

Southwestern Area Workforce Development Board

Mesilla Community Center
2251 Calle de Santiago
Mesilla, NM 88046

To join the meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 822 1069 3424
To join the meeting online via Zoom, go to: <https://us02web.zoom.us/j/82210693424>

Thursday, August 10, 2023, at 10:00 a.m. (MDT)

MEETING MINUTES

I. Call to Order

- a. Chairman Estrada was present virtually and asked Vice-Chairman Orozco to Chair the meeting because he was in person. Vice-Chairman Orozco called the meeting to order at 10:05 a.m. He welcomed all attendees.

II. Roll Call and Abstentions

- a. Ms. Longovia called roll. There were no abstentions.

Present:

Cassie Arias-Ward*
Alisa Estrada*
Magdaleno Manzanárez*
Marcos Martinez*
Michael Olguin*
Joshua Orozco
Erik Padilla*
Kim Skinner*
Monica Sweatt*
Marlene Thomas-Herrera*
Mary Ulrich*

Staff:

Jay Armijo, SCCOG Executive Director*
Glory Juarez, WIOA Administrator
Angela Longovia, Communications Manager
Diana Luchini, Fiscal Clerk*
Javier Perea, Project Manager
Krisye Shook, Program Specialist*
Jaymi Simms, Program Manager*

*Via Zoom

Absent:

Mary Ann Chavez-Lopez
Jacqueline Fryar
Robert Hawkins
Anton Salome
Debbie Schoonover
JC Trujillo
Sylvia Washington
Gary Whitehead

Guests:

Collette Baker*
Marcos Cesarez*
Ian Farkas*
James Fielder*
Consuelo Flores*
Cindy Gallegos*
Evicta Harvey*
Chanin Kelly*
Heather Leach*
Peter Martinez
Marissa Molano*
Giselle Palomares
Haydee Ramirez*
Sarah Raney
Sojourner Stokes*
Wallace Williams*

III. Public Comment

- a. No public comment

IV. Approval of Agenda

Ms. Arias-Ward made a motion to approve the agenda; seconded by Ms. Estrada. By

unanimous consent, the motion passed. The roll call vote was as follows:

| | |
|----------------------|--------------------------|
| Ms. Arias-Ward – Yes | Mr. Padilla – Yes |
| Ms. Estrada – Yes | Ms. Skinner – Yes |
| Mr. Manzanárez – Yes | Ms. Sweatt – Yes |
| Mr. Martinez – Yes | Ms. Thomas-Herrera – Yes |
| Mr. Olguin – Yes | Ms. Ulrich – Yes |
| Mr. Orozco – Yes | |

V. Professional Development

- a. Evicta Harvey from Job Corps presented on Job Corps services. During Ms. Harvey's presentation, she stated that Job Corps is the largest nationwide residential career training program in the U.S., targeting 16-24-year-old individuals. Job Corps in Roswell covers the southern half of New Mexico, and Job Corps in Albuquerque covers the northern half of New Mexico. She explained the eligibility requirements, campus setup, and her role as a Placement Specialist.

VI. Discussion, Consideration, and Possible Action Regarding

- a. Approval of the June 22, 2023, Joint Meeting minutes

Ms. Arias-Ward **made a motion to approve the June 22, 2023, Joint Meeting minutes; seconded by Ms. Sweatt. The motion passed.** The roll call vote was as follows:

| | |
|--------------------------|--------------------------|
| Ms. Arias-Ward – Yes | Mr. Padilla – Yes |
| Ms. Estrada – Yes | Ms. Skinner – Yes |
| Mr. Manzanárez – Abstain | Ms. Sweatt – Yes |
| Mr. Martinez – Yes | Ms. Thomas-Herrera – Yes |
| Mr. Olguin – Yes | Ms. Ulrich – Yes |
| Mr. Orozco – Yes | |

- b. Resolution 23 – 01 approves expenses for the SAWDB Board Training Retreat.

Ms. Juarez stated she created and met with a Retreat Planning Committee of staff and some board members. The Committee set October 12th and 13th dates for this training retreat, allowing board members and staff to get to know each other and learn about WIOA. The October 12th SAWDB board meeting was moved to October 13th to accommodate the retreat schedule. Ms. Juarez contacted several hotels for conference space and lodging, and she presented a spreadsheet with the information gathered and quoted estimates. Additional expenses include meals and materials for retreat activities.

Mr. Manzanárez **made a motion to approve Resolution 23 – 01; seconded by Ms. Estrada. By unanimous consent, the motion passed.** The roll call vote was as follows:

| | |
|----------------------|--------------------------|
| Ms. Arias-Ward – Yes | Mr. Padilla – Yes |
| Ms. Estrada – Yes | Ms. Skinner – Yes |
| Mr. Manzanárez – Yes | Ms. Sweatt – Yes |
| Mr. Martinez – Yes | Ms. Thomas-Herrera – Yes |
| Mr. Olguin – Yes | Ms. Ulrich – Yes |
| Mr. Orozco – Yes | |

- c. Resolution 23 – 02 approves the purchase of replacement computers for WIOA program staff

Ms. Juarez explained that staff for the Adult/Dislocated Worker Services program, Youth Services program, and One-Stop Operator have been using computers over five years old. Computers and related equipment (software, docking stations) are outdated, hindering daily tasks, and there is a dire need to replace them. PY22 financials have not closed out yet (still waiting for invoices), and we are unsure how much money we have and will carry over. The Fiscal Administrator hopes to have the final numbers within the next few weeks. Approval of purchasing replacement items would be contingent upon available funds. Options to consider are purchasing some computers now and the rest at a later date. Ms. Juarez presented quotes received from three different sources for all the replacement

items, with the highest quote at over \$71,000.00. She stated that although we have quotes from three different suppliers, we will also look at the Statewide Purchasing.

