



MINUTES
Full Board Meeting
Virtual Meeting
Monday, June 27, 2022
809 Copper Ave. NW, Albuquerque, NM 87102
1:30 pm

Before the meeting began Art Martinez explained that when voting on agenda items 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 1:33 pm - by Art Martinez

- ✓ **Marvis Aragon** – American Indian Chamber of Commerce New Mexico
- ✓ **Krista Kelley** – Motiva Corporation
- Odes Armijo-Caster** – Luz Energy Corp
- ✓ **Samuel Kolapo** – Albuquerque Job Corps
- ✓ **Beth Barela, Treasurer** – Manpower of New Mexico
- ✓ **Joe LiRosi** - Toni & Guy Academy & Salon
- ✓ **Joseph Bizzell** – Elite Power and Recovery Inc.
- John Mierzwa, Chair-Elect** – Ingenuity Software Labs, Inc
- Celina Bussey** – Deloitte
- ✓ **Laura Musselwhite** - University of New Mexico Valencia Campus
- ✓ **Doug Calderwood** - NM Aging & Long-Term Services Department
- ✓ **Debbie Ortiz**, RDO Enterprises
- Theresa Carson** – African American Greater Albuquerque Chamber of Commerce
- ✓ **Stacy Sacco** – SACCO Connections
- ✓ **Danielle Casey** - Albuquerque Economic Development
- James Salas** – New Mexico Commission for the Blind
- Eleanor Chavez** –NUHHCE District 1199NM
- ✓ **Waldy Salazar** – New Mexico Department of Workforce Solutions
- ✓ **Vaadra Chavez** – First Choice Community Health Care
- ✓ **Leslie Sanchez** – Dual Language Education of New Mexico
- ✓ **Troy Clark** – New Mexico Hospital Association
- Diane Saya** – Bottom Line Funding NM, LLC
- Herb Crosby** – AVTEC, Inc.
- ✓ **Jerry Schalow, Chair**– Rio Rancho Regional Chamber of Commerce
- Kristen Gamboa** – Village of Los Lunas
- ✓ **Jennifer Sinsabaugh**, New Mexico MEP
- Marni Goodrich** - Yearout Mechanical Inc.
- Raymond Trujillo** – UA Local 412 Plumbers & Pipefitters Training Center
- ✓ **Bob Grassberger** – SRD Economic Consulting
- ✓ **Gina Urias- Sandoval** – UNM Anderson School of Management
- Tracy Hartzler** – Central New Mexico Community College
- ✓ **David Valdes** – Central New Mexico Community College
- Victoria Hernandez** - New Mexico Human Services
- ✓ **Carolyn VanderGiesen** - New Mexico Association of Community Partners
- ✓ **Antoinette Holmes** - NM Department of Vocational Rehabilitation
- ✓ **Mark Zientek** – City of Albuquerque, Economic Development
- ✓ **Gregg Hull** – City of Rio Rancho

Mr. Schalow introduced new Board Member Jennifer Sinsabaugh, NM MEP and Mark Zientek, City of Albuquerque, Economic Development

Approval of

- Monday, June 27, 2022 Agenda
- WCCNM Full Board Minutes, February 28, 2022

Motion: Tory Clark

Motion: Troy Clark amended his vote to include the Agenda and Full Board Minutes

Second: Marvis Aragon

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Danielle Casey	X			
Vaadra Chavez	X			
Troy Clark	X			
Bob Grassberger	X			
Antoinette Holmes	X			
Gregg Hull	X			
Krista Kelley	X			
Samuel Kolapo	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Jennifer Sinsabaugh	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Mark Zientek	X			

ACTION ITEMS

Approval of WFCP-05-21 PY21 Bar #2

by Jesse Turley, WCCNM Accounting Manager

- Mr. Turley presented BAR #2 for PY21
- This is based on the NMDWS allocation letter dated 07-01-2021 and our actual 2nd year carry-in from the prior program year end June 30, 2021 (PY20), additional monies and allowable transfers.
- Bar # 1 trued up the actual carry in at \$3,403,239 and made various changes to the budget netting a \$36,010 increase to the bottom line of the preliminary totaling \$14,242,515.
- Bar # 2 adds redistributed NMDWS monies totaling \$1,280,300 to WCCNM of which is \$780,300 Youth & \$500,000 Dislocated Worker. Further, it transfers an allowable amount of \$1,500,000 of Dislocated Worker into the Adult category to meet customer needs & another \$500,000 for the Dislocate Worker redistribution.

Service Provider Contracts negotiated changes:

- The PY21 Bar # 2 Corrects the MRCOG Apprenticeship Administration contract up \$5,000 from \$170,000 to the correct contracted \$175,000.
- The PY21 Bar # 2 Changes the location of MRCOG Business and Career Center Operations Staff figure of \$230,000 contract putting it into the AE/ FA category where staff are being charged.

