



Full Board Virtual

Monday, October 18, 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. Breitbart** – New Mexico Technology Council
- Celina Bussey** – Deloitte

- Doug Calderwood** - NM Aging & Long Term Services Department
- Theresa Carson** – African American Greater Albuquerque Chamber of Commerce
- Danielle Casey** - Albuquerque Economic Development
- Troy Clark** – New Mexico Hospital Association

- Herb Crosby** – AVTEC, Inc.
- Johnna Chapman** – Facebook
- Kristen Gamboa** – Village of Los Lunas

- Marni Goodrich** - Yearout Mechanical Inc.
- Tracy Hartzler** – Central New Mexico Community College
- Victoria Hernandez** - New Mexico Human Services
- Antoinette Holmes** - NM Department of Vocational Rehabilitation
- Gregg Hull** – City of Rio Rancho

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- Krista Kelley** – Motiva Corporation
- Samuel Kolapo** – Albuquerque Job Corps
- 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

- 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 Anderson School of Management
- David Valdes** – Central New Mexico Community College

- Carolyn VanderGiesen** - New Mexico Association of Community Partners
- Bobbie Williams** – NM Energy Manufacturing, Consortium and Institute

-

Approval of Monday, October 18, 2021 Agenda

Motion
Second
Action

Tab 1 **Approval of Minutes, Full Board, August 16, 2021**

- Motion
- Second
- Action

ACTION ITEMS

Tab 2 **Approval of Amendment to the WCCNM Bylaws**

- Motion
- Second
- Action

Tab 3 **Approval of WCCNM Work Experience – Internship – Adult, Dislocated Worker & Youth Policy - OP – 435, Change 3**

- Motion
- Second
- Action

Tab 4 **Approval to Amend WCCNM Participant E-File Policy – OP-426, Change 1 & Rescind WCCNM Electronic File Storage and Documentation Imaging Standards, OP-425**

- Motion
- Second
- Action

INFORMATION & DISCUSSION ITEMS

Tab 5 **WIOA Monthly Expenditure Report Ending September 30, 2021**

Tab 6 **Updates**

- Performamnce
- Dash Board
- Workforce Connection Center(s) Update

Tab 7 **Proposed Full Board Agenda**

Tab 8 **Business Services – Addressing Business Needs (Discussion)**

REPORTS/UPDATES

Committee Reports

- **Disability Standing Committee**
 - *Manuel Casias*
 - *Lisa McNiven*
 - *James Salas*
 - *Emily Salazar*
 - *Leslie Sanchez*
 - *Ray Trujillo*
- **Economic Development Ad-Hoc Committee**
 - *Lisa Acklei*
 - *Marvis Aragon*
 - *Mayling Armijo*
 - *Erin Callahane*
 - *Danielle Casey*
 - *Yolanda Cordova*
 - *Adam Dodge*
 - *Dora Dominguez*
 - *Kristen Gamboa*
 - *Matt Geisel*
 - *Marcos Gonzales*
 - *Nancy Gonzales*
 - *Max Gruner*
 - *Debra Inman*
 - *Kristin Keller*
 - *Mike Kloeppe*
 - *Lorie Liebrock*
 - *John Mierzwa*
 - *Jennifer Myers*
 - *Mary Mylet*

- *Myra Pancrazio –*
- *Jerry Schalow*
- *Fred Shepherd*
- *Ann Simon*
- *Grant Taylor*
- *Myrriah Tomar*
- *Mark Zientek*
- **Performance and Monitoring Committee**
- *Doug Calderwood - Chair*
- *Johanna Chapman*
- *Vaadra Martinez*
- **Training and Service Provider Committee**
- *Robert Walton – Chair*
- *Beth Barela*
- *Diane Saya*
- *Michelle Ribeiro*
- *Sherry TenClay*
- *Michelle Velarde*
- **Youth Standing Committee**
- *Melodee Saiz - Chair*
- *Charlene Chavez*
- *Tina Hite*
- *Krista Martinez*
- *Jessica Martinez*

WIOA Status Updates

- 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, December 20, 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, August 16, 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 1:33 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
- ✓ **Troy Clark** – New Mexico Hospital Association
- ✓ **Herb Crosby** – AVTEC, Inc.

- ✓ **Johnna Chapman** – Facebook

- ✓ **Kristen Gamboa** – Village of Los Lunas
- ✓ **Marni Goodrich** - Yearout Mechanical Inc.

- ✓ **Tracy Hartzler** – Central New Mexico Community College
- ✓ **Victoria Hernandez** - New Mexico Human Services
- ✓ **Antoinette Holmes - DVR**
- ✓ **Gregg Hull** – City of Rio Rancho

- ✓ **Synthia Jaramillo** – City of Albuquerque

- ✓ **Krista Kelley** – Motiva Corporation

- ✓ **Samuel Kolapo** – Albuquerque Job Corps
- ✓ **Joe LiRosi - Toni & Guy Academy & Salon**

- ✓ **Vaadra Martinez** – RiskSense
- ✓ **John Mierzwa, Chair Elect** – Ingenuity Software Labs.

- ✓ **Laura Musselwhite** – University of New Mexico- Valencia Campus
- ✓ **Debbie Ortiz**, RDO Enterprises

- ✓ **Stacy Sacco** – SACCO Connections

- ✓ **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
- ✓ **Bobbie Williams** – NM Energy Manufacturing, Consortium and Institute
- ✓

Mr. Schalow introduced new Board Member Troy Clark, New Mexico Hospital Association, Kirsten Gamboa, Village of Los Lunas, Antoinette Holmes, DVR and Samuel Kolapo, Albuquerque Job Corps.

Approval of Monday, August 16, 2021 Agenda

Motion: Theresa Carson

Second: Beth Barela

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Theresa Carson	X			
Troy Clark			X	
Johnna Chapman	X			
Herb Crosby	X			
Johnna Chapman	X			
Kristen Gamboa	X			
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez	X			
Antoinette Holmes	X			
Krista Kelley	X			
Samuel Kolapo			X	
Joseph LiRosi	X			
John Mierzwa	X			
Laura Musselwhite	X			
Stacy Sacco	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Raymond Trujillo	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bobbie Williams	X			

Tab 1 Approval of Minutes, Full Board, June 21, 2021

Motion: Carolyn VanderGiesen

Second: Bobbie Williams

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Theresa Carson			X	
Troy Clark			X	
Johnna Chapman	X			
Herb Crosby	X			
Johnna Chapman	X			
Kristen Gamboa	X			
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez			X	
Antoinette Holmes			X	
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi	X			
John Mierzwa	X			
Laura Musselwhite	X			
Stacy Sacco	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Raymond Trujillo	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bobbie Williams	X			

ACTION ITEMS

Tab 2 **Approval of WFCP-03-21, BAR #1**

by Jesse Turley, WCCNM Accounting Manager

- Correction typo of WFCP-01-20 to WFCP-03-21.
- Mr. Turley presented BAR #1 for PY21.
- This is based on the NMDWS allocation letter dated 7-1-21 and our actual second year carry-in from prior program year PY20.

- BAR# 1 trues up the actual formula carry-in from PY20 to PY21 is \$3,403,239
- Bar #1 corrects Service Provider Contracts.
- PY21 budget total is \$14,242,515.

Questions & Comments

Motion: David Valdes

Second: Johanna Chapman

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Theresa Carson	X			
Troy Clark	X			
Johnna Chapman	X			
Herb Crosby	X			
Johnna Chapman	X			
Kristen Gamboa	X			
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez	X			
Antoinette Holmes	X			
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi	X			
John Mierzwa	X			
Laura Musselwhite	X			
Stacy Sacco	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Raymond Trujillo	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bobbie Williams	X			

by Tawnya Rowland, WIOA Manager

- Ms. Rowland presented the Self-Sufficiency Policy, Change 2.
- Mr. Martinez stated that the NMDWS changes the Self-Sufficiency every year this year changes went from \$33.26 hr. to \$46.18 hr.
- After further discussion the board asked for clarification from the state why the amount is so high and what guide lines took place in determining this amount.
- Mr. Martinez recommended that no motion be taken on this agenda item and when we get clarification it will be brought back to the board.

No motion was made

Approval of WCCNM Firewall Policy - AP-209 - New

by Art Martinez, WCCNM Administrator

- Mr. Martinez, Presented the WCCNM Firewall Policy.
- To ensure compliance with WIOA 20 CFR §679.430, which states that any organization that has been selected or otherwise designated to perform more than one principal function within a local workforce system must develop a written agreement with the Local Workforce Development Board (LWDB) and Chief Elected Official(s) (CEO) to clarify how the organization will carry out its responsibilities while demonstrating compliance with Workforce Innovation and Opportunity Act (WIOA) and corresponding regulations, relevant Office of Management and Budget (OMB) circulars, and the State’s conflict of interest policy.
- This policy is to serve as an agreement between the WCCNM and Mid-Region Council of Governments (MRCOG) as the entity providing multiple principal functions within WCCNM’s workforce system.
- The WCCNM’s Board Members, Administrative Entity, One-Stop Operators, Service Providers, and Fiscal Agent must act solely in the best interest of the community without regard to personal interest and must maintain appropriate firewalls between roles, as defined in WIOA and corresponding regulations, as well as in WCCNM’s Conflict of Interest policy.

Discussion

Motion: Troy Clark

Second: Bobbie Williams

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Theresa Carson	X			
Troy Clark	X			
Johnna Chapman	X			
Herb Crosby	X			
Johnna Chapman	X			
Kristen Gamboa	X			
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez	X			
Antoinette Holmes	X			
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi	X			
John Mierzwa	X			
Laura Musselwhite	X			
Stacy Sacco	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Raymond Trujillo	X			
Gina Urias-Sandoval	X			

David Valdes	X			
Carolyn VanderGiesen	X			
Bobbie Williams	X			

Tab 5 **Approval of WCCNM Youth Program 14 Elements – OP-441 - New**
by Tawnya Rowland, WIOA Manager

- Ms. Rowland presented a new WCCNM Youth Program 14 Elements Policy.

- The purpose of this policy is to provide direction to Central Region’s Youth Service Provider regarding the permissible use of youth funds for training activities and services associated with youth participants.
- The Workforce Innovation and Opportunity Act (WIOA) requires that every local workforce development area make 14 program elements available.
- These program elements are services that are intended to assist youth in preparing for the workforce. While all program elements must be made available in a local area, each youth does not have to receive all 14 elements. In general, youth workers decide which program elements to provide to youth based on their objective assessment and record a plan to provide these services in the youth’s Individual Service Strategy (ISS) that is directly tied to at least one indicator of performance. In general, it is expected that each youth will receive exposure to multiple program elements during their participation in the WIOA youth program.

Motion: Carolyn VanderGiesen

Second: John Mierzwa

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Theresa Carson	X			
Troy Clark	X			
Johnna Chapman	X			
Herb Crosby	X			
Johnna Chapman	X			
Kristen Gamboa	X			
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez	X			
Antoinette Holmes	X			
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi	X			
John Mierzwa	X			
Laura Musselwhite	X			
Stacy Sacco	X			
James Salas	X			
Waldy Salazar	X			
Diane Sava	X			
Jerry Schalow	X			
Raymond Trujillo	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bobbie Williams	X			

Tab 6

Approval of request to update all remaining policies referencing WIA to reflect WIOA.

by Tawnya Rowland, WIOA Manager

- Ms. Rowland explained that we are requesting approval to update all policies referencing WIA to reflect WIOA.
- She stated if any policies that needed any major updates will be brought back to the board.

Motion: Johnna Chapman
Second: Kirsten Gamboa

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Theresa Carson	X			
Troy Clark	X			
Johnna Chapman	X			
Herb Crosby	X			
Johnna Chapman	X			
Kristen Gamboa	X			
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez	X			
Antoinette Holmes	X			
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi	X			
John Mierzwa	X			
Laura Musselwhite	X			
Stacy Sacco	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Raymond Trujillo	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bobbie Williams	X			

INFORMATION & DISCUSSION ITEMS

Tab 7 Additional Performance Measures for Service Providers

by Elizabeth Middleton, Senior Policy Analyst/Apprenticeship Coordinator

- Ms. Middleton, explained that a new subcommittee has been formed that will focus on implementing continuous quality improvements to the programs in the Central Region.
- The goal of this committee is to ensure we are making continuous improvements in our highest needs area of performance across all our programs.
- She stated that the committee has selected three initial focus areas Measurable Skill Gains, Enrollments & recruitments and expenditures for the Youth Program with the goal of moving on to all the other Title One programs we have.
-

Tab 8 **WIOA Monthly Expenditure Report for June 30, 2021**

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, provided reporting for the WIOA Monthly expenditure report as of June 30, 2021.
- Year-to-date formula and other funding sources, and Ticket to Work expenditures for the current period, totaled \$1,690,282 with a total year-to-date expenditure totaling \$10,107,529

Questions and Comments Followed

Tab 9 **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 July 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

Tab 10 **EDA American Rescue Plan Grants (ARPA)**

- Mark Zientek, City of Albuquerque, gave update on the possible EDA American Rescue Plan Grant Opportunities. The major grant that they could possibly apply for is the Build back better challenge Due October 19, 2021. It's a two-phase plan with the next plan due March 15, 2022.

Comments

REPORTS/UPDATES

Committee Reports

- **Disability Standing Committee**
 - No Report
- **Economic Development**
 - Mark Zientek, City of Albuquerque, gave update on the possible EDA American Rescue Plan Grant Opportunities. The major grant that they could possibly apply for is the Build back better challenge Due October 19, 2021. It's a two-phase plan with the next plan due March 15, 2022.
- **Performance and Monitoring Committee**
 - Mr. Calderwood stated that at the last meeting performance was discussed and Youth improvements.
- **Training and Service Provider Committee**
 - No Report
- **Youth Council Committee**
 - No Report

WIOA Status Updates

- None.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment – None**

- **Adjournment – 3:55 p.m.**

NOTES

Next Meeting:

Date: October 18, 2021

Time: 1:30 p.m.

