

## MEETING SUMMARY

<b>Meeting</b>	: <b>Monitoring / Performance Committee</b>
Date and time	: May 1, 2023 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: 886 9837 2629 Or to join meeting online via Zoom, go to: <a href="https://us02web.zoom.us/j/88698372629">https://us02web.zoom.us/j/88698372629</a>
Chairperson	: Kim Skinner
Members Attending	: <b>Present:</b> Susana Santillan, Kim Skinner, Anton Salome, Gary Whitehead, Alisa Estrada (ex-officio) <b>Absent:</b> Marlene Thomas-Herrera <b>Staff:</b> Skylar Arnold, Glory Juarez, Angela Longovia, Diana Luchini, Sarah Raney, Krisye Shook, Jaymi Simms
Guests in Attendance	: Veronica Alonzo, Ian Farkas, Evicta Harvey, Chanin Kelly, Magdaleno Manzanarez, Arlen Nelson
Summary submitted by/Signature	: Angela Longovia, Communications Manager
Next Meeting	: August 7, 2023 at 10:00 a.m.

#	Agenda Item	Summary
1.	<b>Call to order</b>	Ms. Skinner called the meeting to order at 10:04 a.m.
2.	<b>Welcome and Introductions</b>	Ms. Skinner welcomed all attendees and asked for introductions.
3.	<b>Roll Call &amp; Abstentions</b>	Ms. Raney called roll; there were no abstentions.
4.	<b>Public Comment</b>	There was no public comment.
5.	<b>Approval of Agenda</b>	Mr. Salome made a motion to approve the agenda, seconded by Mr. Whitehead. Motion passed unanimously. Roll call vote was as follows: <ul style="list-style-type: none"> <li>• Ms. Santillan – Yes</li> <li>• Ms. Skinner – Yes</li> <li>• Mr. Salome – Yes</li> <li>• Mr. Whitehead – Yes</li> </ul>
6.	<b>Reports, Discussion, and Recommendations</b>	Approval of the February 6, 2023, Special One-Stop & Monitoring/Performance Committee meeting summary <ul style="list-style-type: none"> <li>• Ms. Santillan made a motion to approve the summary, seconded by Mr. Salome. Motion passed unanimously. Roll call vote was as follows: <ul style="list-style-type: none"> <li>○ Ms. Santillan – Yes</li> <li>○ Ms. Skinner – Yes</li> <li>○ Mr. Salome – Yes</li> <li>○ Mr. Whithead – Yes</li> </ul> </li> </ul> Service Provider Contract Deliverables <ul style="list-style-type: none"> <li>• Ms. Arnold presented the PY22 Service Provider Budget and Expenditures from July 1, 2022, through February 28, 2023. She also presented the Adult &amp; Dislocated Worker and Youth Obligations by county and by program.</li> </ul>

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		<ul style="list-style-type: none"> <li>Mr. Whitehead asked about the recaptured state funds from the Youth Program. He asked about the specific expended funds for the Youth and what is obligated at this time. Ms. Juarez and Ms. Arnold explained that the funds returned to the State were not reflected in this presentation since they had not been finalized as of February 28; however, they will be reflected in the next report.</li> <li>Ms. Estrada asked about the number of participants that are included in the breakdown of the counties. Ms. Arnold reported that the total in-school and out-of-school youth is 46 participants across the counties. Ms. Estrada would like to see how many participants are in each county. Ms. Arnold will have Ms. Longovia send out the number of participants for each county.</li> </ul> <p>Contract Indicators</p> <ul style="list-style-type: none"> <li>Ms. Simms reported the Performance Indicators for the Adult and Dislocated Worker programs. She included the local board Goals and Actuals for Employment in PY22 Q3, as well as the Credential, Skill Gains, and Median Earnings.</li> <li>Mr. Salome asked requested a staffing update for New Mexico Workforce Connection in Socorro. Ms. Juarez reported it has been difficult to fill those positions. There is ongoing recruitment for that center.</li> </ul> <p>Participant Summaries</p> <ul style="list-style-type: none"> <li>Detailed Participant Summary Reports were included in the packet. Because they are very detailed, Ms. Skinner reminded members that they can review them in their spare time.</li> </ul> <p>Technical Assistance and Training</p> <ul style="list-style-type: none"> <li>Ms. Simms presented the number of Technical Assistance sessions and hours provided to service provider staff from July 1, 2022, through March 31, 2023.</li> <li>Ms. Simms mentioned that the total number of Technical Assistance hours reported for the Alamo Youth was not correct. She said the correct hours are 24.25 hours of Technical Assistance. Ms. Simms stated that Ms. Molano hosted comprehensive training for the Youth staff.</li> <li>Mr. Whitehead requested another line reporting Technical Assistance Sessions and Hours broken down for the current quarter and asked for an emphasis on the Equus Youth Program training since there is a focus on solving the issues with participant enrollments. Ms. Simms clarified that Technical Assistance is not actual training but time and sessions spent helping staff correct system issues they cannot access.</li> </ul> <p>Biannual Administrative Entity Monitoring Report</p> <ul style="list-style-type: none"> <li>As requested by the AE Monitoring Review in April 2022, Ms. Juarez provided a biannual review of the Administrative Entity with the Monitoring Tool. She reported on each Deliverable listed within the tool and asked members to review this reporting process; if they'd like to continue with the in-depth annual report and shorter biannual reports.</li> <li>Ms. Skinner suggested the report be given once a year. After some discussion, members agreed an annual report would be sufficient.</li> <li>To reduce the number of pages in the annual review, Ms. Juarez suggested housing files on our website and providing the committee with links to view them.</li> <li>Ms. Juarez asked WIOA State Monitor Mr. Farkas, to share how they track and report their data. Mr. Farkas said there will be a week-long in-person</li> </ul>

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		monitoring session along with desk reviews. Then the team will issue a report with the findings. We can request they do a formal report to the board. Mr. Farkas added that the reporting mechanism is the report they issue.
7.	<b>Member Input</b>	<ul style="list-style-type: none"> <li>Mr. Whitehead asked when the State conducts the annual monitoring. Ms. Juarez replied that they are in the process of monitoring PY20 due to staff changes. They will contact the AE at the beginning of the next program year for PY21 and PY22 documents. Concerned with overburdening staff, Mr. Whitehead requested Ms. Skinner and Ms. Juarez consider when to present the annual AE report in relation to when the State conducts its monitoring review.</li> </ul>
8.	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>No public comment</li> </ul>
9.	<b>Next Regular Meeting</b>	<ul style="list-style-type: none"> <li>Tentatively set for Monday, August 7, 2023, at 10:00 a.m. via Zoom</li> </ul>
10.	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>Ms. Skinner adjourned the meeting at 10:59 a.m.</li> </ul>

**Kim Skinner**

Attested: \_\_\_\_\_

08/30/2023

Date \_\_\_\_\_