



Full Board Hybrid

Monday, June 26, 2022
1:30 pm

809 Copper Ave. NW, Albuquerque, NM 87102

https://us06web.zoom.us/webinar/register/WN_q6pDAHU7QZOTVZBcYVi5WA

John Mierzwa, Chair

Krista Kelley, Chair-Elect

AGENDA

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

- Carl Adams** – Albuquerque Job Corps
- Marvis Aragon** – American Indian Chamber of Commerce New Mexico
- Odes Armijo-Caster** – Luz Energy Corp.
- Beth Barela, Treasurer** – Manpower of New Mexico
- Joseph Bizzell** – Elite Power and Recovery Inc.
- Doug Calderwood** - NM Aging & Long-Term Services Department
- Karla Causey** – African American Greater Albuquerque Chamber of Commerce
- Danielle Casey** - Albuquerque Economic Development
- Eleanor Chavez** –NUHHCE District 1199NM
- Robert Chavez** – Youth Development Inc.

- Vaadra Chavez** – Cyber Security Works
- Troy Clark** – New Mexico Hospital Association
- Herb Crosby** – AVTEC, Inc.
- Kristen Gamboa** – Village of Los Lunas
- Bobby Getts** - NM JATC for the Electrical Industry.
- Marni Goodrich** - Yearout Mechanical Inc.
- Bob Grassberger** – SRD Economic Consulting

- Tracy Hartzler** – Central New Mexico Community College

- Antoinette Holmes** - NM Department of Vocational Rehabilitation
- Gregg Hull** – City of Rio Rancho

- Krista Kelley, Chair-Elect** – Motiva Corporation
- Joe LiRosi** - Toni & Guy Academy & Salon

- Roxanne Luna** – New Mexico Human Services Department
- John Mierzwa, Chair** – Ingenuity Software Labs, Inc

- Debbie Ortiz**, RDO Enterprises

- Stacy Sacco** – SACCO Connections

- James Salas** – New Mexico Commission for the Blind
- Waldy Salazar** – New Mexico Department of Workforce Solutions
- Leslie Sanchez** – Dual Language Education of New Mexico
- Diane Saya** – Bottom Line Funding NM, LLC
- Jerry Schalow**– Rio Rancho Regional Chamber of Commerce
- Jennifer Sinsabaugh** – New Mexico MEP
- Raymond Trujillo** – Southwest Piping Institute (Local 412)
- David Valdes** – Central New Mexico Community College
- Michael Voegerl** - University of New Mexico Valencia Campus
- Mark Zientek** – City of Albuquerque, Economic Development

Approval of Monday, June 26, 2022 WCCNM Agenda

Motion
Second
Action

Tab 1 **Approval of WCCNM Full Board Minutes, April 17, 2023**

Motion

Second

Action

ACTION ITEMS

Tab 2 **Approval of WFCP-01-23, PY23 Preliminary Budget**

Motion

Second

Action

Tab 3 **Approval of Open Meetings Act and WCCNM Meetings Date**

Motion

Second

Action

Tab 4 **Approval of Workforce Connection of Central New Mexico Service Provider Annual Contract Renewal Requests**

A. Administrative Entity and Fiscal Agent Contract with the Mid-Region Council of Governments

Motion

Second

Action

B. One-Stop Operator Contract with the Mid-Region Council of Governments

Motion

Second

Action

C. Mid-Region Council of Governments Adult/Dislocated Worker Service Provider Contract

Motion

Second

Action

D. Youth Service Provider Contract with Youth Development Inc. (YDI)

Motion

Second

Action

E. Pathway Home 3 - CHANCES – Youth Development Inc.

Motion

Second

Action

Tab 5 **Approval to Extend Legal Services Contract**

Motion

Second

Action

Tab 6 **Approval of Second Year Term for Chair, Chair-Elect and Treasurer**

Motion

Second

Action

Tab 7 **Approval of WCCNM County Representatives**

Motion

Second

Action

Tab 8 **Approval of Revisions of Tier 1 and Tier 2 Industries**

Motion

Second

Action

Tab 9 **Approval for Use of WCCNM Discretionary Funds for Developing a Separate Funding Entity**

Motion
Second
Action

SERVICE and TRAINING PROVIDER UPDATES – INITIATIVES

Tab 10 **Chairman’s Items**

Tab 11 **Workforce Connection Operations**

UPDATES

Tab 12 **Summary of Executive Committee Meeting for June 5, 2023**

Tab 13 **WIOA Monthly Expenditure Report for May 31, 2023**

Tab 14 **WIOA Updates**

COMMITTEE REPORTS

- Disability Standing Committee
- Fiance Standing Committee
- Economic Development Ad-Hoc Committee
- Operations Standing Committee
- Youth Standing Committee
- Business \ Engagement Ad-Hoc
- Establish Other Funding Entity as Separate Arm of the Board

PUBLIC COMMENTS/ADJOURNMENT

Public Comments – Anyone who wishes to address the Board must register with the Program Coordinator of the Board

Adjournment

NOTES

Next Meeting:

Date: Monday, August 21, 2023
Time: 1:30 p.m.
Location: Mid-Region Council of Governments

Anyone requiring special accommodations please notify the MRCOG office at 247-1750 seven (7) days prior to the meeting

“Equal Opportunity Program”



MINUTES
Full Board Meeting
Hybrid Meeting
Monday, April 17, 2023
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 1:37 pm - by Art Martinez

- ✓ **Carl Adams** – Albuquerque Job Corps
- ✓ **Marvis Aragon** – American Indian Chamber of Commerce New Mexico
- Odes Armijo-Caster** – Luz Energy Corp.
- ✓ **Beth Barela, Treasurer** – Manpower of New Mexico
- Joseph Bizzell** – Elite Power and Recovery Inc.
- ✓ **Doug Calderwood** – NM Aging & Long-Term Services Department
- ✓ **Karla Causey** – African American Greater Albuquerque Chamber of Commerce
- ✓ **Danielle Casey** – Albuquerque Economic Development
- ✓ **Eleanor Chavez** – NUHCE District 1199NM
- ✓ **Robert Chavez** – Youth Development Inc.
- ✓ **Vaadra Chavez** – Cyber Security Works
- Troy Clark** – New Mexico Hospital Association
- ✓ **Herb Crosby** – AVTEC, Inc.
- Kristen Gamboa** – Village of Los Lunas
- ✓ **Bobby Getts** – NM JATC for the Electrical Industry.
- ✓ **Marni Goodrich** – Yearout Mechanical Inc.
- Bob Grassberger** – SRD Economic Consulting
- Tracy Hartzler** – Central New Mexico Community College
- ✓ **Antoinette Holmes** – NM Department of Vocational Rehabilitation
- ✓ **Gregg Hull** – City of Rio Rancho
- ✓ **Krista Kelley, Chair-Elect** – Motiva Corporation
- Joe LiRosi** – Toni & Guy Academy & Salon
- ✓ **Roxanne Luna** – New Mexico Human Services Department
- ✓ **John Mierzwa, Chair** – Ingenuity Software Labs, Inc
- ✓ **Debbie Ortiz**, RDO Enterprises
- ✓ **Stacy Sacco** – SACCO Connections
- James Salas** – New Mexico Commission for the Blind
- Waldy Salazar** – New Mexico Department of Workforce Solutions
- Leslie Sanchez** – Dual Language Education of New Mexico
- Diane Saya** – Bottom Line Funding NM, LLC
- ✓ **Jerry Schalow** – Rio Rancho Regional Chamber of Commerce
- ✓ **Jennifer Sinsabaugh** – New Mexico MEP
- Raymond Trujillo** – Southwest Piping Institute (Local 412)
- ✓ **David Valdes** – Central New Mexico Community College
- ✓ **Michael Voegerl** – University of New Mexico Valencia Campus
- ✓ **Mark Zientek** – City of Albuquerque, Economic Development

Mr. Mierzwa introduced new Board Member Carl Adams, Albuquerque Job Corps and Michael Voegerl.

Approval of WCNM Full Board Agenda, April 17, 2023

Motion: Herb Crosby

Second: Krista Kelley

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Carl Adams	X			
Marvis Aragon	X			
Odes Armijo-Caster				
Beth Barela, Treasurer	X			
Joseph Bizzell				
Doug Calderwood	X			
Danielle Casey	X			
Karla Causey	X			
Eleanor Chavez	X			
Robert Chavez	X			
Vaadra Chavez	X			
Troy Clark				
Herb Crosby	X			
Kristen Gamboa				
Bobby Getts	X			
Marni Goodrich	X			
Bob Grassberger				
Tracey Hartzler				
Antoinette Holmes				
Gregg Hull	X			
Krista Kelley				X
Joseph LiRosi				
Roxanne Luna	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacy Sacco	X			
James Salas				
Waldy Salazar				
Leslie Sanchez				
Diane Saya				
Jerry Schalow				X
Jennifer Sinsabaugh	X			
Raymond Trujillo				
David Valdes	X			
Michael Voegerl	X			
Mark Zientek	X			

Tab 1: Approval of WCCNM Full Board Minutes, February 27, 2023

Motion: Mark Zientek

Second: Jennifer Sinsabaugh

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Carl Adams	X			
Marvis Aragon	X			
Odes Armijo-Caster				
Beth Barela, Treasurer	X			
Joseph Bizzell				
Doug Calderwood	X			
Danielle Casey	X			
Karla Causey	X			
Eleanor Chavez	X			
Robert Chavez	X			
Vaadra Chavez	X			
Troy Clark				
Herb Crosby	X			
Kristen Gamboa				
Bobby Getts	X			
Marni Goodrich	X			
Bob Grassberger				
Tracey Hartzler				
Antoinette Holmes				
Gregg Hull	X			
Krista Kelley	x			
Joseph LiRosi				
Roxanne Luna	X			
John Mierzwa	X			
Debbie Ortiz	X			
Stacy Sacco	X			
James Salas				
Waldy Salazar				
Leslie Sanchez				
Diane Saya				
Jerry Schalow	x			
Jennifer Sinsabaugh	X			
Raymond Trujillo				
David Valdes	X			
Michael Voegerl	X			
Mark Zientek	X			

No Action Items

SERVICE and TRAINING PROVIDER UPDATES-INITIATIVES

Tab 2 WCCNM Workforce Connection Operations for March 31, 2023

By Art Martinez, WCCNM Administrator

- Mr. Martinez stated the report was provided and asked if anyone had questions. If time is allowed at the end he will go back and present it.