Other Budget categories changes:

- The PY21 Bar # 2 Changes the Business and Career Center Improvements Administration line up \$5,000 from \$89,984 to \$94,984.
- The PY21 Bar # 2 Adjusts the amount in the Youth Client Services - ITA's line MRCOG pays up \$429,770 from \$170,230 to \$600,000 to meet the service deliveries this year. This makes the Youth Client services for other activities to increase \$350,530 the remainder of the NM DWS gift of the additional \$780,300 youth.
- PY21 budget total is \$15,527,815.

Questions & Comments

Motion: Krista Kelly
Second: Debbie Ortiz
No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Danielle Casey	X			
Vaadra Chavez	X			
Troy Clark	X			
Bob Grassberger	X			
Antoinette Holmes	X			
Gregg Hull	X			
Krista Kelley	X			

Samuel Kolapo	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Jennifer Sinsabaugh	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Mark Zientek	X			

Tab 3 **Approval of WFCP-01-22, PY22 Preliminary Budget**

- Mr. Turley outlined and discussed the PY22 Preliminary budget.
- The budget is based on the allocation received from the New Mexico Department of Workforce Solutions and projected carry-in amounts.
- He stated the allocations are as follows: Adult (\$2,324,135), Dislocated Worker (\$3,964,307), Youth (\$2,091,382), and Admin (\$931,092) for a total PY21 allocation of \$9,310,916. This is a 4.27% decrease from the previous program year.
- Operations allocation (\$202,368).
- The proposed budget also includes a projected carry-in amount from PY21 of \$2,472,000 the total P22 proposed budget is \$12,418,264.

Questions

Motion: Bob Grassberger

Second: Debbie Ortiz

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Danielle Casey	X			
Vaadra Chavez	X			
Troy Clark	X			
Bob Grassberger	X			
Antoinette Holmes	X			
Gregg Hull	X			
Krista Kelley	X			
Samuel Kolapo	X			
John Mierzwa	X			
Laura Musselwhite	X			

Debbie Ortiz	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Jennifer Sinsabaugh	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Mark Zientek	X			

Tab 4

Approval of Open Meetings Act and WCCNM Meetings Date

by Art Martinez, Workforce Administrator

- Mr. Martinez stated the Open Meetings Act Resolution must be approved every program year to remain in compliance with statutory regulations.
- Any policy-making body of any state agency or any agency formulating public policy is required to follow the Open Meetings Act.
- The only change was to add Hybrid/zoom meetings.
- Mr. Martinez also presented the PY22 WCCNM Meeting Dates for July, 2022 through June 30, 2023.
- Full Board meetings will be scheduled on the third Monday of every other month. Executive Committee will meet every other month on the months the Full board is not meeting. Chief Elected Officials will meet twice a year and at their next meeting will look to add another meeting date.
- The meeting schedule follows the schedule established in 2003.

Motion: Krista Kelly

Second: Beth Barela

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Danielle Casey	X			
Vaadra Chavez	X			
Troy Clark	X			
Bob Grassberger	X			
Antoinette Holmes	X			
Gregg Hull	X			
Krista Kelley	X			
Samuel Kolapo	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz	X			
James Salas	X			
Waldy Salazar	X			

Diane Saya	X			
Jerry Schalow	X			
Jennifer Sinsabaugh	X			
Gina Urias-Sandoval	X			
David Valdes			X	
Mark Zientek	X			

Tab 5

Approval to Amend and Extend Workforce Connection of Central New Mexico Contracts

- **Administrative Entity and Fiscal Agent Contract with the Mid-Region Council of Governments**
- **One-Stop Operator Contract with the Mid-Region Council of Governments**
- **Youth Service Provider Contract with Youth Development Inc. (YDI)**
- **Mid -Region Council of Governments Adult/Dislocated Worker Service Provider**

by Art Martinez, WCCNM Administrator

- Mr. Martinez presented the contracts for:
- Administrative Entity and Fiscal Agent (AE/FA) with MRCOG
- One-Stop Operator with MRCOG
- Youth Development Inc. (YDI) Youth Service Provider with YDI
- WIOA Adult and Dislocated Worker (A/DW) Service Provider with MRCOG
- Mr. Martinez stated the Mid-Region Council of Governments has been the Administrative Entity and Fiscal Agent for the WCCNM since 2003. Subsequent contract extensions followed eventually becoming a government-to-government contract. Then in 2017 through the RFP process the Mid-Region Council of Governments was selected for the WIOA Administrative Entity and Fiscal Agent.
- Pending performance, compliance, and available funding, contract renewals for A/DW, One-Stop Operator and Youth Service Provider are renewable on an annual basis for one or two option years until June 30, 2025.
- It is recommended to renew all contract beginning July 1, 2022 to June 30, 2023.

