

Full Board Meeting  
Thursday, October 21, 2021 10:00 AM  
Mountain

Zoom  
525 Camino De Los Marquez  
Suite 250  
Santa Fe, NM 87505

Floyd Archuleta:	Present
Krutik Bhakta:	Absent
Jane Clements	Excused
Rebecca Estrada:	Present
Zane Fischer:	Present
Mark Gallegos	Absent
Joseph Garcia	Absent
Rudy Garcia:	Absent
Maria Herrera:	Present
Vince Howell:	Excused
Mario Lucero:	Present
Patricia Maule:	Present
Sean Medrano:	Absent
Jolene Nelson:	Present
Nani Rivera:	Present
Jon Paul Romero:	Absent
Kevin Romero:	Present
Arthur Sparks:	Absent
Joseph Weathers:	Present
Eileen Yarborough	Present

Present: 11, Absent: 9.

**Also in attendance: NALWDB Staff:** Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Kevin Boyar – Program/Policy Monitor, Elena Maestas - Program Specialist, Amber Gomez – Project Specialist/Communications **Guests:** Margarito Aragon – DWS, Veronica Alonzo – DWS, Christina Garcia-Tenorio – DWS, Camilla Jaquette – DWS, Julie Ann Pacheco – DWS, Rick Sandoval – Zlotnick & Sandoval, Keith Serensen – Zlotnick & Sandoval, Eric Vasquez – One-Stop Operator, Roger Gonzales – HELP NM, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Ericka Van Eckhoutte –HELP NM, Raughn Ramirez – HELP NM, Irene Panlilio- HELP NM, Hanna Smith – UNM Taos/Taos HIVE, Julio Garcia – Legal Counsel, Cerelle Stauch – NMHSD SNAP E&T Coordinator, Maxine Palamino – Gallup Area Manager DWS, Waldy Salazar - DWS

### 1. Call Meeting to Order

The meeting was called to order at 10:03 AM by Chairman Joseph Weathers.

### 2. Roll Call and Determination of a Quorum

Rollcall was done by NALWDB Project Specialist/Communications, Amber Gomez, who indicated that a quorum was present.

### 3. Pledge of Allegiance

The pledge of allegiance was recited by all in attendance

#### 4. Approval of Agenda

Motion to approve the agenda. This motion, made by Floyd Archuleta, seconded by Rebecca Estrada, and passed unanimously.

#### 5. Approval of Board Meeting Minutes

##### 5.1 August 10, 2021, Full Board Meeting Minutes

Motion to approve the 8/10/21 Full Board Meeting Minutes. This motion, made by Zane Fischer and seconded by Mario Lucero, and one abstention by Jolene Nelson. Motion passes by majority vote.

#### 6. Action Items

##### 6.1 EDA Build Back Better Regional Challenge Grant - Letters of Support

Madam Executive Director informed the Full Board that under the action items we have the EDA Build Back Better Regional Challenge Grant. She stated that the Northwest New Mexico Council of Governments, San Juan College, North Central Economic District, Greater Gallup, EDC, and Cibola Communities Economic Development Foundation has asked the Northern Board for a letter of support. This letter will help create economic activity and long-term job creation for the community/region. Madam Executive Director made the recommendation for the Board to approve a letter of support on behalf of the Northern Board.

Motion to approve the letter of support as recommended by the Executive Director. This motion, made by Floyd Archuleta, seconded by Zane Fischer, and passed unanimously.

Rebecca Estrada asked if the deadline for the Build Back Better was on Wednesday? Madam Executive Director clarified that yes, however we are still able to attach a letter of support.

#### 7. Discussion Items

Madam Executive Director informed the Board that she will be providing information of both the PY20 Annual Report and the Performance Measures for discussion.

##### 7.1 PY 20 Annual Report Narrative

Madam Executive Director informed the board that our PY20 is officially over, and we are in the process of producing our PY20 Annual Report. During this process, we have turned in a narrative to Department of Workforce Solutions. She expressed that as the Board's Executive Director her biggest concern is our performance measures. She stated that, the performance measures for this fourth quarter were unacceptable and must be resolved. Historically, a transition between providers is something that could cause performance to drop, however, there are no excuses. During the past 30 days AE staff and Title I staff have been addressing this issue. Madam Executive Director informed the Board that we have identified the source of problem and determined that the cause of the low performance measures is the input of case management data. This issue comes from numerous things which could include employee turnover, proper training and understanding of difficult online case management system WCOS. She informed the Board that there's a good partnership between the Title I and AE staff and are able to tackle this issue as a team. Madam Executive Director gave a summary of service delivery for Adult, Dislocated Worker, and Youth in PY20. Under OJTs we had 82

Adults, 13 Dislocated Workers, and 52 active OJT contracts that carried over from the previous year. In customized training, we had 88 individuals that were assisted by being placed in hands on job specific training that resulted in customized training agreements that were executed for 37 adults and 2 dislocated workers. Under the incumbent worker category there were 49 adults assisted.

