

Southwestern Area Workforce Development Board

Virtual Meeting via Zoom or Phone

To join the meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 857 4725 1747

To join the meeting online via Zoom, go to: <https://us02web.zoom.us/j/85747251747>

Thursday, December 14, 2023, at 10:00 a.m. (MDT)

MEETING MINUTES

I. Call to Order

- a. Vice-Chairman Orozco called the meeting to order at 10:03 a.m. and welcomed all attendees.

II. Roll Call and Abstentions

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

Present:

Alisa Estrada
Jacqueline Fryar
Conor Kiely
Magdaleno Manzanárez
Marcos Martinez
Michael Olguin
Joshua Orozco
Anton Salome
Debbie Schoonover
Monica Sweatt
JC Trujillo
Mary Ulrich
Gary Whitehead

Staff:

Glory Juarez, WIOA Administrator
Angela Longovia, Communications Manager
Jaymi Simms, WIOA Program Manager
Krisye Shook, WIOA Program Specialist

Absent:

Cassie Arias-Ward
Mary Ann Chavez-Lopez
Erik Padilla
Kim Skinner
Marlene Thomas-Herrera
Sylvia Washington

Guests:

Shara Abeyta
Tricia Brainard
Henry Castillo
Cindy Gallegos
Evicta Harvey
Chanin Kelly
Bonnie Martinez
Peter Martinez
Marissa Molano
Brittany Nickerson
Giselle Palomares
Haydee Ramirez
Sarah Raney
Chris Ruiz
Jamie Trujillo

III. Public Comment

- a. No public comment

IV. Approval of Agenda

Ms. Juarez requested the removal of Professional Development. Ms. Schoonover **motioned to approve the amended agenda, with the removal of Professional Development, seconded by Ms. Estrada. The motion passed.** The roll call vote was as follows:

Ms. Estrada – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Ms. Schoonover – Yes
Mr. Kiely – Yes	Ms. Sweatt – Yes
Mr. Manzanárez – Yes	Mr. Trujillo – Yes
Mr. Martinez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes
Mr. Orozco – Yes	

V. Discussion, Consideration, and Possible Action Regarding

a. Approval of the October 13, 2023, meeting minutes

Ms. Fryar **motioned to approve the October 13, 2023, meeting minutes, seconded by Ms. Estrada. The motion passed.** The roll call vote was as follows:

Ms. Estrada – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Ms. Schoonover – Yes
Mr. Kiely – Abstained	Ms. Sweatt – Yes
Mr. Manzanárez – Yes	Mr. Trujillo – Yes
Mr. Martinez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes
Mr. Orozco – Yes	

b. Resolution 23 – 09 approves an amendment to Contract Signature Authority Policy 13-1

Ms. Juarez said the State Monitoring took place last week, and they reviewed current policies and procedures. This is one of the policies that needed updating. It still said WIA instead of WIOA, and we updated the content for clarification. The policy remains the same. She presented the current policy with all markup showing all the edits made.

Mr. Manzanárez **motioned to approve Resolution 23 – 09, seconded by Mr. Trujillo. The motion passed.** The roll call vote was as follows:

Ms. Estrada – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Ms. Schoonover – Yes
Mr. Kiely – Yes	Ms. Sweatt – Yes
Mr. Manzanárez – Yes	Mr. Trujillo – Yes
Mr. Martinez – Yes	Ms. Ulrich – Yes
Mr. Olguin – Yes	Mr. Whitehead – Yes
Mr. Orozco – Yes	

VI. Reports and Information Items

a. Committee Reports

i. Monitoring/Performance Committee

Mr. Salome said at their November 6, 2023 meeting, Ms. Arnold presented the PY23 Q1 Service Provider Budget and Expenditures and the Obligations by county and program for the Adult/Dislocated Worker and Youth programs. When reviewing the Performance Measures, Ms. Juarez included first-quarter enrollments from PY19-PY23 for comparison, as requested by Mr. Whitehead at the previous meeting. Upon review, Mr. Whitehead suggested analyzing what we can do to run at full potential and enroll more participants. Ms. Juarez presented the Biannual Administrative Entity Monitoring Report, and the Committee agreed this report is redundant with the required annual Audit and State Monitoring. They voted to change this AE report to an annual report with some suggestions.