Location: Mid-Region Council of Governments – Board Room

Approved at the October 18, 2021 WCCNM Full Board Meeting:

Jerry Schalow, WCCNM Chair

ATTEST:

Secretary

“Equal Opportunity Program”

Workforce Connection of Central New Mexico Proposed Amendments to WCCNM Bylaws

Action Requested:

Request adoption of the proposed amendments to the Workforce Connection of Central New Mexico (WCCNM) Bylaws.

Background:

Bylaws are required to comply with state law and orderly function of the WCCNM Board.

The proposed amendment is to provide additional detail and clarification for the WCCNM Executive Committee as they may act on behalf of the WCCNM Full Board for certain action items and for issues that require immediate action. Additional modification include removal of reference to the Youth Council and replacement with the WCCNM Youth Standing Committee.

The proposed changes are presented within attached and noted with comments. Any additional changes to the Bylaws will be considered as amendments during adoption.

Policy Ramifications:

Ensures that the WCCNM is in compliance with state policy.

Financial Impact:

None

Pass: _____

Do not pass: _____



BYLAWS

Adopted, November 17, 2003,
Revised, October 16, 2006
Amended, October 20, 2008
Revised, February 25, 2013
Amended June 16, 2014
Amended December 10, 2018
Amended October 18, 2021



“Equal Opportunity Program”

**WORKFORCE CONNECTION OF CENTRAL NEW MEXICO BOARD
BYLAWS**

Article 1 - Establishment

1.0 The Workforce Connection of Central New Mexico Board (“WCCNM”) is established in accordance with Section 107 of Workforce Investment and Opportunity Act (“WIOA”) of 2014 and related New Mexico State statutes, rules and regulations. The WCCNM is to assist the chief elected officials of the Local Area (“CEOs”) by carrying out the many WIOA functions, specifically, those of planning, coordinating and monitoring provision of programs and services.

1.1 These Bylaws are established in a manner consistent with the Chief Elected Officials and Workforce Connection of Central New Mexico Partnership Agreement dated December 10, 2018 (“Agreement”) to implement the WCCNM. The Agreement outlines the roles and responsibilities of the CEOs and the WCCNM members.

Article 2 – Service Area

2.0 The WCCNM local area comprises Bernalillo, Sandoval, Torrance and Valencia Counties (the “Local Area”). The WCCNM official office location and mailing address is:

Workforce Connection of Central New Mexico
c/o Workforce Administrator
809 Copper Ave NW
Albuquerque, NM 87102

Article 3 - Purpose

3.0 The WCCNM, in partnership with the CEOs, is responsible for coordinating activities in the Local Area, as described in WIOA Sec 107 and 20 CRD 679.300:

3.0.1 Serve as a strategic leader and convener of local workforce development system stakeholders. WCCNM partners with employers and the workforce development system to develop policies and investments that support public workforce system strategies that support regional economies, the development of effective approaches including local and regional sector partnerships and career pathways, and high quality, customer centered service delivery and service delivery approaches;

3.0.2 Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and larger planning region;

3.0.3 Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and

3.0.4 Maximize and continue to improve the quality of services, customer satisfaction, effectiveness of the services provided.

Article 4- Objectives and Function

4.1 Objectives. The objectives of the WCCNM are to carry out functions and responsibilities according to the WIOA and New Mexico State statutes, and their rules and regulations. Those functions and responsibilities include:

4.1.1 As provided in WIOA sec. 107(d), WCCNM must:

4.1.1.1 Develop and submit a 4-year local plan for the local area, in partnership with the chief elected officials and consistent with WIOA sec. 108;

4.1.1.2 If the local area is part of a planning region that includes other local areas, develop and submit a regional plan in collaboration with other local areas. If the local

area is part of a planning region, the local plan must be submitted as a part of the regional plan;

4.1.1.3 Conduct workforce research and regional labor market analysis to include:

a) Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;

b) Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and

c) Other research, data collection, and analysis related to the workforce needs of the regional economy as the WCCNM, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions;

d) Convene local workforce development system stakeholders to assist in the development of the local plan under 20 CFR § 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the WCCNM and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the WCCNM;

e) Lead efforts to engage with a diverse range of employers and other entities in the region in order to:

4.1.1.4 Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the WCCNM;

4.1.1.5 Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;

4.1.1.6 Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

4.1.1.7 Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations;

4.1.1.8 With representatives of secondary and postsecondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;

4.1.1.9 Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job

seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;

4.1.1.10 Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and job seekers, by:

a) Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

b) Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;

c) Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and

d) Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment;

4.1.1.11 In partnership with the chief elected officials for the local area:

a) Conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area;

b) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and

c) Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116;

4.1.1.12 Negotiate and reach agreement on local performance indicators with the chief elected officials and the Governor;

4.1.1.13 Negotiate with CEOs and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with 20 CFR § 678.715 or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;

4.1.1.14 Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR parts 200:

a) Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the WCCNM determines there is an insufficient number of eligible training providers in a local area, the WCCNM may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b);

b) Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;

c) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and

d) One-stop operators in accordance with 20 CFR §§ 678.600 through 678.635;

4.1.1.15 In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;

4.1.1.16 Coordinate activities with education and training providers in the local area, including:

a) Reviewing applications to provide adult education and literacy activities under WIOA title II for the local area to determine whether such applications are consistent with the local plan;

b) Making recommendations to the eligible agency to promote alignment with such plan; and

c) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;

4.1.1.17 Develop a budget for the activities of the WCCNM, with approval of the chief elected officials and consistent with the local plan and the duties of the WCCNM;

4.1.1.18 Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101*et seq.*); and

4.1.1.19 Certification of one-stop centers in accordance with § 678.800.

Article 5 – WCCNM Board

5.1 Appointment. The CEOs will appoint the WCCNM from the individuals nominated as required by the WIOA Sec 107 (b)(1) and (2) and 20 CFR 679.320. Chief elected officials must establish a formal nomination and appointment process, consistent with the criteria established by the Governor and State Workforce Development Board under sec. 107(b)(1) of WIOA for appointment of members of the Local WDBs, that ensures:

5.1.1 Business representatives are appointed from among individuals who are nominated by local business organizations and business trade associations;

5.1.2 Labor representatives are appointed from among individuals who are nominated by local labor federations (or, for a local area in which no employees are represented by such organizations, other representatives of employees); and

5.1.3 When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities as described in WIOA sec. 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities.

5.1.4 An individual may be appointed as a representative of more than one entity if the individual meets all the criteria for representation for each entity.

5.1.5 All required WCCNM members must have voting privilege. The chief elected official may convey voting privileges to non-required members.

5.2 Membership. The WCCNM consists of the following members, pursuant to 20 CFR 679.320. Members must be individuals with optimum policy-making authority within the entities they represent:

5.2.1. Business Representatives. A majority of the members of the WCCNM must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on WCCNM also may serve on the State Workforce Development Board. Each business representative must meet the following criteria:

5.2.1.1 Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and

5.2.1.2 Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).

5.2.2 Workforce Sector. At least 20 percent of the members of the WCCNM must be workforce representatives. These representatives:

5.2.2.1 Must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;

5.2.2.2 Must include one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist

in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists;

5.2.2.3 May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and

5.2.2.4 May include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

5.2.3 The WCCNM also must include:

5.2.3.1 At least one eligible training provider administering adult education and literacy activities under WIOA title II;

5.2.3.2 At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and

5.2.3.3 At least one representative from each of the following governmental and economic and community development entities:

a) Economic and community development entities;

b) The State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49*et seq.*) serving the local area; and

c) The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title;

5.2.4 The membership of the WCCNM Board may include individuals or representatives of other appropriate entities in the local area, including:

5.2.4.1 Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;

5.2.4.2 Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;

5.2.4.3 Philanthropic organizations serving the local area; and

5.2.4.4 Other appropriate individuals as determined by the chief elected official.

5.3 Diversity. In recommending or nominating to the Board, recommending bodies and all nominating committees must consider categorical representations, gender, ethnicity, and geographical representations.

5.4 Terms.

A. Each WCCNM member will serve a term of three years and may serve successive terms.

B. Members will be appointed so as to assure that the WCCNM is staggered with one-third of the WCCNM, or as close thereto as possible, appointed annually.

5.5 Change of Status.

A. A WCCNM member who no longer holds the position or status for which he or she was appointed must inform the chair of such change in status and resign his or her position as a member of the WCCNM.

B. WCCNM members will certify annually that they fulfilled the requirements of the category they represent.

C. The CEOs will certify annually that WCCNM members are eligible to serve.

5.6 Removal.

A. WCCNM members shall serve at the pleasure of the CEOs.

B. A WCCNM member is automatically removed from the WCCNM if such member does not meet the requirements of the particular membership category for which he or she was appointed and has not resigned such position. The chair shall inform the CEOs, the WCCNM and the individual in question that the individual has been removed.

C. Any member who misses three consecutive regular meetings of the WCCNM may be removed.

D. Any member will be removed by the CEOs for documented conflict of interest; proof of fraud, or violation of the Code of Conduct, or for violation of any policy or procedure as provided in WCCNM's Program, Policy and Procedure Manual.

5.7 Vacancy. An appointment to fill a vacant position on the WCCNM will be made by the CEO within 120 days of the vacancy.

5.8 Quorum. The majority of the current WCCNM board membership constitutes a quorum for the transaction of business and a quorum must be maintained to conduct official business.

5.9 Voting. The affirmative vote of the majority of the WCCNM members present constitutes an official act of the WCCNM. Voting by proxy is not permitted.

5.10 Designees. A WCCNM member may not delegate any of his or her duties, including attendance at meetings or voting.

Article 6 - Officers

6.1 Officers. The officers of the WCCNM include a Chair, a Chair-elect, a Secretary and a Treasurer.

6.2 Chair.

A. The chair must be a business member.

B. The chair's authority includes:

(i) Presiding at all meetings;

- (ii) Appointing members to all committees and task forces;
- (iii) Appointing chairs of all committees and task forces;
- (iv) Preserving order and decorum;
- (v) Reviewing the proposed agenda;
- (vi) Deciding all questions of order, subject to member's right to appeal to the board and/or committee as a whole;
- (vii) Speaking to points of order in preference to other members;
- (viii) Speaking on general questions from the chair;
- (ix) Announcing the result promptly on the completion of every vote;
- (x) Signing all contracts, resolutions and other formal written actions passed;
- (xi) Imposing at his or her discretion, a time limit on presentations made at meetings; and
- (xiii) Other matters delegated to the chair by the WCCNM or the CEOs.

6.3 Chair-Elect. The chair-elect must be a business member. The chair-elect will perform the duties of the chair in the absence of the chair and all other duties assigned by the chair. The chair-elect will assume the position of chair at the end of the chair's term.

6.4 Secretary. The Secretary of the Board shall ensure that the minutes of all meetings are recorded, that all books and records are maintained, and shall perform all the duties incident to those of a secretary of a private corporation. The Secretary may delegate the performance of these tasks to, or have assistance for these tasks from, the staff of WCCNM's administrative entity.

6.5 Treasurer. The treasurer must be a member of the WCCNM and is responsible for reviewing financial management, budget, accounting, auditing relating to WCCNM.

6.6 Term. All elected officers will serve a term of one year. Elected officers may only serve

two consecutive terms in the same position.

6.7 Removal. An elected officer will be removed if he or she no longer meets the requirements of the elected position, and may be removed by the WCCNM for malfeasance in office, neglect of duties, or for cause.

6.8 Vacancy. The WCCNM will fill any elected officer vacant position and the individual elected will serve the balance of the term of the former officer.

Article 7 - Meetings

7.1 Conduct of Business.

7.1.1 The WCCNM will conduct business in an open manner as required by WIOA, and by the New Mexico Open Meetings Act, N.M.S.A. 1978 § 10-15-1 *et seq.*

7.1.2 The WCCNM will conduct its business as outlined in the Partnership Agreement between the Chief Elected Officials and WCCNM Board, dated December 10, 2018.

7.2 Regular Meetings. The WCCNM will meet at least once each quarter at a time and location to be determined by the WCCNM.

7.3 Special Meeting. The chair may call a special meeting at a time and place to be determined in the call of the meeting.

7.4 Emergency Meeting. The chair has sole discretion of calling an emergency meeting.

7.5 Time and Place. All meetings will be held in the Local Area at a place, time and date determined by the chair.

7.6 Teleconference. WCCNM members, or any committee, task force of the WCCNM, may participate in a meeting of the WCCNM by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time.

7.7 Notice. Once a meeting date, time and location of a meeting have been determined, the

secretary will send the WCCNM members notice of such meeting at least five days before a regular meeting, three days before a special meeting and twenty-four hours before an emergency meeting.

7.8 Electronic or Telephonic Notification. Any combination of telephone calls, e-mail notices, or facsimile correspondence may be used to notify each member of a meeting.

7.9 Minutes. The secretary will record the minutes of the proceedings for each WCCNM meeting. Those minutes will be in accordance with the Open Meetings Act. Minutes will document both attendance and official action taken by the WCCNM. The secretary will prepare and distribute draft minutes to each member no later than seven days before regular meetings and three days before special meetings. Prior to the next scheduled regular or special meeting, the minutes and agenda, as well as supporting and informational material of any meeting will be posted on the WCCNM web-site.

Article 8 - Committees

8.1 Standing Committees. Standing committees of the WCCNM include an Executive Committee, a Training/Service Provider Committee, and a Performance and Monitoring Committee.

