



AGENDA

Updated

(Virtual Meeting)

Monday, November 15, 2021

1:30 pm

809 Copper Avenue NW

Jerry Schalow, Chair

John Mierzwa, Chair-Elect

AGENDA

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

Beth Barela, Treasurer
Doug Calderwood – Performance & Monitoring Chair
Honorable Gregg Hull, CEO,
Krista Kelley – Sandoval County Rep
Laura Musselwhite – Valencia County Rep.
John Mierzwa - Chair-Elect
Melodee Saiz- Youth Standing committee Chair
Debbie Ortiz- Past Chair, Torrance County Rep.
Diane Saya - Bernalillo County Rep
Jerry Schalow, Chair
Robert Walton – Training & Service Provider Chair

Approval of Thursday, November 15, 2021 Agenda

Motion
 Second
 Action

Tab 1 **Approval of Minutes: May 17, 2021**

Motion
 Second
 Action

ACTION ITEMS

Tab 2 **Approval to Rescind WCCNM Policies**

- AP-201 (Disability-Related Non-Discrimination Policy for AE-FA) – **Rescinded**
- AP-202 (Service Provider Assurance as a Sub recipient) - **Rescinded**
- AP-204 (Policy on Undue Financial and Administrative Burden) - **Rescinded**
- MP-302 (Committee Service) – **Rescinded**
- MP-303 (Treasurer’s Policy) - **Rescinded**
- MP-305 (Corrective Action) - **Rescinded**
- OP-405 (Service Provider Training) - **Rescinded**
- OP-413 (Definition of Sixth Barrier for Youth Eligibility) – **Rescinded**
- OP-422 (youth services exit policy) – **Rescinded**
- OP-422A (Participation in Co-Enrollment) – **Rescinded**

Motion
 Second
 Action

Tab 3 **Approval of WCCNM Basic Skills Deficiency Definition Update**

Motion
Second
Action

Tab 4 **Approval of Contract Amendment for Real Time Solutions**

Motion
Second
Action

PUBLIC COMMENT/ADJOURNMENT

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

NOTES

Next Meeting: As needed

*Anyone requiring special accommodations please notify the MRCOG office at 247-1750 seven (7) days prior to the meeting.
"Equal Opportunity Program"*

MINUTES

Tab 1



Executive Committee

Thursday, May 17, 2021

1:30 pm

Mid-Region Council of Governments

Call to Order – 1:34 pm – Jerry Schalow

Present

Beth Barela, Treasurer

Doug Calderwood – Performance & Monitoring Chair

Honorable Gregg Hull, CEO,

Krista Kelley – Sandoval County Rep

John Mierzwa - Chair-Elect

Laura Musselwhite – Valencia County Rep.

Debbie Ortiz- Past Chair, Torrance County Rep.

Diane Saya - Bernalillo County Rep

Jerry Schalow, Chair

Robert Walton – Training & Service Provider Chair

Absent

Melodee Saiz- Youth Standing committee Chair

Quorum Established

Approval of Monday, May 17, 2021 Agenda

Motion: Bob Walton

Second: Beth Barela

No Discussion

Action: Passed unanimously by Roll Call Vote

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

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

Motion: Beth Barela
Second: Laura Musselwhite
No Discussion
Action: Passed unanimously by Roll Call Vote

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

ACTION ITEMS

<p>Tab 2</p>	<p>Approval of WFCP-06-20, PY20 BAR #3</p> <p>by Jesse Turley, WCCNM Accounting Manager</p> <ul style="list-style-type: none"> ▪ Mr. Turley presented BAR #3 for PY20 ▪ This is BAR, is based on late-year PY20 changes in funding with NMDWS, for projects and the additional monies granted earlier in PY20. ▪ Bar # 3 Requests to transfer a NMDWS authorized amount of \$1,200,000 from DW to Adult categories to allow staff to serve customer flow experienced this year and open the services to Adult populations. ▪ The PY20 Bar # 3 Updates the amount of administrative dollars for Legal Services from \$20,000 to \$55,000. Removed from Business and Career Center Improvements line. ▪ PY20 Bar #3 Updates correctly MRCOG’s AE/FA \$1,300,000 portion of their contract with WCCNM. When additional NM DWS projects are put in place – the staffing of those are charged to this MRCOG contract even though more monies are given to WCCNM the MRCOG AE/FA contract remains fixed ▪ PY20 budget total is \$14.443,296. <p>Questions & Comments</p> <p>Questions & Comments</p> <p>Motion: Beth Barela Second: Bob Walton No Discussion Action: Passed unanimously by Roll Call Vote.</p>
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Motion: Jerry Schalow
Second: Mayor Gregg Hull
No Discussion
Actions: Passed unanimously by Roll Call Vote

