

MINUTES



Executive Committee

Virtual Meeting

Monday, November 15, 2021

1:30 pm

Mid-Region Council of Governments

Before the meeting began Art Martinez explained when voting takes place, we will ask for a roll call for those who “don’t approve”. We then will identify the names of the members who 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.

Call to Order – 1:31 pm – Jerry Schalow

Present

Honorable Gregg Hull, CEO,
Krista Kelley – Sandoval County Rep
John Mierzwa - Chair-Elect
Laura Musselwhite – Valencia County Rep.
Diane Saya - Bernalillo County Rep
Jerry Schalow, Chair
Robert Walton – Training & Service Provider Chair – Non-Voting

Absent

Beth Barela, Treasurer
Doug Calderwood – Performance & Monitoring Chair
Debbie Ortiz- Past Chair, Torrance County Rep.
Melodee Saiz- Youth Standing committee Chair – Non-Voting

Quorum Established

Approval of Monday, November 15, 2021 Agenda

Motion: Krista Kelley
Second: Beth Barela
No Discussion
Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Beth Barela				
Doug Calderwood				

Gregg Hull	X			
Krista Kelley	X			
Laura Musselwhite	X			
John Mierzwa	X			
Debbie Ortiz				
Melodee Saiz – Non-Voting				
Diane Saya	X			
Jerry Schalow	X			
Robert Walton – Non-Voting				

Tab 1: Approval of Minutes, Executive Committee: May 11, 2020

Motion: John Mierzwa
Second: Krista Kelley
No Discussion
Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Beth Barela				
Doug Calderwood				
Gregg Hull	X			
Krista Kelley	X			
Laura Musselwhite	X			
John Mierzwa	X			
Debbie Ortiz				
Melodee Saiz – Non-Voting				
Diane Saya	X			
Jerry Schalow	X			
Robert Walton – Non-Voting				

ACTION ITEMS

Tab 2	<p>Approval to Rescind WCCNM Policies</p> <p>By: Lloyd Aragon, WIOA Manager</p> <p>AP-201 (Disability-Related Non-Discrimination Policy for AE-FA) – Rescinded</p> <p>AP-202 (Service Provider Assurance as a Sub recipient) - Rescinded</p> <p>AP-204 (Policy on Undue Financial and Administrative Burden) - Rescinded</p> <p>MP-302 (Committee Service) – Rescinded</p> <p>MP-303 (Treasurer’s Policy) - Rescinded</p> <p>MP-305 (Corrective Action) - Rescinded</p> <p>OP-405 (Service Provider Training) - Rescinded</p> <p>OP-413 (Definition of Sixth Barrier for Youth Eligibility) – Rescinded</p>
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OP-422 (youth services exit policy) – **Rescinded**
 OP-422A (Participation in Co-Enrollment) – **Rescinded**

- Mr. Aragon presented the WCCNM Policies which need to be rescinded.
- He explained that, along with himself, Tawnya, Elizabeth, and Nicole have started meeting to review and discuss the WCCNM Policy Manual Book.
- He stated WCCNM is in the process of updating all policies to reflect new NMDWS and WIOA compliance. As part of this process, WCCNM has identified the following outdated/obsolete policies created under WIA that are no longer relevant or applicable.
- We have concurred about twenty-nine polices have been updated on the WCCNM website.

Questions & Comments

Motion: Gregg Hull
Second: Krista Kelley
No Discussion
Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Beth Barela				
Doug Calderwood				
Gregg Hull				
Krista Kelley	X			
Laura Musselwhite	X			
John Mierzwa	X			
Debbie Ortiz				
Melodee Saiz – Non-Voting				
Diane Saya	X			
Jerry Schalow	X			
Robert Walton – Non-Voting				

Tab 3

Approval of WCCNM Basic Skills Deficiency Definition Update

by Tawnya Rowland, WCCNM Manager

- Ms. Rowland presented the WCCNM Basic Skills Deficiency Definition update.
- She explained back on October 29, 2015 NMDWS required WCCNM Board to approve the definition of Basic Skills Deficiency Definition.
- We are asking for WCCNM Board approval for the most current BSD Definition. A step we need to take in order to address the NMDWS BSD assessment finding.
- She stated the additions of sections “B” and “C”. This increases flexibility due to the COVID-19 shut down as well as our Adult and Dislocated Worker Provider, who were limited on providing SHL Aspiring Minds Basic Reading Comprehension assessment because it was unable to be proctored. Also, because this wasn’t added to our list of approved

methods of assessments it was considered a finding. In “C” we added the use of any other assessments as needed to provide seamless and accurate participant training and job placements.

Questions & Comments

Motion: Laura Musselwhite

Second: Diane Saya

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Beth Barela				
Doug Calderwood				
Gregg Hull	X			
Krista Kelley	X			
Laura Musselwhite	X			
John Mierzwa	X			
Debbie Ortiz				
Melodee Saiz – Non-Voting				
Diane Saya	X			
Jerry Schalow	X			
Robert Walton – Non-Voting				

Tab 4

Approval of Contract Amendment for Real Time Solutions

by: Art Martinez, WCCNM Administrator

- Mr. Martinez discussed the 4th Contract Amendment for Real Time Solutions. He explained this process has taken some time, and that this work was delayed due to the effect of Covid-19 and other contributing factors. We have also increased the scope of work, within the employer mapping tool and adding Customer relation component.
- The WCCNM contracted with Realtime Solutions to develop the WCCNM Website to include an Employer Mapping Tool (Subcontractor Ingenuity Software, CEO John Mierzwa, Board Member).
- He stated that Realtime Solutions was selected as the primary contractor after a request for information for which over five entities were asked to respond, of which three provided proposals (Realtime Solutions, Ingenuity Software and Cliff Dweller Digital) for a time-and-material reimbursement with contract provisions from the NM Statewide Authorized Price Agreement. The contracts were approved by the WCCNM Board Chair, Lead CEO Representative and WCCNM Legal Counsel in April of 2020.
- In support of this project, WCCNM also contracted with Cliff Dweller Media (an affiliate of Cliff Dweller Digital, Richard Holcomb, CEO (former board member) to work directly with the WCCNM Project Manager.
- The contract will increase an additional \$25,000 not to exceed \$170,000.
- The pricing is as follows:
Realtime Solutions - Website Development and Employer Mapping

Tool: \$100,135.44
 Basic Website Development: \$18,673.17
 Employer Mapping Tool: \$81,762.27 (Pending \$33,937.48 invoice)
 Cliff Dweller Media – Project Management Assistance and Digital Media Design: \$15,991.60
 Realtime Solutions – Website Optimization, Hosting and Maintenance: \$25,113.84

- We are nearing completion and asking the Executive Committee for Approval.
- No Comments**

Motion: Gregg Hull
Second: Laura Musselwhite
No Discussion

Actions: Passed unanimously by Roll Call Vote. John Mierzwa abstained due to potential conflict of interest.

	Yes	No	Abstain	No Vote
Beth Barela				
Doug Calderwood				
Gregg Hull	X			
Krista Kelley	X			
Laura Musselwhite	X			
John Mierzwa			X	
Debbie Ortiz				
Melodee Saiz – Non-Voting				
Diane Saya	X			
Jerry Schalow				
Robert Walton – Non-Voting	x			

PUBLIC COMMENT

Public Comments – None

ADJOURNMENT

Adjournment – 2:08 pm.

Next Meeting- As Needed.

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

Approved at the WCCNM Executive Committee Meeting on XXXXXXXXXXXX:

Jerry Schalow, WCCNM Chair

ATTEST:

Secretary

“Equal Opportunity Program”

DRAFT