



MINUTES
Workforce Connection
of Central New Mexico
Full Board Meeting
Virtual Meeting
Monday, June 21, 2021
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 1:5 pm - by Art Martinez

- ✓ **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
- ✓ **Marni Goodrich** - Yearout Mechanical Inc.
- ✓ **Tracy Hartzler** – Central New Mexico Community College
- ✓ **Victoria Hernandez** - New Mexico Human Services
- ✓ **Gregg Hull** – City of Rio Rancho
- ✓ **Synthia Jaramillo** – City of Albuquerque
- ✓ **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
- ✓ **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
- ✓ **Gina Urias-Sandoval** – UNM
- ✓ **David Valles** – Central New Mexico Community College
- ✓ **Carolyn VanderGiesen** - New Mexico Association of Community Partners
- ✓ **Bob Walton** - Albuquerque Economic Development
- ✓ **Bobbie Williams** – NM Energy Manufacturing, Consortium and Institute

Mr. Schalow introduced new Board Member Johnna Chapman, Facebook, Synthia Jaramillo, City of Albuquerque, Economic Development and David Valdes.

Approval of Monday, June 21, 2021 Agenda

Motion: Krista Kelley

Second: Beth Barela

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breitfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 1 Approval of Minutes, Full Board, February 22, 2021

Motion: Beth Barela

Second: Carolyn VanderGiesen

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breitfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

ACTION ITEMS

Tab 2 Approval of Approval of WFCP-01-20, PY21 Preliminary Budget

by Jesse Turley, WCCNM Accounting Manager

- Mr. Turley outlines and discussed the PY21 Preliminary budget.
- The budget is based on the allocation received from the New Mexico Department of Workforce Solutions and projected carry-in amounts.
- He stated the allocations are as follows: Adult (\$2,409,214), Dislocated Worker (\$4,267,460), Youth (\$2,077,181), and Admin (\$972,50) for a total PY21 allocation of \$9,726,505.
- This is a 1.1% decrease from the previous program year.
- The proposed budget also includes a projected carry-in amount from PY20 of \$3,282,000 the total PY proposed budget is \$14,206,505.

Questions

Motion: Bob Walton

Second: Krista Kelley

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breiffeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 3 Approval of R-01-21, Open Meetings Act Resolution

by Nicole Giddings, Program Coordinator

- Ms. Giddings stated that the Open Meetings Act Resolution must be approved every program year to remain in compliance with statutory regulations.
- Any policy-making body of any state agency or any agency formulating public policy is required to follow the Open Meetings Act.

Motion: Gregg Hull

Second: Marvis Aragon

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breitfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 4 Approval of WFCP-02-21, WCCNM Meeting Dates

by Nicole Giddings, Program Coordinator

- Mr. Giddings presented the PY21 WCCNM Meeting Dates for July, 2021 through June 30 2022.
- Full Board meetings will be scheduled on the third Monday of every other month Executive Committee will be scheduled as needed.
- The meeting schedule follows the schedule established in 2003.
- February's Meeting got changed from 21st to the 28th due to Holiday.

Motion: Krista Kelley

Second: Carolyn VanderGiesen

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breittfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 5 Approval of Second Year Term for Chair, Chair-Elect and Treasurer

by Art Martinez, Workforce Administrator

- Mr. Martinez explained the bylaws state that officers may serve two consecutive, one-year terms in the same position.
- He stated that current officers have agreed to serve their 2nd year term. Jerry Schalow (Chair), John Mierzwa (Chair-Elect) and Beth Barela (Treasurer).
- It was the consensus of board to select the current officers for a second-year term

Questions

Motion: Bobbie Williams

Second: Gregg Hull

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breitfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 6 Approval to Reconfirm WCCNM County Representatives

by Art Martinez, Workforce Administrator

- Mr. Martinez explained to the board per the bylaws, that we are in need of one representative from each of the four counties to be on the Executive Committee.
- We are seeking to reconfirm the current members.

Bernalillo County – Diane Saya
Sandoval County – Krista Kelley
Torrance County – Debbie Ortiz
Valencia County – Laura Musselwhite

Motion: Carolyn VanderGiesen

Second: Stacy Sacco

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breitfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 7 Approval of Amendment to PY21 Mid-Region Council of Governments - Administrative Entity and Fiscal Agent Contract

by Art Martinez, WCCNM Administrator

- Mr. Martinez stated the Mid-Region Council of Governments has been the Administrative Entity and Fiscal Agent for the WCCNM since 2003. Subsequent contract extensions followed eventually becoming a government-to-government contract. Then in 2017 through RFP process the Mid-Region Council of Governments was selected for the WIOA Administrative Entity and Fiscal Agent.
- The recommendation is to extend the contract with MRCOG for an additional one-year term beginning July 1, 2021 and ending June 30, 2022.
- A budget increase is required to support additional PY21 revenue provided by NMDWS and allocations from WIOA formula funds to support special projects.

Questions & Comments

Motion: Bobbie Williams

Second: Beth Barela

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breitfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 8 Approval of WCCNM Legal Services Contract Amendment

by Art Martinez, Workforce Administrator

- Mr. Martinez presented the recommendation for a contract extension for WCCNM Legal Counsel with German, Burnette and Associates LLC.
- This contract is pursuant to the professional services agreement, which allows for a one-year contract extension, dependent on funding availability and contract negotiations. The term of the contract would be for one year beginning July 1, 2021 and ending June 30, 2022.

