

MINUTES



Executive Committee

Thursday, May 11, 2020

1:30 pm

Mid-Region Council of Governments

Call to Order – 1:35 pm – Art Martinez, Workforce Administrator

Present

Executive Committee

Doug Calderwood – Performance & Monitoring Chair
Reyes Gonzales, Bernalillo County Rep.
Honorable Gregg Hull, CEO, Sandoval County Rep.
Laura Musselwhite – Valencia County Rep.
Debbie Ortiz – Chair & Torrance County Rep
Melodee Saiz, Youth Standing Committee Chair
Leslie Sanchez- Past Chair
Diane Saya, Treasurer
Jerry Schalow, Chair-Elect
Robert Walton – Training & Service Provider Chair

Quorum Established

Approval of Monday, May 11, 2020 Agenda

Motion: Bob Walton

Second: Reyes Gonzales

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
1. Doug Calderwood	X			
2. Reyes Gonzales	X			
3. Honorable Gregg Hull			X	
4. Laura Musselwhite	X			
5. Debbie Ortiz, Chair	X			
6. Melodee Saiz	X			
7. Leslie Sanchez	X			
8. Diane Saya	X			
9. Jerry Schalow	X			
10. Robert Walton	X			

Tab 1: Approval of Minutes, Executive Committee: June 29, 2017

Motion: Doug Calderwood

Second: Debbie Ortiz

No Discussion

Action: : Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
1. Doug Calderwood	X			
2. Reyes Gonzales			X	
3. Honorable Gregg Hull	X			
4. Laura Musselwhite			X	
5. Debbie Ortiz, Chair	X			
6. Melodee Saiz			X	
7. Leslie Sanchez	X			
8. Diane Saya			X	
9. Jerry Schalow			X	
10. Robert Walton			X	

ACTION ITEMS

Tab 2

Acceptance of PY18 Audit Report

by Amy Meyers, MRCOG Finance Manager & Kory Hoggan, Moss Adams,

- Mr. Hoggan, presented the PY18 Audit Report from Moss Adams.
- They explained that the Independent Audit Report explained what was audited and the responsibilities of all parties.
- They noted that Moss Adams issued an unmodified opinion of the Workforce Connection of Central New Mexico's financial practices.
- They also noted that this was a smooth audit with no audit findings and the management of the organization is well established.
- The WCCNM financial audit was submitted to the Office of the State Auditor on December 1, 2019 and was accepted on January 22, 2020.
- A draft of the Annual Financial Statements and Independent Auditor's Report for the year ending June 30, 2019 was discussed at an exit conference with members of the WCCNM Board and MRCOG staff on November 25, 2019.
- Moss Adams is recommending the acceptance of the PY18 Audit Report.

Questions & Comments followed

Motion: Jerry Schalow

Second: Mayor Gregg Hull

No Discussion

Actions: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
1. Doug Calderwood	X			
2. Reyes Gonzales	X			
3. Honorable Gregg Hull	X			
4. Laura Musselwhite	X			
5. Debbie Ortiz, Chair	X			

6. Melodee Saiz	X			
7. Leslie Sanchez	X			
8. Diane Saya	X			
9. Jerry Schalow	X			
10. Robert Walton	X			

Tab 3

Approval of WFCP-04-19, PY19 BAR #2

by Jesse Turley, WCCNM Accounting Manager

- Mr. Turley presented BAR #2 for PY19
- This is based on the Original BAR #1, additional monies from DWS, redistribution of unspent youth monies and adjustments from grants.
- NMDWS gave WCCNM additional youth monies that other regions didn't spend.
- **NMDWS provided a supplemental Grant Agreement for our PY19/FY20 year in the amount of \$18,778**
- **Increase amount transferred from Dislocated Worker to Adult.**
- **The Graduate ABQ project between DWS and WCCNM was increased.**
- **Youth client services category was adjusted down.**
- **BAR #2 adjustments total \$\$358,138**
- PY19 budget total is \$13,997,858.

Questions & Comments

Motion: Reyes Gonzales

Second: Bob Walton

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
1. Doug Calderwood	X			
2. Reyes Gonzales	X			
3. Honorable Gregg Hull	X			
4. Laura Musselwhite	X			
5. Debbie Ortiz, Chair	X			
6. Melodee Saiz	X			
7. Leslie Sanchez	X			
8. Diane Saya	X			
9. Jerry Schalow	X			
10. Robert Walton	X			

Tab 4

Approval of OP - 435 Work Experience - Internship Policy, Change 2

by Art Martinez, WCCNM Administrator

- Mr. Martinez presented Work Experience Policy.
- He stated that Change #2 re-defines and clarifies the student eligibility requirements for internship participation.

No Comments

Motion: Jerry Schalow

Second: Reyes Gonzales

No Discussion

Actions: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
1. Doug Calderwood	X			
2. Reyes Gonzales	X			
3. Honorable Gregg Hull	X			
4. Laura Musselwhite	X			
5. Debbie Ortiz, Chair	X			
6. Melodee Saiz	X			
7. Leslie Sanchez	X			
8. Diane Saya	X			
9. Jerry Schalow	X			
10. Robert Walton	X			

Tab 5

Approval of OP-419 ITA Policy, Change 8

by Art Martinez, WCCNM Administrator

- Mr. Martinez presented ITA Policy.
- He stated that change #8 updates and clarifies the ITA Requirements and Limits.