Tab 3 Pathway Home – Chances Grant

By Tawnya Rowland, WCCNM Operations Manager

- Ms. Rowland gave an update of the Chances Grant.
- She stated the program is moving along.
- YDI is our Sub-Recipient who is providing case management will be enrolling our first participant this quarter.
- Looking forward to our first enrollments to get a feel on how things will progress.
- She stated that YDI has done a fantastic job through the process.
- She stated we have one MOU with Bernalillo County Metropolitan Detention Center.
- The progress on the New Mexico Corrections MOU is moving slowly but it is coming along.
- Partner MOU's will come along as the grant progresses.

Questions & Discussion

Tab 4 Performance & Dashboard Updates

Due to time allotment report was not given.

Tab 5 USDOL Building Pathways to Infrastructure Jobs Grant Program Funding Opportunity

By Art Martinez, WCCNM Administrator

- Mr. Martinez presented the USDOL Building Pathways to Infrastructure Jobs Grant Program Funding Opportunity.
- He stated that there might approximately 2 million dollars available for training, sector strategies and forming partnerships.
- Looking to partner with CNM, Economic Development entities and some of the professional companies such as MEP, Trades Association.
- He noted this is just the preliminary discussion period and any feedback is appreciated.

Questions & Discussion

Tab 6 Chairman's Items – Mr. Mierzwa gave an update on the National Association of Workforce Board Conference that he attended in March along with other members who attended.

For a more detail discussion of Tab 6 you can request a copy of the zoom recording.

UPDATES

Tab 7 **WIOA Monthly Expenditure Report for March 31, 2023**

by Jesse Turley, Workforce Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, provided reporting for the WIOA Monthly expenditure report as of March 31, 2023
- Year-to-date formula and other funding sources expenditures including the USDOL Chances Grant for the current period, totaled \$2,685,933 with a total year-to-date expenditure totaling \$8,097,853.

Questions and Comments Followed

Tab 8 **WIOA Updates**

- Mr. Martinez introduced Daniel Sanchez, WIOA Operations Manager and Aymara Reyes Vasquez, WIOA Program Manager
- He noted that we need more sub-committee participation from the board.
- A redesignation report is due to NMDWS in May 2023.
- USDOL will be monitoring the Central Region in July 2023.
- USDOL wants the states and the regions to start competing for money for their regions.

COMMITTEE REPORTS

- Disability Standing Committee – No Report
 - **Economic Development Ad-Hoc Committee** - Mr. Zientek stated they meet monthly with Economic Developers around the state. They discussed what's going on in their areas.
 - **Operations Standing Committee** - Mr. Calderwood, Chair stated that the committee met on March 16, 2023. A draft charter was presented with the roles and responsibilities of the committees, including the firewall between the Administrative Entity and Operations.
 - **Youth Standing Committee** – *Next Meeting, June 13, 2023, with Carl Adams being the new Chair.*
 - **Business \ Engagement Ad-Hoc** – Mr. Schalow, Chair stated they he met with a few people. They are looking at recruiting Board and non-board members. Next meeting will focus on what direction and priorities they would like this committee to focus on.
- 501C3 or C4 Separate Arm of the Board** –Ms. Kelley stated they have been working on members and have contacted everyone at this point. They have identified individuals from different entities. Meeting will be in the middle of May 2023.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment** – None
- **Adjournment** – 3:22 p.m.

NOTES

Next Meeting:

Date: Monday, June 26, 2023

Time: 1:30 p.m.

Location: Mid-Region Council of Governments – Board Room

Approved at the June 23, 2023, WCCNM Full Board Meeting:

John Mierzwa, WCCNM Chair

ATTEST:

Secretary

"Equal Opportunity Program"

DRAFT

Workforce Connection of Central New Mexico WFCP- 01-23 PY23 Preliminary Budget

Action Requested:

Requesting approval of the Preliminary 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 estimate of the 2nd year carry-in from the prior program year end June 30, 2023 (PY22).

Background:

The New Mexico Department of Workforce Solutions (NMDWS) issued the PY23 allocation which indicated an 8.57% increase for the Central Region. The allocation presented to WCCNM 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 PY23 Preliminary Budget estimates the formula carry-in from PY22 to PY23 in the amount of \$2,000,000. It is estimated with \$850,000 Adult, \$350,000 Dislocated Worker, \$560,000 Youth and \$240,000 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 will still need application and approval by NMDWS.

The PY23 Preliminary Budget provides monies in the Professional Services category of: \$60,000 Board Expenses, \$0.0 Contractual Services, \$20,000 Legal and \$39,360 Audit, \$335,000 in Contingency which includes the sale of the lease \$300,000 & \$35,000 from Social Security's Ticket-to-Work monies, estimated available July 1, 2023.

PY23 Preliminary budget continues to have an ongoing DWS Special funding for the DWS Apprenticeship Program of \$150,000 which is the expected new year DWS contract. These staff members are under the MRCOG Operations, located in the BCC's and part of MRCOG's contractual AE/ FA Operation Projects amount.

Policy Ramification:

Approval of Policy WFCP-01-23 will allow the WCCNM to adjust the PY23 budget by categories as reflected in the attached worksheet.

Financial Impact: PY23 WCCNM budget totals \$14,468,940.

Financial Impact: PY23 Adult / DW Service Provider Trans MRCOG \$2,224,977

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

Financial Impact: PY23 WCCNM Operator MRCOG \$181,536

Financial Impact: PY23 WCCNM AE/FA/BCC Operations/DWS Projects MRCOG \$1,555,149

Do Pass _____ Do Not Pass _____

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO

PY23 Prelim

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			
		<u>ADULT</u>	<u>DISL WKR</u>	<u>YOUTH</u>	<u>ADMIN</u>	<u>ADDITIONAL</u>	<u>TOTAL</u>	
WCCNM REVENUES								Prior Yr PY22 was
PY23/FY24 Allocation (Addl /Reduction)	\$	2,250,874	4,595,912	2,251,261	1,010,894	-	10,108,941	\$ 9,310,916 8.58% Hig
PY22/FY23 Estimated Carry-in (Prior Yr PY22)		850,000	330,000	580,000	240,000	-	2,000,000	
First Transfer Request DW to Adult		3,000,000	(3,000,000)	-	-	-	-	
US DOL Chance Grant 3.5 Yr (July 2022 to Dec 2025) 2nd Yr						1,874,999	1,874,999	
P19P DWS (6/24) Apprenticeship		-	-	-	-	150,000	150,000	
PY07 Sale Of Lease		-	-	-	-	300,000	300,000	
PY23 Ticket To Work Revenue Available Year Begin		-	-	-	-	35,000	35,000	
TOTAL REVENUES	\$	6,100,874	1,925,912	2,831,261	1,250,894	2,359,999	14,468,940	
Required Work Exp 20% of Youth				566,252				Training Basis \$ 10,858,047
WIOA EXPENSES								
Adult/Dislocated Worker Service Provider								
MRCOG		1,401,736	823,242	-	-	-	2,224,977	2,224,977
Subtotal	\$	1,401,736	823,242	-	-	-	2,224,977	
Adult/Dislocated Wkr Client Services								
Adult/Disl Wkr Participant Services		3,640,317	733,791	-	-	-	4,374,108	Green Plugs
Worker's Compensation Insurance Policy		8,000	2,000	-	-	-	10,000	
Supportive Services		68,000	8,000	-	-	-	76,000	
Subtotal	\$	3,716,317	743,791	-	-	-	4,460,108	Adult DW Training 55.57%
Youth Service Provider								
Service Provider - YDI		-	-	1,580,594	-	-	1,580,594	
Subtotal	\$	-	-	1,580,594	-	-	1,580,594	
Youth Client Services (min. 75% Out)								Overall Training 49.50%
Youth Participant Services YDI Work Experience		-	-	570,000	-	-	570,000	2,206,594
Youth Transportation YDI		-	-	56,000	-	-	56,000	
Youth Participant Services ITA's MRCOG		-	-	243,269	-	-	243,269	
Youth Supportive Services MRCOG		-	-	45,000	-	-	45,000	
Subtotal	\$	-	-	914,269	-	-	914,269	Youth Training 32.29%
Business & Career Center Operation								
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		-	-	-	181,536	-	181,536	
Business & Career Center - DWS Apprenticeship Proj		-	-	-	-	150,000	150,000	
Business & Career Center Improvements		35,000	25,000	30,000	-	-	90,000	
Subtotal	\$	172,250	101,250	121,500	181,536	150,000	726,536	
Professional Services								
AE/FA - MRCOG		160,572	157,629	64,898	954,999	-	1,338,097	1338097.26
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		-	-	-	-	335,000	335,000	
Carved Out Plan Carry In - Reserved for Initial part 2nd year - July - Sep		650,000	100,000	150,000	-	-	900,000	
Subtotal	\$	810,572	257,629	214,898	1,069,359	335,000	2,687,456	
TOTAL WIOA EXPENSES	\$	6,100,874	1,925,912	2,831,261	1,250,894	485,000	12,593,940	
USDOL Chances Grant Expenses 3.5 Yr 7-1-22 to 12-31-25								
US DOL Chances Client Services		-	-	-	-	718,176	718,176	
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	
TOTAL CHANCES GRANT EXPENSES	\$	-	-	-	-	1,874,999	1,874,999	\$ 1,874,999
TOTAL WCCNM EXPENSES	\$	6,100,874	1,925,912	2,831,261	1,250,894	2,359,999	14,468,940	
		-	-	-	(0)	-	-	

WCCNM - DWS State Initial Allocations by year

	PY18	PY19 Amended	PY20	PY21	PY22	PY23	Change to Prior Yr	%
Adult	2,638,218	2,612,080	2,715,244	2,409,214	2,324,135	2,250,874	(73,261)	-3.15%
DW	3,698,860	4,362,116	3,776,430	4,267,460	3,964,307	4,595,912	631,605	15.93%
Youth	2,354,415	2,292,125	2,361,166	2,077,181	2,091,382	2,251,261	159,879	7.64%
Admin	965,721	1,029,591	983,950	972,650	931,092	1,010,894	79,802	8.57%
	9,657,214	10,295,912	9,836,790	9,726,505	9,310,916	10,108,941	798,025	8.57%

WCCNM Formula

Funding & Budget Item Comparison PY17 PY18 PY19 PY20 PY21 PY22 PY23 (PY23 July 1, 2023 to June 30, 2024)

Total WIOA Formula Budget

	PY19		COVID PY20	
		Increase %		Increase %
Granted	\$ 10,634,255	10%	\$ 11,012,952	4%
Carry-In Adult / DW	\$ 539,514		\$ 1,310,600	
Carry-In Youth	\$ 196,023		\$ 913,076	
Carry-In Admin	\$ 278,781		\$ 428,920	
Carry In Totals Per Year		\$ 1,014,318		\$ 2,652,596
Total	\$ 11,648,573		\$ 13,665,548	
Increase % of Prior Year	3%		21%	