Motion: Doug Calderwood

Second: Beth Barela

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breitfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 9 Approval of WCCNM Policy Updates

- Customized Training Policy, OP-411, Change 5
- Incumbent Worker Training Policy, OP-433, Change 2
- On-the-Job Training Policy, OP-412, Change 6

by Lloyd Aragon, Operation Manager

- Mr. Aragon presented three policies.
- The purpose of providing direction to Central Region’s Service Provider regarding the permissible use of adult and dislocated worker funds for training activities associated with incumbent workers.
- WIOA explicitly allows for and encourages the use of customized training and incumbent worker training as a workforce strategy. This training strategy is designed to meet the special requirements of an employer (including groups of employers) to train and retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. In addition, customized training and incumbent worker training must be focused on increasing the competitiveness of the employee or employer, and be conducted with a commitment by the employer to retain or avert the layoffs of the worker(s) trained.
- On-the-Job Training to reflect recent changes in the Workforce Guidance Letter: DWS 18-006, Subject: On the Job Training – Change 2, as received on May 26, 2021. As required under the Workforce Innovation and Opportunity Act (WIOA), of 2014 for the continued purpose of providing direction to Central Region’s Service Provider regarding the permissible use of adult, dislocated worker and youth funds for training activities associated with On-the-Job Training.

Motion: Gregg Hull

Second: Beth Barela

Comments

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breitfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco			X	
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes			X	
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 10 Approval of Revisions of Tier 1 and Tier 2 Industries

by Lloyd Aragon, Operation Manager

- Mr. Aragon presented Tier 1 and Tier 2 Industries Revisions.
- The following policy has been updated to reflect any changes in the projected number of openings by industry and projected employment growth.
- Tier 1 policy changed Commercial to Construction.
- This update will be used by all WCCNM Service Providers as required.

Motion: Krista Kelley

Second: Bobbie Williams

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breitfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

Tab 11 Approval of Approval of WCCNM R-02-20 Disposition of WCCNM Property

by Art Martinez, WCCNM Administrator

- Mr. Martinez presented the Disposition of WCCNM Property.
- He explained after presenting this to the Executive Committee and having discussion on what the proper protocol should be following the states policy and equipment being under \$5000.
- They selected a three-member committee that consisted of Bob Walton, Diane Saya and Debbie Ortiz.
- The three-member committee reviewed the listed property.
- We are now seeking final approval to start the process to dispose properly.

Motion: Carolyn VanderGeisen

Second: Debbie Ortiz

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela	X			
Joseph Bizzell	X			
Deborah Breitfeld	X			
Celina Bussey	X			
Doug Calderwood	X			
Johnna Chapman	X			
Marni Goodrich	X			
Tracy Hartzler	X			
Synthia Jaramillo	X			
Krista Kelley	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacey Sacco	X			
Melodee Saiz	X			
James Salas	X			
Waldy Salazar	X			
Jerry Schalow	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bob Walton	X			
Bobbie Williams	X			

INFORMATION & DISCUSSION ITEMS

Tab 12 Additional Performance Measures for Service Providers

by Art Martinez, WCCNM Administrator

- Mr. Martinez explained that currently we follow what's mandated by USDOL.
- Us at the Central Region need to decide on a process of what measures to look for induvial for each provider.
- Set up an Sub-Committee to set up additional performance measures.

- The members that were selected are Stacy Sacco, Joe LiRosi, Beth Barela, Doug Calderwood and Jerry Schalow.
- Things suggested to review is retention, increased wages and how many people we should serve for adults/dislocated worker and youth.

Tab 13 WIOA Monthly Expenditure Report for May 31, 2021

Due to time constraints report was given and no discussion.

**Tab 14 Updates
Workforce Operations and Workforce Connection Center(s) Update –**

by Joy Forehand, Operation Manager

- Ms. Forehand gave an update on the Business & Career Centers for May 31, 2021.
- She also gave a brief overview of the economic outlook for the region and how the centers are handling services due to COVID-19

REPORTS/UPDATES

Committee Reports

- **Disability Standing Committee**
- No Report
- **Economic Development**
 - Mark Zientek updated on the economic developers in the Central Region
 - Started meeting in April.
 - Initiating projects within all partners.
 - Economic Development, Job creation and training.
- **Performance and Monitoring Committee**
- No Report
- **Training and Service Provider Committee**
 - Approved another training provider Heritage Training & Learning Center
- **Youth Council Committee**
 - No Report.

WIOA Status Updates

By Art Martinez, WCCNM Administrator

- Mr. Martinez gave update on the Central Region.
- Grant Agreement is out and the central region took a 1.1% decrease in funding and additional measures that we will be accountable for.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment – None**
- **Adjournment – 3:39 p.m**

NOTES

Next Meeting:

Date: August 16, 2021

Time: 1:30 p.m.

Location: Mid-Region Council of Governments – Board Room

Approved at the August 16, 2021 WCCNM Full Board Meeting:



Jerry Schalow, WCCNM Chair

ATTEST:



Secretary

"Equal Opportunity Program"