



Chief Elected Officials

Tuesday, August 10, 2021

10:00 am

Virtual Meeting

MRCOG, 809 Copper NW, Albuquerque, NM 87102

AGENDA

- Call to Order**
- Approval of Thursday, August 10, 2021 Agenda**
 - Motion
 - Second
 - Action
- Tab 1: Approval of Minutes, Chief Elected Officials: February 9, 2021**
 - Motion
 - Second
 - Action

ACTION ITEMS

- Tab 2: Approval of Approval of WFCP-01-20, PY21 Preliminary Budget**
 - Motion
 - Second
 - Action
- Tab 3: Approval of Workforce Connection of Central New Mexico (WCCNM) Board Members**
 - Motion
 - Second
 - Action
- Tab 4: Approval of Amendment to the WCCNM CEO Agreement**
 - Motion
 - Second
 - Action
- Tab 5: Approval of Amendment to the WCCNM CEO Partner Agreement**
 - Motion
 - Second
 - Action
- Tab 6: Approval of WCCNM CEO Chair**
 - Motion
 - Second
 - Action

PUBLIC COMMENT/ADJOURNMENT

- Discussion**
 - RFP & Contracts
 - Administrative Entity and Fiscal Agent Contract with the Mid-Region Council of Governments
 - One-Stop Operator Contract with the Mid-Region Council of Governments
 - Youth Service Provider Contract with Youth Development Inc. (YDI)
 - Adult/Dislocated Worker Service Provider Contract with the Mid-Region Council of Governments

- WIOA Updates
- **Public Comments**
Anyone who wishes to address the Board must register with the secretary of the Board
- **Adjournment**

NOTES

Next Meeting: January 11, 2022, 10:00 am

*Anyone requiring special accommodations please notify the MRCOG office
at 247-1750 seven (7) days prior to the meeting.
"Equal Opportunity Program"*



MINUTES
Workforce Connection
Of Central New Mexico

Chief Elected Officials
(Joint Executive Committee)

Tuesday, February 9, 2021

10:00 a.m.

Mid-Region Council of Governments
809 Copper, NW

Call to Order- 10:03 a.m. by Mayor Gregg Hull, CEO Chair City of Rio Rancho

Attendance-

CEO's Present

Charlene Psykoty, Commissioner, Bernalillo County
John Bassett, Mayor, Town of Edgewood
Gregg Hull, Mayor, City of Rio Rancho
David Heil, Commissioner, Sandoval County
Peter Nieto, Mayor, Town of Mountainair
Charlene Ashburn, for Charles Griego, Mayor, Village of Los Lunas
Nathan Dial, Mayor, Town of Estancia
Leon Espinosa, for Mayor Tim Keller, City of Albuquerque
Donald Lopez, Mayor, Village of Los Ranchos
JoAnne D. Roake, Mayor, Village of Corrales
Jhonathan Aragon, Commissioner, Valencia County
Steven Gonzales, for Mayor Jerah Cordova, City of Been

Others Present

Jerry Schalow, Board Chair
Art Martinez
Joy Forehand
Jesse Turley

Approval of Tuesday, July 14, 2020, Agenda

Motion: David Heil, Commissioner
Second: Charlene Pyskoty, Commissioner
No Discussion
Action: Passed unanimously by roll call vote

Name	Organization	Yes	No	abstain
Charlene E. Pyskoty, Commissioner	Bernalillo County	x		
John Bassett, Mayor	Town of Edgewood	x		
Greggory D. Hull, Mayor	City of Rio Rancho	x		
David Heil, Commissioner	Sandoval County	x		
Peter Nieto, Mayor	Town of Mountainair	x		
Charles Griego, Mayor	Village of Los Lunas			
Charlene Ashburn, HR Manager		x		
Nathan Dial, Mayor	Town of Estancia	x		
Tim Keller, Mayor	City of Albuquerque			
Leon Espinosa, Operations Coordinator		x		
Jerah Cordova, Mayor	City of Belen			
Steven Tomita, Development Services Director				
Steven Gonzales		x		
Donald Lopez, Mayor	Village of Los Ranchos	x		
JoAnne D Roake, Mayor	Village of Corrales	x		

Tab 1: Approval of Minutes, Chief Elected Officials – July 14, 2020

Motion: David Heil, Commissioner
Second: JoAnne Roake, Mayor
No Discussion
Action: Passed unanimously by roll call vote

Name	Organization	Yes	No	abstain
Charlene E. Pyskoty, Commissioner	Bernalillo County	x		
John Bassett, Mayor	Town of Edgewood	x		
Greggory D. Hull, Mayor	City of Rio Rancho	x		
David Heil, Commissioner	Sandoval County	x		
Peter Nieto, Mayor	Town of Mountainair	x		
Charles Griego, Mayor	Village of Los Lunas			
Charlene Ashburn, HR Manager		x		
Nathan Dial, Mayor	Town of Estancia	x		
Tim Keller, Mayor	City of Albuquerque			
Leon Espinosa, Operations Coordinator		x		
Jerah Cordova, Mayor	City of Belen			
Steven Tomita, Development Services Director				
Steven Gonzales				x
Donald Lopez, Mayor	Village of Los Ranchos	x		
JoAnne D Roake, Mayor	Village of Corrales	x		

ACTION ITEMS

Tab 2: Approval of Workforce Connection of Central New Mexico (WCCNM) Board Members

by Art Martinez, Workforce Administrator

- Mr. Martinez presented new Board Members for PY20.

New Board Member

Business

<u>Name</u>	<u>County</u>	<u>Business</u>
Joseph Bizzell	Valencia	Elite Power and Recovery inc.
Deborah L. Breitfeld	Bernalillo	New Mexico Technology Council
Johnna Chapman	Valencia	Facebook

Motion: Charlene Pyskoty, Commissioner
Second: Gregg Hull, Mayor
Action: Passed unanimously by roll call vote

Name	Organization	Yes	No	abstain
Charlene E. Pyskoty, Commissioner	Bernalillo County	x		
John Bassett, Mayor	Town of Edgewood	x		
Greggory D. Hull, Mayor	City of Rio Rancho	x		
David Heil, Commissioner	Sandoval County	x		
Peter Nieto, Mayor	Town of Mountainair	x		
Charles Griego, Mayor	Village of Los Lunas			
Charlene Ashburn, HR Manager		x		
Nathan Dial, Mayor	Town of Estancia	x		
Tim Keller, Mayor	City of Albuquerque			
Leon Espinosa, Operations Coordinator		x		
Jerah Cordova, Mayor	City of Belen			
Steven Tomita, Development Services Director				
Steven Gonzales		x		
Donald Lopez, Mayor	Village of Los Ranchos	x		
JoAnne D Roake, Mayor	Village of Corrales	x		

DISCUSSION/PUBLIC COMMENT/ADJOURNMENT

Discussion

- **Budget Adjustment**
 - Jesse Turley, WCCNM Accounting Manager discussed the budget adjust #2 for PY20.
 - He explained that BAR #1 trued up carry in from August 2020 to a total operating budget of \$13,329,337. BAR #2 with the changes increased the budget to \$15,243,726.
- **Local Board Redesignation/Transformation**
 - Jerry Schalow, stated at the Workforce State Board Meeting it was discussed that New Mexico Workforce Connection areas will be redesignated. The current regions within the Central Region will not be the same. The state will be reaching out to the Chief Elected Officials to get their input.
 - Bob Grassberger who sits on the State Workforce Board presented the Workforce Connection of Central New Mexico potential scenarios of redesignation.
 - The CEO's requested that Arthur Martinez request from the State Workforce Development Board an opportunity for the CEOs to provide input and potentially additional options for the redesignation.
- **CEO Engagement**
 - Mr. Martinez discussed about CEO engagement and complemented WCCNM CEO's on their attendance.
- **WCCNM Update**
 - Ms. Forehand gave an update on the New Mexico Workforce Connection Office's and how all partners have come together to work in light of COVID-19.

Due to timing of the meeting the reports below will be given at a different time.

- Economic Development
- COVID-19 Economic Recovery grant –
- Bernalillo County Master Agreement Contract – Behavioral Health Peer to Peer –
- Project E3 – Benefit Advisory –
- WCCNM Website and Employer Inquiry and Services Website(s) -
- Request for Proposals – WIOA Service Providers and One-Stop Operator -
- USDOL – ETA H1B Emerging Technologies grant submission –
- WCCNM Annual Report
- Local four-year plan
- General Questions
- Ms. Joy Forehand discussed

Public Comments – None

Anyone who wishes to address the Board must register with the secretary of the Board

Adjournment – 11:44 am

Next Meeting – July 13, 2021

A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 809 Copper NW, Albuquerque, NM 87102.

Approved at the August 10, 2021 WCCNM CEO Meeting

Greg Hull, CEO Chair

ATTEST:

Secretary

**Workforce Connection of Central New Mexico
WFCP- 01-21
PY21 Preliminary Budget**

Action Requested:

Requesting approval of the Preliminary Budget for the PY21 year. This is based on the NMDWS allocation letter dated 7-01-21 and our estimate of the 2nd year carry-in from the prior program year end June 30, 2021 (PY20).

Background:

The New Mexico Department of Workforce Solutions (NMDWS) issued the PY21 allocation which indicated a slight decrease for the State of New Mexico. The allocation presented to WCCNM are as follows: Adult \$2,409,214, Dislocated Worker \$4,267,460, Youth \$2,077,181 and Administrative in the amount of \$972,650 for a total PY21 allocation of \$9,726,505. This is a \$109,985 decrease, 1.1% from the previous Program Year 2019’s regular original formula allocation of \$9,836,490.

The PY21 Preliminary Budget estimates the formula carry-in from PY20 to PY21 in the amount of \$3,282,000. It is estimated with \$1,405,000 Adult, \$252,000 Dislocated Worker, \$1,380,000 Youth and \$245,000 Administrative dollars.

The PY21 Preliminary Budget has no initial request to transfer monies of Dislocated Worker to Adult.

The PY21 Preliminary Budget provides monies in the Professional Services category of: \$60,000 Board Expenses, \$60,000 Contractual Services Available, \$30,000 Legal and \$35,600 Audit, \$348,000 in Contingency which includes the sale of the lease \$300,000 & \$48,000 from Social Security’s Ticket-to-Work monies, estimated available July 1, 2021.

PY21 Preliminary budget continues to have an ongoing DWS Special funding for the DWS Apprenticeship Program of \$170,000 which is the carry in PY20 of \$20,000 plus \$150,000 added for PY21. These staff members are under the MRCOG Operations, located in the BCC’s and part of MRCOG’s contractual AE/ FA Operation Projects amount.

Policy Ramification:

Approval of Policy WFCP-01-21 will allow the WCCNM to adjust the PY21 budget by categories as reflected in the attached worksheet.

Financial Impact: PY21 WCCNM budget totals \$14,206,505.

Financial Impact: PY21 Adult / DW Service Provider Trans SER \$350,000

Financial Impact: PY21 Adult / DW Service Provider Trans MRCOG \$1,200,000

Financial Impact: PY21 Youth Service Provider YDI \$1,400,000

Financial Impact: PY21 WCCNM Operator MRCOG \$160,000.

Financial Impact: PY21 WCCNM AE/FA/BCC Operations/DWS Projects MRCOG \$1,515,000.

Do Pass _____ Do Not Pass _____

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO
PY21 Prelim
BUDGET Effective JULY 1, 2021

	<u>ADULT</u>	<u>DISL WKR</u>	<u>YOUTH</u>	<u>ADMIN</u>	<u>ADDITIONAL</u>	<u>TOTAL</u>
REVENUES						
PY21/FY22 Allocation 1.1% Reduction (6/23)	\$ 2,409,214	\$ 4,267,460	\$ 2,077,181	\$ 972,650	\$ -	\$ 9,726,505
PY20/FY21 Estimated Formula Carry-in (Prior Yr)	1,405,000	252,000	1,380,000	245,000	-	3,282,000
PY21/FY22 Initial Transfer DW to Adult	-	-	-	-	-	-
DW20 21-631-1001-00058 NEG (6/22) Est Carry Fwd	-	625,000	-	55,000	-	680,000
P19P DWS (6/23) Apprenticeship Est Carry Fwd \$20K Plus \$150,000	-	-	-	-	170,000	170,000
PY07 Sale Of Lease	-	-	-	-	300,000	300,000
PY21 Ticket To Work Revenue Available Year Begin	-	-	-	-	48,000	48,000
TOTAL REVENUES	\$ 3,814,214	\$ 5,144,460	\$ 3,457,181	\$ 1,272,650	\$ 518,000	\$ 14,206,505
EXPENSES						
Adult/Dislocated Worker Service Provider						
Service Provider - SER Jobs for Progress- Est 3 mo.Transition	175,000	175,000	-	-	-	350,000
Service Provider - MRCOG - Oct 21 thru June 22	600,000	600,000	-	-	-	1,200,000
Subtotal	\$ 775,000	\$ 775,000	\$ -	\$ -	\$ -	\$ 1,550,000
Adult/Dislocated Wkr Client Services						
Adult/Disl Wkr Participant Services	1,958,660	3,073,900	-	-	-	5,032,560
DW20 NEG Dislocated Wkr Participant Services	-	625,000	-	-	-	625,000
Worker's Compensation Insurance Policy	12,013	18,019	-	-	-	30,032
Supportive Services	65,000	25,000	-	-	-	90,000
Subtotal	\$ 2,035,673	\$ 3,741,919	\$ -	\$ -	\$ -	\$ 5,777,592
Youth Service Provider						
Service Provider - YDI	-	-	1,400,000	-	-	1,400,000
Subtotal	\$ -	\$ -	\$ 1,400,000	\$ -	\$ -	\$ 1,400,000
Youth Client Services (min. 75% Out)						
Youth Participant Services YDI Work Experience	-	-	1,230,329	-	-	1,230,329
Youth Participant Services ITA's MRCOG	-	-	300,000	-	-	300,000
Youth Supportive Services MRCOG	-	-	110,000	-	-	110,000
Subtotal	\$ -	\$ -	\$ 1,640,329	\$ -	\$ -	\$ 1,640,329
Business & Career Center Operation						
Business & Career Center Facility Operation	198,000	198,000	204,000	-	-	600,000
Business & Career Center Facility Operations Reimbursement	(122,100)	(122,100)	(125,800)	-	-	(370,000)
Business & Career Center Management -MRCOG Operator Staff	-	-	-	160,000	-	160,000
Business & Career Center Management -MRCOG Operations Staff	40,000	40,000	50,000	152,850	-	282,850
Business & Career Center Management -MRCOG DW NEG	-	24,000	-	55,000	-	79,000
Business & Career Center - DWS Apprenticeship Proj	-	-	-	-	170,000	170,000
Business & Career Center Improvements	100,000	100,000	60,000	89,984	-	349,984
Subtotal	\$ 215,900	\$ 239,900	\$ 188,200	\$ 457,834	\$ 170,000	\$ 1,271,834
Professional Services						
AE/FA - MRCOG	137,641	137,641	78,652	629,216	-	983,150
Program Support/Board Expense	-	-	-	60,000	-	60,000
Contractual Services - Available	-	-	-	60,000	-	60,000
Legal Services	-	-	-	30,000	-	30,000
Audit Services	-	-	-	35,600	-	35,600
Contingency, \$Ticket to Work & Sale Of Lease	-	-	-	-	348,000	348,000
Carved Out Plan Carry In - Reserved for Initial part 2nd year - July - Sep	650,000	250,000	150,000	-	-	1,050,000
Subtotal	\$ 787,641	\$ 387,641	\$ 228,652	\$ 814,816	\$ 348,000	\$ 2,566,750
TOTAL EXPENSES	\$ 3,814,214	\$ 5,144,460	\$ 3,457,181	\$ 1,272,650	\$ 518,000	\$ 14,206,505

