



Full Board Virtual

Monday, February 22, 2021

1:30 pm

809 Copper Ave. NW, Albuquerque, NM 87102

Jerry Schalow, Chair

John Mierzwa Chair-Elect

AGENDA

- ☐ **Call to Order**
- ☐ **Roll Call – Determination of Quorum**

- ☐ **Marvis Aragon** – American Indian Chamber of Commerce New Mexico
- ☐ **Odes Armijo-Caster** – Luz Energy Corp
- ☐ **Beth Barela, Treasurer** – Manpower of New Mexico
- ☐ **Joseph Bizzell** – Elite Power and Recovery Inc.
- ☐ **Deborah L. Breitfeld** – New Mexico Technology Council
- ☐ **Celina Bussey** – Deloitte
- ☐ **Doug Calderwood** - NM Aging & Long Term Services Department
- ☐ **Theresa Carson** – African American Greater Albuquerque Chamber of Commerce
- ☐ **Herb Crosby** – AVTEC, Inc.
- ☐ **Johnna Chapman** – Facebook
- ☐ **Reyes Gonzales** - NM Department of Vocational Rehabilitation
- ☐ **Marni Goodrich** - Yearout Mechanical Inc.
- ☐ **Tracy Hartzler** – Central New Mexico Community College
- ☐ **Victoria Hernandez** - New Mexico Human Services
- ☐ **Gregg Hull** – City of Rio Rancho
- ☐ **Krista Kelley** – Motiva Corporation
- ☐ **Joe LiRosi** - Toni & Guy Academy & Salon
- ☐ **Vaadra Martinez** – RiskSense
- ☐ **John Mierzwa, Chair-Elect** – Ingenuity Software Labs, Inc
- ☐ **Laura Musselwhite** - University of New Mexico Valencia Campus
- ☐ **Nora Nixon** – Central New Mexico Community College
- ☐ **Debbie Ortiz**, RDO Enterprises
- ☐ **Stacy Sacco** – SACCO Connections
- ☐ **Melodee Saiz** – Albuquerque Job Corps
- ☐ **James Salas** – New Mexico Commission for the Blind
- ☐ **Waldy Salazar** – New Mexico Department of Workforce Solutions
- ☐ **Leslie Sanchez** – Dual Language Education of New Mexico
- ☐ **Diane Saya** – Bottom Line Funding NM, LLC
- ☐ **Jerry Schalow, Chair**– Rio Rancho Regional Chamber of Commerce
- ☐ **Raymond Trujillo** – UA Local 412 Plumbers & Pipefitters Training Center
- ☐ **Carolyn VanderGiesen** - New Mexico Association of Community Partners
- ☐ **Bob Walton** - Albuquerque Economic Development
- ☐ **Bobbie Williams** – NM Energy Manufacturing, Consortium and Institute

Approval of Monday, February 22, 2021 Agenda

Motion
Second
Action

Tab 1 Approval of Minutes, Full Board, October 19, 2020

Motion
Second
Action

ACTION ITEMS

- Tab 2 **Approval of WFCP-05-20, PY20 BAR #2**
 Motion
 Second
 Action
- Tab 3 **Approval of Workforce Connection Policies related to Proposed Federal Economic Recovery**
 - On-the-Job Training Policy, NO. OP – 412, Change 5
 - Individual Career Services Policy, NO. OP – 424, Change 2
 - Incumbent Worker Training, NO. OP – 433, Change 1
 - Work Experience – Transitional Jobs Policy, NO. OP – 438, Change 1Motion
Second
Action
- Tab 4 **Approval of modification for Operational Policy NO. OP- 427 Subject: Parameters for Utilization of “Unrestricted”, Non-WIOA Funds**
 Motion
 Second
 Action

INFORMATION & DISCUSSION ITEMS

- Tab 5 **Local Board Redesignation/Transformation**
- Tab 6 **WIOA Monthly Expenditure Report for December 31, 2020**
- Tab 7 **Updates**
Workforce Operations and Workforce Connection Center(s) Update –
TechHire NM -
Performance -

REPORTS/UPDATES

Committee Reports

- Training and Service Provider Committee
- Performance and Monitoring Committee
- Youth Standing Committee
- Economic Development Ad-Hoc Committee
- Disability Standing Committee

WIOA Status Updates

- CEO Engagement
- WCCNM Website and Employer Inquiry and Services Website(s)
- Request for Proposals – WIOA Service Providers and One-Stop Operator
- USDOL – ETA H1B Emerging Technologies grant submission
- WCCNM Annual Report
- General Questions

PUBLIC COMMENTS/ADJOURNMENT

Public Comments – Anyone who wishes to address the Board must register with the Program Coordinator of the Board

Adjournment

NOTES

Next Meeting:

Date: Monday, April 19, 2021
Time: 1:30 p.m.
Location: Mid-Region Council of Governments

Anyone requiring special accommodations please notify the MRCOG office at 247-1750 seven (7) days prior to the meeting

“Equal Opportunity Program”



MINUTES

Workforce Connection

of Central New Mexico

Full Board Meeting

Virtual Meeting

Monday, October 19, 2020

809 Copper Ave. NW, Albuquerque, NM 87102

1:30 pm

Before the meeting started Art Martinez explained that when voting takes place. We will ask for a roll call for those who don't approve and then identify the names of the members that did not respond to the don't approve as an affirmative vote. Additionally, prior to the affirmative roll call members that abstain from voting will respond via voice confirmation to the Board Chair and describe the reason. After the names are called for the affirmative vote the chair will pause and ask those that do not concur with the affirmative roll call vote to voice a different vote. To ensure that a quorum remains, Ms. Nicole Giddings monitors the participants to ensure quorum is present and note if a member is not available.

Roll Call - Determination of Quorum 1:35 pm - by Art Martinez

Present

- Marvis Aragn
- Beth Barela, Treasurer
- Celina Bussey
- Doug Calderwood
- Theresa Carson
- Reyes Gonzales
- Marni Goodrich
- Tracy Lynn Hartzler
- Victoria Hernandez
- Krista Kelley
- Joe LiRosi
- Valarie Lopez
- Vaadra Martinez
- John Mierzwa, Chair-Elect
- Laura Musselwhite
- Nora Nixon
- Debbie Ortiz
- Stacey Sacco
- Melodee Saiz
- James Salas
- Waldy Salazar
- Jerry Schalow, Chair

- Carolyn VanderGiesen
- Bob Walton
- Bobbie Williams

Absent

- Odes Armijo Caster
- Deborah L. Breitfeld
- Herb Crosby
- Gregg Hull
- Hank Humiston
- Leslie Sanchez
- Raymond Trujillo

Approval of Monday, October 19, 2020 Agenda

Motion: Valarie Lopez

Second: Celina Bussey

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Celina Bussey	X			
Doug Calderwood	X			
Theresa Carson	X			
Reyes Gonzales	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Victoria Hernandez	X			
Krista Kelley	X			
Joseph LiRosi	X			
Valarie Lopez	X			
Vaadra Martinez	X			
John Mierzwa	X			
Laura Musselwhite	X			
Nora Nixon	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 1 Approval of Minutes, Full Board, August 17, 2020

Motion: Bob Walton

Second: Valerie Lopez

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Celina Bussey	X			
Doug Calderwood	X			
Theresa Carson	X			
Reyes Gonzales	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Victoria Hernandez	X			
Krista Kelley	X			
Joseph LiRosi	X			
Valarie Lopez	X			
Vaadra Martinez	X			
John Mierzwa	X			
Laura Musselwhite	X			
Nora Nixon	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

ACTION ITEMS

Tab 2 **Approval of Workforce Connection of Central New Mexico Local Four-Year Plan 2020-2023**

by Lloyd Aragon, WCCNM Manager

- Board Chair Jerry Schalow gave an update regarding the State Local Workforce Board. He stated that the Central Region is leading the charge in connecting business together within the labor force. He praised that the Central Region is doing an outstanding job and making a difference and can definitely see that in talking with the State Workforce Board.
- Mr. Aragon, WIOA Manager presented the WCCNM Local Four-Year Plan.
- He thanked the Ad-Hoc Committee that included staff, board members and affiliated members.
- He stated that the four-year plan serves to develop, align, and integrate service delivery strategies and to support the State's vision on strategic and operational goals.
- He touched briefly on the Strategic Planning Elements, Operational Elements, One-Stop Delivery System, Service Implementation for Indicated Populations, Coordination of Services Across Programs & Administrative Elements.

Comments

- He wanted to thank New Mexico Public Education for their suggestions and comments for public comment to the plan.

- Mr. Aragon went over the suggested comments to be inserted and or deleted in the plan. Page 37, 40, 50, 55 and 98 and is seeking a motion for approval.
- Valarie Lopez stepped away at 2:20 pm. And returned back at 2:23 pm
- Mr. Aragon asked the board if there were any questions.
- Ms. Bussey made a suggestion to include the comments by the suggested entity.

Comments

Motion: Celina Bussey made a motion to accept the comments that have been provided on the plan to date. While also including a revision to the plan that will define the Carl D. Perkins regions adopted by the State of New Mexico to highlight which counties pertain to the Central Workforce Region.

Second: Valarie Lopez

No Discussion

Action: Passed unanimously by Roll Call Vote.

Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Celina Bussey	X			
Doug Calderwood	X			
Theresa Carson	X			
Reyes Gonzales	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Victoria Hernandez	X			
Krista Kelley	X			
Joseph LiRosi	X			
Valarie Lopez	X			
Vaadra Martinez	X			
John Mierzwa	X			
Laura Musselwhite	X			
Nora Nixon	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 3 Full Service Delivery Plan for Workforce Connection of Centers

by Joy Forehand, Operation Manager

- Ms. Forehand presented the Delivery Plan for Fall 2020.
- The Service Delivery Plan-Fall 2020 is drafted in accordance with OSHA regulations, CDC guidelines and the State's COVID Safe Practices. All elements, timelines, requirements, and procedures in the plan are intended to assist the Operations Manager and all co-located partners in providing a safe and healthy workplace for staff and customers.
- She stated there will be a phased-in approach where in-person appointments will be limited and only available to customers as a last resort option. Customers without an appointment will not be allowed in the center and will be provided information about appointment options and how-to set-up an appointment. Staff must document justification for the appointment.
- She outlined the proposed procedure for the Albuquerque New Mexico Workforce Connection Center Office that will take place first as a test and then will proceed with the other locations.

Comments

Motion: Celina Bussey

Second:Carolynn VanderGiesen

Comments

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Celina Bussey	X			
Doug Calderwood	X			
Theresa Carson	X			
Reyes Gonzales	X			
Marni Goodrich	X			
Victoria Hernandez	X			
Krista Kelley	X			
Joseph LiRosi	X			
Valarie Lopez	X			
Vaadra Martinez	X			
John Mierzwa	X			
Laura Musselwhite	X			
Nora Nixon	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 4 RFP Committee Operator, WIOA Adult DW and Youth

by Art Martinez, WCCNM Administrator

- Mr. Martinez explained that our current Council German, Burnette & Associates, LLC will be releasing RFP's for the Operator, WIOA Adult/Dislocated Worker and Youth Provider by December.
- It is recommended that the Board be involved in the process.
- We are thinking we will have more responses to the RFP's than previous years.
- Mr. Shallow stated that we are looking for a member from each committee to sit on the the Adhoc Committee, The Following will be on the committees: Board Jerry Schalow, John Mierzwa, Beth Barela (each committee), Operations - Doug Calderwood, Adult/Dislocated Worker Bob Walton, Bobbie Williams and Celina Bussey, Youth Melodee Saiz, and Laura Musselwhite
- Art Martinez stated that he will not be involved to avoid any conflict the effort will be lead by Jerry Schalow.
- Operator Committee – Lead by Doug Calderwood, Jerry Schalow, John Mierzwa and Beth Barela.
- Adult/Dislocated Worker Committee– Lead by Bob Walton, Jerry Schalow, John Mierzwa, Beth Barela, Bobbie Williams and Celina Bussey.
- Youth Committee – Lead by Melodee Saiz, Jerry Schalow, John Mierzwa, Beth Barela and Laura Musselwhite.

INFORMATION & DISCUSSION ITEMS

Tab 5 H1B DOL-ETA Grant Proposal

by Art Martinez, WCCNM Administrator

- Mr. Martinez explained that the H1B TechHire Grant is coming to an end.
- With this new proposed grant, we have been working with Kyle Lee with CNM Ingenuity and support staff. We wanted to bring this to your attention to and make sure there are no disagreements by any Board Members.

Tab 6 WIOA Monthly Expenditure Report for September 30, 2020

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, provided reporting for the WIOA Monthly expenditure report as of September 30, 2020.
- Year-to-date formula and other funding sources, Ticket to Work and USDOL Tech Grant expenditures for the current period, totaled \$942,599 with a total year-to-date expenditure totaling \$1,816,887

Questions and Comments Followed

**Tab 7 Updates
Workforce Operations and Workforce Connection Center(s) Update – TechHire NM -
Dashboard -
Performance -**

by Joy Forehand, Operation Manager & Tawnya Rowland TechHire Program Director, &

Lloyd Aragon, WIOA Manager

- Ms. Forehand gave an update on the Business & Career Centers for September 30, 2020.
- She also gave a brief overview of the economic outlook for the region and how the centers are handling services due to COVID-19
- Ms. Rowland gave an update on TechHire.
- Mr. Aragon presented the Dashboard for of September 30, 2020.
- He also presented the Performance Measures for the 4th Quarter of PY19 in the Central Region.

REPORTS/UPDATES

Committee Reports

- **Training and Service Provider Committee**
 - No Report.
- **Performance and Monitoring Committee**
 - Mr. Doug Calderwood stated that this committee met and discussed end of year successes.
 - Discussed Youth Credentials.
- **Youth Council Committee**
 - Ms. Saiz stated the committee met on September 15, 2020.
 - YDI discussed how Covid was affecting the program and challenges.
 - Training Staff and providing professional development.
 - Discussed end of your success stories
- **Economic Development**
 - No Report.
- **Disability Standing Committee**
 - Mr. Reyes discussed business engagement.
 - Accessibility report on compartments, products purchased, online demo, referral programs, COVID-19 and people with disabilities and integrated resources.

WIOA Status Updates

By Art Martinez, WCCNM Administrator

- Mr. Martinez Dislocated Worker National Emergency Grant we received up to \$1.9 million to spend in two years and we have authorized to spend \$1.1 million.
- Transitional Jobs Grant
- We responded in March to Bernalillo County Behavioral Grant and we got word that they accepted our proposal and waiting for the next steps.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment – None**
- **Adjournment – 3:55 p.m**

NOTES

Next Meeting:

Date: December 14, 2020

Time: 1:30 p.m.