Ms. Estrada **made a motion to approve Resolution 23 – 02 with an amendment to say approving the purchase of computers and related equipment up to \$60,000.00, contingent upon available funding; seconded by Mr. Manzanárez. By unanimous consent, the motion passed.** The roll call vote was as follows:

| | |
|----------------------|--------------------------|
| Ms. Arias-Ward – Yes | Mr. Padilla – Yes |
| Ms. Estrada – Yes | Ms. Skinner – Yes |
| Mr. Manzanárez – Yes | Ms. Sweatt – Yes |
| Mr. Martinez – Yes | Ms. Thomas-Herrera – Yes |
| Mr. Olguin – Yes | Ms. Ulrich – Yes |
| Mr. Orozco – Yes | |

d. Election of Officers

Each position is for a one-year term beginning September 1, 2023, through August 31, 2024. Only members representing the private sector qualify, and members cannot serve more than two consecutive terms in the same position. Ms. Estrada is currently serving her first term as Chair. Mr. Orozco is presently serving his first term as Vice-Chair.

Ms. Skinner **made a motion to elect Ms. Estrada as Chair for a second year; seconded by Mr. Manzanárez. By unanimous consent, the motion passed.** The roll call vote was as follows:

| | |
|----------------------|--------------------------|
| Ms. Arias-Ward – Yes | Mr. Padilla – Yes |
| Ms. Estrada – Yes | Ms. Skinner – Yes |
| Mr. Manzanárez – Yes | Ms. Sweatt – Yes |
| Mr. Martinez – Yes | Ms. Thomas-Herrera – Yes |
| Mr. Olguin – Yes | Ms. Ulrich – Yes |
| Mr. Orozco – Yes | |

Mr. Manzanarez **made a motion to elect Mr. Orozco as Vice-Chair for a second year; seconded by Ms. Estrada. By unanimous consent, the motion passed.** The roll call vote was as follows:

| | |
|----------------------|--------------------------|
| Ms. Arias-Ward – Yes | Mr. Padilla – Yes |
| Ms. Estrada – Yes | Ms. Skinner – Yes |
| Mr. Manzanárez – Yes | Ms. Sweatt – Yes |
| Mr. Martinez – Yes | Ms. Thomas-Herrera – Yes |
| Mr. Olguin – Yes | Ms. Ulrich – Yes |
| Mr. Orozco – Yes | |

VII. Reports and Information Items

a. Committee Reports

i. Special Youth and Young Adult Committee Meeting

Ms. Arias-Ward said the Committee talked about creating a Youth Group Subcommittee and surveying current youth participants to gather their input. They discussed the survey questions and that they want to incentivize youth for their participation. The Committee discussed the SEEDS Industry Forum, an activity Ms. Schoonover learned about at the 2022 Texas Workforce Conference and would like to started in our region. Youth Service Provider reports were given, and the Committee elected Ms. Arias-Ward as Vice-Chair.

ii. Monitoring/Performance Committee Meeting

Ms. Skinner said the Committee reviewed Service Provider Contract Deliverables and Contract Indicators and wants to see Equus improve its numbers under the Youth Services contract.

b. Service Provider Reports

i. Youth Services (Alamo Navajo School Board)

Ms. Thomas-Herrera presented enrollment numbers, successes, and challenges

- for the fourth quarter of PY22.
 - ii. Youth Services (Equus Workforce Solutions)
Mr. Peter Martinez, Project Director, recapped PY22, the first year Equus was awarded the Youth Services contract. He shared their enrollment numbers and plans for PY23, including areas of focus and new initiatives. Chair Estrada asked if there is an enrollment packet to hand out to interested youth with program information. Mr. Martinez said there isn't one, but they can create one.
 - iii. Adult/Dislocated Worker Services (Equus Workforce Solutions)
Mr. Martinez presented PY22 enrollment and expenditures for Adult and Dislocated Worker programs, including a breakdown by county and funding.
 - c. One-Stop Operator Report
Ms. Palomares and Ms. Raney presented PY22 fourth-quarter data, including workforce center activities, foot traffic into each office, and events. When reporting the number of surveys received for each location, Vice-Chairman Orozco asked if the Board could see the results. The survey questions and results/report will be sent to the Board.
 - d. Administrative and Financial Reports
 - i. WIOA Administrator – Ms. Juarez said that the State is working on its Workforce Plan and has received input from the four regions. Several virtual input sessions will be open to the public the week of August 14. Emails have gone out with registration links. After the State finalizes its plan, the regions will work on theirs. The NM Workforce Conference is planned for October, as is the SAWDB Retreat.
 - ii. Technical Assistance & Training – Ms. Simms explained that Technical Assistance is provided to the contracted service providers/case management staff for participant files. She presented the number of hours and sessions provided to each program in PY22.
 - iii. Financials – Ms. Juarez presented the financials through June 30, 2023, Non-Close Out numbers that include the Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balances. Graphs showing Expenditures by Fund and County, and Participant Training Obligations by County and Program were also presented.
 - e. Updates from DWS Liaison
 - i. Ms. Gallegos had left the meeting and was not available to present.

VIII. Other

- a. Member Input
 - i. Chairman Estrada said she was excited about the retreat and appreciated the detailed reports.

IX. Next Meeting

- a. Friday, October 13, 2023, at 2:00 p.m.

X. Adjournment

- a. Vice-Chairman Orozco adjourned the meeting at 12:15 p.m.

ATTESTED

Alisa Estrada

10/15/2023

Date

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