Of the 691 adults and dislocated workers, 520 adults and 171 dislocated workers received support with an individual training account (ITA). The ITA participants increased job seekers credential attainment, occupational skills and overall employable positively impacting their community's economic growth. Overall, 597 individuals receive Title I.B training services.

Rapid enrollments events occurred during the spring; there were three-day parking lot events and a spring into summer event. We partnered with 11 employers, which captured 38 attendees and 12 of those individuals were determined eligible. Dislocated Worker strategies. Adult and Dislocated Worker Program continue to recruit dislocated workers for the Title I program. There was also great growth in participation in the PY20 youth program with the winner Youth Academy, which served 65 youth participants and the spring into summer event, which hosted an additional 16 youth.

## 7.2 Performance Measure Report 4th Quarter

Chairman Weathers asked for an update on the PY20 fourth quarter numbers.

Madam Executive Director Lisa - Yes, like I mentioned earlier, due to information not being inputted correctly, we have been working with our service provider to ensure that this problem is resolved. And we move forward into our first quarter.

Chairman Weathers asked Madam Executive Director to explain to the Board how the corrections were made to resolve this issue.

Madam Executive Director stated that our new program monitor Kevin Boyer has been working with our service provider and their staff to ensure that all the credentials and information is being inputted correctly into the WCOS system.

Kevin informed the Board on the importance of the documents that are entered into WCOS.

Mr. Boyer explained that, because he was an employee at HELP NM prior to working at the Board, he knew what the cause of the issue. He stated that, those numbers are indicative of a lack of data entry not a lack of program effectiveness. Mr. Boyer expressed that he believes that if they had met the deadline those numbers from quarter four PY20 the numbers would look very different. However, in quarter one PY21 we have seen a significant improvement. He stated that out of the 15 categories, we are exceeding in six categories, we met one, and we are one participant away from meeting two others. The difference this quarter compared to the quarter four is that we have identified that the data wasn't being entered, we explained explicitly what data needs to be entered, and the case workers did just that.

Chairman Weathers asked Kevin to introduce himself to those who haven't had the opportunity to meet him.

Kevin introduced himself to everyone in attendance. Kevin is the new program monitor for the board and started working for the Board two months ago. Prior to working at the Board, he

was a quality assurance provider with HELP New Mexico. Mr. Boyer stated, based on his relationship with the service provider and his ability to identify some of these issues, he has been able to work with the provider and their staff to resolve the problem.

Chairman Weathers thanked Mr. Boyer on behalf of the Board and welcomed him on Board. He also expressed his appreciation for Kevin's efforts to train the HELP NM staff.

Chairman Weathers then asked if there were any other comments.

Madam Executive Director mentioned our opportunities for improvement and focus for the upcoming year is targeted towards our out of school youth and dislocated worker population. We are focusing on work experience, on the job trainings, and occupational skills training that aligns with our three sectors. The one stop operator and regional partners have held several hire events throughout the region. In September, there was a two-day event that occurred at the Santa Fe Place Mall, this event brought a lot of foot traffic. On October 1, there was an event at LUNA Community College. There were also events that took place in Farmington and Gallup.

Mario Lucero asked if the Board is still under technical assistance by the State.

Mario Lucero asked if the State was aware of the lack of data reporting, and if they're satisfied with Mr. Boyer's explanation for the huge turnaround.

Madam Executive Director informed Mario that we had a meeting with the State, and we addressed our concerns, and they have provided some guidance for us.

Chairman Weathers JD - And they have relinquished a lot of the, for instance, financial and other items, that they were giving us technical assistance they have relinquished giving us that and giving full authority to the board.

Madam Executive Director added that during that last two years we've completely transformed. We've made revisions to our policies and procedures, we've developed financial policies and procedures, and we've hired a new program monitor who's been a great asset to the northern board, who will monitor, review, and train our service provider to ensure that there's accuracy in our WCOS system to reflect positively in our performance measures.

Mario agreed that we've made huge strides to improve the board's performance and overall, compliance. However, during the regional meetings, they really emphasized the poor performance in the northern and the southwestern region. His hope is that the State understands our efforts for improvement.