Gregg Hull, CEO Chair

Dewey V. Cave, MRCOG Executive Director

Workforce Connection of Central New Mexico Board Member Nominees

New Board Member

Business

<u>Name</u>	<u>County</u>	<u>Business</u>
Troy Clark	Bernalillo	New Mexico Hospital Association

Partners

Economic Development

<u>Name</u>	<u>County</u>	<u>Business</u>
Kristen Gamboa	Valencia	Village of Los Lunas
Synthia Jaramillo	Bernalillo	City of Albuquerque

Education

<u>Name</u>	<u>County</u>	<u>Business</u>
Gina Urias-Sandoval	Bernalillo	University of New Mexico
David Valdes	Bernalillo	Central New Mexico Community College

Workforce System Partner

<u>Name</u>	<u>County</u>	<u>Business</u>
Samuel Kolapo	Bernalillo	Albuquerque Job Corps

Term Extension Board Member

Business

<u>Name</u>	<u>County</u>	<u>Business</u>
Beth Barela	Bernalillo	Manpower of New Mexico
Vaadra Martinez	Bernalillo	Rural Sourcing Inc,
John Mierzwa	Bernalillo	Ingenuity Software Labs

Partner

Community Based Organization

<u>Name</u>	<u>County</u>	<u>Business</u>
Raymond Trujillo	Bernalillo	UA Local 412 Plumbers & Pipefitters Training Center

Education

Name

Laura Musselwhite

County

Valencia

Business

UNM-Valencia Campus

Workforce System Partner

Name

Waldy Salazar

Doug Calderwood

County

Bernalillo

Bernalillo

Business

NMDWS

Aging and Long Term Services

Workforce Connection of Central New Mexico Proposed Amendments to WCCNM CEO Agreement

Action Requested:

Request adoption of the proposed amendments to the Workforce Connection of Central New Mexico (WCCNM) CEO Agreement.

Background:

The WCCNM CEO Agreement is required to comply with Workforce Innovation and Opportunity Act of 2014 ("WIOA"), Pub L. 113-128, Title I, Section 107, if a local area includes more than one unit of general local government, the CEOs of such units may execute an agreement that specifies the respective roles of the individual CEOs, the chief elected officials of those governments are to enter into an agreement which defines their general rights, roles and responsibilities.

Modifications to this WCCNM CEO Partnership Agreement is necessary to fully address the amendments within NMAC 11.2.4 NMAC - WORKFORCE INNOVATION AND OPPORTUNITY ACT LOCAL GOVERNANCE. This modification specifically addresses the requirement to identify and distinguish which CEOs are voting members.

Policy Ramifications:

Ensures that the WCCNM is in compliance with federal and state policy.

Financial Impact:

None

Pass: _____

Do not pass: _____

Workforce Connection

of Central New Mexico



Chief Elected Official (CEO) Agreement

Adopted, November 17, 2003

Revised, December 14, 2006

Amended, October 23, 2008

Revised, January 7, 2013

Revised, January 31, 2019

Revised, August 3, 2021

“Equal Opportunity Program”



**WORKFORCE CONNECTION OF CENTRAL NEW MEXICO
CHIEF ELECTIVE OFFICER AGREEMENT**

This Agreement is made and entered into by and among the Chief Elected Officials of the Bernalillo, Sandoval, Torrance and Valencia Counties (“CEO” or “CEOs”).

WHEREAS, under the Workforce Innovation and Opportunity Act of 2014 (“WIOA”), Pub L. 113-128, Title I, Section 107, if a local area includes more than one unit of general local government, the CEOs of such units may execute an agreement that specifies the respective roles of the individual CEOs; and

WHEREAS, 11.2.4.9 N.M.A.C. (N, 7/1/2018; A, 06/22/2021) requires that the CEOs execute a CEO Agreement that specifies their respective roles and responsibilities in carrying out their joint duties assigned to them under WIOA; and

Commented [AM1]: Added proper citation for 2021 revisions

WHEREAS, the CEOs wish to execute this Agreement in compliance with such laws and rules.

NOW THEREFORE, the CEOs agree:

**Article I
General Provisions**

1.1 The Workforce Connection of Central New Mexico’s CEO Agreement dated January 31, 2019, is terminated as of the effective date of this Agreement.

Commented [AM2]: Updated date of last approved agreement

1.2 Terms used in this Agreement adhere to definitions contained in the WIOA and 11.2.4.7 N.M.A.C. (N, 7/1/2018; A, 06/22/2021).

Commented [AM3]: Added proper citation for 2021 revisions

1.3 **Name.** The name of the local workforce development investment board is the Workforce Connection of Central New Mexico (“WCCNM”).

1.4 **Region.** The WCCNM is responsible for the oversight of services provided under the WIOA to the following four (4) counties located in central New Mexico: Bernalillo, Sandoval,

Torrance, and Valencia. The four (4) counties are referred to in this Agreement as the “Local Area.”

1.5 **CEO Local Government Composition.** CEOs shall consist of one county commissioner, or their designee, from each county located in the area. In a case in which a local area includes more than one unit of general local government, the points of contact shall only be the recognized CEOs for each county located in that area. This does not prevent participation from other elected officials in the community, however, the only voting member is the CEO who may consider the input and contributions from the other elected officials. See 11.2.4.7 N.M.A.C. (N, 7/1/2018; A, 06/22/2021). The name and contact information of each participating CEO is included in the signature page to this Agreement and pursuant to 11.2.4.9(A)(5) N.M.A.C. (N, 7/1/2018; A, 06/22/2021).

Commented [AM4]: Added proposer citation for 2021 NMAC revisions

1.6 **Action of the CEOs.** The presence at a meeting of a minimum of three (3) voting member CEOs constitutes a quorum for the meeting. The affirmative vote of the CEOs present at a meeting constitutes the official action of the CEOs. Each CEO shall have one vote in all matters that come before the CEOs. Voting by proxy is permitted so long as the proxy is in writing and pertains only to the meeting specified in the writing.

Commented [AM5]: Changed to 3 from 7 due to the NMAC requirements that only one voting member per county is allowed

1.6.1 The CEOs shall meet at least once annually to deal with WCCNM matters and at least once annually with the WCCNM.

1.6.2 A voting member CEO may designate a senior staff member or a CEO from another local government entity from their associated county to attend a meeting and vote on any matter that comes before the CEOs.

Commented [AM6]: Modified to clarify replacement may also include a CE

1.6.3 CEO meetings shall be conducted in accordance with the New Mexico Open Meetings Act Section 10-15-1 *et seq* N.M.S.A. 1978.

1.6.4 A CEO may participate in a meeting by means of a conference telephone or other similar communications equipment and participation by such means shall constitute

presence at a meeting.

Article II Election of a New CEO

2.1 Pursuant to 11.2.4.9.(A)(6) N.M.A.C. (N, 7/1/2018; A, 06/22/2021), within ninety (90) days of being elected as a CEO within a Local Area, the WCCNM shall be informed of such new CEO and the WCCNM shall ensure that the new CEO submits to the WCCNM a written statement acknowledging that he or she:

Commented [AM7]: Added proper citation for 2021 NMAC revisions

a) has read, understands and shall comply with this Agreement; and

b) reserves the option to request negotiations to amend this Agreement at any time during his or her tenure as a CEO.

Article III Lead CEO

3.1 The CEOs shall select from among themselves, by a majority vote, a lead CEO who shall act on behalf of the CEOs with respect to WCCNM related matters. The lead CEO shall serve a term of one (1) year with the option of successive terms. The CEO's shall send to the WCCNM (i) the name, contact information, and term of the lead CEO, and (ii) the process by which the lead CEO was selected. The CEOs shall also inform the WCCNM that the lead CEO shall serve as the signatory for the CEOs and that the designated lead CEO may vote on any item presented to the WCCNM or the Executive Committee of the WCCNM. See 11.2.4.9(B)(1) N.M.A.C. – (N, 7/1/2018; A, 06/22/2021).

Commented [AM8]: Update NMAC reference

Article IV Grant Funds

4.1 **Grant Recipient.** The CEOs shall serve as the grant recipient for the grant funds allocated to the Local Area under the WIOA. The CEOs designate the WCCNM as the entity that

shall receive and administer the grant funds. See WIOA 107(d)(12)(B)(i); 20 CFR § 683.710, 11.2.4.9(A)(1) N.M.A.C (N, 7/1/2018; A, 06/22/2021).

Commented [AM9]: Update NMAC Reference

4.2 **Liability for Misuse.** The CEOs acknowledge that they are liable for any misuse of grant funds allocated to the Local Area. The CEOs shall share any such liability in proportion to the relative population of the counties and municipalities they represent. The WCCNM shall procure and maintain professional liability insurance coverage for its members and provide the CEOs as named insured. The WCCNM also shall require appropriate coverage from contract service providers based on the type of service provided and further require that the service providers agree to indemnify the WCCNM and the CEOs for any liability imposed on the CEOs. See WIOA 107 (d)(12)(B)(i)(I); 20 CFR Part 679.310(e); 11.2.4(9)(A)(1) N.M.A.C (N, 7/1/2018; A, 06/22/2021).

Commented [AM10]: Added proper citation for 2021 NMAC revisions

4.3 The CEOs shall appoint a fiscal agent to administer and account for grant funds per 20 CFR Part 679.420; 11.2.4.9(A)(3). The CEOs shall appoint such fiscal agent after receiving a recommendation from WCCNM. If the CEOs reject such recommendation, the CEOs shall notify the WCCNM within 120 days, indicating its reasons for such rejection and instructing the WCCNM to again recommend a fiscal agent. The CEOs appoint the Mid-Region Council of Governments as the fiscal agent as of the date of this Agreement and until they appoint a successor fiscal agent.

Article V Oversight of WCCNM

5.1 The CEOs shall appoint members of the WCCNM as provided in the CEO and WCCNM Partnership Agreement, dated December 10, 2018 and incorporated in this Agreement.

5.2 The CEOs annually shall review the members of the WCCNM and ensure that such membership comports with the WIOA 107(b), 20 CFR § 679.320 and 11.2.4.11 N.M.A.C. – (N, 7/1/2018; A, 06/22/2021) and that the membership fairly and equitably represents each of the

Commented [AM11]: Added proper citation for 2021 NMAC revisions

counties and municipalities located in the Local Area.

5.3 The CEOs shall approve WCCNM's budget annually at a meeting held before the beginning of the fiscal year to which the budget applies. See WIOA 107(d)(12)(A) and 20 CFR 679.370(o).

Article VI

Joint Meeting

The CEOs shall have at least one joint meeting with the WCCNM annually.

Article VII

Miscellaneous

7.1 **Amendments.** Any CEO may request that this Agreement be amended by submitting the proposed amendment to all the CEOs. At a regularly scheduled meeting or a special meeting called for such purposes, the CEOs shall consider whether to adopt such amendment. Any amendments to this Agreement shall be made with a majority vote of the CEOs present at the meeting. All amendment or changes shall be maintained at the local administrative entity office and available for monitoring by the state administrative entity.

7.2 **Duration.** This Agreement must be ratified every four (4) years by the CEOs.

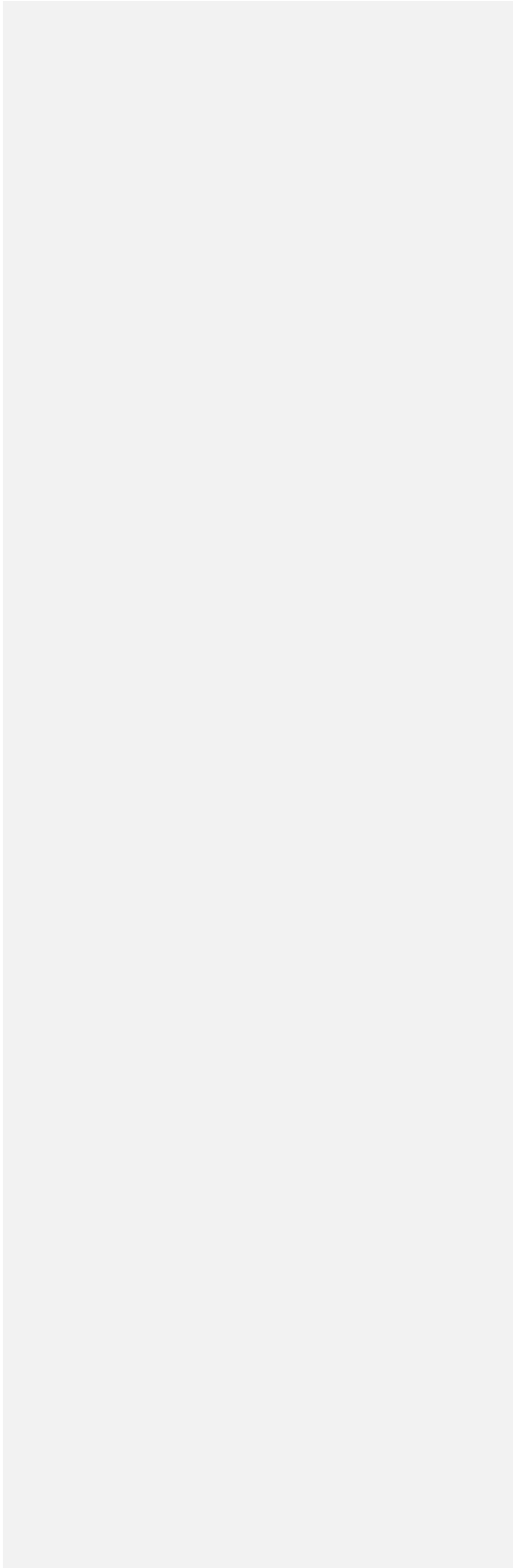
7.3 **Authority to Act.** Each CEO signing on behalf of a given jurisdiction shall obtain the necessary authorization required.

7.4 **Counterparts.** This Agreement may be executed in separate counterparts, each of which when so executed shall be an original, but all of such counterparts shall together constitute but one and the same instrument.

Passed, Approved and Adopted by the Chief Elected Officials at their meeting on August 10, 2021.