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

Tab 3

**Approval of Approval of WCCNM R-02-20 Disposition of WCCNM Property
 by Art Martinez, WCCNM Administrator & Nicole Giddings, Program
 Coordinator**

- Mr. Martinez & Ms. Giddings presented the disposition of property.
- They explained that they needed a three-member subcommittee to approve the disposition of WIOA office equipment and Resolution.
- The three members that agreed to view the inventory are Bob Walton, Debbie Ortiz and Diane Saya.
- After, further discussion of the process Resolution R-02-20 was deferred to the Full Board meeting in June as the inventory needs to be reviewed prior to approving the resolution.

Questions & Comments

Motion: Mayor Gregg Hull made a motion to recommend the three member Sub-Committee that includes Bob Walton, Debbie Ortiz and Diane Saya.

Second: Krista Kelley

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Beth Barela	X			
Doug Calderwood	X			
Gregg Hull	X			
Krista Kelley	X			
Laura Musselwhite	X			
John Mierzwa	X			
Debbie Ortiz	X			
Melodee Saiz				Absent
Diane Saya	X			
Jerry Schalow	X			

Robert Walton	X			
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Motion: Doug Calderwood made a motion to delay Resolution R-02-02 to the Full Board Meeting in June.

Second: Beth Barela

No Discussion

Action: Passed unanimously by Roll Call Vote.

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

Tab 4

Approval of Request for Proposal Award for One-Stop Operator

by: Jerry Schalow Board Chair & Cindy Cordova, Board Attorney

- Ms. Cordova explained that usually she is the Attorney for the Board. But she currently serving as the Procurement Manager for the three Request for Proposals. Back in September or October they identified a conflict of interest when the Mid-Region Council of Governments notified us that they had plan to bid one of more of the RFP's.
- They immediately excluded any staff/employees from the MRCOG for the RFP's process.
- She stated that Melanie Scholar and herself from the Firm of German, Burnette Associate have been working on the RFP's for about seven months.
- There were three RFP's that went out One-Stop Operator, Adult/Dislocated Worker and Youth.
- RFP's were released for sixty days. There was a lot of inquiries and only one responsive proposal.
- The Ad-hoc Committee determined that the response with complete, concise and responsive to the RFP.
- The Ad-hoc Committee recommends the Mid-Region Council of Governments as the successful bidder as the One-Stop Operator.

No Comments

Motion: Krista Kelley

Second: Debbie Ortiz

No Discussion

Actions: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Beth Barela	X			

Doug Calderwood	X			
Gregg Hull	X			
Krista Kelley	X			
Laura Musselwhite	X			
John Mierzwa	X			
Debbie Ortiz	X			
Melodee Saiz				Absent
Diane Saya	X			
Jerry Schalow	X			
Robert Walton	X			

Tab 5

Approval of Request for Proposal Award for WIOA Adult/Dislocated Worker Service Provider

by: Jerry Schalow Board Chair & Cindy Cordova, Board Attorney

- Ms. Cordova explained that an Ad-Hoc Committee was selected to review the RFP for the Adult/Dislocated Worker Service Provider.
- This RFP had the most interest and four responses.
- The RFP committee went through all four responses and scored them 4,472, 4,396, 3,646, 2,693 out 5,000 points
- This RFP was the most difficult RFP as there was so many questions and answers. After the Committees review and discussion of all factors it was recommended that Mid-Region Council of Governments as the successful bidder as the WIOA Adult/Dislocated Worker Service Provider.

Comments

Motion: Bob Walton

Second: Beth Barela

No Discussion

Actions: Passed unanimously by Roll Call Vote

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

Tab 6

Approval of Request for Proposal Award for WIOA Youth Service Provider

by: Jerry Schalow Board Chair & Cindy Cordova, Board Attorney

- Ms. Cordova explained that an Ad-Hoc Committee was selected to review the RFP for the Youth Service Provider.
- This RFP had two responses and both entities were highly qualified to the job.