Jolene Nelson asked Madam Executive Director if she could send out this report to the Board.

Madam Executive Director explained to Jolene that the report being presented is a predicted report and the first quarterly report will be released the middle of November. She stated, once the report is finalized, we will share with the Full Board.

Floyd Archuleta agreed with Mr. Lucero's comments in regard to the state workforce meetings. He stated that he recently participated in one of the sessions and was not pleased by the information presented about the Northern Boards performance. He stated that, the data presented showed failure in every category except one. He explained that when the Board receives reports from the fiscal agent, staff, and provider, the information being presented isn't

reflecting the performance that is shared with the public. It's crucial that everything is reported accurately so that the information presented to the public is correct. He also expressed his concern and stated that the Board needs to ensure that they're being presented with accurate information. Chairman Weathers informed Mr. Archuleta that the administrative staff will make sure this happens.

Mario Lucero mentioned that even at DVR they have issues with staff inaccurately or lacking to report data. It's difficult to see that the data doesn't show the hard work that the staff is actually doing. He stated that in almost every organization, especially when it comes to federal dollars it can be difficult to understand how to correctly enter data and to remember to enter everything necessary. However, no matter how cumbersome it may be, the information must be entered otherwise there's no record in the system of the hard work being done. Mr. Lucero stated that he's sure that the Title I providers are recognizing that, and they're addressing it with training, and other mechanisms, to remind staff of making sure that they're entering the data.

Chairman Weathers informed the Board that, prior to Kevin's hiring, the individual who was holding that position had medical issues that she was tending to. Because she was taking time off to focus on her health and hadn't resigned, we weren't able to hire a replacement. During this period of time there were no trainings for the providers staff on imputing information.

Now that Mr. Boyer is on board with us, there has been a drastic change in performance measures.

Mr. Archuleta complimented Kevin and the rest of the staff for taking the responsibility of handling this situation. The Board has a responsibility to the State to ensure that we're compliant and meeting the goals and objectives expected of us. He stated that he appreciates the technical assistance from the State and thanked the staff for their hard work.

Chairman Weathers explained that due to the pandemic we've been conducting all our meetings over zoom. However, he's noticed that there has been a disconnect with the board members. He reminded all of the board members that they are the policy makers of this board, and if there's any corrections or policies that need to be changed, it's up to the Board. He advised the Board to read all of the reports and documents they receive and if they have any input to contact himself, Lisa, or the administrative staff. He stated that, it's very important for each board member continue to be engaged.

Eileen Yarborough agreed with all of comments made. She then inquired why there are two different reports of data. She added that if there are areas of failure it's not due to lack of work, everyone works very hard. She suggested the State have more monitors to help identify these areas perhaps one or two for each board. So that it can be dealt with internally so that those reports are accurate. She also asked why the State is persistent on the redesignation to a two-region system when there have been strong opinions against it including her own.

Chairman Weathers mentioned that according to Mr. Boyer's report, there are only 1-2 individuals that are off on the performance. However, those one or two people can really reflect negatively on the Board's performance. Chairman Weathers added that HELP NM had a lot of carryovers from the previous service provider that they had to deal with at the beginning of the year.

Zane Fischer informed the Board that, as board members of an IRS recognized nonprofit, they have fiduciary responsibility, and then secondarily, in accepting the work to oversee the distribution of WIOA funds in our state. He suggested if any board member feels at any time that they don't understand the current status of what's happening or what the status is the effectiveness of the programs or distribution of the funds under our care, they should speak up and ask those questions. The obligation and duty to accept a role on this board is understanding how the money is being distributed, how effective the programs are, and what the Board's status is. The Board can't put that on staff, the state, or on the provider. However, the Board can ask for better transparency and improved communication. Mr. Fischer mentioned that many changes have been made, and he has seen a continuous arc of improvements including better transparency and improved communication.

## 8. Informational Reports

### 8.1 Executive Director's Report

Next, we have informational reports. I'll give a brief summary of a few things that are going on with a northern board.

so currently, the review of PY20 currently Department of Workforce Solutions will conduct a monitoring review of WIOA for PY20. The review team will conduct a desk and on site analysis and program compliance. If you recall in PY19. monitoring report we had about 15 governance findings. We have spent the past the past year correcting those findings to ensure we are in compliance. So we are confident that this PY20 program or review will be more positive. Since the northern boards key policies and procedures bylaws, board members are in compliance MOUs and resource sharing agreements are in place, fiscal and administrative policies have been updated. So and our goal right now is to focus on performance accountability. Also, we have our financial audit for PY20. It's being conducted by Hinkle & Landers CPA firm. Again, I had mentioned earlier our PY20. Annual Report, the narrative was submitted to Department of Workforce Solutions on October 15. They will send us their feedback, we will incorporate those changes into the annual report, make our final versions and we will need the board approval before submission in the next few weeks. I did also mention the few career fairs that we have had the outreach events we've had for in the last couple months and help in our one stop operator will give a little bit more detail on the enrollments that have occurred. Also, the northern board is partnering with New Mexico corrections department to train and educate 10 incarcerated individuals as a heavy equipment operator to obtain a CDL credential license. The training will begin next month on November 15. At the facility in Springer, New Mexico. And that's all I have, Mr. Chair.

