MINUTES
Workforce Connection
of Central New Mexico
Full Board Meeting
Monday, December 10, 2018
New Mexico Workforce Connection
809 Copper Ave. NW, Albuquerque, NM 87102
1:30 pm

Roll Call - Determination of Quorum - by Art Martinez

Present
• Odes Armijo-Caster
• Beth Barela
• Paige Briggs
• Doug Calderwood
• Manuel Casias
• Herb Crosby
• Carol Culver
• Reyes Gonzales
• Marni Goodrich – Telephone
• Richard Holcomb
• Gregg Hull
• Krista Kelley - Telephone
• John Mierzwia
• Laura Musselwhite
• Debbie Ortiz, Chair
• Melodee Saiz
• James Salas
• Leslie Sanchez
• Jerry Schalow, Vice-Chair
• Carolyn VanderGiesen
• Bob Walton

Absent
• Celina Bussey
• Victoria Hernandez
• Michael Herrick
• Paul Kress
• John Lahoff
• Doug Majewski
• Ralph Mims
• Teri Norris
• Stacy Sacco
• Waldy Salazar
• Diane Saya, Treasurer
• Isaac Zamora

Approval of Monday, December 10, 2018, Agenda

Motion: Gregg Hull
Second: Herb Crosby
No Discussion
Action: Passed unanimously by voice vote

Tab 1 Approval of Minutes, Full Board, October 22, 2018

Motion: Odes Armijo-Caster
Second: Gregg Hull
No Discussion
Action: Passed unanimously by voice vote

ACTION ITEMS

Tab 2 Approval of Amendment to the WCCNM Bylaws

By Art Martinez, WCCNM Administrator

- Mr. Martinez presented the Bylaws to the board.
- He stated that the Bylaws are required to comply with state law and orderly function of the WCCNM Board.
- The proposed amendments provide compliance with WIOA.
- He noted that the proposed changes are in the packet and with comments of what was changed.

Questions followed

Motion: Herb Crosby
Second: Bob Walton
No Discussion
Action: Passed unanimously by voice vote

Tab 3 Approval of Amendment to the WCCNM CEO Partner Agreement

By Art Martinez, WCCNM Administrator

- Mr. Martinez presented the CEO Partner Agreement.
- He explained that 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
- He noted that this amendment will ensure that the WCCNM is in compliance with the State Policy
Tab 4  Approval of Amendment to Policy AP-207, WCCNM Conflict of Interest, Change #1

By Art Martinez, WCCNM Administrator

- Mr. Martinez presented the Amendments to the WCCNM Conflict of Interest.
- He stated that this policy ensures that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award or expenditure of such funds.
- The policy also provides direction for all Grantees, sub-recipients, contractors, staff, and board members of WCCNM conducting services and business within the guidelines that will prevent actual, potential, or perceived and questionable conflicts of interest.
- He explained that WCCNM has established the following definitions, actions, and guidelines for interpretation of this policy which sets out the commitment to ensure system integrity and effective oversight of the Workforce System in order to comply with Federal laws, regulations, and guidance and state laws.

Questions & Comments

Motion: Jerry Schalow
Second: Carolyn VanderGiesen
No Discussion
Action: Passed unanimously by voice vote

Tab 5  Approval of OP-430, Self-Sufficiency, Change #1

By Art Martinez, Workforce Administrator

- Mr. Martinez presented the Self-Sufficiency Policy Change.
- He explained that this update will be in compliance with the State WIOA Self-Sufficiency Wage Standards for grant recipients on the use when determining eligibility for participants in need of Individualized Career Services and/or Training Services under the Workforce Innovation and Opportunity Act (WIOA).

Motion: Gregg Hull
Second: Herb Crosby
Discussion
Action: Passed unanimously by voice vote

Tab 6  Approval of OP-434, One-Stop Operator Policy

By Art Martinez, Workforce Administrator

- Mr. Martinez presented the One-Stop Operator Policy.
- He explained that this policy is a requirement of WIOA that requires that Local Boards develop a policy that provides information, criteria, and guidance that ensures the establishment and development of the One-Stop Operator’s scope of work.
Motion: Odes Armijo-Caster
Second: Carolyn VanderGiesen
No Discussion
Action: Passed unanimously by voice vote

INFORMATION & DISCUSSION ITEMS

Tab 7  WIOA Monthly Expenditure Report for November 30, 2018

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, provided the report for the WIOA monthly expenditure report as of November 30, 2018.
- Year-to-date formula and other funding sources, Ticket to Work and USDOL Tech Grar expenditures for the current period, totaled $3,478,645, with a total year-to-date expenditure totaling $3,882,645.

Questions and Comments Followed

Tab 8  Business and Career Center Update/Dashboard/TechHire

by Joy Forehand, Operation Manager & Tawnya Rowland TechHire Program Director, & Lloyd Aragon, WIOA Manager

- Mr. Aragon presented the Dashboard as of November 30, 2018.
- She also gave a brief overview of the economic outlook for the region and discussed all the recruiting events that have taken place.
- Performance is still not available on the VOSS system and the State is working on getting those updated.
- Ms. Rowland gave an update on TechHire.

REPORTS/UPDATES

Committee Reports

- Training and Service Provider Committee
  o No Report

- Performance and Monitoring Committee
  o No Report

- Youth Council Committee
  o No Report.

- Work to Learn/Learn to Work
  o Mr. Martinez states they had there first meeting with Celina Bussey, Diane Saya and Debbie Ortiz.
  o They discussed the guidelines on how and what they want to do.
  o Will focus on internships
  o Will set a policy on the guidance on how to build an internship.
WIOA Status Updates

By Art Martinez, WCCNM Administrator

- Mr. Martinez provided an update on workforce activities
- He stated that NMDWS provided there monitor report. There were fourteen findings, five are outstanding and one employer delinquency.
- We will be working staff and the employer to get things cleared up.

PUBLIC COMMENT/ADJOURNMENT

- Public Comment – None
- Adjournment – 3:11 p.m.

NOTES

Next Meeting:
Date: February 11, 2019
Time: 1:30 p.m.
Location: Mid-Region Council of Governments – Board Room

Approved at the February 11, 2019 WCCNM Full Board Meeting:

Debbie Ortiz, WCCNM Chair

ATTEST:

"Equal Opportunity Program"