

LWDB Quarterly Report
PY24 Third Quarter
Region: Northern

ADMINISTRATION

Local Board Meeting(s)	Chief Elected Officials Board Meeting
Date: January 28, 2025	Date: No meetings
Time: 10:00 AM	Time:
Date:	Public Notice Published
Time:	Date:
Public Notice(s) Published	Agenda Posted Date
Date: January 16, 2025	Date:
Date:	
	Quorum Met
Agenda Posted	YES/NO:
Date: January 23, 2025	
Date:	Draft Meeting Minutes Published
	Date:
Quorum Met	
YES/NO: Yes	Approved Meeting Minutes Published
YES/NO:	Date:
Draft Meeting Minutes Published	
Date: January 10, 2025	
Date:	
Approved Meeting Minutes Published	
Date: May 9, 2025	
Date:	

Continuing Education Credits

	Hours Required	
Administrative Entity Staff	23	
Fiscal Agent Staff	0	
One Stop Operator Staff	0	
Board Members	32.5	

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NALWDB Continued Education Units (CEU's) PY24- 3rd Quarter			
Name	Role	Training	Hours Completed
Kevin Boyar	AE Staff	WIOA Youth, Adult, & Dislocated Worker Summit	7.5
Lisa Ortiz	Executive Director	WIOA Youth, Adult, & Dislocated Worker Summit	7.5
Lisa Ortiz	Executive Director	Run of Show: Workforce Event	1
Lisa Ortiz	Executive Director	Understanding the Data Supporting Your WIOA Impact Report	1
Barney Trujillo	AE Staff	WIOA Youth, Adult, & Dislocated Worker Summit	7.5
Barney Trujillo	AE Staff	Run of Show: Workforce Event	1
Brittany Valencia	AE Staff	WIOA Youth, Adult, & Dislocated Worker Summit	7.5
Total :			33
Name	Role	Training	Hours Completed
Sarah Boisvert	Board Member	Opening General Session: Together. Forward. Change.	1.5
Sarah Boisvert	Board Member	Launching Sector Strategies within the Framework of TEN 08-24: Turning Strategies into Implementation and Keeping Business Partners Engaged	1
Sarah Boisvert	Board Member	Unlocking Potential: The Power of Skills-Based Hiring	1
Sarah Boisvert	Board Member	Career Zone	1
Sarah Boisvert	Board Member	General Session: Federal Policy Updates	1.5
Sarah Boisvert	Board Member	General Session: Together. Forward. Change.	1.5
Sarah Boisvert	Board Member	Career Zone	1
Sarah Boisvert	Board Member	AI-Powered Workforce Boards: The New Era of Skills-Based Case Management	1
Jolene Nelson	Board Member	Opening General Session: Together. Forward. Change.	1.5
Jolene Nelson	Board Member	Turning Data into Action: Practical Tools for Workforce Boards	1
Jolene Nelson	Board Member	Supporting Apprentice Success at Every Stage of the Journey	1
Jolene Nelson	Board Member	Career Zone	1
Jolene Nelson	Board Member	Communications Pros Affinity Group	1
Jolene Nelson	Board Member	General Session: Federal Policy Updates	1.5
Jolene Nelson	Board Member	Successful Workplace of the Future Prioritize Workplace Mental Health	1
Jolene Nelson	Board Member	General Session: Together. Forward. Change.	1.5
Jolene Nelson	Board Member	Career Zone	1
Jolene Nelson	Board Member	Bridging Funding Gaps: The Role of Public-Private-Philanthropic Partnerships in Workforce Development	1
Jolene Nelson	Board Member	Region 6 (West) Convening	1
Joseph Weathers	Board Member	Opening General Session: Together. Forward. Change.	1.5
Joseph Weathers	Board Member	Rural Innovation: Enhancing Workforce Outreach and Community Impact with Limited Resources in Multi County Workforce Area	1
Joseph Weathers	Board Member	State Workforce Associations: Uniting Local Strength for National Progress	1
Joseph Weathers	Board Member	Career Zone	1
Joseph Weathers	Board Member	General Session: Federal Policy Updates	1.5
Joseph Weathers	Board Member	Building Better Workforce Ecosystems: Leveraging Local and National Partnerships for Lasting Impact	1
Joseph Weathers	Board Member	General Session: Together. Forward. Change.	1.5
Joseph Weathers	Board Member	Career Zone	1
Joseph Weathers	Board Member	The Role of Workforce Boards in Advancing and Scaling Learning and Employment Records for Stronger Economies	1
Total:			32.5
Name	Role	Training	Hours Completed