### 8.2 HELP NM Report

Teresa Quintana expressed her appreciation of everyone recognizing the team effort made to improve the performance from the previous year. She stated that it's been a collective effort to turn things around and to move things in a positive direction. She appreciates the board members that have reached out to them to ask questions to become more educated about performance. She mentioned that Mr. Boyar has provided a lot of guidance and memos to make sure that things are done clearly. They're making sure that everybody is very transparent, and everything is being done at the same time and in a timely manner, so those performance measures can be captured.

Evangeline informed the board that, they ended quarter one of PY21 providing Adult, Dislocated Worker, Youth Services activities in the NALWDB's ten northern counties. HELPNM will be serving 499 Adult/Dislocated Workers (DW), 402 new enrollments and 97 carry overs. They will also be serving 260 WIOA eligible youth participants, 216 new enrollments and 44 carry-overs, allowing participants to make a successful transition to employment and/or career training activities. This includes the additional funding received through an addendum to our contract, increasing our dislocated worker and out of school funding.

Evangeline Touchine, and Ericka Van Eckhoutte, and Raughn Ramirez presented the HELP NM report to the full board. Their report included an update on participants served by programs, area updates for Area I (Santa Fe, Los Alamos, San Juan, McKinley, and Cibola Counties) and Area II (San Miguel, Mora, Colfax, Espanola, and Taos Counties), and their success stories. For more information on each region please see attachment A.

Chairman Weathers made a comment on the business services update for Area I. He expressed his appreciation for HELP NM partnering with Goodwill's Homeless Veteran's Reintegration Program. He commented that, he's a disabled veteran and when you get out of the service and rejoin the community, there's a full reintegration. Chairman Weathers also expressed his appreciation for HELP NM placing someone in Colfax County that is from springer and can recognize the needs for that community. He then asked why Espanola was combined with Taos, Las Vegas, and Mora?

Teresa informed Chairman Weathers that, the decision to include Espanola in Area II was based on the location of their two associate directors.

Chairman Weathers then asked, Evangeline if she had a graph available that shows how many participants there are in each county?

Evangeline informed Chairman Weathers that, currently their scoreboard is malfunctioning and for that reason, she was unable to prepare that spreadsheet. She stated that once she has those numbers, she will send the report to Lisa to distribute to the staff and the Board.

Chairman Weathers asked Madam Executive Director to share this report with the entire board when she receives it. He then asked if there were any other comments on help New Mexico's informational Report?

Teresa Quintana added that, she appreciates that board members have brought different organizations, concerns, and partnerships to the table. She is happy that they're working with Veteran's affairs. They're going to be working closer not only at the state level, but the local levels as well, with our veterans. Teresa stated that, she believes that those transitioning veterans should qualify as dislocated workers. There's a lot of things happening, HELP NM is reaching out to smaller communities such as chama TA, and Colfax County. She then informed the Board, if they have any ideas as to where they should be or who might be leading our targeted services, to let them know.

Chairman Weathers thanked Teresa and commended Madam Director and Operations Manager Mr. Trujillo for making the Northern board known in the communities and individuals understand the Boards job and the purpose of WIOA funding.

Rebecca Estrada commented that, some of the work that's being done by the service provider right now, is not only meeting our participant targets, but it's meeting targets in other areas as well such as sector strategy. She expressed her appreciation and stated that, they're the ones with their boots on the ground.

### 8.3 One Stop Operator Report

Eric Vasquez gave a brief update on the Dislocated Worker/Out of School Youth events and the office staffing for the northern region.

Eric explained that, in response to the Contract Modification the One Stop organized four Dislocated Worker and Out of School Youth outreach events throughout the region. He commended everyone that helped make these events possible.

