

Eastern Area Workforce Development Board

Roswell, New Mexico

October 13, 2009

As Approved

December 8, 2009

CALL TO ORDER

Chairman Shearer called the meeting to order at 10:05 a.m. in the Culinary Arts Building at the Roswell Job Corps Center in Roswell, New Mexico.

ROLL CALL

Chairman Shearer informed those present that an official call of the roll would not be taken, and that the sign-in sheet (Attachment #1) would be maintained as the official record of those in attendance. **A quorum was not present to conduct business.** A meeting of the EAWDB Executive Committee will be held in the very near future to act on any recommendations made by the Board in this meeting.

Directors Present: Dora Batista, Ray Battaglini, Sue Bracksieck, Angelita Buurma, Gina Corliss, Terri Douglass, Jim Engelhard, John Hemphill, Van Horner, John Merchant, Brenda Miller, Slade Morgan, Steve Reshetar, Becky Rowley, Jimmie Shearer, Larry Smith, Richard Spragins, Dan Stoddard and Patricia Tupper

Directors with Excused Absences: Christy Beasley, Marion Duryea, Ruth Giron, Rene Hatfield, Jean Morrow and Warren Robinson.

Directors Absent: Tonk Chester, Judith Cooper, Connie Leyva, Linda Lewis, Patrick Martinez, Gail Melpolder, Alfred Pacheco, Twila Rutter, Eileen Sedillo, Lisa Thomassie and Pam Zalewski.

Staff Present: David Brown, Gloria Christian, Beth Elias, Glennis Erramouspe, Scott Stanfield, Kay Vineyard, Ruby Witt and Laura Wyche.

WELCOME AND INTRODUCTIONS

Chairman Shearer welcomed everyone to the meeting and asked that those attending introduce themselves.

APPROVAL OF AUGUST BOARD MINUTES

On a motion by Battaglini, seconded by Merchant, it was recommended that the minutes of the EAWDB meeting held on August 11, 2009 in Portales be approved as written.

APPROVAL OF AGENDA

On a motion by Smith, seconded by Bracksieck, the agenda was approved as submitted.

REQUEST FOR WAIVERS

No requests for waivers were requested.

CHAIRMAN'S REPORT

WIA/TANF Contracts - Carlsbad: Chairman Shearer stated that due to repeated violations of contract terms and conditions by NMSU-Carlsbad that he was recommending that the WIA and TANF Contracts with NMSU-Carlsbad be terminated and placed with another provider for continuation of services through June 30, 2010.

Extensive discussion ensued including a recommendation by Smith, seconded by Battaglini to send a 30-day termination letter on October 16th.

After all discussion Bracksieck recommended and Douglass seconded that the WIA/TANF Contracts be referred to the standing RFP Committee to bring a recommendation regarding a new provider to take over these contracts to the Executive Committee, who has approval to act between board meeting, The recommendation passed with Hemphill abstaining. It was further recommended that the committee convene after adjournment of the board meeting.

Appointment of New Finance Committee Chair: Chairman Shearer said that with the resignation of Skip Overdier from the Board that he was asking for a motion to appoint Ray Battaglini as the new Finance Chair. **On a motion by Douglass, seconded by Hemphill, Ray Battaglini's appointment was approved.**

Appointment of new Director at Large: Shearer stated he was appointing Slade Morgan to replace Ray Battaglini as a director-at-large on the EAWDB Executive Committee.

HSD UPDATE

Van Horner reported that there would be an RFP for a statewide contract for the upcoming year. There was no big turnout for the public outreach. He said HSD wants the consortia to begin meeting again

STAFF REPORTS

TANF Challenge/ISP: Wyche reported that three locations would be participating in the TANF ISP for this contract year: Clovis, Roswell and Carlsbad. Additional details will be reported at a later date.

