



# Chief Elected Officials

(Joint Executive Committee)

Tuesday, January 9, 2024

10:00 am

*Virtual Meeting*

MRCOG, 809 Copper NW, Albuquerque, NM 87102

## AGENDA

- Call to Order**
- Approval of Thursday, January 9, 2024, Agenda**
  - Motion
  - Second
  - Action

**Tab 1: Approval of Minutes, Chief Elected Officials: August 15, 2023**

- Motion
- Second
- Action

## WCCNM – CEO ACTION ITEMS

**Tab 2: Approval of Workforce Connection of Central New Mexico (WCCNM) Board Members**

- Motion
- Second
- Action

**Tab 3: Approval of WFCP-04-23 - PY23 Bar #2**

- Motion
- Second
- Action

**Tab 4: Approval of Modification to the WCCNM Bylaws & WCCNM CEO Agreement**

- Motion
- Second
- Action

## PUBLIC COMMENT/ADJOURNMENT

- Discussion**
  - WCCNM CEO Agreement - CEO signatures
  - Direction and progress of WCCNM Ad hoc Committee Separate funding entity.
  - WCCNM Finance Standing Committee CEO participation.
  - Update and discussion on USDOL Grants:
    - Re-entry Citizens – Pathway Home 3
    - Building Career Pathways for Infrastructure Fund Jobs
- Public Comments**

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

## NOTES

**Next Meeting: July 9, 2024, 10:00 am**

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



# MINUTES

**Chief Elected Officials**

**Tuesday, August 15, 2023**

**10:00 a.m.**

***Virtual Meeting***

**Mid-Region Council of Governments, 809 Copper, NW, Albuquerque, NM 87102**

**Call to Order- 10:03 a.m. by Art Martinez**

## Attendance-

<b>Name</b>	<b>Company</b>	<b>Present</b>
Jake Bruton, Mayor Nick Kennedy	Village of Tijeras	X
Bryan Olguin, Mayor Steve Robins	Town of Peralta	
Jack Torres, Mayor	Town of Bernalillo	
Roger Sweet, Mayor Donna Sanchez	Village of Jemez Springs	
Steven Michael Quezada, Commissioner Margarita Archibeque	Bernalillo County	X
Ryan Schweback, Commissioner Janice Barela Kevin McCall	Torrance County	
Audrey Jaramillo, Mayor Jerry Powers	Town of Edgewood	
Gregg Hull, Mayor	City of Rio Rancho	X
David Heil, Commissioner	Sandoval County	X
Peter Nieto, Mayor	Town of Mountainair	
Steve Lucero, Mayor Jennifer Garcia	Village of San Ysidro	X
Victor Gallegos, Mayor Tracy Gallegos	Village of Encino	
Russel Walkup, Mayor	Village of Bosque Farms	
Denny Herrera, Mayor	Village of Cuba	
Charles Griego, Mayor Charlene Ashburn Debra Sanchez Marcos Castillo	Village of Los Lunas	X
Nathan Dial, Mayor Michelle Jones	Town of Estancia	X
Tim Keller, Mayor Mark Zientek	City of Albuquerque	X
David Dean, Mayor	Village of Willard	
Ted Hart, Mayor	City of Moriarty	

Steve Anaya		X
Robert Nolin, Mayor Andrew Salas Steven Tomita	City of Belen	
Donald Lopez, Mayor	Village of Los Lunas	
James Fahey, Mayor	Village of Corrales	
Gerard Saiz Orlando Montoya	Valencia County	X

DRAFT

**Approval of Tuesday, August 15, 2023, Agenda**

**Motion: Commissioner David Heil**

**Second: Steven Anaya for Ted Hart Mayor**

**No Discussion**

**Action: Passed unanimously by roll call vote**

<b>Name</b>	<b>Company</b>	<b>Present</b>
Jake Bruton, Mayor Nick Kennedy	Village of Tijeras	X
Bryan Olguin, Mayor Steve Robins	Town of Peralta	
Jack Torres, Mayor	Town of Bernalillo	
Roger Sweet, Mayor Donna Sanchez	Village of Jemez Springs	
Steven Michael Quezada, Commissioner Margarita Archibeque	Bernalillo County	X
Ryan Schweback, Commissioner Janice Barela Kevin McCall	Torrance County	
Audrey Jaramillo, Mayor Jerry Powers	Town of Edgewood	
Gregg Hull, Mayor	City of Rio Rancho	X
David Heil, Commissioner	Sandoval County	X
Peter Nieto, Mayor	Town of Mountainair	
Steve Lucero, Mayor Jennifer Garcia	Village of San Ysidro	X
Victor Gallegos, Mayor Tracy Gallegos	Village of Encino	
Russel Walkup, Mayor	Village of Bosque Farms	
Denny Herrera, Mayor	Village of Cuba	
Charles Griego, Mayor Charlene Ashburn Debra Sanchez Marcos Castillo	Village of Los Lunas	X
Nathan Dial, Mayor Michelle Jones	Town of Estancia	X
Tim Keller, Mayor Mark Zientek	City of Albuquerque	X
David Dean, Mayor	Village of Willard	
Ted Hart, Mayor Steve Anaya	City of Moriarty	X
Robert Nolin, Mayor Andrew Salas Steven Tomita	City of Belen	
Donald Lopez, Mayor	Village of Los Lunas	
James Fahey, Mayor	Village of Corrales	
Gerard Saiz Orlando Montoya	Valencia County	X