WIOA Contractors

	PY19		PY20	
	\$	% to Total PY19 Budget	\$	% to Total PY20 Budget
SER	\$ 1,336,672	11%	\$ 1,400,929	10%
% to Client Specific Budget	26%		23%	
MRCOG - Adult DW Srvs Prov	\$ -	0%	\$ -	0%
% to Client Specific Budget	0%		0%	
YDI	\$ 1,056,800	9%	\$ 1,080,861	8%
% to Client Specific Budget	71%		55%	
MRCOG BCC Operations & AE	\$ 879,197	8%	\$ 1,072,700	8%
% to Client Specific Budget	12%		12%	
MRCOG Operator	\$ 148,213	1%	\$ 149,183	1%
% to Client Specific Budget	2%		2%	
Total	\$ 3,420,883	29%	\$ 3,703,674	27%
Increase to Prior Year %	8%		8%	

Client Services

WIOA Program Year

		PY19	% to Total PY19 Budget		PY20	% to Total PY20 Budget
Adult / DW (Inc. Carry In)	\$	5,049,905	43%	\$	6,080,719	44%
Youth (Inc. Carry In)	\$	1,485,943	13%	\$	1,950,366	14%
Carved Out Reserve 2nd Yr Mo	\$	1,060,000		\$	1,050,000	
Total	\$	7,595,848	65%	\$	9,081,085	66%
Increase to Prior Year %		1%			20%	

Remaining Activites WIOA Program Year

		PY19	% to Total PY19 Budget		PY20	% to Total PY20 Budget
BCC Operating Expenses	\$	446,242	4%	\$	680,189	5%
Board Expenses	\$	185,600	2%	\$	200,600	1%
Total	\$	631,842	5%	\$	880,789	6%
Increase to Prior Year %		10%			39%	
Ck TOTAL Budget of WCCNM	\$	11,648,573	100%	\$	13,665,548	100%

PY21		PY22		PY23	
	Increase %		Increase %		Increase %
\$ 9,726,505	-12%	\$ 9,310,916	-4%	\$ 10,108,941	8.57%
\$ 2,088,726		\$ 1,450,533		\$ 900,000	
\$ 1,464,271		\$ 1,440,309		\$ 400,000	
\$ 446,400		\$ 289,677		\$ 200,000	
	\$ 3,999,397		\$ 3,180,519		\$ 1,500,000
\$ 13,725,902		\$ 12,491,435		\$ 11,608,941	
0.4%		-9.0%		-7.1%	

PY21	% to Total PY21	PY22	% to Total PY22	PY23	% to Total PY23
	Budget		Budget		Budget
\$ 314,479	2%	\$ -	0%	\$ -	0%
6%		0%		#DIV/0!	
\$ 1,517,140	11%	\$ 1,631,880	13%	\$ 1,631,880	14%
27%		34%		#DIV/0!	
\$ 1,534,770	11%	\$ 1,570,000	13%	\$ 1,570,000	14%
94%		96%		#DIV/0!	
\$ 1,250,844	9%	\$ 1,334,115	11%	\$ 1,300,520	11%
15%		18%		124%	
\$ 169,353	1%	\$ 202,368	2%	\$ 205,000	2%
2%		3%		20%	
\$ 4,786,587	35%	\$ 4,738,364	38%	#DIV/0!	#DIV/0!
29%		-1%		#DIV/0!	

	PY21	% to Total PY21		PY22	% to Total PY22		PY23	% to Total PY23
		Budget			Budget			Budget
\$	5,683,634	41%	\$	4,803,404	38%	\$	-	0%
\$	1,634,134	12%	\$	1,642,485	13%	\$	-	0%
\$	1,125,964	8%	\$	939,677	8%	\$	1,050,000	9%
\$	8,443,732	62%	\$	7,385,566	59%	\$	1,050,000	9%
	-7%			-13%			-86%	

	PY21	% to Total PY21		PY22	% to Total PY22		PY23	% to Total PY23
		Budget			Budget			Budget
\$	319,982	2%	\$	415,000	3%	\$	509,872	4%
\$	175,600	1%	\$	183,720	1%	\$	185,600	2%
\$	495,582	4%	\$	598,720	5%	\$	695,472	6%
	-44%			21%			16%	
\$	13,725,901	100%	\$	12,722,650	100%	#DIV/0!		100%

\$	12,722,650	\$	13,921,940
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\$	(0)
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**Workforce Connection of Central New Mexico
(R-01-23)
Open Meetings Act Resolution**

Action Requested:

Approval of R-01-23 Open Meetings Act Resolution, to remain in compliance with statutory regulations.

Background:

NMSA 1978, Section 10-15-1B (194 as Amended), of the Open Meetings Act states that, except as otherwise provided in the Constitution of New Mexico or the Provisions of the Open Meetings Act, all meetings of a quorum of members of any board, commission or other policy-making body of any state agency, any agency or authority of formulation public policy, discussion public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings.

Policy Ramifications:

Section 10-15-1D of the Open Meetings Act requires WCCNM to determine annually what constitutes reasonable notice of its public meetings.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____

Workforce Connection of Central New Mexico WFCP- 01-22 PY22 Preliminary Budget

Action Requested:

Requesting approval of the Preliminary Budget for the PY22 year. This is based on the NMDWS allocation letter dated 7-01-22 and our estimate of the 2nd year carry-in from the prior program year end June 30, 2022 (PY21).

Background:

The New Mexico Department of Workforce Solutions (NMDWS) issued the PY22 allocation which indicated a 4.27% decrease for the Central Region. The allocation presented to WCCNM are as follows: Adult \$2,324,135, Dislocated Worker \$3,964,307, Youth \$2,091,382 and Administrative in the amount of \$931,092 for a total PY22 allocation of \$9,310,916. This is a \$415,589 decrease from the prior year's \$9,726,505.

The PY22 Preliminary Budget estimates the formula carry-in from PY21 to PY22 in the amount of \$2,472,000. It is estimated with \$885,000 Adult, \$606,400 Dislocated Worker, \$780,600 Youth and \$200,000 Administrative dollars.

The PY22 Preliminary Budget has an initial request to transfer \$1,500,000 monies of Dislocated Worker to Adult to align with currently experienced clientele mix.

The PY22 Preliminary Budget provides monies in the Professional Services category of: \$60,000 Board Expenses, \$60,000 Contractual Services Available, \$20,000 Legal and \$35,600 Audit, \$345,000 in Contingency which includes the sale of the lease \$300,000 & \$45,000 from Social Security's Ticket-to-Work monies, estimated available July 1, 2022.

PY22 Preliminary budget continues to have an ongoing DWS Special funding for the DWS Apprenticeship Program of \$150,000 which is the expected new year DWS contract. These staff members are under the MRCOG Operations, located in the BCC's and part of MRCOG's contractual AE/ FA Operation Projects amount.

Policy Ramification:

Approval of Policy WFCP-01-22 will allow the WCCNM to adjust the PY22 budget by categories as reflected in the attached worksheet.

Financial Impact: PY22 WCCNM budget totals \$12,418,264.

Financial Impact: PY22 Adult / DW Service Provider Trans MRCOG \$1,606,880

Financial Impact: PY22 Youth Service Provider YDI \$1,570,000

Financial Impact: PY22 WCCNM Operator MRCOG \$202,368.

Financial Impact: PY22 WCCNM AE/FA/BCC Operations/DWS Projects MRCOG \$1,334,115.

Do Pass _____ Do Not Pass _____

RESOLUTION
of the
Full Board
of the
Workforce Connection of Central New Mexico
R-01-2~~32~~

OPEN MEETINGS RESOLUTION

WHEREAS, Section 10-15-1 B NMSA 1978, of the Open Meetings Act states that, except as otherwise provided in the Constitution of New Mexico or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, commission or other policy-making body of any state agency, any agency or authority of any county, municipality, district or any political subdivision held for the purpose of formulating public policy, discussion public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings; and

WHEREAS, Section 10-15-1 (C) allows a public body to provide members of a public body to participate in a meeting of the public body by means of a conference telephone or other similar communicating equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating, by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed policy, resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, NMSA § 10-15-1, the Open Meetings Act requires WCCNM to determine annually what constitutes reasonable notice of its public meetings;

WHEREAS, WCCNM complies with all the requirements set forth in NMSA § 10-15-1 et. seq, the Open Meetings Act.

NOW THEREFORE BE IT RESOLVED by the WCNNM Full Board that:

1. Regular meetings of the WCCNM Board shall be held at least once each quarter on the third (3rd) Monday of the month at 1:30 pm at 809 Copper Ave. NW, Albuquerque, New Mexico or as indicated on the meeting notice.
2. Regular meeting of the WCCNM Executive Committee of the WCCNM board may be held once each quarter on the 3rd Monday of the month at 1:30 pm at 809 Copper Ave. NW, Albuquerque, New Mexico or as indicated on the meeting notice
3. For the purposes of regular meetings, notice requirements are met if notice of the date, time, place, and information on how the public may obtain an agenda, is placed as a legal notice in newspapers of general circulation in the state at least ten (10) days in advance of the meeting date. Written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request of the WCCNM for notice of public meetings. A proposed agenda will be posted in the offices of the WCCNM one (1) week before the meeting, located at 809 Copper Ave. NW, Albuquerque, New Mexico; and will be available on the MRCOG website at www.mrcog-nm.gov one week before the meeting; and
4. The final agenda will be posted in the offices of the WCCNM not less than seventy-two (72) hours prior to the meeting; and will be available on the MRCOG website at www.mrcog-nm.gov not less than seventy-two (72) hours before the meeting.
5. Special meetings may be called by the Chairman or a majority of the members upon three (3) days notice.
6. Emergency meetings will be called only under circumstances which demand immediate action to protect the health, safety and property of citizen. WCCNM will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice.
7. For the purposes of special meetings and emergency meetings described in paragraphs 6 and 7 of this Policy, notice requirements shall be met by posting notices in the offices of WCCNM and on the WCCNM website. The WCCNM secretary shall also provide facsimile notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
8. The WCCNM Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meetings requirement pursuant to Section 10-15-1(H) of the Open Meetings Act.

- a. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the WCCNM Board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated in the motion for closure and the vote on closure of each individual board member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting; and
- b. If the decision to hold a closed meeting is made when WCCNM is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances and stating the specific provision of law authorizing the closed meeting and the subjects to be discussed, is given to the Board members and to the general public; and
- c. Except as provided in Section 10-15-1(I), any final action taken as a result of discussions in a closed meeting shall be made by vote of the WCCNM Board in an open meeting.