Chief Elected Officials
Lead CEO:

_____ Date: _____
Greggory Hull, Mayor, City of Rio Rancho

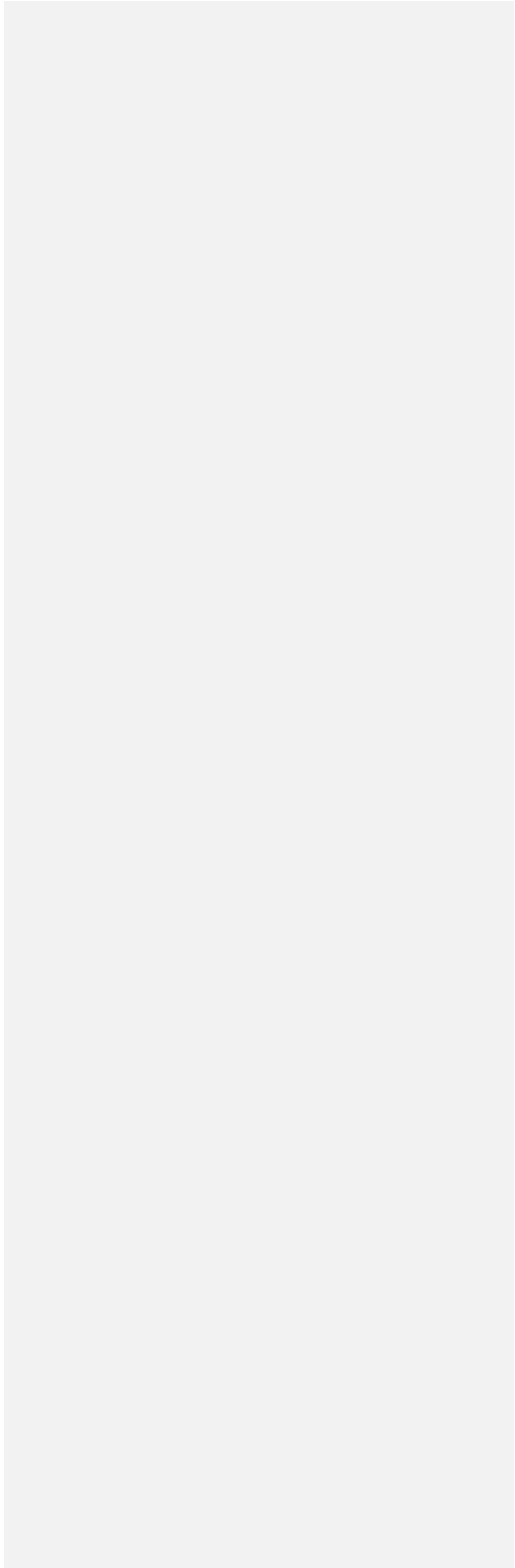


Bernalillo County

_____ date: _____

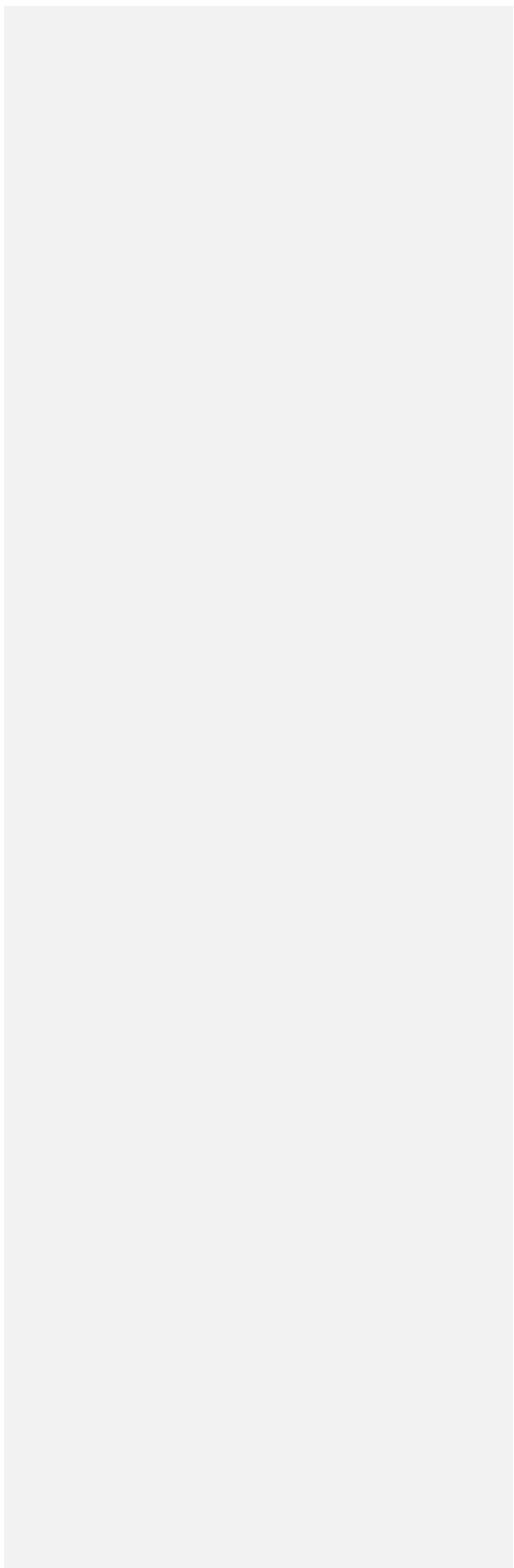
Edgewood

_____ date: _____



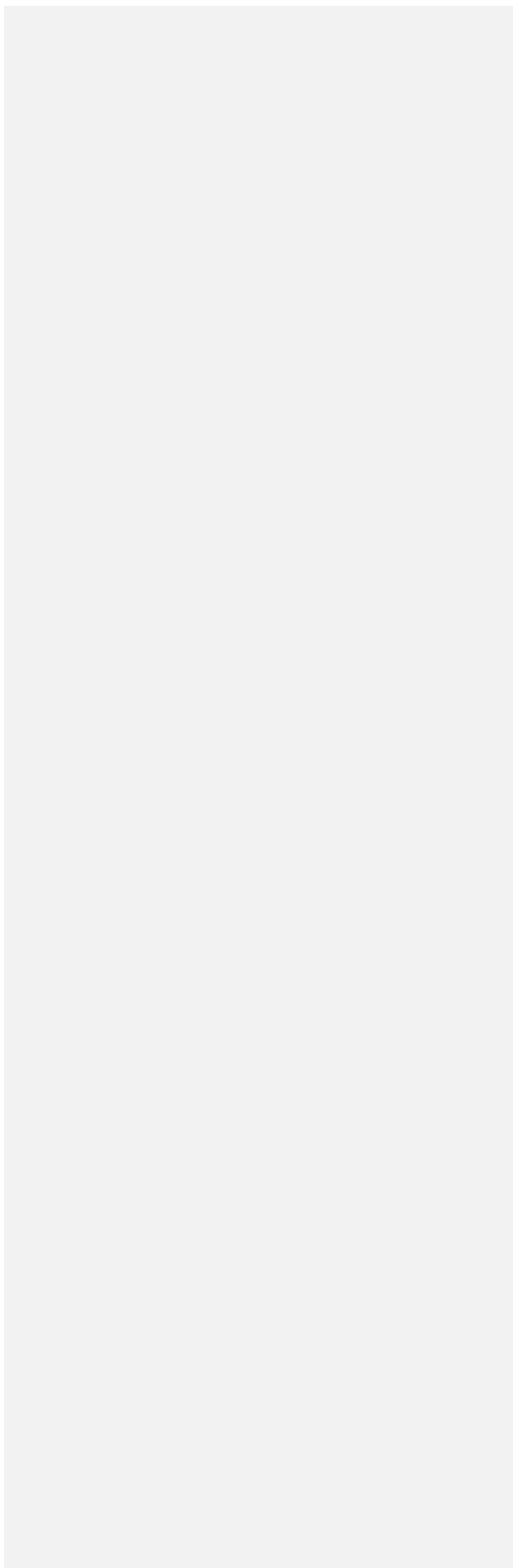
Albuquerque

date: _____



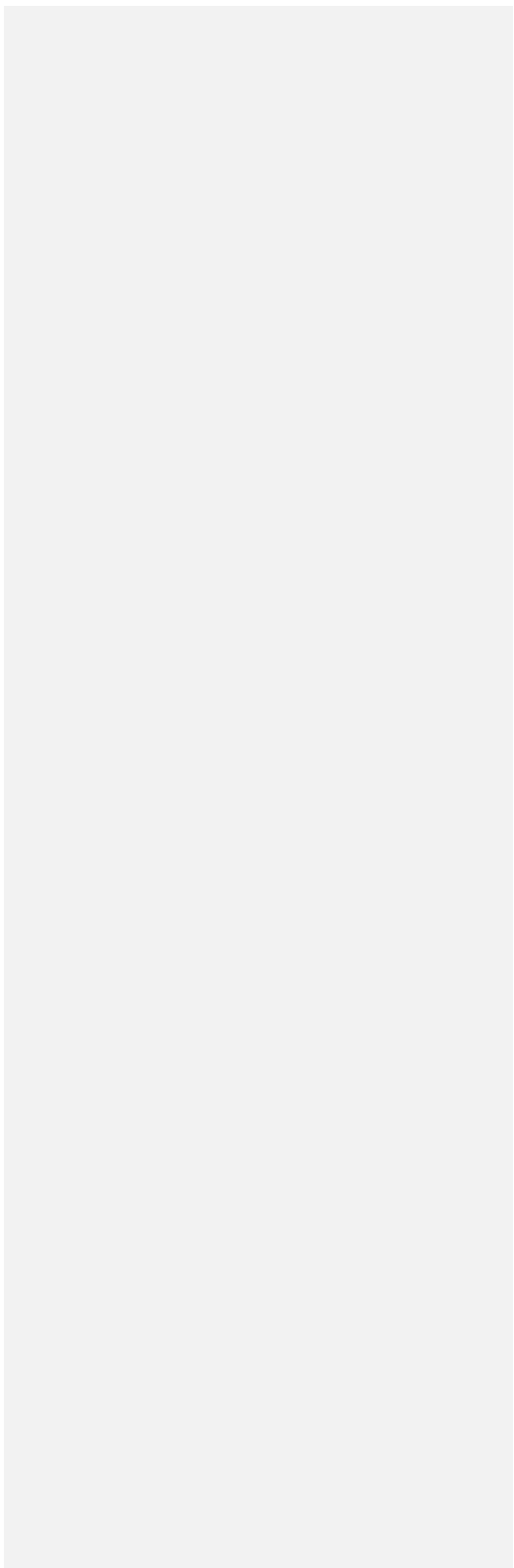
Los Ranchos de
Albuquerque

date: _____



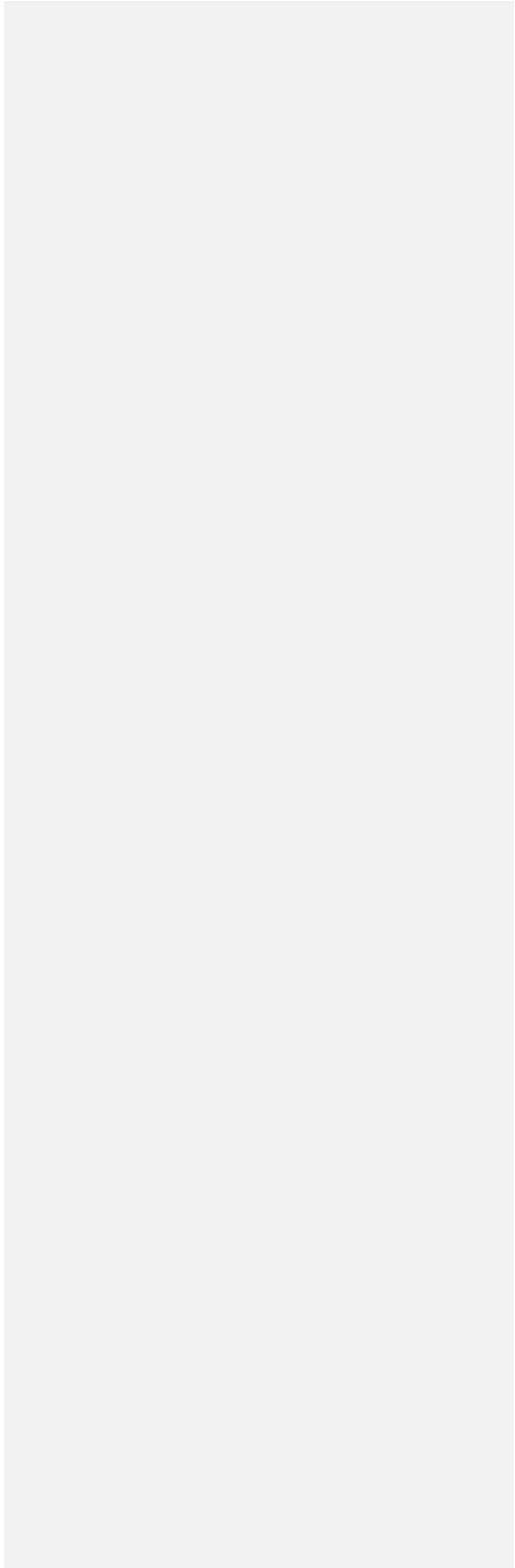
Tijeras

date: _____



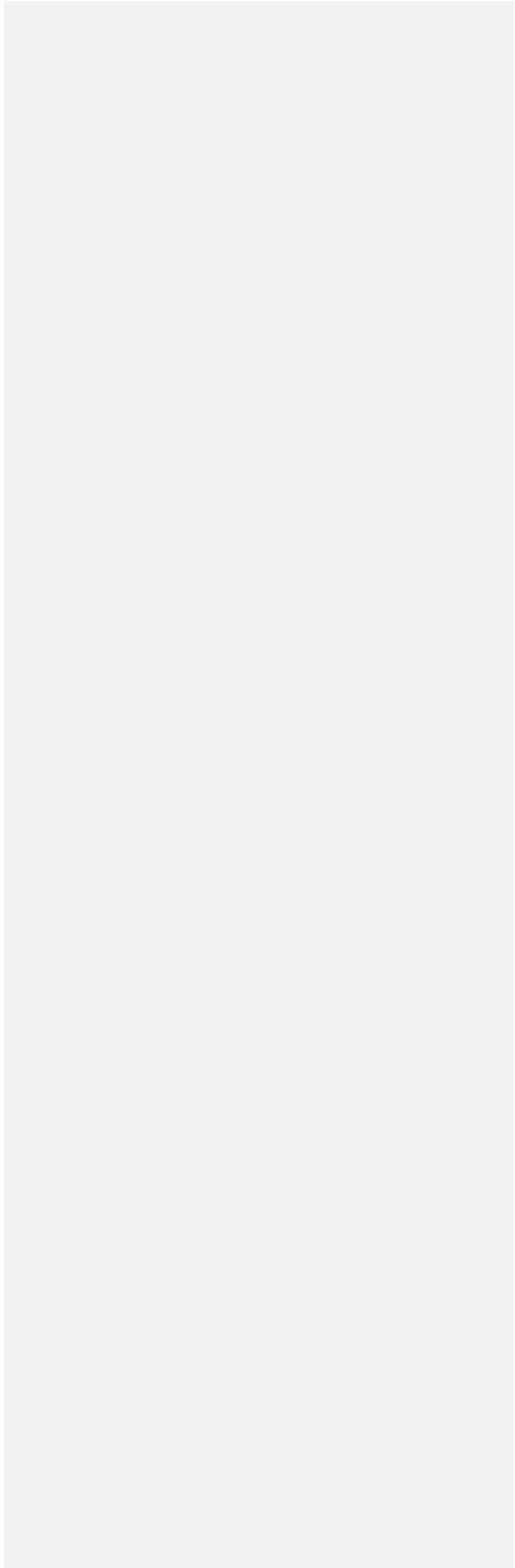
Sandoval County

date: _____



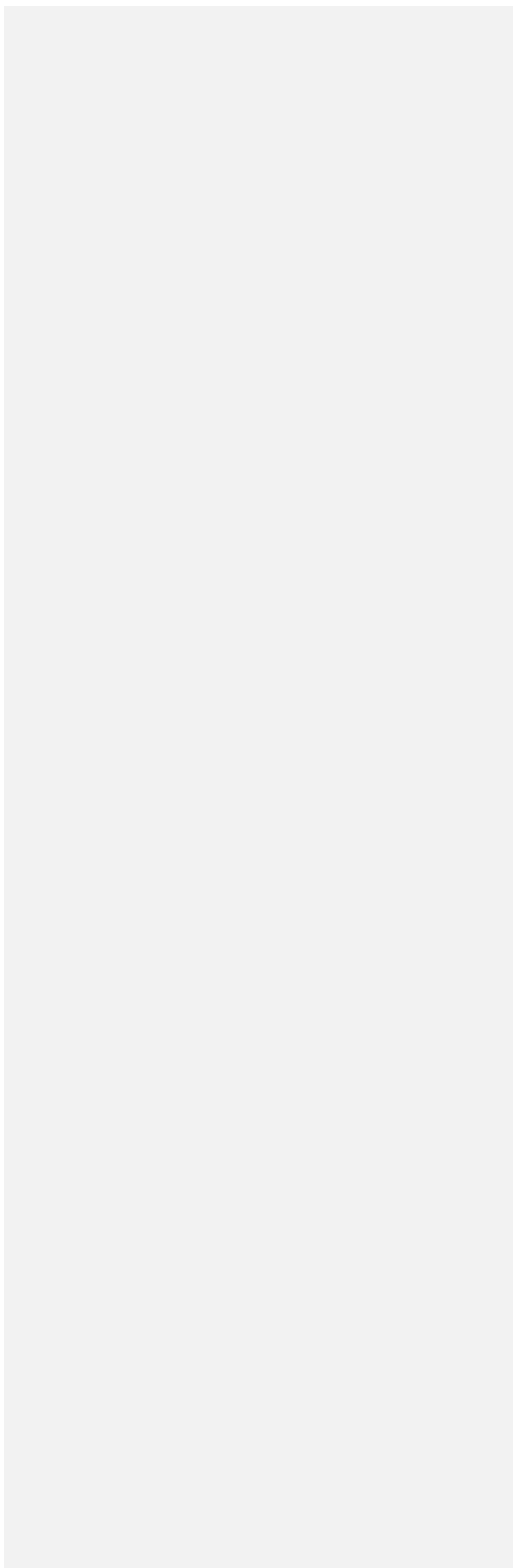
Bernalillo

date: _____



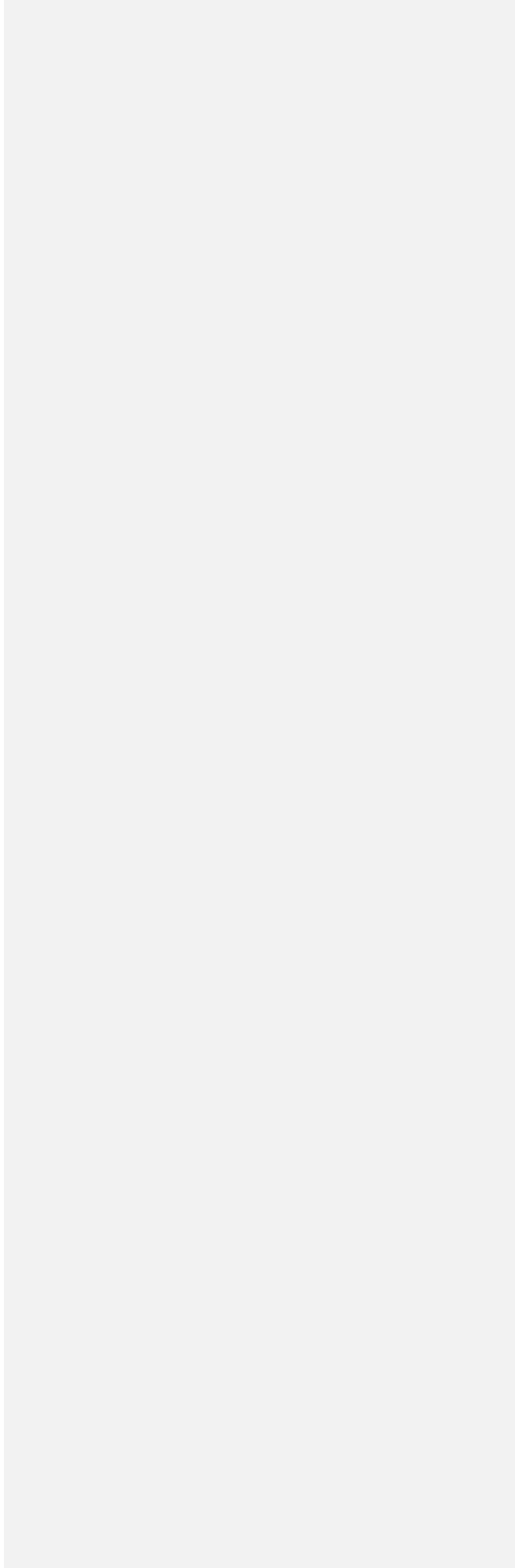
Corrales

date: _____



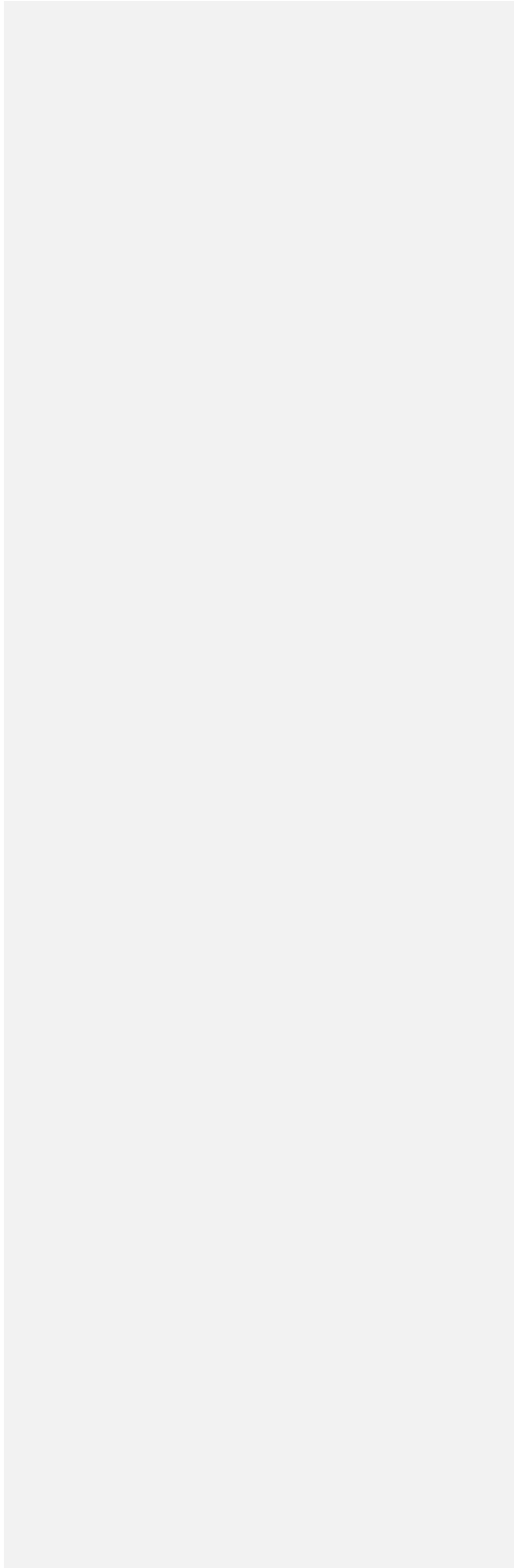
Cuba

date: _____



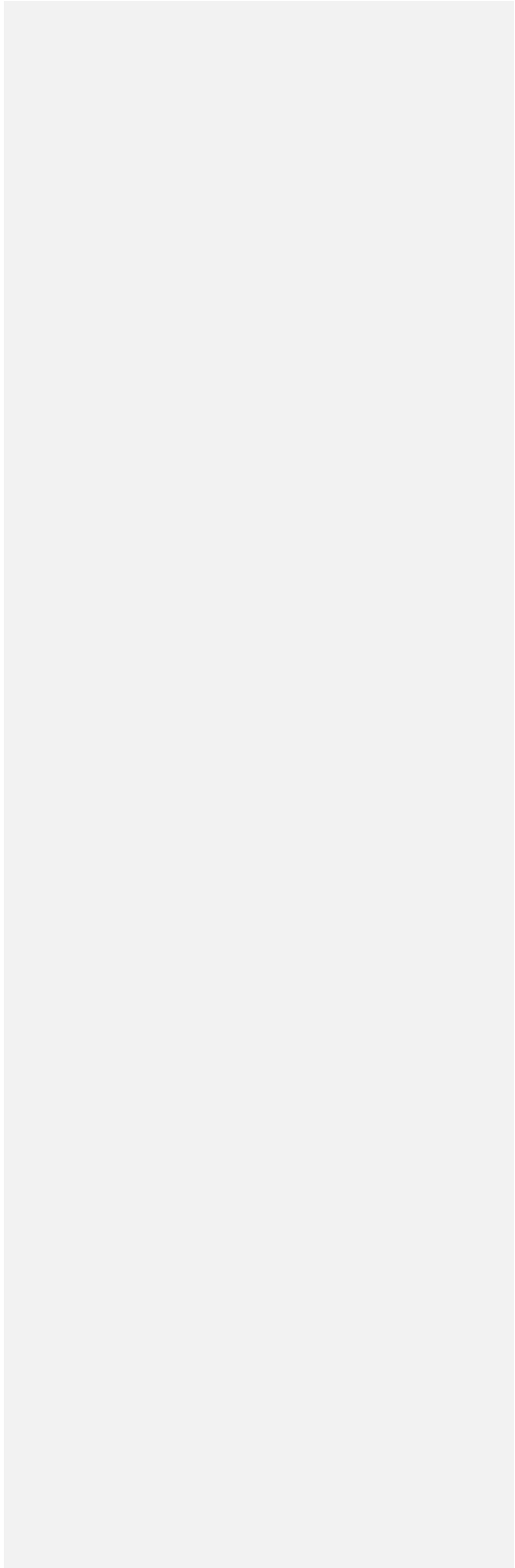
Jemez Springs

date: _____



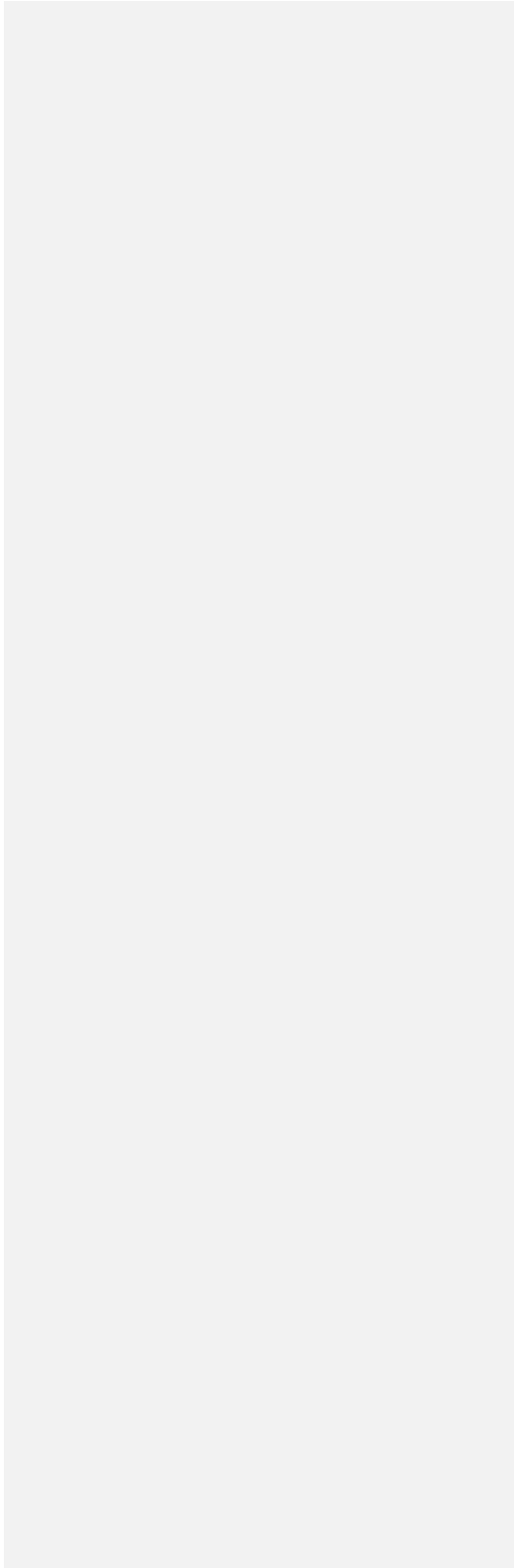
Rio Rancho

date: _____



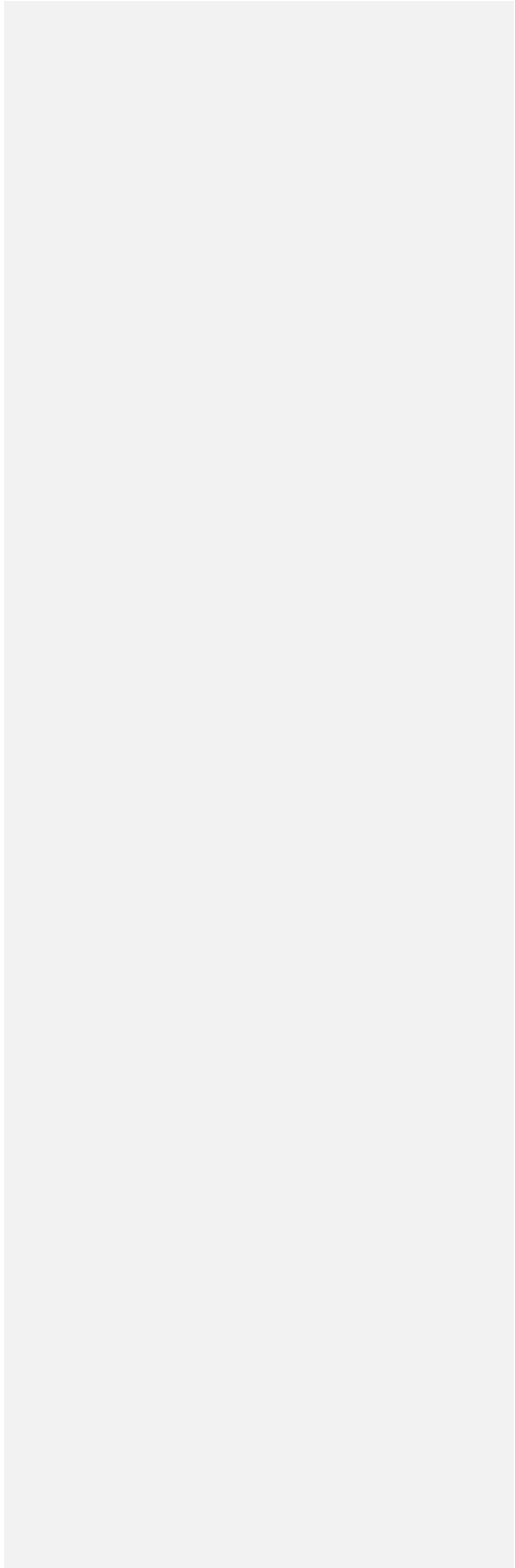
San Ysidro

date: _____



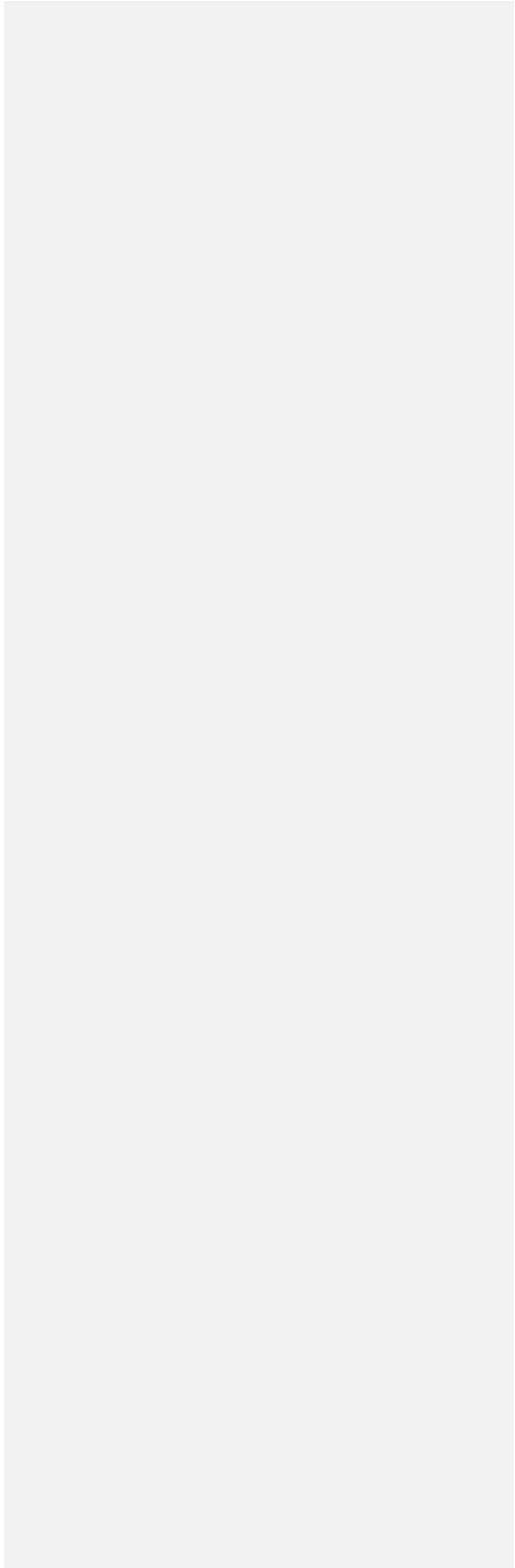
Torrance County

date: _____



Encino

date: _____

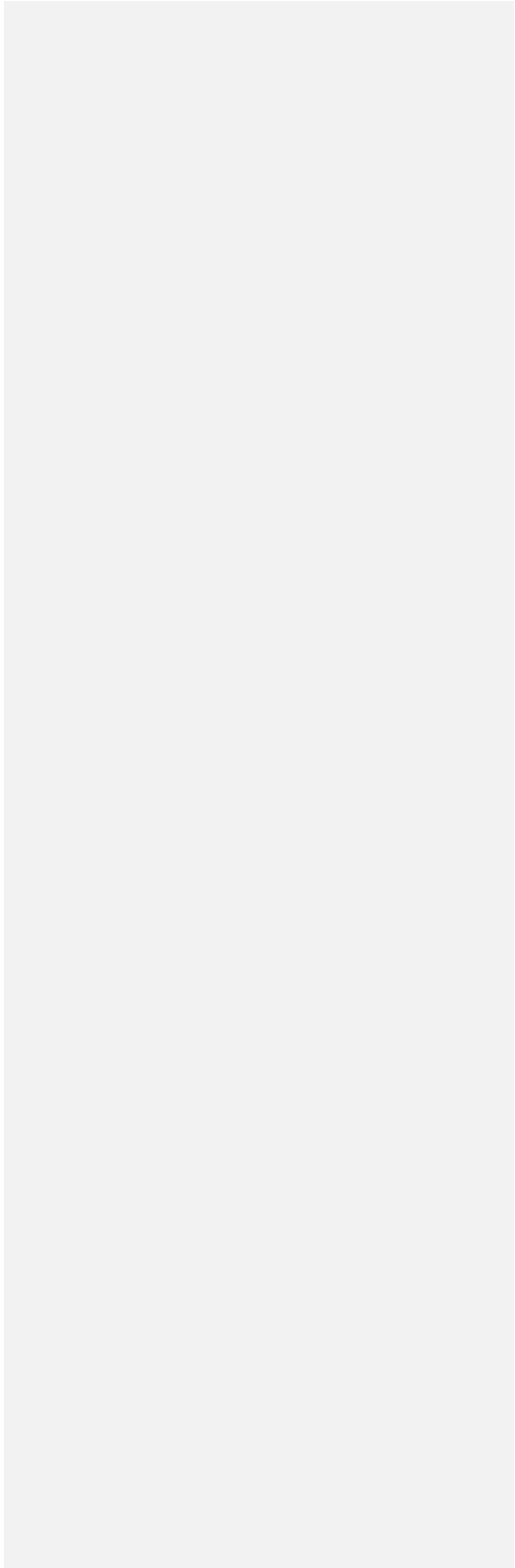


Estancia _____

date: _____

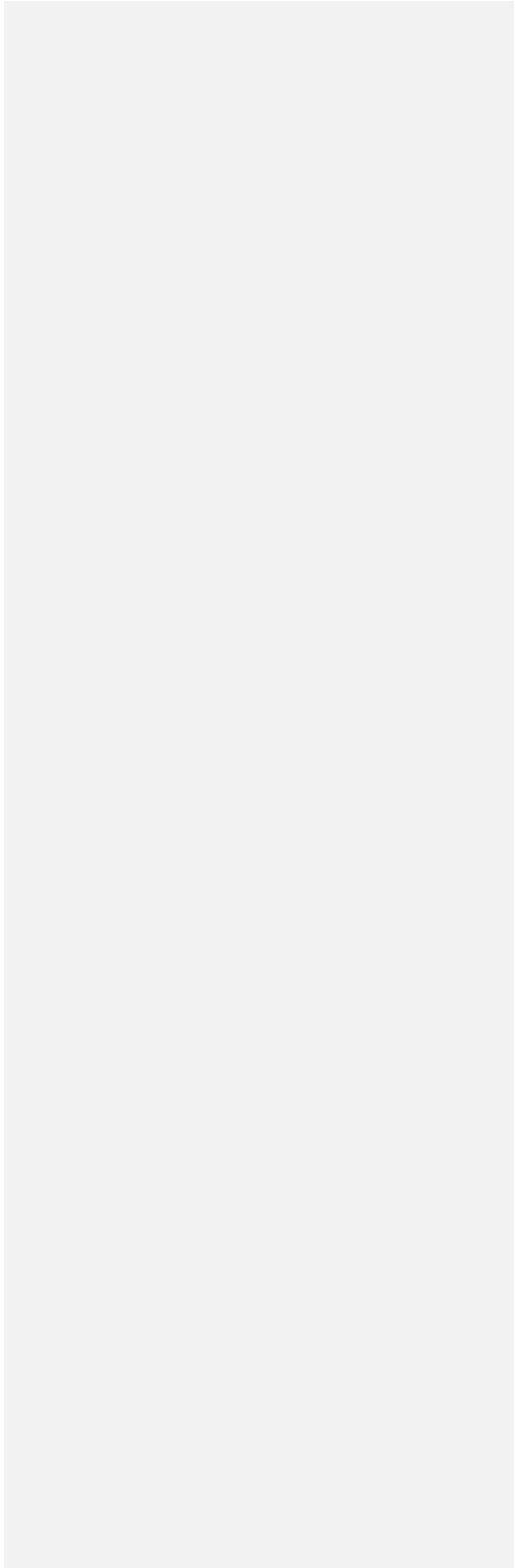
Moriarty

date: _____



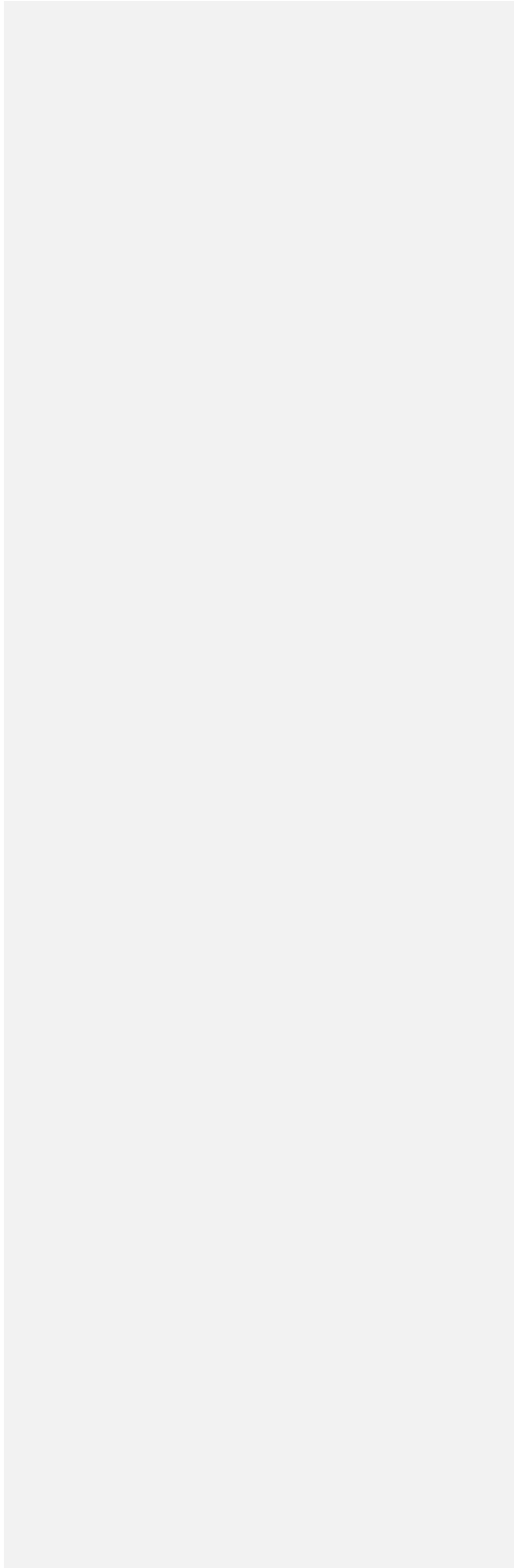
Mountainair

date: _____



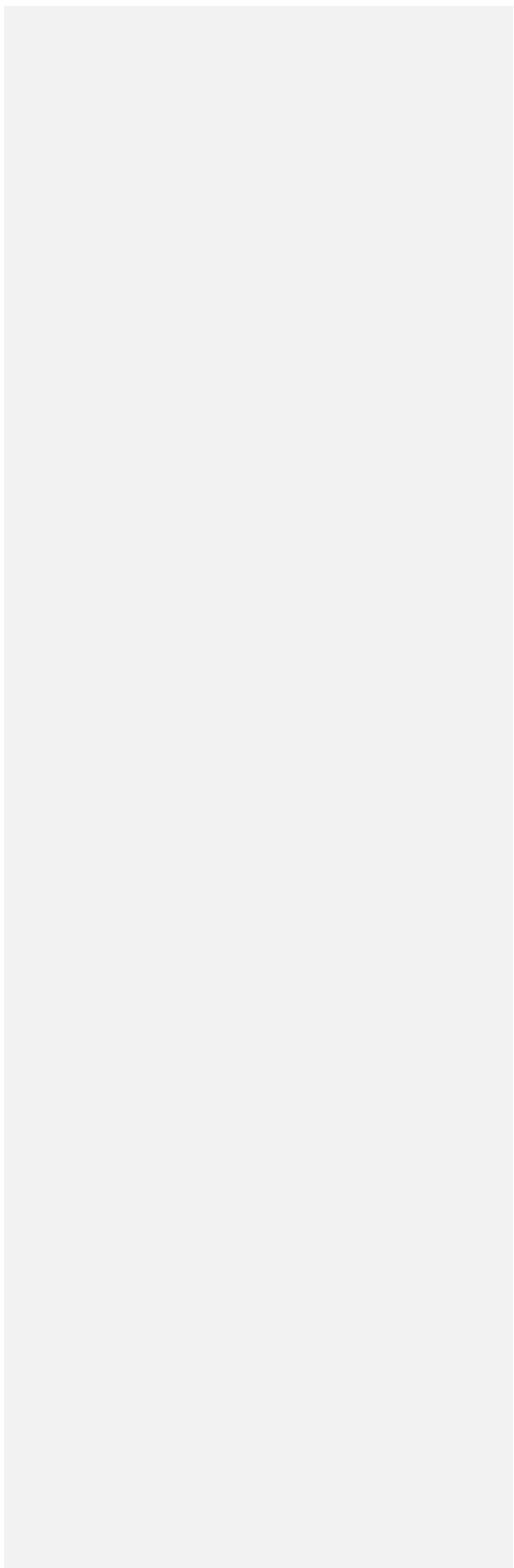
Willard

date: _____



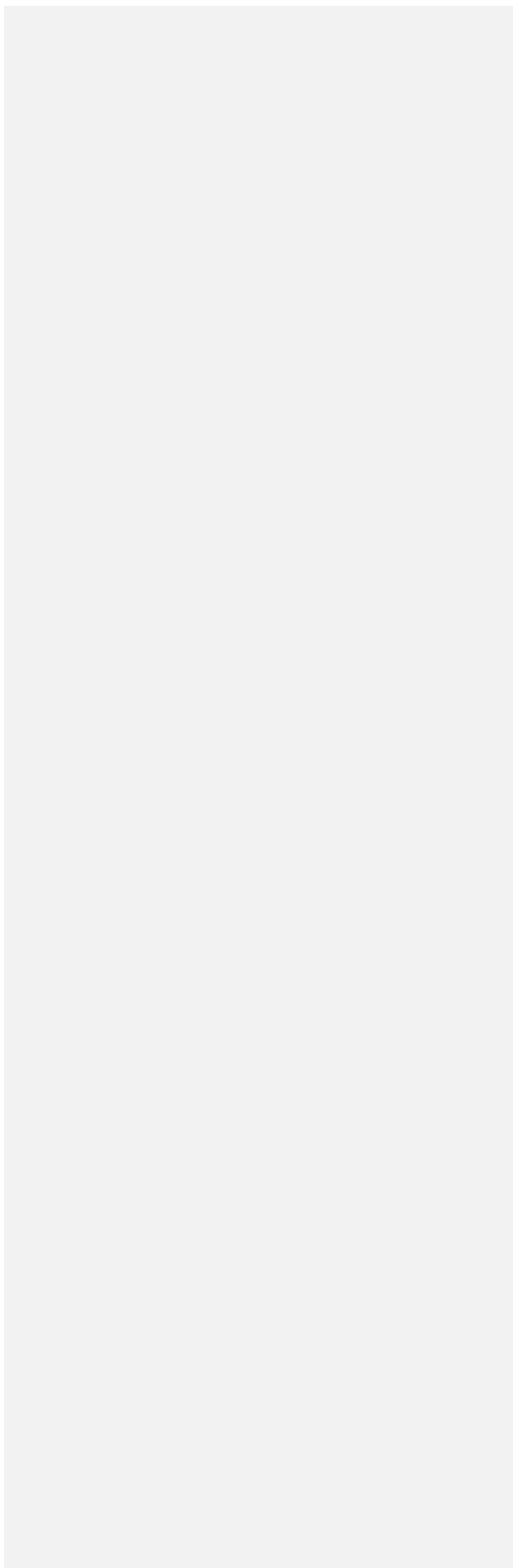
Valencia County

date: _____



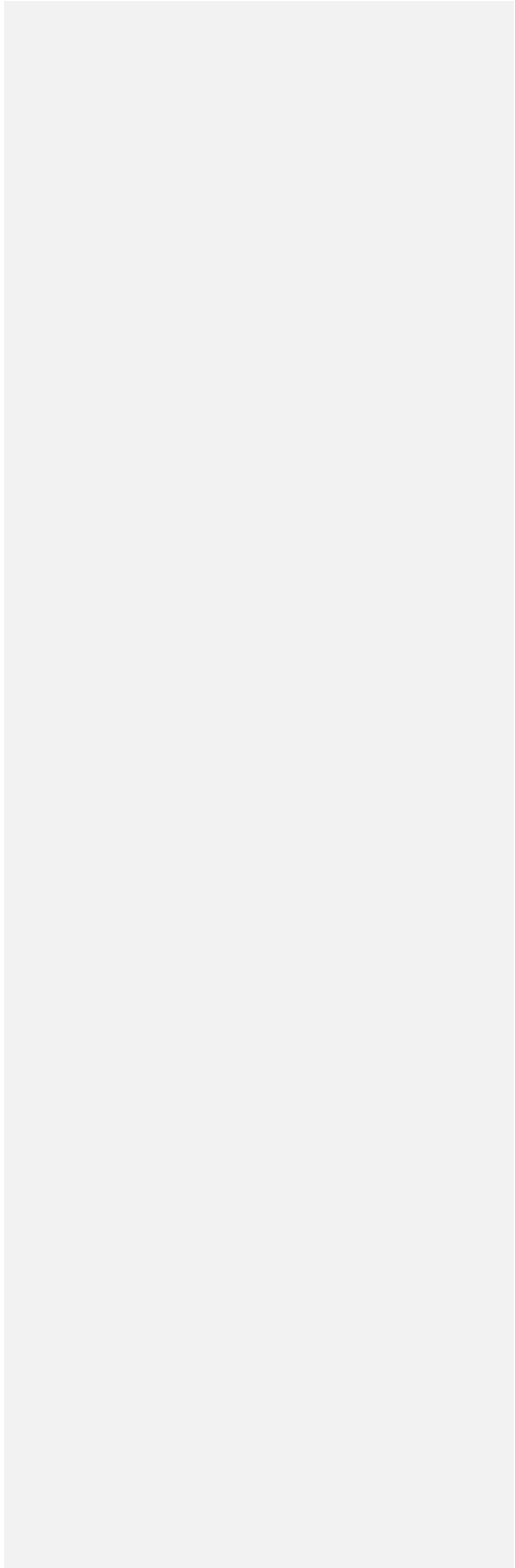
Belen

date: _____



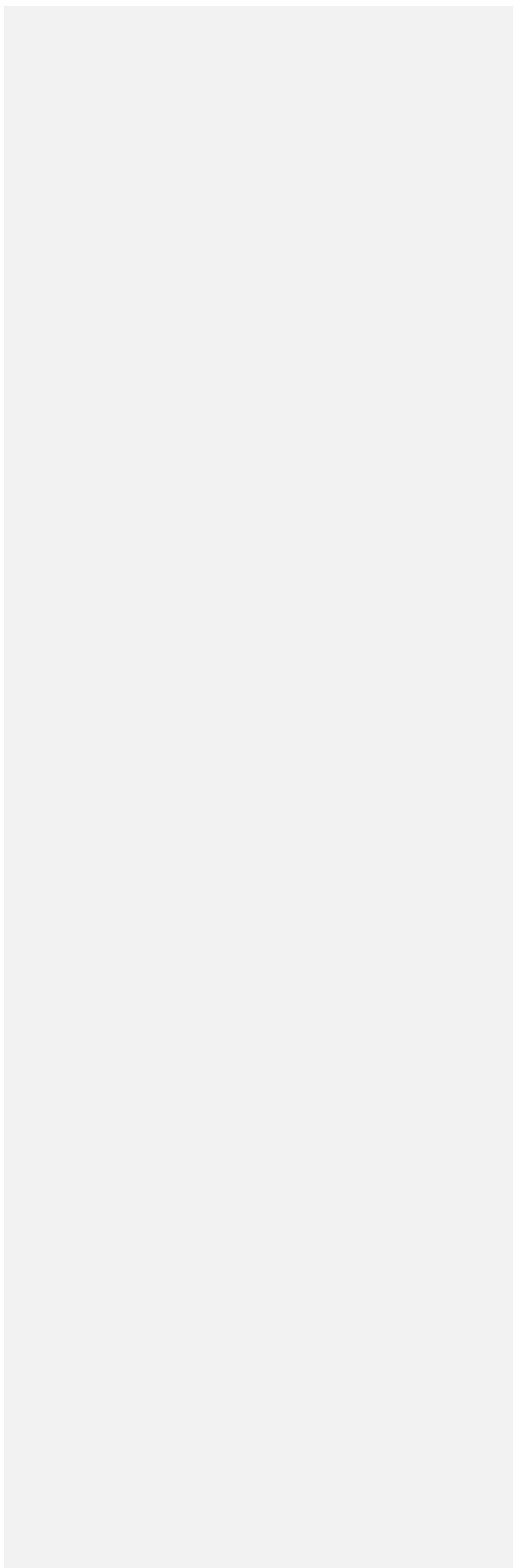
Bosque Farms

date: _____



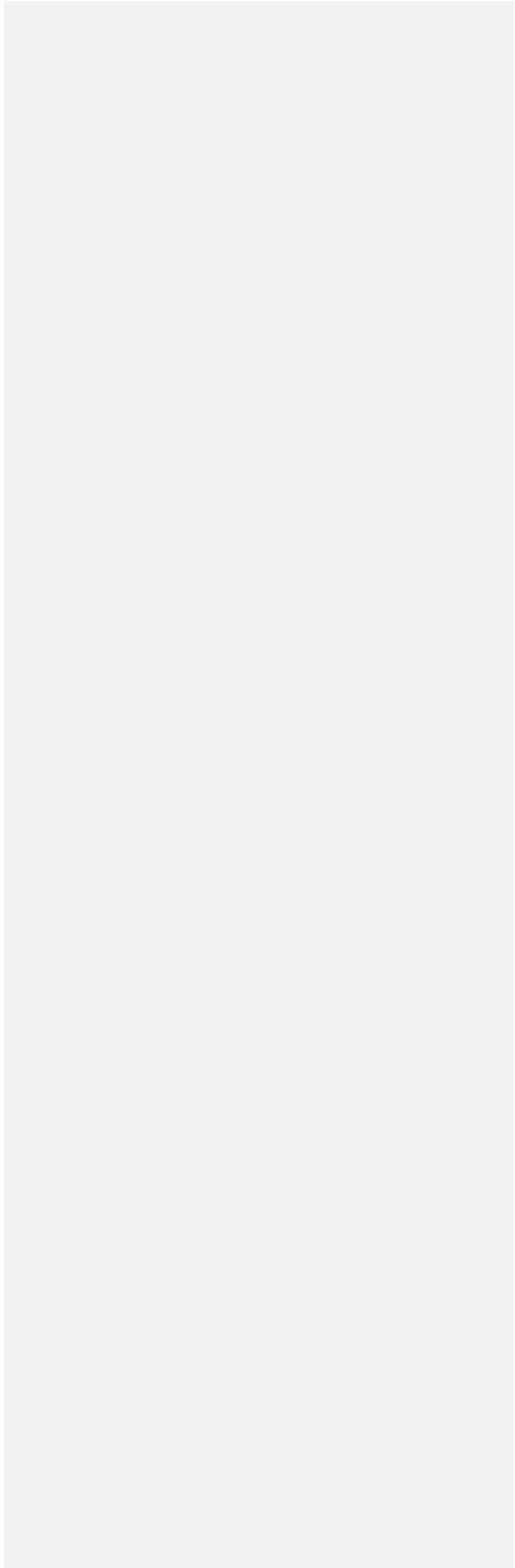
Los Lunas

date: _____



Peralta

date: _____



Workforce Connection of Central New Mexico Proposed Amendments to WCCNM CEO Partnerships Agreement

Action Requested:

Request adoption of the proposed amendments to the Workforce Connection of Central New Mexico (WCCNM) Chief Elect Officials (CEO) Partnership Agreement.

Background:

The WCCNM CEO Partner Agreement is required to ensure the criteria established by the state are acknowledged by both the CEOs and the members of WCCNM local board. The partnership agreement defines roles and responsibilities of the CEOs and the local board along with a description of the partnership and specific responsibilities, to include:

- acknowledge the authority of the CEOs to appoint the members of the local board;
- development of the local plan;
