

# Southwestern Area Workforce Development Board

## Virtual Meeting via Zoom or Phone

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Friday, October 13, 2023, at 2:00 p.m. (MDT)

## MEETING MINUTES

### I. Call to Order

- a. Chairman Estrada called the meeting to order at 2:02 p.m. and welcomed all attendees. She stated that she would introduce a speaker after Roll Call and Abstentions.

### II. Roll Call and Abstentions

- a. Ms. Longovia called roll. Ms. Thomas-Herrera abstained from voting on items related to the Alamo Navajo School Board.

#### Present:

Cassie Arias-Ward  
Mary Ann Chavez-Lopez  
Alisa Estrada  
Jacqueline Fryar  
Magdaleno Manzanárez  
Marcos Martinez  
Michael Olguin  
Joshua Orozco  
Erik Padilla  
Debbie Schoonover  
Kim Skinner  
Monica Sweatt  
Marlene Thomas-Herrera  
Mary Ulrich

#### Staff:

Jay Armijo, SCCOG Executive Director  
Skylar Arnold, Fiscal Administrator  
Glory Juarez, WIOA Administrator  
Angela Longovia, Communications Manager  
Diana Luchini, Fiscal Clerk  
Javier Perea, Project Manager

#### Absent:

Anton Salome  
JC Trujillo  
Sylvia Washington  
Gary Whitehead

#### Guests:

Kerena Barron  
James Fielder  
Consuelo Flores  
Cindy Gallegos  
Evicta Harvey  
Victoria Lusk  
Peter Martinez  
Marissa Molano  
Giselle Palomares  
Haydee Ramirez  
Ashley Roller  
Susan Yasenka

### III. Dr. Shepard Speaking for Resolution 23 – 07

- a. Chairman Estrada introduced Dr. Shepard, President of Western New Mexico University. Dr. Shepard was scheduled to provide information for Resolution 23 – 07. He requested to speak sooner because he is traveling. Dr. Shepard spoke about a regional effort to create a vocational center in Grant County to address shortages in occupations such as plumber, electricians, and welders. He requested a letter of support from the Southwestern Area

Workforce Development Board.

Ms. Thomas-Herrera commented that Dr. Shepard did not mention Socorro County in this regional effort. Dr. Shepard commented that he would look into including Socorro County, but they would need to work with NM Tech.

Ms. Ulrich with Doña Ana Community College offered to assist in any way. She stated that Southern New Mexico Independent Electrical Contractors has a great apprenticeship model in Doña Ana and recommended Dr. Shepard contact them as a partner.

Ms. Arias-Ward asked how this initiative would be regional and if transportation would be addressed. Dr. Shepard stated it would be strategically located in Grant County for the large activity they have and for the Chino Mines' employees. Regionally, they would include the local schools (Cobre and Silver) and not abandon satellite pieces. They will look at the transportation side.

No action was taken on this item at this time.

Ms. Skinner joined the meeting at 2:10 p.m.

#### IV. Public Comment

- a. No public comment

#### V. Approval of Agenda

Chairman Estrada said we will table Professional Development for the next board meeting. Mr. Manzanárez **made a motion to approve the amended agenda, tabling Professional Development to the next board meeting; seconded by Ms. Schoonover. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Chavez-Lopez – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Ms. Schoonover – Yes
Ms. Fryar – Yes	Ms. Skinner – Yes
Mr. Manzanárez – Yes	Ms. Sweatt – Yes
Mr. Martinez – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes

#### VI. Discussion, Consideration, and Possible Action Regarding

- a. Approval of the August 10, 2023, meeting minutes

Ms. Arias-Ward **made a motion to approve the August 10, 2023, meeting minutes; seconded by Ms. Fryar. The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Chavez-Lopez – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Ms. Schoonover – Yes
Ms. Fryar – Yes	Ms. Skinner – Yes
Mr. Manzanárez – Yes	Ms. Sweatt – Yes
Mr. Martinez – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes

- b. Resolution 23 – 03 approves the PY23 Southwestern Area Workforce Development Board Budget Amendment No. 1.

