



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

- | | |
|---|---|
| <p>Marvis Aragon – American Indian Chamber of Commerce New Mexico</p> <p>Odes Armijo-Caster – Luz Energy Corp</p> <ul style="list-style-type: none"> ✓ Beth Barela, Treasurer – Manpower of New Mexico <p>Joseph Bizzell – Elite Power and Recovery Inc.</p> <p>Deborah L. Breitfeld – New Mexico Technology Council</p> <p>Celina Bussey – Deloitte</p> <ul style="list-style-type: none"> ✓ Doug Calderwood - NM Aging & Long-Term Services Department ✓ Theresa Carson – African American Greater Albuquerque Chamber of Commerce <p>Danielle Casey – Albuquerque Economic Development</p> <p>Troy Clark – New Mexico Hospital Association</p> <p>Herb Crosby – AVTEC, Inc.</p> <ul style="list-style-type: none"> ✓ Johnna Chapman – Facebook <p>Kristen Gamboa – Village of Los Lunas</p> <ul style="list-style-type: none"> ✓ Marni Goodrich - Yearout Mechanical Inc. ✓ Tracy Hartzler – Central New Mexico Community College <p>Victoria Hernandez - New Mexico Human Services</p> <ul style="list-style-type: none"> ✓ Antoinette Holmes - DVR ✓ Gregg Hull – City of Rio Rancho <p>Synthia Jaramillo – City of Albuquerque</p> | <ul style="list-style-type: none"> ✓ 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 <p>Debbie Ortiz, RDO Enterprises</p> <ul style="list-style-type: none"> ✓ Stacy Sacco – SACCO Connections ✓ James Salas – New Mexico Commission for the Blind <p>Waldy Salazar – New Mexico Department of Workforce Solutions</p> <ul style="list-style-type: none"> ✓ 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			

Tab 3

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”