PASSED, APPROVED, AND ADOPTED this **26⁷th** day of **June, 202²³** by the Workforce Connection of Central New Mexico Full Board.

Chair

~~Jerry Schalow~~ John Mierzwa, WCCNM

ATTEST:

Secretary

**Workforce Connection of Central New Mexico
(WFCP-02-23)
Executive and Full Board Meeting Dates
Through June 30, 2024**

Action Requested:

Approval of WCCNM Meeting dates July 1, 2023 through June 30, 2024

Background:

This schedule follows the meeting schedule established in August 2003. Full Board meetings will be scheduled to meet the third Monday of every other month. As unplanned actions, may be required, Executive Committee meeting will be scheduled the alternating months of the Full Board to occur on the third Thursday.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____



PY23 WCCNM Meeting Schedule

July 1, 2023 – June 30, 2024

<u>MEETING</u>	<u>DATE</u>	<u>TIME</u>
Executive Committee	July 17, 2023	1:30 pm
Full Board	August 21, 2023	1:30 pm
Executive Committee	September 18, 2023	1:30 pm
Full Board	October 16, 2023	1:30 pm
Executive Committee	November 20, 2023	1:30 pm
Full Board	December 18, 2023	1:30 pm
Executive Committee	January 15, 2024	1:30 pm
Full Board	February 19, 2024	1:30 pm
Executive Committee	March 18, 2024	1:30 pm
Full Board	April 15, 2024	1:30 pm
Executive Committee	May 20, 2024	1:30 pm
Full Board	June 17, 2024	1:30 pm

Disability Standing Committee – Twice Annually

Economic Development Standing Committee – Meets Monthly

Finance Standing Committee – To be Determined

Operations Standing Committee– 3rd Thursday of every other month–1:00 pm

Youth Standing Committee – quarterly 2nd Tuesday of the month at 2:00 pm

*All meetings subject to change. Special or Emergency meetings may be scheduled at any time

**Workforce Connection of Central New Mexico
WCCNM Service Provider Annual Contract Renewal Reports
June 26, 2023, WCCNM Board Meeting**

Action Requested:

Request for approval of contract renewals for:

- 1) MRCOG AE/FA
- 2) MRCOG A/DW Program
- 3) MRCOG One-Stop Operator
- 4) YDI – WIOA Youth and Chances Grant

Background:

Each year, the MRCOG prepares contract renewal reports for the WCCNM Board's consideration.

Accompanying this AISS request, the MRCOG AE/FA has provided the above contract renewal reports along with Risk Assessments for each service provider.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____

Annual contract renewals for the WCCNM Professional Services and Subrecipient Agreements are due on June 30, 2023.

Through Professional Service and Subrecipient Agreements, the Mid-Region Council of Governments (MRCOG) serves the Workforce Connection of Central New Mexico (WCCNM) Board in the role of:

1. Administrative Entity and Fiscal Agent (AE/FA);
2. One-Stop Operator, and;
3. WIOA Adult and Dislocated Worker (A/DW) Service Provider.
4. Youth Development Inc. (YDI) serves the WCCNM as the WIOA Youth Service Provider; and
5. Youth Development Inc. (YDI) serves the WCCNM as the CHANCES (REO Grant) Service Provider.

Pending performance, compliance, and available funding, subrecipient contract renewals for A/DW, One-Stop Operator, and Youth Service Providers are renewable on an annual basis for one or two option years until June 30, 2025. The CHANCES grant contract is also renewable on an annual basis for one or two option years until December 31, 2025. In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four (4) years.

The AE/FA Professional Services Agreement is a formal Inter-Governmental Agency Agreement consistent with NM State Procurement Statute whereas the WCCNM, a "Local Public Body", is authorized to contract with the MRCOG, a "Local Public Body." The AE/FA Agreement shall terminate on June 30, 2023, with CEO's option to renew on an annual basis unless terminated pursuant to Section 13 NMSA 1978 Termination. Annual AE/FA renewals may be applied in perpetuity, pending performance, compliance, and available funding.

To facilitate the WCCNM Board decision to extend/renew the subject professional services contract, the following report provides a PY22 (July 1, 2022, through June 30, 2023) performance summary evaluation of the services provided to the WCCNM by the MRCOG Administrative Entity and Fiscal Agent (AE/FA).

Administrative Entity and Fiscal Agent (AE/FA)

a. Scope of Work

The MRCOG serves in the capacity of administrative entity and fiscal agent (AE/FA) for the Workforce Connection of Central New Mexico (WCCNM). As such, the MRCOG staff administers the Central Region's Federal Workforce Investment Opportunity Act (WIOA) program and monitors the program to ensure quality workforce development services are provided in the Central Region.

The Administration, Human Resources, Legal, and Public Information staff provide administrative, legal, and personnel support for all of the MRCOG's programs.

Administrative Services: The scope of work conducted by the MRCOG includes the following administrative services performed for the WCCNM, CEOs, the Youth Council, and the WCCNM committees and task forces:

- A. Statutory and regulatory compliance;
- B. Performance and evaluation;
- C. Planning and contracting;
- D. Training and technical assistance;
- E. Administrative monitoring and oversight; and
- F. Risk Assessments.

Fiscal Services: The scope of work conducted by the MRCOG includes the following fiscal services performed for the WCCNM, CEOs, the Youth Council, and the WCCNM committees and task forces:

- A. Establish financial system;
- B. Monitor fund expenditures;
- C. Fiscal reporting;
- D. Document financial operations;
- E. Provide procurement guidance;
- F. Coordinate annual audit;
- G. Maintain records of fixed assets;
- H. Manage WCCNM payments, fiscal recordkeeping, and reporting;
- I. Oversee One-stop System cost allocation; and
- J. Conduct routine Risk Assessments.

b. Continuous Quality Improvement (CQI)

In PY22, the Administrative Entity supported the WCCNM Board’s request to update the Board Standing Committee structure as addressed in the August 19, 2022, revised WCCNM Bylaws. The current WCCNM Standing Committees include an Operations Committee to provide oversight and guidance for CQI initiatives. Since its inception in PY21, the mission of the Continuous Improvements Committee is to prioritize, review, and oversee the development, implementation, and monitoring of Continuous Improvement Plans for WIOA service providers, operations, the Administrative Entity, and the Fiscal Agent. The Administrative Entity staff conduct research and support the CQI initiatives chosen by the committee. In addition, the Administrative Entity routinely works to identify weaknesses in and improve regulatory compliance through policy updates that tie directly to NMDWS State Policies, Guidance Letters, Memos, and Manuals posted on the NMDWS website at <https://www.dws.state.nm.us/en-us/Workforce-Boards>, and Federal Training and Employment Notices (TENs) and Training and Employment Guidance Letters (TEGLs) published by the USDOL.

Current Administrative CQI activities also include, but are not limited to, steps to ensure the right program data is being collected and deliver relevant reports to the Board and other end users. Developing accurate and meaningful data reporting

processes by consistently collecting data from the same trusted data sources at the end of each Quarter, and consistently formatting and reporting the Quarterly data allows for accurate comparisons of Quarterly performance over time and facilitates the Administrative staff and Board to make informed data-driven decisions for performance and program improvements.

An example of Fiscal CQI activities includes the recent creation of the Board's Finance Standing Committee. Through this committee, the Board will have greater financial control and the opportunity to work more closely with the Fiscal Agent and the Workforce Administrator to oversee financial audits, and monitor finances, procurement, and contract management. The current CQI initiative to develop a 501(c)(3), or similar nonprofit, is another example of a Fiscal CQI initiative that will allow the WCCNM to better serve the Board's Central Region workforce initiatives.

In addition, ongoing WCCNM Fiscal CQI activities involve close financial monitoring and Risk Assessments of WCCNM's subrecipient contracts, which currently include, but are not limited to, the WIOA Youth Program and CHANCES (REO) Program services provided by Youth Development, Inc. (YDI). Currently, based on a PY21 YDI internal audit report conducted by SJT Group LLC, the WCCNM's Fiscal Agent routinely assesses YDI's risks to the WIOA Youth and CHANCES programs' financial performance. Although YDI's recent internal audit findings show deficiencies, none are considered material weaknesses or material noncompliance. Furthermore, the auditors opinion was not modified, which means a clean opinion. However, the MRCOG Fiscal Agent requires a quarterly report from YDI Finance staff to demonstrate YDI is working to resolve the audit concerns; the Fiscal Agent will communicate updates and progress reports to the WCCNM's Finance Standing Committee.

c. Fiscal - July 1, 2022 – April 30, 2023

PY22 Contract Amount: \$1,334,115 – Includes BCC Staff & Apprenticeship Project. Expended through April's 2023 Invoicing \$881,514. May and June 2023 invoicing is pending. The MRCOG repeatedly receives clean Internal Audits and is a financially sound organization.

The MRCOG welcomes the opportunity to continue servicing the WCCNM and the Central Region in its contractual capacity as AE/FA service provider.

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for
MRCOG Administrative Entity and Fiscal Agent
PY 2022 June 26, 2023**

General Assessment

(Yes responses indicate risk)

1. Is the entity new to operating or managing state and/or federal funds (has not done so within the past five years)?

Yes _____ No X N/A _____

Comments: The MRCOG AE/FA has been supporting the WCCNM Board since 2003.

2. Is this program new for the entity (*managed for less than three years*)?

Yes _____ No X N/A _____

Comments:

3. Has there been high staff turnover or agency reorganization that affects this program?

Yes _____ No X N/A _____

Comments:

4. Are the staff assigned to the program inexperienced with the program (*worked with the program for less than two funding cycles*)?

Yes _____ No X N/A _____

Comments:

5. Has the entity been untimely in the submission of:

a. applications Yes _____ No X N/A _____

b. amendments Yes _____ No X N/A _____

c. fiscal reporting Yes _____ No X N/A _____

d. draw downs Yes _____ No X N/A _____

e. budgets/revisions Yes _____ No X N/A _____

Comments:

6. Has the entity been timely in responding to program/fiscal questions?

Yes X No _____ N/A _____

Comments:

7. Is the program unusually complex (*e.g., program, funding, matching requirements*)?

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for
MRCOG Administrative Entity and Fiscal Agent**

Yes _____ No X N/A _____

Comments: The WIOA Title I, One-Stop Operator and all program partner programs combined do create a complex system of constantly changing and evolving programs with each requiring USDOL and state regulatory oversight and compliance. The MRCOG has successfully managed the Central Region Workforce Development Board activities since 2003.

8. Have any other entities (program offices, auditors, staff employed by the entity, etc.) alerted us of potential risk areas?