- development of the local area budget and approval;
- establishes the guidelines for selection of a one-stop operator and responsibilities including the Partner MOU, Operating Budget and Infrastructure Funding Agreement, etc.;
- acknowledge the participation of the CEOs and the local board regarding local performance measures; and,
- appropriate use of funds and oversight

Modifications to this WCCNM CEO Partnership Agreement is necessary to fully address the amendments within NMAC 11.2.4 NMAC - WORKFORCE INNOVATION AND OPPORTUNITY ACT LOCAL GOVERNANCE. This modification specifically addresses the requirement to identify and distinguish which CEOs are voting members.

Policy Ramifications:

Ensures that the WCCNM is in compliance with state policy and regulations. Financial

Impact:

None

Pass: _____

Do not pass: _____

Workforce Connection
of Central New Mexico



**Chief Elected Officials
&
Workforce Connection of
Central New Mexico
Partnership Agreement**

Adopted, January 7, 2013
Revised, December 10, 2018
Revised, August 3, 2021

Formatted: No underline



**CHIEF ELECTED OFFICIALS
AND
WORKFORCE CONNECTION OF
CENTRAL NEW MEXICO
PARTNERSHIP AGREEMENT**

This Chief Elected Officials and Workforce Connection of Central New Mexico Partnership Agreement (“Agreement”) is entered into by and between the Chief Elected Officials of Bernalillo County, Sandoval County, Torrance County, and Valencia County (“CEOs”) and the Workforce Connection of Central New Mexico (“WCCNM”).

WHEREAS, 11.2.4.10 NMAC (2018) requires that the CEOs and WCCNM enter into a partnership agreement indicating the relationship between them and the WCCNM roles and responsibilities as provided in the Workforce Innovation and Opportunity Act of 2014 (“WIOA”), the New Mexico Workforce Development Act and attendant federal and state rules and regulations.

WHEREAS, the CEOs and WCCNM intend this Agreement as their partnership agreement.

NOW, THEREFORE, the CEOs and WCCNM agree as follows:

**Article I
General Provisions**

1.1 Terms used in this Agreement adhere to the definitions in the WIOA and 11.2.4.7

NMAC ~~(N. 7/1/2018; A. 06/22/2021) (2018).~~

Commented [AM1]: Added proper citation for 2021 NMAC revisions

1.2 **WCCNM.** The WCCNM is the local workforce development investment board for central New Mexico, which includes Bernalillo, Sandoval, Torrance and Valencia Counties.