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Total:			0
Name	Role	Training	Hours Completed
Total:			0

PERFORMANCE

	Adult	Dislocated Worker	Youth
Enrolled	85	5	3
Exited	4	0	1
Carry Over	257	7	5
Served (Enrolled + Carry Over)	379	12	8

Updated and Extracted from Future Works XX/XX/XXXX

	Title I	Title II	Title III	Title IV
Enrolled	93	547	1601	160
Exited	1	275	309	219
Carry Over	92	927	273	1445
Served (Enrolled + Carry Over)	185	1474	1874	1605

Updated and extracted from Future Works XX/XX/XXXX.

FINANCIALS

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Attach Excel Spreadsheet

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LWDB Fiscal Quarterly Report							
	PY24	3rd Quarter	Region: Northern				
ADULT							
			PY23	FY24	PY24	FY25	Total
Total Allocation		-	488,699	2,501,367	274,242	1,120,739	\$4,385,047
Total Budgeted			6,005	394,521	274,242	1,466,016	\$2,140,784
Total Expenditures (Qtr)			-	-	-	1,085,126	\$1,085,126
Total Admin Expenditures (Qtr)			-	-	-	78,113	\$78,113
Total Support Services Expenditures		-	-	-	-	12,609	\$12,609
	Transportation Assistance						\$0
	Child and Dependent Care						\$0
	Housing Assistance						\$0
	Educational Testing Assistance						\$0
	Legal Aid Services						\$0
	Reasonable Accommodations						\$0
	Referrals to Healthcare						\$0
	Community Service Linkage						\$0
	Work Attire and Work Related Tools						\$0
	Books, Fees and School Supplies						\$0
	Employment and Training Related Fees						\$0
	Needs Related Payments					12,609	\$12,609
Total Training Services Expenditures		-	-	-	-	578,382	\$578,382
	Individual Training Accounts			-	-	495,107	\$495,107
	Customized Training						\$0
	Incumbent Worker Training						\$0
	On-the-Job Training				-	65,050	\$65,050
	Career Center Training						\$0
	Work Experience				-	18,226	\$18,226
	Internship Work Exp						\$0
Total Career Services Expenditures		\$0	\$0	\$0	\$0	\$416,022	\$416,022
DW							
			PY23	FY24	PY24	FY25	Total
Total Allocation			326,700	600,866	435,594	1,585,096	\$2,948,256
Total Budgeted			294,030	489,970	-	99,495	\$883,495
Total Expenditures			80,300	124,219		15,864	\$220,383
Total Admin Expenditures			-	-		15,864	\$15,864
Total Support Services Expenditures		-	170	-	-	-	\$170
	Transportation Assistance						\$0
	Child and Dependent Care						\$0
	Housing Assistance						\$0
	Educational Testing Assistance						\$0
	Legal Aid Services						\$0
	Reasonable Accommodations						\$0
	Referrals to Healthcare						\$0
	Community Service Linkage						\$0
	Work Attire and Work Related Tools						\$0
	Books, Fees and School Supplies						\$0
	Employment and Training Related Fees						\$0
	Needs Related Payments		170				\$170
Total Training Services Expenditures		-	9,859	-	-	-	\$9,859
	Individual Training Accounts		4,831				\$4,831
	Customized Training						\$0
	Incumbent Worker Training						\$0
	On-the-Job Training						\$0
	Career Center Training						\$0
	Work Experience		5,028				\$5,028
	Internship Work Exp						\$0
Total Career Services Expenditures		\$0	\$70,271	\$124,219	\$0	\$0	\$194,490
YOUTH							
			PY23	FY24	PY24	FY25	Total
Total Allocation			1,343,828	-	1,221,415	-	\$2,565,243
Total Budgeted			566,428		802,138		\$1,368,566
Total Expenditures			132,339		10,265		\$142,604
Total Admin Expenditures			-		10,265		\$10,265
Total Support Services Expenditures			277				\$277
	Transportation Assistance						\$0
	Child and Dependent Care						\$0
	Housing Assistance						\$0
	Educational Testing Assistance						\$0
	Legal Aid Services						\$0
	Reasonable Accommodations						\$0
	Referrals to Healthcare						\$0
	Community Service Linkage						\$0
	Work Attire and Work Related Tools						\$0
	Books, Fees and School Supplies						\$0
	Employment and Training Related Fees						\$0
	Needs Related Payments		277				\$277
Total Training Services Expenditures		-	15,139	-	-	-	\$15,139
	Individual Training Accounts		-				\$0
	Customized Training						\$0
	Incumbent Worker Training						\$0
	On-the-job Training		4,677				\$4,677
	Incentives						\$0