The first event took place in Santa Fe on August 20<sup>th</sup>-21<sup>st</sup> and 27<sup>th</sup>-28<sup>th</sup> at the Santa Fe Place Mall. During this event there were more than 20 employers that participated. The forms of advertisement used included: radio ads, social media, newspaper ads, and through mailing flyers to approximately 200-250 individuals identified by the Bridge Report. During this event there were 143 jobseekers that signed in and one confirmed enrollment in WIOA.

The second event took place in Las Vegas on October 1<sup>st</sup> at Luna Community College. During this Event there were 20 employers that participated. The forms of advertisement used included: radio ads, social media, newspaper ads, txt, email, and through mailing out postcards to 567 individuals identified by the Cliff Report. During this Event there were 33 jobseekers that signed in and 11 confirmed job offers made, enrollments are still ongoing. Mr. Vasquez explained that the Bridge Report is the bi-weekly report of the individuals that have filed for unemployment. The Cliff Report is newer and looks almost identical to the Bridge Report except this report is made up of the individuals who lost unemployment benefits when the federal government's extended benefits ended on September 5<sup>th</sup>. The Cliff Report is much bigger than the Bridge Report.

The third event took place in Farmington on October 9<sup>th</sup> at McGee Park Convention Center. There were 5 employers that participated in the event. The forms of advertisement used were: social media, newspaper ads, txt, email, and through mailing out postcards to 2,300 individuals identified by the Cliff Report. During this event 13 job seekers signed in which made them reevaluate their strategy for promoting these events.

The last event took place in Gallup on October 15<sup>th</sup>-16<sup>th</sup> at the Rio West Mall. During this event there were 99 job seekers and 21 employers that participated. On the sign in sheet, individuals were interested in specific programs. That being said they're hopeful for more enrollments from this specific event.

Eric Vasquez then gave a brief update on the One Stop Centers staffing. He states that, staffing issues remain a priority in some of the offices. Throughout the region Title I had rapid hiring events and were able to bring several individuals on who are already in the office and will be going through the onboarding process soon. There have been some Title III staff who've left. Title I is also having issues with hiring. Recently Title I hired in Santa Fe and Espanola, however, the Espanola office just lost two individuals. Title IV is in a similar situation where they are hiring staff and losing staff. For example, in Farmington, DVR is limited to one staffer for the entire office, even though they have several positions there, staffing continues to

be an issue for everyone. Because the Santa Fe and Farmington offices are much larger, they require more direct support. Each Partner has stepped up and helped keep the offices running, including manning the front desk. However, this takes them away from their regular job, which makes it a little bit harder to keep things going. Therefore they're looking at options for trying to cover those positions without putting that directly on the partners. Mr. Vasquez thanked all of the partners, the local offices for the management and everyone coming forward to try to make a successful team. He believes that there are great relationships between Title I, Title III, and Title IV partners in each one stop office. He stated that we also have other partners in place such as, NET in Gallup, and Job Corps in Santa Fe. Even though there are staffing issues across the board, everyone is working really well together.

Chairman Weathers thanked Mr. Vasquez and commended him for his growth. He stated that Mr. Vasquez is doing a tremendous job as the One Stop Operator and always presents a very structured and informative report to the Board.

#### 8.4 Sector Strategy Report

Rebecca Estrada gave a brief update on the Sector Strategy Committee. During the last sector strategy committee meeting the committee received updates on all of the work has been started. This includes the finalization of the MOU between the Farmington municipal schools and San Juan College. Which will help individuals receiving training to continue receiving that training and potentially get a position at job in that field. This is a partnership between the employer, trainer, and the workforce board (with the service provider providing resources for those individuals). Rebecca feels that the committee needs to start developing a long-term plan to strategize for the next few years. She mentioned that they're looking at was to expand the Head Start partnership in Mora and Colfax County for a more traditional sector strategy partnership. She mentioned that there's still outreach on the healthcare side being done, including with Mora Clinic. These efforts show progress towards two of their identified priority sectors education (teacher/early childhood education) and health care. The committee discussed the Regional Development Corporation summit on construction and building trades, and the possibility of exploring that more effectively. She stated that, they're working on aligning skills, skills employers need, training organizations, and making sure that they're all in alignment. The committee also discussed having Eileen Yarborough give a presentation to the Board during the next Full Board Meeting about Solo Works.

Chairman Weathers thanked Rebecca and commended her and her commitment to the Board. He stated that she has helped the Board create partnerships and is an important asset to the Board.

#### 8.5 Financial Report

Rick Sandoval presented a brief report to the Board. His report included the following documents: PY21 Year-Date Participant Costs, PY21 Actual Expenditures by Allocation 9/30/21, Actual Expenditures by Allocation 9/30/21 UPDATE, and Expenditures by Allocation Budget 6/30/21(not final).