1.3 **CEO Local Government Composition.** CEOs shall consist of one county commissioner, or their designee, from each county located in the area. In a case in which a local area includes more than one unit of general local government, the points of contact shall only be the recognized CEOs for each county located in that area. This does not prevent participation from other elected officials in the community, however, the only voting member is the CEO who may consider the input and contributions from the other elected officials.~~The CEOs comprise (a) the Commission Chairs or a designated elected official from the Board of County Commissioners of each of the four (4) counties; and (b) the Mayors, or a designated elected official of the municipalities of the four (4) Counties~~ articulated in paragraph 1.2 above.

Commented [AM2]: Added modified language from NMAC 11.2.4.7 (A 6/22/2021)

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Article II WCCNM

2.1 Appointment of WCCNM.

A. The CEOs will appoint the WCCNM from the individuals nominated to the CEOs as provided in this Agreement. For each member of the WCCNM that requires a nomination, the nominating organization will submit to the CEOs a document or letter signed by the organization's chief executive officer, or his or her designee, identifying the nominee. The document or letter must also acknowledge the nominee's optimum policy making authority and include the nominee's curriculum vitae, resume, or work history supporting the nominee's qualifications. Any appointment of a WCCNM member will be signed by the lead CEO who will

submit such appointment to the WCCNM administrative entity.

B. ~~The CEOs will fill any vacancy in the WCCNM within 120-90 days of the vacancy. THE CEOs will also reappoint any member of the WCCNM within 120-90 days of the expiration of the member's term.~~

Commented [AM3]: Modified to new requirements of NMAC

C. Any action taken by the WCCNM with a vacancy or term expiration beyond ~~120-90~~ days will be void unless the WCCNM has received a waiver approved by the State Administrative Entity ("SAE") prior to the meeting of the WCCNM at which such action will be taken. The WCCNM will request the waiver in writing, explaining why a vacancy of expired term was not filled within the ~~90-120~~-day timeframe and a description of the process underway to fill the vacancy or expired term.