Location: Mid-Region Council of Governments – Board Room

Approved at the February 22, 2021 WCCNM Full Board Meeting:

Jerry Schalow, WCCNM Chair

ATTEST:

Secretary

"Equal Opportunity Program"

**Workforce Connection of Central New Mexico
WFCP- 05-20
PY20 Bar #2**

Action Requested:

Requesting approval of the Bar #2 Budget for the PY20 year. This is based on Mid-year PY20 changes in funding with NMDWS, for projects and additional monies granted.

Background:

The Bar #1 had trued up carry in in August 2020 with a total operating budget of \$13,329,337. Bar #2 with changes increases the budget to \$15,243,726.

The PY20 Bar # 2 trues up the NMDWS Apprenticeship project from \$226,048 up \$1,252 to the contracts correct \$227,300 Administrative monies.

The PY20 Bar # 2 removes the canceled NMDWS Project Grad ABQ of \$63,755 Administrative monies out of the budget.

The PY20 Bar # 2 adds the NMDWS additional Youth Redistribution to Central board in the amount of \$71,892 youth.

The PY20 Bar # 2 Adds NMDWS additional Dislocated Worker NEG grant of \$1,905,000 of which \$1,714,500 is DW and \$190,500 in Administrative funds.

Policy Ramification:

Approval of Policy WFCP-05-20 will allow the WCCNM to adjust the PY20 budget up by a net of \$1,914,389. Please see categories as reflected in the attached worksheet.

Financial Impact: PY20 WCCNM Bar # 1 budget totals \$15,243,726

Do Pass _____ Do Not Pass _____

WCCNM Full Board Meeting 2/22/2021

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO
PY20 Bar # 2
BUDGET Effective JULY 1, 2020

	<u>ADULT</u>	<u>DISL WKR</u>	<u>YOUTH</u>	<u>ADMIN</u>	<u>ADDITIONAL</u>	<u>TOTAL</u>
REVENUES						
PY20/FY21 Allocation (6/22)	\$ 2,715,244	\$ 3,776,430	\$ 2,361,166	\$ 983,650	\$ -	\$ 9,836,490
PY19/FY20 Actual Formula Carry-in (Prior Yr)	993,171	317,429	913,076	428,921	-	2,652,596
PY20/FY21 Transfer DW to Adult 0%	-	-	-	-	-	-
AR21 21-631-1001-00058 NEG (6/22)	-	1,714,500	-	190,500	-	1,905,000
P18Y Youth Redistribution	-	-	71,892	-	-	71,892
PY18 DWS Project Graduate ABQ - PY20 Portion	-	-	-	-	-	-
PY19 DWS Project DWS Apprenticeship Proj PY20 Portion	-	-	-	227,300	-	227,300
PY16 to PY20 H1B TechHire Remaining	-	-	-	10,000	185,244	195,244
PY07 Sale Of Lease	-	-	-	-	300,000	300,000
PY20 Ticket To Work Revenue Available Year Begin	-	-	-	-	55,204	55,204
TOTAL REVENUES	\$ 3,708,415	\$ 5,808,359	\$ 3,346,134	\$ 1,840,371	\$ 540,448	\$ 15,243,726
EXPENSES						
Adult/Dislocated Worker Service Provider						
Service Provider - SER Jobs for Progress	700,465	700,465	-	-	-	1,400,929
Subtotal	\$ 700,465	\$ 700,465	\$ -	\$ -	\$ -	\$ 1,400,929
Adult/Dislocated Wkr Client Services						
Adult/Disl Wkr Participant Services	2,060,815	2,928,253	-	-	-	\$ 4,989,068
AR21 NEG Dislocated Wkr Participant Services	-	1,714,500	-	-	-	\$ 1,714,500
Worker's Compensation Insurance Policy	12,013	18,019	-	-	-	30,032
Supportive Services	65,000	25,000	-	-	-	90,000
Subtotal	\$ 2,137,828	\$ 4,685,772	\$ -	\$ -	\$ -	\$ 6,823,600
Youth Service Provider						
Service Provider - YDI	-	-	1,080,861	-	-	\$ 1,080,861
Subtotal	\$ -	\$ -	\$ 1,080,861	\$ -	\$ -	\$ 1,080,861
Youth Client Services (min. 75% Out)						
Youth Participant Services YDI Work Experience	-	-	1,231,135	-	-	\$ 1,231,135
Youth Participant Services ITA's MRCOG	-	-	599,826	-	-	\$ 599,826
Youth Supportive Services MRCOG	-	-	125,000	-	-	125,000
Subtotal	\$ -	\$ -	\$ 1,955,961	\$ -	\$ -	\$ 1,955,961
Business & Career Center Operation						
Business & Career Center Facility Operation	276,000	114,000	210,000	-	-	\$ 600,000
Business & Career Center Facility Operations Reimbursement	(132,500)	(32,500)	(85,000)	-	-	\$ (250,000)
Business & Career Center Management -MRCOG Operator Staff	-	-	-	149,183	-	\$ 149,183
Business & Career Center Management -MRCOG Operations Staff	8,400	8,400	4,200	39,000	-	\$ 60,000
Business & Career Center Management -MRCOG DW NEG	-	-	-	190,500	-	\$ 190,500
Business & Career Center -Graduate ABQ	-	-	-	-	-	\$ -
Business & Career Center - DWS Apprenticeship Proj	-	-	-	227,300	-	\$ 227,300
Business & Career Center Management Reimbursement	(26,000)	(12,000)	(17,000)	(45,000)	-	\$ (100,000)
Business & Career Center Improvements	-	-	-	666,327	-	666,327
Subtotal	\$ 125,900	\$ 77,900	\$ 112,200	\$ 1,227,310	\$ -	\$ 1,543,310
Professional Services						
AE/FA - MRCOG	94,222	94,222	47,111	437,461	-	\$ 673,017
Program Support/Board Expense	-	-	-	60,000	-	60,000
Contractual Services - Available	-	-	-	50,000	-	50,000
Legal Services	-	-	-	20,000	-	20,000
Audit Services	-	-	-	35,600	-	35,600
Contingency, \$Ticket to Work & Sale Of Lease	-	-	-	-	355,204	355,204
Carved Out Plan Carry In - Reserved for Initial part 2nd year - July - Sep	650,000	250,000	150,000	-	-	1,050,000
Subtotal	\$ 744,222	\$ 344,222	\$ 197,111	\$ 603,061	\$ 355,204	\$ 2,243,821
H1B TechHire Grant (07-01-16 to 12-31-20) PY20 = Final Year 1/2 Yr Ext						
AE/FA - MRCOG Grant 07-01-20 to 12-31-20	-	-	-	\$ 10,000	\$ 135,000	\$ 145,000
Program Support - Travel, Advertising, Supplies & Rent	-	-	-	-	\$ 244	244
Contractual Services	-	-	-	-	\$ -	-
Client Training	-	-	-	-	\$ 50,000	50,000
Other	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ 10,000	\$ 185,244	\$ 195,244
TOTAL EXPENSES	\$ 3,708,415	\$ 5,808,359	\$ 3,346,134	\$ 1,840,371	\$ 540,448	\$ 15,243,726
	(0)	(0)	0	(0)	-	(0)

Jerry Schalow, WCCNM Chair

Dewey V. Cave, MRCOG Executive Director

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO
PY20 BAR # 2
February 22, 2021 WCCNM Board Meeting

	PREVIOUS BUDGET PY20 Bar # 1	BUDGET ADJUSTMENT BAR # 2	REVISED BUDGET PY20
1 Adult/ Dislocated Service Provider			
Service Provider - Adult	\$ 700,465	\$ -	\$ 700,465
Service Provider - Disl Wkr	700,465	-	700,465
Service Provider - NEG	-	-	-
Service Provider - Admin	-	-	-
Subtotal	\$ 1,400,929	\$ -	\$ 1,400,929
2 Adult/Dislocated Wkr Client Services			
Participant Services - Adult	\$ 2,042,895	\$ 17,920	\$ 2,060,815
Participant Services - Disl Wkr	2,910,333	17,920	2,928,253
Participant Services - Disl Wkr	-	1,714,500	1,714,500
Participant Services - Admin	-	-	-
Subtotal	\$ 5,073,260	\$ 1,750,340	\$ 6,823,600
3 Youth Service Provider			
Service Provider - Youth	\$ 1,080,861	\$ -	\$ 1,080,861
Subtotal	\$ 1,080,861	\$ -	\$ 1,080,861
4 Youth Client Services			
Participant Services - Youth Work Exp YDI	1,231,135	-	1,231,135
Participant Services - Youth ITA's -MRCOG	518,974	80,852	599,826
Participant Services - Youth Supportive Services	125,000	-	125,000
Participant Services - Youth Workers Comp	-	-	-
Subtotal	\$ 1,875,109	\$ 80,852	\$ 1,955,961
5 Business & Career Center Facility Operation			
Subtotal	\$ 600,000	\$ -	\$ 600,000
6 Business & Career Center Facility Reimbursement			
Subtotal	\$ (250,000)	\$ -	\$ (250,000)
7 Business & Career Center MRCOG - Operator			
Business & Career Center Operation - Admin	149,183	-	149,183
Subtotal	\$ 149,183	\$ -	\$ 149,183
8 Business & Career Center MRCOG - Operations Staff			
Subtotal	\$ 60,000	\$ -	\$ 60,000
9 Business & Career Center MRCOG - Graduate ABQ Project Staff			
Business & Career Center Project Operation - Admin	63,755	(63,755)	-
Subtotal	\$ 63,755	\$ (63,755)	\$ -
10 Business & Career Center MRCOG - DWS Apprenticeship Project Staff			
Business & Career Center Operation - Admin	226,048	1,252	227,300
Subtotal	\$ 226,048	\$ 1,252	\$ 227,300
11 Business & Career Center MRCOG Project DW NEG			
Business & Career Center Operation - Admin	-	190,500	190,500
Subtotal	\$ -	\$ 190,500	\$ 190,500
12 Business & Career Management Reimbursement			
Subtotal	\$ (100,000)	\$ -	\$ (100,000)
13 Business & Career Center Improvements			
Business & Career Center Operation - Admin	583,129	83,198	666,327
Subtotal	\$ 583,129	\$ 83,198	\$ 666,327
14 Professional Services - AE/FA MRCOG Staff			
AE/FA - MRCOG - Adult	\$ 112,142	\$ (17,920)	\$ 94,222
AE/FA BCC Operator - MRCOG - Adisl Wkr	112,142	(17,920)	94,222
AE/FA BCC Operator - MRCOG - Youth	56,071	(8,960)	47,111
AE/FA BCC Operator - MRCOG - Admin	520,659	(83,197)	437,462
Subtotal	\$ 801,014	\$ (127,997)	\$ 673,017
15 Professional Services			
Subtotal	\$ 520,805	\$ -	\$ 520,804
16 2nd year Monies - Planned Carryin			
Subtotal	\$ 1,050,000	\$ -	\$ 1,050,000
17 NM TechHire H1B1 Grant (7-1-16 to 6-30-20) 4Yr			
Program	\$ 185,244	-	185,244
Admin	10,000	-	10,000
Subtotal	\$ 195,244	\$ -	\$ 195,244
18 Total	\$ 13,329,337	\$ 1,914,390	\$ 15,243,726

Workforce Connection of Central New Mexico Waivers and Other Flexibilities

Action Requested:

Approval of recommendation from the Full Board for the following WIOA Policies:

- On-the-Job Training Policy, NO. OP – 412, Change 5
- Individual Career Services Policy, NO. OP – 424, Change 2
- Incumbent Worker Training, NO. OP – 433, Change 1
- Work Experience – Transitional Jobs Policy, NO. OP – 438, Change 1

for the Central Region, effective February 22, 2021.

PURPOSE

To proactively prepare WCCNM regarding its role in the public workforce system in assisting businesses and job seekers as local economies reopen following closures related to the Coronavirus Disease 2019 (COVID-19) pandemic. Also, to begin to refocus the attention on the region wide (6.5 million nationwide) job postings and the public workforce system's role in filling those vacancies, and to emphasize the potential availability of future resources.

BACKGROUND

On December 10, 2020, the Employment and Training Administration, U.S. Department of Labor issued a Training and Employment Notice No. 8-20. In Section 4. "Program Guidance", e, "Systems Infrastructure and Capacity", iii, D, "Waivers and Other Flexibilities", depicts key partnerships and available flexibilities to support state and local efforts, and encourages the use of carry over WIOA formula funds to address increased demands.

Also, in January 28, 2021, the 'Relaunching Americans Workforce Act' (RAWA), was reintroduced by 117th Congress, and was announced by the National Association of Workforce Boards eALERT. Page 3 of this notice also depicts "Flexibilities and Legislative Takeaway" that local boards could consider if this legislation is passed.

By approving the updated policies, this will allow WCCNM to immediately implement any such Waivers and Other Flexibilities as approved or defined by NMDWS to serve to fulfill unmet areas of opportunity in the local region. If the State approves such waiver(s), specific NMDWS Guidance and affiliated references will be included in the Operational Procedures as approved by the AE.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____



Workforce Connection



Central Region

Operational Policy No. OP-412, Change 55 (Employer Assurances)

Subject: On-the-Job Training Policy

Effective: PY2019, effective date -
2/22/20218/19/2019

PURPOSE:

To provide guidance to Workforce Connection of Central New Mexico (WCCNM) on the development of local policies and procedures to administer On-the-Job-Training (OJT) contracts under the WIOA Title 1 Adult, Dislocated Worker and Youth programs.

REFERENCE(S):

Workforce Innovation and Opportunity Act (WIOA), July 22, 2014, 5181, §188(a)(3)

WIOA Final Rules-U.S. Department of Labor (Title I): 20 CFR 683.255 Subpart F 680

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■ ■WIOA Section 3(44)

■Office of Management and Budget (OMB), Uniform Guidance at 2 CFR 200 et al., Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

■Training and Employment Guidance Letter WIOA No 19-16 Operating Guidance for the Workforce Innovation Opportunity Act.

■ Fair Labor Standards Act (FLSA) 5203

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BACKGROUND:

On-the-Job Training (OJT) is a critical training service for workers who want to develop the knowledge and necessary skills for a good job and for employers who need a pipeline of skilled workers to remain competitive. It also provides an incentive for businesses who agree to train WIOA Eligible and suitable individuals. The financial assistance is compensation for the extraordinary costs associated with training participants, the costs associated with lower productivity of new employee and investing in their skill developments.

DEFINITION:

1. On-the —Job Training means training by an employer that is provided to a paid participant while engaged in productive work in job that:
 - a. Provides knowledge or skills essential to the full and adequate performance of the job;
 - b. Is made available through a program that provides reimbursement to the employer of up to 75% of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training; and
 - c. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant as appropriate.
2. Appropriate Commitment to hire an individual means to maintain an employer employee relationship meeting the requirements of the Fair Labor Standards Act for a minimum of one (1) year.
3. High-priority Occupation (HPO) is an in-demand occupation that has higher skill needs and is likely to provide a self-sufficient wage. Statistical data, regional expertise, and local workforce development area inputs are combined to determine whether or not an occupation meets the high-priority criteria.

