

Northern Area Local Workforce Development Board

ADMINISTRATIVE OFFICE

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May 15, 2020

Yolanda Montoya Cordova, Deputy Secretary  
State of New Mexico  
Department Workforce Solutions  
PO 1928 Broadway NE  
Albuquerque, NM 87102  
Re: 3<sup>rd</sup> Quarterly Report Submission

Dear Deputy Secretary,

The Northern Area Local Workforce Development Board has prepared and is officially submitting to the State of New Mexico Department of Workforce Solutions our 3<sup>rd</sup> Quarter reporting. The information provided has been collected utilizing our state data base (future Works) and the other available data needed from partners (ie. DVR, Wagner Peyser, Adult Education and our institutions of higher education).

Please let us know if you have any questions or need any clarification on our status and/or board progress.

Sincerely,



Dr. LeAnne Salazar Montoya

# Exhibit G LWDB Quarterly Report

## Administration

Region: Northern Area Workforce Development Board

Local Board Meeting  
Date: 1/14/2020  
Time: 10:00 am

Public Notice Published  
Date: 1/10/2020  
Time: 9:00 am

Agenda Posted  
Date: 12/26/2019  
Time: 9:30 am

Quorum met?    Y    N

Draft Meeting Minutes Published  
Date: 1/23/2020

Approved Meeting Minutes Published  
Date: 2/13/2020

Chief Elected Officials Board Meeting  
Date: 1/24/2020  
Time: 2:00 pm

Public Notice Published  
Date: 1/20/2020  
Time: 9:00 am

Agenda Posted  
Date: 1/15/2020  
Time: 8:30 am

Quorum met?    Y    N

Draft Meeting Minutes Published  
Date: 1/31/2020

Approved Meeting Minutes Published  
Date: 5/12/2020

### Continuing Education Credits

	Hours Required	Hours Completed
Administrative Entity Staff	0	30
Fiscal Agent Staff	0	32
OneStop Operator Staff	0	0
Board Members	0	5

**Exhibit G**  
**LWDB Quarterly Report**

**Administration**

Region: Northern Area Workforce Development Board

Local Board Meeting

Date: 2/13/2020

Time: 10:00 am

Public Notice Published

Date: 2/10/2020

Time: 9:00 am

Agenda Posted

Date: 2/7/2020

Time: 9:00 am

Quorum met?  Y  N

Draft Meeting Minutes Published

Date: 2/21/2020

Approved Meeting Minutes Published

Date: 3/16/2020

**Exhibit G**  
**LWDB Quarterly Report**

**Administration**

Region: Northern Area Workforce Development Board

Local Board Meeting

Date: 3/16/2020

Time: 10:00 am

Public Notice Published

Date: 3/12/2020

Time: 9:00 am

Agenda Posted

Date: 3/10/2020

Time: 9:00 am

Quorum met?  Y  N

Draft Meeting Minutes Published

Date: 3/25/2020

Approved Meeting Minutes Published

Date: 4/9/2020

# Sector Strategies

## Sector Strategies

While work on Sector Strategies began in 2019, the on-site visit on January 16 2020 kicked off the NALWDB's targeted work. Following that meeting, the four priority sectors – Information Technology, Healthcare, Education and Hospitality – were identified primarily based on regional LMI with other factors. An inaugural *Sector Strategies Convening Event* focusing on Information Technology was initially planned for March. Information Technology was chosen as the first priority due to the overwhelming LMI information coupled with the sector's overreaching role in other sectors/areas as well. Regretfully, when the COVID 19 environment began to emerge that event was cancelled.