D. WCCNM members who no longer hold the position or status for which ~~they~~ they were appointed will resign, or be removed by the CEOs, immediately.

2.2 Membership of WCCNM.

The WCCNM consists of the following members, pursuant to 20 CFR 679.320.

Members must be individuals with optimum policy-making authority within the entities they represent:

A. Business Representatives. A majority of the members of the WCCNM must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on WCCNM also may serve on the State Workforce Development Board. Each business representative must meet the following criteria:

- (i) Be an owner, chief executive officer, chief operating officer, or other

individual with optimum policy-making or hiring authority; and

(ii) Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).

B. Workforce Sector At least 20 percent of the members of the WCCNM must be workforce representatives. These representatives:

(i) Must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;

(ii) Must include one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists;

(iii) May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and

(iv) May include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of

organizations that serve out-of-school youth.

- C. The WCCNM also must include:
- (i) At least one eligible training provider administering adult education and literacy activities under WIOA title II;
 - (ii) At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and
 - (iii) At least one representative from each of the following governmental and economic and community development entities:
 - a) Economic and community development entities;
 - b) The State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49*et seq.*) serving the local area; and
 - c) The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title;
- D. The membership of the WCCNM Board may include individuals or representatives of other appropriate entities in the local area, including:
- (i) Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;
 - (ii) Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
 - (iii) Philanthropic organizations serving the local area; and
 - (iv) Other appropriate individuals as determined by the chief elected

official.