4. Incumbent Worker is an individual who is employed, meets Fair Labor Standards Act requirements for an employer-employee relationship, and has established employment history with the employer for six (6) months or more.
5. Incumbent Worker Training (IWT) is training provided to an incumbent worker that is designed to meet the needs of an employer(s) to retain a skilled workforce or avert the need to lay off employees; increase the competitiveness of the employer or employee; and be conducted with a commitment by the employer to retain or avert the layoffs of the incumbent worker trained. Such training may also include the upskilling of an employer's current workforce, which may lead to additional opportunities for potential jobseekers.
6. In-Demand Industry Sector is an industry sector that has a substantial current or potential impact (including jobs that lead to economic self-sufficiency and opportunities for advancement) in the state, regional or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors.

Note: The determination of whether an industry sector or occupation is in-demand in a local area is made by the WCCNM, as appropriate, using business and labor market projections and statistics. However, all HPOs are considered in-demand occupations, and therefore, eligible for on-the-job training.

7. Recent Employee is an individual who is an employee, meets Fair Labor Standards Act Requirements for an employer-employee relationship and has an established employment history with the employer for six (6) months or less.

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Eligible Training Provider Exception

New Mexico Local Boards are not required to procure employers for OJT. However, if a Local Board chooses to offer OJT, it must establish local policies for identifying employers for OJT. WIOA specifies that OJT is exempt from ITA and eligible training provider certification requirements. Local Boards must administer OJT pursuant to a contract instead of using an ITA.

EMPLOYER ELIGIBILITY

WCCNM may engage in OJT opportunities with existing employers in the workforce area or new or relocating businesses as appropriate. Any public, private non-profit, private sector employer or registered sponsor may utilize OJT, with the following exceptions. OJT may not be utilized by any of the following:

1. An employer who has been convicted of violating federal laws and regulations within the last two years of requesting an OJT regarding: submission of worker adjustment and retraining notification (WARN) notices, occupational safety and health administration (OSHA) and Americans with Disabilities Act (ADA) standards, equal employment opportunity (EEO) and wage and hour requirements, state unemployment insurance (UI) laws, and fair labor standards and collective bargaining agreements.

2. An establishment which is presently suspended or barred from doing procurement business with any branch of government.
3. An employer providing workers on a temporary basis to employers for which they receive compensation from the employer.
4. An employer who has exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.
5. An establishment that plans to use the WIOA to relocate from another area, or locate new branches, subsidiaries, or affiliates.

RESTRICTIONS:

WCCNM must be familiar with the limitations and prohibitions on the use of funds allocated to the local area under WIOA title I-B 181 and Part 680 of federal regulations as follows.

1. WIOA funds cannot be used to pay the wages of employees during their participation in an economic development activity provided through a statewide workforce development system.
2. When relocation of a business results in the loss of employment of any employee of such business, no funds provided for employment training can be used for ~~on-the-job~~on-the-job training until after 120 days have passed since the relocation that caused the loss of employment at an original business location in the United States.
3. WIOA work-based training funds may not be used to directly or indirectly assist, promote or deter union organizing.
- ~~4. WIOA work-based training funds may not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.~~
- ~~4. a labor dispute involving a work stoppage.~~
5. WIOA work-based training funds must not be used to directly or indirectly provided supportive services described in 5680.900 or 5681.570.
6. Business in which the participants will be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship.
7. WIOA funds may not be used to help employers to fill positions that promote or support the use, possession or distribution of marijuana.

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DETERMINING FACTORS

When considering the appropriateness of an OJT the WCCNM should consider the following:

- 1- The strategy of the WCCNM in fulfilling the vision and goals established for the local area (i.e., the local plan)
2. The characteristics of the workers to be trained (i.e., the extent to which these individuals historically represent individuals with barriers to employment as defined in WIOA

Section 3 (24), and how such individuals would benefit from a skills gain that results in retention or advancement).

3. The quality of trainings, (i.e., industry-recognized credentials advancement opportunities, etc.)
4. The number of participants the employer plans to train.
5. The wage and benefit levels of participants (before and after training)
6. The occupation (s) for which OJT is being provided must be in-demand as defined by WIOA Section 3(23) and as determined by workforce development area-specific labor market information. (As defined in OP — 418 Demand Occupations, Change 3)
7. Employer's industry status: Is the employer in:
 - An in-demand industry as defined by WIOA Section 3(23) and determined by labor market information; or
 - A stable industry as determined by labor market information; or
 - A declining industry, but there are compelling reasons (e.g., evidence of long-term viability of the employer) justifying investment in OJT.

Employer's unemployment insurance and workers' compensation status. The employer must be current on unemployment insurance and workers' compensation taxes, reporting, penalties, and /or interest or related payment plan.

OCCUPATIONAL ELIGIBILITY

OJT may not be utilized for any of the following:

1. Occupations dependent on commission or draw as a primary source of income.
2. Intermittent seasonal occupations.
3. Part-time occupations.
4. Occupations temporary in design.
5. Occupations which have not traditionally required specific occupational training as a prerequisite for performance, such as porters, janitors, stackers, laborers, etc.
6. Occupations whose prior training and/or certification make the individuals fully qualified to perform the occupation, such as school teacher, cosmetologist, LPN, RN, etc., unless they are unable to enter employment without additional on-the-job training due to occupational skill gaps.
7. Any occupation whose training time is less than 160 hours.
8. When there is a layoff or hiring freeze in the same or any substantially equivalent job within the same organizational unit.
9. When an employer has laid off workers in substantially equivalent positions or where the OJT will impair any existing labor agreements, contracts for services or promotional opportunities for current employees. For the purposes of the OJT, "substantially

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equivalent position" is one in which the job responsibilities and skill, experience, and performance requirements have remained unchanged since the time of the layoff.

- a. To provide evidence that the position has "substantially changed," there should be a new and different job description for the position.

EMPLOYER ORIENTATION

1. An official employer orientation must be provided and documented before the OJT contract period begins. Orientation should begin at recruitment when the potential employer is informed about the responsibilities of providing structured on-the-job training at the worksite as described in this section under "employer recruitment".
2. A pre-award review must be completed to determine employer eligibility. This provides an additional opportunity to share information about OJT and learn about the needs of the employer.
3. The orientation must include a review of the OJT Contract, OJT Training Plan, OJT Progress Report and Invoice Forms and contact information for the case manager and administration of the WIOA programs.
4. Employers will be informed about the role they play in developing a structured training plan based on the skill gaps possessed by the OJT participant. Employers are informed of the importance of having experienced employees act as trainers for optimum results with predictable training outcomes.
5. Benefits of OJT are explained including OJT provider assurances, contract terms and conditions including terms and conditions of employer reimbursement.
6. Employers are informed about the requirements for local, state and possibly federal monitoring of the program and records maintenance requirements.
7. Employers are informed about records maintenance requirements.

PARTICIPANT ELIGIBILITY

On-the-Job Training is available to Adults and Dislocated Workers and Youth as defined by the WIOA, who are unemployed or underemployed and additionally meet ALL of the following requirements:

1. Participant meets all eligibility requirements for WIOA and Training services.
2. Participant is enrolled into WIOA prior to beginning training under an OJT contract.
3. Participant was determined to be in need of training in order to become employed in a job which leads to a self-sufficient level of income.
4. Participant was determined to be a good candidate for the particular vocation and position for which they are to receive OJT as evidenced in their individual employment plan or comparable document.
5. OJT contracts may be written for an employed worker as long as they meet all the requirements above and are not earning a self-sufficient wage at time of enrollment as defined by state and local board policy.
6. If the OJT is with the individual's current employer, employer must verify that the ~~on-the-~~job training will relate to the introduction of new technologies, introduction to new production or service procedures, or is an upgrade to a new job that requires additional skills.

7. OJT is an allowable activity for youth.
8. Priority of service must be given as defined in federal and state policy.

Any individual referred to a WCCNM by an employer (commonly referred to as a "reverse referral") must go through the eligibility process in the same manner as other job seekers and be determined to be in need of training in order to participate in OJT. This process must be completed prior to the beginning date of the OJT training. A referral by an employer for an OJT position does not disqualify an individual, but neither shall it be considered to give higher priority to the individuals over other eligible candidates. The final selection of an eligible individual for OJT should be a joint decision of the employer and the local service provider.

The following are indicators that can be used to identify participants likely to benefit from OJT. Participant has:

- Less than two years total work experience.
- Five or more jobs in the last two years.
- No work experience in the last two years.
- No work experience in the last two years.
- Classroom training, but no work experience.
- Review participant' employment history and educational background in the New Mexico Workforce Connection Online System.
- Review participants' employment history and educational background in the New Mexico Workforce Connection Online System.

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PARTICIPANT ORIENTATION

An official participant orientation must be provided and documented before the OJT contract period begins. At a minimum the orientation should include the following:

1. OJT Training Plan review.
2. Participation requirements including workplace safety.
3. Timesheet tracking and payroll verification requirements including the OJT Progress Report and Invoice Form.
4. Provision of information regarding additional services and/or activities, including support services, available through the workforce system.

NUMBER OF OJT TRAINEES ALLOWED WITH AN EMPLOYER

No more than 50% of the number of the employer's full-time work force at the location where training is to take place may be trained under OJT at any one time. Once a participant has been trained and retained by the employer, he/she is counted in the regular full-time work force number and additional individuals may be trained. An employer having a regular full-time work force of one (1) may train one (1) individual under OJT.

To ensure equitable funding distribution among multiple industries and employers within the

Central Region: any one employer shall not exceed ten WIOA OJT enrolled employees (maximum) in any given fiscal year. Of the ten (10) participants, no more than five (5) may be placed in a contract providing a skill upgrade.

On the Job Training contracts within the City of Albuquerque and the City of Rio Rancho must have a minimum hourly requirement of \$13.30 per hour. Exceptions may be made when co-enrolling youth participants in OJT contracts (in the same municipalities). A minimum of \$10.50 per hour is required.

A projected work force number may be used for new or expanding business. The projected number must be attained within twelve months. If the projected number is not attained, appropriate adjustments in the number of OJT trainees allowed in further training should be made.

OJT WAGES AND GENERAL WORKING CONDITIONS

Wage Reimbursement — New employees hired under OJT must at a minimum be paid the employer's usual entrance wage rate for the occupation in which they are to be trained and employed, which must not be lower than the federal, state, or local minimum wage rate. Trainees must be paid the same entry wage rate as non-WIOA funded employees in the same occupation. The reimbursement for training cost will be based on the employer's normal fulltime work week, which must be at least 30 hours per week and will not include non-regular wages such as; premium pay, shift differential. Reimbursement must not be claimed for time which the OJT trainee is absent from training, including illness, holiday, plant downtime, or other events during which no training occurs.

Workers' Compensation — In New Mexico, state workers' compensation law is applicable, workers' compensation benefits in accordance with such law shall be available to all participants on the same basis as the compensation is provided to other individuals in the same employment.

Health and safety standards established under Federal and State law otherwise applicable to working conditions of employees are equally applicable to OJT participants.

OJT TRAINING CONTRACT

The OJT Pre-Award, OJT Contract, and Training Plan must be signed by all required parties prior to any individual's training beginning date.

All OJTs are accompanied with job order in NMWCOS.

OJT TRAINING PLAN

The OJT training plan shall be included in the OJT training contract. An OJT training plan shall be modified if a change is needed in any part of the original OJT training plan.

1. The OJT training plan will be developed with the employer to establish training

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outcomes.

2. The gap between the skills of a participant and the skills needed for the job will determine the number of training hours for which an employer will be reimbursed.
3. An analysis of the OJT position will be conducted based on information from the employer combined with occupational information network (ONET) details or comparable information regarding specific qualifications and skill required for the OJT position.
4. The training plan shall reflect the results of individual skill assessment and an analysis of employer job performance requirements to determine what training is needed.
5. The training plan shall be maintained and updated as needed.

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OJT TRAINING DURATION

The basis for contract training duration shall clearly be documented. The maximum duration for an OJT contracts is 1040 training hours. Determining length of training should include the following;

1. Skill gap is defined as the gap between the skills of an individual participant and the skills needed for a job.
2. The skill gap will determine the number of training hours for which an employer will be reimbursed.
3. The skill gap shall be clearly defined and incorporate the use of recognized skill assessment tools and occupational evaluation tools.
4. An individual training plan shall be developed consistent with the duration of the contract. For example, a contract written for six months shall include a training plan that outlines six months of specific training to be provided by the employer which in turn should be consistent with the documented skill gap for the individual.

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5. Specific vocational preparation (SVP) is defined as the amount of time required by a typical worker to learn the techniques, acquire the information, and develop the expertise needed for average performance in a specific job. A table reflecting SVP levels is included in the state technical assistance guide to assist in determining the maximum contract duration.

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Exception: Training can exceed 1040 hours based on the need for individuals with a documented disability to obtain the skills necessary for the job.

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SVP	Number of Training
2	160
3	320
4	640
5	800
6	960
7	1040

The OJT Training Plan must be attached to the OJT Training Contract. An OJT Training Plan Modification must be completed if a change is needed in any part of the original OJT Training Plan. An OJT Training Plan must trigger obligating funds identified in the Plan.

OJT REIMBURSEMENT RATE

Participants must be paid the higher of federal, state, or local minimum wage, or the prevailing rate of pay, including periodic increases, as other trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Provisions for wages under the amendments to the Fair Labor Standards Act (FLSA) apply to all participants employed.

Participants may work overtime (subject to regulations of the Fair Labor Standards Act with respect to the level of compensation), provided that this is part of the design of the project and regular employees of the employer in question are also working overtime, subject to the limit on duration and level of compensation for workers under this project. Although overtime hours worked can be used to determine the reimbursement for a given period, an overtime wage rate cannot be used to calculate the reimbursement amount. To calculate the reimbursement, the provider would apply the standard wage rate to both the regular and the overtime hours.

REIMBURSEMENT PERCENTAGE

For all WIOA OJTs, WCCNM may reimburse employers for the extraordinary cost of training OJT participants at a rate of up to 75% of the applicable wage level using a sliding scale based on employer size and can be uniformly applied.

Employer size: WCCNM may use the following sliding scale for employer reimbursement based on employer size: 1) up to 75 percent for employers with 50 or fewer employees; and 2) up to 50 percent for employers with 51 or more employees. Payroll records shall be used to document employer size or a penalty of law statement on the Pre-Award Checklist assisting to the number of current employees.

WCCNM will reimburse employers for the extraordinary cost of training OJT participants consistent with this section, related State and Federal guidance and any waivers granted by USDOL.

WCCNM may will immediately implement any such “Waivers and Other FlexibilitiesFlexibilities”, as approved or defined by NMDWS to raise the allowable OJT employer reimbursement rate for small employers that serve to fill unmet areas of opportunity. (Training and Employment Notice No. 8-20, December 10, 2020, Section 4, “Program Guidance”, e, “Systems Infrastructure and Capacity”, iii, D, “Waivers and Other Flexibilities”, page 13.

