



Full Board Virtual

Monday, February 28, 2022

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
- ☐ **Danielle Casey** - Albuquerque Economic Development
- ☐ **Eleanor Chavez** –NUHHCE District 1199NM
- ☐ **Troy Clark** – New Mexico Hospital Association

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

- ☐ **Marni Goodrich** - Yearout Mechanical Inc.
- ☐ **Bob Grassberger** – SRD Economic Consulting
- ☐ **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** – First Choice Community Health Care
- ☐ **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
- ☐

Approval of Monday, February 28, 2022 Agenda

Motion
Second
Action

Tab 1 **Approval of Minutes, Full Board, October 18, 2021**

Motion
Second
Action

ACTION ITEMS

- Tab 2 **Approval of WCCNM Policy:**
a. **Update MP-301 Code of Conduct (Conflict of Interest), Change 2**
b. **Update OP- 441, 14 Elements, Change 1**
c. **Update, OP-442 Referral Policy, New**
Motion
Second
Action

SERVICE and TRAINING PROVIDER UPDATES – INITIATIVES

- Tab 3 **WCCNM Workforce Connection Operations**
Tab 4 **Dashboard/Performance Update**
Tab 5 **Continued Quality Improvements**
Tab 6 **Other Discussion**
- Other - Chairman's Items

UPDATES

- Tab 7 **PY20 Audit Report**
Tab 8 **Summary of Executive Committee Meeting for November 15, 2021**
Tab 9 **WIOA Monthly Expenditure Report for January 31, 2022**
Tab 10 **WIOA Updates**
- WCCNM Bylaws Amendmet
- EDA Good Jobs Challenge Grant Proposal

COMMITTEE REPORTS

- Tab 11
 - 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, April 18 , 2022
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
Full Board Meeting
Virtual Meeting
Monday, October 18, 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 notes if a member is not available.

Roll Call - Determination of Quorum 1:36 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

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** - 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

Approval of Monday, October 18, 2021 Agenda

Motion: Ray Trujillo
Second: Beth Barela
No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon				
Odes Armijo-Caster				
Beth Barela, Treasurer	X			
Joseph Bizzell				
Deborah Breitfeld				
Celina Bussey				
Doug Calderwood	X			
Theresa Carson	X			
Danielle Casey				
Troy Clark				
Johnna Chapman	X			
Herb Crosby				
Kristen Gamboa				
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez				
Antoinette Holmes	X			
Gregg Hull			X	
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz				
Stacy Sacco	X			
James Salas	X			
Waldy Salazar				
Leslie Sanchez	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, August 16, 2021

Motion: Carolyn VanderGiesen
Second: Diane Saya
No Discussion
Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon				
Odes Armijo-Caster				
Beth Barela, Treasurer	X			
Joseph Bizzell				
Deborah Breitfeld				
Celina Bussey				
Doug Calderwood	X			
Theresa Carson	X			
Danielle Casey				
Troy Clark				
Johnna Chapman	X			
Herb Crosby				
Kristen Gamboa				
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez				
Antoinette Holmes	X			
Gregg Hull			X	
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz				
Stacy Sacco	X			
James Salas	X			
Waldy Salazar				
Leslie Sanchez	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 Amendment to the WCCNM Bylaws

by Art Martinez, Workforce Administrator

- Mr. Martinez presented the amendment to the Bylaws.
- He stated 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.

- Such as approving policies that are mandated by federal laws.
- Additional modifications include removal of reference to the Youth Council and replacement with the WCCNM Youth Standing Committee.
- When the Executive Committee meets it will be reported out of any action taken or not to the Full Board.

Questions & Comments

Motion: Beth Barela

Second: Carolyn VanderGiesen

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon				
Odes Armijo-Caster				
Beth Barela, Treasurer	X			
Joseph Bizzell				
Deborah Breitfeld				
Celina Bussey				
Doug Calderwood	X			
Theresa Carson	X			
Danielle Casey				
Troy Clark				
Johnna Chapman	X			
Herb Crosby				
Kristen Gamboa				
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez				
Antoinette Holmes	X			
Gregg Hull	X			
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz				
Stacy Sacco	X			
James Salas	X			
Waldy Salazar				
Leslie Sanchez	X			
Diane Saya	x			
Jerry Schalow	X			
Raymond Trujillo	X			
Gina Urias-Sandoval	X			
David Valdes		x		
Carolyn VanderGiesen	X			
Bobbie Williams	x			

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

by Lloyd Aragon, WIOA Manager

- Mr. Aragon presented the Work Experience Policy, Change 3.
- This approval will add Youth to the existing Operational Policy 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, if determined to be in demand in the region, will have a separate policy.
- It will also give the Youth more latitude for CTE, Supportive Services and ITA's.

Questions & Comments

Motion: Doug Calderwood

Second: Bobbie Williams

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon				
Odes Armijo-Caster				
Beth Barela, Treasurer	X			
Joseph Bizzell				
Deborah Breitfeld				
Celina Bussey				
Doug Calderwood	X			
Theresa Carson	X			
Danielle Casey				
Troy Clark				
Johnna Chapman	X			
Herb Crosby				
Kristen Gamboa				
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez				
Antoinette Holmes	X			
Gregg Hull	X			
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz				
Stacy Sacco	X			
James Salas	X			
Waldy Salazar				
Leslie Sanchez	X			
Diane Saya	x			

Jerry Schalow	X			
Raymond Trujillo	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Carolyn VanderGiesen	X			
Bobbie Williams	x			

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

by Tawnya Rowland, WIOA Manager

- Ms. Rowland, Presented the WCCNM E-File Policy.
- She stated that since last year we have been working on going into a paperless file. There was a pilot policy approved last year for the Adult/Dislocated Worker Program.
- 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.
- This Policy will fall in line with NMDWS Guidance.

Comments

Motion: Beth Barela

Second: Raymond Trujillo

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon				
Odes Armijo-Caster				
Beth Barela, Treasurer	X			
Joseph Bizzell				
Deborah Breitfeld				
Celina Bussey				
Doug Calderwood	X			
Theresa Carson	X			
Danielle Casey				
Troy Clark				
Johnna Chapman	X			
Herb Crosby				
Kristen Gamboa				
Marni Goodrich	X			
Tracey Hartzler	X			
Victoria Hernandez				

Antoinette Holmes	X			
Gregg Hull	X			
Krista Kelley	X			
Samuel Kolapo	X			
Joseph LiRosi	X			
Vaadra Martinez	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz				
Stacy Sacco	X			
James Salas	X			
Waldy Salazar				
Leslie Sanchez	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 5 WIOA Monthly Expenditure Report for September 30, 2021

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, provided reporting for the WIOA Monthly expenditure report as of September 30, 2021.
- Year-to-date formula and other funding sources, and Ticket to Work expenditures for the current period, totaled \$802,339 with a total year-to- date expenditure totaling \$1,851,745.

Questions and Comments Followed

Tab 6 Updates

- **Performance**
Mr. Aragon spoke on 1st Quarter Performance for PY21
- Dash Board – **Due to time limit this item was skipped.**
- **Workforce Connection Center(s) Update**
Ms. Forehand gave an update on the New Mexico Workforce Connection Offices for September 30, 2021.

Tab 7 Proposed Full Board Agenda

- Mr. Schalow presented the proposed Full Board Agenda
- Sample of the proposed can be as follows:
- Action Items – Summary of Executive Committee, Financial Budget Adjustments and Policies.

- Service and Training Provider Update – Initiatives, Dashboard, Performance, Workforce Operations, Training Providers, WIOA Service Providers, Performance Analysis and Economic Performance Report & Discussion and other items.
- Mr. Martinez stated we will be discussing Continued Quality Improvements documenting from staff on initiatives of where we are going and where we have been.
- Following more in line with the Firewall Policy.

Tab 8

Business Services – Addressing Business Needs (Discussion)

- Employer engagement and discussion.
- Economic Development.
- Employer mapping tools.

REPORTS/UPDATES

Committee Reports

- **Disability Standing Committee – No Report**
- **Economic Development Ad-Hoc Committee**
 - Mr. Mark Zientek, Chair gave update on the committee. He stated that we meet monthly with the Economic Developers within the four-county regions.
 - The committee has had its focus on the EDA's Federal Department of Commerce, their Build Back Better Grants. They are giving out 3 billion dollars of grants.
- **Performance and Monitoring Committee**
 - Doug Calderwood, Chair, gave a brief update on the committee. He stated the committee had met the previous week and had a really good meeting. Talked about continuous improvements and will look into reformatting the agenda on the committee so it is not so overwhelming and we get the most correct data.
- **Training and Service Provider Committee – No Report**
 - Discussed credential opportunities in the film industry.
 - Possibly starting a pilot program if we can get some direction from the film industry.
- **Youth Standing Committee**
 - Melodee Saiz – Chair, gave update on the committee. She stated the committee met and discussed the PY20 Monitoring overview which took place 100% remotely all files were in place and no findings were found.
 - Worksites and participants continue to give great feedback.
 - The Apprenticeship HSE Pilot with ABC and ALC Start completed with fourteen participants.
 - *Youth increase from \$10.50 to \$13.50 hour*

WIOA Status Updates

- Mr. Martinez gave an update on WIOA Status Updates
- EDA Grant update
- Performance from the board

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment – None**
- **Adjournment – 3:45 p.m.**

NOTES

Next Meeting:

Date: December 20, 2021
Time: 1:30 p.m.
Location: Mid-Region Council of Governments – Board Room

Approved at the February 28, 2022 WCCNM Full Board Meeting:

Jerry Schalow, WCCNM Chair

ATTEST:

Secretary

“Equal Opportunity Program”

Tab 2

Workforce Connection of Central New Mexico Code of Conduct (Including Conflict of Interest) Policy Youth Program – 14 Elements Policy WCCNM Referral Policy

a. Code of Conduct (Including Conflict of Interest) Policy, No. MP-301, Change 2

Action Requested: Request for the Workforce Connection of Central New Mexico (WCCNM) Board's approval for the updated Code of Conduct (Including Conflict of Interest) Policy, MP-301, change 2, to reflect recent changes as required under the Workforce Innovation and Opportunity Act (WIOA), of 2014, and for the continued purpose of providing direction on this subject to the Central Region's Board Members, Chief Elected Officials, Fiscal staff, Administrative Entity staff, Contractors, Sub-recipients and Committee members. This request also includes **rescinding** the Administrative Policy No. AP-207, Change 3 (WCCNM Conflict of Interest Policy) as this content was incorporated into MP-301, change 2.

Background: The WCCNM is committed to maintaining the highest of standards of ethical conduct and to guard against problems arising from real, perceived, or potential conflict of interest. All partners, providers, and one-stop operators at every level of participation in the Workforce System funded by the Workforce Innovation & Opportunity Act (WIOA) are expected to read, understand and apply this policy to ensure system integrity and effective oversight of the Workforce System.

WCCNM recognizes that by its very composition, conflicts of interest and issues concerning the appearance of fairness may arise. Therefore, it is essential for the Board members and Board staff to be sensitive and err on the side of caution when potential, perceived, or real conflict or matters of fairness occur.

Based on the 2014 release of new Uniform Administrative Guidance, WIOA expands the definition of "conflict of interest," from "direct or indirect" under WIA, to "real, apparent or organizational" conflict of interest. Safeguards must be in place, ensuring that all those served in the program are not only eligible and suitable but also protected from being part of the perception of impropriety or conflict of interest.

b. Youth Program – 14 Elements Policy, No. OP-441Change 1

Action Requested: Request for WCCNM Board approval of the updated (retroactive to August 16, 2021) "Youth Program – 14 Elements" Policy NO. OP-441, Change 1, for the purpose of providing clearer directions and activity coding to the Central Region's Youth

Service Provider regarding the permissible use of youth funds for training activities and services associated with youth participants.

Background: 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.

c. WCCNM Referral Policy, No. OP-442

Action Requested: Request for approval of the WCCNM Referral Policy No. OP– 442, for the Central Region to ensure compliance with “Required Local Workforce Development Boards (LWDB) Policies” under the PY2021 Grant Agreement between the WCCNM and the New Mexico Department of Workforce Solutions (NMDWS).

Background: Section VIII of the PY2021 WIOA Grant Agreement between the WCCNM and NMDWS lists policies that LWDBs are required to maintain. One of the required policies is a Referral Policy, a policy which outlines how local areas will refer individuals to different WIOA services and partners.

In order to comply with this requirement, the WCCNM must set policy guidelines to govern the referral process. The Referral Policy No. OP.-442 has been developed to comply with this requirement.

Financial Impact: None

Do Pass _____

Do Not Pass _____



Monitoring and Oversight Policy No. MP-301, Change 24

Subject: Code of Conduct (Including Conflict of Interest) Policy ~~and Procedures~~
Effective: PY2021 – Effective 2/28/2024 ~~02-25-2013~~

BACKGROUND:

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The Workforce Connection of Central New Mexico (WCCNM) is committed to maintaining the highest of standards of ethical conduct and to guard against problems arising from real, perceived, or potential conflict of interest. All partners, providers, and one-stop operators at every level of participation in the Workforce System funded by the Workforce Innovation & Opportunity Act (WIOA) are expected to read, understand and apply this policy to ensure system integrity and effective oversight of the Workforce System.

~~Workforce Connection of Central New Mexico (WCCNM) must assure and certify that in administering programs under federal and state law, it will fully comply with the Workforce Investment Act of 1998 (“WIA”), the Wagner Peyser Act of 1933, other applicable laws, and all regulations promulgated under such laws.~~

WCCNM recognizes that by its very composition, conflicts of interest and issues concerning the appearance of fairness may arise. Therefore, it is essential for the Board members and Board staff to be sensitive and err on the side of caution when potential, perceived, or real conflict or matters of fairness occur.

Based on the 2014 release of new Uniform Administrative Guidance¹, WIOA expands the definition of “conflict of interest,” from “direct or indirect” under WIA, to “real, apparent or organizational” conflict of interest. Safeguards must be in place, ensuring that all those served in the program are not only eligible and suitable but also protected from being part of the perception of impropriety or conflict of interest.

PURPOSE/OBJECTIVE:

The ~~purpose~~objective of this policy is to establish a Code of Conduct Policy ~~and Procedures~~ for WIOA Program Operators, designated fiscal agent and administrative entity, American Job Centers, Local Workforce Development Board and Chief Elected Officials, and other elected officials, ~~the WCCNM, its agents,~~ contractors, ~~sub-recipients~~ and committees, ~~and Youth Standing Committee and the Youth Council,~~ in accordance with the Workforce Innovation and Opportunity Act, 2014. ~~policies and procedures set forth by the USDOL and NMDWS.~~

POLICY:

A. **Prevention of Fraud and Abuse.** Fraud, under this policy, refers to the intentional misrepresentation or distortion of factual data or other information in —order to obtain an illicit benefit and/or to attempt to conceal such activity. —Abuse, under this policy, refers to the intentional misuse of program funds and —services.

- 1) The WCCNM, its agents, ~~and~~ contractors, and sub-recipients shall establish, maintain, and implement internal management procedures for activities funded in whole or in part under the WIOA program.
- 2) In addition to the requirements imposed elsewhere in this policy, the WCCNM, its agents, ~~and~~ contractors, and sub-recipients shall insure that sufficient, auditable and otherwise adequate records are maintained to support the expenditures of all funds received through the WIOA program. Such records shall be sufficient to allow the United States Department of Labor ~~the United States Department of Labor (USDOL), New Mexico Department of Workforce Solutions (NMDWS), the New Mexico Department of Workforce Solutions~~ (also known as the State Administrative Entity or SAE) to audit and monitor the WCCNM, its agents and contractors. The records will include financial and participant data systems maintained in accordance with WIOA and applicable federal, state and WCCNM regulations and policies attendant to procurement, audit record keeping, reporting and related requirements.
- 3) The WCCNM, its agents and contractors, shall establish and implement their own monitoring and control systems sufficient to ~~insure~~ensure compliance with the WIOA, applicable federal, state ~~and WCCNM~~ laws, regulations, WCCNM policies and procedures pertaining to financial and participant records management, procurement and reporting requirements.
- 4) The WCCNM will periodically monitor its agents', ~~and~~ contractors', and sub-recipients' activities. Monitoring activities may include management (data) and on-site and/or remote reviews of all program activities. The USDOL, ~~NMDWS~~ SAE ~~and/or~~ WCCNM reserves the right to request and review all pertinent records, data, observe program activities, interview WCCNM members, agents, contractors, staff, and program participants, review training and worksite activities, and conduct related monitoring functions to ensure compliance with all subgrant provisions and program requirements.

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- 5) The WCCNM, its agents, ~~and~~ contractors, and sub-recipients shall be notified in writing of any suspected fraud, abuse, or misapplication of WIOA funds upon discovery of such.

B. Conflict of Interest

The WCCNM establishes the following definitions, actions, and guidelines for interpretation:

- 1) Compliance with the Law: It is the WCCNM's policy to be knowledgeable of and comply with all applicable laws and regulations of the United States and the State of New Mexico in a manner that will reflect a high standard of ethics. Compliance does not comprise one's entire ethical responsibility; rather it is a minimum, and an essential condition for adherence to mission and duties.
- 2) Areas of concern are those actions or lack of actions which may lead to conflict of interest or the appearance of conflict of interest or to a perception of unfairness related to WCCNM business, Board, and Committee meetings. Specific areas which may pose problems include but are not limited to, comments made in public, information sharing, and disclosure of associations.

Comments Made in Public: Central Region Local Workforce Development Board (LWDB) and Committee Members are encouraged to act in a public relations capacity for the LWDB. This includes public speaking engagements and comments in a public forum. Because there is interest in LWDB Member's actions, members should differentiate between descriptive comments, which relate to actions already taken by the Board, and statements, which imply future LWDB decision-making, or the ability to influence decision-making.

Information Sharing: LWDB and committee members are encouraged to share information with the community about WCCNM activities. To the extent possible, access to information regarding procurement of services should be available at the same time and under the same circumstances to all parties. Such information includes the local plan, request for proposals, notice of meetings, meeting minutes, and policies.

Disclosure of Associations: LWDB and committee members have professional and personal associations throughout the community. Such associations have been and will continue to be of significant benefit to the WCCNM. Where a direct or indirect financial conflict of interest exists, a LWDB or committee member may not vote or serve on a rating team. When associations raise appearance of fairness as to an issue, LWDB and committee members should qualify statements in public by disclosing the association and minutes of the meeting should reflect the disclosure.

- 3) **DEFINITIONS:** Conflict of Interest - Conflict between the official responsibilities and the private interests of a person or entity that is in a position of trust. *A real, or actual* conflict of interest situation arises when an individual or organization has a financial or

other personal interest in, and participates in, the selection of awarding of funds for an organization. Financial or other interest can be established either through ownership or employment. As defined by USDOL, the “appearance” of conflict of interest is when there are circumstances that would cause a reasonable person with knowledge of the relevant facts to question the individual's impartiality in the official matter. *Organizational conflict of interest* focuses on the *institution or entity* (and everyone within the institution); because of other activities or relationships, the *institution* is unable to:

- 1) render impartial assistance or advice,
- 2) cannot perform work in an objective way, or
- 3) has an unfair competitive advantage compared to other entities.

4. Providing Services to Participants Funded under the WIOA Program: The WIOA program should be accessible to any individual, in any local area, who is eligible and suitable for available services subject to WCCNM policies and procedures. However, when applicants have a close relationship with WIOA staff members, management, and other specific stakeholders of the Workforce Development System, access to program services should not be based on such relationships or based on political influence. It is possible that, even without any intention to misuse WIOA funds, that a decision to enroll an individual in the program could be perceived as improper. Such a perception could cause non-compliance with state and/or federal law.

5. Funding Integrity. General authorization for providing funds to participants will comply with the standards of conduct for maintaining the integrity of the program and avoiding any conflict of interest in its administration. Chief Local Elected Officials, Local Workforce Development Boards, designated fiscal agents, and administrative officials must help meet the objectives of WIOA through effective policies, procedures, and safeguards that ensure the integrity of these public funds. Throughout the Local Workforce Development Areas safeguards must be in place, ensuring that all those served in the program are not only eligible and suitable but also detached from being part of the perception of impropriety or conflict of interest.

6. Program Integrity. Local Workforce Development Boards must establish a disclosure statement on the eligibility or intake form or a document showing that any of the following entities of the Workforce Development system will not provide direct service during the intake or eligibility determination of a family member or close acquaintance. No workforce staff or member will have a personal or business relationship with, or a positive bias for, or a special interest in, that particular applicant. Such workforce members are:

1. Chief Local Elected Officials
2. WCCNM LWDB Executive Committee Members
3. WCCNM LWDB Members
4. WCCNM LWDB - Committee Members
5. WCCNM LWDB AE & Fiscal Staff and Supervisors

6. WCCNM LWDB Sub-recipient Employees
7. Job Center Partner Staff
8. WCCNM LWDB Subrecipients and/or Contractors

Any WIOA form that determines applicant eligibility and grants or confers a benefit (training, gas card, money etc.) to an applicant should include a uniformed disclosure stating the staff member making determination and signing the form is not related to the applicant or a close personal acquaintance of the applicant. Documentation of such disclosures, including the name of the person providing intake and eligibility determination and including the nature of the relationship, must be maintained in the participant's file. When such a relationship exists, it must be disclosed at the time of application to the program.

7. **Documentation and Tracking.** Local areas must ~~maintain~~ provide a list of Workforce entities, who have disclosed any of these close relationships, to WIOA staff, to management, or to other specific stakeholders of the Workforce Development System.