E. Diversity. In recommending or nominating to the Board, recommending bodies and all nominating committees must consider categorical representations, gender, ethnicity, and geographical representations.

F. CEO Representative. A designated CEO, as described in the Workforce Connection of Central New Mexico CEO Agreement, will represent the CEOs.

2.3 Terms.

A. Each WCCNM member will serve a term of three years and may serve successive terms. The CEOs will certify the eligibility of the WCCNM members annually.

B. Members will be appointed so as to assure that the WCCNM is staggered with one-third of the WCCNM, or as close to one third as possible, is appointed annually.

C. Any member replacing any out-going member during the latter's term will serve the remainder of the out-going member's term.

2.4 Removal.

A. The CEOs will remove a WCCNM member if any of the following occurs:

(i) documentation that a WCCNM member no longer holds the position or status for which they were appointed;

(ii) documented conflict of interest;

(iii) failure to meet the representation requirements provided in this Agreement;

(iv) documented proof of fraud;

(v) documented violation of the Code of Conduct; or

(vi) as provided in the WCCNM Bylaws.

B. The WCCNM will document the specific criteria and the process used to establish cause for removal of a WCCNM member.

Article III Functions of the WCCNM

3.1 General Powers. The WCCNM is a policy board serving on behalf of the CEOs for the Local Area. In carrying out its responsibilities, the WCCNM shall have planning and goal setting authority and provide oversight for the WIOA program.

3.2 Local Plan. The CEOs and WCCNM will develop a four-year comprehensive local plan (the “Local Plan”) consistent with the WIOA, and any regulations, and support the strategy described in the State Plan and be consistent with the State Plan adopted by the State Workforce Investment Board (the “State Plan”). The WCCNM will present a proposed Local Plan to the CEOs for their review and approval. Upon CEO approval the WCCNM will submit the Local Plan to the SAE.

The Local Plan will include the provisions as described in Article IV of this Agreement and will be consistent with the State Plan as articulated in WIOA Sec 102 and 106.

3.3 One-Stop Delivery System. The WCCNM will select the One-Stop Delivery System Operator or Operators (“Operator”), as described in Article V of this Agreement, for the Local Area. Before final selection of the Operator, the WCCNM will submit its recommended Operator to the CEOs for their agreement. The operation of the One-Stop Delivery System will be consistent with the State Plan in accordance with federal and state procurement policies.

3.4 Identification of Eligible Youth Service Providers. The WCCNM will identify eligible youth activity providers in the Local Area and contract with the youth services provided selected to provide youth services in accordance with federal and state procurement policies, based

on the recommendations of the Youth Council.

3.5 Identification of Eligible Adult Services Providers. The WCCNM will identify and certify eligible adult service providers in the Local Area and contract with the adult service provider select to provide adult services in accordance with federal and state procurement policies.

3.6 Local Performance Measures. The WCCNM and the CEOs will negotiate with the SAE to reach agreement on performance measures in the Local Area.

3.7 Employment Statistic System. The WCCNM will assist the SAE in developing a statewide employment statistic system.

3.8 Employer Linkages. The WCCNM will coordinate the workforce investment activities carried out in the Local Area under the WIOA with other economic development strategies and develop other employer linkages with such activities.

3.9 Connecting, Brokering and Coaching. The WCCNM will promote the participation of private sector employers in the State of New Mexico's workforce investment system and ensure the effective provision, through the system, of connecting, brokering, and coaching activities through intermediaries such as the One-Stop Operator in the Local Area or through other organizations to assist such employers in meeting hiring needs.

3.10 Reporting. The WCCNM will provide the CEOs with an annual audit in accordance with the State Auditors rules and regulations. A copy and verbal report will be provided to the CEOs. The chair of the WCCNM shall present a status report and update of the WIOA program to the CEOs on a semi-annual basis or when requested by the CEOs.

3.11 Budget. Prior to the ending of the fiscal, the WCCNM will develop a budget for the succeeding fiscal year for the purpose of carrying out the duties of the WCCNM and submit the budget to the CEOs for their approval.

3.12 Other Responsibilities. The WCCNM may adopt policies, as needed, to further the

purposes of this Agreement, and as assigned by the WIOA. All such policies will be submitted to the CEOs for their approval. The lead CEO, acting for the CEOs, may approve any policy for the CEOs.

Article IV
The Local Plan

As stated in WIOA Section 106 and 108, and 20 CFR 679.560, The Local Plan will include:

4.1 Economic and Workforce Analysis. A description of the WCCNM local areas' current economic and workforce conditions. WIOA § 108. To Include:

- A. Analysis of economic conditions including existing and emerging in-demand industry sectors and occupations;
- B. Analysis of employment needs of employers in existing and emerging in-demand industry sectors and occupations;
- C. Identification of knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations;
- D. An analysis of the WCCNM area's workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.

4.2 Analysis of Workforce Development Activities. An analysis of workforce development activities, including education and training, in the WCCNM's area. To include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.

4.3 Strategic Vision and Goals. The Local Plan must describe WCCNM's strategic

vision and goals. To Include:

- A. A description of WCCNM’s strategic vision to support regional economic growth and self-sufficiency. This includes goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), and goals relating to the performance accountability measures based on performance indicators.
- B. A description of WCCNM’s overall strategy for working with the entities that carry out the core programs and required partners to align resources available to the local area, to achieve the strategic vision and goals.

4.4 Local Workforce System Structure. A description of WCCNM’s structure of the local workforce system, to include:

- A. Local Board Area Profile. A geographical description of WCCNM’s workforce development area, including the LWDA’s major communities, major employers, training and educational institutions (technical and community colleges, universities, etc.), population, diversity of the population, and relevant growth trends.
- B. Local Board Structure. A full roster of local board membership, including the group each member represents, in **Attachment B**. Include a list of all standing committees, along with a description of the purpose of each committee.
- C. A description of WCCNM’s workforce development system identifying programs that are included in the system; demonstrating alignment with regional economic, workforce and workforce development analysis. Additionally, **Attachment C** will include the following:

- (i) Information regarding WCCNM's one-stop business and career centers to include address and phone numbers;
- (ii) Indicate the one-stop operator for each site and whether it is a comprehensive or satellite center, and;
- (iii) A list of the one-stop partners physically located at each of the WCCNM one-stop business and career centers, and the services provided by these partners.

D. WCCNM's description on supporting the strategies identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) to support service alignment.

4.5 Local Workforce Development System Alignment

WCCNM's description of the local workforce development system is aligned, to include the following.

- A. A description of how WCCNM coordinates between entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. § 102(2)(b)(iii)
- B. A description of how WCCNM works with entities carrying out core programs to facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.
- C. A description of how WCCNM works with entities carrying out core programs to improve access to activities leading to a recognized postsecondary

credential.

4.6 Local Strategy Implementation

WCCNM's strategies and the implementation of initiatives to support those strategies relative to the following elements.

- A. A description of the WCCNM's strategies and services that are used to facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.
- B. A description of the WCCNM's strategies and services that are used to support the local workforce development system that meets the needs of businesses in the local area.
- C. A description of WCCNM's strategies and services that are used to better coordinate workforce development programs and economic development.
- D. A description of WCCNM's strategies and services that are used to strengthen linkages between the one-stop delivery system and unemployment insurance programs.
- E. A description of how WCCNM will coordinate local workforce investment activities with regional economic development activities that are carried out in the local area and how the local board will promote entrepreneurial skills training and small business services.
- F. A description of how WCCNM will develop and implement training across systems for all core partners to ensure a unified approach to service delivery; including vocational rehabilitation.

4.7 One-Stop Delivery System - A description of WCCNM's one-stop delivery system in the local area, including:

A. A description of how WCCNM will ensure the continuous improvement of eligible providers through the system and how such providers will meet the employment needs of local employers, workers, and job seekers WIOA § 102(2)(c);

B. A description of how WCCNM will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means;

C. A description of entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA sec. 188 (Nondiscrimination), if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities

D. A description of the specific roles and resource contributions of the one-stop partners, to date. Please include your process for updating any cooperative agreements, resource sharing agreements, and memoranda of understanding relevant to the Workforce Innovation and Opportunity Act.

E. A description of how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will provide for the Accessibility for English Language Learners (ELL).

4.8 Service Implementation for Indicated Populations – A description of services to target populations, including:

A. Youth

- (i) A description and assessment of the type and availability of youth workforce investment activities in the local area including activities for youth with disabilities, and other barriers, such as homeless youth, foster and former foster youth, and/or expecting and parenting youth.
- (ii) Describe how the local board is working to fulfill specific Youth requirements, as laid out in the Workforce Innovation and Opportunity Act, including:
 - a) how the board is providing for the 14 required Youth service elements;
 - b) approach towards meeting the 20% work experience, including the use of Registered Apprenticeship as a service strategy;
 - c) must be 75 percent minimum Out of School Youth (OSY) minimum expenditure;
 - d) a description of changes in the youth provider's service delivery models;
 - e) a description of any changes in outreach activities around Youth; and
 - f) any changes in Youth case management approach, including the use of supportive services.

B. Adults and Dislocated Workers

- (i) A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area, including any services targeted toward adult populations with barriers,

such as displaced homemakers, homeless adults, ex-offenders, single parents and pregnant women, and/or long-term unemployed.

C. Individuals with Disabilities

- (i) A description of how individuals with disabilities will be served through the WCCNM one-stop centers, including copies of executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop delivery system. This includes cooperative agreements (as defined in WIOA sec. 107(d)(11)(C)) between the WCCNM or other local entities described in WIOA sec. 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated State agency or designated State unit administering programs carried out under title I of the Rehabilitation Act (29 U.S.C. 720 et seq.) (The Division of Vocational Rehabilitation within the NM Public Education Department and the Commission for the Blind) (other than sec. 112 or part C of that title (29 U.S.C. 732, 741) and subject to sec. 121(f) in accordance with sec. 101(a)(11) of the Rehabilitation Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information and resources, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination, such as improving or creating referral processes, joint enrollment and case management

D. Veterans

(i) Describe WCCNM's strategic approach to serving Veterans to improve employment outcomes for this population, including priority of service efforts.

E. Migrant Seasonal Farm Workers

(i) Describe WCCNM's approach to serving migrant seasonal farmworkers within its respective area to increase education and employment outcomes for this population.

F. Native Americans

(i) Describe WCCNM's approach to serving Native Americans within its respective area to increase education and employment outcomes for this population.

G. Individuals with Low Income

(i) Describe how the WCCNM will identify and work with low-income individuals, including any plans to coordinate locally with the Temporary Assistance for Needy Families (TANF) program to serve this population, as well as to serve TANF clients that have exhausted their benefits.

H. Older Individuals

(i) Describe how the WCCNM will coordinate WIOA title I workforce investment activities with the Senior Community Service Employment Program (Title V of the Older Americans Act of 1965) to serve the employment needs of older individuals.

I. Individuals with Low Literacy Levels

- (i) Describe how the WCCNM will coordinate WIOA title I workforce investment activities with adult education and literacy activities under WIOA title II. Describe the joint planning processes that will enhance the provision of services to individuals with receiving adult education services, such as cross training of staff, technical assistance, sharing resources, sharing of information, cooperative efforts to improve or create referral processes, joint enrollment and case management. This description will include how the WCCNM will carry out the review of local applications submitted under title II consistent with WIOA Secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.

4.9 Coordination of Services Across Programs – A description of how services are coordinated across programs, including:

- A. Wagner Peyser Services - Provide a description of plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the one-stop delivery system WIOA § 108(6)(1)(12);
- B. Rapid Response Activities - A description of how the WCCNM will coordinate workforce investment activities carried out in the local area with statewide rapid response activities as described in § 134(a)(2)(A)
- C. Secondary and Postsecondary Education System –
 - (i) a description of how the WCCNM will coordinate relevant secondary and postsecondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services;

(ii) Describe how the WCCNM will work with entities carrying out core programs to improve access to activities leading to a recognized postsecondary credential.

D. Supportive Services- A description of how the WCCNM will coordinate WIOA title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area.

E. Follow-up Services - A description of the WCCNM's follow-up policy and procedures for each of the targeted groups in Section G.

F. Service Priorities - A description of the direction given by the Governor (NMDWS) and the WCCNM to the one-stop operator to ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient consistent with WIOA sec. 134(c)(3)(E) and §680.600 of the WIOA DOL Rule.

G. Outreach Efforts- A description of WCCNM's methods to coordinate outreach efforts across partner programs for shared customers and target populations.

H. Professional Development Activities – A description of how professional development activities will be coordinated across all partner programs staff.

I. Referrals – A description of the WCCNM will coordinate customer referrals across partner programs.

J. Partner Programs - A description other services (additional partners) provided in the one-stops to support the local workforce development system and customers.

4.10 Economic and Workforce Analysis - A description of the current the WCCNM's current economic and workforce conditions current description of the regional economy, and include the following:

- A. Identification of the entity responsible for the disbursement of grant funds described in WIOA sec. 107(d)(12)(B)(i)(III).
- B. A description of the competitive process that will be used to award the subgrants and contracts for WIOA title I activities. **Attachment A** will include all WCCNM's procurement policies and conflict of interest provisions.
- C. Attachment E will provide WCCNM's levels of performance negotiated with the NMDWS and chief elected official consistent with WIOA sec. 116(c).
- D. A description of the strategies to employ for the WCCNM to remain as a high-performing workforce development board.
- E. A description of training services outlined in WIOA sec. 134 will be provided in the use of individual training accounts, including, if contracts for training services will be used, how the contract will be coordinated with the use of individual training accounts, and how the WCCNM will ensure informed customer choice in the selection of training programs.
- F. A description of WCCNM's implementation of pay-for-performance contract strategy for certain elements and communications utilized to define expectation to service providers – *if the WCCNM chooses to implement this strategy.*
- G. A report on the local board's expected obligation and expenditure rates for the current PY.
- H. A description of a strategy to implement or transition to an integrated,

technology-enabled intake and case management information system for programs carried out under WIOA and by one-stop partners.

4.11 Assurances – The following table will be included as reference.

#	Assurance	Indicate Yes or No
1.	The LWDB obtained input into the development of the Local Plan and provided an opportunity for comment on the plan by representatives of local boards and chief elected officials, businesses, labor organizations, institutions of higher education, the entities responsible for planning or administrating the core programs and other programs included in the Plan, other primary stakeholders, and the general public, and the Local Plan is available and accessible to the general public.	
2.	The LWDB has established a policy identifying circumstances that may present a conflict of interest for a local board member, or the entity or class of officials that the member represents, and procedures to resolve such conflicts.	
3.	The LWDB has established a policy to provide to the public (including individuals with disabilities) access to meetings of local boards and local boards, and information regarding activities of local boards, such as data on board membership and minutes.	
4.	The LWDB has established fiscal control and fund accounting procedures necessary to ensure the proper accounting for funds paid to the local boards for adult, dislocated worker, and youth programs to carry out workforce investment activities under chapters 2 and 3 of subtitle B.	
5.	The Federal funds received to carry out a core program will not be expended for any purpose other than for activities authorized with respect to such funds under that core program.	
6.	Service providers have a referral process in place for directing Veterans with Significant Barriers to Employment (SBE) to DVOP services, when appropriate.	
7.	The LWDB has implemented a policy to ensure a process is in place for referring veterans with significant barriers to employment to career services provided by the JVSG program’s Disabled Veterans’ Outreach Program (DVOP) specialist.	
8.	The LWDB established procedures that set forth criteria to be used by chief elected officials for the	

	appointment of local workforce investment board members.	
9.	Priority of Service for covered persons is provided for each of the Title I programs; and	
10.	The LWDB has taken appropriate action to secure compliance with the Uniform Guidance at 2 CFR 200 and 2 CFR 2900 and WIOA 184(a)(3).	