Beginning with urgency in March, the NALWDB Sector Strategies Task Force and Core Planning Team began meeting with the goal of hosting a virtual *Sector Strategies Convening Event* focusing on Information Technology in May. The Task Force and Core Planning Team consists of six Board Members, the NALWDB Executive Director, the One Stop Coordinator and general participation from entirety of the NALWDB Staff. The Board member participation is as follows:

- Art Sparks, UA 412 (Union) Partner Representative
- Dr. Dorian Newton, Business Representative
- Floyd Archuleta, Business Representative
- Dr6. LeAnne Salazar Montoya, NALWDB Executive Director
- Mario Lucero, DVR Partner Representative
- Mary Mylet, One Stop Coordinator
- Rebecca Estrada, Business Representative
- Sean Medrano, Business Representative
- Zane Fischer, Registered Apprenticeship Partner Representative

Task Force and Core Team Planning Meetings:

- February 4
- February 11
- March 10
- March 17
- April 14
- April 21
- April 28
- May 4 (Dry Run)
- May 5 (Dry Run)

### *May 6: Sector Strategies Convening Event*

Purpose of Meeting: To actively engage with regional business and employers to understand the challenges they are facing in hiring their IT workforce; to work together to identify possible solutions for meeting those workforce needs; to identify possible next steps for partnerships; and, collaborative work to implement those solutions.

- Over 40 participants including 12-15 representing Information Technology business sector
  - COVID 19 environment did not allow for some of those invited to attend given the nature of their work, but received positive feedback regarding the representation
- Included presentations by Deputy Secretary Montoya-Cordova and WIOA Performance Manager Aragon
- Facilitated a panel of six community leaders entrenched in the Information Technology (four as hiring managers in IT sector, one from a training and education perspective and one from an economic development lens)
- Hosted a *Community Discussion* that included all but focused on businesses in attendance – particularly hiring managers and CEOs – for the purpose of gathering their thoughts regarding workforce data, skill gaps, ideal candidates and training, etc.

The NALWDB Staff on behalf of the Task Force and Planning Team have sent participants a survey gauging both their experience and additional information regarding their relationship with the LMI. The plan is for the Task Force to review the data collected from the survey, revisit the LMI and discuss 'lessons learned' from the inaugural event. At that point, a more comprehensive report will be shared with the great NALWDB including recommendations for moving forward.

# Other Program Initiatives

Please describe successes and challenges during the quarter:

## Facebook Project:

- The Facebook internship program has been set to start on 06/01/2020. We will start the process and leave everything prepared for the new provider to continue their work experience activity.
- We have invited a total of 20 potential participants, 6 have attended orientation and only 4 have completed

## Facebook Project:

- The Facebook internship program has been set to start on 06/01/2020. We will start the process and leave everything prepared for the new provider to continue their work experience activity.
- We have invited a total of 20 potential participants, 6 have attended orientation and only 4 have completed intake.
- We have a total of 6 businesses interested in hosting an intern. We are trying to have at least one participant per business.
- This project has been very challenging as students are not being responsive, due to this lack of responsiveness and professionalism it has made it hard for us to complete the process with the individuals.

Career Development Specialists (CDS) continue to work with their WIOA Participants via email and phone for monthly check-ins and end of the term reminders; final grades, credentials, and other performance measure activities. During this communication, participants who need required courses that are only offered in the summer are being asked to submit their summer schedules and CDS' are also completing WIOA 17 for students that are required to take summer classes as part of their degree plans. Case notes are entered in WCOS to track current activities, as well as updated in the IEPs.

Inquiries regarding WIOA are being responded to via email and phone; orientation is conducted via Zoom meetings and are set up and conducted by CDS Staff. Orientation and intake lists are being compiled to update the new service provider on interested applicants.

Below are the numbers for WIOA Orientations and enrollment:

- WIOA Orientations are held through the use of ZOOM and Facetime

Our college participants are continuing their training for spring 2020 semester; they have now fully transitioned to online training. We maintain good contact with our ITA participants and we encourage them to have a successful semester. We are looking forward to them completing next month and providing us a follow up on how their semester has ended for them via transcripts and/or certificates.

- CDL Training Providers in McKinley are offering online classroom training until they are given the ok to open back up for full time hours in a live classroom. This week got one new applicant in the pipeline toward completing eligibility. The students who are in training now are on a strict schedule with their yard skills due to the limited number of students allowed in the truck during any instructional session. The only setback the students will see is the wait time for their final driving test. Even though they will be well prepared, they have been informed that the center in New Mexico that previously provided the final exam is closed temporary due to COVID 19.