If implemented, specific NMDWS Guidance and affiliated references will be included in the Operational Procedures as approved by the AE.

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PROGRESS REPORT AND INVOICE FORM

A Progress Report and Invoice Form must be completed at least monthly throughout the life of the OJT training. This provides a trainee evaluation of progress and documents hours and skills developed.

An invoice system is in place to reimburse the employer the cost of providing the training and any additional supervision related to the training.

SUPPORTING DOCUMENTATION

1. OJT Pre-Award Checklist
2. OJT Employer Contract
3. OJT Training Plan
4. OJT Training Plan Modification
5. OJT Progress Report and Invoice Forms
6. Case Notes (recorded in the Workforce Connection On-Line System to track customer activity and interactions)

COORDINATION WITH REGISTERED APPRENTICESHIPS

An OJT contract may be developed with an Apprenticeship, Pre-Apprenticeship and Registered Apprenticeship program for training participants. OJT contracts are made with the employer and apprenticeships generally involve both classroom and on-the-job instruction. The OJT contract may be made to support some or all of the OJT portions of the apprenticeship is allowed. If the apprentice is employed at the time of the program enrollment, the requirements for employed workers must be followed.

CONFLICT OF INTEREST

State and WCCNM members and WCCNM members of standing committees may not vote or nor participate in any decisions regarding the provision of services by such members or any organization they directly represent, nor on any matter that would provide any direct financial benefits to that member or the member's immediate family. For example, a WCCNM member who is also an employer who wants to use services on a fee-for-service basis would be prohibited from voting to approve the use of local area services, facilities, or equipment for employment and training activities to such board member's workers. Neither membership on the state board, WCCNM or WCCNM standing committee, nor recipient of WIOA funds to provided training and related services, by itself, violates these ~~conflict of interest~~[conflict-of-interest](#) provisions. In accordance with 200.112 of the Uniform Guidance, recipients of the federal awards must disclose in writing any potential conflicts of interest. Sub-recipients must disclose in writing any potential conflict of interest to the recipient of grant funds.

LOCAL PROCEDURES

Local Procedures will be developed separate of this policy and maintained with the WCCNM Administrative Entity.

Local procedures must include the "Pattern of Failure" process to remove a work site that has exhibited a pattern of failure or has not met their agreed upon requirements for the OJT participant. These procedures should include the local process to determine the following:

- Deficiencies in the quality of training or the training environment;
- Corrective action interventions to be used; and
- Circumstances under which immediate termination of an agreement will occur.

OJT OUTREACH

WCCNM must demonstrate that a variety of employer outreach strategies were utilized to ensure that area employers are aware of OJT opportunities, selected equitably and that a variety of employers were given sufficient opportunity to participate in OJTs.

Americas Job Center staff should ensure that both the Business Services function and the Job Seeker Services functions include information about OJT with objectives for outreach defined regionally and suited to the area employment conditions with the main focus being on the jobs in high-growth/in-demand sectors or occupations.

OJT can be done directly or indirectly to both employers and job seekers. Integrating OJT outreach in to Business Services activities minimizes the chance of multiple staff contacting one employer.

Outreach strategies may include:

- Researching business thoroughly before contacting them and noting previous labor needs utilizing the Customer Relationship Management tool;
- Newsletters, forums, outreach materials, hard copy mail outs, involvement with organizations like Chamber of Commerce and organizations representing industry sectors, partnerships with local economic development, press releases and speaking at civic organizations;
- Working with other agencies to target high growth industries for regional outreach;
 - Work with State Apprenticeship Agency staff who interact with business as part of their primary functions;
- Educating employers about how the OJT model can enhance their business, cut waste, help train employees, reduce turnover and increase profits; ■ Educating job

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seekers about how to "sell" OJT to potential employers; ■ Ensuring required paperwork is minimal.

INQUIRIES:

WIOA Manager 505-724-3629

ATTACHMENT: Employer Assurances

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EMPLOYER ASSURANCES

1. Employer shall provide worker's compensation coverage for the OJT Trainee.
2. If the OJT is provided to one of the Employer's current employees, the Employer verifies that the OJT will relate to the introduction of new technologies, introduction to new production or service procedures, or is an upgrade to a new job that requires additional skills, and that the OJT position will provide the OJT Trainee with additional wages, hours or benefits.
3. Employer certifies that the company is financially solvent on the date of this contract, and the Employer's best projection is that they will remain financially able to meet contract obligations at the end of the training period, including OJT Trainee's retention.
4. Employer agrees that wage and labor standards will be adhered to and to pay the OJT Trainee at the same rates, including increases, and benefits as trainees or employees who are situated in similar jobs. Such rates shall be in accordance with applicable law, but in no event less than the higher rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 or the applicable state or local minimum wage law.
5. Conditions of employment and training will be in full accordance with all applicable Federal, State, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws or health and safety laws).
6. Employer certifies that the OJT will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor organization as to the design and conduct of an OJT, or it has no collective bargaining agreement with a labor organization that covers the OJT position.
7. Employer assures that they have not been debarred or suspended in regard to federal funding.
8. Employer further assures that OJT funds will not be used to assist, promote or deter union organizing.
9. Employer certifies that no member of the OJT Trainee's immediate family is engaged in an administrative capacity for the ~~Employer, or~~ Employer or will directly supervise the OJT Trainee. For the purpose of this contract, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to the OJT Trainee's spouse.
10. Employer assures that the OJT Trainee(s) will not be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship.
11. Employer assures that the OJT Trainee has not been hired into or will remain working in any position when any other person is on layoff from the same or a substantially equivalent job within the same organizational unit or has been bumped and has recall rights to that position, nor if the OJT is created in a promotional line that infringes on opportunities of current employees.

12. Employer must provide comprehensive general liability insurance protection to Trainee.

~~13.~~ OJT contract is subject to modification or termination due to actions taken by the Federal, State, or Local governments that result in a frustration of contract purpose. Such actions include but are not limited to withdrawal of WIOA funding by the United States Congress, or the failure by the United States Congress to authorize WIOA program activities.

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~~purpose. Such actions include, but are not limited to withdrawal of WIOA funding by the United States Congress, or the failure by the United States Congress to authorize WIOA program activities.~~

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This Policy has received approval by the Workforce Connection of Central New Mexico Board and rescinds any policy previously in effect.



WCCNM Board Chair

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New Mexico

Workforce Connection



Central Region



Operational Policies No. OP- 424, Change ~~21~~

Subject: Individual Career Services Policy Effective:
PY~~2018~~ -effective 2/22/2021-02-11-2019

CITATIONS:

WIOA JOINT RULE 678.430 "What are Career Services?"~~6178~~

WIOA 5203 (17) Workforce Preparation Activities

WIOA DOL RULE: 679.130 Enhanced digital literacy skills (as defined in ~~5~~§202 of the
Museum and Library Services Act, 20 U.S.C. 9101).

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BACKGROUND:

Under the Workforce Investment Act (WIA), intensive services (under Section 134(d)(3)) were offered to Adults and Dislocated Worker through Intensive Service Agreements (ISA's). Under WIOA this service will be updated with the following rulings:

The Workforce Innovation and Opportunity Act (WIOA) Joint Rule 678.430 "What are Career Services", (6) provides short-term pre-vocational services including development of learning skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training. In addition, (8) workforce preparation activities are also included. Under WIOA 5203 (17) "Workforce Preparation Activities" is defined as activities, programs, or services

designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.

OBJECTIVE:

To replace Intensive Services under WIOA and update and establish an Individual Career Services (ICS) Policy for WIOA Adult and Dislocated Worker Service provider and participants.

POLICY:

Individual Career Services (ICS)

Consistent with the WIOA Citations, ICS services may include the following activities:

- (1) Comprehensive assessment of skill levels and service needs that can include diagnostic testing, as well as in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- (2) Development of an individual employment plan (IEP) to identify employment goals, related achievement objectives, and the appropriate combination of services needed to attain the specified goals.
- (3) Short-term pre-vocational services (also referred to as soft skills) including development of learning skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training.
- (4) Workforce preparation activities, programs, and/or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills (skills associated with using technology to enable users to find, evaluate, organize, create, and communicate information), and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.
- (5) Case management for participants seeking or receiving individual career services.
- (6) Provider staff will enter ICS type of services and any required ICS service provider information while using activity code "220 Workforce Preparation" in WCOS.
- (7) ICS is not required to be on the approved ETPL.

~~Individual Career Services shall not cumulatively exceed \$2,500 within a five (5) year period.~~

WCCNM may immediately implement any such Waivers and Other Flexibilities* as approved or defined by NMDWS to expand eligibility for individualized career services.

If implemented, specific NMDWS Guidance and affiliated references will be included in the Operational Procedures as approved by the AE.

APPLICABILITY:

This policy is applicable to all WCCNM Service Provider staff and participants.

Note: Customers enrolled in WIA/WIOA services prior to February 11, 2019 will not be ~~effected~~affected by this policy.

INQUIRIES:

All inquiries regarding this policy should be directed to the WIOA Manager at 505-7243629

This Policy has received approval by the Workforce Connection of Central New Mexico Board and rescinds any policy previously in effect.

~~This Policy has received approval by the Workforce Connection of Central New Mexico Board~~



~~WCCNM Board and rescinds any policy previously in effect.~~

New Mexico Workforce Connection



Central Region



Operational Policy NO. OP -438, [Change 1](#)

Subject: Work Experience — Transitional Jobs Policy — Adult or Dislocated Worker

Effective: PY20~~2019~~, [effective date - 28/2219/202119](#)

PURPOSE

To provide policy direction to the Adult and Dislocated Worker Provider for the implementation of Work Experience — Transitional Jobs for WIOA eligible adults or dislocated workers. Under this Work Experience Policy, WCCNM defines and provide directions for Transitional Jobs.

Transitional Job

A transitional job is one that provides a time-limited work experience, that is wage-paid and subsidized, and is in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined by Workforce Connection of Central New Mexico (WCCNM). Transitional jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee employer relationship, and develop the skills that lead to unsubsidized employment. CFR S 680.190 This combination of services is intended to help adults and dislocated workers transition to unsubsidized employment by the time their transitional jobs come to an end.

In a transitional job, there is no expectation that the individual will continue his or her employment with the employer after the work experience is complete.

What funds may be used for Transitional jobs? ~~§S~~ 680.195

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The local area may use up to 10 percent of their combined total of adult and dislocated worker allocations for transitional jobs as described in ~~§~~ §680.190.

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WCCNM may immediately implement any such "Waivers and Other Flexibilities" as approved or defined by NMDWS to raise the allowable funds of combined adult and dislocated worker allocations for transitional jobs.

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If implemented, specific NMDWS Guidance and affiliated references will be included in the Operational Procedures as approved by the AE.

Transitional jobs must be combined with comprehensive career services (§§ 680.150) and supportive services (~~§~~ §680.900).

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Transitional Jobs are agreements between the WCCNM, the Transitional Jobs Employer, and the Adult/Dislocated Worker Participant. A transitional job is not be used to replace an existing employee or position.

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Transitional Jobs as a WCCNM Paid Participant

Wages are provided by the WCCNM and paid directly to the participant developing an employer/employee relationship. Labor standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act. Employers are not monetarily compensated.

POLICY

A Transitional Job must provide a planned and structured learning experience that will contribute to the achievement of the participant's employment goals through a measurable training component.

The Transitional Job Worksite Agreement must be signed by all parties prior to the start. This agreement sets forth responsibilities of the Worksite, the Worksite Supervisor and WCCNM. The Transitional Job Worksite Agreement is also required to be maintained in the Worksite's file documentation folder.

The Participant Agreement sets forth the participant's responsibilities of participation in the WIOA Transitional Jobs Program. The Participant Agreement includes items such as Program Orientation, Nondiscrimination and Equal Opportunity Provisions and Grievance Procedures, Drug Free Act, Individual Employment Plan, Follow Up Services, Standard Release Information, and the FERPA Agreement, etc.

The Transitional Job Learning Plan must also be signed by Worksite Supervisor and the Participant~~Intern~~ prior to the start. This plan includes: job title, responsibilities and specific tasks to be performed, start and end dates and compensation (computation of the anticipated wages to be earned).

A. Participant Eligibility

An individual with 1.) barriers to employment who are 2.) chronically unemployed or have inconsistent work history:

The term individual with a "barrier to employment" means a member of one or more of the following populations:

- a. Displaced homemakers
- b. Low-income individuals
- c. Indians, Alaska Natives, and Native Hawaiians
- d. Individuals with disabilities, including youth who are individuals with disabilities
- e. Older individuals, i.e. those aged 55 or older
- f. Ex-offenders
- g. Homeless individuals
- h. Youth who are in or have aged out of the foster care system I Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- j. Eligible migrant and seasonal farmworkers
- k. Single parents (including single pregnant women)
- l. Long-term unemployed individuals and Recipients of public assistance

WCCNM, for the purpose of determining eligibility for Transitional Jobs, will consider that a "Chronically Unemployed" or an "Inconsistent Work History" are those who.

- 1) Have been unemployed for 13 weeks or longer;
- 2) Were unemployed at least 26 of the past 52 weeks; or
- 3) Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

All participants must meet program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of an Individual Employability Plan (IEP) that documents the participant's need for and benefit from a Transitional Job.

B. Worksite Eligibility

The Worksite:

- Must be registered with the Internal Revenue Service (IRS) and provide their Federal Employer Identification Number (FEIN); 20 CFR 683.2801.
- Must have an account with the State of New Mexico for state taxes NM-CRS and be current with all tax reporting, penalties, and or interest or related payment plans. NMCRS number must also be provided.

- Must have an account with the State of New Mexico Department of Workforce Solutions for Unemployment Insurance; [20 CFR 683.280] and must be current with their taxes, quarterly wage reporting, penalties, and/or interest or related payment plan. UI Tax Id # must to be provided.
- Must carry General Liability and Workman's Compensation Insurance (20 CFR 680.280). (although, WCCNM will provide Workman's Compensation Insurance for those Transitional Jobs participants that are paid (subsidized) by the program) Copies of Certificates of Insurances must be provided.
- Must have safe and healthy working conditions with no previously reported health and safety violations that have been reported but have not been corrected;
- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations or age; [WIOA Sec. 189.106]
- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a Transitional Jobs Participant or as the result of having a Transitional Jobs Participant; [20 CFR 683.2701]
- Shall not allow the Transitional Job activity to result in the infringement of promotional opportunities of their current employees; [20 CFR 683.2701]
- Shall not allow the Transitional Jobs Participant to be involved in the construction, operation or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place of religious worship. [29 CFR Part 2, Subpart 21]

WCCNM Business Consultants will collect the Transitional Jobs Request Form from a Worksite to determine Worksite eligibility and determine the worksite's needs.