4.12 Attachments

- A. Attachment A – An electronic copy of all WCCNM policies relevant to the implementation of WIOA.
- B. Attachment B – A full roster of local board membership, including the group each member represents. A list of all standing committees, along with a description of the purpose of each committee.
- C. Attachment C – A description of the one-stop centers in the Central Region, including address and phone numbers; the one-stop operator and or site manager for each site and whether it is a comprehensive or satellite center; a list of the one-stop partners physically located at each of the one-stop centers in the local board area and associated services provided by these partners.
- D. Attachment D - Copies of any draft or completed cooperative agreements, resource sharing agreements, and memoranda of understanding that may be relevant to the WIOA.
- E. The WCCNM local levels of performance negotiated with the NMDWS and chief elected official, to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent, eligible providers under WIOA title I subtitle B, and the one-stop delivery system in the local area, for current and previous PYs.

Article V
Establishment of One-Stop System and Partnerships

5.1 One-Stop Operators. Consistent with the State Plan, the WIOA and NMAC 11.2.5.12 (2018) the WCCNM, with approval of the CEOs, will designate and certify a One-Stop Operator or Operators for the Local Area (the “One-Stop Operator”) through a competitive selection process. The WCCNM will have the authority, with the agreement of the CEOs, to terminate and decertify the One-Stop Operator in accordance with the terms of the contract and/or for cause. In order for an entity to be eligible to receive funds made available under the WIOA to operate as a One-Stop Operator, the entity must be designated or certified as a One-Stop Operator. WIOA § 121(d) and NMAC 11.2.5.13 (2018).

A. Eligible Entities. A One-Stop Operator shall be an entity or consortium of entities, (including a consortium of that at minimum include three or more one-stop partners described in subsection (b)(1)) of demonstrated effectiveness, located in the Local Area. If the One-Stop Operator will be an entity, it will be designated in accordance with federal and state procurement policies. If the Operator will be a consortium, it will include three or more of the One-Stop Partners, two of which will be the adult and disabled worker service provider and the Wagner-Peyser Act provider. The third member will be selected by the WCCNM from the One-Stop Partners. Members of the consortium will select one of them to serve as lead. The Operating Agreement will describe how the lead will be determined, the specific role of the lead, and how the lead will encourage consensus among the consortium. The One-Stop Operator shall be designated or certified as a one stop partner. The One-Stop Operator shall be selected by a competitive process. The One-Stop Operator shall disclose of any potential conflicts of interest arising from the

relationship of the operators with training service providers.

B. Duties of the One-Stop Operator. The One-Stop Operator will have the following duties:

- (i) Facilitate the daily operations of the Workforce Connection Center by coordinating service delivery among partners and staff; Manage partner responsibilities as defined in MOUs;
- (ii) Facilitate Workforce Connection Center staff/partner development;
- (iii) Oversee and ensure performance and continuous quality improvement activities;
- (iv) Handle EEO responsibilities, customer complaints, and ensure accessibility as outlined in local, state and federal guidance;
- (v) Implement board policy;
- (vi) Facilitate the development of reports and presentations to LWDB focused on partnership engagement, workforce development operations, performance accountability, and continuous improvements and other reports as required;
- (vii) Coordinate the integration and collaboration of all Workforce Connection Center partners/staff to ensure a seamless and streamlined system for customers and businesses;
- (viii) Collaborate with LWDB, partners, and staff to ensure businesses and the public are aware of all services available through the career centers and information is provided for accessing these services;
- (ix) Assure the Workforce Connection Centers comply with all required customer support and information as required under local, state and federal

regulations;

(x) Collaborate with partners to facilitate and participate in special projects such as job fairs, business driven workshops, and be responsible for communicating employers' needs to the Workforce Connection Center partners;

(xi) Convene regular meetings of the Workforce Connection staff and partners as required by local, state and federal regulations, and;

(xii) Other duties as outlined by local, state and federal regulations for the One-Stop Operator.

C. Operator Agreement. The WCCNM will enter into an Operator Agreement with the One-Stop Operator. The Operator Agreement will describe in detail how the following will be accomplished and maintained:

(i) Community and Partnership Development

a) Establish and sustain relationships with WCCNM's American Job Center partners with a focus on creating opportunities to engage in shared planning, visioning, continuous improvement, and program outcomes and evaluation.

b) Ongoing identification and development of community partners to engage in workforce systems activities that lead to improvements in community awareness or engagement in workforce development strategies; and enhanced interest in organizations and businesses to use WCCNM's American Job Center services.

c) Support the implementation of continuous quality improvement

approaches and methodologies to enhance the system effectiveness. Examples include, but are not limited to: adoption of change principles to directly enhance flow of service delivery, improve customer, and staff satisfaction; increased administrative efficiencies or improved funding leverage, youth friendly and youth engaged approaches, and inclusion of individuals with disabilities across all programs.

- d) Identify and coordinate capacity building activities to improve the effectiveness and performance of partners working with and within the WCCNM's American Job Center; including youth services and programs for individuals with disabilities.
- e) Facilitate opportunities for shared learning and training.
- f) Promote the WCCNM's American Job Center programs broadly; educate local community, agencies, and organizations about the partners and programs available.
- g) Convene regular meetings of all partner agencies and organizations to support full engagement and share leadership in the organizing and developing of ongoing activities and processes; including youth services and programs for individuals with disabilities.
- h) Actively engage in opportunities to share leadership with all partners by creating opportunities to report, present, and share activities, such as through local board and committee meetings, community forums, and other appropriate settings.

i) Provide for conflict management and dispute resolution when issues arise between partner organizations.

(ii) Implementation and Compliance

a) Provide guidance and leadership to ensure WCCNM's American Job Center policies and procedures are clearly communicated and followed.

b) Provide guidance and leadership to ensure compliance with all Federal regulations related to WIOA, state and local policies are implemented accordingly. Additionally, ensure provisions of the U. S. Department of Labor Statement 29 CFR 38 Implementation of Nondiscrimination and Equal Opportunity are understood and followed.

c) Provide guidance and leadership to partners and staff to ensure full coordination of services across all programs are implemented effectively; with quality and assurances necessary to eliminate or minimize duplication.

d) Provide guidance and leadership to partners and staff to ensure services and programs are accessible for people with disabilities; create opportunities to engage in learning about best practices and approaches to serve people with disabilities.

e) Provide guidance and leadership to all partners and staff to ensure services and programs for youth follow best practices in youth engagement and positive youth development.

f) Create a systemic process that supports partner ownership and

adoption of effective shared practices necessary to support customers and businesses, including but not limited to co-enrollment, common intake, referral, case management, client performance, and business services.

- g) Works collaboratively with WCCNM's American Job Center partners to develop a robust system of training to support staff and seeks opportunities for shared learning and training; Assures WCCNM's American Job Center partners receive training in all services available through the workforce system, including UI.

(iii) Business Services

- a) Coordinate with partner agencies/organizations on strategies to develop, offer, and deliver quality business services that assist specific businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy.
- b) Address immediate and long-term skilled workforce needs of in-demand industries and critical skill gaps within and across industries.
- c) Provide oversight for the job posting information from businesses to the statewide employment database and assist employers who prefer to enter data directly.
- d) Coordinate a process with WCCNM's American Job Center staff on best practices to support effective screening and recruiting of

candidates for job openings for area employers.

- e) Implement effective activities to respond to employers' requests including the coordination of activities such as interview space, job fairs, and other services available within the WCCNM's American Job Center.
- f) Coordinate with partners to organize and implement local Rapid Response services for workers who have or will be dislocated from their jobs due to a business or plant closure, a major employer downsizing, or natural disasters.
- g) Collaborate with system partners to facilitate and collectively participate in special projects such as job fairs, business driven workshops, and be responsible for communicating employers' needs to the WCCNM's American Job Center partners.

5.2 One-Stop Partners. Consistent with the State Plan, the WCCNM shall enter into a memorandum of understanding (MOU), with approval of the CEOs, with each One-Stop Partner for the Local Area (the "One-Stop Partner") concerning the operation of the One-Stop System and Partnerships consistent with the Act and 11.2.5.10 NMAC (2018).

A. Partner Memorandum of Understanding (MOU): The MOU is the functional tool, as well as the visionary plan for how the local boards and one-stop partners will work together to create and execute a unified service delivery system that meets the needs of their shared customers. The following additional requirements for MOUs apply:

- (i) Local boards may develop a single "umbrella" MOU that addresses overarching issues for the local board, chief elected officials, and required

one-stop partners as they relate to the local one-stop delivery system. Alternatively, they may choose to enter into a separate MOU with each individual partner, or group of partners;

(ii) Each required one-stop partner entering into the MOU development and negotiation process designates a specific individual with authority to commit financially and programmatically on behalf of the required partner. This individual may be staff from a state agency's central, regional, or local office or a local representative providing services for a state-level entity through a contract, grant, or similar agreement.

(iii) MOUs must identify and detail how each required partner will contribute its proportionate share of infrastructure costs for the one-stop system.

(iv) The local board must report failure to execute any MOU with a required one-stop partner to DWS. If DWS cannot assist the local board to resolve the impasse, the failure to resolve the impasse will be reported to the US Secretary of Labor and the head of any other agency with responsibility for oversight of the required partner's program. In lieu of individual MOUs, the WCCNM may develop, and enter into with all One-Stop Partners, an "umbrella" MOU. Each MOU, or the umbrella MOU, will contain provisions describing the following: (a) the services to be provided through the One-Stop Delivery System; (b) the functional organization, customer flow and service delivery; (c) methods for referral of individuals between the One-Stop Partners, for the appropriate services and activities; (d) the duration of the MOU and the procedure for amending

the MOU; and (e) such other provisions consistent 11.2.5.10 NMAC (2018).

5.3 ONE-STOP OPERATING COSTS: Consistent with the Act and NMAC 11.2.5.11 (2018) requires all one-stop partners to contribute to infrastructure funding, which includes both facility and shared costs needed to maintain operation of the one-stop delivery system. The WCCNM, with approval of the CEOs, will develop a One-Stop Operating budget and infrastructure funding consistent with the following:

- A. Contributions by required one-stop partners to the facility funding costs of a comprehensive workforce connection must be monetary.
- B. Contributions by both required and other partners for shared costs may be in cash, or in a fairly evaluated in-kind contribution. However, said contributions must demonstrate the contribution impacts and benefits all partners and the overall one-stop delivery system.
- C. Each local board is required to establish an MOU with each partner in that local area that includes how infrastructure funding will be allocated and contributed.
- D. DWS is responsible for providing ongoing technical assistance and written guidance describing the required workforce system partners, example tables, and funding structures to aid in the overall planning and development of the infrastructure finding agreements (IFAs). DWS is also responsible for advocacy and communication with state partner organizations and agencies as needed to support local board negotiations.
- E. If consensus cannot be reached when developing the IFA, local boards are required to notify DWS at least 60 days prior to the deadline set by DWS. DWS will then assume responsibility for reviewing negotiated costs and processes used

to determine the IFA, providing further guidance to local boards and the partners. The funding mechanism imposed by DWS is a last resort effort. The local board and the required partners are required to continue to negotiate in good faith to avoid a funding mechanism imposed by DWS.

5.4 WCCNM and CEO Oversight. Consistent with the State Plan, the WCCNM, in partnership with the CEOs, will conduct program monitoring and oversight with respect to the One-Stop Delivery System and the WIOA program in the WCCNM Local Area. The CEO will provide approval to Partner MOUs and One-Stop Operating Budget /IFA.

**Article VI
Miscellaneous**

6.1 Sunshine Provision. The WCCNM shall make available to the public, on a regular basis through open meetings, information regarding the activities of the WCCNM, including information regarding: (a) the Local Plan prior to submission of the plan to the State of New Mexico; (b) membership of the WCCNM; (c) the designation and certification of One-Stop Operator; (d) the award of grants or contracts to eligible providers of youth activities; and (e) minutes of formal meetings of the WCCNM, upon proper request.

6.2 Code of Conduct. The WCCNM shall develop a code of conduct policy. At a minimum, such policy must provide for conflict of interests, prevention of fraud and abuse; nepotism, prohibited political activities and other related code of conduct issues. The code of conduct shall strive to instill the highest standards of honesty and integrity in handling federal monies with the objective of ~~ensuring~~ insuring the highest level of services to clients of the program and proper expenditure of funds pursuant to the WIOA, all regulations promulgated thereunder, and all other applicable laws or regulations. Any contract awarded to any WCCNM

member must be approved by the CEOs.

6.3 Non-Discrimination. No individual may be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity of the WCCNM or CEOs because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

6.4 Cooperative Agreements. The WCCNM may enter into an agreement with another local area workforce investment board to pay or share the cost of educating, training, or placing individuals participating in programs assisted under WIOA. Such agreement must be approved by the CEOs providing guidance to the Local Area and will be described in the Local Plan as described in Article IV of this Agreement.

6.5 Amendment and Termination. This Agreement may be amended or terminated at any time by a majority vote of a quorum of the CEOs but always consistent with the State Plan and the WIOA. The CEOs shall provide the WCCNM with reasonable notice of any proposed and approved amendments or termination of this Agreement.

6.6 Duration. This Agreement must be ratified every four (4) years by the CEOs, unless terminated in accordance with Section 6.5 of this Agreement.

6.7 New CEO or chair. If a new CEO or chair of the WCCNM is elected, within 120 days of his or her election, such individual will submit to the WCCNM a written statement acknowledging that he or she:

- A. has read, understands and will comply with this Agreement; and
- B. reserves the option to request negotiations to amend this Agreement at any time during his or her tenure.

6.8 Counterparts. This Agreement may be executed in separate counterparts, each of

which, when so executed shall be an original, but all of such counterparts shall together constitute but one and the same instrument.

Notice Provided to WCCNM by the Chief Elected Officials on ~~December 10, 2018~~July 2, 2021.

Passed, Approved and Adopted by the Chief Elected Officials on ~~January 31, 2019~~August 10, 2021

SIGNATURE PAGES FOLLOW

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO
Partnership Agreement Signature Page

_____ Date: _____
Chair, WCCNM

_____ Date: _____
Lead CEO

Workforce Connection of Central New Mexico Term for CEO Chair

Action Requested:

Approval of Chair, (The lead CEO shall serve a term of one (1) year with the option of successive terms)

Background:

CEO Agreement

Article III Lead CEO 3.1 The CEOs shall select from among themselves, by a majority vote, a lead CEO who shall act on behalf of the CEOs with respect to WCCNM related matters. The lead CEO shall serve a term of one (1) year with the option of successive terms. The CEO's shall send to the WCCNM (i) the name, contact information, and term of the lead CEO, and (ii) the process by which the lead CEO was selected. The CEOs shall also inform the WCCNM that the lead CEO shall serve as the signatory for the CEOs and that the designated lead CEO may vote on any item presented to the WCCNM or the Executive Committee of the WCCNM. See 11.2.4.9(B)(1) N.M.A.C.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____