Comments

Motion: Mayor Laura Musselwhite

Second: Diane Saya

No Discussion

Actions: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
1. Doug Calderwood	X			
2. Reyes Gonzales			X	
3. Honorable Gregg Hull	X			
4. Laura Musselwhite	X			
5. Debbie Ortiz, Chair	X			
6. Melodee Saiz	X			
7. Leslie Sanchez	X			

8. Diane Saya	X			
9. Jerry Schalow	X			
10. Robert Walton	X			

Tab 6

Approval of OP-425 E-File Policy, Change 1

by Art Martinez, WCCNM Administrator

- Mr. Martinez presented E-File Policy.
- He stated that change #1 is to remain in compliance with the state policy regarding electronic file storage and documentation imaging standards in the administration of WIOA for Adult/Dislocated Worker and Youth Programs.
- Change #1 also add language to include 100% e-File pilot for the purpose for developing the procedures and methodology for transitioning the WCCNM Adult/Dislocated Worker and Youth Provider staff to utilize 100% e-filing for all new enrollments in the future

No Comments

Motion: Reyes Gonzales

Second: Jerry Schalow

No Discussion

Actions: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
1. Doug Calderwood	X			
2. Reyes Gonzales	X			
3. Honorable Gregg Hull	X			
4. Laura Musselwhite	X			
5. Debbie Ortiz, Chair	X			
6. Melodee Saiz	X			
7. Leslie Sanchez	X			
8. Diane Saya	X			
9. Jerry Schalow	X			
10. Robert Walton	X			

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Tab 7	<p>Approval of OP-439 Electronic Signature Policy, New</p> <ul style="list-style-type: none"> ▪ Mr. Martinez presented Electronic Signature Policy. ▪ He explained that this new policy is ensure compliance with State and Federal law regarding electronic records and electronic signatures in the administration of the Workforce Investment Act (WIOA) for Adult/Dislocated Worker and Youth programs <p>Questions & Comments</p> <p>Motion: Jerry Schalow Second: Reyes Gonzales No Discussion</p> <p>Actions: Passed unanimously by Roll Call Vote</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> <th style="text-align: center;">Abstain</th> <th style="text-align: center;">No Vote</th> </tr> </thead> <tbody> <tr> <td>1. Doug Calderwood</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Reyes Gonzales</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. Honorable Gregg Hull</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. Laura Musselwhite</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5. Debbie Ortiz, Chair</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6. Melodee Saiz</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7. Leslie Sanchez</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8. Diane Sava</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9. Jerry Schalow</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10. Robert Walton</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Yes	No	Abstain	No Vote	1. Doug Calderwood	X				2. Reyes Gonzales	X				3. Honorable Gregg Hull	X				4. Laura Musselwhite	X				5. Debbie Ortiz, Chair	X				6. Melodee Saiz	X				7. Leslie Sanchez	X				8. Diane Sava	X				9. Jerry Schalow	X				10. Robert Walton	X			
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INFORMATON & DISCUSSION ITEMS

Tab 8	<p>WIOA Monthly Expenditure Report for April 30, 2020</p> <p>by Jesse Turley, Workforce Accounting Manager</p> <ul style="list-style-type: none"> ▪ Jesse Turley, WCCNM Accounting Manager, provided reporting for the WIOA Monthly expenditure report as of April 30, 2020. ▪ Year-to-date formula and other funding sources, Ticket to Work and USDOL Tech Grant expenditures for the current period, totaled \$635,049 with a total year-to-date expenditure totaling \$9,194,277 <p>Questions and Comments Followed</p>
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Tab 9	<p>Workforce and Career Center Update</p> <p>by Joy Forehand, Operation Manager</p> <ul style="list-style-type: none"> ▪ Ms. Forehand gave an update on the Business & Career Centers ▪ She also gave a brief overview of the economic outlook for the region and how the centers are handling services due to COVID-19.
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Tab 10	<p>WIOA Status Updates</p> <p>by Art Martinez, WCCNM Administrator</p>
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| | <ul style="list-style-type: none">▪ Mr. Martinez gave update on WIOA▪ Receiving more WIOA monies.▪ The RFP for Legal Services will be going out and we will to volunteers for an ad hoc committee.▪ NMDWS is looking at redesignation of regions. |
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PUBLIC COMMENT

Public Comments - Anyone who wishes to address the Board must register with the secretary of the Board

None.

ADJOURNMENT

Adjournment – 2:48 pm.

Next Meeting- As Needed.

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:
809 Copper NW, Albuquerque, NM 87102*

Approved at the May 17, 2021 WCCNM Executive Committee Meeting:

Jerry Schalow, WCCNM Chair

ATTEST:

Secretary

“Equal Opportunity Program”