8. **Monitoring for Compliance.** WCCNM is required to provide training concerning internal conflicts of interest and must document proof of training and make that documentation available for review and audit purposes. This training should involve any of the entities mentioned who will directly be involved with making assessments and determining the eligibility of participants. WCCNM must also ensure that all new staff members and providers are informed about this policy.

9. CONFLICT OF INTEREST POLICY IMPLEMENTATION FOR LOCAL WORKFORCE DEVELOPMENT BOARD, WORKFORCE CONNECTION OF CENTRAL NEW MEXICO:

- a. No individual in a decision-making capacity shall engage in any activity if a conflict of interest (real, implied, apparent, or potential) is involved. This includes decisions involving the selection, award, or administration of a sub grant or contract supported by WIOA or any other federal funds.
- b. WCCNM members may not vote on any matter that would provide direct financial benefit to the member of the WCCNM member's immediate family, or on matters of the provision of services by the WCCNM member or the entity the WCCNM member represents.
- c. WCCNM members must avoid even the appearance of a conflict of interest.
- d. WCCNM member should ask the board for an opinion if there are any doubts whether or not specific situations involve a conflict of interest.
- e. WCCNM members shall monitor potential conflicts of interest and bring them to the WCCNM's attention in the event a WCCNM member does not make a self-declaration.
- f. WCCNM members shall sign the WCCNM Conflict of Interest Code Form and Statement of Financial Interests (included in Conflict-of-Interest Questionnaire/Information form) and update annually or within 30 days to reflect any changes in such business interests or relationships.

- g. The WCCNM shall appoint an individual to timely review the disclosure information and advise the WCCNM Chairperson and appropriate WCCNM members of potential conflicts. Signed Conflict of Interest Code Forms shall be maintained by the WCCNM AE and be made available for review.
- h. Prior to discussion, vote, or decision on any matter before the WCCNM, 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 WCCNM action, the WCCNM 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 disclosures and abstentions shall be recorded in the minutes of the WCCNM meetings and shall be maintained as part of the official record.
- i. The WCCNM shall ensure that the WCCNM members, administrative staff, fiscal agent, and fiscal agent staff do not direct, and are not involved in, the daily activities of workforce service providers, workforce system partners or contractors.
- j. WCCNM members shall not receive compensation for their services on the WCCNM. WCCNM members may submit a request for reimbursement of reasonable and allowable expenditures for special circumstances in accordance with the Act and applicable federal and state regulations on a case-by-case basis.
- k. A WCCNM member or a member of a WCCNM committee cannot cast a vote or participate in any decision-making about providing services by such member (or by any organization that member directly represents) or on any matter that would provide any direct financial benefit to the member or to the member's organization.
- l. WCCNM members or a member of a WCCNM committee or agents of the agencies making awards cannot solicit or accept gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements. However, the WCCNM allows for situations where the gift is an unsolicited item of nominal value worth \$50.00 or less.
- m. The WCCNM and their contractors, and sub-recipients shall make this information and policy available to appropriate staff members to ensure that these staff members are familiar with it and its requirements in order to prepare state or local plans, provide services, and implement the conflict-of-interest policy.
- n. 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.
- o. WCCNM members and their organizations may receive services as a customer of a local workforce service provider or workforce system partner.
- p. Membership on the WCCNM, or being a recipient of WIOA funds to provide training or other services, is not itself a violation of conflict-of-interest provisions of WIOA or corresponding regulations.

10. PENALTIES OR DISCIPLINARY ACTIONS: Violations of this policy may be

taken up to and including termination of board membership for violation of this policy by any individual. If any related entities or organizations are not in compliance with this conflict-of-interest policy, cash payments may be withheld pending correction of the deficiencies. The LWDB Executive Committee may evaluate any violations of these provisions on a case-by-case basis and recommend to the entire board, if and what penalties, sanctions or other disciplinary action are appropriate.

~~For the purpose of this subsection, a Conflict of Interest refers to the act of an individual (employed or funded through WIA funds or serving on the WCCNM, a WCCNM committee or Youth Council) participating in decisions relating to policy, agreements, contracts, or subgrants in which that individual, a business associate, family member or other personal acquaintance will financially benefit or which participation has the appearance or perception of a conflict of interest.~~

~~The WCCNM, its agents and contractors, and the Youth Council will assure that conflict of interest or the appearance of a conflict of interest will not occur in awarding financial assistance and in the conduct of any procurement activities.~~

~~Members of the WCCNM, its employees, agents and contractors, and members of the Youth Council shall not participate in any decision-making process relating to the action that could benefit them or their organizations, business associates, family members, or other personal acquaintances and shall not participate in the development of the request for proposals, statements of work, evaluations and selection criteria.~~

~~The WCCNM, its agents and contractors, shall assure that funds received under the WIA program will not be used for hiring or paying any nongovernmental individual, institution, or organization to conduct an evaluation of any program if such individual, institution, or organization is associated with that program as a consultant or technical advisor.~~

~~Members of the WCCNM, its agents and contractors, and members of the Youth Council agree that they or their employees or officers, do not have a financial interest and will not acquire any interest, direct or indirect, that might conflict in any manner or degree with the performance of any activities or functions required under a WIA program. The WCCNM, its agents and contractors, also agree that in performance under a WIA program, they will not employ a person having such interest. The WCCNM, its agents and contractors, shall establish safeguards to prevent its officers, staff members, subcontractors, or employees, or the Youth Council from using their positions for purposes that appear to be motivated by desire for private gain for themselves or others, particularly those with whom they have family, business or other ties. The WCCNM shall assure that agents, contractors, subcontractors, entire staff and the Youth Council will comply with this paragraph as a condition of being a WIA official or contractor.~~

~~Officers and Chairpersons of Committees. For purposes of this policy all officers and chairpersons of committees may not have any contractual relationship with the WCCNM. The WCCNM will not enter into any procurement contract for services, construction, or property with a WCCNM or Youth Council member or with a business in which the~~

~~member has an interest unless the member has disclosed his or her interest and unless the contract is awarded in accordance with the New Mexico Procurement Code and WCCNM policy.~~

~~Should a conflict of interest or potential conflict of interest arise, the WCCNM member, Youth Council member, contractor, staff, or other person covered by this policy shall notify the WCCNM chair immediately upon learning of such conflict or potential conflict.~~

C. **Nepotism.** For purposes of this policy, nepotism refers to the bestowing of ~~—~~special favors or showing of favoritism to a relative (wife, husband, father, ~~—~~mother, son, daughter, grandparent, brother, sister, aunt, uncle, niece, nephew, step child and in-law) by providing benefits or giving an appointive position on the basis of such relationship. The WCCNM, its agents, ~~and~~ contractors, and sub-receipients assures that it will adhere to applicable funding rules or ~~—~~policies prohibiting nepotism or appearance of nepotism in the awarding of ~~—~~WIOA funds, and in its sub-granting or contracting practices.

D. **Child Labor.** The WCCNM, its agents, ~~and~~ contractors, and sub-receipients shall comply with ~~—~~applicable federal, state and local Child Labor laws.

E. **Bribes, Gratuities, and Kickbacks. Members,** officials, employees, or agents of the WCCNM, members of ~~Committees, the Youth Council and~~ contractors, and sub-receipients are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from any actual or potential recipient or supplier. The state Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

F. **Political Activity.** A participant in a WIOA program may not participate in any political activity while participating in the WIOA program, and may not be solicited, or rewarded for any political activity, whether such political activity is partisan or nonpartisan. The WCCNM, its agents, ~~and~~ contractors, and sub-receipients, and Youth Standing committee ~~WCCNM's Committees the Youth Council~~, shall comply with all prohibitions on political activity as specified under 5 USC 15 (referred to as the Hatch Act), and any applicable SAE and WCCNM policies.

1) The practice of selecting or advancing employees as a reward for political service or patronage, or advancing/selecting in employment based on a person's political affiliation or beliefs is discriminatory and is prohibited. This prohibition also applies to the selection and referral of WIOA applicants and participants for employment and training activities or services. This prohibition is extended, but not limited, to the following situations:

- a) Participant or employee participation in partisan or nonpartisan political activities during work hours;
- b) Participant or employee participation in partisan or nonpartisan political activities in which such participant or employee represents himself/herself as a spokesperson

for -a WIOA program;

- c) Employing or out stationing participants in offices of political officials including the offices of Congresspersons, state legislators, or legislative committees or staffs for the purpose of conducting political activities including campaigning on behalf of such officials; and
 - d) Employing or out stationing participant(s) in the offices of any elected executive officers, chief elected officers, or officers of a state or unit of general local government, for the purpose of conducting political activities including campaigning on behalf of such officials.
- 2) Persons employed in the administration of a WIOA funded program shall not engage, in any manner, in the conduct of any political activities prohibited under the Hatch Act, nor shall WIOA funds be used for such purposes.
- 3) Funds provided under the WIOA shall not be used to attempt to influence in any manner, a member of Congress to favor or oppose any legislation or appropriation by Congress, or for lobbying with a state or local legislature. The WCCNM, its agents, sub-recipients, contractors, and ~~the Youth Standing Committee Council~~ WCCNM's ~~cCommittees~~ Committees must provide to the NMDWS SAE, or applicable funding authority, a USDOL Lobbying Disclosure Certification.
- G. **Unionization/Anti-Unionization Activities.** The WCCNM, its agents, ~~and~~ contractors, ~~sub-recipients~~ and the ~~Youth Standing Committee Council~~ WCCNM's ~~cCommittees~~ Committees are prohibited from any promotion of, or involvement in, unionization or anti-unionization activities. Specifically:
- 1) Funds administered under the WIOA program may not be used in any way to either promote or oppose unionization;
 - 2) Individuals will not be required to join or become members of a union as a condition for enrollment in a program funded under the WIOA program; and
 - 3) Participants may not be placed or remain working in any position affected in labor disputes involving a work stoppage.
- H. **Criminal Provision.** This provision pertains to the theft, embezzlement from WIOA funds, improper inducement and obstruction of investigations. The WCCNM, its agents, ~~and~~ contractors, ~~sub-receipients~~ and the ~~Youth Standing Committee Coun~~ WCCN's ~~cCommittees~~ Committees, shall be aware of and held accountable for complying with the criminal provisions of Section 665 of Title 18 USC as amended, and any applicable state statutes.

PROCEDURE:

~~Should a conflict of interest or potential conflict of interest arise, the WCCNM member, staff or other individual, or Youth Council member shall notify the WCCNM chair immediately upon learning of the conflict or potential conflict. The procedure to deal with a conflict of interest or potential conflict of interest with WCCNM or Youth Council members, should one arise, as follows:~~

- ~~A. Each new WCCNM and Youth Council member will complete a Conflict of Interest questionnaire and returns that to staff;~~
- ~~B. In the event of a conflict or perceived conflict, the WCCNM or Youth Council member, staff or other individual who learns of the conflict or potential conflict shall notify the WCCNM chair immediately upon learning of such conflict or potential conflict;~~
- ~~C. the Executive Committee will serve as the Conflict of Interest committee and will:
 - ~~1) Instruct a WCCNM or Youth Council member not to vote on a matter if there is a perceived conflict of interest in which he or she is involved;~~
 - ~~2) Develop a written admonishment to a member in the case of a conflict of interest and/or recommend to the WCCNM removal of a member in the event of a conflict of interest from the WCCNM or Youth Council.~~~~
- ~~D. If the Executive Committee, acting as the Conflict of Interest Committee, determines from a questionnaire that a conflict exists, the Executive Committee shall inform the WCCNM or Youth Council member who shall then comply with this procedure.~~
- ~~E. A WCCNM or Youth Council member or other individual may also resign on his own accord before any notice or action is taken by Executive Committee.~~

REFERENCES :

- □ Section 10-16-1 et seq. NMSA 1978
- □ 29 CFR 97.36(3) Procurement
- □ 2 CFR Part 200.112 and 200.318 and Part 2900 - Office of Management and Budget Uniform Guidance on administrative, cost, and audit provisions for federal grants
- □ 20 CFR 679.430
- □ 20 CFR 683.200(c)(5)
- □ WIOA Section 121(d)(4)
- □ WIOA Section 107(h)

APPLICABILITY:

WCCNM Board, officers, committees, ~~Youth Standing Committee~~Council, contractors, sub-receipients, AE and Fiscal Agent staff, ~~and staff~~.

ATTACHMENT:

WCCNM Conflict of Interest Questionnaire/Information form

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INQUIRIES:

WIOA Program Manager~~Administrator~~ 505-724-3629~~247-1750~~

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This Policy has received approval by the Workforce Connection of Central New Mexico Board.

WCCNM Board Chair

**WORKFORCE CONNECTION OF CENTRAL NEW MEXICO
CONFLICT OF INTEREST QUESTIONNAIRE \ INFORMATION**

This questionnaire must be completed by all members of the WCCNM Board and WCCNM Contractors. This information is required to ensure that the WCCNM remains transparent regarding any real, perceived or potential conflict of interest. It is important to identify any substantial business interests or relationships that may exist of all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the WCCNM local board or its representatives (i.e., Service Providers, One-Stop Operator, Administrative Entity or Fiscal Agent). These disclosures must be updated annually or within 30 days to reflect any changes in such business interests or relationships. Your assistance is greatly appreciated.

Please answer all questions. If the answer is "yes", please include additional details. An affirmative response does not imply that the relationship is improper or that it should be terminated.

Transactions includes but are not limited to: Contracted Professional Services; WIOA Services - Customized Training, Incumbent Worker Training, Individual Training Account, On-The-Job Training Contract, Paid Internship, Work Experience, Apprenticeships, or; purchase \ lease of equipment or other tangible product(s).

1. Have you had any material interest, direct or indirect in any transaction in prior years or currently to which WCCNM or its representatives was, or will be, a party to the transaction? ☐ Yes ☐ No

If yes, describe the interest:

2. Do you have any material interest, direct or indirect, in any pending or incomplete transaction to which WCCNM or its representatives is, or will be, a party to the transaction? ☐ Yes ☐ No

If yes, describe the interest:

3. Will you or your immediate family members financially benefit from any transaction with, or decision of, WCCNM in which you are involved? ☐ Yes ☐ No

If yes, indicate the person, his or her relationship to you and that person's interest:

Board Member Signature:

Printed Name

Signature

Date



OPERATIONAL POLICY No. OP -441

Subject: Youth Program - 14 Elements Policy, Change 1

Effective date: PY2021, retroactive to August 16, 2021

CITATIONS:

20 CFR § 681.460(a)(1), 20 CFR § 681.600(a), TEGL 21-16, p. 15, 20 CFR §§ 680.840, 20 CFR § 681.590, TEGL 23-14, p. 8, 20 CFR § 681.540, 20 CFR § 681.550, 81 FR 56124, 20 CFR § 681.630, 20 CFR § 681.520, 20 CFR § 681.570, 20 CFR § 680.900, 20 CFR § 681.490, 20 CFR § 681.510, 20 CFR § 681.500, 20 CFR § 681.560, 81 FR 56182, 20 CFR § 681.580, 20 CFR § 681.580, and 81 FR 56183.

BACKGROUND:

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 (Local areas must make follow-up services available to all youth for at least 12 months after program exit). 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. The ISS, which must be developed with input from the youth, must also have particular goals for each program element provided, and indicate the progress made by the youth towards these goals.

POLICY:

This policy is intended to provide the following:

- Descriptions for each of the program elements, including the expected positive outcomes.
- Examples of activities that would or would not count as a service under that element.

- Guidance on which youth should receive the particular elements.
- Information on documenting each element.

To participate in WIOA Youth programs, a youth must be enrolled. Enrollment requires:

- 1) An eligibility determination
- 2) The provision of an objective assessment
- 3) Development of an Individual Service Strategy; and
- 4) Participation in any one of the 14 youth program elements

Note on recording - A service cannot be recorded as a particular program element if it doesn't meet the criteria provided in this policy. For example, sending an e-mail message to a youth does not count as a follow-up service, and cannot be recorded as such in WCOS. Additionally, there is overlap between portions of some program elements.

Fourteen Elements:

The Program Element categories below provides an overview and easy reference for finding applicable program elements and identifies which program elements relate to one another. In addition, categories include which WCOS Activity Code, WIOA Form(s) to use, along with submission information. This information will facilitate the consistent reporting of services across the local area and prevent duplicated reporting of the same service in multiple reporting categories.

Program Element 1: Youth Tutoring, study skills training and, instruction, ~~and dropout prevention and dropout recovery services~~

WCOS Activity Code: #406	Form: WCCNM – Youth Elements Form WIOA 7	Submit to WCCNM Fiscal Department for Payment
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The services under this program element help lead the participant towards the completion of a high school diploma, its recognized equivalent or a recognized postsecondary credential. Services are intended to keep youth in school and engaged in a formal learning or training setting. Examples include:

- academic support such as tutoring;
- helping youth identify areas of academic concern;
- assisting with overcoming learning obstacles;
- providing tools and resources to develop learning strategies;
- literacy development;
- other employability skills as applicable;
- active learning experiences;
- after-school opportunities; and
- individualized instruction.

Depending on the service involved, WCCNM may find it appropriate to provide these services one-on-one, in a group setting, by referring participants to resources in the community, and/or through workshops.

For WCOS reporting purposes, dropout recovery services aimed at youth who withdrew from postsecondary training/education prior to successful completion are documented under this element. Youth Provider staff must use element 2, "alternative secondary school services or high school dropout recovery services," to document any dropout recovery services aimed at getting a youth who has dropped out of high school back into high school or an alternative secondary school/equivalency program.

Services under this activity are available for in-school youth that have not obtained their High School Diploma or its recognized equivalent and out-of-school youth that have not obtained their High School Diploma or its recognized equivalent and/or their post-secondary diploma/credential. (Students that have their High School Diploma and/or post-secondary diploma/credential should use Element 5 as needed).

Program Element 2: Alternative secondary school services ~~or high school dropout recovery services~~

WCOS Activity Code: #415	Form: WCCNM – Youth Elements Form WIOA 7	Submit to WCCNM Fiscal Department for Payment
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The services under this program element are intended to help youth who (a) have dropped out of high school OR (b) are currently struggling with traditional high school and would benefit from an alternative secondary school program. Services are aimed at reengaging youth so they pursue education that leads to the completion of high school diploma or its recognized equivalent. Examples of services include:

- basic education skills training;
- individualized academic instruction;
- English language learning;
- counseling related to re-engaging youth in secondary education;
- educational plan development;
- preparation for high school equivalency attainment (for high school dropouts only); and
- educating youth about alternative secondary school programs within the school district and helping them through the process of connecting to an appropriate program.

Services under this activity are available for in-school and out-of-school youth.

Program Element 3: Youth - Paid and unpaid work experience

WCOS Activity Codes: #400 Summer Employment #407 Paid/Unpaid Work Experience (including Pre-Apprenticeship) #408 Youth Internship #409 <u>Youth</u> Job Shadowing	Forms: WCCNM – All applicable Youth Employment Forms	Submit to Youth Provider Fiscal Department for Payment
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The services under this program element provide planned, structured learning experiences that take place in a workplace for a limited period of time. Services are focused on providing participants with opportunities for career exploration and skill development. A participant's paid or unpaid work experience must be tied to the goals identified in his/her individual service strategy.

Work experience may take place in the private for-profit sector, the non-profit sector, or the public sector and can be paid or unpaid, as appropriate. The WCCNM or service providers may directly provide structured work experience opportunities relating to community service projects that are outside of the organization's day-to-day operations.

The following services may constitute work experience:

- **employment opportunities;**
- **pre-apprenticeship programs;**
- **internships;**
- **job shadowing;** and
- **on-the-job training (OJT)** opportunities (co-enrolled with the Adult/DW Program only).

Note: NMDWS requires pre-apprenticeship programs to be approved by the WCCNM Training and Service Provider Committee.

This program element also includes any activities that help the youth prepare for the specific work experience.

Labor standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act or applicable state law. Additionally, Title I Youth Program funds may not be used to directly or indirectly aid in filling a job opening that is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

A work experience must include both academic **and** occupational education components. Academic and occupational education must be designed to provide participants with contextual learning that may occur concurrently or sequentially with the work experience and may occur inside or outside the work site. WCCNM requires that both the academic and occupational education components of a participant's work experience relate to the same specific job or occupational area. While WIOA does not explicitly state this requirement, examples [US Department of Labor \(USDOL\)](#) provides in TEGL 21-16 (p. 16) show clear intent that the two work experience components will relate to the same specific job or occupational area.

Example: A work experience is at a hospital. The occupational education could be learning about the duties of a phlebotomist. The academic education could be learning about the different blood types and why it matters for blood transfusions. The participant might complete the academic component by reviewing an online module about blood types at home before hearing firsthand from a phlebotomist at the work site about his/her work responsibilities.

The work experience employer can provide the academic and occupational education, or it can be provided separately in the classroom or through other means. WCCNM and/or their service providers have the flexibility to decide the appropriate type of academic and occupational education necessary for a specific work experience and who provides the education.

WCCNM must spend at least 20 percent of their WIOA Youth funding on services that fall under the work experience program element. [USDOL](#) encourages local WDBs to coordinate work experiences, particularly local summer jobs programs, with other youth serving organizations and agencies, including Temporary Assistance for Needy Families, Community Services Block Grant, and Community Development Block Grant programs.

See the OP – 412 “On-the-Job Training Policy” (most recent version) for more information.

See the OP – 435 “Work Experience - Internship Policy” (most recent version) for more information.

Services under this activity are available for in-school and out-of-school youth.