Ms. Juarez stated this amendment allows for an increase of \$29,000 to the Youth Services program provided by the Alamo Navajo School Board, transferring \$280,000 from the Dislocated Worker program to the Adult program (if approved by DWS), and an increase of \$5,000 to the One-Stop Operator contract. We typically have quite a bit of carryover funds from one program year into the next, but the Adult program was so successful last year that we have very little carryover for this year. We want to transfer funds from the Dislocated Worker to the Adult program to help them with this year's success. This transfer is contingent upon approval from the Department of Workforce Solutions. If DWS does not

approve, the Fiscal Administrator will suggest an alternate budget amendment.

Madam Chair asked about the increase of funds for Alamo. Ms. Thomas-Herrera said that in looking at current enrollment numbers and projected expenditures, they will not have enough funds to carry current participants through the end of the program year.

Mr. Manzanárez **made a motion to approve Resolution 23 – 03; seconded by Ms. Fryar. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Chavez-Lopez – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Ms. Schoonover – Yes
Ms. Fryar – Yes	Ms. Skinner – Yes
Mr. Manzanárez – Yes	Ms. Sweatt – Yes
Mr. Martinez – Yes	Ms. Thomas-Herrera – Abstained
Mr. Olguin – Yes	Ms. Ulrich – Yes

- c. Resolution 23 – 04 approves Contract Amendment No. 1 between the Southwestern Area Workforce Development Board and Alamo Navajo School Board for Youth Services and authorizes the Chair or Vice-Chair to sign the agreement.

Chairman Estrada stated an explanation was already provided under the budget amendment.

Ms. Arias-Ward **made a motion to approve Resolution 23 – 04; seconded by Mr. Manzanárez. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Chavez-Lopez – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Ms. Schoonover – Yes
Ms. Fryar – Yes	Ms. Skinner – Yes
Mr. Manzanárez – Yes	Ms. Sweatt – Yes
Mr. Martinez – Yes	Ms. Thomas-Herrera – Abstained
Mr. Olguin – Yes	Ms. Ulrich – Yes

- d. Resolution 23 – 05 approves the submittal of a transfer request to the Department of Workforce Solutions to provide the transfer of funds from the Dislocated Worker program to the Adult program; approves amended Contract No. 1 between the Southwestern Area Workforce Development Board and Equus Workforce Solutions; and approves the Southwestern Area Workforce Development Board amended budget if approved by the Department of Workforce Solutions.

This item was discussed under Resolution 23 - 03. Ms. Ulrich said that DACC had participants who qualified for tuition assistance but were told there were no more funding days before classes began and were dropped from the program. She asked if this funding is approved would these students receive continued services so they can go to school. Ms. Juarez said she would set up a meeting to review this situation.

Mr. Orozco **made a motion to approve Resolution 23 – 05; seconded by Ms. Chavez-Lopez. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Chavez-Lopez – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Ms. Schoonover – Yes
Ms. Fryar – Yes	Ms. Skinner – Yes
Mr. Manzanárez – Yes	Ms. Sweatt – Yes
Mr. Martinez – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yee

- e. Resolution 23 – 06 approves Contract Amendment No. 1 between the Southwestern Area Workforce Development Board and Equus Workforce Solutions for One-Stop Operator Services and authorizes the Chair or Vice-Chair to sign the agreement.

Mr. Orozco **made a motion to approve Resolution 23 – 06; seconded by Mr. Manzanárez. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Chavez-Lopez – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Ms. Schoonover – Yes
Ms. Fryar – Yes	Ms. Skinner – Yes
Mr. Manzanárez – Yes	Ms. Sweatt – Yes
Mr. Martinez – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes

- f. Resolution 23 – 07 approves a Letter of Support for Career Technical Education initiative in the Grant County area.