Yes X No _____ N/A _____

Comments: The MRCOG AE/FA provides services for the WCCNM, which includes ensuring the independent annual monitoring of its subrecipient program service provider contracts. Due to firewall policies, MRCOG AE/FA may not monitor any of the MRCOG subrecipient contractor's performance. Please note: It is not uncommon for independent program monitors to identify Areas of Concern or Findings in their annual service provider monitoring reports. When monitors identify program weaknesses, the MRCOG is able to immediately correct deficiencies and develop and implement new policies and procedures to mitigate any concerns before issues arise.

9. Does the entity have effective procedures and controls?

Yes X No _____ N/A _____

Comments:

10. Other areas of general assessment risk (entity-specific)

Legal Assessment

(Yes responses indicate risk)

1. Does the agency/entity have or previously had a lawsuit(s) filed against them?

If yes, list all pending and/or previous lawsuits with detailed information regarding who filed the lawsuit, the reason for filing and the final judgment rendered.

Yes _____ No X N/A _____

Comments:

2. Is agency/entity currently or previously been suspended or debarred?

Yes _____ No X N/A _____

If yes, explain. _____

(Attach additional sheet if needed).

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for
MRCOG Administrative Entity and Fiscal Agent**

Comments:

3. Have any organization staff been jailed, convicted of a felony or are currently under criminal investigation?

Yes ___ No N/A ___

Comments:

4. Other areas of legal assessment risk (entity-specific)

Monitoring/Audit Assessment
(Yes responses indicate risk)

1. Have more than last three funding cycles passed since the entity had an on-site monitoring visit?

Yes ___ No N/A ___

Comments:

2. Were there findings/violations in the prior visit?

Yes ___ No N/A ___

What were the number and extent of findings/violations in prior visit (more violations/more severe=higher risk)?

Comments: The MRCOG AE/FA has not received any findings or violations.

3. Has it been more than one year since the recipient received a single audit? (no single audit=higher risk)

Yes ___ No N/A ___

If Not, Why Not?

4. Has it been more than one year since the program audited was as a major program?

Yes ___ No N/A ___

Comments: The MRCOG AE/FA receives an annual Single and Financial Audit.

If no, then were there findings?

Yes ___ No N/A ___

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for
MRCOG Administrative Entity and Fiscal Agent**

What were the number and extent of findings/violations in prior visit (more violations/more severe=higher risk), and does the entity have a corrective action plan for correcting the finding?

Comments: The NMDWS has not yet conducted WCCNM/MRCOG monitoring for PY21 or PY22. The USDOL plans to conduct WCCNM/MRCOG monitoring in August 2023. As such, the MRCOG AE/FA has not been monitored by any state or Federal entity in PY21 or PY22.

5. Other factors of monitoring/risk assessment (entity-specific)

Financial System Assessment
(No responses indicate risk)

1. Does the state require the use of a uniform financial management/accounting system?
Yes No N/A (If "Yes" proceed to Question 3)

Comments:

2. Does the entity have a financial management system in place to track and record the program expenditures? (Example: QuickBooks, Visual Bookkeeper, Socrates Media, Peachtree or a Custom Proprietary System)
Yes No N/A

Comments:

3. Does the accounting system identify the receipts and expenditures of program funds separately for each award?
Yes No N/A

Comments:

4. Will the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget?
Yes No N/A

Comments:

5. Does the entity have a time and accounting system to track effort by cost objective?
Yes No N/A

Comments:

6. Are time distribution records (time studies) maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective?

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for
MRCOG Administrative Entity and Fiscal Agent**

Yes No N/A

If "No," does the entity have an approved alternative system to account for time distribution, and when was it approved?

Comments:

7. Does the entity have an indirect cost rate that is approved and current?

Yes No N/A (If "Yes," who approved the rate?)

Who approved our Indirect Cost Rate?

United States Department of the Interior

Comments:

8. Are the Federal base dollars of this indirect cost rate calculation comparable to other organizations of similar size, purpose and budget?

Yes No N/A

Comments:

9. Other items of financial system assessment (entity-specific)

Overall Fiscal Assessment
(Yes responses indicate risk)

1. Is this grant large in terms of percentage of overall funding for the entity?

Yes No N/A

Comments:

2. Is there an unusual level discretion in monetary decisions?

Yes No N/A

Comments:

3. Has the entity frequently been untimely in the drawn down of funds?

Yes No N/A

Comments:

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for
MRCOG Administrative Entity and Fiscal Agent**

4. Are there variations between expenditures and the budget?
Yes ___ No N/A ___ (*large variations=higher risk*)

Comments:

5. Has the entity returned (lapsed) significant unspent funds?
Yes ___ No N/A ___

Comments:

6. Does the entity have a large amount of budget carryover?
Yes ___ No N/A ___

Comments:

7. Are the entity's fiscal statistics outside of tolerance or trends (*e.g., much more expenditures on supplies than average*)?
Yes ___ No N/A ___

Comments:

8. Other items of overall fiscal assessment (entity-specific)

The MRCOG AE/FA oversees and manages the Fiscal budgets for the MRCOG New Mexico Workforce Connection One-Stops, and the Adult/Dislocated Worker program.

FINANCIAL STABILITY ASSESSMENT

The assessment of financial stability of an entity will vary depending upon the type of entity being assessed. If the entity is a public entity (e.g., school district, public university, municipality, local air authority, etc.) the Public Entity criteria below may be used to assess financial stability. Non-public entities should be assessed using the Non- Public/Not-For-Profit/Community Base Organizations criteria.

FINANCIAL STABILITY ASSESSMENT: PUBLIC ENTITIES

(Yes responses indicate risk)

1. Has the State or other authority placed the entity in a special financial status (e.g., financial watch, fiscal emergency, high risk, etc.)?
Yes ___ No N/A ___

Comments:

2. Has the entity ever used special loan or funding programs to meet its cash needs?

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for
MRCOG Administrative Entity and Fiscal Agent**

Yes ___ No X N/A _____

Comments:

3. Has the entity had difficulties raising local revenue (e.g., taxes, levies, etc.)?

Yes ___ No X N/A _____

Comments:

4. Has the State or other authority placed special financial conditions on the entity's award?

Yes ___ No X N/A _____

Comments:

5. Do the financial reports show a insufficient fund balance after meeting its obligations?

Yes ___ No X N/A _____

Comments:

6. Has the entity had difficulty meeting matching/maintenance of effort requirements?

Yes ___ No X N/A _____

Comments:

7. Do the entities financial reports indicate cash flow problems?

Yes ___ No X N/A _____

Comments:

8. Do the financial reports indicate possible supplanting issues?

Yes ___ No X N/A _____

Comments:

9. Do the entity's financial reports indicate a large number of corrections or journals?

Yes ___ No X N/A _____

Comments:

10. Has the entity provided adequate supporting documentation for draws and reporting requirements?

Yes X No ___ N/A _____

Comments:

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Administrative Entity and Fiscal Agent

11. Other items of financial stability assessment (public entity-specific)

Financial Stability Assessment: Non-Public/Not-For Profit/ Community Base Organizations

*****NOT APPLICABLE TO MRCOG AE/FA***** The MRCOG AE/FA, MRCOG New Mexico Workforce Connection One-Stops, and the MRCOG Adult/Dislocated Worker program are not considered Non-Public/Not-for-Profit Community Based Organizations. The MRCOG/WCCNM programs are independently audited on an annual basis. Financial Statements are available.

The purpose of this section is to use the Financial Statements of the entity/organization to determine its financial health. If independently audited financial statements are not available, the organization's Chief Financial Officer should be asked to prepare and certify a financial statement. Generally Accepted Accounting Principles require organizations to maintain the following information:

- Financial Statements:
 - a. Balance sheet or statement of financial position
 - b. Income statement or statement of operations
 - c. Statement of cash flows
 - d. Other statements, such as:
 - i. Retained earnings statement
 - ii. Industry-specific statements
- Notes to the Financial Statements, such as:
 - a. Accounting policies
 - b. Related party transactions
 - c. Subsequent events
 - d. Contingent liabilities
 - e. Details about debt and equity investments, inventories, fixed assets and depreciation, long-term debt and capital stock
 - f. Disclosures as needed in other areas (e.g., leases, pensions or income taxes)

The Balance Sheet Statement can answer these questions:

1. Can the organization pay its bills?
Yes ___ No ___ N/A ___

Comments:

2. Is there cash left over after the organization pays its bills?
Yes ___ No ___ N/A ___

Comments:

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Administrative Entity and Fiscal Agent

Specifically Answer:

a) What is the organization's debt trend?

Answer:

b) What is the "current ratio"? (Current Assets ÷ Current liabilities)

Note: A 1 ÷ 1 ratio means that the organization can just pay its bills.

Answer:

(c) What is the "Acid Test Ratio"?

The formula is:

Current Assets – Inventories

Liabilities _____

Note: The current asset – current liabilities ratio provides you with a working capital index. This ratio measures the immediate debt paying ability of an organization. A 1.0 to 1.01 acid-test ratio is usually considered adequate because it indicates that for every dollar of debt there is one dollar of assets that can be converted into cash on short notice to meet current obligations.

(d) What is the organization's Debt to Equity Ratio?

The formula is:

Total Liabilities ÷ Total Equity _

Note: The "debt to equity ratio" provides information on what the organization owns.

Answer:

3. Statement of Cash Flows

The Statement of cash flows shows cash "coming in and going out" and can help answer important questions, like:

- What generated the entity's increase (or decrease) in cash balance?
- How did the entity utilize the cash provided by operations?
- How did the entity finance any fixed asset purchases or long-term investments?
- What uses did the entity make of cash generated by borrowing or by issuing stock?
- If an entity operated at a loss, how was it able to pay its bills?
- If an entity operated at a profit, why didn't the cash balance increase?
- Can cash flow support future needs such as debt requirements?

(a) Has the organization operated at a loss for the current or past periods?

Yes ___ No ___ N/A ___

Comments:

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for
MRCOG Administrative Entity and Fiscal Agent**

(b) Is debt growing or declining?

Growing____ Declining____

4. Notes to the Financial Statement and Report of the Independent Auditor

The notes and “management letters” contain information and disclosures important to the understanding of the financial statements. The notes may seem lengthy and detailed, but some of the real story may be gleaned from a careful reading of these notes.

(a) Do the notes to the financial statements or management letters disclose potential financial problems at the organization (e.g., pending lawsuits, outstanding judgments, major loans to or from officers, etc.)?

Yes____ No____ N/A_____

Comments:

(b) Do the loan notes reflect (including loans from officer) indicating poor financial health (e.g., unusually high interest rates, unusual repayment provisions, etc.)?

