

*Eastern Area Workforce Development Board*  
**ENMU-Portales**  
**April 13, 2010**

**As Approved ..... June 8, 2010**

**CALL TO ORDER**

Chairman Shearer called the April 2010 meeting of the Eastern Area Workforce Development Board to order at 10:05 a.m. in the Zia Room at ENMU-Portales.

**ROLL CALL**

Shearer announced that in lieu of roll call, the sign-in sheet (Attachment #1) would be maintained as the official record of attendance. The sign-in reflects the following were in attendance and that a quorum was not present.

**Directors Present:** Danny Armijo, Paul Barnes, Sue Bracksieck, Angelita Buurma, Judith Cooper, Gina Corliss, Marion Duryea, Clint Harden, John Hemphill, Jackie Ingle, John Merchant, Slade Morgan, Jean Morrow, Alfred Pacheco, Steve Reshetar, Warren Robinson, Twila Rutter, Jimmie Shearer, Larry Smith, Richard Spragins and Patricia Tupper.

**Excused Directors:** Christy Beasley, Terri Douglass, Ruth Giron, Gail Melpolder and Becky Rowley.

**Directors Absent:** Dora Batista, Ray Battaglini, Juan Haro, Rene Hatfield, Chris Herbert, Van Horner, Patrick Martinez, Brenda Miller, Eileen Sedillo, Dan Stoddard and Lisa Thomassie.

**Staff Present:** Richard Arguello, David Brown, Sandy Chancey, Gloria Christian, Beth Elias, Glennis Erramouspe, Kay Vineyard, Ruby Witt and Laura Wyche.

**WELCOME AND INTRODUCTIONS**

Members and guests introduced themselves. Chairman Shearer then introduced newly elected Mayor of Portales Sharon King who welcomed everyone to the meeting.

**APPROVAL OF FEBRUARY BOARD MINUTES**

On a motion by Jackie Ingle, seconded and adopted the minutes of the February Board meeting were approved as written.**APPROVAL OF CEO/ EAWDB EXECUTIVE COMMITTEE MINUTES**

On a motion by Smith, seconded by Hemphill and adopted, the mid-winter meeting between the Chief Elected Officials and the EAWDB Executive Committee held in Santa Fe, New Mexico on January 18, 2010 were unanimously approved as written.

**APPROVAL OF EXECUTIVE COMMITTEE MINUTES**

On a motion by Merchant, seconded by Smith and adopted, the minutes of the March 2<sup>nd</sup> minutes of the EAWDB Executive Committee were unanimously approved as presented.

**APPROVAL OF AGENDA**

On a motion by Reshetar, seconded by Robinson, the agenda was approved as presented.

**APPROVAL OF CONSENT AGENDA ITEMS**

It was requested by Hemphill that the following two recommendations which appear on the April Consent Agenda be removed and placed under the Systems Committee for further discussion by the board:

1. Recommends purchase of Scanner Units for Scanner Cards to be used in all One-stops in the Eastern Area. Cost is \$63.00 each for 60 units.
2. Recommends purchase of three additional Polycom units to be located in the Artesia, Tukumcari and Alamogordo approximate cost of \$6,700 per unit.

This motion was seconded by Smith and unanimously approved.

**REQUEST FOR WAIVERS**

Shearer explained that Request for Waivers was a standing agenda item for the Eastern Board which allowed an opportunity for board members to publicly state their intention to utilize federal funds to subsidize positions within their respective offices. Waiver Requests were received from Interim Health Care (Rutter) and Comfort Keepers (Spragins). **On a motion by Duryea, seconded and adopted, these requests were granted with Directors Rutter and Spragins abstaining.**

## REMARKS BY ASHLEY LEACH

Ms. Ashley Leach with the Economic Research and Analysis Bureau of the Department of Workforce Solutions made brief remarks to the Board concerning various things that were being worked on by her Division and offered to be of assistance to the Eastern Board in any way possible.

## CHAIRMAN'S REPORT

**Training for New Board Members:** Shearer stated that in an effort to get new members trained he was suggesting that training be held from 9:00-10:00 a.m. on the days when board meetings are held. He asked that the Administrative Staff make arrangements to hold training in Roswell prior to the June Board meeting. He encouraged everyone to attend and ask questions and make decisions based on what is best for the whole.

**Damage to Clovis Model One Stop:** Board members were informed of damages sustained by the Clovis Model One Stop during extremely high winds last month. An entire wall of stucco was lifted off the west side of the building. An adjuster visited the CMOS three to four days later to assess the damage and the AE is waiting to hear back from him..

**AE Chairs Meeting:** Morgan and Elias updated the board on the recent AE Chairs Meeting. At the meeting there was lots of discussions about quality of available employees and the need for high end jobs to be posted by employers. A handout (**Attachment #2**) was included in board packets .

