

**Southwestern Area
Workforce Development Board**

Alamo Navajo Reservation
Wellness Center
Mile Marker 29, Highway 169 North
Alamo, NM 87825

To join the meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 836 8697 0864
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Thursday, April 11, 2024, at 11:00 a.m. (MDT)

MEETING MINUTES

I. Call to Order

- a. Chair Estrada called the meeting to order at 11:09 a.m. and welcomed all attendees. She introduced Marlene Thomas-Herrera and thanked her for hosting the meeting.

II. Roll Call and Abstentions

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

Present:

Cassie Arias-Ward*
Alisa Estrada
Jacqueline Fryar
Joshua Orozco*
Erik Padilla*
Debbie Schoonover
Kim Skinner*
Marlene Thomas-Herrera
JC Trujillo*
Mary Ulrich
Sylvia Washington*

Staff:

Skylar Arnold, Fiscal Administrator
Glory Juarez, WIOA Administrator
Angela Longovia, Communications Manager
Diana Luchini, Fiscal Clerk
Jaymi Simms, WIOA Program Manager
Krisye Shook, WIOA Program Specialist

Absent:

Mary Ann Chavez-Lopez (*with cause*)
Conor Kiely (*with cause*)
Magdaleno Manzanárez (*with cause*)
Marcos Martinez (*with cause*)
Michael Olguin (*without cause*)
Anton Salome (*with cause*)
Monica Sweatt (*with cause*)
Gary Whitehead (*with cause*)

Guests:

Margarito Aragon
Kerena Barron*
Sherri Bennett
Tricia Brainard
Manuela Castillo*
James Fielder
Myra Garro
Chanin Kelly
Heather Leach
Peter Martinez
Edward Miller*
Marissa Molano*
Chris Paez
Giselle Palomares
Ramon Pazos
Haydee Ramirez
Sarah Raney
Chris Ruiz
Mike Stone*

*attended virtually

III. Public Comment

- a. No public comment

IV. Approval of Agenda *(Items marked with an asterisk * are considered consent agenda items, as shown in the consent agenda section below. These items are approved with the motion to approve the agenda unless a member requests that a specific item be removed for its own action. There is no discussion on these items).*

- a. Ms. Skinner **motioned to approve the agenda, seconded by Ms. Fryar. The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Ms. Skinner – Yes
Ms. Estrada – Yes	Ms. Thomas-Herrera – Yes
Ms. Fryar – Yes	Mr. Trujillo – Yes
Mr. Orozco – Yes	Ms. Ulrich – Yes
Mr. Padilla – Yes	Ms. Washington – Yes
Ms. Schoonover – Yes	

V. Consent Agenda Items

- a. *Approval of February 8, 2024, meeting minutes
- b. *Resolution 23 – 10 ratifies the Executive Committee's action to approve a waiver of the Individual Training Account Policy 17-08.5 to provide payment for one particular ITA
- c. *Resolution 23 – 11 ratifies the Executive Committee's action to approve payment for LobbyCentral

VI. Discussion, Consideration, and Possible Action Regarding

- a. Resolution 23 – 12 accepts the Independent Auditor's Report for the period of July 1, 2022, through June 30, 2023. Mike Stone with Stone, McGee & Co. reported that the SAWDB had an unmodified opinion on the financial statements and compliance with federal regulations. This is as high an opinion as an auditor can give. Mr. Stone said they have no comments related to the internal control system.

Ms. Fryar **motioned to approve Resolution 23 – 12, seconded by Ms. Ulrich. The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Ms. Skinner – Yes
Ms. Estrada – Yes	Ms. Thomas-Herrera – Yes
Ms. Fryar – Yes	Mr. Trujillo – Yes
Mr. Orozco – Yes	Ms. Ulrich – Yes
Mr. Padilla – Yes	Ms. Washington – Yes
Ms. Schoonover – Yes	

Ms. Arias-Ward left the meeting after voting on this item.