- ii. Youth & Young Adult Committee

Ms. Schoonover said she wanted to know how we are helping youth in the foster program, and Job Corps presented at their November 8, 2023, meeting to share how they are working with that population. Ms. Schoonover learned about the SEEDS Forums at last year's annual Texas Workforce Conference and wants to see a similar program implemented in our region. Ms. Juarez met with our service providers and will meet with the Youth service provider from Texas who presented this workshop at the conference for more information. The Committee is interested in creating a Youth Group Sub-Committee of youth participants. Current Youth Services program participants submitted surveys that requested their input on the idea, and the majority favored it.
- b. Service Provider Reports
 - i. Youth Services (Alamo Navajo School Board)

Ms. Abeyta presented enrollment numbers for PY23 Q1. She said they reached their goal of enrolling 10 In-School Youth. She shared the activities they provide to the participant and their outreach/recruitment efforts.

Mr. Martinez left the meeting during the time of this report.
 - ii. Youth Services (Equus Workforce Solutions)

Ms. Ramirez presented their enrollments for PY23 Q1, including a breakdown of obligations for In-School and Out-of-School Youth and obligations by county. Mr. Kiely suggested another way to show the number of participants by county. The AE will contact him for more details. Ms. Ramirez also shared Youth program updates and objectives.
 - iii. Adult/Dislocated Worker Services (Equus Workforce Solutions)

Mr. Ruiz presented PY23 Q1 enrollments and obligations for the Adult and Dislocated Worker programs, including a breakdown by county. He also shared program updates and objectives.
- c. Administrative and Financial Reports
 - i. WIOA Administrator

Ms. Juarez welcomed Conor Kiely, SAWDB's newest member, and he provided a brief introduction.

Ms. Juarez said the monitoring team from the Department of Workforce Solutions is reviewing participant files and policies in our Elephant Butte office. They will monitor the fiscal component another time. They have been very supportive and given us time to respond to issues.

The auditors recently completed this year's fiscal audit. We will provide that report as soon as it is released.

We submitted the request to transfer funds from the Dislocated Worker to the Adult program to DWS. They requested additional information.

We have a closed session coming up in this meeting. Our webinar license does not allow us to create a breakout room. Members will be provided a link to join a separate Zoom Meeting for that closed session.

- ii. Technical Assistance & Training
Ms. Simms presented the number of hours and sessions provided to the Adult/Dislocated Worker and Youth programs in PY23 Q1 and stated no training was conducted in Q1, but she will do some training in Q2.
- iii. Financials
With Ms. Arnold unavailable to present, Ms. Juarez asked members to review the financial report and contact us with any questions.
- d. Updates from DWS Liaison
Ms. Gallegos appeared to be present on Zoom, but we could not hear her.

VII. Other

- a. Member Input
 - i. Ms. Estrada wished everyone happy holidays.
 - ii. Vice-Chairman Orozco said DWS is working on the State Plan, which will be presented to the State Board for approval. Before that, there will be a public review and comment period. That information will be shared with the SAWDB.

VIII. Closed Session:

Ms. Juarez provided a link to a separate Zoom meeting for board members to attend the closed session. Members attending by phone received the call-in information via text on their mobile phones. Members needed to leave this board meeting, attend the closed session, and return to this board meeting at the end of the closed session.

Ms. Estrada **motioned to move into a closed session pursuant to NMSA, 1978, Section 10-15-1H(7) Litigation (subject to the attorney-client privilege) related to youth services. No other matters will be discussed, seconded by Mr. Salome. The motion passed.** The roll call vote was as follows:

Ms. Estrada – Yes	Mr. Salome – Yes
Ms. Fryar – Yes	Ms. Schoonover – Yes
Mr. Kiely – Yes	Ms. Sweatt – Yes
Mr. Manzanárez – Yes	Mr. Trujillo – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

After returning from the closed session, Mr. Whitehead **motioned to move back into an open session and confirmed that all that was discussed in the closed session were those items listed on the agenda, and no final action was taken, seconded by Ms. Fryar. The motion passed.** The roll call vote was as follows:

Ms. Fryar – Yes	Ms. Schoonover – Yes
Mr. Kiely – Yes	Ms. Sweatt – Yes
Mr. Manzanárez – Yes	Mr. Trujillo – Yes
Mr. Orozco – Yes	Ms. Ulrich – Yes
Mr. Salome – Yes	Mr. Whitehead – Yes

IX. Next Meeting

- a. Thursday, February 8, 2024, at 10:00 a.m.

X. Adjournment

- a. Vice-Chairman Orozco adjourned the meeting at 12:14 p.m.

ATTESTED

Alisa Estrada

02/12/2024

Date

Alisa Estrada

The Southwestern Area Workforce Development Board is an Equal Opportunity Employer and will make every effort to provide reasonable accommodations for people with disabilities who wish to attend a public meeting. Please provide notification at least five days before the meeting by calling (575) 744-4857. WIOA Title I-financially assisted programs and activities are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY). Funded by the U.S. Department of Labor.