Program Element 4: Youth Occupational skills training

WCOS Activity Code: #416	Form: WCCNM – Youth Service Authorization Forms WIOA 18Y and WIOA 17Y	Submit to WCCNM Fiscal Department for Payment
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The services under this program element involve engaging youth in an occupational skills training program. Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Such training must meet all three of the following criteria:

- be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
- be of sufficient duration to impart the skills needed to meet the occupational goal; **AND**
- lead to the attainment of a **recognized postsecondary credential**.

Examples: Registered Apprenticeships, a Certified Nursing Assistant (CNA) certification; a commercial driver's license (CDL); a one-year Accounting Assistant technical diploma from a technical college; or a two-year Machine Tooling technical diploma from a technical college.

WCCNM may provide occupational skills training through **Individual Training Accounts (ITAs)** for OSY or ISY who are 18 or older and co-enrolled in the WIOA Adult Program.

- **Note:** The state's Eligible Training Provider List **must** be used to select ITA-funded training programs. If the training is funded through the WIOA Adult Program, the program's priority of service and training eligibility provisions apply.

Local areas must give priority consideration to training programs that lead to recognized postsecondary credentials that align with **in-demand industry sectors or occupations** in the local area. Career planners are responsible for helping youth make informed training choices.

See the OP – 419 “ITA Policy” (most recent version) for more information.

Program Element 5: Youth Pre-employment Training/Work Maturity Education offered concurrently with and in the same context as workforce preparation and training

WCOS Activity Code: #401	Form: WCCNM – Youth Service Authorization Forms WIOA 18c and WIOA 17Y <u>(for ICS and/or Pre-Apprenticeships)</u> <u>(Or)</u> <u>Youth Elements form WIOA-7 (for YouthBuild, Career Pathways, GED/HSED programs)</u>	Submit to WCCNM Fiscal Department for Payment
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Services within this program element reflect an integrated education and training model in which **workforce preparation activities**, basic academic skills education, and hands-on occupational skills training are taught within the same time frame and connected to **a specific occupation, occupational cluster, or career pathway**.

Example: A youth learns how to apply basic measuring concepts using a tape measure while ensuring lumber is the correct length to meet blueprint specifications for a new building.

While a local WDB may offer basic academic skills education as part of alternative secondary school services and dropout recovery services (program element 2), workforce preparation activities as part of a work experience (program element 3), and occupational skills training (program element 4) separately and at different times, this program element refers only to the **concurrent delivery** of these services within an integrated education and training model. Common examples of services that follow an integrated education and training model are YouthBuild and Career Pathways GED/HSED programs offered by some technical colleges, in addition, non-ITAs such as Pre-Apprenticeships.

Service under this activity are available for in-school and out-of-school youth.

Program Element 6: Youth Leadership development ~~services opportunities~~

WCOS Activity Code: #410	Form: WCCNM – Youth Elements Form WIOA 7	Submit to WCCNM Fiscal Department for Payment
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The services under this program element are focused on encouraging responsibility, confidence, employability, self-determination, and other **positive social and civic behaviors**. Services include:

- exposure to postsecondary educational possibilities;
- community and service-learning projects;
- peer-centered activities, including peer mentoring and tutoring;
- organizational and teamwork training, including team leadership training;
- training in decision-making, including determining priorities and problem solving;
- citizenship training, including life skills training such as parenting and work behavior training;
- civic engagement activities which promote the quality of life in a community; and
- other activities that place youth in a leadership role, such as serving on youth leadership committees (e.g., a Youth Standing Committee).

Services under this activity are available for in-school and out-of-school youth.

Program Element 7: Supportive services

WCOS Activity Code: #455 Transportation <u>Funded</u>	Form: WCCNM – Youth Program Supportive Services Request Form WIOA 4	Submit to Youth Development Fiscal Department for Payment
WCOS Activity Code: #454 Child/Dependent Care <u>Funded</u>	Form: WCCNM – Youth Program Supportive Services Request Form WIOA 4	Submit to WCCNM Fiscal Department for Payment

#456 Medical Funded		
#457 Temporary Shelter Funded		
#458 — Other Funded	Form: WCCNM – WIOA Special Support Services Authorization Form WIOA 6	Submit to WCCNM Fiscal Department for Payment

The purpose of the services under this program element is to enable individuals to participate in WIOA activities. Consistent with [USDOL's](#) requirements for the Adult and Dislocated Worker Programs, NMWDS requires WCCNM to have a supportive services policy for their Youth Program. Supportive services include, but are not limited to:

- referrals to community programs/services and to state and federal **public assistance** programs;
- transportation assistance;
- child care and dependent care assistance;
- housing assistance;
- needs-related payments;
- assistance with educational testing;
- reasonable accommodations for youth with disabilities;
- services provided by legal aid organizations;
- health care referrals;
- uniforms, work attire, and work-related equipment/tools (e.g., eyeglasses and protective eye gear);
- books, fees, school supplies for postsecondary education; and
- payments/fees for employment and training-related applications, tests, certifications and licenses.

See the OP – 410 “Supportive Service Policy” (most recent version) for more information.

Services under this activity are available for in-school and out-of-school youth.

Program Element 8: Youth Adult mentoring

WCOS Activity Code: #411	Form: WCCNM – Youth Elements Form WIOA 7	Submit to WCCNM Fiscal Department for Payment
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This program element involves a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to help develop the youth's competence and character. While group mentoring activities and mentoring through electronic means are allowable services under this element, the youth must be matched with an individual mentor who provides some face-to-face

interaction. This element may include workplace mentoring where the youth is matched with an employer or employee of a company.

The mentoring services must last at least 12 months and may occur both during participation and as a follow-up service after program exit. To document mentoring services provided after a participant exits the program, the Youth Provider staff must close the mentoring services activity in WCOS and add mentoring services in the Follow-ups screen.

The Youth Service Provider are responsible for having appropriate processes in place to adequately screen and select mentors.

While [USDOL](#) strongly prefers that Youth Service Provider staff not serve as mentors, they may in areas where adult mentors are scarce.

Services under this activity are available for in-school and out-of-school youth.

Program Element 9 14: Follow-up services

<u>WCOS Activity Code: #428 444</u>	<u>Form: WCCNM – Youth Elements Form WIOA 7</u>	<u>Submit to WCCNM Fiscal Department for Payment</u>
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Services under this program element are provided after program exit to help ensure the youth is successful in employment and/or postsecondary education and training. Some follow-up services may include other program elements; to count as follow-up services, they must occur after the participant's exit date. Follow-up services include:

- supportive services;
- adult mentoring;
- financial literacy education;
- career awareness, exploration, and counseling services;
- postsecondary education preparation and transition activities; and
- contact with the participant's employer, including assistance in addressing work-related problems that arise.

Follow-up services may begin immediately following the last expected date of service in the Youth Program (and any other program in which the participant is co-enrolled) when no future services are scheduled. Follow-up services do not cause a participant's exit date to change or trigger re-enrollment in the WIOA Youth Program.

Youth Provider must report follow-up services in a manner that clearly differentiates them from those services provided prior to exit. To accomplish this, follow-up services must be reported in the "Follow-ups" screen in WCOS.

Youth Provider must offer all youth participants the opportunity to receive follow-up services that align with their individual service strategy. Youth Provider must provide follow-up services for a minimum of 12 months, unless participants decline to receive follow-up services or cannot be located or contacted. Youth Provider must have procedure in place to establish when a participant cannot be located or contacted and included in their Operational Procedures.

Follow-up services may be provided beyond 12 months at the discretion of WCCNM. The types of services provided, and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. Unsuccessful attempts to contact a participant or contacts made simply to secure documentation for program performance indicators do not count as follow-up services.

See the OP – 416 “Follow Up Services Policy” (most recent version) for more information.

Services under this activity are available for in-school and out-of-school youth.

Program Element **10 9**: Comprehensive guidance and counseling

WCOS Activity Code: #417 423	Form: WCCNM – Youth Elements Form WIOA 7	Submit to WCCNM Fiscal Department for Payment
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Services under this program element are focused on individualized counseling for participants and include:

- drug and alcohol abuse counseling; and
- mental health counseling.

Services may be provided by partner programs when the resources needed do not exist within the local program. If the local program refers participants to outside counseling services, it must coordinate with the referral organization to ensure continuity of service.

Services under this activity are available for in-school and out-of-school youth.

Program Element **11 ~~10~~**: Financial literacy education

WCOS Activity Code: #442 417	Form: WCCNM – Youth Elements Form WIOA 7	Submit to WCCNM Fiscal Department for Payment
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Services under this program element are intended to help youth acquire the knowledge, skills, and confidence to make informed and effective decisions with their financial resources. The goal is to help youth attain greater financial health and stability by providing high quality, age-appropriate, relevant, and where possible, customized services. Services include:

- helping participants create budgets and open checking and savings accounts;
- helping participants learn how to effectively manage spending, credit, and debt, including student loans and consumer credit;
- teaching participants the significance of credit reports and scores, their rights regarding credit and financial information, how to assure accuracy of a credit report and correct inaccuracies, and how to improve or maintain good credit;

- helping participants understand, evaluate, and compare financial products, services, and opportunities;
- educating participants about identity theft, ways they can protect themselves from identity theft and resolve cases of it, and their rights and protections related to personal and financial data;
- benefits planning and work incentives benefits counseling for youth with disabilities; and
- providing age appropriate and timely financial education that presents opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings.

[USDOL](#) provides a link to "[Incorporating Financial Capability into Youth Employment Programs](#)," a resource guide in TEGL 21-16 for ideas about how local WDBs can partner with local financial institutions to support the financial literacy of Youth Program participants.

Services under this activity are available for in-school and out-of-school youth.

Program Element **12.41: Youth Entrepreneurial-skills** training

WCOS Activity Code: #436 442 Youth Entrepreneurial training #452 Youth Entrepreneurial training - Funded	Form: WCCNM – Youth Elements Form WIOA 7	Submit to WCCNM Fiscal Department for Payment
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Services under this program element provide the basics of starting and operating a small business to develop the skills associated with entrepreneurship. Services include developing the ability to:

- take initiative;
- creatively seek out and identify business opportunities;
- develop budgets and forecast resource needs;
- understand various options for acquiring capital and the trade-offs associated with each option; and
- communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills include, but are not limited to:

- entrepreneurship education that introduces the youth to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and may include simulations of business start-up and operation.
- enterprise development to help youth develop their own businesses by developing viable business ideas and accessing small loans or grants that are needed to begin business operation.

- experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that program participants work in and manage.

Entrepreneurial skills training, like all other program elements, is available to participants regardless of age but must align with their individual service strategy goals.

Services under this activity are available for in-school and out-of-school youth.

Program Element 13 42: Integrated education and training for a specific occupation or cluster~~Career Awareness, Career Exploration, and Career Counseling~~

WCOS Activity Code:	Form: WCCNM – Youth Elements Form WIOA 7	Submit to WCCNM Fiscal Department for Payment
<u>#441 436 Integrated education and training for a specific occupation or cluster</u>		
<u>#443 Services that provide LMI about in-demand industries sectors and occupations</u>		

Services under this program element (Career Awareness, Exploration, and Counseling) help youth make appropriate decisions about education/training and careers by providing them with information, advice, and support. Examples of services include, but are not limited to:

- providing labor market information (LMI) and employment information about in-demand industry sectors or occupations in the local area;
- helping participants use different tools and applications to gather LMI and career information;
- providing access to skill, ability, and/or interest inventories;
- discussing state and local LMI with participants;
- providing information about résumé preparation and/or assisting youth with résumé preparation;
- assisting with interview skills;
- discussing opportunities for work experience; and
- discussing the long-term benefits of postsecondary education, such as increased earning power and career mobility.

Services under this activity are available for in-school and out-of-school youth.

Program Element ~~14~~ **13**: Postsecondary preparation and transition activities

WCOS Activity Code: #444 443	Form: WCCNM – Youth Elements Form WIOA 7	Submit to WCCNM Fiscal Department for Payment
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Services under this program element prepare ISY and OSY for advancement to postsecondary education and training after attaining a high school diploma or its recognized equivalent. Examples of services include helping youth:

- explore postsecondary education options including technical training schools, technical colleges, 4-year colleges and universities, and registered apprenticeship;
- prepare for SAT/ACT testing;
- connect to postsecondary education programs;
- navigate admissions processes;
- search and apply for scholarships and grants; and
- accurately complete the proper financial aid applications.

Services under this activity are available for in-school and out-of-school youth.

~~Program Element 14: Follow-up services~~

WCOS Activity Code: #444	Form: WCCNM – Youth Elements Form WIOA 7	Submit to WCCNM Fiscal Department for Payment
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~~Services under this program element are provided after program exit to help ensure the youth is successful in employment and/or postsecondary education and training. Some follow-up services may include other program elements; to count as follow-up services, they must occur after the participant's exit date. Follow-up services include:~~

- ~~• supportive services;~~
- ~~• adult mentoring;~~
- ~~• financial literacy education;~~
- ~~• career awareness, exploration, and counseling services;~~
- ~~• postsecondary education preparation and transition activities; and~~
- ~~• contact with the participant's employer, including assistance in addressing work-related problems that arise.~~

~~Follow-up services may begin immediately following the last expected date of service in the Youth Program (and any other program in which the participant is co-enrolled) when no future services are scheduled. Follow-up services do not cause a participant's exit date to change or trigger re-enrollment in the WIOA Youth Program.~~

~~Youth Provider must report follow-up services in a manner that clearly differentiates them from those services provided prior to exit. To accomplish this, follow-up services must be reported in the "Follow-ups" screen in WCOS.~~

~~Youth Provider must offer all youth participants the opportunity to receive follow-up services that align with their individual service strategy. Youth Provider must provide follow-up services for a minimum of 12 months, unless participants decline to receive follow-up services or cannot be located or contacted. Youth Provider must have procedure in place to establish when a participant cannot be located or contacted and included in their Operational Procedures.~~

~~Follow-up services may be provided beyond 12 months at the discretion of WCCNM. The types of services provided, and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. Unsuccessful attempts to contact a participant or contacts made simply to secure documentation for program performance indicators do not count as follow-up services.~~

~~See the OP 416 "Follow Up Services Policy" (most recent version) for more information.~~

~~Services under this activity are available for in-school and out-of-school youth.~~

WAIVERS AND OTHER FLEXABILITIES

WCCNM may immediately implement any such "Waivers and Other Flexibilities" as approved or defined by NMDWS that are applicable to all 14 Elements and serve to fulfill unmet areas of opportunity.

If implemented, specific NMDWS Guidance and affiliated references will be included in the Operational Procedures as approved by the AE.

LOCAL PROCEDURES

Local Operational Procedures will be developed separate by the Youth Service Provider for this policy and approved/maintained by the WCCNM Administrative Entity.

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 (if applicable).

WCCNM Board Chair



Subject: WCCNM Referral Policy, OP - 442
Effective: PY2021, effective on February 28, 2022

PURPOSE: The purpose of this policy is to provide guidance on the referral process in the Central Region, and to ensure compliance with Workforce Innovation & Opportunity Act's (WIOA) referral requirements and Veterans' Employment and Training Service requirements on the referral process for veterans.

Background: The development and implementation of a comprehensive workforce system requires teamwork between the WCCNM and Partners in the Central Region network. Partners and the WCCNM agree to work together to establish shared goals, operating strategies, and procedures for the effective integration of workforce services. This includes developing and agreeing on a process for referring individuals between relevant programs. In order to do that, all Partners must familiarize themselves with the services offered by other Partners.

WIOA requires that the WCCNM Board, Chief Elected Officials (CEO), and One-Stop Partners must enter into a Memorandum of Understanding (MOU) concerning the operation of the one-stop delivery system in a local area. These MOUs shall include provisions describing methods of referral of individuals between the One-Stop Operator and the One-Stop Partners for appropriate services and activities. The primary goal of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers.

Referral System:

Referrals between WCCNM Partners are made via the WCCNM Intranet, the internal information-sharing network for the WCCNM Partner network, which serves as a hub for a variety of resources including the referral system. All forms on the Referrals page of the WCCNM Intranet are by role-based permission only, meaning that individuals are granted access to different referral forms based on their position and program within the New Mexico Workforce Connection network in the Central Region. WCCNM Partner program staff who need additional access beyond what they have been granted may contact the Operations Manager for access. Once submitted, referrals are sent to the appropriate program staff. All referrals are updated and tracked using this system.

Note: The term “referrals” in this context refers only to the referral of individuals between programs within the WCCNM Partner network. Any request coming from outside the WCCNM Partner network is considered an “inquiry” and follows a different procedure. Inquiries from outside the WCCNM Partner network should be made using the main WCCNM phone number or email address.

Roles and Responsibilities:

- 1. One-Stop Operator:** The Operator works with all Partners within the WCCNM’s New Mexico Workforce Connection Centers (American Job Centers) to coordinate effective strategies and systems necessary to build and sustain a cohesive, seamless service delivery system that engages all agencies and organizations at a systems level. The Operator is primarily responsible for developing these partnerships, engaging in system approaches focused on shared decision-making, collaborative problem solving, and collective impact approaches.

The One-Stop Operator will create a systemic process that supports partner ownership and adoption of effective shared practices necessary to support customers and businesses, including the referral system to be used by all partner programs.

- 2. Partners:** Partner responsibilities apply to partners that are co-located in New Mexico Workforce Connection Centers, required external partners, and additional partners. Partners will further promote system integration to the maximum extent feasible through the design of referral processes.

The primary goal of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, Partners agree to:

- a. Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners’ programs represented in the WCCNM New Mexico Workforce Connection Centers (American Job Centers) network;
- b. Develop materials summarizing their program requirements and making them available for Partners and customers;
- c. Develop and utilize eligibility determination, assessment, and registration forms / processes;
- d. Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs;
- e. Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys;

- f. Commit to robust and ongoing communication required for an effective referral process; and
- g. Commit to actively following up on the results of referrals and ensuring that Partner resources are being leveraged at an optimal level.

All Partners agree to these commitments by signing the WCCNM One-Stop MOU.

Referral Process for Veterans:

Veterans shall be treated like a regular customer unless they self-disclose that they are a veteran. The workforce system and program staff must allow veterans and eligible spouses to identify themselves at the point of entry.

Each Workforce Connection Center in the Central Region has different procedures for completing the intake process; for example, either the welcome desk staff, intake staff/specialist, or the next available staff person can make an initial assessment of an individual customer's needs. If during an initial assessment, a veteran self-attest to meeting one or more of the Significant Barrier to Employment (SBE) criteria established by the Jobs for Veterans' State Grants (JVSG) program, the NMWC staff member must immediately refer the individual to the Disabled Veterans' Outreach Program (DVOP) specialist, or to the appropriate NMWC partner program, if no DVOP specialist is available onsite.

A DVOP specialist must not perform initial intake of nonveterans or of all veterans, as DVOP specialists are limited to serving only those veterans with a SBE or other populations identified by the Secretary of Labor.

Procedures:

The WCCNM Operator will develop and maintain internal procedures on this process.

References:

- TEGL 16-16 – WIOA General Guidance for One-Stop Operations
https://wdr.doleta.gov/directives/attach/TEGL/TEGL_16-16.pdf
- WCCNM Umbrella One-Stop MOU
- WIOA Sec. 121(c)
- Veterans' Program Letter (VPL) 03-14 Jobs for Veterans' State Grants (JVSG) Program Reforms and Roles and Responsibilities of American Job Center AJC) Staff Serving Veterans
<https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/VPL-03-14.pdf>

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- **INQUIRIES:**

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- WIOA Manager 505-724-3629

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- This Policy has received approval by the Workforce Connection of Central New Mexico Board.

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WCCNM Board Chair

Central Region Monthly Report

Presented to the
 workforce
connection
of central new mexico

February 28th, 2022

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Last Month's Activities

COVID-19 Response

Walk-in traffic and in-person appointments are 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. The centers have done well with a hybrid approach of in-person services and virtual services that are still being provided via phone, email, and video conferencing to ensure services are available to all customers.

On February 17, 2022, Governor Lujan Grisham announced the state's mask mandate has been lifted, effective immediately. For the New Mexico Workforce Connection Centers in the Central Region, we are following the new public health order, and masks are optional for all customers. Their decisions are respected, and we will continue to have disposable masks on hand for customers who request one. For all of the co-located workforce programs, they will follow the current requirements of their respective employers. If staff are not required to wear a mask by their respective employer and choose to, that decision is also be respected.

All centers continue to receive 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. The Operations Team continually stays informed of all guidance and public health orders from federal, state, local, tribal, and/or territorial health agencies and incorporates recommendations and resources into daily operations and the *Service Delivery Plan* as needed.



Central Region Updates & Monthly Highlights

Marketing Updates

Podcast

We have a new podcast series! Listen to our weekly “Hot Jobs in the Central Region” on the go! Search for “Hot Jobs in the Central Region” on iTunes, Apple Podcasts, Spotify, Amazon Music, iHeartRadio, Stitcher, and more! Learn about the latest employment & career opportunities in Bernalillo, Sandoval, Torrance & Valencia counties anywhere & anytime at your convenience.

LinkedIn

Our social media strategy continues to expand! The Central Region now has an updated LinkedIn page (<https://www.linkedin.com/company/new-mexico-workforce-connection-central-region>)! There have been great strides in maintaining the WCCNM and New Mexico Workforce Connection branding and consistency, and we continue to expand our online and social media presence. Having multiple social media accounts on different platforms gives us opportunity to reach more people and to outreach to our target populations.