- b. Resolution 23 – 13 approves new and amendments to local policies.
Ms. Juarez said the Policy Committee met last week and approved the Self-Sufficiency Policy, One-Stop Delivery System Policy, rescinded the Eligibility Policy, approved the Youth Activities and Eligibility Policy, and the Adult and Dislocated Worker Eligibility Policy. One finding from the PY21 and PY22 Monitoring is that outdated policies must be updated. Ms. Juarez and Ms. Simms summarized the changes made to each policy.
Ms. Juarez stated that DWS still needs to review these policies and may recommend edits. After the policies are completed, staff will format them.
Ms. Juarez requested the removal of the Firewall Policy from this resolution. For the Board's action, Ms. Juarez requested the Board approve the presented policies, contingent upon DWS review, and allow staff and the Board Chair to make the recommended edits.
Mr. Trujillo **motioned to approve amended Resolution 23 – 13, which approves the**

presented policies contingent upon review by DWS and allows staff and the Board Chair to make edits as recommended by DWS, seconded by Ms. Fryar. The motion passed. The roll call vote was as follows:

Ms. Estrada – Yes	Ms. Skinner – Yes
Ms. Fryar – Yes	Ms. Thomas-Herrera – Yes
Mr. Orozco – Yes	Mr. Trujillo – Yes
Mr. Padilla– Yes	Ms. Ulrich – Yes
Ms. Schoonover – Yes	Ms. Washington – Yes

- c. Resolution 23 – 14 approves travel, meals, hotel, and conference fees for Southwestern Area Workforce Development Board members to attend the 2024 New Mexico Workforce Conference scheduled for August 21 – 22, 2024, in Albuquerque, NM.

Ms. Juarez said DWS is organizing this conference. The tentative schedule is to begin on August 21 at approximately 8:30 a.m. or 9:00 a.m. and go into the next day with the State Workforce Board meeting following the conference. She added that this will take place in the next program year. We have the funding for this, and there is no limit to the number of members who want to attend.

Ms. Schoonover motioned to approve Resolution 23 – 14, seconded by Ms. Ulrich. The motion passed. The roll call vote was as follows:

Ms. Estrada – Yes	Ms. Skinner – Yes
Ms. Fryar – Yes	Ms. Thomas-Herrera – Yes
Mr. Orozco – Yes	Mr. Trujillo – Yes
Mr. Padilla– Yes	Ms. Ulrich – Yes
Ms. Schoonover – Yes	Ms. Washington – Yes

- d. Resolution 23 – 15 SAWDB Retreat

Ms. Juarez said we had a Board Retreat scheduled last year but cancelled it due to a lack of participation. This year, we sent a brief survey to board members to help plan the retreat, and the main question was when to have it. The Board meets every other month. The proposed retreat days included a one-day retreat in a month for which we do not have a board meeting and a two-day retreat in the same month as a regularly scheduled board meeting, consisting of an overnight stay. The survey asked members to rank their preferred dates, and a one-day retreat on Thursday, September 12, had the most votes, with Thursday, November 7, ranked second. Two-day retreats in October and December ranked third and fourth.

Ms. Fryar motioned to approve Resolution 23 – 15, having the SAWDB Board Retreat on Thursday, September 12, 2024, seconded by Ms. Thomas-Herrera. The motion passed. The roll call vote was as follows:

Ms. Estrada – Yes	Ms. Skinner – Yes
Ms. Fryar – Yes	Ms. Thomas-Herrera – Yes
Mr. Orozco – Yes	Mr. Trujillo – Yes
Mr. Padilla– Yes	Ms. Ulrich – Yes
Ms. Schoonover – Yes	Ms. Washington – Yes

- e. Compliance of Bylaws Section Membership A(8)

The State Monitors conducted the PY22 Monitoring in January 2024. The report includes Findings and Areas of Concern. The first Area of Concern is regarding Board Membership Participation.

As stated in the PY22 Monitoring Report: *Area of Concern #1: Board Member Participation. Per SAWDB By-laws, Article V: Membership #8: The SAWDB members, who miss three consecutive scheduled Board and/or Committee meetings without cause, will be considered to have resigned their Board position... Recommended Action #1: Review all board meeting attendance and address absences with Board members. Future absences*

should be noted in meeting minutes as absence with or without cause.

There was a discussion for clarification, and Ms. Juarez stated that this would take effect immediately with the minutes from today's Board meeting.