**Tab 1: Approval of Minutes, Chief Elected Officials, February 14, 2023**

**Motion: Commissioner David Heil**  
**Second: Steven Anaya for Ted Hart Mayor**  
**No Discussion**

**Action: Passed unanimously by roll call vote**

<b>Name</b>	<b>Company</b>	<b>Present</b>
Jake Bruton, Mayor Nick Kennedy	Village of Tijeras	X
Bryan Olguin, Mayor Steve Robins	Town of Peralta	
Jack Torres, Mayor	Town of Bernalillo	
Roger Sweet, Mayor Donna Sanchez	Village of Jemez Springs	
Steven Michael Quezada, Commissioner Margarita Archibeque	Bernalillo County	X
Ryan Schweback, Commissioner Janice Barela Kevin McCall	Torrance County	
Audrey Jaramillo, Mayor Jerry Powers	Town of Edgewood	
Gregg Hull, Mayor	City of Rio Rancho	X
David Heil, Commissioner	Sandoval County	X
Peter Nieto, Mayor	Town of Mountainair	
Steve Lucero, Mayor Jennifer Garcia	Village of San Ysidro	X
Victor Gallegos, Mayor Tracy Gallegos	Village of Encino	
Russel Walkup, Mayor	Village of Bosque Farms	
Denny Herrera, Mayor	Village of Cuba	
Charles Griego, Mayor Charlene Ashburn Debra Sanchez Marcos Castillo	Village of Los Lunas	X
Nathan Dial, Mayor Michelle Jones	Town of Estancia	X
Tim Keller, Mayor Mark Zientek	City of Albuquerque	X
David Dean, Mayor	Village of Willard	
Ted Hart, Mayor Steve Anaya	City of Moriarty	X
Robert Nolin, Mayor Andrew Salas Steven Tomita	City of Belen	
Donald Lopez, Mayor	Village of Los Lunas	
James Fahey, Mayor	Village of Corrales	
Gerard Saiz Orlando Montoya	Valencia County	X

## ACTION ITEMS

**Tab 2: Approval of WFCP-03-23, PY23 Bar #1**

- Mr. Turley outlined and discussed PY23 Bar #1.
- 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 \$2,250,874, Dislocated Worker \$4,595,912, Youth \$2,251,261 and Administrative in the amount of \$1,010,894 for a total PY23 allocation of \$10,108,941. This is a \$798,025 increase from the prior year's \$9,310,916.
- The proposed budget also includes a projected carry-in from PY22 to PY23 in the amount of \$2,000,000. It is estimated with \$917,747 Adult, \$330,938 Dislocated Worker, \$466,849 Youth, and \$267,253 Administrative dollars.
- The PY23 Preliminary Budget has an initial request to transfer \$3,000,000 monies of Dislocated Worker to Adult to align with currently experienced clientele mix. This still needs application and approval by NMDWS.
- The PY23 Preliminary Budget included an available Ticket to Work – TTW of \$35,000 to carry in. Bar #1 trues to the Actual of \$34,045.
- PY23 Bar #1 changes the originally estimated MRCOG Adult / DW Service Provider contract from \$2,224,977 down to a contracted amount of \$2,096,788.
- PY23 Bar # 1 changes the MRCOG Operator / BCC Site Manager estimate up from \$181,536 to an actual contracted amount of \$183,720.
- PY23 Bar # 1 changes the MRCOG AE/FA estimate of \$1,488,097 down to a contracted amount of \$1,372,589.
- PY23 Bar #1 Trues up estimated Chances grant preliminary figure of \$1,874,999 to the actual \$1,802,676.
- Total Financial Budget totals \$14,378,448.

**Motion: Commissioner David Heil**

**Second: Jennifer Garcia for Steve Lucero, Mayor**

**No Discussion**

**Action: Passed unanimously by roll call vote**

Name	Company	Present
Jake Bruton, Mayor Nick Kennedy	Village of Tijeras	X
Bryan Olguin, Mayor Steve Robins	Town of Peralta	
Jack Torres, Mayor	Town of Bernalillo	
Roger Sweet, Mayor Donna Sanchez	Village of Jemez Springs	
Steven Michael Quezada, Commissioner Margarita Archibeque	Bernalillo County	X
Ryan Schweback, Commissioner Janice Barela Kevin McCall	Torrance County	
Audrey Jaramillo, Mayor Jerry Powers	Town of Edgewood	
Gregg Hull, Mayor	City of Rio Rancho	X

David Heil, Commissioner	Sandoval County	X
Peter Nieto, Mayor	Town of Mountainair	
Steve Lucero, Mayor Jennifer Garcia	Village of San Ysidro	X
Victor Gallegos, Mayor Tracy Gallegos	Village of Encino	
Russel Walkup, Mayor	Village of Bosque Farms	
Denny Herrera, Mayor	Village of Cuba	
Charles Griego, Mayor Charlene Ashburn Debra Sanchez Marcos Castillo	Village of Los Lunas	X
Nathan Dial, Mayor Michelle Jones	Town of Estancia	X
Tim Keller, Mayor Mark Zientek	City of Albuquerque	X
David Dean, Mayor	Village of Willard	
Ted Hart, Mayor Steve Anaya	City of Moriarty	X
Robert Nolin, Mayor Andrew Salas Steven Tomita	City of Belen	
Donald Lopez, Mayor	Village of Los Lunas	
James Fahey, Mayor	Village of Corrales	
Gerard Saiz Orlando Montoya	Valencia County	X



**Tab 3: Approval of Workforce Connection of Central New Mexico (WCCNM) Board Members**

- Mr. Martinez presented new Board Members.