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Quarter Narrative

PROGRAM INITIATIVES:

- Adult/DW

Program Year 2024 – Quarter 3

As we move through Quarter 3, the Adult and Dislocated Worker programs have maintained steady progress in outreach, enrollment, and performance tracking across the region. Efforts have centered around expanding community engagement, increasing staff certification, and reinforcing system-wide coordination to improve outcomes and participant experience.

Participant Engagement & Enrollment (as of reporting period)

To date, a total of 300 participants have been enrolled in PY24. Enrollment by county is as follows:

County	Enrollments
San Juan	76
McKinley	60
San Miguel	38
Colfax	35
Santa Fe	43
Taos	29
Cibola	16
Mora	2
Rio Arriba	1
Los Alamos	0

Successes & Strategic Initiatives

Career EDGE Platform:

- 83% of staff are now Career EDGE certified, including the addition of two new Career Advisors
- Platform is supporting improved focus on Measurable Skills Gains (MSGs) and performance alignment

Partnerships & Outreach:

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- Ongoing collaboration with the Department of Corrections to serve returning citizens
- Participation in 8 hiring events, 3 business outreach events, and 1 Rapid Response activation
- Hosted and attended 10 partner meetings to strengthen local alignment
- Conducted in-house orientations and community outreach events to promote awareness and enrollment

Marketing & Branding:

- All program tools and materials are being aligned with American Job Center (AJC) branding standards
- WIOA pipeline is being reinforced through strategic marketing and orientation improvements

Ongoing Staff Development

Staff development efforts continue to emphasize:

- Performance-focused strategies for capturing MSGs and employment outcomes
- Holistic case management approaches to better support adults and dislocated workers
- Internal training on partner tool usage, data collection, and consistent documentation practices

Challenges & Areas for Improvement

Performance Outcomes:

- Ongoing issues in capturing MSGs and outcome data accurately
- Some outstanding participant payments are impacting performance reporting

Access & Processes:

- Coordination with OSO and Site Managers is underway to streamline:
 - Orientation and intake scheduling
 - Continuity of services across the region
- Working to ensure system-wide consistency in client processing and program delivery

Data System & Case Management Tools:

- Unite Us continues to experience minor functionality challenges; improvements are in progress
- NM Jobs scrub is required due to assignment inconsistencies and case ownership issues

- Youth

Q3 Youth Initiatives Report

Program Year 2024 – Quarter 3

Sector Focus Areas: Healthcare, Information Technology (IT), and Infrastructure Trades

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As we progress through Quarter 3, the NALWDB Youth Program continues to build capacity and expand services across key regions. Our focus remains on delivering high-quality, sector-aligned services to youth participants with an emphasis on career exploration, work-based learning, and supportive case management.

Operational Enhancements

Efforts have been made to strengthen operations and improve access for youth program staff in the field. These include:

- Acquiring onsite printer access for staff to streamline documentation processes
- Ensuring internet or Wi-Fi connectivity to enable mobile service delivery
- A new Youth staff position was successfully filled on March 10, 2025, expanding service capacity at the Las Vegas AJC, which serves Colfax, Mora, and San Miguel counties

AJC Site Updates & Staffing

Staffing needs and site operations are being actively monitored and addressed:

- Las Vegas (Colfax, Mora, San Miguel): New hire onboarded; remaining staffing needs under review
- Gallup (McKinley & Cibola): Staff vacancies are being filled; efforts are in progress
- Farmington (San Juan): Strategic marketing efforts underway with YDI HR; current coverage provided by the Youth Manager and QA staff

Participant Engagement

Youth participation continues to grow steadily:

- Enrollments in Progress: Approximately 13, including youth with approved or pending eligibility
- Scheduled/Pending Intakes: Approximately 37, including intake packets awaiting documentation or signatures
- Follow-Ups in Progress: Approximately 82, involving proactive outreach and case management to ensure program engagement and success

Staff Development & Case Management Improvements

Ongoing staff development continues to reinforce best practices in:

- Holistic youth case management
 - Strategies for improved performance outcomes
- These trainings are essential to delivering youth-centered services and increasing measurable skills gains and credential attainment.