Yes____ No____ N/A_____

Comments:

(c) Does the independent audit report for the most recent fiscal year contain an unqualified audit opinion?

Yes____ No____ N/A_____

If not, what kind of opinion did the auditor express? Why did the entity not receive an unqualified opinion?

5. Other non-public entity financial stability assessment (entity-specific)

Programmatic Assessment

Similar to the sections above, the programmatic risk assessment should include items that assess risks in meeting program requirements and objectives. The examples below are geared toward Department of Education assessments. However, agencies using this tool should review their applicable programmatic requirements found in statute, rule and supplements to develop specific risk criteria.

1. Did the entity meet Annual Measurable Achievement Objectives?

Yes No____ N/A_____

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for
MRCOG Administrative Entity and Fiscal Agent**

Comments:

2. Does the entity have a system in place for ~~parent~~ [participant] notification?

Yes No N/A

Comments:

3. Did the entity meet notification requirements?

Yes No N/A

Comments:

4. Other criteria which are required by applicable statute/rule.

The MRCOG AE/FA, MRCOG New Mexico Workforce Connection One-Stops and the MRCOG Adult/Dislocated Worker program follow all Federal (USDOL) and state (NMDWS) applicable statutes and rules.

Annual contract renewals for the WCCNM Professional and Subrecipient Services Agreements are due on June 30, 2023.

Through Professional and Subrecipient Service Agreements, the Mid-Region Council of Governments (MRCOG) serves the Workforce Connection of Central New Mexico (WCCNM) Board in the role of:

1. Administrative Entity and Fiscal Agent (AE/FA);
2. One-Stop Operator, and;
3. WIOA Adult and Dislocated Worker (A/DW) Service Provider.
4. Youth Development Inc. (YDI) serves the WCCNM as the WIOA Youth Service Provider; and
5. Youth Development Inc. (YDI) serves the WCCNM as the CHANCES (REO Grant) Service Provider.

Pending performance, compliance, and available funding, subrecipient 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. The CHANCES grant contract is also renewable on an annual basis for one or two option years until December 31, 2025. In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional/subrecipient services contract, including extensions and renewals, shall exceed four (4) years.

The AE/FA Professional Services Agreement is a formal Inter-Governmental Agency Agreement consistent with NM State Procurement Statute whereas the WCCNM, a "Local Public Body", is authorized to contract with the MRCOG, a "Local Public Body." The AE/FA Agreement shall terminate on June 30, 2023, with CEO's option to renew on an annual basis unless terminated pursuant to Section 13 NMSA 1978 Termination. Annual AE/FA renewals may be applied in perpetuity, pending performance, compliance, and available funding.

To facilitate the WCCNM Board decision to extend/renew the One-Stop Operator subrecipient services contract, the following report provides a PY22 review (July 1, 2022, through June 30, 2023) performance summary evaluation of the services provided to the WCCNM by the MRCOG One-Stop Operator.

One-Stop Operator

a. Scope of Work

The MRCOG One-Stop Operator delivers the WCCNM operations management for the New Mexico Workforce Connection office locations in the Central Region.

The One-Stop Operator builds and maintains a network of career services providers that mutually support the needs of customers while reducing replication of services. To meet WCCNM expectations, the One-Stop Operator provides high-quality career services in the Central Workforce Region to meet the following priorities in three functional areas: (1) commitment to excellent

customer service, (2) innovation and effective service design, and (3) the ability to operate with integrated management systems and high-quality staffing.

The One Stop Operator serves all persons requesting assistance, including recipients of public assistance, other low-income individuals, veterans, individuals who are basic skills-deficient and individuals with disabilities. The One-Stop Operator creates, collects, and maintains all records relating to One-Stop Center operations and WIOA service provision activities that are required to be made by applicable federal or state laws or regulations, made relevant by guidance from the U.S. Department of Labor, the New Mexico Department of Workforce Solutions, and/or which are necessary for determining WCCNM's attainment of the local levels of performance negotiated with the Governor of New Mexico and the City of Albuquerque. The One-Stop Operator provides support for WIOA service providers and co-located and non-co-located partners to meet and exceed WCCNM goals.

b. One Stop Certification

During PY22, the WCCNM Board completed the certification process for the One-Stop Centers in the Central Region, as required by WIOA and the New Mexico Department of Workforce Solutions (NMDWS). Re-certification of One-Stop Centers is required by NMDWS to be completed every three years. Certification criteria addressed three main areas of performance: Effectiveness, Physical and Programmatic Accessibility, and Continuous Quality Improvements. As required by NMDWS, each of the four New Mexico Workforce Connection Centers in the Central Region (Bernalillo, Sandoval, Torrance, and Valencia Counties) were evaluated by 5-10 criteria within each of the three performance areas. Once evaluations were complete, each performance area was assigned a score between 1-5, with 1 indicating no progress had been made on that performance area and 5 indicating the standard was achieved and excelling.

c. Continuous Quality Improvement

Over the PY22 there have been three transitions with the One-Stop Operator, with the delivery of services and collaboration with service providers remaining a top priority. The addition of new Program Manager and Operator positions has increased operations support for the One-Stop centers and has led to new initiatives to strengthen the One Stop Operations.

Avenues for staff feedback: Through the New Mexico Workforce Connection (NMWC), the WCCNM has had success with Team Coordination Meetings held regularly and consistently with managers and supervisors of all Central Region programs and representation from the comprehensive and affiliate NMWC centers. The group meets bi-weekly to discuss upcoming events and outreach opportunities, staffing challenges, customer flow issues, and infrastructure needs. These meetings also provide an opportunity to discuss ways to improve collaboration and to share decision-making. Managers may also share technical assistance, IT, and other

program needs during these meetings. Below is list of initiatives that have started in PY22 and will continue in to PY23 to help support the Continuous Quality Improvement efforts:

- Staff have worked to automate monthly data report from service providers.
- Updated new hiring process with a comprehensive onboarding packet for all One Stop Centers.
- Refined and centralized a process of managing requests for MyHub Intranet, a WCCNM platform to streamline staff requests such as IT Tickets, support with marketing requests, and translator services.
- Implemented an electronic pre-registration for job seekers at hiring events to quickly capture accurate participation data.
- Began implementation of the Business Engagement Tool to support and streamline new business contracts within WCCNM (beta phase).

Ongoing training: The WCCNM and NMWC Training Strategy launched at the beginning of PY18 to bolster cross-training opportunities and to ensure more consistency in pre-screening and partner referrals. These initiatives have taken a pause during the majority of PY22, but the Operations team plan to make training videos available through the MyHub Intranet. The planned video trainings include:

- Level 1: Training to cover all core WIOA programs and legally required/mandated training.
- Level 2: Training to cover all participating partners programs and system trainings such as the NMWC online system); and
- Level 3: Professional development, additional partner, and program training, as requested.

Goals and Performance Standards: As the AE/FA and One-Stop Operator for the WCCNM, the MRCOG has established administrative and fiscal goals that support the WCCNM Board’s objective of operating an efficient workforce development system, while at the same time ensuring compliance with WIOA and New Mexico Department of Workforce Solutions requirements.

d. Fiscal – July 1, 2022-April 20, 2023

PY22 Contract Amount: \$202,368 – Includes Operator. Expended through April’s 2023 Invoicing \$102,351. May and June invoices are pending. Annually, MRCOG completes successful Internal Audits and maintains a financially sound organization.

The MRCOG welcomes the opportunity to continue serving the WCCNM and the Central Region in its contractual capacity as One-Stop Operator.

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for MRCOG One-Stop Operator
PY 2022 June 26, 2023**

General Assessment
(Yes responses indicate risk)

1. Is the entity new to operating or managing state and/or federal funds (has not done so within the past five years)?

Yes ___ No X N/A ___

Comments: The One Stop Operator has been in existence since 2008.

2. Is this program new for the entity (*managed for less three years*)?

Yes ___ No X N/A ___

Comments:

3. Has there been high staff turnover or agency reorganization that affects this program?

Yes ___ No X N/A ___

Comments: Although, NM One-Stops have experienced turnover, such as Joy Forehand, however it has not negatively impacted the program.

4. Are the staff assigned to the program inexperienced with the program (*worked with the program for less than two funding cycles*)?

Yes ___ No X N/A ___

Comments:

5. Has the entity been untimely in the submission of:

a. applications Yes ___ No X N/A ___

b. amendments Yes ___ No X N/A ___

c. fiscal reporting Yes ___ No X N/A ___

d. draw downs Yes ___ No X N/A ___

e. budgets/revisions Yes ___ No X N/A ___

Comments:

6. Has the entity been timely in responding to program/fiscal questions?

Yes X No ___ N/A ___

Comments:

Commented [SR1]: Ask Art and Tawyna

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG One-Stop Operator

7. Is the program unusually complex (*e.g., program, funding, matching requirements*)?
Yes ___ No X N/A ___

Comments: The WIOA Title I, One-Stop Operator and all program partners programs combined do create a complex system of constantly changing and evolving programs with each requiring USDOL and state regulatory oversight and compliance. The MRCOG has successfully managed the New Mexico Central Region Workforce activities since 2008.

8. Have any other entities (program offices, auditors, staff employed by the entity, etc.) alerted us of potential risk areas?
Yes ___ No X N/A ___

Comments:

9. Does the entity have effective procedures and controls?
Yes X No ___ N/A ___

Comments:

10. Other areas of general assessment risk (entity-specific)

Legal Assessment **(Yes responses indicate risk)**

1. Does the agency/entity have or previously had a lawsuit(s) filed against them?
If yes, list all pending and/or previous lawsuits with detailed information regarding who filed the lawsuit, the reason for filing and the final judgment rendered.
Yes ___ No X N/A ___

Comments:

2. Is agency/entity currently or previously been suspended or debarred?
Yes ___ No X N/A ___

If yes, explain. _____
(Attach additional sheet if needed).

Comments:

3. Have any organization staff been jailed, convicted of a felony or are currently under criminal investigation?
Yes ___ No X N/A ___

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG One-Stop Operator

Comments:

4. Other areas of legal assessment risk (entity-specific)

Monitoring/Audit Assessment (Yes responses indicate risk)

1. Have more than last three funding cycles passed since the entity had an on-site monitoring visit?

Yes ___ No ___ N/A ___ X ___

Comments:

2. Were there findings/violations in the prior visit?

Yes ___ No ___ X ___ N/A ___

What were the number and extent of findings/violations in prior visit (more violations/more severe=higher risk)?

Comments: The MRCOG New Mexico Workforce Connection One-Stops have not received any findings or violations.

3. Has it been more than one year since the recipient received a single audit? (no single audit=higher risk)

Yes ___ No ___ X ___ N/A ___

If Not, Why Not?