**New Board Member**

**Business Members**

<u>Name</u>	<u>County</u>	<u>Business</u>
Kristen Gamboa	Bernalillo	PNM

**Partners**

**Community Based Organization**

<u>Name</u>	<u>County</u>	<u>Business</u>
Robert Chavez	Bernalillo	YDI

**Economic Development**

<u>Name</u>	<u>County</u>	<u>Business</u>
Justin Hilliard	Bernalillo	City of Albuquerque, Economic Development

**Workforce System Partner**

<u>Name</u>	<u>County</u>	<u>Business</u>
Roxanne Luna	Bernalillo	NM Department of Human Services Department

**RECONFIRMATION**

**Business Members**

<u>Name</u>	<u>County</u>	<u>Business</u>
Herb Crosby	Bernalillo	AVTEC, Inc.
Krista Kelley	Sandoval	Motiva Corporation
Leslie Sanchez	Bernalillo	Dual Language Education of NM
Jerry Schalow	Sandoval	Rio Rancho Regional Chamber of Commerce
Diane Saya	Bernalillo	Bottom Line Funding NM, LLC

**Partners**

**Community Based Organization**

<u>Name</u>	<u>County</u>	<u>Business</u>
James Salas	Bernalillo	NM Commission for the Blind

**Education**

<u>Name</u>	<u>County</u>	<u>Business</u>
Tracy Hartzler	Bernalillo	Central New Mexico Community

**Motion: Commissioner David Heil**  
**Second: Mark Zientek for Tim Keller, Mayor**  
**No Discussion**  
**Action: Passed unanimously by roll call vote**

<b>Name</b>	<b>Company</b>	<b>Present</b>
Jake Bruton, Mayor Nick Kennedy	Village of Tijeras	X
Bryan Olguin, Mayor Steve Robins	Town of Peralta	
Jack Torres, Mayor	Town of Bernalillo	
Roger Sweet, Mayor Donna Sanchez	Village of Jemez Springs	
Steven Michael Quezada, Commissioner Margarita Archibeque	Bernalillo County	X
Ryan Schweback, Commissioner Janice Barela Kevin McCall	Torrance County	
Audrey Jaramillo, Mayor Jerry Powers	Town of Edgewood	
Gregg Hull, Mayor	City of Rio Rancho	X
David Heil, Commissioner	Sandoval County	X
Peter Nieto, Mayor	Town of Mountainair	
Steve Lucero, Mayor Jennifer Garcia	Village of San Ysidro	X
Victor Gallegos, Mayor Tracy Gallegos	Village of Encino	
Russel Walkup, Mayor	Village of Bosque Farms	
Denny Herrera, Mayor	Village of Cuba	
Charles Griego, Mayor Charlene Ashburn Debra Sanchez Marcos Castillo	Village of Los Lunas	X
Nathan Dial, Mayor Michelle Jones	Town of Estancia	X
Tim Keller, Mayor Mark Zientek	City of Albuquerque	X
David Dean, Mayor	Village of Willard	
Ted Hart, Mayor Steve Anaya	City of Moriarty	X
Robert Nolin, Mayor Andrew Salas Steven Tomita	City of Belen	
Donald Lopez, Mayor	Village of Los Lunas	
James Fahey, Mayor	Village of Corrales	
Gerard Saiz Orlando Montoya	Valencia County	X

**DISCUSSION/PUBLIC COMMENT/ADJOURNMENT**

**Discussion**

- **Mr. Martinex discussed the WCCNM Contracts renewal and approved for PY23.**
  - Administrative Entity and Fiscal Agent Contract with the Mid-Region Council of Governments
  - One-Stop Operator Contract with the Mid-Region Council of Governments
  - Adult/Dislocated Worker Service Provider Contract with the Mid-Region Council of Governments
  - Youth Service Provider Contract with Youth Development Inc.
  - Pathway Home 3 - CHANCES – Youth Development Inc.
- **Pathway Home 3 – Re-Entry Citizen CHANCES Grant Update**
- **Meeting/Schedule proposed dates - (July, November, and February on 2<sup>nd</sup> Tuesday of the Month at 10:00 am via Hybrid)**
  - Joint WCCN CEO/Executive Committee – November 14, 2023, at 10:00 am
  - CEO Meeting – February 13, 2024, at 10:00 am
  - CEO Meeting – July 9, 2024, at 10:00 am

□ **Public Comments – No**

**Adjournment – 10:38 am**

**Next Meeting – November 14, 2023**

**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 January 9, 2024, WCCNM CEO Meeting**

\_\_\_\_\_  
Greg Hull, CEO Chair

ATTEST:

\_\_\_\_\_  
Secretary

## Workforce Connection of Central New Mexico Board Member Nominees

### New Board Member

### Business Members

<u>Name</u>	<u>County</u>	<u>Business</u>
Tom Schuch	Bernalillo	New Mexico Restaurant Association

## Workforce Connection of Central New Mexico WFCP- 04-23 PY23 Bar # 2 Budget

### Action Requested:

Requesting approval of the Bar #2 Budget for the PY23 year from 7-1-23 to 6-30-24. This is based on the NMDWS allocation letter dated 7-01-23 and our actual carry-in of the prior year's 2<sup>nd</sup> year amounts of program year end June 30, 2023 (PY22) & USDOL Chances Grant PE-38620-22-60-A-35 & Career Pathways Grant HG000056TEO.

### Background:

WCCNM Bar #1 totaled \$14,378,448. It included WIOA funding from NMDWS \$12,091,728. Additionally, there was a USDOL Chances grant carried into PY23 balance of \$1,802,675, a NMDOL Apprenticeship Project estimated at \$150,000, the continued WCCNM retained Sale of a PY07 Lease \$300,000 and WCCNM's Social Security's Ticket to Work retained carry in of \$34,045. Further since the BAR #1 was presented the NMDWS has formerly approved the allowable transfer of \$3,000,000 from Dislocated Worker original funding over to the Adult funding stream, but this was already listed this way on the approved preliminary PY23 budget.

BAR #2 - WCCNM was awarded another USDDOL grant H1BP HG000056TEO referred to as Career Pathways Grant. This grant was awarded on 9-26-23 with an effective date 9-30-23. This grant is a 5-year \$1,999,996 grant ending 9-30-28.

Bar #2 -WCCNM was granted an additional \$359,349 of youth monies redistributed by NMDWS from another region. This money will fall into the youth Client Services budget category for participants as no additional core services are needed to implement the services.

