

Executive Committee Meeting
Monday, August 30, 2021 11:00 AM Mountain

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

Rebecca Estrada:	Present
Rudy Garcia:	Present
Vince Howell:	Excused
Sean Medrano:	Present
Jolene Nelson	Present
Jon Paul Romero:	Present
Joseph Weathers:	Present

Present:6, Absent:1.

Also in attendance: NALWDB Staff: Lisa Ortiz - Executive Director, Barney Trujillo – Operations Manager, Kevin Boyar – Program/Policy Monitor, Amber Gomez – Project Specialist/Communications **Guests:** Veronica Alonzo - DWS, Christina Garcia-Tenorio – DWS, Margarito Aragon – DWS, Eric Vasquez – One-Stop Operator, Jessica Hudson– One-Stop Operator Assistant, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Rick Sandoval – Zlotnick Sandoval,

1. Call Meeting to Order

This meeting was called to order at 11:00 AM by Chairman Joseph Weathers.

2. Roll Call and Determination of a Quorum

Roll call was made by NALWDB Project Specialist/Communications, Amber Gomez. Chairman Weathers 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, was made by Rebecca Estrada, seconded by Rudy Garcia, and passed unanimously.

5. Approval of Executive Committee Meeting Minutes

Motion to approve the Executive Committee Meeting Minutes from 6/30/21. This motion, made by Rudy Garcia, seconded by Rebecca Estrada, and passed unanimously.

6. Action Items

6.1 Dislocated Worker Modification

Madam Executive Director informed the committee that during the last full board meeting the modifications for dislocated worker and out of school youth were approved, however, some changes needed to be made. The scope of work mentions the 10 counties that we will be having these events, the budget for additional staff (3) community engagement liaisons, (2) employment and training liaisons, (1) associate director, and the marketing costs. She stated

that our target population is Dislocated Workers, and our focus is on-the-job training and occupational skills training that align with our three sectors, Information Technology, Health Care, and Education, and coordinating with our One Stop Operator/Regional partners. The enrollment is an additional 80, Dislocated Worker clients and there will be 10 recruitment events in the northern region at high retail service such as malls and Walmart's. We are also courting coordinating with our one stop operator. The schedule for these events is: September – San Miguel/Mora; October – Farmington/Gallup; November – Taos; December – Colfax; January – Rio Arriba/Los Alamos; February – Santa Fe; March – Farmington/Gallup; April – Cibola; May – Farmington/Gallup. She stated that we plan to follow up services after these event, to make sure that these participants qualify in our program. One of the changes was to expand the budget for marketing costs, such as flyers, posters, event space, radio ads, newspaper ads, marquee, hotspots, and administrative costs. Up to 10% of the total funds will be used for administrative costs, which includes marketing allowances of no more than \$108,000. The amounts for obligated Dislocated Worker funds remained the same. She mentioned that the funds expire June 30, 2022. The estimated cost per participant for on-the-job training is \$7,200, occupational skills training \$7,500, and no more than \$7,500 per event. Madam Executive Director recommended that the executive committee approve this modification for dislocated worker.

Chairman Weathers asked Mr. Aragon if he had any comments on the date?

Mr. Aragon commented that he's been working with Lisa and the staff on the modification. One of the questions that the state had revolved around the staff that was going to be hired, whether they were going to be shared between dislocated worker and youth or separate, however it appears that they're going to hire separate staff for Youth and Dislocated Worker. He recommended an updated budget from HELP NM if they accept the modification, to reflect the additional changes, the staff, and the equipment. This modification doesn't talk about any of the equipment needs that they may need for the additional staff that they're going to hire. He stated that the way this is written, those equipment needs need to be taken out of the formula funds.

Rebecca Estrada asked if the revised budget needs to be attached prior to approval?

Mr. Aragon informed Rebecca that, the budget doesn't need to be in prior to approval to the executive committee and the Board approval. However, before the execution of the contract, there needs to be a budget.

Rudy Garcia asked who's going to be doing marketing?

Rebecca stated that, HELP NM will be using that funding to do marketing.

Rudy mentioned that he saw some flyers at a few local Starbucks, and he appreciates the staff distributing those flyers for individuals to see. Regarding the \$108,000, he asked that HELP NM makes sure to advertise at a lot more entities and public locations.

Motion to approve the Dislocated Worker Modification. This motion, made by Jolene Neson and seconded by Rebecca Estrada, passed unanimously.

6.2 Out-of-School Youth Modification

Madam Executive Director stated that they covered all the items that needed to be corrected for the out of school youth modification. On item number two, there's a breakout for on-the-job training is \$5,760, work experience \$5,040, and occupational skills training of \$5,000. Those are the estimated cost per participant.

Chairman Weathers asked Mr. Aragon if he had any comments on the out-of-school youth modification?

Mr. Aragon informed chairman Weathers that he had no comments. He mentioned that when himself and his colleagues reviewed the modifications, they reviewed them side by side and the recommendations were the same for both modifications because the only difference was the funding amounts.

Chairman Weathers and Madam Executive Director thanked the State for their assistance with these modifications.

Rebecca asked for an update on the in-school and out-of-school funding split.

Madam Executive Director asked Mr. Aragon to give an update on the 50/50 split waiver.

Mr. Aragon informed Miss Estrada that, the public comment for that ended August 7th, and they're currently waiting for the approval from USDOL.

Rebecca stated that we're still using the old split with the majority of the funding going out of school until approved.

Motion to approve the Out-of-School Youth Modification. This motion, made by Jon Paul Romero and seconded by Sean Medrano, passed unanimously.

Rick Sandoval stated that, the 1.2 million that is reflected on item 2 at the bottom of that page is the total amount of youth funds, that we're in the budget summary that were available for additional expenditure. He noted that modification is designated for all out-of-school activity, and typically there is a 75/25 split. He asked for clarification on whether the board is choosing to use all of that for out-of-school activity.

