

Regular Executive Committee Meeting  
Tuesday, August 4, 2020 1:00 PM Mountain

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

Rebecca Estrada:	Present
Rudy Garcia:	Excused
Tomas Garcia:	Present
Vince Howell:	Present
Carlos Medina:	Present
Sean Medrano:	Present
Jon Paul Romero:	Present
Rock Ulibarri:	Present
Joseph Weathers:	Present

Present: 8, Absent:1.

**Also in attendance: NALWDB Staff:** Lisa Ortiz - Acting Executive Director/Financial Specialist, Barney Trujillo - Operations Manager, Deborah Wildenstein - Program Monitor, Amber Gomez – Project Specialist/Communications **Guests:** Keith Sorensen – Zlotnick Laws Sandoval PC, Roger Gonzales – HELP NM

#### 1. Call Meeting to Order

The meeting was called to order at 1:04PM by Chairman Joseph Weathers.

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

Roll call was made 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 Vince Howell and seconded by Rock Ulibarri, passed by unanimous vote.

#### 5. Approve, Amend or Disapprove Prior Meeting Minutes of July 7, 2020 and July 20, 2020.

Motion to approve 07/07/2020 and 07/20/2020 Minutes. This motion made by Vince Howell and seconded by Rock Ulibarri, passed by unanimous vote.

#### 6. Action Items

##### 6.1 Work Experience Policy

Chairman Weathers gave the committee a recap of the One-Stop Committee meeting. He stated that during the meeting there was one proposed change to youth services policy(program policy #25). He then quoted that section which is located on page 6 item #6

Number of Work Experience Hours Allowable. He explained that the recommendation to increase the hours to 900 came from Mr. Aragon during the last Full Board Meeting.

Jon Paul Romero asked Chairman Weathers if the committee could increase the hours to 1000 as a buffer. Chairman Weathers explained to Mr. Romero that the number of hours is being increased by a lot, in the past the allowable hours was 300. He stated that most work experiences won't reach the 900 mark. The goal is to move these participants into higher paying jobs. This offering gives us the allowance in order to do that. The policy states that it would be based on the participants progress or ongoing second assessment and documentation, which allows us to give participants more work experience.

Rebecca Estrada agreed with Chairman Weathers and stated that 900 hours is approximately 22 weeks which is about the average length of an internship or externship.

Rock Ulibarri clarified that he believes the previous allowable hours were around 420 hours, the new increase will allow more than double.

Chairman Weathers stated that with CODID19 some jobs aren't needed, and it should be the boards goal to find careers for people and this increase of hours will allow us the opportunity to provide more work experience for people to be placed in higher paying jobs.

Vince Howell asked if this work experience applies to in school, out of school, or both. Chairman Weathers replied to Mr. Howell stating that it applies to both.

Roger Gonzales reminded the committee that the 900 hours is the cap they're allowing the provider this doesn't necessarily mean that every participant will receive 900 hours of work experience. There has to be substantial case notes and documentation that the participant is either experiencing severe poverty or has capacity issues in order to meet the requirements of their job assignment.

Vince Howell mentioned he has had a conversation with the mayor about adding a fifth counselor with informational privileges and not voting privileges. He asked if this would be considered a work experience in leadership and a mentoring program.

The first eligibility determination is figuring out if that individual meets the program requirements for eligibility. If that individual doesn't reach eligibility you'd have to make an argument that they don't have the capacity to manage leadership decisions therefore they need to get training, then you would need to determine the skills needed for that position. He stated that unless the individual receives compensation it may not be WIOA eligible, because without receiving compensation for that service they're never going to be self-sufficient as a result of this position.

Mrs. Estrada stated her thoughts of the policy is that a work experience should lead to a full-time permanent position at the end of the program based on the skills and experience they received.

Mr. Howell stated that he sees many opportunities that can lead to work experience and the possibility to have a pathway to strong leadership positions within the governing body and municipality. He stated that this is a great opportunity for youth who are interested in pursuing a career within municipality and believes there could be a negotiation for a participant to receive a stipend.

Chairman Weathers read a section of the 14 service elements to the committee and mentioned that the last one states that “other leadership activities that place us in leadership roles such as serving on youth leadership committees”. He believes that according to the 14 elements there might be a way to help a participant into that position.

Mr. Gonzales clarified that there needs to be a combination of the 14 elements for work experience/OJT to lead to a position.

Chairman Weathers turned the voting over to Vice Chairman Rock Ulibarri because some of the youth participants were placed at this two business therefore, he decided to abstain from voting

Motion to approve work experience policy. This motion, made by Vince Howell and seconded by Rebecca Estrada, abstained by Chairman Weathers, passed by majority vote.

## 6.2 SER Reconciliation and Audit

Mrs. Ortiz stated that an issue was brought to our attention by our new provider HELP NM. This issue is with our previous providers PY19 participants. These participants enrolled in our institutions were receiving financial aid and WIOA funds. It was not disclosed in their files that they were receiving financial aid. She explained that when one of these participants were enrolling, they capped out because they had already received funds. She stated that we will begin verifying those students that received both WIOA and financial aid, and if money is owed back to the board, SER’s last cash request will be reduced by that amount.