Bar #2 WCCNM was formally awarded \$360,000 of the NMDWS apprenticeship monies of which the preliminary budget estimated at \$150,000. \$210,000 additional dollars are available to pay Apprenticeship Managers to serve in that grant objective. A modification to MRCOG's AE/FA/BCC contract may be necessary if the original \$150,000 plan is needed to be exceeded.

### Policy Ramification:

Approval of Policy WFCP-04-23 will allow the WCCNM to adjust the PY23 budget by categories as reflected in the attached worksheet.

Financial Impact: PY23 WCCNM budget totals \$16,947,793. No changes to core service providers contracts. Contracts remain at BAR #1 figures:

Financial Impact: PY23 Adult / DW Service Provider Trans MRCOG \$2,096,788

Financial Impact: PY23 Youth Service Provider YDI Staff Costs \$1,580,594

Financial Impact: PY23 WCCNM Operator MRCOG \$183,720

Financial Impact: PY23 WCCNM AE/FA/BCC Operations/DWS Projects MRCOG \$1,372,589

Do Pass \_\_\_\_\_ Do Not Pass \_\_\_\_\_

**WORKFORCE CONNECTION OF CENTRAL NEW MEXICO**

PY23 BAR # 2 PROGRAM YEAR 7-1-23 to 6-30-24

January 2024 - CEO Board Meeting

	PREVIOUS BUDGET PY23 Prelim	BUDGET ADJUSTMENT BAR # 2	REVISED BUDGET PY23
<b>1 Adult/ Dislocated Service Provider SER &amp; MRCOG</b>			
Service Provider - Adult	\$ 1,320,976	\$ -	\$ 1,320,976
Service Provider - Disl Wkr	775,812	-	775,812
Service Provider - NEG	-	-	-
Service Provider - Admin	-	-	-
<b>Subtotal</b>	<b>\$ 2,096,788</b>	<b>\$ -</b>	<b>\$ 2,096,788</b>
<b>2 Adult/Dislocated Wkr Client Services</b>			
Participant Services - Adult	\$ 3,847,183	\$ -	\$ 3,847,183
Participant Services - Disl Wkr	856,912	-	856,912
<b>Subtotal</b>	<b>\$ 4,704,095</b>	<b>\$ -</b>	<b>\$ 4,704,095</b>
<b>3 Youth Service Provider</b>			
Service Provider - Youth	\$ 1,580,594	\$ -	\$ 1,580,594
<b>Subtotal</b>	<b>\$ 1,580,594</b>	<b>\$ -</b>	<b>\$ 1,580,594</b>
<b>4 Youth Client Services</b>			
Participant Services - Youth Work Exp YDI	570,000	71,870	641,870
Participant Services - Youth ITA's -MRCOG	146,180	287,479	433,659
Participant Services - Youth Supportive Services	101,000	-	101,000
<b>Subtotal</b>	<b>\$ 817,180</b>	<b>\$ 359,349</b>	<b>\$ 1,176,529</b>
<b>5 Business &amp; Career Center Facility Operation</b>			
Business & Career Center Operation - Adult	\$ 417,500	\$ -	\$ 417,500
Business & Career Center Operation - Disl Wkr	237,500	-	237,500
Business & Career Center Operation - Youth	285,000	-	285,000
Business & Career Center Operation - Admin	-	-	-
<b>Subtotal</b>	<b>\$ 940,000</b>	<b>\$ -</b>	<b>\$ 940,000</b>
<b>6 Business &amp; Career Center Facility Reimbursement</b>			
Business & Career Center Operation - Adult	\$ (245,250)	\$ -	\$ (245,250)
Business & Career Center Operation - Disl Wkr	(136,250)	-	(136,250)
Business & Career Center Operation - Youth	(163,500)	-	(163,500)
Business & Career Center Operation - Admin	-	-	-
<b>Subtotal</b>	<b>\$ (545,000)</b>	<b>\$ -</b>	<b>\$ (545,000)</b>
<b>7 Business &amp; Career Center MRCOG - Operator</b>			
Business & Career Center Operation - Adult	\$ -	\$ -	\$ -
Business & Career Center Operation - Disl Wkr	-	-	-
Business & Career Center Operation - Youth	-	-	-
Business & Career Center Operation - Admin	183,720	-	183,720
<b>Subtotal</b>	<b>\$ 183,720</b>	<b>\$ -</b>	<b>\$ 183,720</b>
<b>8 Business &amp; Career Center MRCOG - Operations Staff</b>			
Business & Career Center Operation - Adult	\$ 140,498	\$ -	\$ 140,498
Business & Career Center Operation - Disl Wkr	70,249	-	70,249
Business & Career Center Operation - Youth	93,665	-	93,665
Business & Career Center Operation - Admin & Apprent	313,914	210,000	523,914
<b>Subtotal</b>	<b>\$ 618,326</b>	<b>\$ 210,000</b>	<b>\$ 828,326</b>
<b>9 Professional Services - AE/FA MRCOG Staff</b>			
AE/FA - MRCOG - Adult	\$ 37,713	\$ -	\$ 37,713
AE/FA BCC Operator - MRCOG - DW	22,628	-	22,628
AE/FA BCC Operator - MRCOG - Youth	30,171	-	30,171
AE/FA BCC Operator - MRCOG - Admin	663,751	-	663,751
<b>Subtotal</b>	<b>\$ 754,263</b>	<b>\$ -</b>	<b>\$ 754,263</b>
<b>10 Professional Services</b>			
Program Support/Board Expense - Admin	\$ 60,000	\$ -	\$ 60,000
Contract Services - Admin	-	-	-
Legal Services - Admin	15,000	-	15,000
Audit Services - Admin	39,360	-	39,360
Contingency - SS TTW	34,045	-	34,045
Contingency - Sale of Lease	300,000	-	300,000
Contingency - Admin	-	-	-
<b>Subtotal</b>	<b>\$ 448,405</b>	<b>\$ -</b>	<b>\$ 448,405</b>
<b>11 2nd year Monies - Planned Carryin</b>			
Client Training Dollars - Adult	\$ 650,000	\$ -	\$ 650,000
Client Training Dollars - DW	100,000	-	100,000
Client Training Dollars - Youth	75,000	-	75,000
Client Training Dollars - Admin	152,402	-	152,402
<b>Subtotal</b>	<b>\$ 977,402</b>	<b>\$ -</b>	<b>\$ 977,402</b>
<b>12 Total WIOA</b>	<b>\$ 12,575,773</b>	<b>\$ 569,349</b>	<b>\$ 13,145,122</b>
<b>13 USDOL CHANCES GRANT</b>			
Client Services Dollars	\$ 645,852	\$ -	\$ 645,852
Contracted Services - Sub Recipients	864,944	-	864,944
MRCOG Administrative Services	261,879	-	261,879
Audit Service - Chances Portion	30,000	-	30,000
<b>14 Total Chances Grant</b>	<b>\$ 1,802,675</b>	<b>\$ -</b>	<b>\$ 1,802,675</b>
<b>15 USDOL CAREER PATHWAYS GRANT - H1BP</b>			
Client Services Dollars	\$ -	\$ -	\$ -
Contracted Services - Sub Recipients	-	-	-
MRCOG Administrative Services	-	1,999,996	1,999,996
Audit Service - Chances Portion	-	-	-
<b>16 Total Career Pathways Grant</b>	<b>\$ -</b>	<b>\$ 1,999,996</b>	<b>\$ 1,999,996</b>
<b>17 Total WCCNM</b>	<b>\$ 14,378,448</b>	<b>\$ 2,569,345</b>	<b>\$ 16,947,793</b>