8.2 Executive Committee.

A. The Executive Committee will consist of the following members:

- 1) WCCNM Chair;
- 2) WCCNM Chair-elect;
- 3) Past WCCNM Chair (if a member of the WCCNM board);
- 4) WCCNM Treasurer;
- 5) WCCNM Standing Committee Chairs, (voting member only if member of Full-Board, if not, non-voting member and not counted in quorum)
- 6) WCCNM CEO Representative;
- 7) One WCCNM member from Bernalillo County to be elected by members of Bernalillo County;
- 8) One WCCNM member from Sandoval County to be elected by members of

Commented [NG1]: Removed reference to Co-chairs – non

Commented [NG2]: Added language to clarify Standing Committee Chairs that are not members of WCCNM Full Board

- Sandoval County;
- 9) One WCCNM member from Valencia County to be elected by members of Valencia County;
 - 10) One WCCNM member from Torrance County to be elected by members of Torrance County;

B. **Chair.** The chair of the WCCNM will serve as the chair of the Executive

Commented [NG3]: Youth Council is now Youth Standing Committee

Committee.

C. **The Executive Committee has the authority to act on behalf of the WCCNM on:**

- **issues that cannot be deferred to the next WCCNM Full Board meeting, or;**
- **for approval of policies that are mandated by federal or state law/regulatory changes and does not contain criteria that is applicable only to the Central Region , or for editorial changes or other minor modifications.**

Commented [AM4]: Provide additional information of the type of policies for executive committee approval

8.3 Youth Standing Committee

A. **Youth Standing Committee.** The Youth Standing Committee will review and make recommendation to the **WCCNM** Full Board or Executive Committee on matters related to WCCNM’s WIOA Youth Program and other youth related initiatives.

Commented [NG5]: Provide clarification of reporting structure to include Full Board

8.4 **Training/Service Provider Committee.** The Training/Service Provider Committee will review and make recommendations to the **WCCNM** Full Board or Executive Committee on matters related to WCCNM’s Training/Service Provider Program.

Commented [NG6]: Provide clarification of reporting structure to include Full Board

8.5 Performance and Monitoring Committee.

A. The Performance and Monitoring Committee will develop performance standards for each program, monitor their progress, and provide oversight to the tracking data collection systems.

B. The Performance and Monitoring Committee will make its recommendations to the **WCCNM** Full Board or Executive Committee.

Commented [NG7]: Provide clarification of reporting structure to include Full Board

8.6 **Ad Hoc Committees.** The chair may establish ad hoc committees as the chair deems

necessary or convenient to conduct WCCNM business. When establishing an ad hoc committee, the chair will indicate the purpose of the committee and the date it will disband.

8.7 Task Forces. The chair of the WCCNM may appoint one or more task forces from the membership of the WCCNM. Task forces may only make recommendations to the WCCNM and may not act on any policy issues.

8.7 Members and Chair. The chair of the WCCNM will appoint all members and the chair of any committee or task force, except the Youth Council and Executive Committee.

8.8 Meetings. Committees will meet at the time and place within the Local Area as determined by the chair of the committee. All meetings of the Executive Committee must comply with the Open Meetings Act.

8.9 Minutes. All committee chairs, or their designees, will give a verbal update to the Full Board on Committee issues and actions taken. A copy of each Committee meeting agenda will be maintained at the office of the Administrative Entity.

8.10 Quorum.

A. A majority of the members of the Executive Committee will constitute a quorum for the transaction of any business of the Executive Committee.

B. The presence of at least one member will constitute a quorum of all committees, other than the Executive committee.

8.11 Voting. An affirmative vote of a majority of a quorum of members present at a meeting constitutes action by that committee. Voting by proxy is not permitted.

8.12 Notice. The chair of a committee will give each member at least twenty-four hours notice of any committee meeting. Notice may be written by mail, e-mail, or facsimile.

Article 9 - Policies and Procedures

The WCCNM will promulgate policies and procedures that will be followed in

conducting its business.

Article 10 - Code of Conduct

The WCCNM shall promulgate a policy concerning Code of Conduct with respect to the WCCNM, officers, contractors and the Youth Council. At a minimum, such policy must provide for conflict of interest, prevention of fraud and abuse, nepotism, prohibited political activities and other related code of conduct issues. The code of conduct shall strive to instill the highest standards of honesty and integrity in handling federal monies with the objective of insuring the highest level of services to clients of the program and proper expenditure of funds pursuant to the Acts, all regulations promulgated thereunder, and all other applicable laws or regulations. Furthermore, for purposes of the Code of Conduct, all officers and chairpersons of committees shall not have any contractual relationship with the WCCNM. The WCCNM shall not enter into any procurement contract for services, construction or items of personal tangible property with a WCCNM member or with a business in which the WCCNM member has an interest unless the WCCNM member has disclosed their interest and unless the contract is awarded in accordance with the competitive bidding or proposal provisions of the Procurement Code and WCCNM policy. Any contract awarded to any WCCNM member must be approved by the CEOs.

Article 11 – Conflict of Interest

11.1 A local board member may not vote on any matter that would provide direct financial benefit to the member or the member’s immediate family, or on matters of the provision of services by the member or the entity the member represents.

11.2 A local board member shall avoid even the appearance of a conflict of interest. Prior to taking office, local board members shall provide to the local board chair a written declaration of all substantial business interests or relationships they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive

contracts or funding from the local board. Such declarations shall be updated annually or within 30 days to reflect any changes in such business interests or relationships. The local board shall appoint an individual to timely review the disclosure information and advise the local board chair and appropriate members of potential conflicts.

11.3 Prior to a discussion, vote, or decision on any matter before a local board, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization, or property that would be affected by any official local board action, the member shall disclose the nature and extent of the interest or relationship and shall abstain from discussion and voting on or in any other way participating in the decision on the matter. All abstentions shall be recorded in the minutes of the local board meeting and be maintained as part of the official record.

11.4 It is the responsibility of the local board members to monitor potential conflict of interest and bring it to the local board's attention in the event a member does not make a self-declaration.

11.5 In order to avoid a conflict of interest, a local board shall ensure that the local board's workforce service providers shall not employ or otherwise compensate a current or former local board member or local board employee who was employed or compensated by the local board or its administrative entity, fiscal agent, or grant recipient anytime during the previous 12 months.

11.6 Local board members or their organizations may receive services as a customer of a local workforce service provider or workforce system partner. To avoid conflict of interest, a local board shall ensure that the local board, its members, or its administrative staff do not directly control the daily activities of its workforce service providers, workforce system partners or contractors.

Article 12 - Amendment of Bylaws

These Bylaws may be amended or repealed by a majority vote of a quorum of the Chief Elected Officials after notification of such amendments to the full WCCNM membership in compliance with Article 7, Meetings, of these Bylaws.

Article 14 - Compliance with Law

In execution of its business, the WCCNM will comply with:

- A. The WIOA and regulations; and
- B. All applicable New Mexico statutes, regulations and policies.

Notice Provided to WCCNM Full Board October 18, 2021.

Passed, Approved and Adopted by the Chief Elected Officials on to be determined.

SIGNATURE PAGES FOLLOW

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO
Bylaws Signature Page

_____ Date: _____
Chair, WCCNM

_____ Date: _____
Lead CEO

Workforce Connection of Central New Mexico Work Experience – Internship Policy -Adult, Dislocated Worker, and Youth

Action Requested:

Approval to add Youth to the existing Operational Policy OP – 435 Change 3 in order to provide policy direction for the implementation of Work Experience /Internships for WIOA eligible youth. Under this Work Experience Policy, WCCNM defines and provides direction for Internships only.

Other types of Work Experience may include: Transitional Jobs, Pre-Apprentice, Apprenticeship and/or Registered Apprenticeship, which if determined to be a need in the region, will have a separate policy.

Background:

For the purposes of WIOA sec. 134(c)(2)(A)(xii)(VII), an internship is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Internships are agreements between the WCCNM, the Internship employer, and the Intern. Internship wages are provided by the WCCNM and paid directly to the participant whereby facilitating the development of 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.

As an eligible WIOA Adult, Dislocated Worker and/or Youth, students participating in internships may receive supportive services (20 CFR 680.140).

Financial Impact:

None

Do Pass: _____

Do not Pass: _____



Operational Policy NO. OP - 435 Change 3

Subject: Work Experience — Internship Policy — Adult ~~&~~ Dislocated Worker & Youth

Effective: PY2021, 10/1~~8~~7/21

PURPOSE

To provide policy direction for the implementation of Work Experience — Internships for

WIOA eligible adults ~~, and~~ dislocated workers and youth. Under this Work Experience Policy,

WCCNM defines and provide directions for Internships ~~only~~. Other types of Work Experience may include: Transitional Jobs, Pre-~~Apprentice~~, Apprenticeship and/or Registered Apprenticeship, which if determined to be a need in the region, will have a separate policy.

Commented [LA1]: Youth is being added to the policy!

Internship

For the purposes of WIOA sec. 134(c)(2)(A)(xii)(VII), an internship is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Internships are agreements between the WCCNM, the Internship employer, and the Intern. An Intern is not to be used to replace an existing employee or position.

Internship 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.

As an eligible WIOA Adult, ~~and/or~~ Dislocated Worker, and/or Youth, students participating in internships may receive supportive services (20 CFR 680.140).

Policy

An internship must provide a planned and structured learning experience that will contribute to the achievement of the intern's employment goals through a measurable training component.

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

The Participant Agreement sets forth the Interns responsibilities of participation in the WIOA Internship 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 Internship Learning Plan must also be signed by Worksite Supervisor and the Intern prior to the start. This plan includes: job title, learning plan including responsibilities and specific tasks to be performed, start and end dates and compensation (computation of the anticipated wages to be earned).

A. Student Eligibility

All students must meet program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment (or a copy of the most recent unofficial transcripts) resulting in the development of an Individual Employability Plan (IEP) that documents the participant's need for and benefit from an internship.

Individuals who have received funding through an ITA, or other WIOA funded training (i.e. work experience) are also eligible for an internship. Funding for training and internship are separate.

Adult and Dislocated Worker:

Students must be within one year of graduation from a post-secondary educational institution/school and must be within one-year of successful completion of training. In addition, students that are graduates (within a year) of post-secondary education, institution/school and have not found suitable employment related to recent completed education.

Commented [LA2]: Youth added to policy, slightly different eligibility criteria for the adult program.

Youth:

Students must be within one year of graduation from a secondary or post-secondary educational institution/school and/or must be within one-year of successful completion of training (i.e., ITAs, including short-term training programs leading to a credentials, etc.). In addition, students that are graduates (within a year) of secondary or post-secondary education, institution/school and have not found suitable employment related to recent completed education.

B. Employer Eligibility

The Employer:

- 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 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 be provided.
- Must be licensed to operate in 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. NM-CRS # also must 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 Interns 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. 188(a)(2)]

- 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 an Intern t or as the result of having an Intern; [20 CFR 683.270]
- Shall not allow the Internship activity to result in the infringement of promotional opportunities of their current employees; [20 CFR 683.2701]
- Shall not allow the intern 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 for religious worship. [29 CFR Part 2. Subpart 21]

WCCNM Staff will collect the Internship Request Form from a Worksite to determine Worksite eligibility and determine the worksite's needs.

C. Internship Timeframe

An intern may be placed in an internship 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

Interns enrolled in a WCCNM paid Internship shall be compensated an hourly wage at not less than the State or local minimum, whichever is greater. Interns shall be paid only for the hours worked during the work experience as documented on the Internship Attendance Report & Evaluation Bi-weekly Request form.

Paid Internships shall not include:

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

Interns are not authorized to work overtime.

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

- Objectives of the internship;
- Type of work performed during the engagement;
- Skill set of the intern;
- Service provider budget.

PROCEDURES

A. Internship File Documentation

The following internship documents must be [uploaded and/or entered](#) in WCOS, ~~the intern file and/or the supplemental file:~~

Commented [LA3]: We are now placing documents via the E-file policy.

- Comprehensive Assessment (or a copy of the current unofficial transcript) identifying an internship as an appropriate service;
- Completed IEP documenting the internship services and outcomes;
- Participant Agreement
- Internship Learning plan (completed prior to the start of the Internship);
- Intern Confidentiality Agreement;
- W-4 Employee Withholding Allowance Certificate;
- 1-9 Employment Eligibility Verification Certificate (with supporting documents);
- Intern Corrective Action Plan (if applicable);
- Internship Hours & Cost Cap Training Form;
- Intern Bi-weekly Timesheets and Evaluations;
- Intern Evaluation by Supervisor - Final;
- Evaluation by Intern - Final; ■
- Case notes.

B. Internship Worksite Agreement

Internship Worksite Agreements must contain, at a minimum, the following [and also uploaded in WCOS](#):

- Responsibilities of the Worksite/Agency, including regulations as described in the WCCNM NO. OP -435 Policy are followed.
- Information and instructions regarding WCCNM's Workers Compensation coverage for interns in the event of an Intern's illness or injury while on the job.
- Intern Supervisor's Responsibilities including the maintenance of Internship required documents for three years, such as:
 - WIOA Required Posters
 - WCCNM's Responsibilities
 - Signatures of the Worksite and WCCNM Authorized Authority

C. Internship Worksite File documentation:

Internship Worksite File documents must be maintained at the Worksite.

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

A single Internship 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 Internship. Monitoring may include on-site visits and phone/email communication with the worksite supervisor and participant to review the intern's progress in meeting training plan objectives. Any deviations from the Internship Agreement should be dealt with promptly.

The WIOA service provider's oversight of the intern'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 Internship 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 internship.