C. Transitional Job Timeframe

A Transitional Job Participant may be placed in Transitional Job placement for up to 120 days or less, and up to 29 hours per week or less. When determining the duration of a work experience activity, the following should be considered:

- Objectives of the work experience;
- Length of time necessary for the participant to learn the skills identified in the learning plan;
- The employer having sufficient quantity of meaningful work activities for the participant; and
- Service provider budget.

D. Compensation

Transitional Job Participants enrolled in a WCCNM paid Transitional Job placement shall be compensated an hourly wage at not less than the State or local minimum, whichever is greater. Participants shall be paid only for the hours worked during the work experience as

documented on the Transitional Jobs Attendance Report & Evaluation Bi-weekly Request form.

Paid Transitional Job Participants shall not include:

1. Sick leave;
2. Vacation breaks;
3. Lunch breaks; or
4. A holiday recognized by the service provider or employer as a "paid holiday".

Transitional Job Participants are not authorized to work overtime.

When determining the hourly wage for a Transitional Job participant, the following considerations should be taken into consideration (this list is not intended to be all inclusive):

- Objectives of the Transitional Job;
- Type of work performed during the engagement; ■ Skill set of the participant; ■ Service Provider budget.

PROCEDURES

A. Transitional Job Participant File Documentation

The following Transitional Job Participant documents must be located in WCOS, the participant file and/or the supplemental file:

- Comprehensive Assessment identifying a Transitional Job as an appropriate service; ■ Completed IEP documenting the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, includes information about eligible training providers.
- Participant Agreement
- Transitional Job Learning plan (completed prior to the start of the Transitional Job);
- Transitional Job Participant Confidentiality Agreement;
- W-4 Employee Withholding Allowance Certificate;
- 1-9 Employment Eligibility Verification Certificate (with supporting documents);
- Transitional Job Participant Corrective Action Plan (if applicable);
- Transitional Job Participant Hours & Cost Cap Training Form;
- Transitional Job Participant Bi-weekly Timesheets and Evaluations;
- Transitional Job Participant Evaluation by Supervisor - Final;
- Evaluation by Transitional Job Participant - Final;
- Case notes;
- Follow-up Services.

B. Transitional Job Worksite Agreement

Transitional Job Worksite Agreements must contain, at a minimum, the following:

- Responsibilities of the Worksite/Agency, including following regulations as described in this Policy.
- Information and instructions regarding WCCNM's Workers Compensation coverage for Transitional Job Participants in the event of a participant's illness or injury while on the job.
- Worksite Supervisor's Responsibilities including the maintenance of Transitional Job required documents for three years.
- WIOA Required Posters.
- WCCNM's Responsibilities.
- Signatures of the Worksite and WCCNM Authorized Authority.

C. Transitional Job Worksite File documentation:

- Transitional Job Worksite Agreement
- Drug Free Workplace Certification
- Transitional Job Participant Learning Plan
- Transitional Job Participant Confidentiality Agreement
- Transitional Job Participant Orientation Check List
- Transitional Job Participant Attendance Report & Evaluation
- Transitional Job Participant Corrective Action Form (if applicable)
- Transitional Job Participant start and end dates

A single Transitional Job Worksite Agreement may be written for group training with a single training site provided the working conditions and terms of the Agreement are the same for all interns covered by the Agreement.

D. Monitoring

Service providers must ensure regular and on-going monitoring and oversight of the Transitional Job participants. Monitoring may include on-site visits and phone/email communication with the worksite supervisor and participant to review the participant's progress in meeting training plan objectives. Any deviations from the Agreements should be dealt with promptly.

The WIOA service provider's oversight of the participant's training and payroll records may be reviewed by Federal, State and local fiscal and program monitors. These entities will have the right to access, examine and inspect any site where any phase of the Transitional Jobs program is being conducted. The service provider and worksites are required to maintain its records and accounts in such a way as to facilitate the audit. Records must be maintained for three (3) years after the conclusion of the Transitional Job.

REFERENCES

— WIOA Sec. 129 — and (3)
 20 CFR 680.150, 680.190, 680.195, 680.900, 683.270 and 683.280.
 — US DOL Wage and Hour Division

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APPLICABILITY:

WCCNM Adult/Dislocated Worker Service Providers

INQUIRIES:

WIOA Manager at 505-724-3629

This Policy has received approval by the Workforce Connection of Central New Mexico Board and rescinds any policy previously in effect (if applicable).

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WCCNM Board Chair

New Mexico Workforce Connection



Central Region



Operational Policy NO. OP -438, [Change 1](#)

Subject: Work Experience — Transitional Jobs Policy — Adult or Dislocated Worker

Effective: PY20~~2019~~, [effective date - 28/2219/202119](#)

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What funds may be used for Transitional jobs? ~~§S~~ 680.195

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An individual with 1.) barriers to employment who are 2.) chronically unemployed or have inconsistent work history:

The term individual with a "barrier to employment" means a member of one or more of the following populations:

- a. Displaced homemakers
- b. Low-income individuals
- c. Indians, Alaska Natives, and Native Hawaiians
- d. Individuals with disabilities, including youth who are individuals with disabilities
- e. Older individuals, i.e. those aged 55 or older
- f. Ex-offenders
- g. Homeless individuals
- h. Youth who are in or have aged out of the foster care system I Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- j. Eligible migrant and seasonal farmworkers
- k. Single parents (including single pregnant women)
- l. Long-term unemployed individuals and Recipients of public assistance

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- Must have safe and healthy working conditions with no previously reported health and safety violations that have been reported but have not been corrected;
- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations or age; [WIOA Sec. 20 CFR 683.2701]
- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a Transitional Jobs Participant or as the result of having a Transitional Jobs Participant; [20 CFR 683.2701]
- Shall not allow the Transitional Job activity to result in the infringement of promotional opportunities of their current employees; [20 CFR 683.2701]
- Shall not allow the Transitional Jobs Participant to be involved in the construction, operation or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place of religious worship. [29 CFR Part 2, Subpart 21]

WCCNM Business Consultants will collect the Transitional Jobs Request Form from a Worksite to determine Worksite eligibility and determine the worksite's needs.

C. Transitional Job Timeframe

A Transitional Job Participant may be placed in Transitional Job placement for up to 120 days or less, and up to 29 hours per week or less. When determining the duration of a work experience activity, the following should be considered:

- Objectives of the work experience;
- Length of time necessary for the participant to learn the skills identified in the learning plan;
- The employer having sufficient quantity of meaningful work activities for the participant; and
- Service provider budget.

D. Compensation

Transitional Job Participants enrolled in a WCCNM paid Transitional Job placement shall be compensated an hourly wage at not less than the State or local minimum, whichever is greater. Participants shall be paid only for the hours worked during the work experience as

documented on the Transitional Jobs Attendance Report & Evaluation Bi-weekly Request form.

Paid Transitional Job Participants shall not include:

1. Sick leave;
2. Vacation breaks;
3. Lunch breaks; or
4. A holiday recognized by the service provider or employer as a "paid holiday".

Transitional Job Participants are not authorized to work overtime.

When determining the hourly wage for a Transitional Job participant, the following considerations should be taken into consideration (this list is not intended to be all inclusive):

- Objectives of the Transitional Job;
- Type of work performed during the engagement; ■ Skill set of the participant; ■ Service Provider budget.

PROCEDURES

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- Participant Agreement
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B. Transitional Job Worksite Agreement

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- Worksite Supervisor's Responsibilities including the maintenance of Transitional Job required documents for three years.
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- WCCNM's Responsibilities.
- Signatures of the Worksite and WCCNM Authorized Authority.

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The WIOA service provider's oversight of the participant's training and payroll records may be reviewed by Federal, State and local fiscal and program monitors. These entities will have the right to access, examine and inspect any site where any phase of the Transitional Jobs program is being conducted. The service provider and worksites are required to maintain its records and accounts in such a way as to facilitate the audit. Records must be maintained for three (3) years after the conclusion of the Transitional Job.

REFERENCES

— WIOA Sec. 129 — and (3)
 20 CFR 680.150, 680.190, 680.195, 680.900, 683.270 and 683.280.
 — US DOL Wage and Hour Division

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APPLICABILITY:

WCCNM Adult/Dislocated Worker Service Providers

INQUIRIES:

WIOA Manager at 505-724-3629

This Policy has received approval by the Workforce Connection of Central New Mexico Board and rescinds any policy previously in effect (if applicable).

A handwritten signature in dark ink, appearing to read "Rebecca Ortiz", is written over a light purple rectangular background. The signature is cursive and fluid.

WCCNM Board Chair

Workforce Connection of Central New Mexico **Change 1 - Operational Policy NO. OP- 427**

Action Requested:

Approval of recommendation of this amendment to the WCCNM Full Board for the WIOA Operational Policy NO. OP-427 Parameters for Utilization of “Unrestricted”, Non-WIOA Funds.

PURPOSE

To provide for additional efficiency in the utilization of non-WIOA funds. The current policy dictates that WCCNM Full Board or WCCNM Executive Committee approval is required prior to expenditure of funds that exceed \$1,500.00. Recommend policy modification to acquire WCCNM Board Chair prior approval for expenditures that exceed \$1,500 and are less than \$10,000.00. Additionally, expenditures of non-WIOA funds that exceed \$10,000 must have prior approval of the WCCNM Full Board or Executive Committee.

BACKGROUND

In March of 2008, the WCCNM board approved the participation as an Employment Network, a provider for the Ticket to Work Employment (EN) Program. The establishment of an EN assists in the expansion of services available for individuals with disabilities to obtain and maintain gainful employment, and to provide additional financial resources to the Central Region

Since 2008 the WCCNM has generated revenue through the Ticket to Work program. The revenue generated is identified as unrestricted and may be used with no requirements, per SSA. To that end, in 2016 the WCCNM Full Board set parameters on the use of the unrestricted, non-WIOA funds.

Furthermore, the WCCNM is pursuing additional opportunities to increase this fund with training of staff as a Benefits Advisor to work in coordination with the Bernalillo County Behavioral Health and NEG-DWG COVID-19 project activities (and potentially other grant or foundation related funding) that will provide peer-to-peer workforce related support to include enrollment in WIOA Transitional Job Work Experience or other training for those impacted by the economic downturn and the many behavioral health issues that may affect potential WIOA participants.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____



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Operational Policy NO. OP- 427 - Change 1

Subject: Parameters for Utilization of “Unrestricted”, Non-WIOA Funds
Effective: ~~PY15-PY20~~ – 2/~~224/2016~~2020

BACKGROUND:

In March of 2008, the WCCNM board approved the participation as an Employment Network, a provider for the Ticket to Work Employment (EN) Program. The establishment of an EN assists in the expansion of services available for individuals with disabilities to obtain and maintain gainful employment, and to provide additional financial resources to the Central Region

Since 2008 the WCCNM has generated revenue through the Ticket to Work program. The revenue generated is identified as unrestricted and may be used without ~~no~~ requirements/restrictions, per SSA. To that end, the WCCNM must set parameters on the use of the unrestricted, non-WIOA funds.

POLICY:

For the purpose of the Workforce Connection of Central New Mexico (WCCNM) and the New Mexico Workforce Connection - Central Region, parameters on the use of unrestricted, non-WIOA funds, such as the revenue from the Ticket to Work program, are as follows:

- Grant Writer or Grant Writing Assistance to generate opportunities for the Central Region;
- Workforce Board and Committee Meetings;
- Travel costs for workforce related travel for staff and Board members; and
- All other prudent workforce related needs.

**** Any purchases over \$1500.00, must be approved by the WCCNM Board Chair.**

**** Any Purchases over \$10,000.00, must be approved by the WCCNM Executive Committee or Full Board.**

**** Please note that all purchases must follow WCCNM procurement requirements and Generally Accepted Accounting Principles (GAAP).**

APPLICABILITY:

All Unrestricted, Non-WIOA funds

INQUIRIES:

WIOA Manager 505-247-1750

This Policy has received approval by the Workforce Connection of Central New Mexico Board and rescinds any policy previously in effect.

WCCNM Board Chair

WIOA Manager 505-247-1750

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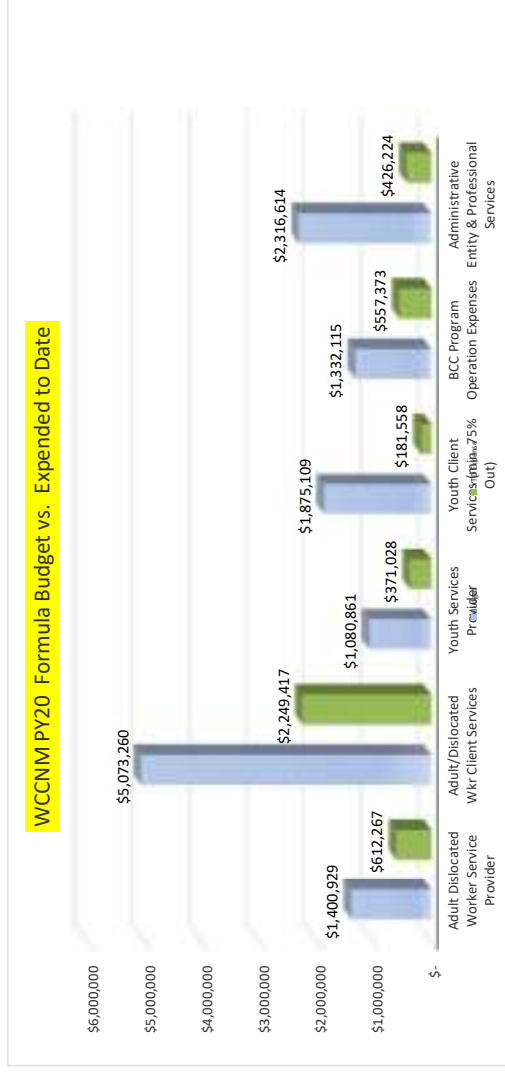
WORKFORCE CONNECTION

OF CENTRAL NEW MEXICO

FINANCIAL REPORT

YEAR TO DATE
December 31, 2020

	Budget	YTD Expense	Balance
Adult Dislocated Worker Service Provider	\$ 1,400,929	\$ 612,267	
Adult/Dislocated Wkr Client Services	\$ 5,073,260	\$ 2,249,417	
Youth Services Provider	\$ 1,080,861	\$ 371,028	
Youth Client Services (min. 75% Out)	\$ 1,875,109	\$ 181,558	
BCC Program Operation Expenses	\$ 1,332,115	\$ 557,373	
Administrative Entity & Professional Services	\$ 2,316,614	\$ 426,224	
	\$ 13,078,888	\$ 4,397,866	66%
	\$	\$	\$ 8,681,022

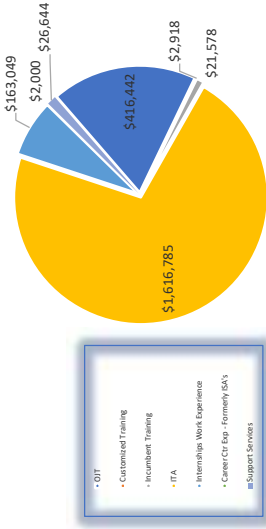


Data:
OJT
Customized Training
Incumbent Training
ITA
Internships Work Experience
Career Ctr Exp - Formerly ISA's
Support Services