Madam Executive Director stated yes, all out of school youth.

Mr. Sandoval asked Mr. Aragon if there were any issues with this and his response was no.

Chairman Weathers asked why there's not any money going towards in-school?

Madam Executive Director informed Chairman Weathers that there is money going to in school, it's in our regular contract. However, our focus is on out-of-school youth because there's a need.

6.3 Board Certification

Madam Executive Director informed the committee that, to close out our PY19 a program of fiscal monitor finding, which is the local workforce board certification that needs to be corrected. Two of our board members have provided business letters to the board and they both have provide employment opportunities in demand industry occupations as required in the finding. We wanted to bring this to the attention of the executive committee that now these two board members letters are at the CEOs level for approval.

Rudy Garcia apologized for the delay of the staff receiving his letters, he was on personal leave for about a month and a half. He stated that the staff has been working diligently to make sure they received his letters. Mr. Garcia informed the committee that he is still working with his consulting firm, however, he will no longer be representing them on the board. The new business he will be representing is Custom Craft Auto Collision. He stated that they're a great company that provides employment opportunities to about 35-40 individuals. They're a body shop that does welding, dent pulling, frames, sanding, and painting. Mr. Garcia mentioned that he will be doing the consulting work for them.

7. Announcements

Teresa Quintana stated that with the announcement of this modification being approved. They will have positions available with HELP New Mexico for the innovation modifications. They plan to get those set by the end of the day.

Madam Executive Director announced that today our new hire started, his name is Kevin Boyer and he's the new program monitor for the Northern Board.

Kevin introduced himself to the committee and stated that prior to being hired to work for the board, he was one of the compliance monitors for HELP NM. He mentioned that he's also done emergency medicine and taught English overseas. He informed the committee that he looks forward to working with everyone and meeting goals.

8. Informational Reports

Margarito Aragon stated, once the two board members are approved through the CEO to inform the monitors so that they can close out last year's monitoring report

Chairman Weathers asked the State if the public comment sessions for the redesignation are only open to businesses?

Christina Garcia Tenorio informed Chairman Weathers that the public comment sessions are not only open to businesses. They would like more business input; however, everyone is invited across the state. She mentioned that moving forward these sessions are turning to a virtual platform. They've had terrific turnout from the board's and from partners, but they need more business input so that they're aware of any potential changes that could happen

Chairman Weathers stated that one of the CEOs from one of our counties was not allowed in the meeting along with a legislator and their staff. He then asked why they weren't allowed into the public meetings.

Christina informed Chairman Weathers registration is required, and the reason they're requiring registration is because they want to have groups of no more than 10 for each of the breakout rooms, so that there's a good conversation within each group. She stated that they're really trying to push is the invitation and registration information. They want to ensure that they have enough moderators for each breakout room. She also mentioned that the meeting is capped 100 or 150, so they want to make sure they have enough room for everyone planning on attending.

Chairman Weathers asked Christina to verify the purpose of the moderators in each group.

Christina stated that the moderators are there to help facilitate the discussions. They will be taking notes during the discussion and putting them on the screen for the group to see so the group has the opportunity to either clarify or update the notes as they're being presented.

Chairman Weathers asked how they're advertising this public meeting and the registration?

Christina stated that they're sending this information to all of the boards and it's up to the boards to distribute this information. They're relying on the boards to provide that assistance; however, they send out the invite to the CEOs and a list of businesses in each region.

Chairman Weathers asked if there will be a session in the Northeast at Luna and if there will be any more regional meeting such as the one Farmington or will they all be statewide.

Christina informed Chairman Weathers that the meetings will be statewide and will be virtual. The reason they decided to make it these public comment sessions statewide is because they want people to understand these meetings are open to everyone. If they say that the meeting open just for a specific region they may not get the representation they need and flexibility for individuals that want to attend/participate.

Chairman Weathers asked if Christina could share the list of businesses, she contacted with the board so that they can contact them. Christina stated that she sent the list to the Executive Director.

Rudy Garcia expressed that the last meeting was very difficult to attend. He stated that he received calls from four businesses stating that weren't able to get into the meeting. He stated that he also wasn't allowed into the meeting. He stated that if the meeting is from 10am-2pm the meeting should stay open. Because the meetings won't be held regionally, he wanted to advocate for the North because individuals from the other regions may not know what the rural areas need.

Mrs. Tenorio stated that, the primary reason that the meeting closes at a certain time is because, there are two presentations at the beginning of the meeting that are imperative for the breakout rooms. If an individual misses those presentations, it'll be difficult for them to contribute to the conversation in their group. She mentioned that the meetings are going to go start a little bit earlier, because they wanted to avoid the lunch hour for better participation. They plan to have the upcoming meetings start at 9:00am and wrap up around 12:30pm.

Chairman Weathers stated that during the Farmington meeting it was presented that a monitoring report by the feds was conducted in 2017, he then asked Mr. Aragon if there have been any other federal monitoring reports done on any of the boards since 2017.

Mr. Aragon replied that, only the Southwest board was monitored in 2019.

9. Public Comments

There were no public comments.

10. Next Meeting Date _____

Chairman Weathers asked Madam Executive Director when our next meeting will be. She stated that currently we don't have a date in mind, however, she suggested having the next full board meeting at the end of September. She mentioned that she wants to schedule some committee meetings soon and plans on contacting each of the committee chairs.

11. Adjournment

Chairman Weathers thanked everyone for their time this morning and wished them all a safe and productive week. He then entertained a motion for adjournment.

Motion to adjourn at 11:36 AM. This motion, made by Rebecca Estrada and seconded by Jolene Nelson, passed unanimously.