REFERENCES

- [WIOA Sec. 129](#) | [and \(3\)](#)
- [20 CFR 680.170, 680.180, 680.190, 680.195, 681.600, 681.460, 680.830, 680.840, 681.600, 683.270 and 683.280.](#)
- [WIOA Sec. 129 and \(3\)](#)
- [TEGL 21-16](#)
- [WIOA sec. 134\(c\)\(2\)\(A\)\(xii\)\(VII\).](#)
- [US DOL Wage and Hour Division](#)

Commented [LA4]: New citations added.

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.

WCCNM Board Chair

Tab 4

Workforce Connection of Central New Mexico NMDWS, WIOA and WCCNM Participant Document E-File Standards

Action Requested:

Approval for consolidation of and compliance update to the WCCNM OP-425 Electronic File Storage and Documentation Imaging Standards and OP- 426 WCCNM Participant File policies for the Central Region. We request OP-425 be rescinded with relevant content integrated into OP-426 WCCNM Participant E-File Policy Standards.

Background:

On January 1, 2015 the New Mexico Department of Workforce Solutions began requiring that participant file documentation be scanned into the NMWCOS system. In response, the WCCNM Adult, Dislocated Worker and Youth programs began a Pilot to maintain an e-file for all new enrollments starting January 1, 2015, with hard copy file retention as backup, which allowed the WCCNM to continue to test the accuracy of the e-file maintenance. The Pilot allowed the development of the procedure and methodology for transitioning the WCCNM Adult, Dislocated Worker and Youth Provider staff to utilize 100% e-filing for all new enrollments

To end the Pilot and comply with the NMDWS e-file directive, the Workforce Connection of Central New Mexico must set policy guidelines to direct local participant e-file documentation and to ensure compliance with NMDWS requirements regarding E-Filing.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____

New Mexico Workforce Connection

Central Region



Operational Policy NO. OP- 425, Change 1

Subject: Electronic File Storage and Documentation Imaging Standards.

Effective: PY19, May 11, 2020

BACKGROUND:

As of January 1, 2015, the Department of Workforce Solution's "Electronic Files Content Management" (STAG, finalized in May 2015) has required that all new program enrollments are to be completed in an e-file format. A hard copy was required to be maintained until June 30, 2015 for back up purposes. Local Workforce Boards were given the option to choose a longer period to maintain hard copy participant files. Workforce Connection of Central New Mexico (WCCNM) chose to have its Providers continue to maintain a hard copy.

OBJECTIVE:

To update the local policy regarding electronic file storage and documentation imaging standards in the administration of the Workforce Innovation and Opportunity Act (WIOA) program, under the New Mexico Workforce Connection Online System (NMWCOS).

POLICY:

WCCNM has established a standard for an electronic file (e-file) which includes a paperless registration, eligibility determination, and program enrollment. As of January 1, 2015 all new program enrollments began to be completed in an e-file format. The results are a real time environment for storing and viewing applicant verification and eligibility determination documents. Authorized personnel are required to scan, import, and save all verification documents at the time they are being reviewed during the application process and prior to selecting the verification type on the application in NMWCOS per distinct program requirements. The application, eligibility determination and documentation of any individual or entity who applied to a federally funded program related to this policy prior to January 1, 2015 is stored in a hard copy file through the life of the enrollment.

The WCCNM Adult, Dislocated Worker and Youth programs began to maintain an e-file for all new enrollments starting January 1, 2015, which includes a hard copy file. This allowed the WCCNM to continue to test the accuracy of the e-file maintenance.

As of May 11, 2020, WCCNM will continue to test the accuracy of the e-file maintenance by conducting a 100% e-file Pilot for a small sample of new enrollments. The purpose of the Pilot is to develop the procedure and methodology for transitioning the WCCNM Adult, Dislocated Worker and Youth Provider staff to utilize 100% e-filing for all new enrollments. In addition, the goal is to eliminate both the hard file as well as the supplemental file and avoid duplication of effort. A start date will be determined based on the outcome of the Pilot along with staff training. The Pilot activities will comply with this policy for the selected new enrollments on registration, eligibility determination and program enrollment through the use of NMWCOS and as well as other e-file documents for all associated workforce program activities. Staff will also continue to utilize WCCNM's Professional Document System (PDS), also for the purpose of e-filing. The identified new enrollments will not have a hard file copy and will be documented in the NMWCOS system case note section. Identified participating enrollees will be exempt to requirements of OP – 426 Participant File Policy. This Pilot will help guide the updates to this policy prior to implementation of a 100% e-file start date.

APPLICABILITY:

All WCCNM Service Providers.

INQUIRIES: WIOA Manager 505-724-3629

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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Operational Policy NO. OP- 426 – Change 1

Subject: WCCNM Participant File Policy

Effective: PY21 – ~~Effective-10/18/2021~~

Rescissions: None

BACKGROUND:

Beginning January 1, 2015 the New Mexico Department of Workforce Solutions began requiring that all participant file documentation be scanned into the NMWCOS system. To comply with this directive the Workforce Connection of Central New Mexico set policy guidelines to direct local participant file documentation, while complying with NMDWS requirements regarding E-Filing. OP- 425, Change 1, Electronic File Storage and Documentation Imaging Standards, which became effective on May 11, 2020 (PY19), authorized a Board approved E-File pilot to facilitate the Central Region's transition to E-File standards. The pilot, which provided temporary NMDWS compliant steps to allow for the transition, is complete and Adult, Dislocated Worker and Youth Services Providers are now required to implement and follow the full NMDWS requirement of electronic file storage and imaging standards.

Commented [TR1]: All content in red text in this policy is new and came from the NMDWS STAG titled "Electronic File Content Management STAG May 2015.pdf."

OBJECTIVE:

This policy provides guidance to WCCNM Adult, Dislocated Worker and Youth Service Providers regarding participant file requirements in the Central Region, and implements the state policy regarding electronic file storage and imaging standards for workforce programs utilizing the New Mexico Workforce Connection Online System (NMWCOS).

POLICY:

The state has established a standard for an electronic file (e-file) which includes a paperless registration, eligibility determination, and program enrollment. Effective October 18, 2021, all new program enrollments are required to be completed in an e-file format. **(All files from July 1, 2021 through October 17, 2021 will be required to be updated to reflect this e-file format no later than January 31, 2022).** The results are a real time environment for storing and viewing applicant verification and eligibility determination documents. Authorized personnel are required to scan, import, and save all verification documents at the time they are being reviewed during the application process in NMWCOS per distinct program requirements.

For all new program applicants beginning October 18, 2021, a complete electronic file shall be maintained. **(All files from July 1, 2021 through October 17, 2021 will be required to be updated to reflect this e-file format no later than January 31, 2022).** In addition to required e-files, service providers/case managers have the option to maintain hardcopy files, which are to be secured and protected from misuse. All subsequent monitoring and audits will be conducted on the electronic file and supporting documentation stored in the NMWCOS document module.

DEFINITION OF AN E-FILE:

E-files for purposes of this policy, and all programs related to this policy, refers to the comprehensive storage of participant files in an electronic format using the NMWCOS. The program application, related activities, case notes and all other relevant individual/entity information are captured and stored solely in NMWCOS, the State integrated management information system, and all documentation and eligibility verifications specific to each applicant are scanned and stored in the Content Management System in the NMWCOS.

Accepted methods for producing an e-file consist of:

- Scanning and/or importing a document into the NMWCOS Content Management System (This may include supplemental forms developed by Local Workforce Development Boards and required to be included in program files.)
- NMWCOS system generated forms or documents (application, IEP, etc.)

ROLES & RESPONSIBILITIES:

All verification documents must be scanned, imported, reviewed, and saved by program staff at the time the verification is conducted.

CONTENT MANAGEMENT PRACTICES:

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Content Management Access

- Content Management access for all users shall be granted based on the users' security access profile.

Scanned Image Legibility

- Any and all pertinent documentation that is scanned is required to be legible in view and printed form. Illegible images must be removed and the document must be rescanned until a legible image has been captured.

Deleting Images

- The process of deleting an image that has already been saved to an applicant's electronic file can only be performed by the state or local System Administrator or their designee. Scenarios requiring the deletion of images may include the following:

- o Image was saved to an incorrect program applicant's file, or image was saved under an incorrect document type.

Individual User Accessibility

- All scanned documents shall only be viewed by staff with the user accessibility option set to "No" as outlined in the "Content Management System Guide" attached.

Scanning Documents

- Documents scanned into the NMWCOS content management system are required to be scanned and uploaded into NMWCOS by case management staff. Once uploaded, hard copy documents must be processed, maintained or discarded by case management staff according to established protocol to ensure the confidentiality of PII and other information and to safeguard against misuse.

MRCOG ADMINISTRATIVE ENTITY (AE) AND FISCAL AGENT (FA) PARTICIPANT CONTRACT APPROVALS, INVOICING, ETC.:

All current procedures regarding participant contracts, invoicing and other communications between the service providers/case managers and the MRCOG AE/FA remain unchanged. All employer/participant forms/contracts, including but not limited to ITAs, OJTs, CTs, internships, timesheets, invoices, etc., will be submitted to the fiscal agent for payment in the same manner as previously submitted.

PROGRAM MONITORING:

Use of Content Management in accordance with this policy provides opportunities for monitoring to be performed remotely. Information is readily available and files are current due to the real time entry of all documentation.

WCCNM AE/FA is responsible for completing the full scope of monitoring as outlined in federal, state and local policy including all elements of notification, reporting, entrance and exit conferences and associated timelines. Transition to e-files and utilization of the content management system expands opportunity for remote monitoring as appropriate but does not eliminate any of the requirements for program administration and monitoring.

RECORD RETENTION:

The required length of retention for all contents of WIOA Title I program records (e-file and hardcopy file) is **at least five (5) years following** the date on which the final expenditure report charged to a program year's allotment is submitted or until all audit and litigation issues are resolved, whichever is later. This retention period pertains to mandatory E-Files, as well as optional hardcopy files case managers and service providers choose to maintain.

MANDATED E-FILE CONTENT MANAGEMENT STANDARDS:

Under this policy, effective October, 2021 all Adult, Dislocated Worker and Youth Service Providers are required to adhere to the following participant E-File requirements, including the use of the following Document Tags (categories) for documents scanned into the NMWCOS Content Management System, **(All files from July 1, 2021 through October 17, 2021 will be required to be updated to reflect this e-file format no later than January 31, 2022).** :

- E=Eligibility Documents (including Eligibility Checklist)
- O=Orientation/Grievance, Welcome forms and other supplemental information
- A=Assessment information
- S=Supportive Service documents
- I=Stipends/Incentives
- X=Exit Documentation
- C-ITA=individual training
- C-OJT=on the job training
- C-CT=customized training
- C-WE=work experience
- C-INT=Internships
- C-Transitional Jobs
- C-PVT=pre-vocational training

See NMDWS website for additional detail on State Technical Assistance Guide (STAG), Electronic File Content Management STAG May 2015.pdf

INQUIRIES:

