will be hosting a Family Resource Fair on March 1, 2014 at West Mesa High School.
- NEG is scheduled to end on June 30, 2014 with all money expected to be spent.
- NMDWS will conduct their PY12 review in March/April and then will be back in September/October for their PY13 review.
- Lloyd Aragon and Nicole Ortiz will be going out in March/April to begin the Local Monitoring review.
- Letters will be going out to those board members whose terms are ending.
- We will be sending out an email asking Board Members to sit on an Ad-Hoc Committee to review the Bylaws.

Questions & Comments followed.

REPORTS

▪ **Committee Reports**

- **Training and Service Provider Committee, Sherry TenClay**
 - Ms. TenClay stated that the Committee met on January 30, 2014.
 - The Committee discussed and approved ITA's for CDL and will possibly review the approval of realtor's license at a late date.
 - The next scheduled Committee meeting is March 20, 2014 at 1:30 pm.
- **Performance and Monitoring Committee, Doug Calderwood**
 - Mr. Calderwood stated that the Committee met on January 15, 2014 and invited members of the board to attend the meeting.
 - The next meeting is scheduled for March 12, 2014.
- **Youth Council Committee, Rosa Auletta –**
 - Ms. Auletta, stated that the Committee met on January 14, 2014.
 - She stated that Jerilynn Sans announced she was the new Workforce Administrator and Lloyd Aragon as the new Workforce Manager.
 - Concha Cordova with YDI has moved into a new position as Vice-President and Louise Lopez is the new WIA Director.
 - She explained that the GED has been copyright and testing is online only.
 - YDI is a test site and the cost of the GED has gone up in price from \$40 to \$140.
 - The next meeting is scheduled for March 11, 2014.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment – None**
- **Adjournment – 3:04 p.m.**

NOTES

Next Meeting:

Date: Monday, April 21, 2014
Time: 1:30 p.m.
Location: Mid-Region Council of Governments -- Board Room

Approved at the June 16, 2014 WCCNM Full Board Meeting:



Stephanie F. Hanosh, WCCNM Chair

ATTEST:



Secretary

“Equal Opportunity Program”