- The Ad-hoc Committee went out requested best and final offer from both entities and asked for a revision to certain requirements from both.
- The RFP committee went through all four responses and scored them 2,2738 ,2,581 out of 3000 points
- The Ad-hoc Committee recommends the Youth Development Inc s as the successful bidder as the WIOA Youth Service Provider.

Comments

Motion: Krista Kelley

Second: Gregg Hull

No Discussion

Actions: Passed unanimously by Roll Call Vote

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

INFORMATON & DISCUSSION ITEMS

Tab 7

PY19 Audit Report –

by Amy Meyer & Kory Hoggan

- Mr. Hoggan presented the PY19 Audit Report from Moss Adams.
- He noted that the audit was done 100% remotely.
- He stated that Moss Adams issued an unmodified opinion of the Workforce Connection of Central New Mexico's financial practices.
- They also noted that this was a smooth audit with no audit findings and the management of the organization is well established.
- The WCCNM financial audit was submitted to the Office of the State Auditor on December 1, 2020 and was accepted on March 3, 2021.
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Tab 9

COVID-19 Pandemic Office Re-Opening Update

by Joy Forehand, Operation Manager

- Ms. Forehand discussed the Re-Opening of Offices.

Tab 10

WIOA Status Updates

by Art Martinez, WCCNM Administrator

- Mr. Martinez gave update on WIOA
- He stated that the state asked for a waiver due to Economic Recovery.

	<ul style="list-style-type: none">▪ Asking to allow to spend more in Youth School and Customized Training Programs.
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PUBLIC COMMENT

Public Comments – None

ADJOURNMENT

Adjournment – 2:58 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 November 15, 2021:

Jerry Schalow, WCCNM Chair

ATTEST:

Secretary

“Equal Opportunity Program”

2

Workforce Connection of Central New Mexico Request Approval to Rescind Outdated Policies

Action Requested:

Approval for outdated policies to be rescinded.

Background:

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:

- AP-201 (Disability-Related Non-Discrimination Policy for AE-FA) – **Rescinded**
- AP-202 (Service Provider Assurance as a Sub recipient) - **Rescinded**
- AP-204 (Policy on Undue Financial and Administrative Burden) - **Rescinded**
- MP-302 (Committee Service) – **Rescinded**
- MP-303 (Treasurer’s Policy) - **Rescinded**
- MP-305 (Corrective Action) - **Rescinded**
- OP-405 (Service Provider Training) - **Rescinded**
- OP-413 (Definition of Sixth Barrier for Youth Eligibility) – **Rescinded**
- OP-422 (youth services exit policy) – **Rescinded**
- OP-422A (Participation in Co-Enrollment) – **Rescinded**

Financial Impact:

None

Do Pass: _____

Do not Pass: _____

Workforce Connection of Central New Mexico WIOA Basic Skills Deficiency Definition Update

Purpose:

On October 28, 2021, WCCNM received its reply from NMDWS regarding our response to the findings NMDWS cited in their WIOA PY20 Monitoring Report on WCCNM. One of the NMDWS findings specifically relates to the NMDWS' objection to the WCCNM Adult/Dislocated Worker service provider's use of the SHL Basic Skills Deficiency (BSD) Assessment during the pandemic shutdown from March 2020 through July 2021.

As previously explained to NMDWS, the SHL assessment was the only online assessment available that met the service provider's requirements and that allowed participants to complete unproctored assessments remotely during the shutdown (the pandemic shutdown required our service providers to quickly finalize development and implementation plans to enable a virtual service delivery system, including the implementation of required assessments).

To counter the NMDWS BSD finding, NMDWS has stated that WCCNM may "*submit a copy of the board approved modification to the WIOA Basic Skills Deficiency definition for Youth and Adults*" to NMDWS for review.

WCCNM does not utilize an assessment policy, as assessment details fall under the service provider procedures, not policy. However, in an effort to close this BSD assessment finding, following is the modified WCCNM BSD definition, which shows the added/new content in red text.

Background:

In 2015, the Workforce Innovation and Opportunity Act (WIOA; P.L. 113-28) succeeded the Workforce Investment Act of 1998 (P.L. 105-220) as the primary federal legislation that supports workforce development. At that time, NMDWS directed local boards to develop and define their own local basic skills deficiency definition.