**USDOL Audit Review:** Shearer informed the board of the audit of EPCOG and its sub-recipients. He stated this was the most intense audit that had ever been conducted. A total of eight individual auditors from the USDOL and DWS were in Clovis the week of March 20-26, 2010. While not the final report, staff was provided with a draft copy of findings reported in the Exit Conference. A final report will be coming within the next 30 days that will go to DWS Secretary Ortiz and then come down to the board. The items mentioned that are particularly unsettling are (1) the lack of internal controls (2) no approved Cost Allocation Plan and (3) last completed single audit is 2004. Shearer stated draft findings were not in board packets because final report could look different.

**RFP for Administrative Entity/Fiscal Agent:** Shearer reminded the board that at the February Board Meeting, Directors had voted to extend the AE/FA contracts for an additional year. In view of the recent audit he felt that release of an RFP for these services was in order. **On a motion by Smith, seconded by Harden and adopted, the board unanimously voted to release an RFP for AE/FA services.**

**State Funding Allocations 2010:** Shearer reported that the state had received funding allocations for the next fiscal year. Adult and youth have a 10% decrease statewide and DW has a 44% increase. Local allotments have not yet been passed down to local boards.

**Green Industry Council Meeting:** Danny Armijo represented Chairman Shearer at the first meeting of the Green Industry Council held in Albuquerque on March 24, 2010. He said that current \$6 million grant is not a job creating grant, but a three-year start up grant for training only.

## **DWS UPDATE**

Ingle reported that 90 individuals had received training on WorkKeys and Key Trains. She said that Deputy Secretary Teresa Casados had visited with every office in the State.

## **PRODUCTS/SERVICES COMMITTEE**

**Allied Health Services:** The Committee will be attempting to discover how many jobs are projected in the allied health services industry in each of our 2 counties over the next five year period. The one-stops might be asked to call employers or they might ask the Economic Research and Analysis Division if they can assist in gathering this information for the committee.

## **SYSTEMS DEVELOPMENT COMMITTEE**

**Future of One Stops:** Hemphill discussed his concern about the future of one stops, mentioning in particular the loss of TANF contract as well as the DVR navigator in Ruidoso.

**Purchase of Scanner Units/Polycoms:** The following two items, which were removed from the consent agenda were tabled until such time as it could be determined whether or not funds from more than one funding stream could be used to pay for these items.

- Recommends purchase of Scanner Units for Scanner Cards to be used in all One-stops in the Eastern Area. Cost is \$63.00 each for 60 units.
- Recommends purchase of three additional Polycom units to be located in

the Artesia, Tucumcari and Alamogordo at an approximate cost of \$6,700 per unit.

## **OPERATIONS/FINANCE COMMITTEE**

**WIA/TANF Financial Reports:** Financial Reports for WIA and TANF as of February 28, 2010 (**Attachments 3 & 4**) were presented.

**ARRA Financial Report:** ARRA financial report (**Attachment #5**) as of February 28, 2010 was presented.

**One Stop Obligation Reports WIA & ARRA:** One Stop Obligation reports for month ending March 31, 2010 were presented for WIA and ARRA (**Attachments 6 and 7**).

**One Stop Revenue/Expenditure Reports:** As a matter of information, directors were provided revenue/expenditure reports for both the Clovis and Roswell One Stops. (**Attachment #8**).

## **YOUTH COUNCIL**

**Customer Service Training:** Bracksieck reported that a three day customer service training will be provided at Eastern-Portales for youth during the dates of May 25-27. She said this will fully the \$23,000 remaining in ARRA Youth.

**Summer Youth RFP 2010:** The Youth Council of the EAWDB will be releasing an RFP for a Summer Youth Employment Program at a mandatory pre-bid conference to be held in Clovis at 10:00 a.m. on April 23, 2010. We have been tentatively advised that funding will be approximately \$400,000, or approximately half of what it was last year. Proposals are due back on May 20<sup>th</sup> with a week allowed for evaluation.

## **STAFF REPORTS**

**2<sup>nd</sup> Quarter Performance Reports:** Directors were provided (**Attachment #9**) 2<sup>nd</sup> quarter performance results which indicated the board exceeded all Adult/DW measures, met one (1) and exceeded two (2) youth measures. On TANF, the board exceeded two (2) of the measures and failed to meet five (5) measures.

**ARRA Review by DWS:** Vineyard reported that the state had reviewed the board's ARRA files the week of February 22-26.

**OLD BUSINESS/NEW BUSINESS**

**Next Committee Meeting(s):** Shearer reminded board members that the next committee meetings(s) will be held via polycom on Tuesday, May 11, 2010.

**CEO/EAWDB Annual Budget/Contracts Meeting:** The annual budget/contracts meeting with the Chief Elected Officials will be held Roswell Job Corps on June 8, 2010. Shearer urged all directors to be in attendance.

**One Stop Staff & Board Training:** Training for one-stop staff will be held on June 9, 2010 at ENMU-Roswell. Hastings will visit the area's one-stops prior to this training. The two-day training previously approved for the EAWDB has been postponed until later.

AS APPROVED

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Jimmie Shearer, Chairman