Program and Policy Updates

NALWDB has made several key updates to youth program documentation and policy:

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- Updated Participant Forms:
 - Intake/Enrollment Forms
 - Case Management Forms (e.g., Work Experience User Agency Agreement)
 - These were approved by NALWDB and are pending approval from DWS
- Board-Requested Items (Pending Final NALWDB Approval):
 - Work Experience Framework
 - Youth Incentive Policy
 - Supportive Services Caps

Looking Ahead: Preparing for PY24 Summer Youth Academy

Planning is underway for the PY24 Summer Youth Academy, which will launch the week of May 26, 2025, with a continued sector focus on Healthcare, IT, and Infrastructure Trades. The academy includes:

- Week of May 26:
 - Orientation
 - Career Exploration
 - Skills Training aligned with high-growth sectors
- Week of June 2 – July 31:
 - 300-hour Work Experience placements in sector-relevant sites
 - Leadership Development Project (currently under OSO review)

This program offers youth a robust combination of structured learning, hands-on work experience, and personal development opportunities. It represents the culmination of Q3 planning efforts and sets the stage for meaningful outcomes in the next quarter.

ONE-STOP OPERATIONS:

As we move forward through April, our primary focus has remained on enhancing the *United Us* platform to improve both functionality and user experience. We have provided comprehensive training for staff to ensure they are well-equipped to navigate the system, pull reports, and assist clients more efficiently. These improvements are part of our ongoing effort to make the platform more accessible and beneficial to both staff and participants.

Significant strides have also been made in collaboration with the Farmington office to streamline the front counter process. With valuable input from our partners at the AJC, we developed a new customer service strategy aimed at improving communication, intake procedures, and overall client experience. This updated front counter model is set to launch on May 19, 2025. In alignment with this, we are also introducing a new orientation program that will guide clients through the wide range of services offered by our partners. This initiative is designed to ease clients into the workforce system and ensure they are fully aware of the resources available to them. The orientation program will also debut on May 19, alongside the front counter enhancements.

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Throughout the month, I have attended several job events to gain insight into their organization and to support ongoing workforce engagement efforts. To complement these efforts, I launched a targeted marketing campaign across our social media platforms, including Facebook, X (formerly Twitter), Instagram, and TikTok. This campaign highlights the immediate need for job seekers and emphasizes that numerous employers are actively hiring. Looking ahead to May, my focus will shift to ensuring that all social media platforms are fully operational and ready to support live coverage and promotion during job events, which is critical for maximizing outreach and community impact.

Regarding staffing, several challenges persist across the region. For Department of Workforce Solutions (DWS) offices, Gallup currently has one vacant position, while Farmington, Santa Fe, Taos, Raton, and Las Vegas are fully staffed, with a supervisor in place at the Las Vegas location. Within WIOA services, there are critical staffing needs: one Adult program staff is needed in both Santa Fe and Española, and the Youth program has one vacancy each in Gallup and Farmington.

In summary, April has been a month of foundational progress, setting the stage for important service delivery improvements in May. With new strategies launching, enhanced digital engagement underway, and continued partner collaboration, we are optimistic about the positive impact these efforts will have on client outcomes and community engagement.

SECTOR STRATEGIES

Sector Strategies Update – Q3

Preparation for NM Energy Policy Symposium scheduled for (May 7–8, 2025)

Location: Ohkay Hotel Casino, 68 NM-291, Ohkay Owingeh, NM 87566

Hosted by:

- Representative Tara Lujan
 - Representative Meredith Dixon
 - Representative Joseph Sanchez
 - Representative Joseph Hernandez
- In collaboration with: Vida Mejor Capital

Event Summary

The NM Energy Policy Symposium successfully convened energy stakeholders, policymakers, tribal leaders, developers, and workforce professionals for a two-day dialogue on the state and future of New Mexico's energy strategy. The event focused on building a holistic, inclusive, and sustainable energy transition, integrating voices from rural, tribal, and urban communities across the state.