This is the item Dr. Shepard spoke about at the beginning of the meeting. Ms. Juarez presented a draft Letter of Support addressed to the Governor. Ms. Ulrich asked about the nature of the funding for this. Mr. Manzanárez stated that as an educational institution, WNMU is looking to the legislature and complementing that funding from other sources. Freeport McMoRan donated land to build the vocational center, and he is looking to the federal government to help complement some of it.

Ms. Fryar **made a motion to approve Resolution 23 – 07; seconded by Mr. Orozco. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Chavez-Lopez – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Ms. Schoonover – Yes
Ms. Fryar – Yes	Ms. Skinner – Yes
Mr. Manzanárez – Yes	Ms. Sweatt – Yes
Mr. Martinez – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes

- g. Resolution 23 – 08 approves the disposal of Southwestern Area Workforce Development Board assets.

Ms. Juarez said we recently learned that staff at the New Mexico Workforce Connection office in Truth or Consequences had been using a storage space unavailable on our lease to store old, unused furniture. After inspecting the furniture, the desks are no longer in good working condition to be utilized by staff. We want to dispose of four desks and four filing cabinets and remove them from inventory. We will contact nonprofits to see if they can use them.

Mr. Orozco **made a motion to approve Resolution 23 – 08; seconded by Ms. Fryar. By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Orozco – Yes
Ms. Chavez-Lopez – Yes	Mr. Padilla – Yes
Ms. Estrada – Yes	Ms. Schoonover – Yes
Ms. Fryar – Yes	Ms. Skinner – Yes
Mr. Manzanárez – Yes	Ms. Sweatt – Yes
Mr. Martinez – Yes	Ms. Thomas-Herrera – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes

## VII. Reports and Information Items

- a. Administrative Reports

Ms. Juarez said we cancelled the Board Retreat due to a lack of participation. We will send a survey asking when works best for our members to try to get a solid count for next year. The State Workforce Conference is on October 25 and 26. The SAWDB will lead a panel on Leadership with Josh Orozco on the panel, along with Sylvia Washington, Peter Martinez, Javier Perea, and Ms. Juarez. We have been working on contract amendments. The State notified us they will recapture some funds from the Youth

program. We will call a special meeting next month to review and discuss the youth contract. She thanked the Board for allowing her to postpone today's Professional Development. She will present on performance measures to help members understand how performance is measured. At Mr. Orozco's request, we included a cheat sheet of WIOA definitions and some acronyms at the back of the meeting packet. Ms. Juarez thanked members for being flexible and attending the meeting via Zoom with the cancellation of the Retreat and changing the in-person meeting to virtual.

Ms. Estrada asked if the Youth program has initiatives to reach youth and increase participants. Mr. Martinez said he and Ms. Ramirez are working with local school districts, including Gadsden and the Pre-Apprenticeship program. The plan is for students to get paid for their work experience and, with the dual credit program (available at some schools), receive a high school diploma and a certificate in the field they chose for the Pre-Apprenticeship program.

Ms. Juarez also shared that the staff is working on the Annual Report, and the State Monitors have scheduled the dates they will visit to evaluate PY21 and PY22 in December. The Monitors will also attend the December Board meeting to interview some board members. The December Board meeting is scheduled for 10:00 a.m. Ms. Thomas-Herrera wants to host the meeting at the Alamo Navajo Reservation in Socorro County. Considering drive time, we recommend changing the meeting time to 11:00 a.m. Chairman Estrada asked members for input on the location and time change, and she approved it.

- b. Updates from DWS Liaison  
Ms. Gallegos appeared to be present on Zoom, but we could not hear her.

#### **VIII. Other**

- a. Member Input
  - i. Ms. Ulrich said DACC is working with the City of Las Cruces to create a two or three-year training program where participants receive a stipend upon completion. She thinks it would be an exciting model for other cities and will update the Board with the progress and results.

#### **IX. Next Meeting**

- a. Thursday, December 14, 2023, at 11:00 a.m. at the Alamo Navajo Reservation in Socorro County

#### **X. Adjournment**

- a. Chairman Estrada adjourned the meeting at 3:20 p.m.

**ATTESTED**

  
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12/15/2023

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**Date**

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