Under the June 30, 2021(not final) report, in first section, under admin, there's approximately \$329,000 that will be carried into the current fiscal year and expended in the activities under the current budget. Mr. Sandoval stated that, at the end of last year the Board requested a transfer of \$600,000 from Dislocated Worker funds into adult activity which was granted by

the State. This transfer was made to ensure that there were enough funds to cover the adult activity. Under the Adult funds the remaining \$375,000 was carried into the current fiscal year. Rick informed the Board that the Dislocated Worker funds are the most difficult to expend. There's about \$2 million that will carry on to this current fiscal year. He stated that, part of the allocation of new funding to the provider in their budget for the current fiscal year utilizes a lot of that and he expenditures through June 30<sup>th</sup> were approximately \$857,000 and the carry is just over \$2 million. Under PY19 youth funds there was approximately \$193,000 that was supposed to be reverted back to the State. However, the State allowed the Board to utilize those funds through the first quarter of this current fiscal year because HELP NM had a plan to apply those funds towards carryover participants. Rick explained, the reason why this report is not final is because the total expenditure for youth is 1.1 million and the carryover is 1.4 million for this year.

Mr. Sandoval informed the Board that there were some reimbursements from the One Stop partners have been applied to some of the expenditures. He added that the carrying number will increase slightly. One of the things Rick and Director Ortiz spoke about was the fact that every year they're having to hold the books open for longer periods of time. He explained that this effects the ability for the Board to have current and timely information. It's important that there is a collaborative effort between the provider, Board staff, and the fiscal agent's office to establish some deadlines. Currently they're waiting on the institutions to send the final bill and those who are providing OJT's. He suggested enforcing a deadline and providing them with 45 days after the fiscal year ends to turn in those bills. Rick stated that they were still receiving bills for June activity through the end of September. Not having this information in a timely matter also effects the information shared with the State and the quarterly reports. He believes that this was an issue in the last quarterly report because the number weren't reported accurately and appeared lower than the actual numbers.

Rick stated that the new grant agreement is under the actual expenditures report and the funding for this must be expended by 2023. He noted that, the total allocation and the carry in for FY21 is the same number as the ending number on the previous report. Mr. Sandoval informed the Board that as that number changes, he will make updates. Through the first quarter, the admin expenditures were about \$98,000 and \$230,000 left in the FY21 allocation. Under Adult there's about \$222,000 of expenditures cumulative, and about \$152,000 remaining from FY21. Based on this information any expiring funds will be utilized. Mr. Sandoval informed the Board that we have just under 4 million in dislocated worker funds.

Through September, the total expenditures for the Northern Board have been just under \$50,000. This continues to be an issue because the provider has a contract to utilize majority of that. He stated that they plan to start tracking through projections with the help of the provider. The board has an obligation to be 80% obligated by the end of March. The projected reports will indicate how close the Board is to obligating that 80%. Under the Youth there's about \$193,000 total allocation carried in from PY19. He added that we've used \$153,000 of that and have just under \$40,000 before that allocation is used up.

Rick mentioned that the Year-to-Date Participant Costs Report is requested by the Youth Committee and presented to the Full Board. He mentioned that the service provider set aside about \$862,000 in participant costs through the first quarter for adult. That allocation for HELP NM was just under 5% expended. A big part of that is Participant wages and taxes on

the transitional jobs training. Under adult \$44,000 of the \$138,000 budgeted has been expended, which amounts to 32% of the total. OJT is the next largest expenditure under adult, the provider set aside \$270,000. And they've spent just under \$74,000, which is about 27%. Occupational skills are generally individual training accounts, and through the first quarter \$41,000 out of \$862,000 has been expended. Dislocated worker, participant costs were just under \$14,000, which is just under 3% of the total amount set aside for that cost. Under the youth activity, there's been a real push to expend funds. He mentioned that the youth out effort at this time is way ahead of where it was. There was close to \$70,000 more expended during this first quarter this year than last year, which is about 21% expended through the first quarter of the \$556,000 Participant costs overall. The participant costs for the board is just under 12% of the budgeted amount of \$2.4 million. Mr. Sandoval stated that was the end of his report and informed everyone that he was open for questions.

Chairman Weathers thanked Mr. Sandoval and commented according to the percentages, there's a lot of work that needs to be done.

## 9. Announcements

Chairman Weathers asked Camilla and Julie Ann to give the Board an explanation of the their roles and what they'll be monitoring with the board.

