

MEETING SUMMARY

Meeting	: Executive Committee
Date and time	: March 22, 2024, at 10:00 a.m.
Location of Meeting	: Virtual via Zoom or Phone To join meeting by phone, dial (346) 248-7799, then enter Meeting ID: 890 2357 4765 To join meeting online via Zoom, go to: https://us02web.zoom.us/j/89023574765
Chairperson	: Alisa Estrada
Members Attending	: Present: Alisa Estrada, Joshua Orozco, Kim Skinner, Mary Ulrich, Gary Whitehead Absent: Magdaleno Manzanárez, Erik Padilla, Debbie Schoonover Staff: Skylar Arnold, Glory Juarez, Angela Longovia, Diana Luchini, Krisye Shook, Jaymi Simms
Guests in Attendance	: Veronica Alonzo, Evicta L. Harvey, Chanin Kelly, Peter Martinez, Marissa Molano, Giselle Palomares, Haydee Ramirez, Sarah Raney, Christopher Ruiz
Summary submitted by/Signature	: Angela Longovia, Communications Manager
Next Meeting	: No date set

#	Agenda Item	Summary
1.	Call to order	The meeting was called to order at 10:04 a.m. by Ms. Estrada
2.	Welcome and Introductions	Ms. Estrada welcomed the attendees
3.	Roll Call & Abstentions	Ms. Longovia called roll; there were no abstentions
4.	Public Comment	No public comment
5.	Approval of Agenda	a) Mr. Orozco motioned to approve the agenda, seconded by Ms. Ulrich. The motion passed. The roll call vote was as follows: <ul style="list-style-type: none">• Alisa Estrada – yes• Joshua Orozco – yes• Kim Skinner – yes• Mary Ulrich – yes• Gary Whitehead - yes
6.	Discussion, Consideration, and Possible Action	a) Approval of the January 26, 2023, meeting summary Mr. Whitehead motioned to approve the meeting summary, seconded by Mr. Orozco. The motion passed. The member roll call vote was as follows: <ul style="list-style-type: none">• Alisa Estrada – yes• Joshua Orozco – yes• Kim Skinner – yes• Mary Ulrich – yes• Gary Whitehead - yes

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		<p>b) Resolution 23 – 01 approves a waiver of the Individual Training Account Policy 17-08.5 to provide for payment for one particular ITA.</p> <ul style="list-style-type: none"> • Ms. Juarez reported that the Adult and Dislocated Worker service provider was working with an individual who wanted to get her teaching license. The individual thought her ITA contract was completed in December and began taking classes in January. However, the contract was not completed. The Individual Training Account Policy 17-08.5 states that tuition and related payments cannot be paid until an ITA contract is in place. Not only has tuition not been paid, but the individual has also incurred late fees. • Because this error was due to miscommunication on the part of the service provider, we are asking for a waiver to the Individual Training Account Policy, allowing us to use WIOA funds to pay the tuition and late fees. The service provider offered to pay the total amount of \$2,512.20 owed to the educational institution. • Ms. Juarez said she would meet with the service provider and the Department of Workforce Solutions to take all the necessary steps to ensure the contract is in place and payment is made as soon as possible. A balance on the individual’s account with the education institution prohibits her from enrolling for classes in the next semester. • Mr. Whitehead asked about amending the policy so we can assist individuals who enroll in the program late. Mr. Orozco suggested adding more guidance in the policy for such situations. • Ms. Alonzo with DWS provided background on why this policy is written this way. She said we received a finding a few years ago that the language in the policy was not strong enough and allowed individuals to be enrolled after the start of a semester. Ms. Alonzo and Mr. Aragon with DWS worked with then WIOA Administrator, Mr. Duran, to discuss how restrictive to make the policy. The current policy is the result of what they approved, and the board approved it. She added that the practice across the state is that individuals should be assessed and determined eligible prior to the start date of any training, and the training institution needs to know if a third party is going to cover the cost of tuition and fees. • Mr. Orozco motioned to approve Resolution 23 – 01, seconded by Mr. Whitehead. The motion passed. The roll call vote was as follows: <ul style="list-style-type: none"> ○ Alisa Estrada – yes ○ Joshua Orozco – yes ○ Kim Skinner – yes ○ Mary Ulrich – yes ○ Gary Whitehead – yes <p>c) Resolution 23 – 02 approves payment for LobbyCentral.</p> <ul style="list-style-type: none"> • Ms. Juarez said that last year, the Board approved a one-year subscription for LobbyCentral, a software that helps customer flow, currently utilized at New Mexico Workforce Connection in Las Cruces.

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		<p>The approval included that if we decide to renew the subscription, we would go through an IFA and have workforce partners pay for it.</p> <ul style="list-style-type: none"> • The subscription expires in April, and the partners said they can commit to paying for it, but not until the next program year, which begins on July 1, 2024. • The software provider is willing to accept monthly payments of \$90 a month for April, May, and June. Beginning in July, we will bill this to the partners through the IFA. • This resolution is for the Board to pay for April, May, and June. • Mr. Whitehead motioned to approve Resolution 23 – 02, seconded by Mr. Orozco. The motion passed. The roll call vote was as follows: <ul style="list-style-type: none"> ○ Alisa Estrada – yes ○ Joshua Orozco – yes ○ Kim Skinner – yes ○ Mary Ulrich – yes ○ Gary Whitehead - yes
7.	Member Input	Ms. Estrada announced the Teen Health College and Career Fair event in Reserve on April 9, 2024, and invited everyone to attend.
8.	Next Meeting	No date set.
9.	Adjournment	Ms. Estrada adjourned the meeting at 10:42 a.m.

Alisa Estrada

Attested: _____

Date 05/30/2024