4. Has it been more than one year since the program audited was as a major program?

Yes ___ No ___ X ___ N/A ___

Comments: The MRCOG New Mexico Workforce Connection One-Stops receive an annual Single and Financial Audit.

If no, then were there findings?

Yes ___ No ___ X ___ N/A ___

What were the number and extent of findings/violations in prior visit (more violations/more severe=higher risk), and does the entity have a corrective action plan for correcting the finding?

Comments: The NMDWS has not yet conducted WCCNM/MRCOG monitoring for PY21 or PY22. The USDOL plans to conduct WCCNM/MRCOG monitoring in August 2023. As such,

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for MRCOG One-Stop Operator**

the MRCOG New Mexico Workforce One-Stops have not been monitored by any state or Federal entity in PY21 or PY22.

5. Other factors of monitoring/risk assessment (entity-specific)

Financial System Assessment
(No responses indicate risk)

1. Does the state require the use of a uniform financial management/accounting system?

Yes No N/A (If "Yes" proceed to Question 3)

Comments:

2. Does the entity have a financial management system in place to track and record the program expenditures? (Example: QuickBooks, Visual Bookkeeper, Socrates Media, Peachtree or a Custom Proprietary System)

Yes No N/A

Comments:

3. Does the accounting system identify the receipts and expenditures of program funds separately for each award?

Yes No N/A

Comments:

4. Will the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget?

Yes No N/A

Comments:

5. Does the entity have a time and accounting system to track effort by cost objective?

Yes No N/A

Comments:

6. Are time distribution records (time studies) maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective?

Yes No N/A

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for MRCOG One-Stop Operator**

If "No," does the entity have an approved alternative system to account for time distribution, and when was it approved?

Comments:

7. Does the entity have an indirect cost rate that is approved and current?
Yes No N/A (If "Yes," who approved the rate?)

Comments: United States Department of the Interior

8. Are the Federal base dollars of this indirect cost rate calculation comparable to other organizations of similar size, purpose and budget?
Yes No N/A

Comments:

9. Other items of financial system assessment (entity-specific)

Overall Fiscal Assessment
(Yes responses indicate risk)

1. Is this grant large in terms of percentage of overall funding for the entity?
Yes No N/A

Comments:

2. Is there an unusual level of discretion in monetary decisions?
Yes No N/A

Comments:

3. Has the entity frequently been untimely in the drawn down of funds?
Yes No N/A

Comments:

4. Are there variations between expenditures and the budget?
Yes No N/A (large variations=higher risk)

Comments:

5. Has the entity returned (lapsed) significant unspent funds?
Yes No N/A

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG One-Stop Operator

Comments:

6. Does the entity have a large amount of budget carryover?

Yes ___ No X N/A ___

Comments:

7. Are the entity's fiscal statistics outside of tolerance or trends (e.g., much more expenditures on supplies than average)?

Yes ___ No X N/A ___

Comments:

8. Other items of overall fiscal assessment (entity-specific)

The MRCOG New Mexico Workforce Connection One-Stops are fiscally managed by the MRCOG AE/FA.

Financial Stability Assessment

The assessment of financial stability of an entity will vary depending upon the type of entity being assessed. If the entity is a public entity (e.g., school district, public university, municipality, local air authority, etc.) the Public Entity criteria below may be used to assess financial stability. Non-public entities should be assessed using the Non-Public/Not-For-Profit/Community Base Organizations criteria.

Financial Stability Assessment: Public Entities

(Yes responses indicate risk)

1. Has the State or other authority placed the entity in a special financial status (e.g., financial watch, fiscal emergency, high risk, etc.)?

Yes ___ No X N/A ___

Comments:

2. Has the entity ever used special loan or funding programs to meet its cash needs?

Yes ___ No X N/A ___

Comments:

3. Has the entity had difficulties raising local revenue (e.g., taxes, levies, etc.)?

Yes ___ No X N/A ___

Comments:

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for MRCOG One-Stop Operator**

4. Has the State or other authority placed special financial conditions on the entity's award?

Yes ___ No X ___ N/A ___

Comments:

5. Do the financial reports show an insufficient fund balance after meeting its obligations?

Yes ___ No X ___ N/A ___

Comments:

6. Has the entity had difficulty meeting matching/maintenance of effort requirements?

Yes ___ No X ___ N/A ___

Comments:

7. Do the entities financial reports indicate cash flow problems?

Yes ___ No X ___ N/A ___

Comments:

8. Do the financial reports indicate possible supplanting issues?

Yes ___ No X ___ N/A ___

Comments:

9. Do the entity's financial reports indicate a large number of corrections or journals?

Yes ___ No X ___ N/A ___

Comments:

10. Has the entity provided adequate supporting documentation for draws and reporting requirements?

Yes X ___ No ___ ___ N/A ___

Comments:

11. Other items of financial stability assessment (public entity-specific)

**Financial Stability Assessment: Non-Public/Not-For Profit/
Community Base Organizations**

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG One-Stop Operator

*****NOT APPLICABLE FOR MRCOG NEW MEXICO WORKFORCE ONE STOP OPERATOR*****

The MRCOG AE/FA, MRCOG New Mexico Workforce Connection One Stops and the Adult/Dislocated Worker program are not considered Non-Public/Not-for-Profit Community Based Organizations. The MRCOG/WCCNM programs are independently audited on an annual basis. Financial statements are available.

The purpose of this section is to use the Financial Statements of the entity/organization to determine its financial health. If independently audited financial statements are not available, the organization's Chief Financial Officer should be asked to prepare and certify a financial statement. Generally Accepted Accounting Principles require organizations to maintain the following information:

- Financial Statements:
 - a. Balance sheet or statement of financial position
 - b. Income statement or statement of operations
 - c. Statement of cash flows
 - d. Other statements, such as:
 - i. Retained earnings statement
 - ii. Industry-specific statements
- Notes to the Financial Statements, such as:
 - a. Accounting policies
 - b. Related party transactions
 - c. Subsequent events
 - d. Contingent liabilities
 - e. Details about debt and equity investments, inventories, fixed assets and depreciation, long-term debt and capital stock
 - f. Disclosures as needed in other areas (e.g., leases, pensions or income taxes)

The Balance Sheet Statement can answer these questions:

1. Can the organization pay its bills?
Yes ___ No ___ N/A ___

Comments:

2. Is there cash left over after the organization pays its bills?
Yes ___ No ___ N/A ___

Comments:

Specifically Answer:

a) What is the organization's debt trend?

Answer:

b) What is the "current ratio"? (Current Assets ÷ Current liabilities)

Note: A 1 ÷ 1 ratio means that the organization can just

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG One-Stop Operator

pay its bills.

Answer:

(c) What is the “Acid Test Ratio”?

The formula is:

Current Assets – Inventories

Liabilities _____

Note: The current asset – current liabilities ratio provides you with a working capital index. This ratio measures the immediate debt paying ability of an organization. A 1.0 to 1.01 acid-test ratio is usually considered adequate because it indicates that for every dollar of debt there is one dollar of assets that can be converted into cash on short notice to meet current obligations.

(d) What is the organization’s Debt to Equity Ratio?

The formula is:

Total Liabilities ÷ Total Equity _

Note: The “debt to equity ratio” provides information on what the organization owns.

Answer:

3. Statement of Cash Flows

The Statement of cash flows shows cash “coming in and going out” and can help answer important questions, like:

- What generated the entity’s increase (or decrease) in cash balance?
- How did the entity utilize the cash provided by operations?
- How did the entity finance any fixed asset purchases or long-term investments?
- What uses did the entity make of cash generated by borrowing or by issuing stock?
- If a entity operated at a loss, how was it able to pay its bills?
- If an entity operated at a profit, why didn’t the cash balance increase?
- Can cash flow support future needs such as debt requirements?

(a) Has the organization operated at a loss for the current or past periods?

Yes ___ No ___ N/A ___

Comments:

(b) Is debt growing or declining?

Growing ___ Declining ___

4. Notes to the Financial Statement and Report of the Independent Auditor

The notes and “management letters” contain information and disclosures important to the understanding of the financial statements. The notes may seem lengthy and detailed, but some of the real story may be gleaned from a careful reading of these notes.

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG One-Stop Operator

(a) Do the notes to the financial statements or management letters disclose potential financial problems at the organization (e.g., pending lawsuits, outstanding judgments, major loans to or from officers, etc.)?

Yes ___ No ___ N/A ___

Comments:

(b) Do the loan notes reflect (including loans from officer) indicating poor financial health (e.g., unusually high interest rates, unusual repayment provisions, etc.)?

Yes ___ No ___ N/A ___

Comments:

(c) Does the independent audit report for the most recent fiscal year contain an unqualified audit opinion?

Yes ___ No ___ N/A ___

If not, what kind of opinion did the auditor express? Why did the entity not receive an unqualified opinion?

5. Other non-public entity financial stability assessment (entity-specific)

Programmatic Assessment

Similar to the sections above, the programmatic risk assessment should include items that assess risks in meeting program requirements and objectives. The examples below are geared toward Department of Education assessments. However, agencies using this tool should review their applicable programmatic requirements found in statute, rule and supplements to develop specific risk criteria.

1. Did the entity meet Annual Measurable Achievement Objectives?

Yes X No ___ N/A ___

Comments:

2. Does the entity have a system in place for ~~parent~~ (participant) notification?

Yes X No ___ N/A ___

Comments:

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for MRCOG One-Stop Operator**

3. Did the entity meet notification requirements?

Yes X No _____ N/A _____

Comments:

4. Other criteria which are required by applicable statute/rule.

The MRCOG AE/FA, MRCOG New Mexico Connection Workforce One-Stops and the MRCOG Adult/Dislocated Worker Programs follow all Federal (USDOL) and State (NMDWS) applicable statutes and rules.

Annual contract renewals for the WCCNM Professional Services and Subrecipient Agreements are due on June 30, 2023.

Through Professional Service and Subrecipient Agreements, the Mid-Region Council of Governments (MRCOG) serves the Workforce Connection of Central New Mexico (WCCNM) Board in the role of:

1. Administrative Entity and Fiscal Agent (AE/FA);
2. One-Stop Operator, and;
3. WIOA Adult and Dislocated Worker (A/DW) Service Provider.
4. Youth Development Inc. (YDI) serves the WCCNM as the WIOA Youth Service Provider; and
5. Youth Development Inc. (YDI) serves the WCCNM as the CHANCES (REO Grant) Service Provider.

Pending performance, compliance, and available funding, subrecipient 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. The CHANCES grant subrecipient contract is also renewable on an annual basis for one or two option years until December 31, 2025. In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional or subrecipient services contract, including extensions and renewals, shall exceed four (4) years.