Camila informed the Board that, right now they will be monitoring PY20 and reviewing both program and fiscal. She stated that they requested some documents from the Board to review. She mentioned that there will be an entrance conference on Monday November 15<sup>th</sup>.

Chairman Weather asked Mr. Aragon if he could give a report for the State.

Mr. Aragon clarified that the only the performance numbers presented by the State are the official numbers. He explained that the State validates all of the numbers and sets deadlines for all of the regions to make corrections to the data prior to them validating certifying and submitting those numbers to USDOL. He stated that everything that's come out including presentations to the state board, presentations to the transformation committees, or presentations to the listening sessions are all the certified numbers. He added that, the first half of the listening sessions actually had different performance numbers and fiscal numbers than the second half, and the reason for that is, the numbers closed and were official numbers. He explained that the State made revisions, so that they were presenting the most accurate data in the listing sessions.

Mr. Aragon mentioned that over the last year they have been working with the Boards staff and trying to bring them up to speed to get them to a point where oversight can wane a little bit more however, there is a ways to go. He mentioned that they had a discussion with the staff in regard to the performance and the drastic improvement within a week. Mr. Aragon stated that, one of the primary responsibilities of the Boards monitor is to do a deep dive into the data and verify that it is correct especially when there is such a drastic change. This is important because, when it's time for the State to submit their reports, they'll need to validate those number as well. He cautioned the staff to ensure everything is accurate and question everything to avoid unperceived issues.

Kevin stated that the staff has taken the state's advice into account and fully understand that the numbers being presented today are based on a predictive report and are not finalized. He expressed that the staff also is aware that the State's numbers are the official numbers. The

guidance that was given by the State has been disseminated to the provider and the data that is being input as performance measures is being compared to that to make sure that it falls within the acceptable time frames in order to be reported on. He expressed that everyone is taking this very seriously, and trying to be as transparent as possible. Mr. Boyar stated that, we want to make sure that well, yes, we are seeing a drastic difference, it is in fact, the actual difference and not the perceived difference.

Chairman Weathers asked Mr. Aragon if he could give the Board an update on the technical assistance plan between the State and the Board?

Mr. Aragon informed the Board that in regard to the technical assistance they're providing there are still some areas that the State has some concerns about. He stated that, in the finance committee meetings there have been some questions revolving the way fiscal data is reported out to the Board and the CEO's. Mr. Aragon used to review all of the cash requests to ensure there were no disallowed costs and they were accurate. Starting at the beginning of this year this responsibility was turned over to the Board staff. Mr. Aragon mentioned that Veronica is still reviewing the documentation that comes from the service provider and providing technical assistance. The State's main goal is to help the staff strategically think through things and question everything that comes across their desk so that they can accurately report out to the Board.

Chairman Weathers asked Mr. Aragon if there were any trainings that are happening between the State and the staff to help improve these weaknesses?

Mr. Aragon explained that there's no formal training because a lot of this can't be put in a formalized training. He stated that they've always stated that reading the act, familiarizing yourself with the act, and with the regulations that govern it with all the Teagle's, is the first step in getting to the point where the State needs the Board staff to be. However, when something comes across their desk and they see something that needs addressing, they schedule meetings to discuss what they see and the questions that crossed their minds. He stated that their goal is to help the staff get that thought process, so that when they're presented with the same information, they're asking the same questions. Mr. Aragon then presented the Board with example. He stated that one time Veronica was reviewing some OJT's and there were some questions about reimbursement rates whether they were 50% or 75% and the size of the employer. This led to a technical assistance session to help resolve the issue.

Chairman Weathers mentioned that initially when the Board went into oversight, Mr. Aragon made a recommendation to get familiarized with the Federal Code of Regulations, which governs WIOA funds. Chairman Weathers asked Mr. Aragon if he could give report on the understanding of the Northern board from the beginning to where we're at now.

Mr. Aragon stated that, he believes that there has been progress made. He explained that the sophistication of the questions is dramatically different from when oversight started. Mr. Aragon expressed that even since when the Board's current Executive Director took on the position to now, the questions that are being asked, show a better level of understanding of the regulations and of the act. Although there has been progress made, he believes that there's still progress that needs to be made. The acts and regs are 1,000's of pages and takes a while to absorb all the information. Not only does it take time to fully understand, but it also takes time to start thinking strategically how things will affect performance, service delivery, or fiscally. He made a

recommendation for staff to have sessions and dissect the regulations and act into a couple sections a week. He recommended assigning the task to an individual then having them present it to the staff, then discussing those sections. This will help accelerate the staffs understanding. The staff has a lot of responsibilities for example, quarterly reports, the annual reports, sector strategies, managing the committees and their responsibilities, setting policies, and looking at the performance.