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Partner Network Updates

We welcome two new **WIOA Title II** providers in the Central Region! Gordon Bernell Community School and Youth Development, Inc. (YDI) were awarded grants to support the operation of Adult Education and Family Literacy programs and to support Integrated English Literacy and Civics Education programs in New Mexico by the New Mexico Higher Education Department (NMHED), Adult Education Division.

WIOA Title II seeks to ensure that state and local service providers offer adult education and skills development programs that accelerate achievement of diplomas and credentials among American workers, including immigrants and individuals with limited English language skills. The Title II funds can be used for activities assisting eligible adults (16 years and older) with obtaining postsecondary education, training, or employment. Specifically, the funds serve people with barriers to employment, including English language learners, low-income individuals, and immigrants.

Our Title II partners in the Central Region now include:

- ▲ ALBUQUERQUE ADULT LEARNING CENTER - WWW.ABQALC.ORG
- ▲ CATHOLIC CHARITIES - WWW.CCASFNM.ORG
- ▲ CENTRAL NEW MEXICO COMMUNITY COLLEGE – WWW.CNM.EDU/PROGRAMS-OF-STUDY/ALL-PROGRAMS-A-Z/ADULT-BASIC-EDUCATION
- ▲ GORDON BERNELL COMMUNITY SCHOOL - WWW.GORDONBERNELL.ORG
- ▲ YOUTH DEVELOPMENT, INC. (YDI) - WWW.YDINM.ORG
- ▲ SOUTHWEST INDIAN POLYTECHNIC INSTITUTE - WWW.SIPI.EDU
- ▲ UNIVERSITY OF NEW MEXICO – VALENCIA NEXT STEPS: ADULT EDUCATION CENTER – [HTTPS://NEXTSTEPS.NMDELT.ORG/](https://NEXTSTEPS.NMDELT.ORG/)

Free adult education services can help strengthen skills in math, English, science, writing, and other areas; earn a High School Equivalency (HSE) Credential; learn English as a Second Language (ESL) in addition to U.S. and New Mexico civics; learn to use technology; gain skills to succeed in job searching and in the workplace; continue education into college or career training; and help children in a household succeed in school (<https://ready.nm.gov/training-education/adult-education-and-high-school-equivalency-ged>).

Workforce Connection of Central New Mexico (WCCNM) works collaboratively with multiple programs and organizations throughout our central region to better serve job seekers and employers. Some of our partnerships are mandated by the Workforce Innovation and Opportunity Act (WIOA) of 2014; others have been established to better meet the full scope of job seeker and employer needs. For more information about the organizations and programs in the Central Region partner network, visit our website at <https://www.wccnm.org/wccnm-partners/>

PY20 WCCNM Annual Report

The **Program Year (PY) 20 Annual Report** has been published! This detailed annual report covers the initiatives, achievements, opportunities, and program updates for the Workforce Connection of Central New Mexico (WCCNM) and the New Mexico Workforce Connection centers in the Central Region. All of the annual reports are included on the WCCNM website at <https://www.wccnm.org/wccnm-board/> (towards the bottom of the page) and at <https://www.wccnm.org/wccnm-partners/>. For a hard copy of the report, please contact Nicole Giddings (Ngiddings@mrccog-nm.gov).



Quarterly Gathering – November 2021

On November 5th, the WCCNM and the New Mexico Workforce Connection partners attended our second virtual Quarterly Gathering. Quarterly Gatherings are half-day to full-day sessions that bring together all workforce development partners (co-located, core, mandatory, and additional) in the Central Region to share information, celebrate achievements, recognize best practices, and allow for cross-training and networking. In addition to partner program presentations, this Quarterly Gathering included several sessions based around the theme of positive thinking, a much-needed theme after a challenging 18 months of working under the COVID-19 pandemic. Keynote speaker JoAnna Brandi taught attendees how to reframe their thinking to boost happiness and reduce stress, and a session on “Customer Service Shout-outs” provided an opportunity to shout out and thank staff who had provided excellent customer service and received positive feedback from their customers. Additionally, new WCCNM partner National Indian Youth Council as well as CNM’s Aviation Maintenance Technology Program attended to speak about their programs and discuss how WCCNM partners can collaborate with the work that they do.

If you would like a link to the event program with the slide decks from all of our presenters and/or a link to the recorded sessions, please contact Joy Forehand, Operations Manager at 505-697-7279 or email jforehand@wccnm.org.

The next Quarterly Gathering will be in March 2022. It will be a two-day event including one day as an “open house” for workforce development partners and programs, board members, community-based organizations, education and training institutions, economic development organizations, and more to network and share information. The second day will be a “training provider fair” where all WIOA approved training providers on the ETPL will be invited to attend and provide outreach and marketing to internal stakeholders as well as the public about their programs and training opportunities. For information and a “save-the-date” will be sent out in the next couple of weeks.

Individual Services

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

- ▲ IN JANUARY, 546 NEW CLIENTS REGISTERED IN THE NMWC ONLINE SYSTEM (WWW.JOBS.STATE.NM.US), COMPARED TO 442 INDIVIDUALS IN DECEMBER.
- ▲ IN JANUARY, 23 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, 15 WERE TO CAREER SERVICES, 2 WERE TO TANF, AND 3 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 98 PARTICIPANTS IN JANUARY 2022, COMPARED TO 40 LAST MONTH;
 - BERNALILLO: 58 PARTICIPANTS
 - SANDOVAL: 13 PARTICIPANTS

WIOA Adult & Dislocated Worker Program Highlights

- 98 participants enrolled
- 40 customized training contracts
- 78 ITAs (training & education assistance)
- 18 OJT contracts for 23 clients

- TORRANCE: 7 PARTICIPANTS
- VALENCIA: 20 PARTICIPANTS

- ▲ FACILITATED LABOR MARKET INFORMATION (LMI) WORKSHOPS FOR 52 POTENTIAL PARTICIPANTS, COMPARED TO 55 LAST MONTH;
- ▲ PROVIDED THE WIOA TITLE 1.B ADULT & DISLOCATED WORKER ORIENTATION TO 149 POTENTIAL PARTICIPANTS, COMPARED TO 159 LAST MONTH;
- ▲ DEVELOPED 98 INDIVIDUAL EMPLOYMENT PLANS (IEP), COMPARED TO 97 LAST MONTH;
- ▲ CREATED 40 CUSTOMIZED TRAINING (CT) CONTRACTS, COMPARED TO 12 LAST MONTH;
- ▲ ESTABLISHED 78 INDIVIDUAL TRAINING ACCOUNTS (ITA), COMPARED TO 58 LAST MONTH;
- ▲ DEVELOPED 18 ON-THE-JOB TRAINING (OJT) CONTRACTS FOR 23 CLIENTS, COMPARED TO 11 CONTRACTS FOR 11 CLIENTS LAST MONTH;
- ▲ CREATED 10 APPRENTICESHIP CONTRACTS FOR 38 INDIVIDUALS, COMPARED TO 4 CONTRACTS LAST MONTH; AND,
- ▲ PLACED 0 CLIENTS IN A TRANSITIONAL JOB, COMPARED TO 1 CLIENT LAST MONTH.

Dislocated Worker Outreach

The WIOA Adult & DW program continues to reach out to dislocated workers through referrals, social media, phone and email. The weekly “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 (www.jobs.state.nm.us).

The program uses the Reemployment Services and Eligibility Assessment Grant (RESEA) appointments as a recruiting tool for dislocated workers. A video presentation was 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 three workshops per week and are available after each workshop to answer questions and assist interested individuals in beginning the WIOA application process.

NEG-DWG Program

National Emergency Grant - National Dislocated Worker Grants (NEG-DWGs) under WIOA provides resources to states and other eligible applicants to respond to large, unexpected layoff events causing significant job losses. Under the NEG-DWG, the Central Region Adult &

OUTREACH & 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.

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

Dislocated Worker (DW) program has two projects. The first is the transitional jobs project that strives to enable individuals with a limited work history to experience the opportunity to gain meaningful work skills that lead to gainful employment. The target population is individuals with nonviolent criminal backgrounds who are currently eligible dislocated worker or long-term unemployed. Transitional jobs participants are placed at worksites with employers across a range of occupations and industries in the four-county region.

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.

Transitional employment for formerly incarcerated individuals has slowed down quite a bit recently; the program enrolled 2 participants in January. 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 Adult & DW program team has partnered with Fathers Building Futures to enroll their participants into transitional jobs. Participants in this program are formerly incarcerated individuals, to whom the program will teach life skills development and a trade. Through this partnership, participants will be placed for work experience with an employer partner, and potentially into an on-the-job (OJT) if the employer seeks to bring them on permanently.

Funding for Training & Education

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

Program staff conduct in-person orientations, which take place on Mondays at 9:00am and 3:00pm. Labor Market Information workshops are offered on Tuesdays at 9:00am. These services also remain available virtually for those whose circumstances prohibit them from attending. Staff have also returned to offering WorkKeys assessments to WIOA applicants, which is administered in-person in the Workforce Connection Centers. Program staff have started offering orientation on-location at some local training providers, to try to recruit new individuals for enrollment. So far, this method has been successful. Staff have held orientations at Pima Medical, Carrington College, and Brookline College thus far and have recruited many interested candidates from these events.

Staff have been working on projects with Catholic Charities, Goodwill and the Veteran's Integration Center (VIC) to provide training for this population in heavy equipment operation and CDL. Seven applicants are completing heavy equipment operator certifications. A new cohort of five individuals will be starting January 10th for the 16 weeks of training and certification.

WIOA Title 1.B Youth Program

The WIOA Youth Program:

- ▲ ENROLLED 38 NEW CLIENTS WITH 22 AS ITINERANT ENROLLMENTS IN JANUARY 2022, COMPARED TO 40 NEW CLIENTS WITH 24 ITINERANT ENROLLMENTS LAST MONTH;
 - BERNALILLO: 16 ENROLLMENTS
 - SANDOVAL: 8 ENROLLMENTS
 - TORRANCE: 6 ENROLLMENTS
 - VALENCIA: 8 ENROLLMENTS

WIOA Youth Program Highlights

- **38** participants enrolled
- **12** participants placed in work experience
- **17** ITAs (training & education assistance)
- **670** individuals on total caseload

▲ PLACED 12 IN WORK EXPERIENCE, COMPARED TO 11 LAST MONTH;

- BERNALILLO: 6 YOUTH IN WORK EXPERIENCE
- SANDOVAL: 2 YOUTH IN WORK EXPERIENCE
- TORRANCE: 1 YOUTH IN WORK EXPERIENCE
- VALENCIA: 3 YOUTH IN WORK EXPERIENCE

▲ ESTABLISHED 17 INDIVIDUAL TRAINING ACCOUNTS (ITAS), COMPARED TO 7 LAST MONTH.

▲ THE TOTAL CASELOAD FOR THE YOUTH PROGRAM IS 670, COMPARED TO 632 LAST MONTH.

The Pre-Apprenticeship program with Associated Builders and Contractors (ABC) is currently recruiting for the second cohort of participants. The registration deadline is April 9, and the course is scheduled to begin May 10. The goal is to register 15 participants.

Loving Thunder Therapeutic Riding, Inc. has been established as a new partner. Therapeutic horsemanship, therapies and educational outreach for those with mental and physical challenges are some of the services available to participants.

Presentations and outreach continue at high schools, including Del Norte and Albuquerque High School.

WIOA Title III Wagner-Peyser and Employment & Career Services

The Employment & Career Services Team:

▲ PROVIDED ONE-ON-ONE COUNSELING SERVICES TO APPROXIMATELY 605 INDIVIDUALS, COMPARED TO 598 LAST MONTH;

▲ ASSISTED 292 INDIVIDUALS WITH DEVELOPING THEIR RESUME AND/OR EMPLOYMENT PLANS, COMPARED TO 226 LAST MONTH;

▲ PROVIDED REEMPLOYMENT SERVICES TO 167 UNEMPLOYED INDIVIDUALS THROUGH THE REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENTS (RESEA) PROGRAM, COMPARED TO 245 LAST MONTH;

▲ TOOK 1,835 TOTAL JOB ORDERS, COMPARED TO 2,452 LAST MONTH;

▲ NOTIFIED 46 JOB SEEKERS OF POTENTIAL JOBS, COMPARED TO 60 LAST MONTH;

▲ REFERRED 31 INDIVIDUALS TO WIOA, COMPARED TO 37 LAST MONTH;

▲ PLACED 22 JOB SEEKERS (STAFF ASSISTED) WITH EMPLOYMENT OPPORTUNITIES, COMPARED TO 18 LAST MONTH; AND,

▲ PRE-SCREENED 63 INDIVIDUALS FOR EMPLOYMENT, COMPARED TO 92 LAST MONTH.

Employment & Career Services Program Highlights

- **605** individuals received one-on-one counseling
- **292** individuals received assistance with resumes and/or employment plans
- **167** unemployed individuals received RESEA services

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

▲ PROVIDED SERVICES TO A TOTAL OF 157 VETERANS, COMPARED TO 160 LAST MONTH;

- ▲ REGISTERED 28 NEW VETERANS, COMPARED TO 16 LAST MONTH; AND
- ▲ PROVIDED 41 JOB REFERRALS, COMPARED TO 51 LAST MONTH.

Resume, interview, and soft skills webinar workshops are heavily promoted in the Central Region via e-blasts and social media posts/story highlights.

Veteran Services Program Highlights

- **157** veterans received services
- **28** veterans registered for services
- **41** veterans were referred to jobs

Business Services

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

- ▲ IN JANUARY 2022, THERE WERE 465 OUTREACH ACTIVITIES WITH EMPLOYERS, COMPARED TO 483 LAST MONTH.
- ▲ THERE WERE 2,795 JOBS POSTED IN THE NM WORKFORCE CONNECTION SYSTEM (WWW.JOBS.STATE.NM.US) BY NMWC STAFF (JOB ORDERS TAKEN) IN JANUARY, COMPARED TO 2,452 IN DECEMBER.
- ▲ QUALIFIED CANDIDATES WERE REFERRED TO 218 EMPLOYERS, COMPARED TO 252 LAST MONTH.

Business Services Highlights

- **465** business outreach activities
- **2,795** job orders (postings) were entered into www.jobs.state.nm.us to assist **361** employers
- **218** employers received referrals of

The WIOA Adult & Dislocated Worker (DW) program conducted outreach to the following businesses in January: Fresenius Medical Care, Comfort Keepers, Ortega Heating & Plumbing, Able & Willies, Advanced Environmental Solutions, Inc., IPM Construction, LLC., Chase Mechanical, Black's Smuggler Winery, Edward Jones Financial, Route 66 RV, Edgewood Equipment, Farmboy's Diesel and Welding, Roberts Flooring, Century Wire Products, Eagle Buildings of NM, Duke City Primary Care, FatPipe East Mountains, Blue Barn Stables, Country Gas, Rio Rancho Imports, U-Haul of Rio Rancho, A/R Medical, Besito Berries, Aztec Mechanical, Montage Coffee & Wine, Infinite Titling, LLC, Latitudes NM, Les Blonde Bakery, Delta Group, Netflix, Rising Sun Electric, San Bar Construction, Chaparral Materials, Ray Steel, Healing Initiative, Flawless Med Spa, APSCO Inc., Stonewood Flooring LLC, Brothers Construction, Cortez & Hoskovec LLC, Don's Doors, Financial Mortgage Solutions, Circle of Life Home Care, Hacienda Parking and Kids Castle.

The Adult & DW Business staff worked with Associated Builders and Contractors to write 12 new customized training apprenticeship contracts for local construction companies. The contracts cover classroom training for 39 apprentices for the spring semester.

Recruitment for the *Career Connections* summer intern program for Social Media and Digital Marketing will begin soon.

The Central Region has enhanced messaging of “Hot Jobs” through a new podcast series! The weekly podcast is now available on iTunes, Apple Podcasts, Spotify, Amazon Music, Stitcher, and more! Podcasts can be found on any of these platforms by searching for “Hot Jobs in the New Mexico Workforce Connection-Central Region.” Hot Job podcasts highlight employers actively and quickly hiring for multiple job openings.

There has been success with weekly “Employer Connection Events” held at the Albuquerque Workforce Connection center, and the job seeker traffic has been picking up. January was also busy with “Rapid Hire Events” which were state government, multi-agency rapid hire events to fast track hiring for vacant state jobs in and around the state. Participating agencies included the Departments of Health, Information Technology, Early Childhood Education and Care, Vocational Rehabilitation, Workforce Solutions, Environment, Public Education, Homeland Security and Emergency Management, Aging and Long Term Services, Game and Fish, Cultural Affairs, and Children, Youth and Families.



Employment Events and Career Fairs (Organized by NMWC or NMWC Participated)

▲ 1/5 – 1/6/2022 EMPLOYER CONNECTION EVENT

- IBEW
- TITLEMAX
- RANDSTAD
- RIVEN ROCK STAFFING
- ALBERTSONS
- CABQ METRO SECURITY
- WILSON ELECTRIC
- MANPOWER
- GIVING HOME HEALTH
- KELLY EDUCATION SERVICES
- CORUS HEALTH
- AMBERCARE

▲ 1/11/2022 RAPID HIRE EVENT

▲ 1/12 – 1/13/2022 EMPLOYER CONNECTION EVENT

- RESOURCE MFG/SELECT STAFFING
- CABQ METRO SECURITY
- CCS FACILITY SERVICES
- HOME CARE ASSISTANCE
- MANPOWER

▲ 1/18/2022 BLAKE’S LOTABURGER

▲ 1/19 – 1/20/2022 EMPLOYER CONNECTION EVENT

- SANTA ANA STAR CASINO

- CABQ METRO SECURITY
- AEROTEK
- BLAKE'S LOTABURGER
- HOME CARE ASSISTANCE
- MANPOWER
- CCS FACILITY SERVICES

▲ 1/19 - 1/21/2022 RAPID HIRE EVENT

▲ 1/26/2022 VETERAN JOB FAIR

Employer Inquiry Tool

The last phases of testing are almost complete for the employer/business services inquiry tool on the Central Region 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. The inquiry tool will not only serve as a convenient way for businesses to engage with our Business Services team, but it also services as robust customer relationship management (CRM) system that will help in managing all Central Region's relationships and interactions with business customers and potential customers. This will help the workforce programs monitor and analyze Workforce Connection employer relationships across the entire customer lifecycle, spanning outreach, formal inquiries, services, follow-up, and opportunity for future customer service interactions.



Apprenticeship and Apprenticeship Pathways

National Apprenticeship Week (NAW) 2021

The Central Region apprenticeship team was recognized in the U.S. Department of Labor National Apprenticeship Week 2021 report (https://www.apprenticeship.gov/sites/default/files/NAW_2021_Report.pdf) for the social media e-blast campaign. The social media marketing campaign occurred from November 15-21 and included streamed promotional videos, pre-recorded information sessions, informational flyers, and marketing material from program sponsors as well as fun facts about apprenticeship on Facebook, Instagram, YouTube, Twitter, and TikTok.



Apprenticeship Program Outreach

The apprenticeship team continues to reach out to employers and potential new apprenticeship sponsors, promoting the apprenticeship model to businesses. Outreach activity includes apprenticeship program discussions qualifying the needs and challenges of businesses, and providing information relative to the design of apprenticeship models. In partnership with the NMDWS State Apprenticeship Office, the Central Region apprenticeship team works 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 August, meetings were organized with the leadership at Kindred Healthcare and TruMont, resulting in a potential multi-state opportunity for TruMont to partner with Kindred Healthcare. The apprenticeship team also coordinated an introduction meeting with leadership from the University of New Mexico Hospital and TruMont.

At the request of the State Apprenticeship Office, the Central Region apprenticeship team provided additional assistance to several employers located in the Northern region. A meeting was organized to introduce TruMont to Rehoboth McKinley Christian Healthcare Services in Gallup, resulting in interest to take next steps to enroll apprentices in the TruMont program. Christus St. Vincent Hospital in Santa Fe also expressed interest. Several other organizations requested additional information and their requests were forwarded to TruMont.

Conversations with interested employers continue. Additionally, Apprenticeship Coordinators are working with WIOA Service Providers to determine how they can partner with healthcare providers to support apprentices enrolled in the TruMont RN-Resident program.

NAW Ignites Engagement in the News, Online, and Social Media

NAW sparked many conversations about apprenticeship and apprenticeship programs across the news and social media. The diversified media coverage of NAW 2021 was extensive and effective, reaching an estimated **22 million** impressions through multiple media types, including broadcast media (i.e., television and radio), online news, social media, and print. While social media generated over 80% of the overall media volume, online news articles accounted for a vast majority of the large audience numbers.

Online and broadcast news told stories of successful apprenticeships, while many people engaged with NAW-related content throughout Twitter and Instagram.

Examples include:

- **2,400+** total media hits for "National Apprenticeship Week"
- **1,853+** social media posts
- **250+** online articles over the Internet
- **209+** broadcast media coverages
- **76+** print coverages
- **260+** features in top 100 regional markets (primarily major cities)

Over 20 partners conducted social media campaigns during NAW 2021.

Examples include:

- **Delta Systems Paramedics** used NAW as an opportunity to educate and create public awareness of their program and what they offer by conducting daily trivia contests and giveaways on Facebook. Questions varied from how many Mentor Farms are in the US to how many of their current apprentices and journeyworkers are women.
- **The German American Chamber of Commerce (Pittsburg Chapter)** let their apprentices and pre-apprentices take over all the organization's social media platforms (Facebook, LinkedIn, and Instagram) for the week in honor of NAW!
- **The Mississippi Department of Employment Security** promoted #NAW2021 through a social media blitz that highlighted Registered Apprenticeship and the Mississippi Apprenticeship Program. The social media campaign used Facebook, Twitter, and LinkedIn.
- **The Workforce Connection of Central New Mexico** ran a social media e-blast campaign to promote and share information on apprenticeship and apprenticeship opportunities. They shared trivia and apprenticeship facts on Facebook, Instagram, YouTube, Twitter, and TikTok.