The Grants staff has also been flooded with calls, text, and emails regarding Unemployment claims, claim issues, and PUA claim questions. The staff has been helping as much as possible but is not always able to answer questions or concerns. At that point she refers the question/concern to her contact at DWS.

- It seems that the Tristate layoffs are taking longer to get their UI benefits because they incorrectly completed information regarding their severance packages. Most Tristate folks affected by the layoff have determined that she is the "Go-To person" when having issues with UI. She always goes the extra mile to help them.

## Performance

	Adult	Dislocated Worker	Youth
Enrolled	221	72	57
Exited	218	38	64
Carry Over	350	53	80
Served (Enrolled + Carry Over)	571	125	137

	Participants Served		
	Adult	Dislocated Worker	Youth
Eligible Veterans	61	5	0
Individuals with a Disability	38	2	31
Displaced homemakers	1	5	0
Low-income individuals	950	50	69
Older individuals	56	11	0
Ex-offenders	15	0	2
Homeless individuals or runaway youth	6	0	9
Current or former foster care youth	0	0	0
English language learners, individuals with low levels of literacy or facing substantial cultural barriers	429	1	50
Eligible migrant and seasonal farmworkers	0	0	0
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	<b>0</b>	<b>0</b>	<b>0</b>
Single parents (Including single pregnant women)	<b>128</b>	<b>5</b>	<b>3</b>
Long-term unemployed (27 or more consecutive weeks)	<b>24</b>	<b>5</b>	<b>0</b>

	Title I	Title II	Title III	Title IV
Enrolled	350	122	1,384	172
Exited	336	140	553	3
Carry Over	487	1,367	497	74
Served (Enrolled + Carry Over)	817	1,489	1,881	198

	<b>Adult</b>			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	253	338	74.8%	Meet
Median Wages in Q2:	4.209	6.87	61%	Failed
Employed in Q4 Rate:	220	294	74.8%	Meet
Credential Attainment Rate:	94	209	45%	Failed
Measurable Skills Gains Rate:	157	468	33.5%	Failed

	<b>Dislocated Worker</b>			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	53	77	69%	Meet
Median Wages in Q2:	42.9	68.70	61%	Failed
Employed in Q4 Rate:	66	95	69%	Meet
Credential Attainment Rate:	40	80	50%	Failed
Measurable Skills Gains Rate:	25	102	24.5%	Failed

	<b>Youth</b>			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	291	547	63.7%	Failed
Median Wages in Q2:	4,456			
Employed in Q4 Rate:	281	437	64.3%	Exceeded
Credential Attainment Rate:	81	219	37%	Failed
Measurable Skills Gains Rate:	186	823	22.67%	Failed



<b>Dislocated Worker</b>		<b>PY 18</b>	<b>FY 19</b>	<b>PY 19</b>	<b>FY 20</b>	<b>Total</b>
Total Allocation		39,950	428,540	425,172	2,015,844	2,909,506
Total Budgeted		39,950	428,540	425,172	1,029,886	1,923,548
Total Expenditures		39,950	332,025			371,975
Total Admin Expenditures			53,786			53,786
Total Support Services Expenditures			183,000			183,000
	Transportation Assistance					
	Child and Dependent Care					
	Housing Assistance					
	Educational Testing Assistance					
	Legal Aid Services					
	Reasonable Accommodations					
	Referrals to Healthcare					
	Community Service Linkage					
	Work Attire and Work Related Tools					
	Books, Fees and School Supplies					
	Employment and Training Related Fees					
	Needs Related Payments		183,000			183,000
		<b>PY 18</b>	<b>FY 19</b>	<b>PY 19</b>	<b>FY 20</b>	<b>Total</b>
Total Training Services Expenditures			62,589			62,589
	Individual Training Accounts		57,998			57,998
	Customized Training					
	Incumbent Worker Training					
	On the Job Training		3,591			3,591
	Work Experience					
	Internship					
	Basic Career Services		1,000			1,000