WIOA Manager 505-724-3658

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

WCCNM Board Chair

WORKFORCE CONNECTION

OF CENTRAL NEW MEXICO

FINANCIAL REPORT

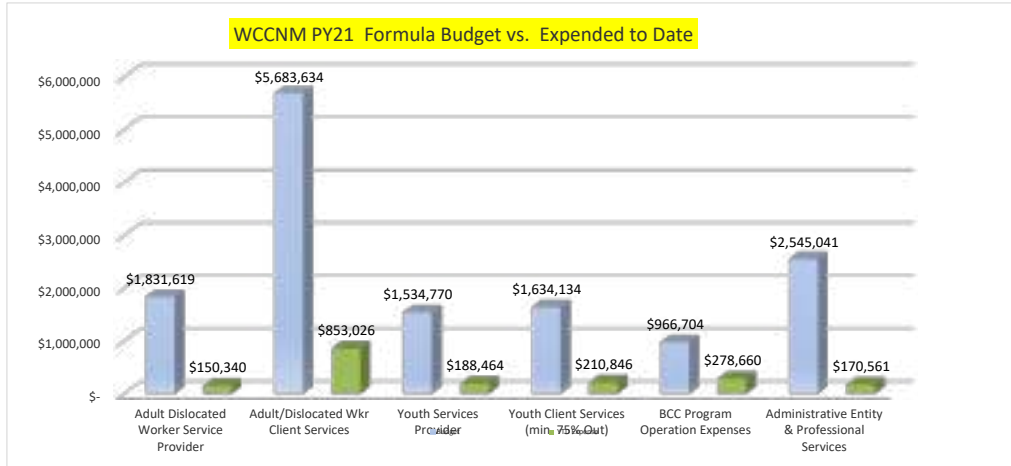
YEAR TO DATE
September 30, 2021

**WORKFORCE CONNECTION
OF CENTRAL NEW MEXICO**

**PROGRAM YEAR 2021 7-1-21 to 6-30-22
BUDGET TO ACTUAL COMPARISON
As of September 30, 2021**

			25%	Of Year			
		Budget	Current Period	Year to Date	Encumbrance	Variance	
1	Adult Dislocated Worker Service Provider	Service Provider - SER Jobs for Progress & MRCOG	1,831,619	25,159	150,340	1,592,816	88,463
		Subtotal	\$ 1,831,619	\$ 25,159	\$ 150,340	\$ 1,592,816	\$ 88,463
2	Adult/Dislocated Wkr Client Services	Adult / DW Participant Training OJT's CT's ITA's	5,020,811	326,835	710,091	668,597	3,642,123
		Adult / DW Work Experience W / Workers Comp	572,823	48,545	149,850	5,000	417,973
		Adult / DW Supportive Services	90,000	4,042	(6,914)	3,200	93,714
		Subtotal	\$ 5,683,634	\$ 379,422	\$ 853,026	\$ 676,797	\$ 4,153,811
							73%
3	Youth Services Provider	Service Provider - YDI	1,534,770	107,408	188,464	1,346,306	0
		Subtotal	\$ 1,534,770	\$ 107,408	\$ 188,464	\$ 1,346,306	\$ 0
4	Youth Client Services (min. 75% Out)	Youth Work Experience - YDI Portion	1,388,904	63,203	116,755	350,000	922,149
		Youth Training Services	170,230	51,298	81,928	15,000	73,302
		Youth Supportive Services	75,000	1,100	12,163	1,500	61,337
		Subtotal	\$ 1,634,134	\$ 115,601	\$ 210,846	\$ 366,500	\$ 1,056,788
							65%
5	BCC Program Operation Expenses	Business & Career Center Facility Operation	600,000	48,510	187,950	412,050	0
		Business & Career Center Facility Reimbursemet	(370,000)	-	-	(370,000)	-
		Business & Career Ctr Mgmt - MRCOG Operator	169,353	8,719	16,186	153,167	0
		Business & Career Ctr Mgmt - MRCOG Operations Staff	230,000	-	-	-	230,000
		Business & Career Ctr Mgmt - MRCOG Project DW NEG	77,367	12,603	27,020	50,347	0
		Business & Career Ctr Mgmt - MRCOG Project DWS Apprenticeship	170,000	18,853	38,668	131,332	0
		Business & Career Center Improvements	89,984	8,958	8,836	-	81,148
		Subtotal	\$ 966,704	\$ 97,642	\$ 278,660	\$ 376,896	\$ 311,148
6	Administrative Entity & Professional Services	AE/Fiscal Agent - MRCOG	943,477	70,717	151,777	791,700	0
		Program Support/Board Expense	60,000	2,904	18,476	-	41,524
		Contractual Services	60,000	2,905	(9,594)	-	69,594
		Contingency & Sale Of Lease	300,000	-	-	-	300,000
		Legal Services	20,000	733	733	15,000	4,267
		Audit Services	35,600	-	9,169	26,431	0
		Carved Out 2nd Year Reserve	1,125,964	-	-	-	1,125,964
		Subtotal	\$ 2,545,041	\$ 77,258	\$ 170,561	\$ 833,131	\$ 1,541,350
7		TOTAL WIOA FORMULA BUDGET PY21	\$ 14,195,902	\$ 802,490	\$ 1,851,897	\$ 5,192,445	\$ 7,151,561
							50%
	OTHER FUNDING:						
8	Social Security - Ticket To Work	Social Security TTW - PY20 Balance Available Carry Forward	\$ 46,613				\$ 46,613
		Additional TTW Current Year PY21 Earnings		\$ 152		\$ -	\$ 152
		Total Current Year PY21 Expended		-		-	-
		Subtotal		\$ 152		\$ -	\$ 46,765
							TTW Balance
10		TOTAL WCCNM Budget PY21	\$ 14,242,515	\$ 802,339	\$ 1,851,745	\$ 5,192,445	\$ 7,198,327
							51%

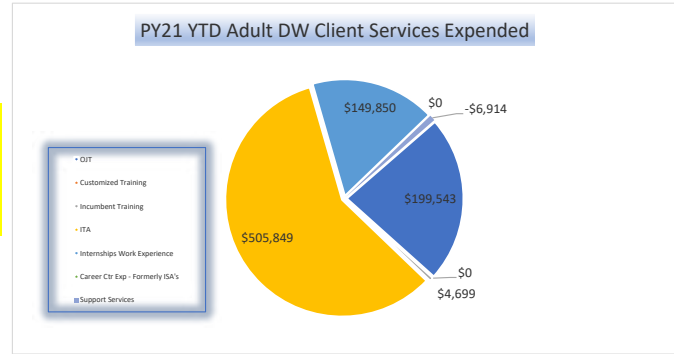
	Budget	YTD Expense	Balance	
Adult Dislocated Worker Service Provider	\$ 1,831,619	\$ 150,340		
Adult/Dislocated Wkr Client Services	\$ 5,683,634	\$ 853,026		
Youth Services Provider	\$ 1,534,770	\$ 188,464		
Youth Client Services (min. 75% Out)	\$ 1,634,134	\$ 210,846		
BCC Program Operation Expenses	\$ 966,704	\$ 278,660		
Administrative Entity & Professional Services	\$ 2,545,041	\$ 170,561		
	\$ 14,195,902	\$ 1,851,897	\$ 12,344,005	87%



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

199,543
-
4,699
505,849
149,850
-
(6,914)

Check \$ 853,026
 Diff \$ 853,026
 -

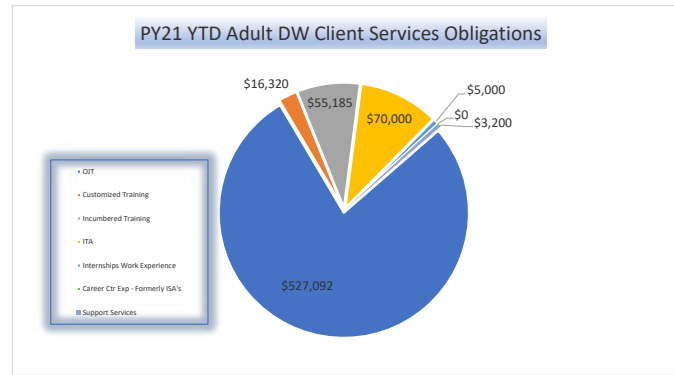


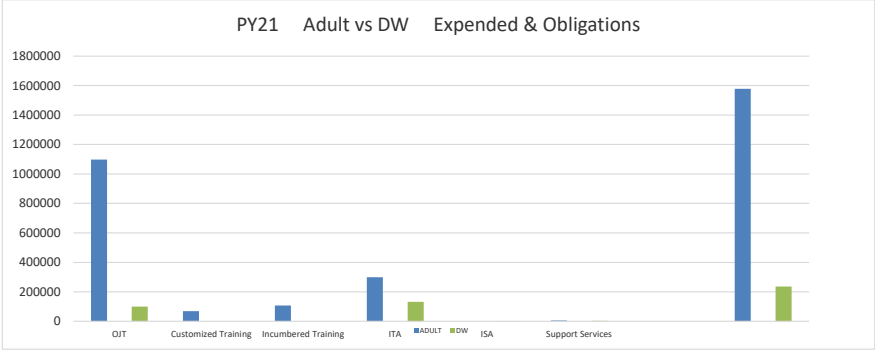
Carry In Obligations
 \$

247,968 Data:
 OJT
 Customized Training
 Incumbered Training
 ITA
 Internships Work Experience
 Career Ctr Exp - Formerly ISA's
 Support Services

527,092
16,320
55,185
70,000
5,000
-
3,200

Ck \$ 676,797
 Diff \$ 676,797
 -



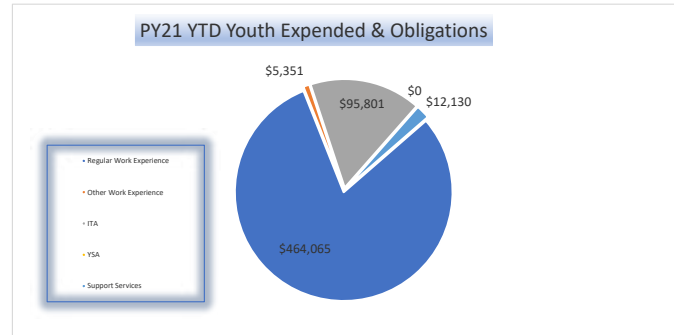


	Adult	DW	Total
OJT	518,683	207,952	
Customized Training	16,320	0	
Incumbered Training	59,884	0	
ITA	294,745	281,104	
Career Ctr Exp - Formerly ISA's	-	-	
Internship Work Exp	118,464	36,385	
Support Services	11,027	(14,741)	
	1,019,123	510,700	1,529,823
	67%	33%	
Ck	1,529,823		
Ck	1,529,823		
Diff	-		

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

464,065
 5,351
 95,801
 -
 12,130

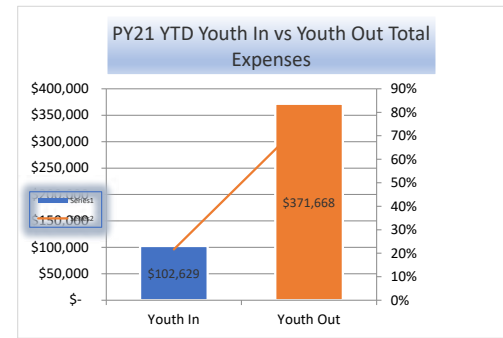
Check \$ 577,346
 Diff \$ -



Data:
 Youth In
 Youth Out

\$ 102,629 22% 21.64%
 \$ 371,668 78% 78.36%

Check 474,297
 Off Financials \$ 474,297
 Not Board Report



WORKFORCE CONNECTION

OF CENTRAL NEW MEXICO

Reports

**Performance
Dash Board
Workforce Connection Centers**

YEAR TO DATE
September 30, 2021

WCCNM

PY2021 Performance – 1st Quarter

	Adult			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	70.8%	78.00%	90.76.00%	Meets
Median Wages in Q2:	\$7,202.28	\$7,577.00	92.76%	Meets
Employed in Q4 Rate:	76.2%	78.70%	96.82%	Meets
Credential Attainment Rate:	78.9%	72.00%	109.58%	Exceeds
Measurable Skills Gains Rate:	25.0%	72.00%	N/A	*TBD

Extracted from WCOS on 10/4/2021. *TBD = Annual Indicator, determined in the Rolling Four - year-end report.

	Dislocated Worker			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	61.5%	76.00%	80.92%	Failed
Median Wages in Q2:	\$7,531.20	\$8,500.00	88.60%	Failed
Employed in Q4 Rate:	73.7%	73.00%	100.95%	Exceeds
Credential Attainment Rate:	87.5%	68.00%	128.67%	Exceeds
Measurable Skills Gains Rate:	29.6%	68.00%	N/A	*TBD

Extracted from WCOS on 10/4/2021. *TBD = Annual Indicator, determined in the Rolling Four - year-end report.

	Youth			
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	68.4%	66.50%	102.85%	Exceeds
Median Wages in Q2:	\$4,317.21	\$3,200.00	134.91%	Exceeds
Employed in Q4 Rate:	72.6%	66.25%	109.58%	Exceeds
Credential Attainment Rate:	72.7%	45.00%		Exceeds

			161.55%	
Measurable Skills Gains Rate:	3.9%	48.10%	N/A	*TBD

Extracted from WCOS on 10/4/2021. *TBD = Annual Indicator, determined in the Rolling Four - year-end report.

Title III - WP				
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	46.6%	64.00%	72.81%	Failed
Median Wages in Q2:	\$ 5,716.83	\$6,000.00	95.28%	Meets
Employed in Q4 Rate:	50.5%	62.40%	80.92%	Failed
Credential Attainment Rate:	N/A	0.00%	0%	N/A
Measurable Skills Gains Rate:	N/A	0.00%	0%	N/A

Extracted from WCOS on 10/4/2021. *TBD = Annual Indicator, determined in the Rolling Four - year-end report.

Title IV - DVR				
	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate:	N/A	N/A	0%	N/A
Median Wages in Q2:	N/A	N/A	0%	N/A
Employed in Q4 Rate:	N/A	N/A	0%	N/A
Credential Attainment Rate:	N/A	N/A	0%	N/A
Measurable Skills Gains Rate:	17%	24%	70.83%	*N/A

Title IV data provided by DVR 10/6/2021. *TBD = Annual Indicator, determined in the Rolling Four - year-end report.

Workforce Connection of Central NM
WIOA Dashboard - PARTICIPANT SERVICES
PY21
Month of :

Sep-21

25.00%

To 6-30-22	TRAINING Budget	Total Exp & Oblig	Budget Balance	# Clients Served	AVG COST PER PARTICIPANT				
FORMULA	%Training to Total WCCNM Budget		% to Training Budget	% to Training Budget	% to All Categories				
	52.67%	\$ 7,317,768	\$ 2,107,169	28.80%	\$ 5,210,599	71.20%	567		
ADULT / DW		5,593,634	1,529,823	27.35%	4,060,096	72.58%	314	55.38%	\$4,872
INDIVIDUAL CAREER SERVICES (Formerly -INTENSIVE SERVICES)		0	0	0.00%	0	0.00%	0	0.00%	#DIV/0!
INDIVIDUAL TRAINING ACCOUNTS		575,849	575,849	10.29%	0	0.00%	135	23.81%	\$4,266
\$247,698 From PY20		ON THE JOB TRAININGS	726,635	12.99%	0	0.00%	123	21.69%	\$5,908
		CUSTOMIZED TRAINING	16,320	0.29%	0	0.00%	12	2.12%	\$1,360
		INCUMBENT WORKER TRAINING	59,884	1.07%	0	0.00%	37	6.53%	\$1,618
		TRAINING OBLIGATED CURRENT YR PAID NEXT YR	0		0		0		
		Adult / DW / DWG - Internship/Transitional Jobs	154,850	2.77%	0	0.00%	7	1.23%	
		SUPPORTIVE SERVICES ADULT / DW	-3,714	-4.13%	93,714	104.13%	95	16.75%	-\$39
		YOUTH TRAINING ITA's & Work Exp, On-line	565,216	36.25%	993,918	63.75%	125	22.05%	\$4,522
		SUPPORTIVE SERVICES YOUTH	12,130	16.17%	62,870	83.83%	33	5.82%	\$368
	TOTAL	\$ 7,317,768	\$ 2,107,169	28.80%	\$ 5,210,599	71.20%	\$ 567	100.00%	\$3,716

CERTIFICATIONS

On the Job Training

Accountant/Assistant Business Manager
AED Sales & Support Specialist
Assessment Coordinator
Assistant General Manager (AGM)
Assistant Property Manager
Automotive Apprentice Technician
Clinical Team Assistant
Commercial Property Maintenance
Community Outreach Coordinator
Construction Coordinator/Office Manager
Construction Coordinator/Office Manager
Content Creator
Contract Manager
Dept. Head of Property Management Division
Electrician Apprentice
Executive Assistant to CEO
Field Engineer/Geologist
Food Batchmakers

OJT cont.

