

**Eastern Area Workforce Development Board
Portales, NM
December 9, 2008**

AS APPROVED February 10, 2009

CALL TO ORDER

Chairman Shearer called the Eastern Board meeting to order at 8:05 a.m. in the Zia Room of the Campus Union Building at ENMU-Portales and welcomed everyone to the meeting.

ROLL CALL

Shearer announced that roll call would not be taken and that the sign-in sheet would be maintained as the official record of attendance (**Attachment #1**). **A quorum was present.**

Members Present: Mary Lou Bloom, Christy Beasley, Sue Bracksieck, Tonk Chester, Gina Corliss, Terri Douglass, Jim Engelhard, John Hemphill, Van Horner, Chris Herbert, Patrick Martinez, Gail Melpolder, John Merchant, Jean Morrow, Skip Overdier, Becky Rowley, Jimmie Shearer, Larry Smith, Dan Stoddard and Patricia Tupper.

Members Absent: Dora Batista, Ray Battaglini, Angelita Burma, Judith Cooper, Bud Duryea, Connie Leyva, Linda Lewis, Lee Malloy, Brenda Miller, Al Pacheco, Steve Reshetar, Lynetta Richards, Warren Robinson, Lisa Thomassie, Alex Urquides and Pam Zalewski.

Staff Present: Nick Brady, David Brown, Gloria Christian, Beth Elias, Josie Guzman, Kay Vineyard and Ruby Witt.

WELCOME AND INTRODUCTIONS

Members and guests introduced themselves and Chairman Shearer thanked those in attendance for their interest and participation.

APPROVAL OF OCTOBER MINUTES

On a motion by Hemphill, seconded by Smith the minutes of the October 2008 board meeting held in Clovis were approved as written.

APPROVAL OF BOARD AGENDA

Skip Overdier requested that he be allowed to present the Operations/Finance Report immediately after the Staff Report. **On a motion by Merchant, seconded by Martinez the agenda was approved.**

REQUEST FOR WAIVERS

Shearer explained that "Request for Waivers" was a standing agenda item which afforded an opportunity for any board member to publicly state their intent to utilize WIA funds to subsidize positions within their respective offices. Shearer asked whether or not there were any requests for waivers for the board to consider. No requests were forthcoming.

CHAIRMAN'S REPORT

Appointment of New At-Large Director: Shearer reported that when John Hemphill had been appointed as co-chair of the Systems Committee, that he had failed to appoint an At-Large director to take John's place. He informed the Board, that he had appointed Gail Melpolder to fill the at-large position formerly held by John Hemphill.

Appointment of New CBO Seat: Shearer stated that Warren Robinson, representing the Boys and Girls Club had been duly appointed by the chief elected officials in Otero County to fill the Community Based Organization seat and replace Becky Lane.

Report of the One Stop RFP Committee: Shearer called on Terri Douglass to present the Report from this Committee. Douglass told the board, that in light of integration currently taking place throughout the state, that the RFP Committee had met by conference call and had decided that it would place an undue hardship on our current providers to have to respond to an RFP for one stop operator services while being inundated with work related to integration. She told the board, **that the RFP Committee was recommending that the RFP process for one stop operator services be delayed for at least one year. The motion passed.**

STAFF REPORT:

TANF Increased Service Plan 2008-09: Josie Guzman reported that providers were still in the assessment phase preparing participants to enroll in a vocational training beginning January 2009.

Website Development: Chairman Shearer stated that development of the Eastern Board website is well underway and is hopeful that we will have something for the board to review and provide input on by the next board meeting. Shearer said he likes what he has seen so far and believes that the board is headed in the right direction in the development of its website.

OPERATIONS/FINANCE COMMITTEE

Committee Chairman Overdier presented the following:

WIA/TANF Financials: Financials for the WIA and TANF programs (**Attachments 2 and 3**) as of October 31st were presented.

Revenue/Expense Statements for Co-located One Stop: The November 30th revenue and expense statements (**Attachment #4**) for the Clovis Model One Stop and the Roswell one-stop were presented. Overdier pointed out that \$7500.00 remained to be paid back to EPCOG who had advanced funds for initial operating expenses in Roswell. Brady stated that it had been difficult to meet expenses as DWS had gotten behind two months. Terri Douglass mentioned that the DVR navigator in Clovis had passed away and that the navigator position will not be replaced. Brady stated that a new cost allocation plan would need to be developed for the Clovis One Stop. Shearer encouraged all partner programs housed at the NMWCC to see that their agency sends in their pro-rata share in timely fashion so the board's obligations can be met.

One Stop Obligation Report(s): The one-stop obligation report for the month ending November 30th was presented (**Attachment #5**).

November One-Stop Activity Report: The November Activity Report (**Attachment #6**) for the various one-stops was handed out as a matter of information.

PRODUCTS SERVICES & SYSTEM COMMITTEES

Integration Update: Elias reported that most offices were co-located by the end of October. Three teams are currently working on process manuals. These manuals are a work in progress and change almost daily.