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NALWDB's Role

The Northern Area Local Workforce Development Board (NALWDB) will play an active support role in the event through:

- Event coordination met weekly with DWS and partner organizations
- Facilitation support during workforce and economic development sessions
- Note-taking and documentation of stakeholder input, challenges, and cross-sector opportunities

Our participation will help to ensure that workforce development remained a central theme across policy and strategy conversations.

Key Topics Related to Workforce Sector Strategies

1. Energy Workforce Development

- Strong emphasis was placed on expanding training programs in renewable energy, advanced energy technologies, and grid modernization.
- Participants highlighted the need for more pre-apprenticeship and apprenticeship programs, especially those that reach tribal and rural communities.
- Ongoing alignment between state energy policy and WIOA-funded training programs was identified as critical for scaling New Mexico's energy workforce.

2. Tribal and Rural Inclusion

- Several tribal leaders emphasized the need for culturally responsive training programs and equitable access to job pathways.
- Broadband and transportation infrastructure were cited as foundational for ensuring tribal and rural communities can engage in and benefit from energy sector growth.

3. Economic Development and Cross-Sector Integration

- The symposium underscored the intersection of energy, broadband, transportation, and workforce as key pillars in building a circular economy.
- Opportunities were discussed to integrate NALWDB training strategies with infrastructure projects funded through federal and state programs.

4. Policy Alignment and Funding

- Conversations included leveraging federal funding (DOE, EDA, IIJA, IRA) to support workforce programs.
- Participants encouraged the state to develop a cohesive funding strategy that connects energy goals with training programs, wraparound services, and regional employer engagement.

Next Steps in Q4 for NALWDB

- Compile and share event notes with DWS and key partners for future planning

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- Begin drafting recommendations to align local workforce priorities with the state's 10-Year Energy Strategy
- Explore opportunities for pilot programs or funding alignment based on symposium insights
- Continue cross-sector collaboration with tribal nations, economic development organizations, and training providers

OTHER INITIATIVES:

1. Support for Statewide Sector Convenings

In May, the NALWDB supported the successful execution of the NM Energy Policy Symposium (May 7–8, 2025), hosted at the Ohkay Hotel Casino in collaboration with the Department of Workforce Solutions, legislators, and Vida Mejor Capital. The Board:

- Assisted with event coordination and facilitation
- Took detailed stakeholder notes on workforce development, energy transition, and tribal inclusion
- Ensured workforce-related priorities, such as training, upskilling, and inclusion of dislocated workers, were integrated into statewide planning conversations

This event strengthened the Board's position as a strategic partner in sector-based economic development and future-oriented workforce planning.

2. Ongoing Participation in Hiring & Business Engagement Events

Throughout Q3, the NALWDB participated in multiple regional hiring events, Rapid Response deployments, and business outreach efforts alongside partners, providers, and employers. These activities have helped:

- Increase visibility for WIOA-funded services
- Connect local businesses with job-ready talent
- Promote youth and adult training pipelines aligned with in-demand industries

Board staff have also contributed to event coordination and logistical support to ensure smooth implementation and maximum employer participation.

3. Policy & Compliance Oversight

The NALWDB worked with program staff and partners to:

- Finalize and approve updates to participant Intake, Case Management, and Work Experience forms
- Review and move forward the Work Experience Framework, Incentive Policy, and Supportive Services Caps, all of which were approved by the Rules Committee and are now pending full Board approval

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- Collaborate with the OSO on compliance tracking, policy alignment, and streamlining operational processes across the 10-county region

4. Enhanced Communications and Outreach

To strengthen awareness and engagement:

- The NALWDB supported the development of regionally branded materials aligned with AJC guidelines
- Staff expanded digital and social media communications, increasing visibility across platforms (Facebook, X, Instagram, TikTok) to promote job events, training opportunities, and partner programs
- Outreach was targeted toward rural, tribal, and high-barrier populations, in line with WIOA priorities and the State Plan

5. Workforce System Coordination & Planning

To enhance service delivery consistency and prepare for broader system initiatives:

- The Board continued to work closely with the OSO and Site Managers to address data integrity, service gaps, and participant flow
- Coordination meetings were held to identify and resolve system-level challenges, including Unite Us platform bugs, NM Jobs assignment issues, and workflow disruptions
- The Board played a central role in ensuring system readiness for the PY24 Summer Youth Academy launch and other Q4 efforts

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