General Manager
Head Brew Master/Supervisor-production
Help Desk Technician
HOA Manager Trainee
In-House Photographer
Lead Tutor/Office Assistant
Machine Operating Worker/Supervisor
Patient Care Coordinator/Front Desk
Plant Manager
Real Estate Remodeling Trainee
Recruiter Assistant/Social Media Marketing
Sheet Metal Worker
Shipping, Receiving and Inventory Clerk
Social Media and Marketing Manager
Survey Technician
Team Assemblers
Video & Cable Technician
Warehouse Assistant

OJT Cont.

Winery Clerical/Office Assist.

Customized Training

Signet Training - Police Executive Training Program
ABC NM Apprenticeship Training Program (Carpentry)
ABC NM Apprenticeship Training Program (HVAC)
ABC NM Apprenticeship Training Program (Sheet Metal)
ABC NM Apprenticeship Training Program (Electrical)
ABC NM Apprenticeship Training Program (Plumbing & HVAC)
FSPCA and Food Labeling

ITA

Accounting
Alternative Teacher License
Automotive Technician
Ayurvedic Studies
Business Administration
Carpentry
CDL Truck Driver
Clinical Laboratory Assistant
Community Health
Deep Dive Full Stack
Dental Assistant
Emergency Medical Tech
Engineering
Fire Science
Healthcare Administrator
HVAC
IT Security

ITA Cont.

Massage Therapy
Medical Assistant
Medical Billing & Coding
Medical Office Admin
Nuclear Operator
Pharmacy Technician
Radiography
Radiologic Technology
Registered Nurse
Respiratory Therapist
Special Ed Teacher
Veterinary Assistant

On the Job Training (OJT)	# of Contracts	# of Participants	\$ Paid To Date
Bernalillo	67	78	\$125,021
Sandoval	29	36	\$69,959
Torrance	4	7	\$1,560
Valencia	2	2	\$3,003
Encumbered Mixed Counties	0	0	\$527,092
Total	102	123	\$726,635

Custom Trng & Incumbent	# of Contracts	# of Incumbent Workers	# of CT Participants	\$ Paid To Date
Bernalillo	13	32	12	\$4,699
Sandoval	0	0	0	\$0
Torrance	0	0	0	\$0
Valencia	3	5	0	\$0
Encumbered Mixed Counti	0	0	0	\$71,505
Total	16	37	12	\$76,204

Individual Training Accounts - Adult / DW (ITA)	\$ Paid To Date	Career Services	\$ Paid To Date
Bernalillo	\$370,801	Bernalillo	\$0
Sandoval	\$0	Sandoval	\$0
Torrance	\$78,068	Torrance	\$0
Valencia	\$56,981	Valencia	\$0
Encumbered Mixed Counties	\$70,000		\$0
Total	\$575,849		\$0

Youth ITA's	\$ Paid To Date
Bernalillo	\$53,931
Sandoval	\$9,000
Torrance	\$10,769
Valencia	\$7,100
Encumbered Mixed Counti	\$15,000
Total	\$95,801

Adult / DW Work Experience	\$ Paid To Date	Adult / DW Supp Serv	\$ Paid To Date
Bernalillo	\$101,327	Bernalillo	(\$13,475)
Sandoval	\$25,228	Sandoval	\$760
Torrance	\$17,691	Torrance	\$395
Valencia	\$5,604	Valencia	\$5,406
Encumbered Mixed Counties	\$5,000	Encumbered Mixed Cot	\$3,200
Total	\$154,850	Total	(\$3,714)

Youth Work Experience	\$ Paid To Date
Bernalillo	\$45,058
Sandoval	\$12,824
Torrance	\$11,188
Valencia	\$50,345
Encumbered Mixed Counti	\$350,000 WC Refund
Total	\$469,415

Youth Supp Services	\$ Paid To Date
Bernalillo	\$1,020
Sandoval	\$2,640
Torrance	\$2,510
Valencia	\$4,460
Encumbered Mixed Coun	\$1,500
Total	\$12,130

MONTHLY REPORT September 2021

Presented to the



October 12, 2021

CONTENTS

Last Month's Activities	3
COVID-19 Response	3
Remote & virtual services	3
Marketing Updates	5
Additional Central Region Updates & Monthly Highlights	6
WCCNM Website Additions	6
TANF – New Mexico Works	6
The National Farmworker Jobs Program (NFJP)	6
Individual Services	7
WIOA Title 1.B Adult & Dislocated Worker Programs	7
WIOA Title 1.B Youth Program	8
WIOA Title III Wagner-Peyser Employment & Career Services	9
Outreach and Partnership Opportunities – Target Populations	10
Business Services	10
Employment Events and Career Fairs (Organized by NMWC or NMWC Participated)	11
Sector Strategies	12
Apprenticeship and Apprenticeship Pathways	13
Success Stories	15
WIOA Title 1.B, Adult and Dislocated Worker Programs	15
Bernalillo County	15
Valencia County	16
WIOA Title 1.B Youth Program	16
Valencia County	16
Labor Market Information & Economic Update	18
Latest Employment News	18
Statewide	18
Albuquerque MSA (Bernalillo, Sandoval, Torrance, and Valencia Counties)	18

Last Month's Activities

COVID-19 Response

The doors are open to the public, and in-person appointments continue to also be available in the Central Region New Mexico Workforce Connection Centers. A strict process that includes precautionary measures to keep all staff and customers safe is in place and also allows for service data tracking. Virtual services are still being provided via phone, email, and video conferencing to ensure services are available to all customers. All centers have received signage, equipment, cleaning supplies, and other necessary protective gear, and all in-person appointments are being logged in the Lobby Central system to track visitors and maintain capacity restrictions. 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 recommendations and resources into the *Service Delivery Plan* as needed.

The walk-in traffic and in-person, one-on-one appointments have been lower than anticipated but virtual and remote service levels remain high in the hybrid model. In August, there were 70 in-person appointments across the four counties, compared to 59 in-person appointments last month.

One-on-One Counseling Appointments in September 2021

- Albuquerque Center – 65
- Rio Rancho Center – 0
- Los Lunas Center – 5
- Moriarty Center – 0

Remote & virtual services

The centers will continue to provide virtual services to enhance the marketing strategy, increase our business reach, and expand the customer base. There have been many lessons learned during the COVID-19 pandemic, and the Operations Team and the Workforce Connection partners have quickly grown and improved the services that can be delivered effectively under all conditions.

WCCNM incorporated 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 (RingCentral);
- 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.



Virtual services & outreach 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 (Metropolitan Detention Center, APD, TTEC, Rio Rancho Public Schools, Randstad, Goodwill, ARCA, and more).
- Weekly “Hot Jobs” announcement on IGTV, Facebook Live, and other WCCNM social media sites that highlights employers actively and quickly hiring for multiple openings. There have been **60 episodes** of “Hot Jobs” produced on IGTV as of August 2021.
- 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 (www.dws.state.nm.us/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, the WIOA Youth program, and other workforce programs are working to better support students through digital learning challenges.
- The WIOA Youth program has a new series of short 15-second videos highlighting youth participants speaking about their training/education programs, on-the-job training, and work experience. The videos are airing on KROE and are being shared on social media.
- 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 over **10,000 unemployment inquires** in the referral system.



and



Marketing Updates

There is a priority emphasis on marketing and promoting available services for unemployed individuals/dislocated workers to prepare now for re-employment with the federal unemployment benefits ending in September, 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. To reach more a greater audience and have an additional avenue to outreach to youth and young adults, the Workforce Connection added TikTok to the list of social media platforms for the region.

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) – 3,596 followers
- **Twitter** (@NMWorkforce) – 505 followers
- **Instagram** (nmworkforce) – 1,069 followers
- **You Tube** (Workforce Connection of Central New Mexico)
- **TikTok** (nmworkforce) – Created May 2021



Additional Central Region Updates & Monthly Highlights

WCCNM Website Additions

Two new web pages were launched on the WCCNM website – one for Veterans and one for Apprenticeship. The Veterans web page provides information to veterans looking to enter or return to the workforce on the resources that are available to them. It also offers information to employers seeking to hire veterans on benefits and incentives available to them. The Apprenticeship page provides information to jobseekers on the benefits of apprenticeship as well as information on how to become an apprentice, and offers employers information about creating their own Registered Apprenticeship program. Both pages also allow users to connect with WCCNM staff with questions or for more information, and these will be an important outreach and recruitment tool for our Veterans Services and Apprenticeship teams.

TANF - New Mexico Works

The Temporary Assistance for Needy Families (TANF) program provides a monthly cash benefit used to meet basic family needs such as housing, utilities, and clothing. *New Mexico Works* connects TANF participants to exciting career opportunities through the Career Link and Wage Subsidy programs. In December 2020, the New Mexico Human Services Department announced a partnership with the New Mexico Department of Workforce Solutions (NMDWS) to provide services to TANF participants who qualify for the *New Mexico Works* employment programs, Career Link and Wage Subsidy. The two programs provide employment opportunities to TANF participants via the New Mexico Workforce Connection centers where possible and will provide TANF participants the work experience needed to obtain full-time unsubsidized employment.

The WCCNM Operations Manager is currently working with NMDWS and the New Mexico Works program staff to transition the program co-located in the Albuquerque and Rio Rancho centers in the Central Region. The Work Experience and Community Service elements in the *New Mexico Works* program transitioned over to the NMDWS on July 1, 2021. For more information about these programs joining the WCCNM partner network, visit <https://www.dws.state.nm.us/nmworks>.

The National Farmworker Jobs Program (NFJP)

The National Farmworker Jobs Program (NFJP) is a nationally-directed, locally-administered program of services for migrant and seasonal farmworkers (MSFWs) and includes 53 Career Services and Training grants and 9 Housing grants across the United States and Puerto Rico. The program in New Mexico is administered by MET, Inc. and is co-located in our Torrance County New Mexico Workforce Connection Center.

The program partners with community organizations and state agencies to counter the chronic unemployment and underemployment experienced by farmworkers who depend primarily on jobs in agricultural labor performed across the country. The NFJP is an integral part of the public workforce system and a partner in the nationwide network of American Job Centers. In addition, NFJP partners with state monitor advocates to provide services to farmworkers and their families working in agriculture employment.

The NFJP program was created under the 1964 Civil Rights Act and is currently authorized under Section 167 of the Workforce Innovation and Opportunity Act (WIOA).

Individual Services

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

- In September, 451 new clients registered in the NMWC online system (www.jobs.state.nm.us), compared to 631 individuals in August.
- In-person center visits are now being tracked in the NMWC online system. There were 70 in-person appointments in September. Appointments are expected to pick-up with the end of the work search waiver for Unemployment Insurance claimants, eased COVID-19 restrictions in recent months, and the expiration of extended federal unemployment benefits.
 - Albuquerque Center – 65
 - Rio Rancho Center – 0
 - Los Lunas Center – 5
 - Moriarty Center - 0
- In September, 79 referrals were processed through the Eligibility Explorer interface that is part of an initiative with the Ready New Mexico statewide line, 1-800-303-3559. Of these referrals, 57 were to Career Services and 19 were to the WIOA Title 1.B Adult and Dislocated Worker Program. The remaining referrals had incomplete information or were from outside the Central Region.

WIOA Title 1.B Adult & Dislocated Worker Programs

The Adult & Dislocated Worker (DW) Programs:

- enrolled 53 participants in September 2021, compared to 89 last month;
 - Bernalillo: 65 participants
 - Sandoval: 3 participants
 - Torrance: 2 participants
 - Valencia: 8 participants
- facilitated Labor Market Information (LMI) Workshops for 24 potential participants, compared to 69 last month;
- provided the WIOA Title 1.B Adult & Dislocated Worker Orientation to 102 potential participants, compared to 204 last month;
- developed 53 Individual Employment Plans (IEP), compared to 89 last month;
- created 0 customized training (CT) contracts, compared to 14 last month;
- established 42 Individual Training Accounts (ITA), compared to 88 last month;
- developed 13 On-the-Job Training (OJT) contracts for 9 clients, compared to 20 contracts for 20 clients last month;
- created 0 apprenticeship contracts for 0 clients, compared to 13 contracts for 45 clients last month; and
- placed 0 clients in transitional jobs, compared to 0 clients last month.

Dislocated Worker Outreach

The Title 1.B Adult & DW program has been continuing to reach out to dislocated workers through referrals, social media, phone and email. The “bridge report” from the Unemployment Insurance (UI) system continues to be a main source for recruiting dislocated workers for placements or to offer skills training opportunities. The program is also receiving referrals from the Ready NM program, which are coming through the Eligibility Explorer module in the NMWC online system.

The program is continuing to utilize the Reemployment Services and Eligibility Assessment Grant (RESEA) appointments as a recruiting tool for dislocated workers. A video presentation has been created for in-person RESEA workshops and program staff are available to join RESEA workshops to offer information on the WIOA program. Staff are currently attending four workshops per week and are available after each workshop to answer questions and assist interested individuals in beginning the WIOA application process.

Staff have been enrolling individuals referred to WIOA for CNMI Deep Dive Boot Camps under the Dislocated Worker Grant (DWG). These participants are also provided with a laptop to use for the course, if they do not have one, as a supportive service. Participants will keep these laptops after completing the program to use in their work in this field. Enrollment is at 13 participants for September.

