

Executive Committee Meeting  
Monday, November 23, 2020 11:00 AM  
Mountain

NALWDB Conference Room  
525 Camino De Los Marquez  
Suite 250  
Santa Fe, NM 87505

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

Present:6, Absent:2.

**Also in attendance: NALWDB Staff:** Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Deborah Wildenstein – Program Monitor, Amber Gomez – Project Specialist/Communications **Guests:** Eric Vasquez – One-Stop Operator, Roger Gonzales – HELP NM, Teresa Quintana – HELP NM

#### 1. Call Meeting to Order

The meeting was called to order at 11:04PM 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 Tomas Garcia and seconded by Vince Howell, passed by unanimous vote.

#### 5. Action Items

##### 5.1 Transition Jobs Policy

Madam Executive Director informed the committee that currently we have a few participants that are in transitional jobs, therefore the Board needs to create a transitional jobs policy.

Ms. Wildenstein stated that one of the requirements of WIOA is that we have transitional jobs. A transitional job is a supportive service that helps participants transition from a work experience to receive additional skills and build a work history so they're able to get employment and progress in a workplace. She mentioned that the previous policy stated that we didn't have transitional jobs at the time, however when there are transitional jobs then a policy would be created.

Chairman Weathers asked who created the Policy. Ms. Wildenstein replied that she created the policy by reviewing other board policies and incorporating recommendations from the State.

Madam Executive Director made a recommendation for approval by the executive committee. Motion to pass the Transitional Jobs Policy. This motion, made by Rebecca Estrada and seconded by Tomas Garcia, passed by unanimous vote.

Madam Executive Director mentioned that the Board can only use 10% of the combined total of adult and dislocated worker allocations for transitional jobs.

## 5.2 MOU - American Jobs Center Partners

Eric Vasquez informed the committee that the MOU for American Job partners is an updated MOU specific to our partner with Goodwill Industries. He mentioned that the MOU with Goodwill and some of our other partners has now expired. Mr. Vasquez stated that he has rewritten this MOU based off our former MOU, by referencing the MOU that the central region was using and working with goodwill to develop this language (which they found acceptable). He stated that he recommends the committee approve this MOU.

Vince Howell asked Mr. Vasquez if could give a brief description of this MOU. Eric stated that the Northern Board has memorandums of understanding with several different partners including service providers that are working together in our one stop offices throughout the region. MOU's are signed with each partner to establish the criteria of which we are agreeing to work together. There's also a cost sharing portion of where we agree on how much each partner is contributing into projects.

Chairman Weathers asked Mr. Vasquez which counties Goodwill has offices. Eric stated that this is based out of the Albuquerque office however, they provide services in other communities. They have an office in Santa Fe and offer services throughout the region.

Mr. Howell asked if they hire or recruit employees for businesses. Mr. Vasquez stated that they hire for themselves. Chairman Weathers informed Mr. Howell that Goodwill has a similar program to ours. He stated that their program is similar to our work experience where they pay for the salaries of qualified individuals that work in businesses.

Eric mentioned that Goodwill is not one of our major partners, but they are a partner in the MOU which needs to be renewed. He informed the committee that in the next couple months they'll be seeing more MOU's to get all our partners up to speed.

Motion to approve the American Jobs Center Partners MOU. This motion, made by Vince Howell and seconded by Tomas Garcia, passed by unanimous vote.

## 6. New Business

Chairman Weathers addressed the deficiencies that the Board has as far as its three counties that doesn't have representation: Taos, San Juan, and McKinley. He requested that Vice Chair Rock Ulibarri and Sector Strategy Chair Rebecca Estrada assist in recruiting a Higher Education Board representative from UNM Taos. Mr. Ulibarri informed Chairman Weathers that he's a member of Taos HIVE which is a collaboration of a number of organizations, including UNM Taos. He stated that he also has a pretty good relationship with the president of UNM and a number of people from there. He informed Chairman Weathers that he'll reach out to the president of

UNM Taos to see if he has any recommendations. Mrs. Estrada mentioned that she works with Taos HIVE as well a few other individuals. She asked Mr. Ulibarri to let her know if he needs any assistance in this effort.

