Revised
MINUTES
Workforce Connection
of Central New Mexico
Full Board Meeting
Monday, June 17, 2019
New Mexico Workforce Connection
809 Copper Ave. NW, Albuquerque, NM 87102
1:30 pm

Roll Call - Determination of Quorum - by Art Martinez

Present
• Marvis Aragon
• Celina Bussey
• Manuel Casias
• Carol Culver
• Reyes Gonzales
• Marni Goodrich
• Victoria Hernandez
• Hank Humiston
• Richard Holcomb
• Krista Kelley – Telephone
• John Mierzwa
• Ralph Mims
• Debbie Ortiz
• Stacy Sacco
• Melodee Saiz
• James Salas
• Waldy Salazar
• Leslie Sanchez
• Jerry Schalow, Vice-Chair
• Raymond Trujillo
• Bob Walton

Absent
• Odes Armijo-Caster
• Beth Barela
• Doug Calderwood
• Herb Crosby
• Michael Herrick
• Gregg Hull
• Paul Kress
• Valarie Lopez
• Doug Majewski
• Vaadra Martinez
• Laura Musselwhite
• Diane Saya, Treasurer
• Carolyn VanderGiesen
• Isaac Zamora
Introduction of new board member Marvis Aragon

Approval of Monday June19, 2019 Agenda

Motion: Raymond Trujillo
Second: Manny Casias
No Discussion
Action: Passed unanimously by voice vote

Tab 1 Approval of Minutes, Full Board, April 15, 2019

Motion: Hank Humiston
Second: Reyes Gonzales
No Discussion
Action: Passed unanimously by voice vote

ACTION ITEMS

Tab 2 Approval of WFCP-02-19, PY19 Preliminary Budget

By Art Martinez Workforce Administrator and Jesse Turley, WIOA Accounting Manager

- Mr. Turley outlined and discussed the PY19 Preliminary budget.
- The budget is based on the allocation received from the New Mexico Department of Workforce Solutions and projected carry-in amounts.
- He stated that the allocations are as follows: Adult ($2,605,689), Dislocated Worker ($4,359,558), Youth ($2,284,174), and Admin ($1,027,713) for a total PY19 allocation of $10,277,134.
- A 6.4% increase from the previous program year.
- The proposed budget also includes a projected carry-in amount from PY18 of $869,000.
- With the PY19 allocation and PY18 carry-in amounts, plus the PY19 H1B TechHire grant of $1,800,000, the total PY19 proposed budget is $13,545,454.

Questions & Comments

Motion: Jerry Schalow
Second: Ralph Mims
No Discussion
Action: Passed unanimously by voice vote

Tab 3 Approval of Second Year Term for Chair, Chair-Elect and Treasurer

by Art Martinez, Workforce Administrator

- Mr. Martinez explained the bylaws state that officers may serve two consecutive, one-year terms in the same position.
- He stated that current officers have agreed to serve their 2nd year term. Debbie Ortiz (Chair), Jerry Schalow (Chair-Elect) and Diane Saya (Treasurer).
- It was the consensus of board to select the current officers for a second-year term

  Motion: Richard Holcomb  
  Second: Bob Walton  
  No Discussion  
  Action: Passed unanimously by voice vote

**Tab 4  Approval to Reconfirm WCCNM County Representatives**

by Art Martinez, Workforce Administrator

- Mr. Martinez explained to the board per the bylaws, that we are in need of one representative from each of the four counties to be on the Executive Committee.
- We are seeking to reconfirm the current members.

  Bernalillo County – Reyes Gonzales  
  Sandoval County – Manuel Casias  
  Torrance County – Debbie Ortiz  
  Valencia County – Laura Musselwhite

  Motion: Raymond Trujillo  
  Second: Reyes Gonzales  
  No Discussion  
  Action: Passed unanimously by voice vote

**Tab 5  Approval to Amend and Extend Administrative Entity and Fiscal Agent Contract with the Mid-Region Council of Governments**

by Art Martinez, Workforce Administrator

- Mr. Martinez stated the Mid-Region Council of Governments has been the Administrative Entity and Fiscal Agent for the WCCNM since 2003. Subsequent contract extensions followed eventually becoming a government-to-government contract. Then in 2017 through RFP process the Mid-Region Council of Governments was selected for the WIOA Administrative Entity and Fiscal Agent. 
- The recommendation is to extend the contract with MRCOG for an additional one-year term beginning July 1, 2019 and ending June 30, 2020. 
- A budget increase is required to support additional PY19 revenue provided by NMDWS and allocations from WIOA formula funds to support the following special projects, as well as an additional accountant position:
  1) Apprenticeships/Sector Strategies  
  2) Graduate Abq!

**Discussion**

  Motion: Raymond Trujillo  
  Second: Reyes Gonzales  
  No Discussion  
  Action: Passed unanimously by voice vote
Tab 6 Approval to Amend and Extend One-Stop Operator Contract with the Mid-Region Council of Governments

by Art Martinez, Workforce Administrator

- Mr. Martinez presented the One-Stop Operator Contract with the Mid-Region Council of Governments.
- Per the RFP, initial contract was approved for one-year with options to extend for three additional one-year terms. Upon approval, the term of the Amendment to the Agreement shall be one-year beginning on July 1, 2019 and ending on June 30, 2020.
- An additional increase in funding is required to address additional infrastructure costs and annual salary increase.