Monitoring Update: Kay Vineyard and Laura Wyche provided the directors with a brief update on monitoring activities for WIA and TANF to date during this fiscal year. A monitoring schedule has been set and the monitoring team is hopeful that all monitoring will be completed by the end of March 2010. Vineyard stated that the WIA files inspected to date were in somewhat better condition than in past monitoring visits. Wyche stated that she was in the process of re-reviews on TANF monitoring performed in April and July.

Individuals Trained in Healthcare: As a matter of information, directors were provided a list of Training Occupations in the East (**Attachment #2**).

PRODUCTS/SERVICE COMMITTEE:

Premier Employers/Pay Scale: Smith reported that his committee would be recommending that an employer have an entry level wage of \$7.50 to \$8.00 per hour in order to be eligible to be listed as a "premier employer" in the Eastern Area . He said he would be drafting an EAGL to provide guidance on this subject.

Business Services Flow Chart: This was tabled until the December meeting as service tiers were not identified (**Attachment #3**)

Board Plan for Re-employment Services to UI Recipients: The addendum to the local plan regarding re-employment services to UI recipients was referred back to a committee composed of Douglass/Cooper/Tupper and Smith.

Green Jobs Training: Smith informed board members that there were only two green collaborative grants in our area that would qualify for ARRA funding.

Focusing on Abilities Conference: Douglass reported that October was Disability Employment Awareness month (**Attachment #4**) and that a town hall and virtual job fair were being held in Roswell on October 26 and 27th. The main focus of this conference is to educate the community about disability issues and to promote employment opportunities for job seekers with disabilities. She encouraged everyone to attend.

County Meetings: Smith reported Clovis had held a county meeting and Portales was scheduling one. He encouraged other communities to get their stakeholders together and hold meetings in their respective counties.

Caseworker Handbook: There was a good meeting in Roswell the end of September. The Consortia will begin meeting again. In the process of working on a Case Managers Manual/Handbook for TANF. This will be a living document and it is expected to be presented in draft form by the end of January 2010.

OPERATIONS/FINANCE COMMITTEE

WIA/TANF Financial Report(s): These reports as of August 31, 2009 were presented as a matter of information (**Attachments 6 and 7**).

ARRA Financial: Financial report for ARRA funds expended as of August 31, 2009 were presented (**Attachment #7**). It was pointed out that even though Youth ARRA was indicating only 33% being expended, that by the end of September it was expected that at least 90% of youth funds will be expended.

Obligation/Reports: WIA and ARRA obligation reports as of September 30, 2009 were presented (**Attachments 8 and 9**). It was noted that with ARRA Dislocated Worker funds providers must call the Administrative Entity/Fiscal Agent for approval before writing an OJT or an ITA since these funds have not been allocated to individual providers, but remain in a pool to be utilized as needed.

One Stop Activity Report: The report for month ending September 2009 (**Attachment #10**) was presented to the board for their information.

Revenue/Expenditure Reports for Clovis and Roswell One Stops: It was reported that all partner agencies at both Roswell and Clovis were current for month ending September 30, 2009 (**Attachment #11**)

SYSTEMS COMMITTEE

TANF Training: Hemphill reported that all providers had expressed a need for case manager training.

Consortia Meetings: Hemphill said HSD wanted the consortia to reconvene their monthly meetings. A schedule will be set up

YOUTH COUNCIL

ARRA: Bracksieck deferred to Veronica Alonzo (HELP-NM) and Gina Corliss (Region IX Education Cooperative) to provide the board with an oral update of the ARRA Summer Youth. Bracksieck was most complimentary of our youth providers who stepped up to the plate and got most of the youth money expended prior to September 30, 2009.

OLD BUSINESS:

Committee Meetings: Shearer announced that the November 10th is the date for Committee Meetings. Details will be provided at a later date.

Next Board Meeting: The December 8, 2009 board meeting will be held at ENMU-Portales.

ADJOURNMENT

There being no further business to come before the board, the meeting was adjourned at 1:30 p.m.

AS APPROVED

Jimmie Shearer
Chairman