Chairman Weathers informed the Board that the local area redesignation is being proposed by the State Board and the committee created by the State Board. Chair Weathers stated that he appreciates the sincerity that Margarito and Veronica expressed towards the Boards efforts to improve and come out of oversight.

Mr. Aragon stated that the Boards success is their success.

Madam Executive Director thanked Mr. Aragon and informed him that we appreciate his recommendations. She agreed that the staff does need to make time to sit down and have our two-hour CFR sessions and table sessions so that the whole board staff understands those policies.

Madam Executive Director announced that, there has been a Northern New Mexico Coalition for work-based learning. This is to take action in the four priority areas to increase and improve internship registration, apprenticeship programs, and other work-based learning opportunities in the northern area. The coalition is made up of 28 representatives, and they have asked the Northern Board to participate along with some others in the area. She stated that she thinks this is a great partnership. She mentioned that board members Rebecca Estrada and Zane Fischer are participants in this Northern New Mexico Coalition for work-based learning along with Roger Gonzalez from HELP NM.

## 10. Public Comments

Chairman Weathers asked if there were any public comments.

Rebecca Estrada made a comment on the Build Back Better Challenge Grant. She stated that, there's several things that are coming forward with relief funds and other investments that will come down the way particularly in areas of education, infrastructure, health care, etc. She mentioned that in January there will be the Good Jobs Challenge, which will also come out of the same area as the Build Back Better Challenge. She stated that this will be a larger grant with a few different organizations that are either coalescing around some efforts, and we'll be putting in joint applications for that. She believes that DWS is looking at a statewide grant and thinks that the Board should prepare if asked to participate, partner up, or write letters of support.

Chairman Weathers thanked Rebecca and asked her about the individuals that lost their jobs at LANL due to vaccination status; is there any way that that the Northern board can help these individuals?

Rebecca Estrada informed Chairman Weathers that, yes, we can definitely find organizations that are supporting those individuals. There would have to be a messaging/ outreach strategy to connect with those individuals. However, this is a personnel issue because, you can't ask for a list of the employees because it's a HIPAA Violation.

11. Next Meeting Date \_\_\_\_\_

Chairman Weathers asked Madam Executive Director if there is a scheduled date for the next meeting or if it will the board be informed when it will be at a later time.

Madam Executive Director stated that, the board will be informed of the next meeting later. She mentioned that possibly first week of December however, a notice will be sent out to the board members.

## 12. Adjournment

Chairman Weathers asked if there are any board members who wish to go into Executive Session? There being none, he entertained a motion for adjournment.

Motion to adjourn at 12:01 PM. This motion, made by Rebecca Estrada, seconded by Patricia Maule, passed unanimously.

- An Executive Session may be called at any time during the meeting. Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsections; (1) Meetings pertaining g to issuance, suspension, renewal or revocation of a license, except that a hearing at which evidence is offered or rebutted shall be open. All final actions on the issuance, suspension, renewal or revocation of a license shall be taken at an open meeting; (2) Limited personnel matters; provided that for purposes of the Open Meetings Act, "limited personnel matters" means the discussion of hiring, promotion , demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee; provided further that this paragraph is not to be construed as to exempt final actions on personnel from being taken at open public meetings, nor does it preclude an aggrieved public employee from demanding a public hearing. Judicial candidates interviewed by any commission shall have the right to demand an open interview; (3) Deliberations by a public body in connection with an administrative adjudicatory proceedings For purposes of this paragraph, "administrative adjudicatory proceeding" means a proceeding brought by or against a person before a public body in which individual legal rights, duties or privileges are required by law to be determined by the public body after an opportunity for a trial-type hearing. Except as otherwise provided in this section, the actual administrative adjudicatory proceeding at which evidence is offered or rebutted and any final action taken as a result of the proceeding shall occur in an open meeting; (4) The discussion of personally identifiable information about any individual student, unless the student or the student's parent or guardian requests otherwise; (5) Meetings for the discussion of bargaining strategy preliminary to collective bargaining negotiations between the policymaking body and a bargaining unit representing the employees of that policymaking body and collective bargaining sessions at which the policymaking body and the representatives of the collective bargaining unit are present; (6) that portion of meetings at which a decision concerning purchases in an amount exceeding two thousand five hundred dollars (\$2,500) that can be made only from one source is discussed and that portion of meetings at which the contents of competitive sealed proposals solicited pursuant to the Procurement Code are discussed during the contract negotiation process. (7) Meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become participant; (8) Meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body.