DOL issued a series of blogs to celebrate Registered Apprenticeship:

- **"A Message from Vice President Kamala Harris on National Women in Apprenticeship Day"**. Vice President Kamala Harris reflects on the important role of Registered Apprenticeship.

(continued on page 13)



Success Stories

WIOA Title 1.B, Adult and Dislocated Worker Programs

Bernalillo County



After graduating from PIMA Medical Institute's Veterinary Assistant Program in October, Brandy discovered the entry level salary for Veterinary Assistants was barely more than what her previous salary was. Her love of animals and her desire to become self-sufficient drove her return to PIMA Medical to pursue a Radiologic Technician degree. Her hopes were to increase her salary potential while still working with animals.

After speaking with her financial aid advisor, she was made aware of the WIOA Adult & Dislocated Worker program. She attended a WIOA orientation and was excited to learn that she met the eligibility requirements. Working closely with her Career Development Specialist (CDS), Brandy was excited to learn that she was approved to receive WIOA assistance, with the remaining tuition balance covered by student loan and Pell grant funding.

Brandy completed her training and was awarded an Associate of Applied Science in Radiography. She also completed the American Registry of Radiologic Technologists (AART) exam and received her certification along with the Medical Imaging and Radiation Therapy Licensure from the New Mexico Environment Department.

Brandy is excited to begin a rewarding career as a Medical Radiologic Technician, and is grateful for the encouragement she received from her Career Development Specialist and the funding assistance from the WIOA program. She is currently employed as a Radiologist Technologist at Next Care Urgent Care, earning \$23.75 hour. With additional experience under her belt, she hopes to one day work with animals.

Jena loved everything about fashion and aspired to travel the world, meet different designers and start her own clothing line. She shared her dreams with her grandmother, who she had a very close bond with. After graduating from high school and looking at the various out-of-state fashion colleges, she experienced a major setback related to her grandmother's health and need for full-time care. Jena put her career aspirations on hold and became a full-time caregiver for her grandmother.

While caring for her grandmother, Jena discovered how much she enjoyed caregiving and decided to pursue her education. She earned a CNA Certification, and started working in an assisted living home. Seeking advice on her career aspirations, her grandmother told her she had a special gift caring for people and advised her to further her career in nursing. She decided to enroll in the Bachelor of Science in Nursing (BSN) program at Brookline College but realized the program would be cost prohibitive. The advisor informed her of the WIOA program and she attended a WIOA orientation. She was assigned a Career Development Specialist who assisted her with the completion of the paperwork. Shortly thereafter, Jena was approved for WIOA funding and completed the BSN program with honors.



Jena was hired as a Registered Nurse in the NICU Unit at Presbyterian Hospital, making \$29.00 hour. She said she feels at home in a hospital and wherever they place her she will be happy. She is excited about her future and said she will always be grateful to the WIOA program and for her grandmother advice.

Jogi had been laid off and needed to quickly secure employment. He was interested in obtaining a Commercial Driver License (CDL), yet knew he had to overcome a few health related obstacles in order to pursue a career as a professional truck driver. Jogi worked with his Career Development Specialist, completed the WIOA paperwork and enrolled in the CDL program at Phoenix School of Truck Driving. He obtained his permit but was unable to pass the state exam to get a permanent CDL. Despite these obstacles, Jogi was able to secure employment as a teacher at McGinnis School of Driving. To supplement his income, he was also hired as a Bus Driver with the City of Albuquerque, earning \$14.28 hour.

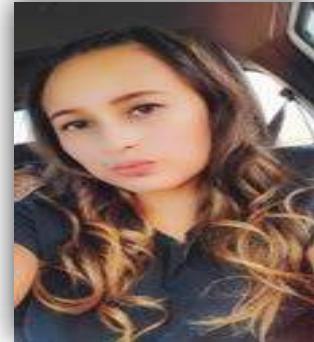


Jogi is thankful for all of the assistance he was granted through the WIOA program, and is enjoying a new career.

Valencia County

Tomica entered the WIOA Adult & Dislocated Worker program in August 2019, as a single parent working minimal hours as a phlebotomist. With WIOA assistance, Tomica enrolled in the Bachelor of Science in Nursing program at Brookline College. Her goal was to further her career in the medical field and to provide for her children.

Tomica achieved her goal, graduated in August 2021, and obtained her registered nursing license in December 2021. Tomica is currently employed with Presbyterian working as a registered nurse in the Cardiac/Vascular department, earning \$33.75 hour. She is proud to say that she accomplished her career goals and is now able to provide for her children. Tomica is grateful for the financial assistance and support of the WIOA program.



Torrance County

Kyle, a dislocated worker, came into the New Mexico Workforce Connection center seeking employment assistance. He had been working as a cook for the last 6 years and felt he had limited skills. His desire was to retrain in an employable occupation that would allow him to advance in his career. He expressed interest in the IT industry with an emphasis in web development. Although Kyle lacked credentials, he had limited personal experience helping friends set up their own websites.

Kyle qualified as a WIOA Dislocated Worker participant and utilized the funding to obtain a Certificate of Completion from the Deep Dive Coding Full-stack program at CNMI. Upon completion of the program, Kyle received assistance with his job search. Shortly thereafter, he was hired as a Web Developer at Rural Sourcing. He is currently being considered for a promotion to a Principal Web Developer with a



starting pay of \$24.00 hour. Kyle thanked the Workforce Connection staff for the financial assistance, career guidance, and continued support he received.

WIOA Title 1.B Youth Program

Bernalillo County

Abran dropped out of high school in December 2020 when classes adopted the virtual class model. Prior to classes moving to a virtual environment, Abran was a straight “A” student but when classes moved virtually he failed the majority of his classes. Abran completed an intake for the WIOA Youth Program and registered in a pre-apprenticeship program. He completed the program and received his NCCER Certification along with a High School Equivalency certificate. Abran is continuing his education in HVAC (Heating, Ventilation and Air Conditioning) at CNM, and will start work experience in the construction field in February.



Abran has excelled and is determined to better his future. The WIOA Youth staff say he has been a pleasure to work with and are confident he will continue to make great strides towards a successful future.

Torrance County

Sydney enrolled in the WIOA Youth Program in July 2019. She entered the program seeking assistance to help pay for her schooling to achieve a Nursing degree from Brookline College. The WIOA program was able to assist Sydney with the financial resources needed to pursue a Bachelor of Science in Nursing.

Sydney achieved her goal and received a Bachelor of Science in Nursing from Brookline College in December 2021. In January 2022, she accepted employment as a Nurse at University of New Mexico Hospital (UNMH).

Valencia County

Jayden entered the program after struggling with school during COVID lockdowns eventually leading him to drop out of high school when he was 16. Unsure of what he aspired to do, he met with his Youth Development Practitioner (YDP) and enrolled into the High School Equivalency (HSE) program at the University of New Mexico. He did well on his TABE tests and took the HSE exam prior to finishing the program curriculum. After an unforeseen delay requiring signatures from a school district he was previously in, the YDP worked with Jayden and determined that the Information Technology field would be a good fit for him.

Jayden passed the HiSet equivalency exam in January. He is ready for work experience, and is thankful for the assistance and encouragement provided by the Youth Program as he pursues his goals.

Employment & Career Services

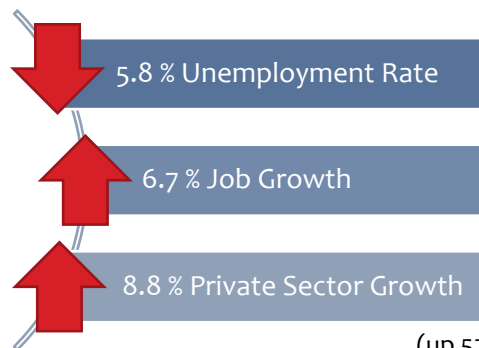
Nicole was a single mother on TANF who was facing challenges with childcare and employment. With the assistance of the New Mexico Works program, she started working Blue Cross Blue Shield right at the beginning of the New Year. What an exciting way to start off 2022!

As part of the Reemployment Services and Eligibility Assessments (RESEA) program, Kathleen was able to secure employment as a Research Analyst at the New Mexico Legislature.

Labor Market Information & Economic Update

Latest Employment News

Statewide

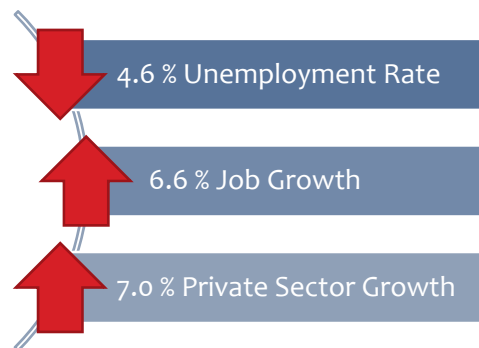


New Mexico's seasonally adjusted unemployment rate (based on the Current Population Survey, also known as the household survey) was 5.8 percent in December 2021, down from 6.2 percent in November 2021 and down from 8.6 percent the previous year. The national unemployment rate in December was 3.9 percent, down from 4.2 percent in November and down from 6.7 percent in December 2020.

Over the year, New Mexico's total nonagricultural employment increased by 52,000 jobs, or 6.7 percent. All of these gains were in the private sector (up 52,900 jobs or 8.8 percent). The public sector was down 900 jobs (or 0.5 percent). Eight major private industry sectors reported employment increases over the year.

(Labor Market Review, Volume 50 No. 12 Published February 2, 2022. NMDWS, Economic Research & Analysis)

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



The not-seasonally adjusted unemployment rate for the Albuquerque MSA was 4.6 percent in December 2021, down from 5.0 percent in December 2021 and down from 8.0 percent in December 2020.

Over the year, the Albuquerque MSA grew by 24,300 jobs in total nonfarm employment, representing a gain of 6.6 percent. The following private sector industries added jobs: leisure and hospitality, up 6,500 jobs, or 20.1 percent; mining and construction employment, up 3,500 jobs, or 13.8 percent; trade, transportation, and utilities, up 3,500 jobs, or 5.7 percent; education and health services, up 3,100 jobs, or 4.8 percent; professional and business services, up 2,900 jobs, or 4.7 percent; manufacturing, up 2,400 jobs, or 16.8 percent; miscellaneous other services, up 1,500 jobs, or 14.3 percent; and financial activities, up 700 jobs, or 3.8 percent. Information was down 300 jobs, or 6.1 percent.

In the public sector, state government was up 900 jobs, or 3.4 percent; federal government was up 100 jobs, or 0.7 percent; and local government was down 500 jobs, or 1.4 percent.

(Labor Market Review, Volume 50 No. 12 Published February 2, 2022. NMDWS, Economic Research & Analysis)

Special Articles Coming Up Next Month...

- ▲ ANALYSIS OF REGIONAL AND LOCAL ECONOMIC DEVELOPMENT PLANS & WORKFORCE DEVELOPMENT SERVICES
- ▲ DEEP DIVE INTO THE YOUTH UNEMPLOYMENT RATE & LABOR FORCE PARTICIPATION RATES DURING VARIOUS PHASES OF THE PANDEMIC



CENTRAL REGION NMWC CENTERS - SERVICE REPORT

MONTH: January 2022

SERVICE			JOB SEEKER SERVICES								
WELCOME			Current Month	Prior Month	Previous Months	Yearly Total (PY21)	Yearly Total (PY20)	Yearly Total (PY19)	Yearly Total (PY 18)	Yearly Total (PY 17)	
OFFICE VISIT RESOURCE ROOM REGISTRATION IN NMWC			873	909	3,845	5,627	733	25,406	29,296* (NEW 10/18)	N/A	
			832	867	3,135	4,834	51	23,138	30,076	29,238	
			546	442	3,087	4,075	50,317	35,369	10,228	10,275	
VETERANS NUMBER OF VETERANS RECEIVING SERVICES JOB REFERRAL REGISTRATION			157	160	530	847	1,373	1,865	*	2,538	
			41	51	627	719	1,598	3,416	*	8,314	
			28	16	42	86	185	544	*	358	
			*Data issues								
BASIC CAREER SERVICES (ALL PARTNERS) ORIENTATION ATTENDANCE INITIAL ASSESSMENT & WORKKEYS/PROVE-IT 1) EMPLOYER REQUESTED ASSESSMENT/PRE-SCREEN (WORKKEYS) 2) EMPLOYER REQUESTED ASSESSMENT/PRE-SCREEN (PROVE-IT) TOTAL JOB ORDERS INTERNAL/EXTERNAL(NEW) JOB REFERRALS (STAFF REFERRED) NOTIFICATION TO JOB SEEKER OF POTENTIAL JOB (NEW) JOB SEARCH (Distinct Individuals) JOB FAIR ATTENDANCE (INDIV REGISTERED IN NMWC) WORKSHOP ATTENDEES JOB CLUB ATTENDEES* (NEW) LABOR MARKET INFORMATION RESUME PREP			229	305	991	1,525	1,228	3,312	3,491	5,826	
			357	314	887	1,558	1,955	4,589	6,073	7,931	
			18	36	44	98	1	636	1,278	650	
			1	1	3	5	8	709	918	310	
			235	187	1,444	1,866	2,861				
			606	652	8,472	9,730	17,299	17,662	29,419	44,901	
			46	60	2,845	2,951	2,359				
			1,340	1,222	9,273	11,835	33,897	22,898	51,267	91,423	
			90	82	334	506	35	3,258	2,188		
			15	7	12	34	38	737	805	724	
			1	0	3	4	2	3	N/A	N/A	
			252	313	1,277	1,842	1,999	3,919	3,934	6,568	
			95	123	279	654	338	1,071	1,721	1,901	
			CAREER SERVICES UI REEMPLOYMENT SERVICES UI REEMPLOYMENT SERVICES ORIENTATION ONE-ON-ONE CAREER COUNSELING COMPREHENSIVE/SPECIALIZED SKILL LEVEL/SERVICE NEEDS RESUMES/EMPLOYMENT PLANS REFERRALS TO WIOA (NEW) JOB READINESS TRAINING* (NEW) EMPLOYER PRE SCREEN JOB PLACEMENT - STAFF ASSISTED ENTERED EMPLOYMENT WORK PERMIT-YOUTH EMPLOYMENT (WIOA TITLE III) *(NEW) FOLLOW-UP SERVICES PLACEMENT ASSIST FOLLOWING WIOA TITLE I.B ACTIVITY *(NEW)			167	245	1,326	1,738	677	2,565
167	258	1,293				1,718	663	2,243	1,277	6	
605	598	2,643				3,846	5,173	4,617	8,009	9,624	
59	84	256				399	1,422	2,367	2,333	3,239	
292	311	1,038				1,641	2,394	3,982	5,591	6,625	
31	37	142				210	117				
11	11	34				56	20	7	N/A	N/A	
63	92	375				530	128	756	1,093	1,320	
22	18	99				139	129	310	750	882	
116	118	369				603	548	1,237	1,726	2,247	
0	0	0				0	0	6	N/A	N/A	
362	462	1,572				2,396	1,709	3,082	8,237	9,219	
0	1	2				3	7	4			
SKILLS TRAINING PROGRAM ELIGIBILITY CAREER PLANNING (IEP) INDIVIDUAL TRAINING ACCTS LMI WORKSHOP ORIENTATION CO-ENROLLS (Youth/Adult/TechHire) TAA SERVICES GRADUATE/ ABQ SERVICES TECHHIRE ENROLLMENT						98	97	383	480	932	1,038
			98	97	383	480	932	1,038	1,353	953	
			78	58	276	334	712	637	515	317	
			52	55	415	470	1,092	1,378	1,395	773	
			149	159	910	1,069	1,384	2,444	2,548	2,195	
			0	0	1	1	7	7	30	16	
			1	1	11	13	102	100	178	245	
			0	0	0	0	0	2	982	920	
			0	0	0	0	6	141		48	
			TEAM			BUSINESS SERVICES					
BUSINESS TEAM OUTREACH JOB ORDERS TAKEN JOB ORDERS EMPLOYER (NEW) JOB ORDER ASSISTANCE RECRUITMENT EVENTS (NEW) REFER QUAL CANDIDATES NEW EMPLOYERS REG CUSTOMIZED TRAINING ON-THE-JOB TRAINING APPRENTICESHIP TRNG			465	483	1,255	2,203		2,927	2,503	3,273	
			2,795	2,452	12,835	18,082		14,439	19,935	20,518	
			1,503	2,142	10,774	14,419					
			1,730	2,315	12,099	16,144		12,116	17,808	19,143	
			71	95	406	572					
			218	252	1,193	1,663		7,318	14,206	25,525	
			45	29	290	364		504	549	811	
			40	12	68	120		262	509	282	
			23	18	116	157		196	369	237	
			38	13	52	103		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	54	54	24	24	24	58			58	412	412	
OJT	18	23	0		0	18			18	158	157	
Customized Trng	13	40				2			12	35	120	
Apprenticeship	10	38	0	0	0	4			13	30	106	

PRIORITY OF SERVICE: WIOA TITLE 1.B ADULT PROGRAM				
	Current Month	Prior Month	Previous Months	Yearly Avg (PY21)
% Served from Priority Groups	77.42%	82.35%	74.12%	76.15%

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	38	40	137	215
Itinerant Enrollments	22	24	94	140
Total Youth Caseload	670	632	N/A	N/A
Completed Program and Follow-up	0	12	122	134
Youth In Work Experience Activity	12	11	79	102
Youth Receiving ITA's	17	7	39	63

WORKFORCE CONNECTION

OF CENTRAL NEW MEXICO

Reports

**Dash Board
Performance**

YEAR TO DATE
January 31, 2022

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

Jan-22

58.33%

TRAINING Budget		Total Exp & Oblig		Budget Balance		# Clients Served		AVG COST PER PARTICIPANT	
To 6-30-22	%Training to Total WCCNM Budget			% to Training Budget		% to Training Budget	% to All Categories		
FORMULA	52.67%	\$ 7,317,768	\$ 4,500,625	61.50%	\$ 2,817,143	38.50%	1,302		
ADULT / DW		5,593,634	3,279,994	58.64%	2,330,504	41.66%	727	55.84%	\$4,512
INDIVIDUAL CAREER SERVICES (Formerly -INTENSIVE SERVICES)			0	0.00%			0	0.00%	#DIV/0!
INDIVIDUAL TRAINING ACCOUNTS			1,715,406	30.67%			353	27.11%	\$4,860
\$247,698 From PY20			1,172,534	20.96%			221	16.97%	\$5,306
CUSTOMIZED TRAINING			28,295	0.51%			24	1.84%	\$1,179
INCUMBENT WORKER TRAINING	Max 20% Yr = \$1,335,335		147,719	2.64%			107	8.22%	\$1,381
TRAINING OBLIGATED CURRENT YR PAID NEXT YR		0							
Adult / DW / DWG - Internship/Transitional Jobs			199,176	3.56%			22	1.69%	
SUPPORTIVE SERVICES ADULT / DW		90,000	16,864	18.74%	73,136	81.26%	210	16.13%	\$80
YOUTH TRAINING ITA's & Work Exp, On-line		1,559,134	1,158,518	74.31%	400,616	25.69%	267	20.51%	\$4,339
SUPPORTIVE SERVICES YOUTH		75,000	62,112	82.82%	12,888	17.18%	98	7.53%	\$634
TOTAL		\$ 7,317,768	\$ 4,500,625	61.50%	\$ 2,817,143	38.50%	\$ 1,302	100.00%	\$3,457

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.

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	120	143	\$494,702
Sandoval	36	48	\$178,072
Torrance	5	13	\$20,589
Valencia	9	17	\$18,424
Encumbered Mixed Counties	0	0	\$460,747
Total	170	221	\$1,172,534

Custom Trng & Incumbent	# of Contracts	# of Incumbent Workers	# of CT Participants	\$ Paid To Date
Bernalillo	30	88	20	\$43,824
Sandoval	3	8	4	\$0
Torrance	0	0	0	\$0
Valencia	6	11	0	\$3,657
Encumbered Mixed Counti	0	0	0	\$128,533
Total	39	107	24	\$176,014

Individual Training Accounts - Adult / DW (ITA)	\$ Paid To Date	Career Services	\$ Paid To Date
Bernalillo	\$1,159,328	Bernalillo	\$0
Sandoval	\$64,306	Sandoval	\$0
Torrance	\$152,290	Torrance	\$0
Valencia	\$264,482	Valencia	\$0
Encumbered Mixed Counties	\$75,000		\$0
Total	\$1,715,406		\$0

Youth ITA's	\$ Paid To Date
Bernalillo	\$167,916
Sandoval	\$9,818
Torrance	\$24,158
Valencia	\$68,097
Encumbered Mixed Counti	\$35,000
Total	\$304,989

Adult / DW Work Experience	\$ Paid To Date	Adult / DW Supp Serv	\$ Paid To Date
Bernalillo	\$143,153	Bernalillo	\$1,910
Sandoval	\$25,228	Sandoval	\$1,310
Torrance	\$17,691	Torrance	\$970
Valencia	\$5,604	Valencia	\$11,173
Encumbered Mixed Counties	\$7,500	Encumbered Mixed Cot	\$1,500
Total	\$199,176	Total	\$16,864

Youth Work Experience	\$ Paid To Date
Bernalillo	\$120,964
Sandoval	\$47,644
Torrance	\$42,369
Valencia	\$162,552
Encumbered Mixed Counti	\$480,000
Total	\$853,530

WC Refund

Youth Supp Services	\$ Paid To Date
Bernalillo	\$8,111
Sandoval	\$8,159
Torrance	\$7,504
Valencia	\$20,921
Encumbered Mixed Coun	\$17,417
Total	\$62,112

WCCNM

PY2021 Performance – 2nd Quarter

	Adult			
Indicator - Numerator/Denominator	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate: 293/363	80.72%	78.00%	103.48%	Exceeds
Median Wages in Q2: 293	\$8,246.16	\$7,577.00	108.83%	Exceeds
Employed in Q4 Rate: 347/452	76.77%	78.70%	97.55%	Meets
Credential Attainment Rate: 219/280	78.21%	72.00%	108.63%	Exceeds
Measurable Skills Gains Rate: 270/564	47.87%	72.00%	N/A	*TBD

Extracted from Future Works on 2/8/2022. *TBD = Annual Indicator, determined in the Rolling Four - year-end report.