416,442
2,918
21,578
1,616,785
163,049
2,000
28,644

Check \$	2,249,417
Diff \$	0

PY20 YTD Adult DW Client Services Expended

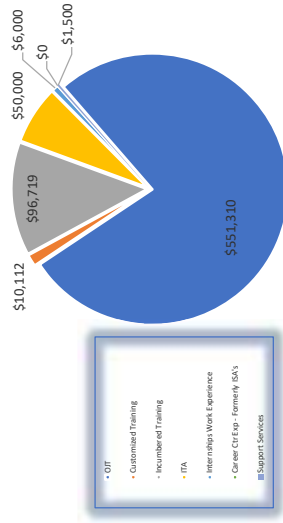


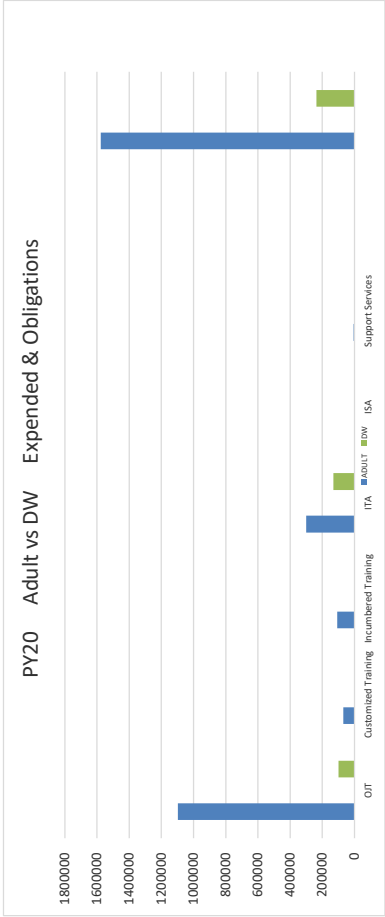
Data:
OJT
Customized Training
Incumbent Training
ITA
Internships Work Experience
Career Ctr Exp - Formerly ISA's
Support Services

551,310
10,112
96,719
50,000
6,000
-
1,500

Ck \$	715,641
Diff \$	-

PY20 YTD Adult DW Client Services Obligations





Adult DW

OJT
 Customized Training
 Incumbered Training
 ITA
 Career Ctr Exp - Formerly ISA's
 Internship Work Exp
 Support Services

734,729	233,022
97,638	0
31,690	0
962,888	703,897
2,000	-
130,360	38,689
26,827	3,316
1,986,132	978,925
67%	33%

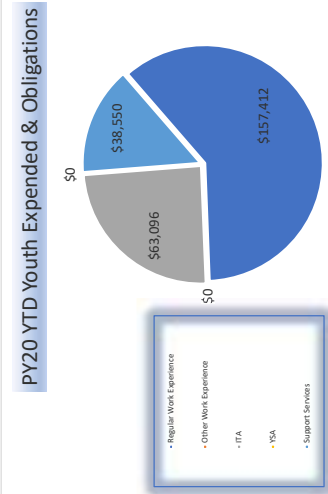
Ck 2,965,058
 Ck 2,965,058
 Diff (0)

2,965,058

Data:
Regular Work Experience
Other Work Experience
ITA
YSA
Support Services

157,412
63,096
-
38,550

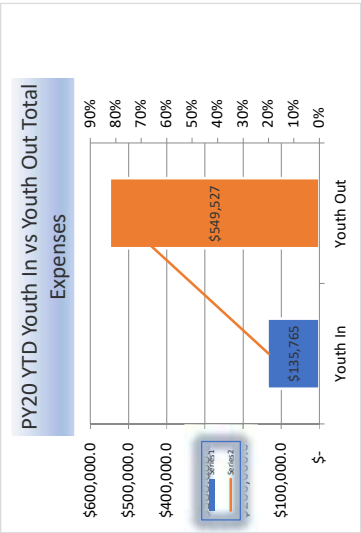
259,058
259,058
Check \$
Diff \$ -



Data:
Youth In
Youth Out

\$ 135,765.3 19.81%
\$ 549,526.6 80.19%

685,292
685,292
Check
Off Financials \$
Not Board Report



WORKFORCE CONNECTION

OF CENTRAL NEW MEXICO

Reports

Workforce Connection Centers

TechHire

Performance

YEAR TO DATE
January 31, 2021

MONTHLY REPORT January 2021

Presented to the



February 17, 2021

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Last Month's Activities

COVID-19 Response

As of March 2020, as a precautionary measure to mitigate the spread of coronavirus disease (COVID-19), the WCCNM suspended all in-person services in the New Mexico Workforce Connection (NMWC) centers across the four-county region. The region continues to deliver services virtually, and the Operations Team is revisiting and building on the re-open plan (the Service Delivery Plan-Fall 2020).

The Operations Team continues to stay informed of all guidance and public health orders from federal, state, local, tribal, and/or territorial health agencies and will incorporate those recommendations and resources into the Service Delivery Plan as needed. The four NM Workforce Connection Centers in the Central Region will continue to abide by the maximum occupancy and staffing limits in accordance with current public health orders.

The New Mexico Workforce Connection partners are increasing the services that can be delivered effectively in a remote and virtual mode to the greatest extent possible. WCCNM is incorporating all available technologies and tools, in addition to investing and developing much needed tech upgrades including:

- a cloud-based communications system for phone, text, and video conferencing;
- a new WCCNM website (www.wccnm.org) with a UX design that provides robust information about all services and programs available in the New Mexico Workforce Connection centers in the Central Region;
- an online partner referral system that is embedded in the WCCNM intranet; and
- an employer/business services inquiry tool on the new website that allows for businesses to quickly submit their workforce needs to business team representatives with a define process, workflow, and tracking database on the backend.



www.wccnm.org

Virtual services highlights include:

- Program orientations for Title I.B Adult & Dislocated Worker program and TAA program, labor market information sessions, one-on-one career counseling appointments, youth program intakes, and other services performed over the phone, through video recordings, via video conference, and through email.
- Virtual recruitment events recorded and streamed in-house at the New Mexico Workforce Connection in Albuquerque (APD, Admiral Beverage, Unity BPO, Corus Health, National Roofing, ARCA, and more)
- Weekly "Hot Jobs" announcement on IGTV and other WCCNM social media sites that highlights employers actively and quickly hiring for multiple openings.

- All program teams are working on developing improved electronic fillable PDF forms for customers to use. The Title I.B Adult & Dislocated Worker team finalized new labor market information and WIOA application forms that have had a very positive response from participants.
- Resume, interview, and soft skills webinar workshops have been heavily promoted in the Central Region via e-blasts and social media posts/story highlights.
- WIOA Title I.B Adult & Dislocated Worker program, TechHire, and other programs are working to better support students through digital learning challenges.
- All staff throughout the region help answer general Unemployment Insurance questions and help direct individuals to information that individuals can find in their online accounts, updates from NMDWS website, and the Unemployment Insurance Operations Center. The Operations Team also provides direct assistance to all individual calling about unemployment through the 505-843-1900 number. The Operations Team have been invited to be a part of the "Toolbox Talks" on Fridays, and this has been a great source of information and updates for them to help better serve individuals looking for unemployment assistance. They have directly assisted and resolved close to 6,000 unemployment inquires in the referral system.

There is a marketing emphasis on promoting available services for unemployed individuals/dislocated workers to prepare now for re-employment with better opportunities by:

- building their skills;
- engaging in career prep activities such as resume writing and interview skills;
- exploring short-term training programs that lead to in-demand careers;
- considering all types of training opportunities include apprenticeship and apprenticeship pathway programs; and
- taking advantage of New Mexico Workforce Connection virtual webinars, workshops, and videos that they can attend from anywhere and view on their phone, tablet, or PC.

All outreach includes the various ways that an individual can contact the New Mexico Workforce Connection including:

- By email: nmworkforceconnection@wccnm.org (account managed by the Operations Team and then referrals to all programs tracked in the referral and inquiry system in the WCCNM intranet)
- By phone: (505) 843-1900 (Operations Team answers main phone number and then refers to programs in same way as email account. Once RingCentral launches, Operations Team will answer phone inquiries for all five New Mexico Workforce Connection Centers in the Central Region)
- By private message on Instagram and Facebook sites (social media is monitored closely by Operations Manager, and all private messages are answered within 24 hours)

As the WCCNM has adapted the marketing mix to the COVID-19 crisis, e-blasts and social media have been invaluable modes of communication, with social media presence growing an average of close to 1,000 page views every 30 days, and an average of 11,000 people who saw content from posts, news feeds, and stories over a 30-day period. WCCNM will continue increase social media activity while also continuing to use traditional modes like email marketing to ensure that we are reaching all of our target audiences in a variety of ways.

- Facebook (Workforce Connection of Central New Mexico)
- Twitter (@NMWorkforce)
- Instagram (nmworkforce)
- You Tube (Workforce Connection of Central New Mexico)



Individual Services

The Individual Services section includes summary data and performance of all co-located and core partners.

- In January, 1,460 new clients registered in the NMWC online system (www.jobs.state.nm.us), compared to 1,872 individuals in December.
- In-person center visits are not being tracked at this time due to the centers being closed to the public as a precautionary measure.

The WCCNM Annual Report – Program Year 2019 is posted at www.wccnm.org on the "WCCNM Board" page.



WIOA Title 1.B Adult and Dislocated Worker Programs

The Adult & Dislocated Worker (DW) Programs:

- enrolled 53 participants in January 2020, compared to 44 last month;
 - Bernalillo: 24 participants
 - Sandoval: 9 participants
 - Torrance: 7 participant
 - Valencia: 13 participants
- facilitated Labor Market Information (LMI) Workshops for 118 potential participants, compared to 61 last month;
- provided WIOA Title 1.B Adult & Dislocated Worker Orientation to 131 potential participants, compared to 87 last month;
- developed 53 Individual Employment Plans (IEP), compared to 44 last month;
- created 12 customized training (CT) contracts, compared to 0 last month;
- established 88 Individual Training Accounts (ITA), compared to 65 last month;
- developed 11 On-the-Job Training (OJT) contracts for 11 clients, compared to 10 contracts for 12 clients last month; and
- created 12 apprenticeship contracts for 39 clients, compared to 0 contracts for 0 clients last month.

Dislocated Worker Outreach:

The Title 1.B Adult & DW program has been continuing to reach out to dislocated workers thorough referrals, social media, phone and email. A short-term training one page flyer has been developed to target those on Unemployment Insurance (UI) or exhausted UI that could attend a short-term training to change career paths. The "bridge report" from the UI system continues to be a main source for recruiting dislocated workers.

Job Seeker and Business Outreach:

The Adult & DW Program is working with CNM Ingenuity to fund upcoming boot camps for January, February, and March, and they have many Emergency Dislocated Worker Grant (DWG) applicants for these boot camps. The program also has many returning students for CNM and UNM, for whom grades were collected and Spring 2021 ITAs were issued in January. Referrals have been processed from Cultivating Coders, CNMI, Pima Medical, Brookline College, Carrington College, UNMCE, UNM Valencia, and CNM Main Campus. The majority of these requests are in the sector strategy industries of healthcare and information technology.

The Adult Program has also been focusing business outreach to employers that can accept workers with criminal backgrounds for the DWG grant program. They are vetting dislocated workers to match with possible employers. The

program has met with a variety of community-based organizations across all four counties with whom they could collaborate to support transitional job placements. Eight local businesses are in the process of working with the DWG program to fill 15+ open positions with transitional workers. Program staff are also working on placing 5 individuals in transitional positions and are developing relationships (i.e. with probation and parole officers) that will help them obtain more referrals. They have also conducted outreach to nine additional local employers to determine whether they are interested in offering transitional jobs.

Staff have recorded the WIOA orientation and Labor Market information workshops, which have been posted to YouTube so applicants can attend the workshops virtually. This will save significant staff time trying to offer orientation and LMI guidance on a one to one basis and is more convenient for customers to view and refer back to the detailed program information.

WIOA Title 1.B Youth Program

The Youth Program:

- enrolled 24 new clients with 13 as Itinerant Enrollments in January 2020, compared to 12 new clients with 6 Itinerant Enrollments last month;
 - Bernalillo: 11 enrollments
 - Sandoval: 9 enrollments
 - Torrance: 2 enrollments
 - Valencia: 2 enrollments
- Placed 5 in Work Experience, compared to 8 last month;
 - Bernalillo: 1 youth in work experience
 - Sandoval: 1 youth in work experience
 - Torrance: 2 youth in work experience
 - Valencia: 1 youth in work experience
- Established 12 Individual Training Account (ITA), compared to 7 last month.

The total caseload for the Youth Program is 628, compared to 625 last month.

Business closures and operation at low capacity, due to the governor's COVID19 public health order, remain a challenge for the program in regards to placements; however, placements are starting to increase as businesses slowly begin to reopen. The program anticipates seeing more placements in the next few months. The program has placed a total of 96 participants to work but is seeing an average of 36 timesheets per pay period. Online tutoring continues for participants who have not been able to resume or start work experience. This month, eight participants were engaged in online training.

A list of over 600 possible youth referrals were provided by the Operations Manager in December of 2020, and staff continued to work through this list throughout January. Some of these contacts have resulted in enrollments, and many are pending with paperwork. The Youth Program is tracking the outcome of this referral list and is utilizing the 3/3/3 approach: 3 contacts at 3 different times/days utilizing 3 different contact methods.

The pre-apprenticeship/HSE pilot project with Associated Builders and Contractors, Inc. (ABC) and ABQ Adult Learning Center (ALC) recruitment period began on January 19th. The program flyer was circulated among many



partners and media outlets. The project is gaining a lot of interest, and referrals are being filtered to the Youth Development Practitioners (YDPs) to check eligibility and began enrollment. Meetings continue with ABC and ALC to answer questions and determine a start date. The registration deadline is February 5th but has been extended to February 26th. The anticipated start date for classes is March 1st, 2021.

A planning meeting was held with Associated General Contractors on January 5th to begin discussions on another pre-apprenticeship program with them. Since AGC is partners with ACE Leadership High School and Future Focused Education, the idea of piloting a pre-apprenticeship program for in-school youth was discussed. Another planning meeting with ACE Leadership HS and FFE will be held to continue discussions.

WIOA Title III Wagner-Peyser Employment & Career Services

The Employment & Career Services Team

- provided one-on-one counseling services to approximately 427 individuals, compared to 449 last month;
- assisted 178 individuals with developing their resume and/or employment plans, compared to 149 last month;
- provided reemployment services to 75 unemployed individuals through the Reemployment Services and Eligibility Assessments (RESEA) program, compared to 53 last month;
- placed 1 job seekers (staff assisted) with employment opportunities in January 2020, compared to 5 last month; and,
- pre-screened 10 individuals for employment, compared to 6 last month.