Motion: Melodee Saiz  
Second: Victoria Hernandez  
No Discussion  
Action: Passed unanimously by voice vote

Tab 7 Approval to Extend Youth Development Inc. (YDI) Youth Service Provider Contract

by Art Martinez, Workforce Administrator

- Mr. Martinez presented the Youth Development Inc. (YDI) Service Provider Contract Extension.
- He explained the initial contract was approved for one-year with options to extend for three additional one-year terms. Upon approval, the term of the Amendment to the Agreement shall be one-year beginning on July 1, 2019 and ending on June 30, 2020. Award continuations are contingent upon successful performance and the continued availability of funds during subsequent years not to exceed four years in total.
- In addition to the common performance measures the WCCNM will add the following contract performance measures:
  - Vacancies must be filled within 45-days of date of vacancy.
  - Contractor must complete all new staff training within 45-days of hire.
  - Staff must comply with WCCNM’s General Rules of Conduct and regulations with emphasis on dress code.
  - Contractor agrees to respond to all client requests within two working days of receipt

Motion: Leslie Sanchez  
Second: Manuel Casias  
No Discussion  
Action: Passed unanimously by voice vote

Tab 8 Approval to Extend SER Jobs for Progress Inc. Adult/Dislocated Worker Service Provider Contract

by Art Martinez, Workforce Administrator
Mr. Martinez presented the SER Jobs for Progress Inc. Adult/Dislocated Worker Service Provider Contract Extension.

He explained that the initial contract was approved for one-year with options to extend for three additional one-year terms. Upon approval, the term of the Amendment to the Agreement shall be one-year beginning on July 1, 2019 and ending on June 30, 2020. Award continuations are contingent upon successful performance and the continued availability of funds during subsequent years not to exceed four years in total.

In addition to the common performance measures the WCCNM will add the following contract performance measures:

- Vacancies must be filled within 45-days of date of vacancy.
- Contractor must complete all new staff training within 45-days of hire.
- Staff must comply with WCCNM’s General Rules of Conduct and regulations with emphasis on dress code.
- Contractor agrees to respond to all client requests within two working days of receipt

**Motion**: Leslie Sanchez  
**Second**: Carol Culber  
**No Discussion**  
**Action**: Passed unanimously by voice vote

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**Tab 9**  
**Approval of WCCNM Policy Updates**

by Lloyd Aragon, Workforce Administrator

OP – 410, Supportive Services – Change 10  
OP – 412, On-the-Job Training – Change 3  
OP – 416, Follow-up Services – Change 5  
OP – 419, Individual Training Accounts – Change 7  
OP – 435, Work Experience - Internship Policy - Change 1

- Mr. Aragon explained the policy updates. He noted some of these policies have been reviewed by the Training & Service Provider Committee for recommendations.
- These updated policies provide the Adult/Dislocated Worker and Youth Provider direction for the implementation and/or services such as workforce activities.
- He stated these updates are necessary to comply with the Workforce Innovation and Opportunity Act.

**Questions & Comments**

**Motion**: Leslie Sanchez  
**Second**: Richard Holcomb  
**No Discussion**  
**Action**: Passed unanimously by voice vote

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**INFORMATION & DISCUSSION ITEMS**

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Tab 10  Proposed Central Region’s Industry Sector Strategies

by Joy Forehand, Operations Manager

- Ms. Forehand gave an update on the Industry Sector Strategies for the Central Region.
- She stated that Sector Strategies are a new way for workforce boards to conduct business.
- The focus for Sector Strategies in the Central Region are:
  - Phase I – Healthcare and IT/Tech
  - Phase II – Manufacturing, Film, Green/Alternative Energy and Aerospace

Questions & Comments.

Tab 11  WIOA Monthly Expenditure Report for June 30, 2019

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, provided the report for the WIOA Monthly expenditure report as of June 30, 2019.
- Year-to-date formula and other funding sources, Ticket to Work and USDOL Tech Grant expenditures for the current period, totaled $1,101,599 with a total year-to-date expenditure totaling $9,830,323.

Questions and Comments Followed.

Tab 12  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 for of May 31, 2019.
- He also presented the Performance Measures for the 3rd Quarter in the Central Region.
- She also gave a brief overview of the economic outlook for the region and discussed all the recruiting events that have taken place.
- Ms. Rowland gave an update on TechHire.

REPORTS/UPDATES

Committee Reports

- Training and Service Provider Committee
  - Carol Culver stated the committee met on June 5, 2019 and discussed the Supportive Service Policies and changes.
- Performance and Monitoring Committee
  - No Report.
- Youth Council Committee
There is nothing to report but the chair is working on strategies on getting back in order.
- **Work to Learn/Learn to Work**
  - No Report.

**WIOA Status Updates**

By Art Martinez, WCCNM Administrator

- Mr. Martinez provided an update on workforce activities
- He stated that USDOL monitored the TechHire Program. We are responding to five findings and one observant and will be meeting with the Federal Office next week.
- Some of the focuses this year will be Build Capacity. We will be developing an intranet for the One-Stop Centers.

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**PUBLIC COMMENT/ADJOURNMENT**

- Public Comment –
- Adjournment – 3:37 p.m.

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**NOTES**

Next Meeting:
- Date: August 19, 2019
- Time: 1:30 p.m.
- Location: Mid-Region Council of Governments – Board Room

Approved at the August 19, 2019 WCCNM Full Board Meeting:

Debbie Ortiz, WCCNM Chair

ATTEST:

"Equal Opportunity Program"