	Dislocated Worker			
Indicator - Numerator/Denominator	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate: 116/181	64.09%	76.00%	84.33%	Failed
Median Wages in Q2: 116	\$8,888.57	\$8,500.00	104.57%	Exceeds
Employed in Q4 Rate: 67/107	62.62%	73.00%	85.78%	Failed
Credential Attainment Rate: 73/87	83.91%	68.00%	123.39%	Exceeds
Measurable Skills Gains Rate: 152/298	51.18%	68.00%	N/A	*TBD

Extracted from Future Works on 2/8/2022. *TBD = Annual Indicator, determined in the Rolling Four - year-end report

	Youth			
Indicator - Numerator/Denominator	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate: 167/238	70.17%	66.50%	105.52%	Exceeds
Median Wages in Q2: 158	\$4,422.75	\$3,200.00	138.21%	Exceeds
Employed in Q4 Rate: 181/226	80.09%	66.25%	120.89%	Exceeds
Credential Attainment Rate: 51/93	54.84%	45.00%	121.86%	Exceeds
Measurable Skills Gains Rate: 25/190	13.16%	48.10%	N/A	*TBD

Extracted from Future Works on 2/8/2022. *TBD = Annual Indicator, determined in the Rolling Four - year-end report

	Title III - WP			
Indicator - Numerator/Denominator	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate: 978/1851	52.84%	64.00%	82.56%	Failed
Median Wages in Q2: 978	\$ 5,684.55	\$6,000.00	94.74%	Meets
Employed in Q4 Rate: 1639/2970	55.19%	62.40%	88.44%	Failed
Credential Attainment Rate:	N/A	0.00%	0%	N/A
Measurable Skills Gains Rate:	N/A	0.00%	0%	N/A

Extracted from Future Works on 2/8/2022. *TBD = Annual Indicator, determined in the Rolling Four - year-end report

	Title IV - DVR			
Indicator - Numerator/Denominator	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:	28.20%	24%	116.66%	*N/A

Title IV data provided by DVR 2/10/2022. *TBD = Annual Indicator, determined in the Rolling Four - year-end report.

Workforce Connection of Central New Mexico PY20 Annual Financial Statements and Audit Report

Background:

The Annual Financial Statements and Independent Auditor's Report for the year ending June 30, 2021 (PY20) was presented and discussed at an exit conference with a WCCNM CEO Member and MRCOG staff on November 29, 2021. The audit is required on an annual basis by the NM Audit Act and the Single Audit Act. The report was submitted by the December 1, 2021 due date, as set by the Office of the State Auditor, as required by state law. The audit report was accepted by the State Auditor on February 2, 2022.

Policy Ramifications:

The audit is identified as Unmodified, there were no findings detected for the program year under review.

Financial Impact:

Cost of the PY 2020 audit was \$35,600.



REPORT OF INDEPENDENT AUDITORS
AND FINANCIAL STATEMENTS

**WORKFORCE CONNECTION
OF CENTRAL NEW MEXICO**

June 30, 2021

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Workforce Connection of Central New Mexico
Official Roster
June 30, 2021

<u>Directors</u>	<u>Position</u>
Jerry Schalow	Chair
John Mierzwa	Chair-Elect
Beth Barela	Treasurer
Marvis Aragon	Board Member
Odes Armijo – Caster	Board Member
Joseph Bizzell	Board Member
Deborah Breittfeld	Board Member
Celina Bussey	Board Member
Doug Calderwood	Board Member
Theresa Carson	Board Member
Herb Crosby	Board Member
Johnna Chapman	Board Member
Marni Goodrich	Board Member
Tracy Lynn Hartzler	Board Member
Victoria Hernandez	Board Member
Honorable Greg Hull	Board Member
Synthia Jaramillo	Board Member
Krista Kelley	Board Member
Joe LiRosi	Board Member
Vaadra Martinez	Board Member
Laura Musselwhite	Board Member
Debbie Ortiz	Board Member
Stacey Sacco	Board Member
Melodee Saiz	Board Member
James Salas	Board Member
Waldy Salazar	Board Member
Leslie Sanchez	Board Member
Diane Saya	Board Member
Raymond Trujillo	Board Member
Gina Urias- Sandoval	Board Member
David Valdez	Board Member
Carolyn VanderGiesen	Board Member
Bob Walton	Board Member
Bobbie Williams	Board Member

Report of Independent Auditors

Board of Directors
Workforce Connection of Central New Mexico

Mr. Brian S. Colón, Esq.
New Mexico State Auditor

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the general fund, and the general fund budgetary comparison for Workforce Connection of Central New Mexico (WCCNM) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise WCCNM's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of WCCNM as of June 30, 2021, and the respective changes in financial position and respective budgetary comparisons for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise WCCNM's basic financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 29, 2021 on our consideration of WCCNM's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of WCCNM's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering WCCNM's internal control over financial reporting and compliance.

A handwritten signature in dark ink that reads "Mess Adams LLP". The signature is written in a cursive, flowing style.

Albuquerque, New Mexico

November 29, 2021

Workforce Connection of Central New Mexico Management's Discussion and Analysis Year Ended June 30, 2021

The management's discussion and analysis for Workforce Connection of Central New Mexico (WCCNM) provides an overview of WCCNM's mission and function, recent program opportunities, and a brief discussion of the basic financial statements and the significant differences in information they provide. As presented throughout the financial statements, there are references to both PY and FY. The references to PY mean the Program Year, which is the State fiscal year with a June 30 year-end. The references to FY indicate the Federal year from October 1 through September 30.

WCCNM'S Mission and Function

WCCNM is the local Workforce Development Board in the four-county region of central New Mexico (which includes Bernalillo, Sandoval, Torrance and Valencia Counties). WCCNM was established July 1, 2000, under the authority of the New Mexico Workforce Development Act [Chapter 50 Article 14, NMSA 1978] and the federal Workforce Investment Act of 1998 and now the 2014 reauthorized Workforce Innovation and Opportunity Act (WIOA). The local Workforce Development Boards in New Mexico are governmental entities (local public bodies), and therefore are placed under greater scrutiny than non-governmental workforce boards in other states.

WCCNM coordinates regional training efforts under the WIOA to assure the availability of high-quality training opportunities that will assist qualifying workers with developing marketable skills and provide employers with well-trained workers. Training opportunities are offered at postsecondary and other educational institutions. The WCCNM also partners with local businesses to provide on-the-job training, customized/incumbent trainings, work experience (transitional jobs) and internships.

The major goal of WCCNM is to establish a business-driven integrated employment and training system that meets employer and job seeker needs in central New Mexico. This is accomplished by maintaining a Workforce Connection offices supporting the public workforce system to guide qualifying customers to employment and training opportunities, supporting a various Standing Committees to oversee a provider system that assists people in the region in completing their education and achieving initial work experience competencies, and devising means to better meet the workforce needs of area employers.

The vision of the WCCNM is an integrated employment, partner and training system that increases employment, job retention, occupational skills and earnings of the area's workforce; reduces welfare dependency; enhances productivity and competitiveness of area business and industry; and encourages lifelong learning for worker preparation and development. The WCCNM Board continues with its service strategy, which is to develop and implement strategies for Board-selected priority industries at different tier levels of select businesses and following through with service requests from and service delivery for priority industries and businesses in priority industries.

There is a Workforce Connection office located in each of WCCNM's four counties. For each Workforce Connection office location, the WCCNM has developed and maintains a business strategy and a partner network.

Workforce Connection of Central New Mexico Management's Discussion and Analysis Year Ended June 30, 2021

WCCNM's role and responsibilities include developing the four-year local Workforce Development Plan; selecting the Administrative Entity/Fiscal Agent, Operator, Adult/Dislocated Worker Service Provider, and Youth Services Provider; overseeing program monitoring; and developing the budget for implementing the WIOA program within central New Mexico. There are mandates that all WIOA required partners (whether co-located or not) contribute to the Workforce Connection Offices.

Recent Program Opportunities

Workforce Innovation and Opportunity Act: WCCNM is the local board responsible for administering the federal WIOA program in central New Mexico. WIOA funding provided to the WCCNM board during PY20/FY21 included Adult, Dislocated Worker, Youth and Administrative funds. In PY20, WCCNM, contracted with SER Jobs for Progress to serve as the Adult Dislocated Worker Services Provider and Youth Development, Inc. (YDI) to serve as the Youth Services Provider and Mid-Region Council of Governments (MRCOG) for Administrative Entity / Fiscal Agent and Business Career Center Operator.

U.S. Department of Labor TechHire Grant: For WCCNM's PY16 year, WCCNM applied for and was granted an additional \$4,000,000 (originally to be expended within four years) to serve our state for establishing training curriculum and job skill developments needed to fill a void in U.S. Labor markets. According to U.S. employers, there is a void regarding information technology (IT) specialists who can meet the demands of employers thus IT jobs have been outsourced to other countries for personnel skills not obtainable in the U.S. This grant was effective July 1, 2016 and the \$4,000,000 is for four years, with an extension through December 31, 2020. The program ended this program year and was identified as a premier example of a successful U.S. Department of Labor (USDOL) sponsored project.

New Mandates for Business and Career Centers Partners: A mandated component for WCCNM is to establish a financial plan and operating budget, including terms and conditions, to fund the services and operating costs of the WCCNM's American Job Center network. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the local area;
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness);
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs. Additionally, the WCCNM WIOA Grant Agreement requires Local Workforce Boards to expend a minimum of 60% on direct participant training, and;
- Ensures that costs are appropriately shared by WCCNM's American Job Center Partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received. This requires that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

Workforce Connection of Central New Mexico Management's Discussion and Analysis Year Ended June 30, 2021

WCCNM's Partners consider the one-stop operating budget the master budget that is necessary to maintain the WCCNM's American Job Center network. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement,
- Career services, and
- Shared services.

All costs must be allocated according to Partners' proportionate use and relative benefits received and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

Financial Highlights

The WCCNM's PY20 allocation of WIOA funds was \$9,908,382. Specifically, it was allocated as \$2,715,244 of Adult, \$3,776,430 Dislocated Worker, \$2,433,058 Youth, and Administrative funds of \$983,650. This was \$725,873 less or 6.8% lower compared to the PY19's allocation of \$10,634,255. Specifically, Adult funds increased by \$103,164, Dislocated Worker funds decreased by \$585,796, Youth funds decreased by \$175,158 and Administrative funds decreased by \$68,193. Within this formula allocation, WCCNM elected to transfer an allowable 32% or \$1,200,000 from the Dislocated Worker funding stream to the Adult funding stream to meet service needs.

These WIOA Formula grants (Formula grants are NM Department of Workforce Solutions systematic allocations) have a two-year life. Any unspent funds the 1st year granted become 2nd year carry-in funds for the following program year. The PY20 year budget consisted of carry-in funds of \$2,652,596 from the prior year PY19 allocation of \$10,634,255.

New Mexico Department of Workforce Solutions (NMDWS) awarded WCCNM a grant of \$1,104,570, the Dislocated Worker NEG (National Emergency Grant) in October 2020. NMDWS also continued in PY20 with its Apprenticeship project started in PY19 with an award of \$227,300 for an Administrative Grant.

The TechHire NM 4-year grant that WCCNM directly sourced from the U.S. DOL was extended an additional six months past the June 30, 2020 deadline to December 31, 2020 with the remaining grant balance of \$195,243.

WCCNM's retained its PY07's \$300,000 Sale of Lease in fund balance and Non-Federal Ticket to Work Revenue of \$55,204.

Workforce Connection of Central New Mexico

Management's Discussion and Analysis

Year Ended June 30, 2021

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the WCCNM's basic financial statements. The WCCNM's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the WCCNM's finances, in a manner similar to a private-sector business. The statement of net position presents information on all of the WCCNM's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the WCCNM is improving or deteriorating. The statement of activities presents information showing how the WCCNM's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods, such as depreciation expense. All of WCCNM's activities are reported under governmental-type activities and there are no component units.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The WCCNM, like other state and local governments, used fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The WCCNM's general fund is a governmental fund. Governmental fund financial statements focus on near-term inflow and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Governmental Activities

Program revenues for the year ended June 30, 2021 (PY20) consisted almost entirely of federal revenues that were reimbursements to the WCCNM for administering the WIOA program.

Workforce Connection of Central New Mexico

Management's Discussion and Analysis

Year Ended June 30, 2021

Revenues received during PY20 were \$10,098,936 compared to revenues of the previous PY19 were \$10,648,104, a \$549,168 decrease in activities or 5.2%.

The main change resulted from PY20 being the final year for TechHire NM. In PY19, TechHire NM revenues were \$1,519,927 whereas in the final year of PY20, they were only \$195,243. The other WIOA activities in PY20 actually were higher than in PY19 but overshadowed by this one project. See budgetary highlights for further explanations.

Table 1 presents the changes in the WCCNM's employment services activities compared to last year.

Table 1 Changes in WIOA Activities Year Ended June 30,		
	2021	2020
Core services	\$ 2,928,625	\$ 2,399,528
Intensive services - career center expense	2,000	5,550
Training services	4,911,408	4,716,547
Youth services	569,277	780,810
Supportive services	210,970	206,564
Administration	1,281,412	1,019,175
NM TechHire H-1B	195,243	1,519,927
Other SS ticket to work	10,644	8,229
	\$ 10,109,579	\$ 10,656,330

Overall, WIOA expenses decreased by \$546,751, but considering that the USDOL NM TechHire grant balance available in PY20 of only \$195,243 was \$1,324,684 less than the prior year's expenditures. WCCNM actually spent \$777,933 more on WIOA activities in PY20 over PY19. The increase to core services costs of \$529,097 was in part increases in contracted services costs for staff wage increases & for increases business and career centers costs, including phone systems & website services developments, increased security costs, building glass, and other costs, including COVID. The \$194,861 increase in Training was mainly increases in Individual Training Account (ITA) activities. Youth training services were lower by \$211,533 due to fears that COVID-19 placed on work environments. Administrative increase of \$262,237 is a portion of the costs on the business and career center improvements as well as administration staff working for NMDWS on the apprenticeship project.

Budgetary Highlights

WCCNM's initial budget and all budgetary revisions are approved by the WCCNM Board. In addition, WCCNM Board Policy WFCP-14-04 gives the Administrative Entity/Fiscal Agent the authority to move up to 25% of funds between program categories within funding streams, with the additional allowability to transfer up to 100% between Adult and Dislocated Worker funds based on an approval from NMDWS.

Workforce Connection of Central New Mexico Management's Discussion and Analysis Year Ended June 30, 2021

The PY20 approved total operating budget of \$14,443,296 increased by \$445,438 or 3.2% compared to PY19's \$13,997,858. This net increase was not an increase from WIOA regular allocations but rather to the additional \$71,892 youth WIOA funding offered, the two additional NMDWS Projects - Apprenticeship \$227,300 and the Dislocated Worker NEG of \$1,104,570. Further, a higher carry in from PY19 of 2nd year monies totaling \$2,652,596 (i.e. PY19's carry in was \$1,014,318) and the remaining balance of \$195,243 of TechHire funding. TechHire NM funding available in PY19 as mentioned earlier was \$1,715,170.

Included in PY20 is \$55,204 of Ticket to Work monies, which are non-Federal dollars, but included in the WCCNM's total budget.

WCCNM's WIOA formula portion of the PY20 operating budget, which does not include the \$300,000 sale of lease, the \$55,204 Ticket to Work and US DOL TechHire \$195,243 grant, totaled \$13,892,848. These WIOA activities were expended at 73% or \$10,098,936. of the available budget; whereas in the previous year, 2019, approximately 78% of the WIOA budget was spent. Some unspent budget also called carry-in funds are required to sustain an even flow of availability while traversing program years and beginning in PY20 are carved out of the planned Clients Services lines in the budget and reserved. This is all because uncertain variables exist associated with certain customers between July 1, beginning of PY July 1st and October 1st, when the FY federal dollars are accessible. The PY19 difference between WIOA budget and actual expenses was \$2,652,596, which became the actual carry-in funds for PY20. No WIOA monies were forfeited that would have expired as of June 30, 2021.

In PY20, U.S. DOL TechHire 4.5-year grant was expended completely at \$195,243, which was the remaining portion of the \$4 million grant received in PY16.

Main reasons for the PY20 carryover funds to be placed into PY21:

- Unspent administrative monies totaled \$393,033 because the WCCNM did not finish spending a large part of the PY20's year's Youth in the amount of \$1,464,271 and \$1,545,935 of FY21's Adult / Dislocated Worker Monies. Total carry in is \$3,403,239 to the new year PY21.
- The Adult and Dislocated Worker carry-in of \$1,545,935 was mainly due in part to a planned carry in amount of \$900,000 and \$596,158 of the late coming NMDWS additional grant called Dislocated Worker NEG. The Adult Service provider SER Jobs for Progress managed to spend all but \$461,000 of their client services budget line of \$5,086,720 available WIOA budget. The Dislocated Worker NEG grant of \$1,104,570 has \$994,000 program dollars for participants, \$110,570 of Admin. It was issued in October 2020. In PY20, \$451,209 was spent on training and \$57,203 was spent on Administration. Carry into PY21 is \$596,158.
- The Youth carry-in of \$1,464,271 was in part due to service provider issues, including staff manager turnover and vacancies in their staffing. Further the impacts of COVID-19 shut down all youth work experience employers putting a halt to our largest youth activity work experience training. Many trainings were offered online in place of this, but the bread and butter Work Experience was not experienced this year.

Workforce Connection of Central New Mexico Management's Discussion and Analysis Year Ended June 30, 2021

- MRCOG staff monitor the grant balances by customer types to ensure leaving enough funding to cover the transition period from July 1 to October 1, the new federal fiscal year. It is prudent for the WCCNM to ensure that carryover monies are available to ensure businesses and job seekers will still continually be served in the first quarter of the program year, and priority of service is always active under WIOA.
- Central New Mexico allocation (WCCNM's formula allocation) is based on the State's demographics of our counties, business needs, prior year utilization of grant monies and other State determined factors. This formula allocation also means that large amounts of dislocated worker funds may be available for WCCNM to transfer into the adult fund or for carryover into the new program year.
- WCCNM's grant defines the term of time as two years knowing that there are delays in setting up the state of New Mexico purchasing orders each year and the fact that the larger portion of the monies is with the Federal Year (FY) or the bulk of Federal monies are accessible October 1st each year rather than the Program Year (PY) State monies that are accessible in theory with the start of the new year, July 1, 2021.

Total Assets

Total assets as of June 30, 2021 were \$1,716,684. These total assets consisted of cash \$1,307,684, accounts receivables of \$66,140, net grant receivables of \$250,670 and net capital assets \$92,190. The WCCNM's change in assets for PY20 of an increase of \$605,798 was a 54.5% increase over PY19's \$1,110,939. In cash there was \$707,374 more than PY19 due to cash draws that were to be performed early in later June as required by NMDWS, to cover all final estimated May and June expenses. There was a decrease in accounts receivables of \$174,330 for many expenses got paid by June 30th. There was an increase in grant receivable of \$127,567 for a part of the advance categories exceeded in payouts. In summary changes in cash and accounts receivable were simply the result of the timing of receiving June's draw requests and June's cash disbursements. Capital assets decreased by \$54,813 the current year depreciation.

Net Position

During the year ended June 30, 2021, WCCNM's net position of \$497,710 decreased by \$58,953. \$54,813 was due to depreciation, and \$4,140 for Ticket to Work resulting in an ending net position of \$438,757 as of June 30, 2021.

Fund Balance

WCCNM's unassigned governmental fund balance of PY19, June 30, 2020 was \$350,707. This current PY20 year has a decrease of \$4,140 which was due to Ticket to Work. Ending balance at June 30, 2021 totaled \$346,567. The WCCNM had no restricted funds at any time during the year.

Capital Assets

Capital assets consist primarily of office equipment (furniture, servers, software licenses, telephone, and copiers). Depreciation expense of \$54,813 was recorded during the year ended June 30, 2021. No Capital assets were purchased in PY20. There were no acquisitions and no disposals in PY20.