Gregg Hull - WCCNM CEO Chair

Dewey V. Cave, MRCOG Executive Director

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO

PY23 Bar # 2

BUDGET Effective JULY 1, 2023

	PY22	2,324,135 (73,261)	3,964,307 631,605	2,091,382 159,879	931,092 79,802			
		<b>ADULT</b>	<b>DISL WKR</b>	<b>YOUTH</b>	<b>ADMIN</b>	<b>ADDITIONAL</b>	<b>TOTAL</b>	
<b>WCCNM REVENUES</b>								Prior Yr PY22 was
PY23/FY24 Allocation	\$	2,250,874	4,595,912	2,251,261	1,010,894	\$ -	10,108,941	\$ 9,310,916 8.58% Hig
PY22/FY23 Actual Carry-in (Prior Yr PY22)		917,747	330,938	466,849	267,253	-	1,982,787	
First Transfer Request DW to Adult		3,000,000	(3,000,000)	-	-	-	-	
NMDWS Youth Redistribution 12-12-23				359,349			359,349	
US DOL Chances Grant 3.5 Yr (July 2022 to Dec 2025) 2nd Yr						1,802,675	1,802,675	
US DOL H1BP Career Pathways 5.0 Yr (9-30-23 to 9-30-28) 1st Yr						1,999,996	1,999,996	
P19P DWS (6/24) Apprenticeship						360,000	360,000	
PY07 Sale Of Lease						300,000	300,000	
PY23 Ticket To Work Revenue Available Year Begin						34,045	34,045	
<b>TOTAL REVENUES</b>		<b>\$ 6,168,621</b>	<b>\$ 1,926,850</b>	<b>\$ 3,077,459</b>	<b>\$ 1,278,147</b>	<b>\$ 4,496,716</b>	<b>\$ 16,947,793</b>	<b>Training Basis</b>
Required Work Exp 20% of Youth				543,622				\$ 11,172,930
Required Work Exp 20% Youth Redistribution				71,870				
<b>WIOA EXPENSES</b>								
<b>Adult/Dislocated Worker Service Provider</b>								
MRCOG		1,320,976	775,812				2,096,788	2,096,788
Subtotal		\$ 1,320,976	\$ 775,812	\$ -	\$ -	\$ -	\$ 2,096,788	
<b>Adult/Dislocated Wkr Client Services</b>								
Adult/Disl Wkr Participant Services		3,771,183	846,912	-	-		4,618,095	Green Plugs
Worker's Compensation Insurance Policy		8,000	2,000				10,000	
Supportive Services		68,000	8,000				76,000	
Subtotal		\$ 3,847,183	\$ 856,912	\$ -	\$ -	\$ -	\$ 4,704,095	Adult DW Training 58.11%
<b>Youth Service Provider</b>								
Service Provider - YDI				1,580,594			1,580,594	
Subtotal		\$ -	\$ -	\$ 1,580,594	\$ -	\$ -	\$ 1,580,594	
<b>Youth Client Services (min. 75% Out)</b>								<b>Overall Training 52.63%</b>
Youth Participant Services YDI Work Experience				641,870			641,870	2,278,464
Youth Transportation YDI				56,000			56,000	
Youth Participant Services ITA's MRCOG				433,659			433,659	
Youth Supportive Services MRCOG				45,000			45,000	
Subtotal		\$ -	\$ -	\$ 1,176,529	\$ -	\$ -	\$ 1,176,529	Youth Training 38.23%
<b>Business &amp; Career Center Operation</b>								
Business & Career Center Facility Operation		382,500	212,500	255,000	-		850,000	
Business & Career Center Facility Operations Reimbursement		(245,250)	(136,250)	(163,500)	-		(545,000)	
Business & Career Center Management -MRCOG Operator		-	-	-	183,720		183,720	
Business & Career Center Management -MRCOG Operations Special Projects		140,498	70,249	93,665	163,914		468,326	468326
Business & Career Center - DWS Apprenticeship Proj		-	-	-	-	150,000	150,000	
Business & Career Center - DWS Apprenticeship Proj Add'l		-	-	-	-	210,000	210,000	
Business & Career Center Improvements		35,000	25,000	30,000	-		90,000	
Subtotal		\$ 312,748	\$ 171,499	\$ 215,165	\$ 347,634	\$ 360,000	\$ 1,407,046	
<b>Professional Services</b>								
AE/FA - MRCOG		37,713	22,628	30,171	663,751		754,263	\$ 754,263
Program Support/Board Expense					60,000		60,000	
Contractual Services - Available								
Legal Services					15,000		15,000	
Audit Services					39,360		39,360	
Contingency - \$Ticket to Work & Sale Of Lease						334,045	334,045	
Carved Out Plan Carry In - Reserved for Initial part 2nd year - July - Sep		650,000	100,000	75,000	152,402		977,402	
Subtotal		\$ 687,713	\$ 122,628	\$ 105,171	\$ 930,513	\$ 334,045	\$ 2,180,070	
<b>TOTAL WIOA EXPENSES</b>		<b>\$ 6,168,621</b>	<b>\$ 1,926,850</b>	<b>\$ 3,077,459</b>	<b>\$ 1,278,148</b>	<b>\$ 694,045</b>	<b>\$ 13,145,122</b>	
<b>USDOL Chances Grant Expenses 3.5 Yr 7-1-22 to 12-31-25</b>								
US DOL Chances Client Services						645,852	645,852	
US DOL Chances Contracts to Sub Recipients (\$950,000 Started) Balance						864,944	864,944	
MRCOG Admin for Chances - Staffing (\$271,879 Started) Balance						261,879	261,879	
Audit Services - Chances Portion 3.5 yrs \$30,000						30,000	30,000	
<b>TOTAL CHANCES GRANT EXPENSES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,802,675</b>	<b>\$ 1,802,675</b>	\$ 1,802,675
<b>USDOL H1BP Career Pathways Expenses 5.0 Yr 9-30-23 to 9-30-28</b>								
US DOL Career Pathways Client Services								
US DOL Career Pathways to Sub Recipients								
MRCOG Admin for H1BP						1,999,996	1,999,996	
<b>TOTAL H1BP GRANT EXPENSES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,999,996</b>	<b>\$ 1,999,996</b>	\$ -
<b>TOTAL WCCNM EXPENSES</b>		<b>\$ 6,168,621</b>	<b>\$ 1,926,850</b>	<b>\$ 3,077,459</b>	<b>\$ 1,278,148</b>	<b>\$ 4,496,716</b>	<b>\$ 16,947,793</b>	
				0	(0)			