Transitional employment for formerly incarcerated individuals has slowed down quite a bit recently; the program has enrolled 15 participants so far. Staff continue to conduct outreach and follow-up with organizations that serve justice-involved individuals, in order to recruit more individuals to the program. The program is determined to serve more individuals with a training completion date of 6/30/2022.

Job Seeker and Business Outreach

Referrals continue to be processed from CNMI, Pima Medical, Brookline College, Carrington College, Phoenix Truck Driving School, United Training Academy, Intellitec, Cooperative Educational Services, UNM Continuing Education, UNM Valencia, and CNM Main Campus. These requests are mostly in the healthcare and information technology fields, which are sector strategy areas.

The Title I.B Adult and Dislocated Worker orientation is offered on Mondays starting at 9:00am and 3:00pm. Labor Market Information Workshop is offered Tuesdays at 9:00am. These services are available virtually for those whose circumstances prohibit them from attending. In person Orientation and LMI workshop attendance has been very low in comparison to pre-pandemic levels. We require proctored WorkKeys assessments to our applicants in the Workforce Connection Centers.

Forty-one referrals have been provided from the Upskill Sandoval (upskillsandoval.com) project. The referrals are being processed to determine if they are WIOA eligible, and if not, they will be referred to the Schumann Foundation and Sandoval County through a partnership with CNM and CNM Ingenuity. Staff appreciate all the assistance from CNMI on this project.

There have been 87 *Ready NM* referrals received from April through September of 2021. While staff continue to vet and process referrals, applicant follow-through continues to be challenging.

WIOA Title 1.B Youth Program

The WIOA Youth Program:

- enrolled 30 new clients with 21 as Itinerant Enrollments in September 2021, compared to 32 new clients with 21 Itinerant Enrollments last month;
 - Bernalillo: 9 enrollments
 - Sandoval: 4 enrollments
 - Torrance: 3 enrollments
 - Valencia: 14 enrollments
- Placed 17 in Work Experience, compared to 14 last month;
 - Bernalillo: 2 youth in work experience
 - Sandoval: 3 youth in work experience

- Torrance: 3 youth in work experience
- Valencia: 9 youth in work experience
- Established 7 Individual Training Accounts (ITAs), compared to 13 last month.
- ***The total caseload for the Youth Program is 619, compared to 608 last month.***

The pre-apprenticeship/High School Equivalency pilot project with Associated Builders and Contractors (ABC) and Albuquerque Learning Center (ALC) ended on September 9th. The program had 5 participants who completed the course work. 2 of these 5 participants still need to complete testing to obtain certificates of completion. ABC, ALC, and the Youth program are planning another cohort starting in January of 2022.

The pre-apprenticeship program with Associated General Contractors is continuing to recruit participants. The first effort of recruitment consisted of Youth program participants, Youth Development Inc. programs and ACE Leadership High School Students. Youth staff have been to ACE three times for recruitment, but there has been low interest. Recruitment will be opening to the public with an anticipated start date in January.

Albuquerque EMS Corps program is on track to hold graduations on October 31st. Flyers have been sent out to recruit for the second cohort beginning in December. WIOA staff will be scheduling presentations at EMS for students in our counties that may benefit from our services.

The Youth program met with Belen Community Schools to present on WIOA Pre-Apprenticeship programs and joined their focus group to discuss strengths and challenges the community is facing. Another meeting is scheduled for December.

Program Manager and YDP from Valencia met with the UNM/GED Program to address issues in the registration process that was affecting Youth participants to start on time. The team will develop a checklist that will assist participants to stay on schedule for the program. The instructor also shared how work is graded and turned in to count for credit. UNM/GED program will ensure links are being sent out for registrations. YDP's will ensure participants stay in contact with UNM personnel.

WIOA Title III Wagner-Peyser Employment & Career Services

The Employment & Career Services Team:

- provided one-on-one counseling services to approximately 468 individuals, compared to 580 last month;
- assisted 160 individuals with developing their resume and/or employment plans, compared to 295 last month;
- provided reemployment services to 360 unemployed individuals through the Reemployment Services and Eligibility Assessments (RESEA) program, compared to 358 last month;
- took 307 total job orders, compared to 393 last month;
- notified 85 job seekers of potential jobs, compared to 81 last month;
- referred 23 individuals to WIOA, compared to 29 last month;
- placed 23 job seekers (staff assisted) with employment opportunities, compared to 8 last month; and,
- pre-screened 67 individuals for employment, compared to 69 last month.

Additionally, the team provided the following services specifically to veterans:

- provided services to a total of 180 veterans, compared to 188 last month;
- registered 5 new veterans, compared to 6 last month; and
- provided 33 job referrals, compared to 176 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 September 2021, there were 527 outreach activities with employers, compared to 283 last month.
- There were 2,537 jobs posted in the NM Workforce Connection system (www.jobs.state.nm.us) by NMWC staff (job orders taken) in September, compared to 2,754 in August.
- Qualified candidates were referred to 206 employers, compared to 261 last month.

The Title I.B Adult & Dislocated Worker (DW) program’s Facebook Career Connections Fellowship program has successfully concluded. Of the interns who have completed school and are available for full-time work, 8 interns have already received permanent positions from their internship employers, and others have received job offers outside of WIOA.

The Adult & DW program conducted outreach to the following businesses/events during September: Performance Computers, Force Arms Manufacturing Company, Nemesis Firearms, Safe Site, Wings for Life, Moriarty Courts, Apple

Canyon Gourmet, Rio Grande Educational, Affordable Solar, PremierX Pest Control, Readwest, Pfeiffer Designs, 505 Foodcourt and Paramount Custom Cabinets.

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 (www.wccnm.org/individuals/job-fairs/). 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)

- 9/9/21 Hiring Event featuring multiple employers at the Loma Colorado Library
 - Santa Ana Star Casino
 - City of Rio Rancho
 - Speedway
 - Precast Mfg. NM, LLC
 - Concentrix
 - Home Instead
 - Sandoval Regional Medical Center
 - 3d Security Training Solutions
 - AMI Kids
- 9/8-9/9/2021 Employer Connection Event
 - ResourceMFG Staffing Solutions
 - Select Workforce Specialist
 - Metropolitan Detention Center
 - Albuquerque Job Corp
 - University of New Mexico
 - A Better Way of Living, Inc.
 - 1st Care of New Mexico
 - Fresquez Companies
- 9/21/2021 Employer Connection Event
 - 27 Employers
- 9/22/2021 Hiring Event at the Los Lunas Rail Runner Station
 - 18 Employers
- 9/27-9/29/2021 Employer Connection Event
 - Marathon Janitorial
 - Select Workforce Specialist

- ResourceMFG Staffing Solutions
- Sandia Preparatory School
- Santa Ana Star Casino
- Brosnan Risk Consultant
- Superior Ambulance Service
- Randstad USA
- Total Management Systems
- Health Care Service Group
- Vitality Works

Sector Strategies

Upskill Sandoval

Upskill Sandoval (upskillsandoval.com), a workforce development program that provides free training and education opportunities to Sandoval County residents, launched in April. The project team, which includes Board Chair Jerry Schalow, is a collaboration between education, workforce development, and local government to help displaced workers receive funding for training and education in high demand fields. Partner programs include Sandoval County, the Schumann Foundation, the Rio Rancho Regional Chamber of Commerce, Workforce Connection of Central New Mexico (WCCNM), CNM, and CNM Ingenuity.

Upskill Sandoval offers free training to Sandoval County residents in the skilled trades, IT and coding, healthcare, and public safety sectors. The majority of programs offered last one year or less, with many lasting 15 weeks or less, allowing workers who have been displaced by COVID-19 to earn a credential and get back to work quickly. WCCNM has begun receiving referrals from Upskill Sandoval and anticipates even more as program marketing ramps up.



Career Pathways Project

Data collection for the WCCNM Career Pathways Project 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. In partnership with the NMDWS State Apprenticeship Office, the Central Region apprenticeship team worked closely with program sponsors to review and prepare their program standards for submission and approval of formal Registered Apprenticeship programs.

Aligned as one of the Central Region's sector strategies, the apprenticeship team continues to focus on expanding healthcare apprenticeship opportunities through TruMont's RN-Resident Registered Apprenticeship program. In April, the team identified over 65 healthcare employers and affiliated associations who attended a virtual convening to learn more about the program. In July, the apprenticeship team reached out to attendees to confirm their interest in the program, and in August, Kindred Healthcare and Christus St. Vincent Hospital met with TruMont to learn more about the RN-Resident Apprenticeship program. The NM Nursing Association and Hospital Association also expressed interest in continuing conversations to support the apprenticeship program.



Meetings have been held with Skillpoint Alliance to discuss interest in expanding their construction pre-apprenticeship programs in the Central Region. Skillpoint Alliance operates pre-apprenticeship programs in Central Texas, focusing on Electrical, Plumbing and HVAC competencies. In partnership with the State Apprenticeship Office, seven construction registered apprenticeship sponsors attended an introductory session conducted by Skillpoint Alliance. Three of the sponsors were interested in learning more about the pre-apprenticeship program. Communication continues with Skillpoint Alliance as projected construction booms in the Albuquerque MSA are factors in their expansion decisions.

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.

A collaborative partnership between the Central Region business partners and the apprenticeship team continue to result in shared referrals. The apprenticeship team will continue to offer trainings on apprenticeships and career pathways for business partners and staff.

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, YouTube & TikTok) 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.

Business and Economic Development Collaborations

The apprenticeship team has joined a number of collaborations with local business and economic developers in the Central Region, in order to learn more about business needs and growing industries in the region, and to brainstorm ways that new apprenticeship programs can help meet those needs. In 2021 Q2, the team participated in the following partnership meetings:

- Perkins Region E Business Meetings: Met with business leaders from priority industries in the four-county region to learn about workforce needs; met with CTE educators to learn about existing training programs and additional youth CTE training needs
- Economic Development Committee: This committee meets monthly to bring together local business, economic developers, and workforce development staff to identify local workforce needs and develop new programs to meet those needs

Success Stories

WIOA Title 1.B, Adult and Dislocated Worker Programs

Bernalillo County

Natasha holds a Bachelor's degree in philosophy. While she found philosophy extremely interesting, after graduating she found the field does not offer much of a clear career path. Natasha was employed with Panera Bread to cover her living expenses as she began to apply to teaching programs in New Mexico. In March of 2020, Natasha was laid off due to the governor's orders for temporary prohibition on indoor dining in an effort to curb an increase of COVID-19 infections. She qualified for unemployment benefits, but this was just enough to cover her living expenses.

Natasha received notification that she was accepted into the Alternative Teacher Resident program at The University of New Mexico and was given information about the WIOA Adult and Dislocated Worker Program to assist her with her tuition. Natasha attended a rapid enrollment session at the New Mexico Workforce Connection Center in Albuquerque. After completing the application process, she was approved for tuition assistance.



In June of 2021, Natasha successfully completed all requirements for her Alternative Teacher Resident program Licensure for K-8 Elementary, and was awarded a Bachelor's degree in Elementary Education. She then went on to complete her required Praxis exams and earned her Level One Alternative K-8 Elementary teacher licensure. Natasha received multiple offers for employment with Albuquerque Public Schools, and accepted a position at McKinley middle school as a 6th and 7th grade teacher earning an entry-level annual salary of \$41,000. Natasha is extremely grateful for the opportunity that was afforded to her by the WIOA grant, and claims that she would not be where she is today without the funding assistance she received.

Justice remembers always getting up early for school, making sure she had breakfast and was ready for the day. She would even wait for her mom in the car. When she was in middle school, she would stay after school to help her teachers grade papers, make copies, and help with curriculum planning. Justice knew that she wanted to teach. As she moved into high school, she found a mentor in a special education teacher and knew she wanted to become a special education teacher. It did not matter to her at what grade level she would teach, she just wanted to make a difference to students.

Justice graduated from high school and registered at CNM for the Alternative Teacher-Special Education Certificate program where she found out about the Adult and Dislocated Worker Program. After completing the application process, she qualified for the program as a low-income adult. Justice completed the Alternative Teacher – Special Education Certificate program and accepted a position with Albuquerque Public Schools. She is employed as a Special Education Teacher at Manzano High School earning \$40k a year. Justice cannot thank WIOA enough for the assistance that was given to her.

Sydney is a single mom who worked very hard to achieve her goals. She is very determined, loving, and person with a young son whom she wanted to be able to support. Being a single mother made Sydney more determined to be successful in a career with a promising future for her and her family. With the support of her family, she was able to earn her Associate of Occupational Science in Physical Therapy from PIMA Medical Institute. She has worked very hard and has come a long way in starting her new career. She has accepted a position as a Physical Therapy Assistant with Climbing Tree Therapy for pediatrics earning \$35 per hour. She is very excited and thankful for all of the assistance from the WIOA program.



Valencia County

Maribel came to the Adult and Dislocated Worker program seeking assistance to become a Physical Therapy Assistant. Maribel spent some time working in a local physical therapy office and it grew her desire to pursue a physical therapy as a career. She attended Pima Medical Institute, and during that time she was inducted into the National Society of Leadership and Success.



Maribel completed her externship hours at many wonderful companies and learned more each time she was at a new location. Maribel worked hard on completing what she needed to help support her family and show her children that no matter what, your dreams and goals are reachable.

Maribel graduated from Pima and obtained her Physical Therapy Assistant license in September of 2021. She has obtained employment with Positive Outcomes in Socorro, NM earning \$23.00 per hour. Maribel is looking forward to all the success and joy that her new career will bring in the many years to come.