Roger from HELP NM explained to the committee that it’s their responsibility as the boards provider to ensure all parties are ready for audit. And during the eligibility determination services portion of the contract with current and previous contractors. When issues arise such as the one addressed by Lisa , HELP NM wants to make sure that they self-report so that neither the contractor, HELP NM, or the board is responsible for the disallowed costs and potential seeking reimbursement.

Rebecca Estrada had a question for Mr. Gonzales. Do the students receiving financial aid have to self-disclose that information to the provider, or does the provider have access to the database or a system in place to confirm this information?

Mr. Gonzales explained that participants are requires to submit Form17 “disclosure of financial aid” which is signed by the financial aid officer from the college or university and any other award letters such as Pell Grants.

Madam Executive Director informed the committee that the next steps to resolve this issue include contacting each institution the board issues funds and compare it to our list of participants for PY19.

Chairman Weathers asked Mr. Gonzales if there was any chance that these participants would have to pay.

Mr. Gonzales’s response to Chairman Weathers was, depending on the severity of the overpayment or disallowed costs, DOL through the State will determine if that’s the responsibility of the contractor, the participant, or both.

Chairman Weathers asked Mrs. Ortiz if this would be an audit finding the board. She replied, if they find disallowed costs, the finding could be on the providers side, however it could also be an audit finding on the board.

#### 7. New Business

Madam Executive Director informed the committee that a team of board members will be presenting our local area designation to the state on August 13, 2020 at 10:00AM

#### 8. Other Business

Mrs. Ortiz informed the committee that there's been several transition meetings the last month and a half. She mentioned that we are currently waiting for the final inventory list from SER. There has been a delay because SER is gathering all of the items that belong to the board and we're making sure that all the equipment is accounted for.

#### 9. Informational Reports

Mrs. Ortiz informed the committee that the State is conducting a desk audit on the NALWDB which requires that staff submit a list of documents by August 14, 2020. There will be an entrance meeting on August 24<sup>th</sup> with the board chair, the executive director and the state, where the state will be reviewing those documents.

Chairman Weathers asked Mr. Gonzales what kind of cash drawdowns has HELP NM done in the first 30 days of their contract? Mr. Gonzales stated that he would get those numbers to the board. He stated that there isn't a concern for cash because HELP NM is using a credit.

Vince Howell informed the committee that he's working with a tech company out of California that has availability to provide laptops to him to help participants. Mr. Gonzales said that there would be a need for approximately 300 computers to service all participants.

Chairman Weathers informed Mr. Gonzales about the refinery closing in Gallup and there will be a loss of 221 jobs. He suggested sending a crisis team and mentioned that they're receiving a severance package. He also asked that HELP NM do their best to help our northcentral and northwestern counties.

Mr. Gonzales informed Chairman Weathers that he has had conversations with various legislators in that region and advised them that they have to be very careful with negotiated severance packages because certain terms can deny them access to dislocated funds. He stated that he has advised local leaders to advocate for displaced workers as long as certain terms are not used as part of the severance package they may qualify for dislocated funds.

Rebecca Estrada informed the committee about a town hall meeting happening tomorrow at 1:00PM hosted by DWS that will be discussing how higher ed is promoting the idea of higher ed as a pathway to jobs and possibly applying for WIOA. She mentioned that she would send the link to the board incase they're interested in attending.

Mrs. Estrada mentioned that her committee is discussing having another sector strategy convening. She stated that at some point there needs to be a presentation to the board informing them about how the state guidance, sector strategies, ETPL, the strategic plan (NALWDB and

the State's strategic plan), and economic development are driving some of the decision making that's occurring.

Mrs. Estrada then expanded her knowledge on training period. She informed the committee that prior to working at the LANL she worked in higher ed for 20 years working on recruitment and retention programs. Depending on the persons discipline they are placed in an internship or an externship. Typically, these programs were broken up into 16-20 weeks. The goal of these internship/externship programs were to give students enough experience for a supervisor to write them a letter of recommendation or receive a permanent position.

Vince Howell invited HELP NM to the next Youth committee so there can be a strong discussion on the strategy that will be put in place for this fiscal year.

Mr. Gonzales shared what policies that he found deficient. He stated, the first policy relates to the priority of services which is no longer necessary because it is not a practice of the board. The second policy referred to as the Self-Sufficient Policy requires the intake of participants to be based on 100% on the LLSIL sheet which identifies the size of household and the amount of income eligible for participants to qualify for services. This practice was used by the previous provider.

10. Next Meeting Date August 17, 2020 at 11:00AM

11. Adjournment

Motion to adjourn at 1:55PM. This motion, made by Rock Ulibarri and seconded by Thomas Garcia, passed by unanimous vote.