Resume, interview, and soft skills webinar workshops have been heavily promoted in the Central Region via e-blasts and social media posts/story highlights.

Outreach and Partnership Opportunities - Target Populations

The Workforce Innovation and Opportunity Act (WIOA) has a focus on helping low-income and disadvantaged populations. The workforce development professionals in Central Region NM Workforce Connection centers operate within the integrated system, complete with co-located partners, procured service providers, and shared resource leveraging. However, funding and available public resources are still finite and limited, so populations with significant or multiple barriers to employment should receive priority for services. Sometimes these populations will be referred to as "hard-to-serve" or "hard-to-employ" clients.

Some special populations the workforce system serves include but are not limited to:

- Veterans and eligible spouses
- Individuals with disabilities, both youth and adults
- English language learners (limited English proficient)
- Migrant and seasonal farmworkers
- Out-of-school youth
- Adult and youth ex-offenders (justice-involved)
- Public assistance recipients (TANF, SNAP, SSI, Medicaid, etc.)
- Youth in, or previously in, foster care
- Homeless individuals, both youth and adults
- Runaway youth
- Pregnant and parenting youth
- The long-term unemployed

- Low-income workers earning wages below self-sufficiency
- Basic skills deficient individuals
- The over 55 age group

Business Services

The Business Services section includes summary data and performance of all co-located, core partners.

- In January 2020, there were 237 outreach activities with employers, compared to 180 last month.
- There were 1,698 jobs posted in the NM Workforce Connection system (www.jobs.state.nm.us) by NMWC staff (job orders taken) in January, compared to 1,577 in December.
- Qualified candidates were referred to 245 employers, compared to 283 last month.

The Title I.B Adult & DW Program is currently working with Facebook's Elevate Career Connections Fellowship program for recruitment of employers and students for the summer 2021 internship program. They have been providing information to WIOA representatives from Texas, California, and Nevada about the Facebook pilot project that was launched last year. The goal for this year's summer internship program is 100 enrollments. They currently have over 100 student applicants and 60 employers that have completed the preliminary application. Deadline for submissions is 03/12/2020. The team will continue to conduct outreach and market the program in order to meet its goal of 100 qualified students and businesses.

The team conducted outreach to the following businesses during January: All Around Plumbing, M&M Body LLC, o-Brien & Padilla PC, Get A Grip, Monarch Properties, Alizana Family Services, Motus Marketing, Modlus Architecture, Paramount Roofing, Desert Roots Landscaping, WAFD Insurance Group, Body & Mind Wellness, Waterstone Mortgage, Burt & Company CPA, Chi Massage Therapy, TGS Web Design, Fiber Works, Daniels Insurance, Capital Strategies, State of the Heart Recovery, Peaceful Habitations NMDC, New Mexico Dental Clinics, Zia Recovery, Town of Bernalillo, Sun Zia, and Sugar Skull Coffee.

The Title III Employment & Career Services team records a weekly "Hot Jobs" announcement on IGTV and other WCCNM social media sites that highlights employers actively and quickly hiring for multiple openings. Virtual recruitment events are recorded and streamed in-house at the New Mexico Workforce Connection in Albuquerque and have created a lot of interest from employers across industries.



The Employment & Career Services Team is helping businesses connect with a skilled workforce during the pandemic through #AllHandsNewMexico. If businesses need to hire workers to meet a surge in demand, they can submit information at www.dws.state.nm.us/COVID-19-Post-Jobs, and a business representative will connect the business with qualified job seekers.

Employment Events and Career Fairs (Organized by NMWC or NMWC Participated)

- 1/5/2020 US Department of Homeland Security Live Virtual Recruitment Event
- 1/7/2020 APD Live Virtual Recruitment Event

- 1/11/2020 NM Corrections Department Live Virtual Recruitment Event
- 1/21/2020 White Horse Ranch Live Virtual Recruitment Event
- 1/26/2020 Geo Group, Inc. Live Virtual Recruitment Event
- 1/27/2020 Evergreen Contractors, LLC Live Virtual Recruitment Event

Sector Strategies

In December, Board Chair Jerry Schalow organized and launched a series of joint WCCNM and Perkins Region E business meetings. The goal of these meetings is to improve the ability of the local workforce system to meet county-specific business needs in the fastest-growing industries in each of the Central Region's four counties. Staff met virtually with business leaders in the healthcare, manufacturing, trades, and information technology industries in Sandoval County, with the goal of identifying common business needs within each industry and developing education and training programs to meet those needs. These conversations were incredibly productive, and breakout groups for each industry were able to identify several focus areas that the WCCNM could support in the future.

Staff also met with educational leaders – with a focus on those involved in technical education – from Sandoval County. During this meeting, staff shared what they had learned from Sandoval County business leaders and what skills and experiences employers are seeking, and focus groups brainstormed ways that the K-12 and postsecondary education systems could prepare students to meet those needs and launch successful careers in those industries. Chairman Schalow and WCCNM staff will continue these conversations in Sandoval County and will also conduct similar meetings in Bernalillo, Torrance, and Valencia Counties in order to strengthen the WCCNM's ability to meet county-specific local business needs.

The ***Moving the Needle*** report is close to being finalized. While the document includes baseline data and activity across the workforce system and partners, it is also considered an active document, with ongoing updates and revisions. The finalized version will be presented to the WCCNM board and all workforce partners in the Central Region for review and input.

Data collection for the WCCNM Career Pathways Project, a strategy included in the Moving the Needle report, is also near completion, with the majority of the research completed. The initial mapping of career pathways, highlighting IT/tech and healthcare, has been completed. Pathways mapping identifies the industry demand, salary expectations, knowledge, skills and abilities, competencies, credentials required, work experience, and required education and training. Next steps will involve having industry experts and educators validate the data and confirm the alignment of pathways with actual job requirements. The WCCNM will leverage employer relationships it has established through other sector work, including with the TechHire Advisory Council, to validate this data. While COVID-19 has proved challenging due to individuals working remotely with alternative schedules, the WCCNM is committed to securing industry experts who can validate the identified pathways and how they align to the requirements and needs of the business community.

The initial mapping is a start to the overall Career Pathways Project, which aims to provide jobseekers with clearer, easier way to understand information on pathways to different careers, as well as career progression. Continuous conversation with industry experts is critical to ensuring alignment of this information with the needs of all workforce partners and the region's education/training partners. Once the initial mapping is validated by industry experts and educators, WCCNM will explore next steps toward a formal and more expansive work plan for weaving career pathways throughout the workforce system.

Apprenticeship and Apprenticeship Pathways

Outreach to employers and potential new apprenticeship sponsors continues, with a goal of a minimum of two outreach activities per week to promote the apprenticeship model to businesses. As a result of the outreach activity, apprenticeship program discussions qualified the needs and challenges of businesses, and provided information relative to the design of apprenticeship models. Notably, two outreach discussions moved closer to potential apprenticeship opportunities:

- Village of Los Ranchos – qualifying meetings were held to determine how apprenticeships could be of value, specifically in the farming arena. There is a high level of interest to develop an apprenticeship program; however, it will be a longer term project for 2021-2022.
- Beehive Homes – there is a high level of interest to pursue an apprenticeship program targeted for Health Support Specialists (Caregivers). Resources including Sample Program Standards, Work Process Schedules (Health Support Specialists) and industry success stories were provided. Follow-up meetings will be scheduled in early February due to Beehive Homes' yearend closing.

Outreach to HR professionals and consultants continues, as this group is exposed to employers with talent shortages and/or hiring challenges. This will open the bridge to discuss the value of apprenticeship programs, and/or referrals to other resources that WCCNM business partners can assist with.

Virtual training held with the DVR-Area 7 staff on Apprenticeships and Apprenticeship Career Paths, resulted in five individuals and one employer interested in apprenticeship programs in Q4. A similar presentation was provided to the NMDWS new hires in the Central Region. Feedback continues to be favorable and the team will continue to offer trainings on apprenticeships and career pathways for other interested partners.

With COVID-19 altering traditional methods of job search and use of related resources, WCCNM's use of communicating on social media platforms (Facebook, Instagram, Twitter, and YouTube) has ramped up in recent months with notable results. Outreach has expanded to include information on apprenticeship and apprenticeship pathway opportunities in the Central Region.

TechHire - Grant Closeout

- As of December 31, 2020, TechHire New Mexico has enrolled 439 participants, of whom 432 received training.
- 346 participants have completed education and training activities, and 315 of these participants received a degree or credential.
- 328 unemployed or underemployed individuals gained new employment; 234 unemployed participants gained employment, and 93 incumbent workers advanced into a new position.
- Of the 439 enrolled participants, 83% are Bernalillo County residents, 12% are Sandoval County residents, 5% are Valencia County residents, and < 1% are Torrance County residents.



Success Stories

WIOA Title 1.B, Adult and Dislocated Worker Programs

Bernalillo County



Dante was employed with a local car dealership as a lube technician for roughly a year when he experienced a medical emergency that left him hospitalized for six weeks. He returned to work after he was released, but he struggled to perform his daily duties to do ongoing weakness. This also occurred around the time that the COVID-19 pandemic hit. Dante's hours were reduced, and he was eventually let go from his position.

During his layoff, he decided that this would be a perfect time to upgrade his skillset. Dante was advised to look into the crane operator training at Paradise Crane Consultants LLC. After touring the facility and learning more about career opportunities within the field, Dante felt it was a good fit and signed up for the next 4-week training. Paradise Crane suggested he seek funding assistance from WIOA, since they do not offer any financial aid. Dante was assigned a Career Development Specialist and sought eligibility into the program as a Dislocated Worker. Dante was accepted and approved for WIOA funding, which covered his full tuition cost for the mobile hydraulic introduction crane course. Dante successfully completed his training course and was awarded a Crawler Mount: Lattice Boom, Hydraulic Machinery Certification on 10/13/2020, issued by the National Center for Construction Education and Research (NCCER). After several months of job shadowing, networking, and joining an Iron Worker Union, Dante was offered employment in December 2020 with Moninger Steel as a Crane Operator. He will earn \$16.80 an hour to start and will receive a \$2.00 increase in pay every 6 months. Dante is extremely happy with his choice in training and sees a bright future ahead of him. Dante is grateful for the WIOA program, his CDS's assistance, and for the opportunity to find a new career path that will provide him advancement opportunities and self-sufficiency.

Manuel is the loving father of a baby boy. He came to WIOA because, after unexpectedly becoming a single father, he knew he needed a job that would provide a good life for him and his son. Manuel's cousin told him about WIOA and how the Adult and Dislocated Worker program had provided him with funding to receive his CDL.

Manuel reached out to the WIOA program and started the approval process. He enrolled with Phoenix Truck Driving School, completed the WIOA enrollment process, and qualified as a low-income participant. Manuel graduated from Phoenix with his CDL and found employment three days after graduation with Albuquerque Gravel Company. He works full-time Monday through Friday and earns 19.00 an hour. After a year's employment with the company, he will be eligible for a pay raise. Manuel is so grateful to WIOA for all the assistance and support that he received.



Founded by Joseph and John Armijo in 1997, Four Winds Mechanical takes its name from the Four Winds Messengers, a Native American legend of spirit beings placed at the four corners of Earth to keep watchful eyes on the four seasons of

the year. They provide heating, ventilating, air conditioning, refrigeration and general construction services. Four Winds Mechanical has had success working with the WIOA program to train new employees.

Four Winds Mechanical wanted to hire Elizabeth, who was laid off from her previous position due to the pandemic. Elizabeth stated, "the unfortunate events going on in the world caused my position to be eliminated, leaving me without a job. I experienced the fear of how I was going to care for my family and responsibilities." Elizabeth had been in her previous position for 15 years and, while Four Winds Mechanical was excited to hire her, they knew she would require training to prepare for her new position. Thankfully, Elizabeth was eligible for a Dislocated Worker on-the-job training opportunity for her new position.



Elizabeth is grateful for the opportunity to train for her new position that WIOA provided her. She is excited about her new job and enjoys that Four Winds Mechanical has the "small business family feeling." She stated, "everyone gets along great and works together to make the business successful. I enjoy the challenge of learning something new every day and working on perfecting my skills." Elizabeth is currently earning \$25.00 an hour with benefits.

The WIOA Adult & Dislocated Worker (DW) Program contacted Ally through the Dislocated Worker Bridge report in October 2020. Although Ally had filed for unemployment, she had been determined ineligible and had no form of income besides SNAP benefits since January 2020 when she lost her retail job. As a student at UNM, Ally was struggling to stay afloat financially and continue her studies in the midst of a pandemic. In October, the program contacted Ally to see if she would be interested in a clerk position at the Department of Health (DOH) as one of the program's first transitional workers. Ally was interested and quickly submitted all of her paperwork. She interviewed with the DOH, and they offered her a position at a COVID-19 testing site.

After a few weeks of training, Ally was already succeeding in her role; her nurse manager consistently spoke highly of her work ethic and never had a negative thing to say about her. In January, her nurse manager wrote, "Ally has learned the new registration system for the COVID-19 vaccination and willingly took on administrative duties. She trained community members and DOH staff in the use of the new program and was a huge reason for the success of our first vaccination event with the new system," and on her next evaluation, they described her as an "invaluable asset to our team and the community." Ally has also expressed to the team how much she loves her position, and was thrilled when program staff suggested turning her temporary part-time employment into a full-time position through the OJT program. DOH has also been pushing to put Ally on full-time employment, and program staff are hopeful that Ally will be able to transition to full-time employment and continue serving her community as a front line employee.

Sandoval County

Zoe became part of the WIOA program in July of 2020. Zoe had been working at Cheddars Scratch Kitchen in the bar area since 2018. Prior to that, she had worked at several other food establishments, a movie theater, and as a key holder in a retail position, but she did not feel like she was using her Certificate of Culinary Arts to its full potential. Zoe hoped that the WIOA Adult & DW program would be able to help her find a position with a restaurant where she could utilize the skills she learned in culinary school.

Program staff were able to find Zoe a Kitchen Manager position with Bosque Brewing, LLC, which she states has been an incredible journey. She is thoroughly enjoying her new job and now feels excited about the future. She has learned so much at Bosque Brewing already. Zoe is now in charge of a huge kitchen, which has fulfilled her dream and allowed her to

use her education. She loves her job and her team at Bosque, and she is grateful that she was able to find such an incredible fit. She is also making a significantly higher salary than in her previous position and is thankful for that!

Valencia County

Tommy is a big believer in education, something that he tries to instill in his children and staff daily. He wanted to lead by example by obtaining his Associates Degree in Business Administration, knowing that this would come in handy for advancing his career within the Fire Department, as well as leading to other employment opportunities when he is ready to retire from the department.

Tommy is currently an Assistant Fire Chief with the Village of Los Lunas Fire Department. Tommy began as an EMT with the department in 2004 and has worked his way up to his current position, becoming Assistant Chief in 2015. He also knew that, to eventually become Chief and effectively run the department, he needed the skills and experience that an Associates in Business would provide him. Tommy saw an opportunity when WIOA approached the department to share services available to them from the New Mexico Workforce Connection.