WIOA Title 1.B Youth Program

Valencia County

Matthew came to the WIOA Youth Program as a high school graduate. At the time of intake, he was unsure how to find steady employment and had limited work experience. Matthew's goal was to become a firefighter and obtain his EMT B certificate.

With the assistance of the Youth Program, Matthew was able to attend the EMT B program at Central New Mexico Community College in January of 2020. With this certificate, he would be able to get experience as an emergency medical tech/firefighter. To help Matthew gain a meaningful work experience, he was placed at the Los Lunas Fire Department. He learned about truck maintenance, EMT unit maintenance, CPR and other duties EMT's conduct while not on calls. Matthew attended school while completed 29 hours of work experience weekly until March 2020 when COVID-19 struck.



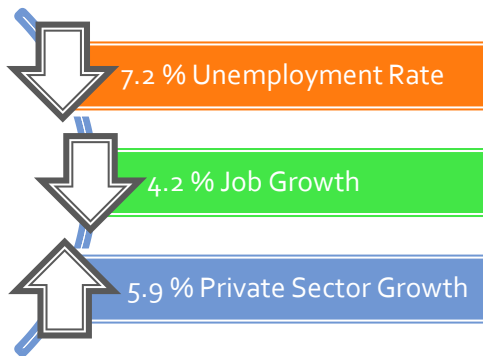
Matthew then converted to online school, and his duties at the fire station shifted to emergency management. He began assisting the fire department with rapid testing of COVID-19.

Matthew graduated from the EMT B program and passed his state exams in August of 2021. Matthew then made a career change and enlisted into the United States Army in September of 2021. He credits his career choice to the opportunities presented to him during his time as a youth participant. He will utilize his EMT training and knowledge of emergency response in his future duties as a soldier. Matthew will attend basic training at Fort Sill, Oklahoma starting October 20, 2021. Matthew is thankful for the tuition assistance, work experience, online training, supportive services, and labor market information he was provided while in the program.

Labor Market Information & Economic Update

Latest Employment News

Statewide



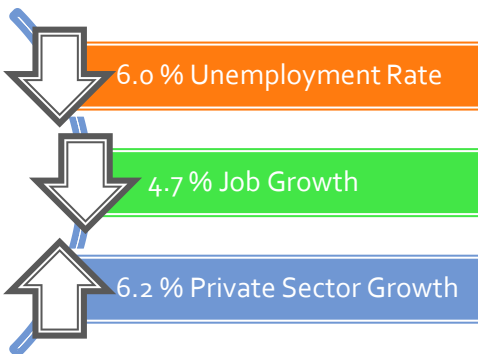
New Mexico's seasonally adjusted unemployment rate (based on the Current Population Survey, also known as the household survey) was 7.2 percent in August 2021, down from 7.6 percent in July 2021 and down from 8.4 percent in the previous year. August's unemployment rate is the lowest since the start of the pandemic. The national unemployment rate in August was 5.2 percent, down from 5.4 percent in July and down from 8.4 percent in August 2020.

Over the year, New Mexico's total nonagricultural employment increased by 32,800 jobs, or 4.2 percent. Most of these gains were in the private sector (up 35,900 jobs or 5.9 percent). The public sector was down 3,100 jobs (or 0.4 percent). Eight major private industry sectors reported employment increases over the year.

(*Labor Market Review*, Volume 50 No. 8 Published September 24, 2021. NMDWS, Economic Research & Analysis)

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

The non-seasonally adjusted unemployment rate for the Albuquerque MSA was 6.0 percent in August 2021, down from 7.4 percent in July 2021 and down from 9.0 percent in August 2020.



Over the year, the Albuquerque MSA grew by 17,500 jobs in total nonfarm employment, representing a gain of 4.7 percent. The following private sector industries added jobs: leisure and hospitality, up 8,100 jobs, or 24.4 percent; education and health services, up 3,800 jobs, or 6.1 percent; mining and construction employment, up 3,500 jobs, or 14.3 percent; professional and business services, up 3,000 jobs, or 4.9 percent; miscellaneous other services, up 400 jobs, or 3.6 percent; trade, transportation, and utilities, up 500 jobs, or 0.8 percent; and manufacturing, up 300 jobs, or 1.9 percent; Financial activities was down 1,300 jobs, or 6.8 percent; and information was down 100 jobs, or 2.0 percent.

In the public sector, state government was down 900 jobs, or 3.5 percent; federal government was down 400 jobs, or 2.6 percent; and local government was up 600 jobs, or 1.7 percent.

(*Labor Market Review*, Volume 50 No. 8 Published September 24, 2021. NMDWS, Economic Research & Analysis)



CENTRAL REGION NMWC CENTERS - SERVICE REPORT

MONTH: September 2021

SERVICE	JOB SEEKER SERVICES										
	Current Month	Prior Month	Previous Months	Yearly Total (PY21)	Yearly Total (PY20)	Yearly Total (PY19)	Yearly Total (PY 18)	Yearly Total (PY 17)	Yearly Total (PY 16)	Yearly Total (PY 15)	
WELCOME	OFFICE VISIT	921	1,070	559	2,550	733	25,406	29,296* (NEW 10/18)		N/A	
	RESOURCE ROOM	868	693	344	1,905	51	23,138	30,076		29,238	
	REGISTRATION IN NMWC	451	631	1,098	2,180	50,317	35,369	10,228		10,275	
VETERANS	NUMBER OF VETERANS RECEIVING SERVICES	190	188	244	612	1,373	1,865			2,538	
	JOB REFERRAL	84	178	194	456	1,598	3,416			8,314	
	REGISTRATION	5	6	8	19	185	544			358	
*Data issues											
BASIC CAREER SERVICES (ALL PARTNERS)	ORIENTATION ATTENDANCE	190	184	131	505	1,228	3,312	3,491		5,826	
	INITIAL ASSESSMENT & WORKKEYS/PROVE-IT	71	75	94	240	1,955	4,589	6,073		7,931	
	1) EMPLOYER REQUESTED ASSESSMENT/PRE-SCREEN (WORKKEYS)	9	1	0	10	1	636	1,278		650	
	2) EMPLOYER REQUESTED ASSESSMENT/PRE-SCREEN (PROVE-IT)	0	1	1	2	8	709	918		310	
	TOTAL JOB ORDERS INTERNAL/EXTERNAL(NEW)	307	393	281	981	2,861					
	JOB REFERRALS (STAFF REFERRED)	1,164	2,492	3,227	6,883	17,299	17,662	29,419		44,901	
	NOTIFICATION TO JOB SEEKER OF POTENTIAL JOB (NEW)	85	81	1,079	1,245	2,359					
	JOB SEARCH (Distinct Individuals)	2,765	3,398	4,529	10,692	33,897	22,898	51,267		91,423	
	JOB FAIR ATTENDANCE (INDIV REGISTERED IN NMWC)	98	99	14	211	35	1,902	3,256		2,188	
	WORKSHOP ATTENDEES	3	1	3	7	38	737	605		724	
	JOB CLUB ATTENDEES* (NEW)	0	0	0	0	2	3	N/A		N/A	
	LABOR MARKET INFORMATION	393	433	398	1,224	1,999	3,919	3,934		6,568	
	RESUME PREP	44	49	47	140	338	1,071	1,721		1,901	
	CAREER SERVICES	UI REEMPLOYMENT SERVICES	360	358	190	908	677	2,565	3,187		4,608
		UI REEMPLOYMENT SERVICES ORIENTATION	314	372	187	873	663	2,243	1,277		6
ONE-ON-ONE CAREER COUNSELING		468	580	459	1,507	5,173	4,617	8,009		9,624	
COMPREHENSIVE/SPECIALIZED SKILL LEVEL/SERVICE NEEDS		41	114	35	190	1,422	2,367	2,333		3,239	
RESUMES/EMPLOYMENT PLANS		160	295	91	546	2,394	3,982	5,591		6,625	
REFERRALS TO WIOA (NEW)		24	29	35	88	117					
JOB READINESS TRAINING* (NEW)		3	1	0	4	20	7	N/A		N/A	
EMPLOYER PRE SCREEN		67	69	55	191	128	756	1,093		1,320	
JOB PLACEMENT - STAFF ASSISTED		25	8	16	49	129	310	750		882	
ENTERED EMPLOYMENT		60	58	57	175	548	1,237	1,726		2,247	
WORK PERMIT-YOUTH EMPLOYMENT (WIOA TITLE III) *(NEW)		0	0	0	0	0	6	N/A		N/A	
FOLLOW-UP SERVICES		292	243	186	721	1,709	3,082	8,237		9,219	
PLACEMENT ASSIST FOLLOWING WIOA TITLE I.B ACTIVITY *(NEW)		0	1	0	1	7	4				
SKILLS TRAINING		PROGRAM ELIGIBILITY	53	89	95	237	932	1,038	1,353		953
		CAREER PLANNING (IEP)	53	89	95	237	932	1,038	1,353		953
	INDIVIDUAL TRAINING ACCTS	42	88	58	188	712	637	515		317	
	LMI WORKSHOP	24	69	107	200	1,092	1,378	1,395		773	
	ORIENTATION	102	204	156	462	1,384	2,444	2,548		2,195	
	CO-ENROLLS (Youth/Adult/TechHire)	0	1	0	1	7	7	30		16	
	TAA SERVICES	3	2	5	10	102	100	178		245	
	GRADUATE/ ABQ SERVICES	0	0	0	0	0	2	982		920	
	TECHHIRE ENROLLMENT	0	0	0	0	6	141			48	
	BUSINESS SERVICES										
BUSINESS TEAM	OUTREACH	527	283	374	1,184		2,927	2,503		3,273	
	JOB ORDERS TAKEN	2,537	2,754	2,650	7,941		14,439	19,935		20,518	
	JOB ORDERS EMPLOYER (N	2,079	2,209	2,281	6,569						
	JOB ORDER ASSISTANCE	2,361	2,557	2,538	7,456		12,116	17,808		19,143	
	RECRUITMENT EVENTS (NE	119	61	46	226						
	REFER QUAL CANDIDATES	206	261	214	681		7,318	14,206		25,525	
	NEW EMPLOYERS REG	51	87	74	212		504	549		811	
	CUSTOMIZED TRAINING	0	47	9	56		262	509		282	
	ON-THE-JOB TRAINING	16	20	30	66		196	369		237	
	APPRENTICESHIP TRNG	0	45	6	51		154	93		2	

WIOA TITLE 1.B ADULT & DW PROGRAM									
Training Activity	Adult (Current Month)		DW (Current Month)		Last Month No. Contracts		Last Month No. Clients	Yearly Total No. Contracts	Yearly Total No. Clients
	No. Contracts	No. Clients	No. Contracts	Clients					
ITA's	10	10	19	19	88		88	188	188
OJT	9	12	4	4	20		20	59	66
Customized Trng	0	0	0	0	18		56	18	56
Apprenticeship	0	0	0	0	15		51	15	51

PRIORITY OF SERVICE: WIOA TITLE 1.B ADULT PROGRAM		
	Current Month	Yearly Avg (PY21)
% Served from Priority Groups	79.31%	77.51%

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

WIOA TITLE 1.B YOUTH PROGRAM				
	Current Month	Prior Month	Previous Months (PY)	Yearly total (PY)
Enrollments	30	32	18	80
Itinerant Enrollments	21	21	15	57
Total Youth Caseload	619	608	634	
Completed Program and Follow-up	19	19	12	50
Youth In Work Experience Activity	17	14	22	53
Youth Receiving ITA's	7	13	5	25



Full Board
Virtual

Monday, 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
- Troy Clark** – **New Mexico Hospital Association**
- Herb Crosby** – AVTEC, Inc.
- Johnna Chapman** – Facebook
- Kristen Gamboa** – **Village of Los Lunas**
- Marni Goodrich** - Yearout Mechanical Inc.
- Tracy Hartzler** – Central New Mexico Community College
- Victoria Hernandez** - New Mexico Human Services
- Antoinette Holmes** - NM Department of Vocational Rehabilitation
- Gregg Hull** – City of Rio Rancho
-
- Krista Kelley** – Motiva Corporation

- Samuel Kolapo** – Albuquerque Job Corps
- 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
- 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 Anderson School of Management
- David Valdes** – 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
-

Approval of Monday, October , 2021 Agenda

- Motion
- Second
- Action

Tab 1 **Approval of Minutes, Full Board, August 16, 2021**

Motion
Second
Action

ACTION ITEMS

Tab 2 **Summary of Executive Committee Meeting and Actions Taken**

Tab 3 **Financial Budget Adjustments**

Motion
Second
Action

Tab 4 **Polcies...**

Motion
Second
Action

SERVICE and TRAINING PROVIDER UPDATES – INITIATIVES

Tab 5 **Dashboard Participant Training – Provider Training Expenditure, Obligations, Types of Training, County Information and Eligible Training Provider Report**

Tab 6 **WCCNM Workforce Connection Operations**

Tab 7 **Training Providers**

E.g. –

CNM
UNM Valencia
Career Technical Education (Youth)
Others –(ABE, Public Education. Etc.)

Tab 8 **WIOA Service Providers**

Adult & Dislocated Worker

WIOA Youth

DVR

NMDWS Programs (Wagner- Peyser, Veterans, Re-employment, etc.)

Job Corp

Tab 12 **Performance Analysis and Economic Performance Report & Discussion**

Continued Quality Improvements
Labor Market Information
Economic Development Committee
Youth Standing Committee
Performance and Monitoring Committee

Tab 13 **Other items (Grants, Special Projects, etc.)**

UPDATES

Tab 14 **WIOA Monthly Expenditure Report for September 30, 2021**

Tab 15 **Updates**

- WIOA Updatws
-

COMMITTEE REPORTS

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

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, , 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”