One Stop Operators Report/Addenda to Two Year Plan: Smith said committee had discussed whether or not it was necessary for One-Stop Operators to revise/update their Business Plans. The Committee felt it would be appropriate if this were handled in the Board's plan update, with the one-stops providing information regarding "demand occupations" and "business services" in their respective areas to be included in the EAWDB plan addenda.

Waiver Update: A WIA Waiver Summary Report (**Attachment #7**) from the USDOL as of November 30th was provided. **The PSD Committee recommended to the board that the Administrative Entity send a letter to the NM Department of Workforce Solutions asking that the State request the following waivers for the State of New Mexico which would allow for additional flexibility for the four local boards. The Board approved asking the NMDWS to apply for the following waivers:**

Funds Flexibility Waivers

Waiver of the provisions for reallocation of local area funds, to provide the State additional flexibility .

Waiver of the requirement for a 50 percent employer match for customized training, to permit a sliding scale match to increase employer connections with the one-stop system

Waiver of WIA section 101(31)(B) to increase the employer reimbursement for on-the-job training for small- and medium-sized businesses.

Youth Waivers

Waiver of the requirement for competitive procurement of service providers for certain youth elements, and under certain conditions, to address barriers related to the lack of training providers and to ensure continuity of youth services.

Waiver of the local elements and requirements for the Youth Program at WIA 129(c)(4)(A), to allow any in-school youth who is transferred to an alternative school and is already enrolled in an alternative school at the time of WIA enrollment, to count toward the 30 percent out-of-school youth expenditure requirement, under certain conditions.

Performance Waivers

Waiver to permit the State to discontinue the collection of seven of the data elements in Section 1 of the WIASRD for incumbent workers trained with local area WIA formula funds. Under the waiver, the State will not need to collect from these participants the following WIASRD data elements: single parent (117), unemployment compensation eligible status at participation (118), low income

(119), TANF (120), other public assistance (121), homeless individual and/or runaway (125), and offender (126)

Other Waivers

Waiver to permit one-stop career center staff to perform intake and eligibility determination for additional programs.

County Meetings: Smith said he wanted to keep this item under the PSD Committee as a reminder that meetings needed to be scheduled with stakeholders in all counties.

WorkKeys: Current funding for Workkeys expires on June 30, 2009.

Other Funding Sources: Brady presented a letter which had been drafted to Senator Howie Morales of Silver City (**Attachment #8**) in support of two workforce bills which he will introduce during the legislative session. Brady stated that once these bills were officially introduced, the Eastern Board would be contacting local legislators to encourage their support for passage of these two bills. **On a motion by Douglass, seconded and adopted the board instructed the AE to send the letter as drafted to Senator Morales.**

The Products/Services and Systems Committee(s) also discussed the following items with the Board but no action could be taken since these items were not on the board agenda for consideration. The items listed below will be decided at our December meeting

Training Funds:

- A. What shall be the percentages of allocation of unobligated training funds among the three categories (1) intensive, (2) on the job training, and (3) individual training accounts? The committee recommendation is 34%, 33% and 33% respectively.
- B. For the current fiscal year shall providers be able to move unobligated funds from "ITA" or "OJT" to "intensive"?
- C. Shall the per hour wage requirement for OJT results be \$8.00?
- D. For OJT accountability, for up to four people on a rolling twelve month basis no percentage of success will be required. After four people (once a fifth person has been enrolled) the required success rate shall be seventy-five percent (75%).
- E. There shall be no percentage "success parameters" for customized training at this time.

Board Meeting Schedule

The Committee recommended that beginning in February 2009 the Board Meeting shall be from 10:00 a.m. until 3:00 p.m., or later if necessary, on the second Tuesday of the month on one month. The following month the committee meetings shall be held via polycom on the second Tuesday of the month on a time schedule staggered to accommodate the polycom capabilities. Consent agenda action items shall be sent to the Administrative Entity within seven (7) days after the committee meetings. The Board meeting Agenda, including consent agenda items shall be sent via email to Board members no later than seven days prior to the Board Meeting.

While there was considerable discussion among board members on the above committee recommendations, no action could be taken by the board.

YOUTH COUNCIL

Youth Activity Report: Committee Chair Bracksieck provided the board with the youth provider activity report for the Month of November.

OLD AND/OR NEW BUSINESS

Joint Committee Meetings: The next committee meetings will be held beginning at 4:00 p.m. on Monday, February 9, 2009 in the Multi-Purpose Room at ENMU-Roswell.

Next Board Meeting: The February 10th meeting of the Eastern Area Workforce Development Board will be held at Roswell Job Corps Center beginning at 8:00 a.m.

CEO/EAWDB Executive Committee Meeting: The EAWDB Executive Committee will meet with the chief elected officials from our 12 country area in Santa Fe during the middle of the legislative session. This meeting has been scheduled to be held in the Kiva Room of the Hotel Santa Fe on Tuesday, February 24, 2009 at 1:00 p.m.

ADJOURNMENT

There being no further business to come before the board, the December meeting was adjourned by Chairman Shearer at 11:45 a.m.

AS APPROVED

Jimmie Shearer
EAWDB Chairman