Tommy started the Fast Track Business Administration program at CNM in September in 2019 and completed in December of 2020 with honors. Tommy has already been able to apply what he has learned in the program to his current position, and he will be ready when the next opportunity to apply for the Chief position appears. He has dedicated 17 years to protecting his community and looks forward to more years with the department.

WIOA Title 1.B Youth Program

Bernalillo County



Sixteen-year-old John was referred to the WIOA Youth Program in October 2020 by YDI's Project Adelante, where he was enrolled in the HSE preparation program and was hoping to find employment opportunities.

During his time in the WIOA program, John has shared with his Youth Development Practitioner (YDP) the obstacles he continues to overcome. John is raised by his elderly grandmother. He and his grandmother also both battled COVID-19 and are happy to report they are now in good health. More recently, the family lost a loved one to age and illness and have been keeping John's great-aunt company. John also discussed his difficulties during his time attending public schools and a charter school,

where he felt that his needs as a student were being overlooked. John knew he needed to find an alternative for his education that worked for him, believing that he could succeed if provided the right opportunities.

John's positive attitude and perseverance have paid off. In November, he was placed for work experience with Art Carrasco at Creative Foods USA aka Creative Lending as an administrative assistant. John receives excellent reviews on each of his biweekly timesheets. On January 11, 2021, John completed his final HiSET exam and is now a high school graduate. John called his YDP immediately after his exam to share the news and proudly shared that in school he would have been "lost

among the crowd but instead graduated two years ahead of his class.” John has also mentioned many times that he is grateful to the WIOA Youth Program for all of their support.

Valencia County

Keilani was referred to the WIOA Youth Program by PIMA Medical Institute. She needed assistance pursuing a certificate in Medical Assisting. Keilani was motivated and excited to begin her career in the medical field. Keilani completed a career inventory and labor market information packet, and she applied for FAFSA.

Keilani enrolled at PIMA and began attending classes daily. She lives a one-hour drive both ways from her school, so the WIOA Youth Program assisted her with this transportation barrier by providing \$15.00 a day in transportation reimbursements.

Halfway through her program, the COVID-19 pandemic closed down her school, and she was forced to take a month off. When the school reopened with virtual courses, Keilani was worried, as she is a hands-on student. However, she persisted through the challenges of virtual courses and passed all of her classes.

Keilani completed her internship at UNMH, where she was offered a full-time position after volunteering to assist with COVID testing. On the day she was supposed to start her full-time employment, Keilani tested positive for the virus. She was devastated and worried about her bills and the possibility of losing her new job. Youth program staff offered her the chance to complete online training for stipend pay as she recovered from COVID. Keilani was relieved that she was able to earn some income while recovering.

She recovered and was able to attend another first day on the job. The WIOA Youth Program then assisted her with purchasing scrubs for her new career. Keilani is scheduled to complete her state certifications and will receive reimbursement for those costs. She is thankful for all the help, guidance, and support the Youth program offered her, including weekly phone calls with her YDP, guidance, ITA, LMI, transportation assistance, supportive services, and online training.

Trade Adjustment Assistance Program

The Trade Adjustment Assistance (TAA) program received the below letter from Jacob, who recently graduated with a Master's Degree after receiving assistance from the program:



January 27, 2021

Jacob Lance Munoz
767 Meadow Lake Road
Los Lunas, NM 87031

To Whom it May Concern,

The Trade Readjustment Allowance (TRA) program was a true blessing after I was laid off from one of New Mexico's largest Medicaid Managed Care Organization (MCO), after 4 years of employment. The TRA program offered me the opportunity to advance my degree and increase my ability to gain meaningful employment in a position that would better serve the New Mexico population. I am happy to say that since New Mexico invested in me, my personal goal is to continue to work in New Mexico in the health care field; I truly want to give back to the land of enchantment.

Through the program, I was able to obtain my Masters Degree in Nursing with a concentration on Health Administration. I have to admit, I was nervous about pursuing an advanced degree; however, Ceanna Pettis-Smith, Career Consultant and Michelle Sotelo, the TRA Coordinator/UI Specialist at the NM Workforce Solutions office were extremely supportive and helpful at each step. Anytime I had a problem or question, Mrs. Pettis-Smith offered a supportive response and encouraged me to continue. They both shared my excitement when I graduated in December 2020, with a 3.8 GPA from the University of St. Francis.

The program provided me with the much-needed support to complete the final 1 ½ years of my master's degree; especially during the height of the pandemic. I believe the new degree allowed me to reach my full potential and developed my leadership skills, self-confidence and communication skills. The program has improved my marketability and I feel that it secures my ability to maintain job security. This could not have been possible without the TRA benefit of the program.

I am truly thankful for the help and look forward to accepting a leadership opportunity that will take me out of my comfort zone.

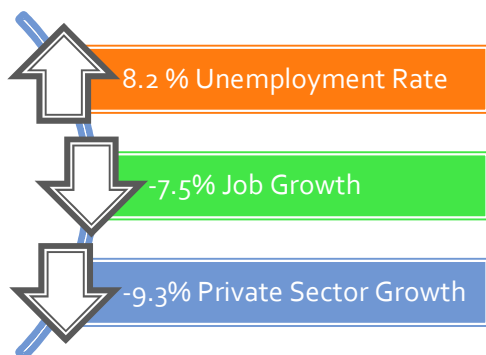
Sincerely,

Jacob Munoz

Labor Market Information & Economic Update

Latest Employment News

Statewide



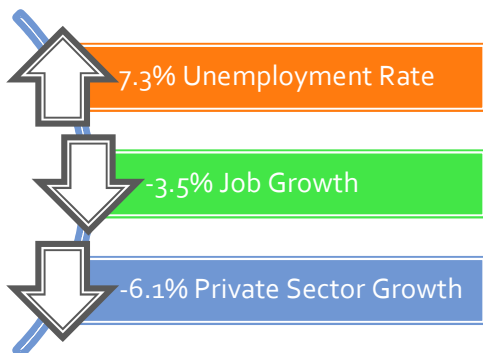
New Mexico's seasonally adjusted unemployment rate (based on the Current Population Survey, also known as the household survey) was 8.2 percent in December 2020, up from 7.2 percent in November 2020 and up from 4.8 percent in December 2019. The national unemployment rate in December was 6.7 percent, unchanged from the rate in November and up from 3.6 percent last year.

Over the year, New Mexico's total nonagricultural employment decreased by 65,100 jobs, or 7.5 percent. Most of these losses were in the private sector (down 62,600 jobs or 9.3 percent), while the public sector was down 2,500 jobs (or 1.3 percent). All major industry sectors reported employment decreases over the year.

(Labor Market Review, Volume 49 No. 12 Published February, 2021. NMDWS, Economic Research & Analysis)

Albuquerque MSA (Bernalillo, Sandoval, Torrance, and Valencia Counties)

The non-seasonally adjusted unemployment rate for the Albuquerque MSA was 7.3 percent in December 2020, up from 6.4 percent in November and up from 4.1 percent in December 2019.



Over the year, the Albuquerque MSA shed 13,900 jobs in total nonfarm employment, representing a loss of 3.5 percent. The following private sector industries lost jobs: leisure and hospitality, down 10,600 jobs (or 24.7 percent); manufacturing, down 2,700 jobs (or 15.6 percent); education and health services, down 2,200 jobs (or 3.3 percent); financial activities, down 1,900 jobs (or 9.5 percent); miscellaneous other services, down 1,200 jobs (or 10.0 percent); trade, transportation, and utilities, down 600 jobs (or 0.9 percent); information, down 400 jobs (or 6.9 percent); and mining and construction, down 100 jobs (or 0.4 percent). Professional and business services was up 300 jobs (or 0.5 percent).

In the public sector, state government was up 8,300 jobs, or 31.6 percent; local government was down 2,700 jobs, or 6.6 percent; and federal government employment was down 100 jobs, or 0.7 percent.

(Labor Market Review, Volume 49 No. 12 Published February, 2021. NMDWS, Economic Research & Analysis)



CENTRAL REGION NMWC CENTERS - SERVICE REPORT

MONTH: January 2021

SERVICE	JOB SEEKER SERVICES					
	Current Month	Prior Month	Previous Months	Yearly Total (PY20)	Yearly Total (PY19)	Yearly Total (PY 18)
# WELCOME	47	55	290	392	25,406	N/A
# OFFICE VISIT RESOURCE ROOM REGISTRATION IN NMWC	9 1,460	8 1,872	43 21,167	26 24,499	23,138 35,369	29,238 10,275
VETERANS						
NUMBER OF VETERANS RECEIVING SERVICES	169	190	605	964	1,865	2,538
JOB REFERRAL	77	79	893	737	3,416	8,314
REGISTRATION	11	12	84	107	544	358
BASIC CAREER SERVICES (ALL PARTNERS)						*Data issues
ORIENTATION ATTENDANCE						
INITIAL ASSESSMENT & WORKKEYS(PIVOT-IT	95	92	463	650	3,312	3,491
2) EMPLOYER REQUESTED ASSESSMENT/PRE-SCREEN (WORKKEYS)	111	114	1,039	1,284	4,589	6,073
EMPLOYER REQUESTED ASSESSMENT/PRE-SCREEN (PROVE-IT)	1	0	0	1	636	650
JOB REFERRALS	0	0	7	7	709	310
JOB SEARCH (Distinct Individuals)	858	904	5,575	7,337	17,662	44,901
JOB FAIR ATTENDANCE (INDIV REGISTERED IN NMWC)	3,513	3,530	15,203	22,246	22,898	91,423
WORKSHOP ATTENDEES	0	0	33	33	1,902	3,258
JOB CLUB ATTENDEES* (NEW)	1	1	17	19	737	724
LABOR MARKET INFORMATION	0	0	1	1	3	N/A
RESUME PREP	223	136	668	1,206	3,919	3,934
CAREER SERVICES	22	10	98	121	1,071	1,901
UI REEMPLOYMENT SERVICES	75	53	108	236	2,565	3,187
UI REEMPLOYMENT SERVICE ORIENTATION	427	449	2,045	2,921	4,617	8,009
ONE-ON-ONE CAREER COUNSELING	112	108	602	822	2,367	2,333
COMPREHENSIVE/SPECIALIZED SKILL LEVEL/SERVICE NEEDS	178	149	1,034	1,381	3,962	5,591
RESUME/EMPLOYMENT PLANS	0	3	9	12	N/A	6,625
JOB READINESS TRAINING* (NEW)	10	6	19	35	796	N/A
EMPLOYER PRE SCREEN	1	5	470	370	1,093	1,320
JOB PLACEMENT - STAFF ASSISTED	19	38	281	338	1,237	882
ENTERED EMPLOYMENT	191	165	273	629	1,726	2,247
WORK PERMIT-YOUTH EMPLOYMENT (WIOA TITLE III)* (NEW)	2	0	0	0	6	N/A
FOLLOW-UP SERVICES	4	4	6	6	3,082	8,237
PLACEMENT ASSIST FOLLOWING WIOA TITLE I.B ACTIVITY *(NEW)	53	44	525	622	1,038	953
PROGRAM ELIGIBILITY	44	44	525	622	1,038	953
CAREER PLANNING (IEP)	88	65	335	488	637	515
INDIVIDUAL TRAINING ACCTS	118	61	467	648	1,378	773
LMI WORKSHOP	131	87	557	775	2,444	2,156
ORIENTATION	1	1	0	2	30	16
CO-ENROLLS (YouthAdultTechHire)	9	13	63	85	100	178
TAA SERVICES	0	0	0	0	0	0
GRADUATE/ABQ SERVICES	0	0	0	0	2	982
TECHNIERE ENROLLMENT	0	0	6	6	141	920
TEAM						48
BUSINESS SERVICES						
# OUTREACH	237	172	875	1,284	2,927	3,273
JOB ORDER TAKEN	1,698	1,577	8,569	11,844	14,439	20,518
JOB ORDER ASSISTANCE	1,623	1,642	7,457	10,722	17,808	19,143
REFER QUAL CANDIDATES	245	2,061	2,589	2,589	7,318	25,525
NEW EMPLOYERS REG	53	28	259	340	504	811
CUSTOMIZED TRAINING	1	0	98	262	509	509
ON-THE-JOB TRAINING	11	12	129	152	196	237
APPRENTICESHIP TRNG	39	0	53	92	154	93
TEAM						2

WIOA TITLE 1.B ADULT & DW PROGRAM						
Training Activity	Adult (Current Month)		DW (Current Month)		Last Month No. Clients	Yearly Total No. Clients
	No. Contracts	No. Clients	No. Contracts	Clients		
ITA's	39	39	41	41	65	488
OJT	3	8	10	8	129	152
Customized Trng	1	1	0	0	0	98
Apprenticeship	12	39	0	0	0	92
						25
						92
						488

PRIORITY OF SERVICE: WIOA TITLE 1 B ADULT PROGRAM		
	Current Month	Prior Month
% Served from Priority Groups	69.70%	55.69%
		62.98%

Note: WIOA priority groups include individuals that are low-income, public assistance recipients, basic skills deficient, and/or veterans or qualifying spouses.

WIOA TITLE I:B YOUTH PROGRAM				
	Current Month	Prior Month	Previous Months (PY)	Yearly total (PY)
Enrollments	24	12	66	102
Itinerant Enrollments	13	6	73	N/A
Total Youth Caseload	628	625	N/A	N/A
Completed Program and Follow-up	21	8	171	200
Youth In Work Experience Activity	5	5	55	88
Youth Receiving ITAs	12	7	19	38

WCCNM

Performance PY2020 – 2nd Quarter

	Adult			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	77.8%	77.5%	100%	Exceeds
Median Wages in Q2:	\$8,708.25	\$7,359.00	118%	Exceeds
Employed in Q4 Rate:	80.4%	76.00%	106%%	Exceeds
Credential Attainment Rate:	77.6%	63.50%	122%	Exceeds
Measurable Skills Gains Rate:	34.0%	64.00%	53%	Failed

WCOS data extracted 2/12/2021.

	Dislocated Worker			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	75.07%	73.00%	103%	Exceeds
Median Wages in Q2:	\$8,153.88	\$8,000.00	102%	Exceeds
Employed in Q4 Rate:	81.0%	73.00%	111%	Exceeds
Credential Attainment Rate:	78.8%	60.00%	131%	Exceeds
Measurable Skills Gains Rate:	37.8%	62.00%	61%	Failed

	Youth			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	51.1%	63.00%	81%	Failed
Median Wages in Q2:	\$3,068.81	\$3,200.00	96%	Meets
Employed in Q4 Rate:	67.1%	62.00%	108%	Exceeds
Credential Attainment Rate:	60.2%	45.00%	134%	Exceeds
Measurable Skills Gains Rate:	3.6%	48.00%	.08%	Failed

WCOS data extracted 2/12/2021.