<b>Dislocated Worker</b>	<b>PY 18</b>	<b>FY 19</b>	<b>PY 19</b>	<b>FY 20</b>	<b>Total</b>
Expenditure Percentage	100%	77.48%	0%	0%	18.75%
Work Experience Expenditure Percentage					

Were funds transferred to Dislocated Worker?  Y  N

Transfer amount: \$443,111.00

Date of Transfer: 2/19/2020

**Transfer Justification:**

The NALWDB request to transfer a total of \$506,000 from the FY20 Dislocated Worker funds to Adult Funds is approved. The Department of Workforce Solutions understands these funds are needed to support Adult obligations already made and this will enable a resumption of training services in the Northern region. Further, we agree, based on the conference call of 1/28/2020 with all stakeholders, that the NAL WDB has the ability to ensure Dislocated Workers are served effectively in light of the adjusted funding levels.

## Fiscal

<b>Adult</b>	PY 18	FY 19	PY 19	FY 20	Total
Total Allocation	28,296	900,242	260,137	1,382,783	2,571,458
Total Budgeted	28,296	900,242	260,137	1,119,932	2,308,607
Total Expenditures	28,296	750,289	234,123	581,487	1,594,195
Total Admin Expenditures	28,296	88,479			116,775
Total Support Services Expenditures			5,552		5,552
Transportation Assistance			470		470
Child and Dependent Care					
Housing Assistance					
Educational Testing Assistance					
Legal Aid Services					
Reasonable Accommodations					
Referrals to Healthcare					
Community Service Linkage					
Work Attire and Work Related Tools					
Books, Fees and School Supplies					
Employment and Training Related Fees					
Needs Related Payments			5,082		5,082
	PY 18	FY 19	PY 19	FY 20	Total
Total Training Services Expenditures			154,053	98,481	252,534
Individual Training Accounts			154,053	7,949	162,002
Customized Training				11,175	11,175
Incumbent Worker Training					
On the Job Training				57,206	57,206
Work Experience				17,100	17,100
Internship					
Basic Career Services				5,051	5,051

<b>Adult</b>	PY 18	FY 19	PY 19	FY 20	Total
Expenditure Percentage	100%	83.34%	90%	42.05%	63.99%
Work Experience Expenditure Percentage	0	0	0	0	0

Were funds transferred to Dislocated Worker?       Y       N

Transfer amount: N/A

Date of Transfer:

Transfer Justification:

<b>Youth</b>	PY 18	FY 19	PY 19	FY 20	Total
Total Allocation	1,516,636		1,453,635		2,970,271
Total Budgeted	1,516,849		725,557		2,242,406
Total Expenditures	617,460				617,460
Total Admin Expenditures					
<b>Support Services Expenditures</b>					
	PY 18	FY 19	PY 19	FY 20	Total
Total Support Services Expenditures	1,736				1,736
Transportation Assistance	1,455				1,455
Child and Dependent Care					
Housing Assistance					
Educational Testing Assistance					
Legal Aid Services					
Reasonable Accommodations					
Referrals to Healthcare					
Community Service Linkage					
Work Attire and Work Related Tools					
Books, Fees and School Supplies					
Employment and Training Related Fees					
Needs Related Payments	281				281
<b>Training Services Expenditures</b>					
	PY 18	FY 19	PY 19	FY 20	Total
Total Training Services Expenditures	49,441				49,441
Individual Training Accounts					
Customized Training					
Incumbent Worker Training					
On the Job Training					
Work Experience	34,369				34,369
Internship					
Participant Incentives	1,100				1,100
Basic Career Services	13,972				13,972
<b>Out-of-School Expenditures</b>					
	PY 18	FY 19	PY 19	FY 20	Total
Total Out-of-School Expenditures	133,620				133,620
Total In-School Expenditures	48,873				48,873

<b>Youth</b>	PY 18	FY 19	PY 19	FY 20	Total
Expenditure Percentage	40.71%		0%		20.82%
Out-of-School Expenditure Percentage	73.22%				4.50%
Work Experience Expenditure Percentage	18.83%		0%		1.16%