Question & Comments

Motion: John Mierzwa

Second: Diane Saya

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Danielle Casey	X			
Vaadra Chavez	X			
Troy Clark	X			
Bob Grassberger	X			
Antoinette Holmes	X			
Gregg Hull	X			

Krista Kelley	X			
Samuel Kolapo	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Jennifer Sinsabaugh	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Mark Zientek	X			

Tab 6 **Approval to Extend Legal Services Contract**

by Art Martinez, Workforce Administrator

- Mr. Martinez presented the recommendation for a contract extension for WCCNM Legal Counsel with German, Burnette and Associates LLC.
 - Contractor has been very responsive and acts accordingly.
 - This contract is pursuant to the professional services agreement, which allows for a one-year contract extension, dependent on funding availability and contract negotiations. The term of the contract would be for one year beginning July 1, 2022 and ending June 30, 2023.
 - Contract amount will be \$20,000
- Questions & Comments

Motion: David Valdes
Second: Waldy Salazar
No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Danielle Casey	X			
Vaadra Chavez	X			
Troy Clark	X			
Bob Grassberger	X			
Antoinette Holmes	X			
Gregg Hull	X			
Krista Kelley	X			
Samuel Kolapo	X			

John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Jennifer Sinsabaugh	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Mark Zientek	X			

Tab 7 **Approval of WCCNM Chair and Nomination of Officers for PY22**

by Art Martinez, WCCNM Administrator

Jerry Schalow, thanked the board for the opportunity to serve as Chair for the past two years.

Mr. Martinez thanked Jerry for all the great work he did for the Board, and how abundantly appreciated his work is in the workforce system.

- a. **Chair** – John Mierza accepted the Chair responsibilities per bylaws, Section 6.06.
- b. **Chair-Elect** – Jerry Schalow made a Nomination for Krista Kelly for Chair-Elect.
- c. **Treasurer** – Beth Barela accepted the position for another year as Treasurer

Motion: Jerry Schalow made a Nomination for Krista Kelly for Chair-Elect

Second: Beth Barela

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Danielle Casey			X	
Vaadra Chavez	X			
Troy Clark	X			
Bob Grassberger	X			
Antoinette Holmes	X			
Gregg Hull	X			
Krista Kelley	X			
Samuel Kolapo	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz	X			

James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Jennifer Sinsabaugh	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Mark Zientek	X			

John Mierzwa, Chair
Krista Kelly- Chair-Elect
Beth Barela, Treasurer

Motion: Marvis Aragon
Second: Mark Zientek
No Discussion
Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Marvis Aragon	X			
Beth Barela, Treasurer	X			
Joseph Bizzell	X			
Doug Calderwood	X			
Danielle Casey			X	
Vaadra Chavez	X			
Troy Clark	X			
Bob Grassberger	X			
Antoinette Holmes	X			
Gregg Hull	X			
Krista Kelley	X			
Samuel Kolapo	X			
John Mierzwa	X			
Laura Musselwhite	X			
Debbie Ortiz	X			
James Salas	X			
Waldy Salazar	X			
Diane Saya	X			
Jerry Schalow	X			
Jennifer Sinsabaugh	X			
Gina Urias-Sandoval	X			
David Valdes	X			
Mark Zientek	X			

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SERVICE and TRAINING PROVIDER UPDATES-INITATIVES

Tab 8 WCCNM Workforce Connection Operations

By Joy Forehand, Operations Manager

- Ms. Forehand gave an update on the New Mexico Workforce Connection Offices for May 2022.

Tab 9 Performance Update

Due to time allotment Tab 9, 11 and 12 will be discussed at a later time.

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Tab 10 Chairman's Items

- Mr. Schalow gave an update on the Strategic Planning Session that we had in April.
- He discussed the direction of the board and information that was gathered.
- Objective of the meeting were Review Business Engagement Understanding and Best Practices, Board Engagement and Board Committee Structure.
- Committee Suggested are Youth, Disability Access, Finance, Business Engagement, Economic Development, Strategic Planning, Operation, Performance & Continuous Improvement.

For additional detailed information for Tab 10 can be provided by through the recorded meeting per request.

UPDATES

Tab 11 Summary of Executive Committee Meeting for March 28, 2022

- Due to time allotment Tab 9, 11 and 12 will be discussed at a later time.

Tab 12 WIOA Monthly Expenditure Report for May 31, 2022

- Due to time allotment Tab 9, 11 and 12 will be discussed at a later time.

Tab 10 WIOA Updates

- Youth Provider monitoring has been completed

COMMITTEE REPORTS

**Tab 11 Disability Standing Committee – No Report
Economic Development Ad-Hoc Committee – No Report
Performance and Monitoring Committee – No Report
Training and Service Provider Committee – No Report
Youth Standing Committee – No Report**

PUBLIC COMMENT/ADJOURNMENT

- Public Comment – None

- Adjournment – 4:20 p.m.

NOTES

Next Meeting:

Date: August 15, 2022

Time: 1:30 p.m.

Location: Mid-Region Council of Governments – Board Room

Approved at the October 17, 2022 WCCNM Full Board Meeting:

John Mierzwa, WCCNM Chair

ATTEST:

Secretary

“Equal Opportunity Program”