Chairman Weathers stated that our former Board Member Jenny Lambert was from San Juan County and with her no longer on the Board we're lacking representation from that County. He asked if any of the executive committee members has any connections with individuals in San Juan County or McKinley County. Mrs. Estrada mentioned that her primary contacts are from San Juan County. She asked if the Board is in need of a business partner. If so, she stated that she can work with her partners at San Juan to identify strong partnerships with employees in their region. Chairman weathers informed Mrs. Estrada that she is correct, preferably a business partner that's identified in our sector strategy priority industries. We're looking for an individual in the Medical field.

Chairman Weathers mentioned in the previous OSO/Youth committee meeting, there was discussion on ways to reach out to the community with our partner. He asked Tomas Garcia if he could announce a PSA through his radio station to inform the community of the services HELP New Mexico offers. Mr. Garcia informed Chairman Weathers that yes, he could make a PSA. Chairman Weathers asked Madam Executive Director to reach out to HELP NM and inform them that Mr. Garcia can provided PSA's on his radio station.

Roger Gonzales informed Chairman Weathers that they will work closely with their marketing partner for talking points. He also mentioned that they have money set aside for commercial running as well. Mr. Garcia asked Mr. Gonzales if they had any banners or visuals for individuals to refer to a website for more information; Mr. Garcia stated that he could place the visuals on Facebook to increase ad space and send to their 7,000 followers. Mr. Gonzales informed Mr. Garcia that the Northern New Mexico Workforce Connection website has all printed collateral attached. Mr. Gonzales also mentioned that if any partners want to run flyers, that website is the one stop hub for individuals and businesses.

Madam Executive Director informed the committee that we are partnering up with New Mexico Correctional Facility. There will be a meeting on December 1<sup>st</sup>. She mentioned that they want to have a forklift training with about 30 inmates in the correctional facility and if that training is a success, they will train in the other parts of New Mexico in the correctional facilities areas. Chairman Weathers stated that he's glad to hear that this program is in the works. He mentioned that, at the beginning of the Secretary's term the Secretary discussed reaching out to the correctional institutions to help find opportunities for those who are going out on parole. Chairman Weathers suggested that perhaps we could model the program they had at the jail in Bernalillo County.

## 7. Old Business

Chairman Weather asked Mrs. Estrada if she's had a sector strategy committee meeting recently?

Mrs. Estrada stated that she has not had a committee meeting. She mentioned that during the last meeting there was discussion about some of the employer engagement concerns, while the convening events have been successful to a certain degree, we didn't quite get as many employers as we'd like and the employers who attended weren't actively participating in the conversation. She stated that she feels that individual outreach is a better approach to engage the employers. Another point of discussion was the idea of a three-prong approach. This means that

instead of just focusing on IT, the committee would simultaneously focus on all three priority sectors. The two other sectors are healthcare and early childhood education, which have both come to the forefront due to COVID along with IT. By changing the approach, the hope is to reach the ultimate goal which is partnership. Mrs. Estrada mentioned that unfortunately her committee members weren't in attendance for this conversation and she has reached out to them for feedback on the matter. She stated that she another meeting needs to be scheduled.

Chairman Weathers stated that he noticed that Mr. Fisher and Mr. Lucero were at the last committee meeting, so hopefully they can be better engaged in the next meeting. Mr. Weathers commended Mrs. Estrada for the great work she has done with IT. He stated that the Central Board has followed her lead with sector strategies which is a great compliment.

## 8. Informational Reports

### 8.1 OSO update

Eric Vasquez informed the committee that they have been talking with some of our different partners about possibly coming up with form intended for input for referrals.

## 9. Public Comments

There were no public comments.

## 10. Next Meeting Date \_\_\_\_\_

Madam Executive Director that we can schedule the next meeting after we have the final draft of the audit report available to present.

Chairman Weathers requested that in the future MOU's and similar documents go through the Rules Committee before they reach the Executive Committee. The Rules Committee has a very strong team and it's important that they give their feedback.

## 11. Adjournment

Motion to adjourn at 11:31PM. This motion, made by Vince Howell and seconded by Tomas Garcia, passed by unanimous vote.