During the October 19, 2015 WCCNM Board Meeting, the Board approved the following Basic Skills Deficiency definition for the Central Region, **with red text indicating the new content just added to address the NMDWS BSD assessment finding:**

Workforce Connection of Central New Mexico Basic Skills Deficiency Definitions

Action Requested:

Request approval of the Basic Skills Deficiency (BSD) Definitions, as defined under the proposed regulation for the Workforce Innovation and Opportunity Act (WIOA).

Background:

Adult-Priority of Service-With respect to funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of WIOA section 133(b), priority shall be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career services

described in paragraph WIOA Section 134(b)(2)(A)(xii) and training services.

After review of the proposed Act, local boards were directed from the New Mexico Department of Workforce Solutions (NMDWS) to develop and define their own local BSD definition. Per proposed regulations for the Workforce Innovation and Opportunity Act (WIOA) and input from Adult Basic Education, the WCCNM BSD definitions are as follows:

1. A youth who has English reading, writing, or computing skills at or below the 8th grade level on generally accepted standardized test.
 - a. For the Central Region, “at or below the 8th grade level” will be determined by:
TABE test score of 8.9 or below (TABE is the only assessment instrument that can be used to calculate the Basic Skills Deficiency for the WCCNM-Central Region).

2. An adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.
 - a. For the Central Region, it has been determined, based on WorkKeys Crosswalks and Conversion Tables (attached), that the Basic Skills determination/definition for Adults will be at or below a Four (4) in Reading for Information or Applied Mathematics or both.
 - b. The Central Region also determined the SHL Aspiring Minds Basic Reading Comprehension, Math and Reasoning Skills Assessments determine basic skills, potential barriers to employment, the necessity of prioritization for service and in the provision of data collection for NMDWS and USDOL. SHL Assessments meet the needed pandemic and post-pandemic demand for maintaining a virtual option for assessments. The SHL Assessment scores are used to determine BSD as follows:
After the participant completes their on-line BSD assessments, SHL provides assessment achievement scores utilizing a percentage of up to 100% for each assessment. Any participant scoring 60% or less on the Basic Reading Comprehension, Math, and Reasoning Skills assessments was determined to be BSD.**
 - c. In addition, the Central Region allows for the use of any other assessments as needed to provide seamless and accurate participant training and job placements. New assessments are to be approved by the One-Stop Operator and the WCCNM Administrative Entity.**

The aforementioned BSD definitions will ensure that the WCCNM will adhere to all federal and state directives regarding Adult priorities of service and Youth services in the Central Region.

Workforce Connection of Central New Mexico Approval of Realtime Solutions Amendment #4

Action Requested:

Approval of a fourth contract amendment with Realtime Solutions to increase contract amount by \$25,000 to not exceed \$170,000.00.

Background:

The WCCNM contracted with Realtime Solutions to develop the WCCNM Website to include a Employer Mapping Tool (Subcontractor Ingenuity Software, CEO John Mierzwa). 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 (4-8-2020) and WCCNM Legal Counsel (4-9-2020).

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 original contract amount was estimated at \$106,000.00 with a not to exceed amount of \$115,000. The increase within the contract is related to the increased functionality and efforts for the Employer Mapping Tool from a minimal interactive development product to a comprehensive interface for employer engagement which includes a customer relations component, workflow and reporting system. This additional functionality is needed to assist in meeting a board requirement to track employer requests, referrals and related activities of Title I WIOA service providers. The following recitals are included within the proposed amendment:

- A. The Parties entered into an Agreement on April 8th, 2020 to provide certain services as specified in **Section 2 – Scope of Services** of the Agreement.
- B. The Parties entered into a First Amendment on November 1st, 2020 to:
 - a. Amend to extend contract dates.
- C. The Parties entered into a Second Amendment on January 25th, 2021 to:
 - a. Increase compensation by \$30,000 for a total compensation to not exceed \$145,000.
- D. The Parties entered into a Third Amendment on July 1st, 2021 to:
 - a. Extend contract dates.
- E. The Parties desire to enter into a Fourth Amendment on October 8th, 2021 to:
 - a. Increase compensation by \$25,000 for a total compensation to not exceed \$170,000.

Following are the amounts invoiced for the contracts identified below:

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

Recommendations: Approval of Realtime Solutions Amendment #4

Financial Impact:

\$25,000

Do Pass: _____

Do not Pass: _____