Workforce Connection of Central New Mexico Management's Discussion and Analysis Year Ended June 30, 2021

Total Liabilities

WCCNM's total liabilities as of June 30, 2021 amounted to \$1,277,927 and consisted of accounts payables of \$876,826 and advances from NMDWS of \$401,101. PY19's accounts payable was \$613,229. In PY20 the increase in accounts payables were \$263,597 as final expenses came in slower. There was \$401,101 of Advances from NMDWS, an amount drawn exceeding the exact need. This was mostly in administrative monies due to an end of year reclass of Business and Career Center expenses previously booked to Admin but removed and charged to the allowable program side. Net advances greater than expenses was \$150,378 (\$401,101 grant payable less \$250,723 of grants receivable). The WCCNM has no debt, either current or long-term, at June 30, 2021, or at any time during the year.

Currently Known Facts and Conditions

The following are currently known facts, conditions and decisions for the year ended June 30, 2021:

- For the year ending June 30, 2022 called PY21, the WIOA funding level is \$9,726,505 versus the PY20 year's \$9,836,490 formula-funded levels down \$109,985 or 1.1%. Actual carry-in of PY20 unspent and unforfeited monies into PY21 was \$3,403,239 compared to the \$2,652,596 carried into PY20. The wild card COVID has changed just about every system used in this program and scared off many would be participants. Further Federal stimulus activities and long-term Unemployment Insurance benefits impacted service levels we were used to.
- WCCNM received a National Emergency Dislocated Worker Grant in PY20 of \$1,104,570 and carried into PY21 \$596,158 of this. \$542,791 program & \$53,367 Administrative monies. This is a two-year funding grant that is to be utilized to promote emergency services to Dislocated Workers who were specifically impacted by COVID in layoffs / job losses. It has been used primarily for IT training activities by way of Individual Training Accounts or ITA's and Internships / transitional job work experience for Dislocated Workers along with any of their supportive services needs.
- The COVID-19 pandemic required a shutdown of the Workforce Connection Offices for in-person services beginning in April 2020. Therefore, the workforce system immediately pivoted to provide virtual services. To accommodate this activity, the WCCNM made significant investments in infrastructure to include a cloud-based telephone and virtual meeting systems, and continued development in a web-based system for both employer and participants. PY21 sees slowed services at our BCC still with some restricted visiting systems in place.

Request for Information

This financial report is designed to provide a general overview of the WCCNM's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to Executive Director, Workforce Connection of Central New Mexico, 809 Copper Avenue NW, Albuquerque, NM 87102.

Workforce Connection of Central New Mexico
Statement of Net Position

	June 30, 2021
ASSETS	
Current assets	
Cash and cash equivalents	\$ 1,307,684
Accounts receivable	66,140
Grants receivable	250,670
Total current assets	<u>1,624,494</u>
Noncurrent assets	
Capital assets, net	<u>92,190</u>
TOTAL ASSETS	<u><u>\$ 1,716,684</u></u>
LIABILITIES	
Current liabilities	
Accounts payable	\$ 876,826
Advance from NMDOL	401,101
Total current liabilities	<u>1,277,927</u>
NET POSITION	
Net investment in capital assets	92,190
Unrestricted	<u>346,567</u>
Total net position	<u><u>438,757</u></u>
TOTAL LIABILITIES AND NET POSITION	<u><u>\$ 1,716,684</u></u>

See accompanying notes to these financial statements.

Workforce Connection of Central New Mexico

Statement of Activities

	Year Ended June 30, 2021		
	Expenses	Program Operating Grants and Contributions	Net Revenue (Expense) and Changes in Net Position for Governmental Activities
FUNCTIONS/PROGRAMS			
Employment services			
WIOA program	\$ 9,958,506	\$ 9,903,693	\$ (54,813)
H-1B job training grant	195,243	195,243	-
Other	10,643	6,503	(4,140)
	<u>\$ 10,164,392</u>	<u>\$ 10,105,439</u>	
 CHANGE IN NET POSITION			 (58,953)
 NET POSITION			
Beginning of year			<u>497,710</u>
End of year			<u>\$ 438,757</u>

See accompanying notes to these financial statements.

Workforce Connection of Central New Mexico
Balance Sheet – General Fund

	June 30, 2021
ASSETS	
Cash and cash equivalents	\$ 1,307,684
Accounts receivable	66,140
Grant receivable	<u>250,670</u>
TOTAL ASSETS	<u><u>\$ 1,624,494</u></u>
LIABILITIES	
Accounts payable	\$ 876,826
Advance from NMDOL	<u>401,101</u>
Total liabilities	<u>1,277,927</u>
FUND BALANCE	
Unassigned	<u>346,567</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$ 1,624,494</u></u>
RECONCILIATION	
Fund balance	\$ 346,567
Amount reported for governmental activities in the statement of net position is difference because:	
Net capital assets used in governmental activities are not financial resources, and therefore, are not reported in the governmental fund	<u>92,190</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 438,757</u></u>

See accompanying notes to these financial statements.

Workforce Connection of Central New Mexico
Statement of Revenues, Expenditures, and Changes in Fund Balance –
General Fund

	Year Ended June 30, 2021
REVENUES	
Intergovernmental - federal	\$ 10,098,936
Other	<u>6,503</u>
Total revenues	<u>10,105,439</u>
EXPENDITURES	
Current - employment services	
WIOA program	
Adult	3,648,700
Dislocated worker	3,091,717
Youth	1,881,864
Administration	1,281,412
H-1B job training grant	195,243
Other	<u>10,643</u>
Total expenditures	<u>10,109,579</u>
CHANGE IN FUND BALANCE	(4,140)
FUND BALANCE	
Beginning of year	<u>350,707</u>
End of year	<u><u>\$ 346,567</u></u>
RECONCILIATION	
Change in fund balance	\$ (4,140)
Amount reported for governmental activities in the statement of activities are different because:	
Depreciation expense in the statement of activities	<u>(54,813)</u>
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ (58,953)</u></u>

See accompanying notes to these financial statements.

Workforce Connection of Central New Mexico
Statement of Revenues, Expenditures, and Changes in Fund Balance –
Budget and Actual – General Fund

	Year Ended June 30, 2021			Variance
	Original Budget	Final Budget	Actual	Favorable (Unfavorable)
REVENUES				
Intergovernmental - federal	\$ 13,032,493	\$ 14,143,296	\$ 10,098,936	\$ (4,044,360)
Other	300,000	300,000	6,503	(293,497)
Total revenues	13,332,493	14,443,296	10,105,439	(4,337,857)
EXPENDITURES				
Current - employment services				
WIOA program				
Adult	3,665,244	4,908,414	3,648,700	1,259,714
Dislocated worker	4,126,430	3,887,858	3,091,717	796,141
Youth	3,276,166	3,346,134	1,881,864	1,464,270
Administration	1,733,453	1,760,441	1,281,412	479,029
H-1B job training grant	185,200	195,244	195,243	1
Other	346,000	345,205	10,643	334,562
Total expenditures	13,332,493	14,443,296	10,109,579	4,333,717
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				
	-	-	(4,140)	(4,140)
FUND BALANCE				
Beginning of year	-	-	350,707	350,707
End of year	\$ -	\$ -	\$ 346,567	\$ 346,567

See accompanying notes to these financial statements.

Workforce Connection of Central New Mexico

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies

Description of Entity

Workforce Connection of Central New Mexico (WCCNM) was organized pursuant to Section 117 of Public Law 105-220 (Workforce Innovation and Opportunity Act or WIOA) and New Mexico State Legislative Law, Chapter 260, dated April 7, 1999, to set policy for the portion of the statewide workforce investment system within the local area serviced by the Board. WCCNM sets policy for Bernalillo, Sandoval, Torrance and Valencia Counties in the State of New Mexico.

The basic activities authorized by the State of New Mexico (50-14-5, NMSA 1978) to be carried out by the local board are as follows:

- a. Advise the state board on issues relating to regional and local workforce development needs;
- b. Develop and submit to the state board and governor a local five-year workforce plan that shall be updated and revised annually in accordance with the requirements of the federal Workforce Investment Act of 1998;
- c. Designate or certify one-stop program operators in accordance with the federal Workforce Investment Act of 1998;
- d. Terminate, for cause, the eligibility of the one-stop operator;
- e. Select and provide grants to youth activity providers in accordance with the Workforce Investment Act of 1998;
- f. Identify eligible training and intensive service providers in accordance with Workforce Investment Act of 1998;
- g. Develop a budget subject to approval of the chief elected official;
- h. Develop and negotiate local performance measurements as described in the Workforce Investment Act of 1998 with the chief elected official and the governor;
- i. Assist in development of an employment statistics system;
- j. Ensure linkages with economic development activities;
- k. Encourage employer participation and assist employers in meeting hiring needs;
- l. In partnership with the chief elected official, conduct oversight of local programs of youth activities authorized pursuant to the federal Workforce Investment Act of 1998 and employment and training activities authorized pursuant that act, and the one-stop delivery system in the local area;
- m. Establish as a subgroup, a youth council, appointed by the local board in cooperation with the chief elected official, and
- n. Prior to submission of the local plan, provide information regarding the following:
 - i. The local plan
 - ii. Membership
 - iii. Designation and certification of one-stop operators and
 - iv. The award of grants or contracts to eligible providers of youth activities.

Workforce Connection of Central New Mexico

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

The local board is appointed in conformity with criteria established by the governor. The WCCNM's board is required to be made up of at least 51% of its members coming from the private sector and includes representation of education, labor, government, economic development and community-based organizations and others as appropriate and is appointed by the local chief elected official.

In evaluating how to define the government, for financial reporting purposes, management has considered all potential component units. The decision to include potential component units in the reporting entity is made by applying the criteria set forth in GAAP. The basic, but not the only criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the election of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity is conducted within the geographic boundaries of WCCNM and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Board is able to exercise oversight responsibility. Based on the application of these criteria, management determined there are no component units included in the reporting entity.

Basis of Accounting

Government-Wide Financial Statements – The Statement of Net Position and the Statement of Activities are prepared using the economic resources measurement focus and the accrual basis of accounting, which incorporates long-term assets. WCCNM does not have long-term liabilities. This is the same approach used in preparation of proprietary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements include reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds. Internal activities are eliminated, and the government-wide financial statements do not include any fiduciary funds or component units the entity may have. Since WCCNM administers only federal programs, WCCNM does not employ indirect cost allocation. Direct expenses are those that are specifically associated with the program and, therefore, identifiable to a particular function.

Governmental Fund Statements – Governmental funds are accounted for using the modified accrual basis of accounting and the current financial resources measurement focus. Under this basis, revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

Workforce Connection of Central New Mexico

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

Net Position

Net position includes the following:

Net Investment in Capital Assets – The component of net position that reports the difference between capital assets less both the accumulated depreciation and the outstanding balance of debt, excluding unspent proceeds, that is directly attributable to the acquisition, construction or improvement of capital assets.

Restricted – Net position reported as restricted when constraints placed on net position use is either externally imposed by law through constitutional provisions or enabling legislation. WCCNM has no restricted net position as of June 30, 2021.

Unrestricted – The difference between the assets and liabilities that is not reported in net position invested in capital assets or restricted net position.

Fund Balances

Fund balance classifications are based primarily on the extent to which WCCNM is bound to honor constraints on the use of the resources reported in each governmental fund as well as establishes additional note disclosures regarding fund balance classification policies and procedures. WCCNM has only one fund for the year ended June 30, 2021.

In the fund-level financial statements, fund balance reserves represent those portions of fund equity not available for appropriation or expenditure or legally segregated for a specific future use. WCCNM classifies governmental fund balances as follows:

- *Non-spendable* – Fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- *Restricted* – Fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as grantors or amounts constrained due to enabling legislation.
- *Committed* – Fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision-making authority (WCCNM's Board of Directors) and does not lapse at year-end.
- *Assigned* – Fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance may be assigned by the management.
- *Unassigned* – Positive fund balances within the General Fund which have not been classified within the above-mentioned categories and negative fund balances in other governmental funds.

Workforce Connection of Central New Mexico

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

The WCCNM requires restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents and contracts that prohibit doing this, such as a grant agreement requiring matching spending. WCCNM does not currently have a minimum fund balance policy.

Program Revenues

WCCNM has received two program-specific operating grants from the U.S. Department of Labor. The H-1B Job Training Grant is received directly from the U.S. Department of Labor and the WIOA Grant is passed through the New Mexico Department of Workforce Solutions. These revenues are program revenues for carrying out program activities of the H-1B Job Training Grant and the WIOA grant cluster.

GAAP Presentation

The financial statements of WCCNM are prepared in accordance with accounting principles generally accepted in the United States of America. WCCNM's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements. WCCNM has no proprietary funds or component units.

Cash and Cash Equivalents

Cash and cash equivalents consist of short-term highly liquid investments, which are readily convertible into cash within ninety (90) days of purchase.

Revenue Recognition

The governmental fund types for financial statement purposes follow the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues and other governmental fund financial resources are recognized in the accounting period in which they become susceptible to accrual; then they become both measurable and available to finance expenditures of the fiscal period.

"Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The government considers property taxes and other taxes as available if they are collected within sixty days after year end. WCCNM did not receive any type of tax revenue during the year ended June 30, 2021.

Non-exchange transactions occur when a government either gives value to another party without directly receiving equal value in exchange or receives value from another party without directly giving equal value in exchange. There are four types of non-exchange transactions: derived tax revenues (income and motor fuel taxes) imposed non-exchange revenues (property tax, fines and penalties and property forfeitures) government mandated non-exchange transaction revenues (federal programs that state or local governments are mandated to perform), and voluntary non-exchange transactions (grants, entitlements, and donations by nongovernmental entities, including private donations). WCCNM recognizes non-exchange transactions in the financial statement as income unless it is not measurable (reasonable estimate), if any.

Workforce Connection of Central New Mexico

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

Revenues from grants that are restricted for specific uses are recognized as revenues when the related costs are incurred, and all eligibility requirements imposed by the grantor are met. Other miscellaneous revenues are recognized when received since they generally are not measurable until received in cash. It is WCCNM's policy to utilize restricted resources first when applying resources to expenses before using unrestricted funds.

Expenditure Recognition

The measurement focus of governmental fund accounting is based on decreases in net financial resources (expenditures) rather than expenses. Most expenditures are measurable and are recorded when the related fund liability is incurred. However, principal and interest on long-term debt, which has not matured, are recognized when paid. WCCNM did not have any long-term debt as of June 30, 2021.

Expenditures are recorded when the related fund liability is incurred. Expenditures charged to federal programs are recorded utilizing the cost principles prescribed or permitted by the various funding sources.

Fund Accounting

The accounts of WCCNM are organized on a basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenue and expenditures. WCCNM only has a general fund.

Capital Assets

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. General capital assets are long-lived assets of WCCNM as a whole. When purchased, such assets are recorded as expenditures in the governmental funds and are capitalized on the government-wide financial statements. The valuation bases for general capital assets is historical cost, or where historical cost is not available, estimated historical cost based on replacement cost. Sub-grantees purchasing equipment by sub-grants made by WCCNM to other agencies are accounted for in capital assets. Purchased fixed assets are valued at historical cost. Donated fixed assets are valued at their estimated fair value on the date of donation. The minimum capitalization threshold is any individual item with a total cost greater than \$5,000 per Section 12-6-10, NMSA 1978.

Depreciation of capital assets is computed and recorded by the straight-line method. A half-year's depreciation is taken on additions in the first year of acquisition and followed by a full year's going forward. Depreciable capital assets consist of furniture, software and equipment with estimated useful service lives of 3-10 years.

Workforce Connection of Central New Mexico

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

Budgets

The New Mexico Department of Workforce Solutions Board provides WCCNM with a breakdown of the funds allocated for adult, dislocated worker, youth and state set aside to that region each year. Those allocations are based upon the New Mexico Department of Workforce Solutions Board's approved state plan. WCCNM prepares a budget based upon the Federal Rules of Government Distributions by the State Workforce Development Board to be approved by WCCNM's Board. Any adjustments to the State Board's allocations made by WCCNM must be first approved by the New Mexico Department of Workforce Solutions Board. Any adjustments to WCCNM's budget must be approved by WCCNM's Board. Budgets are figured on the modified accrual basis of accounting. The legal level of budgetary control is at the total fund level. Any federal funds that have been used for any purpose not within the purposes of the WIOA program, shall be reimbursed to the State Workforce Investment Board.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Upcoming Accounting Standard

The GASB has issued GASB No. 87 *Leases*, which will be effective for the year ending June 30, 2022. GASB No. 87 requires recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognition of inflows of resources or outflows of resources based on the payment provisions of the lease contract. Under the Statement, a lessee will recognize a lease liability and an intangible right-to-use lease asset, and a lessor will recognize a lease receivable and a deferred inflow of resources. Management is evaluating the effect that the implementation of this Statement will have on WCCNM's financial statements.

Note 2 – Deposit and Investments

Due to restriction on WIOA funds by the granting agency, monies deposited into the account of WCCNM and any program revenues earned by WCCNM, funds are not allowed to be invested. In accordance with Section 6-10-17, NMSA 1978, deposits of public money are required to be collateralized. Pledged collateral is required in amounts in one half of the amount of public money in each account. Securities, which are obligations of the United States, State of New Mexico, its agencies, institutions, counties, municipalities or other subdivisions are accepted as security at market value.

No security is required for the deposit of public money that is insured by the Federal Deposit Insurance Corporation, or the National Credit Union Administration. Deposits as of June 30, 2021 were held at a commercial bank. Cash and cash equivalents are carried at cost, which approximates market value. At June 30, 2021, WCCNM's deposit bank balance was \$1,385,892. Custodial credit risk is the risk that in the event of a bank failure, WCCNM's deposits may not be returned to it. WCCNM's deposit policy is to collateralize one half of the uninsured public money in each account.

Workforce Connection of Central New Mexico

Notes to Financial Statements

Note 2 – Deposit and Investments (continued)

Account Name	Type	Bank Balance	Book Balance
U.S. Bank checking account	Demand deposits	\$ 1,385,892	<u>\$ 1,307,684</u>
Less FDIC coverage		<u>250,000</u>	
Uninsured balance		<u>\$ 1,135,892</u>	
50% collateral requirement		<u>\$ 567,946</u>	
Pledged collateral in the bank's name held			
FNMA Pool AE9299 CUSIP #31419LKM4			
maturing 11/1/2025, market value to be used		521,512	
FNMA pool MA4235, CUSIP #31418DV58			
maturing 1/1/2051, market value to be used		<u>789,749</u>	
Total collateral		<u>1,311,261</u>	
Over collateralized		<u>\$ 743,315</u>	

The following schedule is presented to comply with the requirements of New Mexico State Statute 12-6-5, NMSA 1978, as interpreted by the New Mexico State Auditor's Rule, State of NM Administrative Code 2.2.2.10 N(3):

Bank	Bank Balance	Outstanding Checks	Outstanding Deposits	Book Balance
U.S. Bank checking account	<u>\$ 1,385,892</u>	<u>\$ 78,208</u>	<u>\$ -</u>	<u>\$ 1,307,684</u>

Note 3 – Receivables

Grants receivable represent amounts due from the New Mexico Department of Workforce Solutions, fiscal/administrative agent for the State Workforce Development Board, for costs incurred for the WIOA program at year end. Accounts receivable in the amount of \$66,140 represent reimbursements for resource sharing agreements. All receivables are deemed to be fully collectible and therefore no allowance for doubtful accounts has been provided.

Workforce Connection of Central New Mexico

Notes to Financial Statements

Note 4 – Operating Leases

WCCNM has entered into various leasing agreements for office space with lease terms expiring through December 2026. During the year ended June 30, 2021, lease expense totaled \$103,293.

As of June 30, 2021, remaining obligations on the outstanding leases are as follows:

Year Ending June 30,	
2022	\$ 77,650
2023	76,969
2024	79,874
2025	82,778
2026	85,682
Thereafter	43,568
	\$ 446,521

Note 5 – Capital Assets

The following is a summary of changes in capital assets for the fiscal year ended June 30, 2021.

	June 30, 2020	Additions	Deletions	June 30, 2021
Furniture and equipment	\$ 476,868	\$ -	\$ -	\$ 476,868
Accumulated depreciation	(329,865)	(54,813)	-	(384,678)
	\$ 147,003	\$ (54,813)	\$ -	\$ 92,190

Current year depreciation expense totaled \$54,813 and was allocated in the statement of activities. All of WCCNM's capital assets have been purchased under government contracts and are restricted as to their use as designated by granting agencies.

Note 6 – Risks and Uncertainties

WCCNM is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions and natural disasters for which its fiscal agent MRCOG carried commercial insurance in the name of WCCNM. Settled claims have not exceeded this commercial coverage in the past year.

Workforce Connection of Central New Mexico

Notes to Financial Statements

Note 6 – Risks and Uncertainties (continued)

WCCNM continues to monitor the potential impact of the COVID-19 pandemic on WCCNM's program revenues and net position. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report.

Note 7 – Related Entity Transactions

Members of WCCNM's Board of Directors include community leaders who are involved in and concerned with providing opportunities for employment in the areas serviced by WCCNM. The area partners, one stop providers, and training providers are required to have representation on the WCCNM Board in accordance with Section 15-14-4D, NMSA 1978.

WCCNM and Mid-Region Council of Governments of New Mexico (MRCOG), a related governmental entity, have entered into a Professional Services Agreement contract, for up to \$900,062 per year, through which MRCOG provides personnel, insurance, documentation, administration, monitoring, oversight and other fiscal services. WCCNM does not have employees and relies on MRCOG's financial system and control structure. WCCNM also contracts with SER Jobs for Progress, Inc. to manage and operate the four local area business and career centers. WCCNM contracts with a local non-profit, Youth Development, Inc., to provide youth services in those area business and career centers.