## Modification to the WCCNM Bylaws & WCCNM CEO Agreement

### **Action Requested:**

To remove the WCCNM Economic Development Committee as a standing committee designation and request that the WCCNM Board Chair requests the use of an Economic Development Ad-Hoc Committee.

Recommendation to approve modifications (WCCNM Bylaws and WCCNM – CEO Agreement) to include reference to other funds versus WIOA Title I only. Other funds may be additional grants (i.e., H1B Building Pathways... and Re-Entry Citizens Grant – Chances) or State General Fund, etc.

### **Background:**

The Economic Development Committee was established in March 2021 with the mission to forge alliances with Central Region economic development organizations, businesses, communities and training providers, identify workforce needs, develop strategies for county level planning, bridge skill gaps, and support economic development initiatives. Unfortunately, with the recent departure of board member and Economic Development Standing Committee Chair Mark Zientek, CABQ Economic Development Department, we have not had interest from other WCCNM Board Member to chair this committee (required of standing committees). The modification is strictly within the WCCNM Bylaws.

The WCCNM Bylaws and WCCNM - CEO Agreement were initially developed from the perspective of WIOA Title I grant funding, additional funds and grants was not considered. Therefore, it is important to note that other funds and grants are managed by the WCCNM and their CEOs. This modification presented within the two documents addresses this requirement.

### **Financial Impact:**

None

Do Pass: \_\_\_\_\_

Do not Pass: \_\_\_\_\_





# 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  
Amended August 9, 2022  
Amended January 9, 2024



*"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 CEOs 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;

**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 CEOs 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,~~ and other workforce funds 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 Board 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, business trade associations and WCCNM outreach;

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 days of the vacancy.

**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 website.

## **Article 8 - Committees**

**8.1 Standing Committees.** Standing committees of the WCCNM include an Executive Committee, Youth Standing Committee, Operations Standing Committee, Finance Standing Committee, ~~Economic Development Standing Committee~~ and Disability Standing Committee.

### **8.2 Executive Standing 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.

### **8.3 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 Operations Standing Committee.**

**The Operations Standing Committee will provide recommendations to the WCCNM Full Board and/or Executive Committee for the following:**

- A. Will review and make recommendations regarding matters related to WCCNM's Training and Service Provider Programs, in addition, will review and make recommendations on all program \ operations related policies
- B. Will develop performance standards for each program, monitor their progress, and provide oversight and tracking of all affiliated data collection systems.
- C. Will define and provide oversight and guidance for Continuous Quality Improvement Initiatives.

D. Will oversee and monitor all aspects of service delivery to support both employer and job seeker needs.

### 8.5 Finance Standing Committee

The Finance Standing Committee will provide financial control and work with the Fiscal Agent and Workforce Director to monitor finances, procurement and contract management. This committee will provide recommendations to the Chief Elected Officials, WCCNM Full Board and Executive Committee.

### 8.6 Economic Development Standing Committee.

~~The Economic Development Committee is to forge alliances with Central Region economic development organizations, businesses, communities, and training providers, identify workforce needs, develop strategies for county level planning, bridge skill gaps, and support economic development initiatives. The WCCNM Economic Development Committee will provide recommendations to the WCCNM Full Board and or Executive Committee on the development of county level economic and or regional workforce strategic plans.~~

**Formatted:** Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

### 8.7 Disability Standing Committee.

The Disability Committee will review, advocate, and make recommendations for New Mexicans with Disabilities to the Executive Committee/Full Board on matters related to WCCNM's operations.

**Commented [TR1]:** The Economic Development Committee is unable to identify a Board Member to serve as chair. This committee is moved to Ad Hoc committee status with meetings being scheduled as needed.