VII. Professional Development: EmployNM Website

- a. Ms. Juarez provided an overview of the EmployNM website to show board members where to find the membership list, committee descriptions, staff contact information, policies, board meeting information, and more.

VIII. Reports and Information Items

- a. Committee Reports
 - i. Monitoring/Performance Committee
Ms. Skinner said at their February 5th meeting, Ms. Arnold presented the Service Provider Budget and Expenditures and the Obligations by county and program for the Adult/Dislocated Worker and Youth programs from July 1 through December 31, 2023. Ms. Juarez presented the Service Provider Performance Measures and the Technical Assistance and Training.
 - ii. Youth & Young Adult Committee Meeting
Ms. Schoonover said the Committee is looking at duplicating the SEEDS program we learned about from a Texas Workforce Conference and creating a Youth Group Sub-Committee of youth participants. These ideas are in the discussion phase.
- b. Service Provider Reports
 - i. Youth Services (Alamo Navajo School Board)
Ms. Thomas-Herrera presented enrollment numbers for PY23 Q2. They reached their enrollment goal of 10 In-School Youth and need to enroll five more Out-of-School Youth. She also shared their activities and outreach/recruitment efforts.
Ms. Ulrich asked if there are any broadband efforts in the community and if they have people working remotely, suggesting online training as an option. Ms. Thomas-Herrera commented that they thought about it but felt that face-to-face instruction is very important, especially because English is a second language in their community. She said it was a good idea and would keep it in mind.
Mr. Trujillo said NRAO started a Starlink Project throughout Alamo. They want to continue it but need people to service it. He will send Ms. Thomas-Herrera the contact information.
Ms. Washington left the meeting during this presentation, and there was no longer a quorum. With no voting items remaining, reports continued.
 - ii. Youth Services (Equus Workforce Solutions)
Ms. Ramirez presented their enrollments for PY23 Q2, including a breakdown of obligations for In-School and Out-of-School Youth and obligations by county.
 - iii. Adult/Dislocated Worker Services (Equus Workforce Solutions)
Mr. Ruiz presented PY23 Q2 enrollments and obligations for the Adult and Dislocated Worker programs, including a breakdown by county. He also provided program updates and objectives.
Ms. Ulrich asked if there are enrollment targets because the report only shows enrollments for the third quarter. Ms. Juarez said there are target numbers that we can add to the report. End-of-year targets can be added to the Obligations slides.
- c. Administrative and Financial Reports
 - i. WIOA Administrator
Ms. Juarez introduced Heather Leach, Regional Director for Equus Workforce Solutions. Ms. Juarez said that we have the potential to be a sub-recipient of the New Mexico Environment Department Grant targeting sustainability efforts. DWS sent guidance for the Local Plan, including a timeline. We should be working on the Plan

through August and have it completed by September 15th, when there will be a public comment period, and hopefully present it to the Board by October 31st for approval. Ms. Juarez said that we are addressing the findings from our PY22 Monitoring and will provide our responses to DWS by the end of this month. We will prepare contracts for PY24, looking at performance measures, scope of work, and more. The contracts will be presented at the Joint Meeting in June. Ms. Juarez will present to the Doña Ana County Board of Commissioners on April 23rd, still making her way throughout the region, talking about our funding, services, and shaping partnerships within the counties.

ii. Technical Assistance and Training
No report was available.

iii. Financials

Ms. Arnold presented the financials through February 29, 2024, which included 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.

d. Updates from DWS

Mr. Aragon said DWS is caught up with the PY21 and PY22 Monitorings. PY23 Monitoring will be coming up around July to August. He said DWS fell behind with their monitoring and is playing catch-up. He added that AE staff is doing a great job asking for clarification and helping them.

IX. Other

a. Member Input

i. Ms. Estrada said they will have their Family Health Fair in Catron on July 20, 2024, from 8:00 a.m. to 1:00 p.m. and invited anyone to attend, have a booth, and do a presentation.


X. Next Meeting

a. Thursday, June 20, 2024, at 10:00 a.m.

XI. Adjournment

a. Chair Estrada adjourned the meeting at 1:06 p.m.

ATTESTED



7/1/2024
_____ Date

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