During the year ended June 30, 2021, purchases for goods and services were made by WCCNM with companies or organizations in which various board members are associated with. The following schedule summarizes purchases from related organizations and associations:

Relationship	Purpose	Amount
Toni & Guy Hairdressing	OJT training	\$23,891
CNM & CNM Ingenuity-Tuition	ITA/ ISA's training	\$713,028
Ingenuity Software Labs	OJT training	\$378
Real Time Solutions	Website Development	\$128,914
UNM & UNM-Valencia	ITA/ ISA's training	\$64,936
Rio Rancho Regional Chamber of Commerce	OJT training	\$4,957

Workforce Connection of Central New Mexico

Notes to Financial Statements

Note 7 – Related Entity Transactions (continued)

In addition, during 2021, WCCNM received funds from organizations in which board members are associated with. The following schedule summarizes the receipts from related organizations:

Relationship	Purpose	Amount
NM Department of Workforce Solutions	Grant expenses	\$9,903,692
NM Department of Workforce Solutions	Resource sharing	\$348,721
NM Department of Workforce Solutions	Grad ABQ	\$201,020
CNM Community College	Resource sharing	\$22,151
CNM ABE	Resource sharing	\$205
NM Division of Vocational Rehabilitation	Resource sharing	\$21,789
Human Services	Resource sharing	\$5,464

Compliance

Workforce Connection of Central New Mexico
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

Federal Grantor/Program Title	Federal Assistance Listing Number	Identifying Grant Number	Passed through to Subrecipients	Grant Award Expended
U.S. Department of Labor passed through the New Mexico Department of Workforce Solutions				
WIOA Cluster				
WIOA Adult Program				
Program Year 2019/Fiscal Year 2020	17.258	20-001-PY19	\$ 65,586	\$ 993,171
Program Year 2020/Fiscal Year 2021	17.258	20-001-PY20	492,479	2,655,529
WIOA Dislocated Worker Formula Grants				
Program Year 2019/Fiscal Year 2020	17.278	20-001-PY19	55,305	317,429
Program Year 2020/Fiscal Year 2021	17.278	20-001-PY20	692,527	2,323,079
Program Year 2020 Supplemental	17.278	DW-34821-20-60-A-35	106,239	451,209
WIOA Youth Activities				
Program Year 2019/Fiscal Year 2020	17.259	20-001-PY19	488,257	913,077
Program Year 2020/Fiscal Year 2021	17.259	20-001-PY20	414,895	896,895
Program Year 2020 Supplemental	17.259	19-001-PY18	68,205	71,892
WIOA Administration				
Program year 2019/fiscal year 2020				
Adult	17.258	20-001-PY19	-	191,571
Dislocated Worker	17.278	20-001-PY19	-	61,228
Youth	17.259	20-001-PY19	-	176,122
Program year 2020/fiscal year 2021				
Adult	17.258	20-001-PY20	-	268,590
Dislocated Worker	17.278	20-001-PY20	-	234,963
Dislocated Worker - supplemental	17.278	20-001-PY20	-	57,203
Youth	17.259	20-001-PY20	-	90,715
P19P Administration Apprent NMDWS Project	17.258	20-001-PY20	-	201,020
WIOA Cluster total and U.S. Department of Labor passthrough total			2,383,493	9,903,693
U.S. Department of Labor direct funding				
H1B Job Training Grants	17.268		143,105	195,243
Total Direct U.S. Department of Labor			143,105	195,243
Total Expenditures of Federal Awards			\$ 2,526,598	\$ 10,098,936

See Notes to Schedule of Expenditures of Federal Awards.

Workforce Connection of Central New Mexico
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

Note 1 – Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of WCCNM under programs of the federal government for the year ended June 30, 2021. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the WCCNM, it is not intended to and does not present the financial position, changes in net position or cash flows of the WCCNM.

Note 2 – Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts, if any, shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

Note 3 – Outstanding Loans and Subrecipients

WCCNM does not receive non-cash assistance or have outstanding loans. Payments to subrecipients are as follows:

<u>Organization</u>	<u>Amount</u>
Youth Development Incorporated	\$ 971,358
SER Jobs for Progress, Inc.	1,412,135
Mid-Region Council of Governments	<u>143,105</u>
	<u><u>\$ 2,526,598</u></u>

Note 4 – Indirect Costs

WCCNM does not use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Board of Directors
Workforce Connection of Central New Mexico

Mr. Brian S. Colón, Esq.
New Mexico State Auditor

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, general fund, and the general fund budgetary comparison for Workforce Connection of Central New Mexico (WCCNM) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise WCCNM's basic financial statements, and have issued our report thereon dated November 29, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered WCCNM's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of WCCNM's internal control. Accordingly, we do not express an opinion on the effectiveness of WCCNM's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether WCCNM's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in dark ink that reads "Mess Adams LLP". The signature is written in a cursive, flowing style.

Albuquerque, New Mexico
November 29, 2021

Report of Independent Auditors on Compliance for the Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

Board of Directors
Workforce Connection of Central New Mexico

Mr. Brian S Colón, Esq.
New Mexico State Auditor

Report on Compliance for the Major Federal Program

We have audited Workforce Connection of Central New Mexico's (WCCNM's) compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on WCCNM's major federal program for the year ended June 30, 2021. WCCNM's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for WCCNM's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about WCCNM's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of WCCNM's compliance.

Opinion on the Major Federal Program

In our opinion, WCCNM complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2021.

Report on Internal Control Over Compliance

Management of WCCNM is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered WCCNM's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of WCCNM's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Albuquerque, New Mexico
November 29, 2021

Workforce Connection of Central New Mexico
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2021

Finding 2020-001 – State Agency Review (Other Non-Compliance) – RESOLVED

Condition: NMDWS performed a review of the Workforce Innovation and Opportunity Act Program (WIOA) for the period from July 1, 2019 to April 30, 2020. NMDWS noted, in its report dated September 3, 2020, that a participant had a time sheet for week ended November 1, 2019, which had 12 hours of work at a rate of \$10 per hour submitted in which payment was made twice on warrant #70325 dated November 15, 2019 and warrant #70529 dated November 29, 2019.

Workforce Connection of Central New Mexico
Schedule of Findings and Questioned Costs
Year Ended June 30, 2021

Section I – Summary of Auditor’s Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None reported

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ☐ Yes ☒ No

Identification of major federal programs and type of auditor’s report issued on compliance for major federal programs:

<i>Assistance Listing Numbers</i>	<i>Name of Federal Program or Cluster</i>	<i>Type of Auditor’s Report Issued on Compliance for Major Federal Programs</i>
17.258; 17.259;17.278	Workforce Innovation and Opportunity Act Cluster	Unmodified

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? ☒ Yes ☐ No

Workforce Connection of Central New Mexico
Schedule of Findings and Questioned Costs (continued)
Year Ended June 30, 2021

Section II – Financial Statement Findings

No matters reported.

Section III – Federal Award Findings and Questioned Costs

No matters reported.

Findings in Accordance with 2.2.2 NMAC

No matters reported.

Workforce Connection of Central New Mexico

Exit Conference

Year Ended June 30, 2021

Exit Conference

An exit conference was held on November 29, 2021. The exit conference was attended by the following individuals:

Workforce Connection of Central New Mexico

Dewey Cave	Executive Director
Jerry Schalow	Board Chair
Arthur Martinez	Workforce Administrator
Amy Myer, CPA	MRCOG Senior Finance Manager
Jesse D. Turley	Accounting Manager

Moss Adams LLP

Kory Hoggan	Partner
Michael McGinley	Assurance Manager
Lauren Casias	Assurance Senior

Preparation of Financial Statements

The financial statements were prepared with the assistance of Moss Adams LLP from the books and records of WCCNM. The financial statements and related footnotes remain the responsibility of management.

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 policies 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"

WORKFORCE CONNECTION

OF CENTRAL NEW MEXICO

.

FINANCIAL REPORT

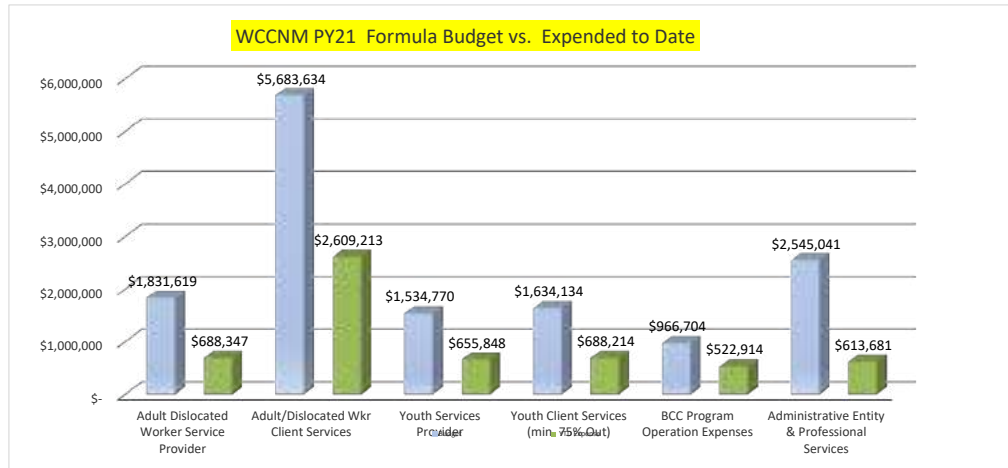
YEAR TO DATE
January 31, 2021

**WORKFORCE CONNECTION
OF CENTRAL NEW MEXICO**

**PROGRAM YEAR 2021 (PY21) 7-1-21 to 6-30-22
BUDGET TO ACTUAL COMPARISON
As of January 31, 2022**

		58%		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	116,917	688,347	1,056,565	86,707	
		Subtotal	\$ 1,831,619	\$ 116,917	\$ 688,347	\$ 1,056,565	\$ 86,707	5%
2	Adult/Dislocated Wkr Client Services	Adult / DW Participant Training OJT's CT's ITA's	5,020,811	361,583	2,397,413	664,281	1,959,118	
		Adult / DW Work Experience W / Workers Comp	572,823	25,324	193,937	5,000	373,886	
		Adult / DW Supportive Services	90,000	14,282	17,863	1,500	70,637	
		Subtotal	\$ 5,683,634	\$ 401,189	\$ 2,609,213	\$ 670,781	\$ 2,403,641	42%
3	Youth Services Provider	Service Provider - YDI	1,534,770	148,567	655,848	878,922	0	
		Subtotal	\$ 1,534,770	\$ 148,567	\$ 655,848	\$ 878,922	\$ 0	0%
4	Youth Client Services (min. 75% Out)	Youth Work Experience - YDI Portion	1,388,904	71,784	359,305	480,000	549,599	
		Youth Training Services	170,230	81,000	271,325	35,000	(136,095)	
		Youth Supportive Services	75,000	23,113	57,583	17,417	0	
		Subtotal	\$ 1,634,134	\$ 175,897	\$ 688,214	\$ 532,417	\$ 413,504	25%
5	BCC Program Operation Expenses	Business & Career Center Facility Operation	600,000	68,961	426,146	173,854	0	
		Business & Career Center Facility Reimbursemet	(370,000)	(12,463)	(126,554)	(243,446)	0	
		Business & Career Ctr Mgmt - MRCOG Operator	169,353	13,081	74,909	94,444	0	
		Business & Career Ctr Mgmt - MRCOG Operations Staff	230,000	-	-	230,000	-	
		Business & Career Ctr Mgmt - MRCOG Project DW NEG	77,367	-	27,020	50,347	0	
		Business & Career Ctr Mgmt - MRCOG Project DWS Apprenticeship	170,000	14,126	111,720	72,406	(14,126)	
		Business & Career Center Improvements	89,984	837	9,673	-	80,311	
		Subtotal	\$ 966,704	\$ 84,542	\$ 522,914	\$ 377,605	\$ 66,185	7%
6	Administrative Entity & Professional Services	AE/Fiscal Agent - MRCOG	943,477	91,119	543,599	399,878	0	
		Program Support/Board Expense	60,000	978	56,872	-	3,128	
		Contractual Services	60,000	1,785	(13,724)	-	73,724	
		Contingency & Sale Of Lease	300,000	-	-	-	300,000	
		Legal Services	20,000	486	2,015	10,000	7,985	
		Audit Services	35,600	-	24,919	10,681	0	
		Carved Out 2nd Year Reserve	1,125,964	-	-	-	1,125,964	
		Subtotal	\$ 2,545,041	\$ 94,367	\$ 613,681	\$ 420,558	\$ 1,510,802	59%
7		TOTAL WIOA FORMULA BUDGET PY21	\$ 14,195,902	\$ 1,021,479	\$ 5,778,216	\$ 3,936,848	\$ 4,480,838	32%
	OTHER FUNDING:							
8	Social Security - Ticket To Work	Social Security TTW - PY20 Balance Available Carry Forward	\$ 46,613	TTW Mo Growth / Net Exp	YTD		\$ 46,613	
		Additional TTW Current Year PY21 Earnings		\$ -	152	\$ -	\$ 152	
		Total Current Year PY21 Expended		-	500	-	500	
		Subtotal		\$ -	\$ (348)	\$ -	\$ 46,265	
							TTW Balance	
10		TOTAL WCCNM Budget PY21	\$ 14,242,515	\$ 1,021,479	\$ 5,778,565	\$ 3,936,848	\$ 4,527,104	32%

	Budget	YTD Expense	Formula Balance WIOA	
Adult Dislocated Worker Service Provider	\$ 1,831,619	\$ 688,347		
Adult/Dislocated Wkr Client Services	\$ 5,683,634	\$ 2,609,213		
Youth Services Provider	\$ 1,534,770	\$ 655,848		
Youth Client Services (min. 75% Out)	\$ 1,634,134	\$ 688,214		
BCC Program Operation Expenses	\$ 966,704	\$ 522,914		
Administrative Entity & Professional Services	\$ 2,545,041	\$ 613,681		
	\$ 14,195,902	\$ 5,778,216	\$ 8,417,686	59%

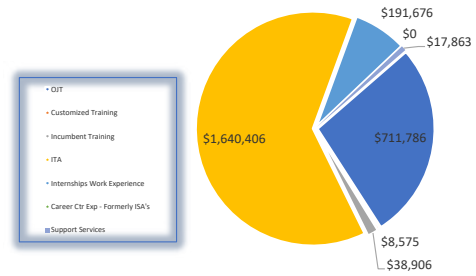


Data:
 OJT
 Customized Training
 Incumbent Training
 ITA
 Internships Work Experience
 Career Ctr Exp - Formerly ISA's
 Support Services

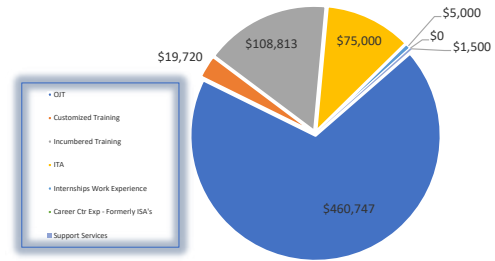
711,786
8,575
38,906
1,640,406
191,676
-
17,863

Check \$	2,609,213
Diff \$	2,609,213
	-

PY21 YTD Adult DW Client Services Expended



PY21 YTD Adult DW Client Services Obligations

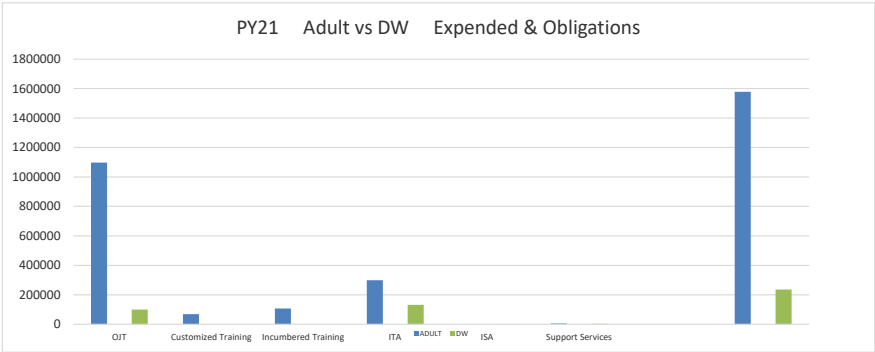


Carried In Obligations from PY20
 \$

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

460,747
19,720
108,813
75,000
5,000
-
1,500

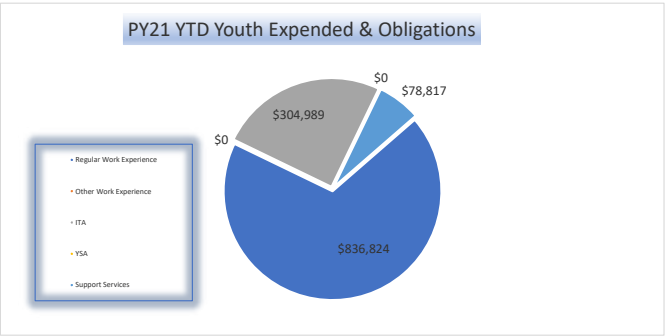
Ck \$	670,781
Diff \$	670,781
	-



	Adult	DW	
OJT	693,993	409,861	
Customized Training	22,090	0	
Incumbered Training	67,105	0	
ITA	833,920	677,988	
Career Ctr Exp - Formerly ISA's	-	-	
Internship Work Exp	94,852	54,948	
Support Services	10,610	16,023	
	1,722,570	1,158,821	Total
	60%	40%	2,881,391
Ck	2,881,391		
Ck	3,279,993		
Diff	398,603		

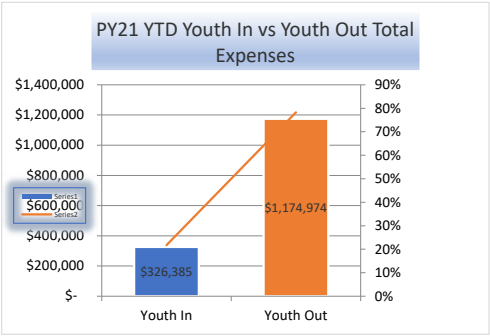
Data:
Regular Work Experience
Other Work Experience
ITA
YSA
Support Services

	836,824
	-
	304,989
	-
	78,817
Check \$	1,220,630
Diff \$	1,220,630
	0



Data:
Youth In
Youth Out

	\$	326,385	22%	21.74%
	\$	1,174,974	78%	78.26%
Check		1,501,359		
Off Financials	\$	1,501,359		
Not Board Report				



Workforce Connection of Central New Mexico WIOA Updates

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 is for the removal of reference to the Youth Council and replacement with the WCCNM Youth Standing Committee. Also, provided an update to provide consistency with the proposed code of conduct that will be presented to the WCCNM Full Board in February for approval.

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

WCCNM | UNM EDA Good Jobs Challenge Proposal

In response to the Economic Development Administration (EDA) Good Jobs Challenge (GJC) funding opportunity, the **Workforce Connection of Central New Mexico (WCCNM)**, as the System Lead Entity, partnered with the **University of New Mexico (UNM)**, as the Backbone Organization, to form the **Real Jobs Alliance (RJA)**. The Workforce Connection of Central NM (WCCNM) requests **\$13,322,034.00** from the Department of Commerce Economic Development Agency Good Jobs Grant.

The Central Region is New Mexico's largest business, medical, and technology center and the WCCNM is the state's largest local workforce board. UNM is the state's flagship university with strong programs in technology, healthcare, and engineering.

Through Continuous Improvement Planning and Setcorial Strategies, the WCCNM strives to breakdown program siloes and better coordinate resources to effectively align the current workforce system. The RJA proposes to build on the strengths of the WCCNM and UNM to coordinate and deliver a workforce system that meets the needs of businesses and increases the skills and earnings of workers.

The WCCNM is requesting funding for the development, design, and implementation of sector partnerships in the **IT/Tech, Healthcare & Community Safety, and Construction Industries**. The RJA is uniquely positioned to deliver the cross-cutting advantage of UNM coordinating sector development, and providing program efficiencies in research-based and scalable employer training programs. Partner commitments include Local Governments, State of NM, Sandia and Los Alamos Labs, Dept of Air Force, Large IT and Scientific Companies (CISCO, Apple, NEC...), Construction

Companies (i.e., Jaynes Corp, TLC...), Community Based Organizations, and all Labor Unions, etc.

WORKFORCE CONNECTION

Of Central New Mexico

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
Amended January 25, 2022



"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 90-120 days of the vacancy.

Commented [AM1]: Modified to be consistent with NMAC

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, including Co-chairs;
- 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 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;
 - 11) Youth Council chair (voting member only if member of Full-Board, if not, non-voting member and not counted in quorum)

B. **Chair.** The chair of the WCCNM will serve as the chair of the Executive 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 [AM2]: 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 Executive Committee on matters related to WCCNM's WIOA Youth Program and other youth related initiatives.

8.4 Training/Service Provider Committee. The Training/Service Provider Committee will review and make recommendations to the Executive Committee on matters related to WCCNM's Training/Service Provider Program.

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

Executive Committee.

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.

Commented [AM3]: Modified for consistency with Code of Conduct policy. Furthermore, this language was overbearing and not required by State or USDOL Regulation to include Uniform Code.

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 by the Chief Elected Officials on ~~December 10, 2018~~February 28,
2022.

Passed, Approved and Adopted by the Chief Elected Officials on January 31, 2019 January 25,
2022.

SIGNATURE PAGES FOLLOW

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO
Bylaws Signature Page

_____ Date: _____
Chair, WCCNM

_____ Date: _____
Lead CEO