**8.87 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.

**8.98 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.

**8.409 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.

**8.410 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.

**8.421 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.

**8.4312 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.

**8.4413 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.

**8.4514 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 ensuring 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. 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.

**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 with 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 ~~August 15, 2024~~January 9, 2024

**Passed, Approved and Adopted** by the Chief Elected Officials on January 9, 2024~~August 9, 2022~~

SIGNATURE PAGES FOLLOW

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO  
Bylaws Signature Page

\_\_\_\_\_ Date: \_\_\_\_\_  
Chair, WCCNM

\_\_\_\_\_ Date: \_\_\_\_\_  
Lead CEO



# Chief Elected Official (CEO) Agreement

*Adopted, November 17, 2003*

*Revised, December 14, 2006*

*Amended, October 23, 2008*

*Revised, January 7, 2013*

*Revised, January 31, 2019*

*Revised, February 14, 2023*

*Revised, January 9, 2024*

“Equal Opportunity Program”





**WORKFORCE CONNECTION OF CENTRAL NEW MEXICO  
CHIEF ELECTIVE OFFICER AGREEMENT**

This Agreement is made and entered into by and among the Chief Elected Officials of the Bernalillo, Sandoval, Tarrant and Valencia Counties (“CEO” or “CEOs”).

WHEREAS, under the Workforce Innovation and Opportunity Act of 2014 (“WIOA”), Pub L. 113-128, Title I, Section 107, if a local area includes more than one unit of general local government, the CEOs of such units may execute an agreement that specifies the respective roles of the individual CEOs; and

WHEREAS, 11.2.4.9 N.M.A.C. (N, 7/1/2018; A, 06/22/2021) requires that the CEOs execute a CEO Agreement that specifies their respective roles and responsibilities in carrying out their joint duties assigned to them under WIOA; and

WHEREAS, the CEOs wish to execute this Agreement in compliance with such laws and rules [to include 2 CFR parts 200 Uniform Guidance](#); and

WHEREAS, the CEOs developed and submitted a request for waiver, dated August 25, 2022, of NMAC 11.2.4.7 Definitions, which specifies the following “*NMAC 11.2.4.7 Definitions - A. Chief elected official (CEO) is the chief elected executive officer of a unit of general local government in a local area. CEOs shall consist of one county commissioner from each county located in the area. In a case in which a local area includes more than one unit of general local government, the points of contact shall only be the recognized CEOs for each county located in that area.*”

WHEREAS, the CEOs received approval of waiver request from the NM State Administrative Entity (SAE) on January 27<sup>th</sup>, 2023 with the following stipulations:

The CEO Agreement is modified to define a quorum as three fourths of the county commissioners present.

- The CEO Agreement is modified to establish CEOs as voting members if the county or municipality has signed the agreement and assumes fiduciary responsibility for WIOA funds.

NOW THEREFORE, the CEOs agree:

**Article I  
General Provisions**

1.1 The Workforce Connection of Central New Mexico's (WCCNM) CEO Agreement dated January 31, 2019, is terminated as of the effective date of this Agreement.

1.2 Terms used in this Agreement adhere to definitions contained in the WIOA, 11.2.4.7 N.M.A.C. (N, 7/1/2018; A, 06/22/2021) and consistent with approved waiver dated January 27<sup>th</sup>, 2023

1.3 **Name.** The name of the local workforce development investment board is the Workforce Connection of Central New Mexico ("WCCNM").

1.4 **Region.** The WCCNM is responsible for the oversight of services provided under the WIOA to the following four (4) counties located in central New Mexico: Bernalillo, Sandoval, Torrance, and Valencia. The four (4) counties are referred to in this Agreement as the "Local Area."

1.5 **CEO Local Government Composition.** The CEOs voting members comprise (a) the Commission Chairs or a designated elected official from the Board of County Commissioners of each of the four (4) counties; and (b) the Mayors, or a designated elected official of the municipalities of the four (4) counties located in the Local Area. The name and contact information of each participating CEO is included in the signature page to this Agreement pursuant to 11.2.4.7 N.M.A.C. (N, 7/1/2018; A, 06/22/2021) and agreed upon approved waiver dated January 27<sup>th</sup>, 2023.

1.6 **Action of the CEOs.** The presence at a meeting of a minimum of three (3) voting member CEOs that represent the County Commissioners from counties of Bernalillo, Sandoval, Torrance and Valencia constitutes a quorum for the meeting. The affirmative vote of the CEOs present at a meeting constitutes the official action of the CEOs. Each CEO shall have one vote in all matters that come before the CEOs. Voting by proxy is permitted so long as the proxy is in writing and pertains only to the meeting specified in the writing.

1.6.1 The CEOs shall meet at least once annually to deal with WCCNM matters and at least once annually with the WCCNM.

1.6.2 A CEO may designate a senior staff member or a CEO from another local government entity from their associated county to attend a meeting and vote on any matter that comes before the CEOs.

1.6.3 CEO meetings shall be conducted in accordance with the New Mexico Open Meetings Act Section 10-15-1 *et seq* N.M.S.A. 1978.

1.6.4 A CEO may participate in a meeting by means of a conference telephone or other similar communications equipment and participation by such means shall constitute presence at a meeting.

## **Article II Election of a New CEO**

2.1 Pursuant to 11.2.4.9.(A)(6) N.M.A.C. (N, 7/1/2018; A, 06/22/2021), within ninety (90) days of being elected as a CEO within a Local Area, the WCCNM shall be informed of such new CEO and the WCCNM shall ensure that the new CEO submits to the WCCNM a written statement acknowledging that he or she:

- a) has read, understands and shall comply with this Agreement; and
- b) reserves the option to request negotiations to amend this Agreement at any time during his or her tenure as a CEO.

## **Article III Lead CEO**

3.1 The CEOs shall select from among themselves, by a majority vote, a lead CEO who shall act on behalf of the CEOs with respect to WCCNM related matters. The lead CEO shall

serve a term of one (1) year with the option of successive terms. The CEO's shall send to the WCCNM (i) the name, contact information, and term of the lead CEO, and (ii) the process by which the lead CEO was selected. The CEOs shall also inform the WCCNM that the lead CEO shall serve as the signatory for the CEOs and that the designated lead CEO may vote on any item presented to the WCCNM or the Executive Committee of the WCCNM. See 11.2.4.9(B)(1) N.M.A.C. – (N, 7/1/2018; A, 06/22/2021).

#### **Article IV Grant Funds**

4.1 **Grant Recipient.** The CEOs shall serve as the grant recipient for the grant funds allocated to the Local Area under the WIOA [and other Local Area workforce funds.](#) The CEOs designate the WCCNM as the entity that shall receive and administer the grant funds. See WIOA 107(d)(12)(B)(i); 20 CFR § 683.710, 11.2.4.9(A)(1) N.M.A.C (N, 7/1/2018; A, 06/22/2021, [42 CFR parts 200](#)).

4.2 **Liability for Misuse.** The CEOs acknowledge that they are liable for any misuse of grant funds allocated to the Local Area. The CEOs shall share any such liability in proportion to the relative population of the counties and municipalities they represent. The WCCNM shall procure and maintain professional liability insurance coverage for its members and provide the CEOs as named insured. The WCCNM also shall require appropriate coverage from contract service providers based on the type of service provided and further require that the service providers agree to indemnify the WCCNM and the CEOs for any liability imposed on the CEOs. See WIOA 107 (d)(12)(B)(i)(I); 20 CFR Part 679.310(e); 11.2.4(9)(A)(1) N.M.A.C (N, 7/1/2018; A, 06/22/2021).

4.3 The CEOs shall appoint a fiscal agent to administer and account for grant funds per 20 CFR Part 679.420; 11.2.4.9(A)(3). The CEOs shall appoint such fiscal agent after receiving a recommendation from WCCNM. If the CEOs reject such recommendation, the CEOs shall notify

the WCCNM within 120 days, indicating its reasons for such rejection and instructing the WCCNM to again recommend a fiscal agent. The CEOs appoint the Mid-Region Council of Governments as the fiscal agent as of the date of this Agreement and until they appoint a successor fiscal agent.

**Article V**  
**Oversight of WCCNM**

5.1 The CEOs shall appoint members of the WCCNM as provided in the CEO and WCCNM Partnership Agreement, dated December 10, 2018 and incorporated in this Agreement.

5.2 The CEOs annually shall review the members of the WCCNM and ensure that such membership comports with the WIOA 107(b), 20 CFR § 679.320 and 11.2.4.11 N.M.A.C. – (N, 7/1/2018; A, 06/22/2021) and that the membership fairly and equitably represents each of the counties and municipalities located in the Local Area.

5.3 The CEOs shall approve WCCNM’s budget annually at a meeting held before the beginning of the fiscal year to which the budget applies. See WIOA 107(d)(12)(A) and 20 CFR 679.370(o).

**Article VI**

**Joint Meeting**

The CEOs shall have at least one joint meeting with the WCCNM annually.

**Article VII**

**Miscellaneous**

7.1 **Amendments.** Any CEO may request that this Agreement be amended by submitting the proposed amendment to all the CEOs. At a regularly scheduled meeting or a special meeting called for such purposes, the CEOs shall consider whether to adopt such amendment. Any amendments to this Agreement shall be made with a majority vote of the CEOs present at the

meeting. All amendment or changes shall be maintained at the local administrative entity office and available for monitoring by the state administrative entity.

7.2 **Duration**. This Agreement must be ratified every four (4) years by the CEOs.

7.3 **Authority to Act**. Each CEO signing on behalf of a given jurisdiction shall obtain the necessary authorization required.

7.4 **Counterparts**. This Agreement may be executed in separate counterparts, each of which when so executed shall be an original, but all of such counterparts shall together constitute but one and the same instrument.

**Passed, Approved and Adopted** by the Chief Elected Officials at their meeting on ~~February 14, 2023~~January 9, 2024

Chief Elected Officials

Lead CEO: \_\_\_\_\_ Date: \_\_\_\_\_

## **CEO Members**

**Bernalillo County**

\_\_\_\_\_

date: \_\_\_\_\_

**Sandoval County**

\_\_\_\_\_

date: \_\_\_\_\_



**Torrance County**

\_\_\_\_\_

date: \_\_\_\_\_

**Valencia County**

\_\_\_\_\_

date: \_\_\_\_\_



Edgewood

\_\_\_\_\_

date: \_\_\_\_\_

Los Ranchos de  
Albuquerque

---

date: \_\_\_\_\_

Tijeras

\_\_\_\_\_

date: \_\_\_\_\_

Bernalillo

---

date: \_\_\_\_\_

Corrales

\_\_\_\_\_ date: \_\_\_\_\_



Cuba

---

date: \_\_\_\_\_

Jemez Springs

\_\_\_\_\_

date: \_\_\_\_\_

Rio Rancho

\_\_\_\_\_

date: \_\_\_\_\_

San Ysidro

\_\_\_\_\_

date: \_\_\_\_\_

Encino

\_\_\_\_\_

date: \_\_\_\_\_

Estancia \_\_\_\_\_

date: \_\_\_\_\_

Moriarty

\_\_\_\_\_

date: \_\_\_\_\_

Mountainair

\_\_\_\_\_

date: \_\_\_\_\_



Willard

\_\_\_\_\_ date: \_\_\_\_\_

Belen

\_\_\_\_\_

date: \_\_\_\_\_

Bosque Farms

\_\_\_\_\_

date: \_\_\_\_\_

Los Lunas

\_\_\_\_\_

date: \_\_\_\_\_

Peralta

\_\_\_\_\_

date: \_\_\_\_\_