The AE/FA Professional Services Agreement is a formal Inter-Governmental Agency Agreement consistent with NM State Procurement Statute whereas the WCCNM, a "Local Public Body", is authorized to contract with the MRCOG, a "Local Public Body." The AE/FA Agreement shall terminate on June 30, 2023, with CEO's option to renew on an annual basis unless terminated pursuant to Section 13 NMSA 1978 Termination. Annual AE/FA renewals may be applied in perpetuity, pending performance, compliance, and available funding.

To facilitate the WCCNM Board decision to extend/renew the A/DW subrecipient services contract, the following report provides a PY22 (July 1, 2022, through June 30, 2023) performance summary evaluation of the services provided to the WCCNM by the MRCOG Adult/Dislocated Worker Service Provider.

Adult and Dislocated Worker Service Provider (A/DW)

a. Scope of Work

As the WCCNM's Adult and Dislocated Worker Service Provider (A/DW), the MRCOG provides New Mexico's Central Region WIOA Title I services per WIOA Section 134(c)(2)(A) and pursuant to the State of New Mexico WIOA Combined State Plan and local four-year plan. The A/DW scope of work includes the following:

- A. Basic Career Services;
- B. Eligibility determination for Title I Adults and Dislocated Workers Program services;
- C. Outreach, intake, and orientation to the information and other services available through the one-stop delivery system;

- D. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities, and supportive service needs;
- E. Labor exchange services including job search and placement assistance;
- F. Referrals to and coordination of activities with other programs and services within the one-stop delivery system;
- G. Provision of workforce and labor market information;
- H. Provision of performance and program cost information;
- I. Provision of information on supportive services including referrals to those services;
- J. Provision of information and assistance regarding filing claims for unemployment compensation; and
- K. Assistance in establishing eligibility for programs of financial aid assistance.

b. Continuous Quality Improvement

The Adult and Dislocated Worker CQI plan continues to focus on “Increasing Dislocated Worker Enrollment,” a population that the program has had challenges reaching and engaging in the past. The plan identifies a goal of “increase[ing] virtual outreach to the dislocated worker population using social media, partner programs, and training institutions in an effort to augment enrollment” and includes four objectives that will help achieve this goal. Action Steps, Responsible Parties, Measures/Progress, and Timelines are mapped for all four objectives and updated quarterly. Program staff track performance on these objectives each quarter and report on progress to Administrative Entity staff, and the Board.

During PY22, the A/DW service provider began implementing CQI strategies to improve overall service delivery, including, but not limited to, the following:

- Laptops are now available for the WIOA Team for business and employer outreach, which enables paperless operations and enhances staff productivity.
- The implementation of the new Business Engagement database, an employer inquiry tool, is expected to provide notable improvements in serving employers. Businesses may conveniently submit their workforce needs, while allowing staff members from various programs to seamlessly collaborate on customizing solutions that meet the employer’s needs. Real-time updates, streamlined tracking, and centralized information sharing provide enhanced communications, responsiveness, and overall efficiency in addressing business inquiries.

- The WIOA program partners and the WCCNM as an organization have implemented DocuSign as a means to streamline contract workflows. This improvement will enable the organization to move towards a paperless environment by digitally signing and managing contracts. Starting with certain contracts, the organization will gradually transition to a more efficient, secure, and environmentally friendly approach to contract management.
- WIOA program partners have implemented the use of direct deposits for participants in work experience programs. This improvement will enhance payment efficiency, reduce administrative overhead, and provide participants with faster and more convenient access to their funds.
- WIOA A/DW has updated its Procedure Manual to incorporate the corrective changes made as a result of annual program monitoring. The procedure updates help ensure compliance with regulations, enhance the effectiveness of program activities, and promote consistency in service delivery.

c. **Performance** – July 1, 2022 – May 15, 2023

On October 1, 2022, the NMDWS approved the new negotiated Adult/Dislocated Worker and Youth program’s Performance Indicators for PY22 and PY23 (through June 30, 2024). The goal was set to meet a minimum of 90% of the negotiated percentage within five indicators: Employed in the Q2, Employed in the Q4, Median Wages in Q2, Credential Attainment Rate, and Measurable Skills Gain Rate. The new WCCNM Negotiated Rates reflect the States’ adjustments they received from USDOL.

Each final quarterly performance is reported to NMDWS and WCCNM’s Board generally 45 days after each quarter. A rolling four quarters report is available at the end of each program year and will be available in mid-August 2023. This rolling-four report will show the final outcome for PY2022.

It’s important to note that each provider has up to 30 days after the end of the 4th quarter to ensure they have captured all outcome measures including the Measurable Skills Gain performance indicator.

Adult performance projected outcomes for PY2022 (WCOS extraction data as of 05/15/2022) suggest that the adult provider will exceed in at least three indicators (Employment Q2 and Q4, and Median Wages), and meet or possibly exceed in Credential Attainment and Measurable Skills Gains.

Dislocated Worker performance projected outcomes for PY2022 (WCOS extraction data as of 05/15/2022) suggest that the dislocated worker provider will

exceed in at least four indicators (Employment Q2 and Q4, Median Wages, and Credential Attainment. It is projected that the Dislocated Worker Measurable Skills Gains Rate will meet the indicator.

- d. Fiscal** – July 1, 2022 – April 30, 2023
PY22 Contract Amount: \$1,631,880 – Includes all Adult / DW Staff. May and June invoicing is pending. MRCOG repeatedly receives clean Internal Audits and is a financially sound organization.

The MRCOG welcomes the opportunity to continue servicing the WCCNM and the Central Region in its contractual capacity as the Adult/Dislocated Worker service provider.

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for MRCOG Adult and Dislocated Worker
PY 2022 June 26, 2023**

General Assessment
(Yes responses indicate risk)

1. Is the entity new to operating or managing state and/or federal funds (has not done so within the past five years)?

Yes _____ No X N/A _____

Comments: The MRCOG has provided oversight of the WCCNM WIOA Title (Adult/Dislocated Worker and Youth programs) since 2003.

2. Is this program new for the entity (*managed for less than three years*)?

Yes _____ No X N/A _____

Comments:

3. Has there been high staff turnover or agency reorganization that affects this program?

Yes _____ No X N/A _____

Comments:

4. Are the staff assigned to the program inexperienced with the program (*worked with the program for less than two funding cycles*)?

Yes ___ No X N/A _____

Comments:

5. Has the entity been untimely in the submission of:

a. applications Yes _____ No X N/A _____

b. amendments Yes _____ No X N/A _____

c. fiscal reporting Yes _____ No X N/A _____

d. draw downs Yes _____ No X N/A _____

e. budgets/revisions Yes _____ No X N/A _____

Comments:

6. Has the entity been timely in responding to program/fiscal questions?

Yes X No _____ N/A _____

Comments:

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Adult and Dislocated Worker

7. Is the program unusually complex (e.g., program, funding, matching requirements)?

Yes ___ No X ___ N/A ___

Comments:

8. Have any other entities (program offices, auditors, staff employed by the entity, etc.) alerted us of potential risk areas?

Yes ___ No X ___ N/A ___

Comments: The MRCOG AE/FA provides services for the WCCNM, which includes ensuring the independent annual monitoring of its subrecipient program service provider contracts. Due to firewall policies, MRCOG AE/FA may not monitor any of the MRCOG subrecipient contractor's performance. Please note: It is not uncommon for independent program monitors to identify Areas of Concern or Findings in their annual service provider monitoring reports. When monitors identify program weaknesses, the MRCOG is able to immediately correct deficiencies and develop and implement new policies and procedures to mitigate any concerns before issues arise.

The Eastern Area Workforce Development Board completed the WCCNM A/DW Monitoring on June 13, 2023. All concerns identified in the monitoring report have been addressed.

9. Does the entity have effective procedures and controls?

Yes X ___ No ___ N/A ___

Comments:

10. Other areas of general assessment risk (entity-specific)

Legal Assessment

(Yes responses indicate risk)

1. Does the agency/entity have or previously had a lawsuit(s) filed against them?

If yes, list all pending and/or previous lawsuits with detailed information regarding who filed the lawsuit, the reason for filing and the final judgment rendered.

Yes ___ No X ___ N/A ___

Comments:

2. Is agency/entity currently or previously been suspended or debarred?

Yes ___ No X ___ N/A ___

If yes, explain. _____

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Adult and Dislocated Worker

(Attach additional sheet if needed).

Comments:

3. Have any organization staff been jailed, convicted of a felony or are currently under criminal investigation?

Yes ___ No X N/A _____

Comments:

4. Other areas of legal assessment risk (entity-specific)

Monitoring/Audit Assessment

(Yes responses indicate risk)

1. Have more than last three funding cycles passed since the entity had an on-site monitoring visit?

Yes ___ No X N/A _____

Comments:

2. Were there findings/violations in the prior visit?

Yes ___ No X N/A _____

What were the number and extent of findings/violations in prior visit (more violations/more severe=higher risk)?

Comments:

3. Has it been more than one year since the recipient received a single audit? (no single audit=higher risk)

Yes ___ No X N/A _____

If Not, Why Not?

4. Has it been more than one year since the program audited was as a major program?

Yes ___ No X N/A _____

Comments:

If no, then were there findings?

Yes ___ No X N/A _____

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Adult and Dislocated Worker

What were the number and extent of findings/violations in prior visit (more violations/more severe=higher risk), and does the entity have a corrective action plan for correcting the finding?

Comments: The NMDWS has not yet conducted WCCNM/MRCOG WIOA Adult/Dislocated Worker program monitoring for PY21 or PY22. The USDOL plans to conduct WCCNM/MRCOG monitoring in August 2023. As such, the MRCOG A/DW program has not been monitored by any state or Federal entity in PY21 or PY22.

The Eastern Area Workforce Development Board completed the WCCNM A/DW Monitoring on June 13, 2023. All concerns identified in the monitoring report have been addressed.

5. Other factors of monitoring/risk assessment (entity-specific)

Financial System Assessment

(No responses indicate risk)

1. Does the state require the use of a uniform financial management/accounting system?

Yes No N/A (If "Yes" proceed to Question 3)

Comments:

2. Does the entity have a financial management system in place to track and record the program expenditures? (Example: QuickBooks, Visual Bookkeeper, Socrates Media, Peachtree or a Custom Proprietary System)

Yes No N/A

Comments:

3. Does the accounting system identify the receipts and expenditures of program funds separately for each award?

Yes No N/A

Comments:

4. Will the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget?

Yes No N/A

Comments:

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Adult and Dislocated Worker

5. Does the entity have a time and accounting system to track effort by cost objective?

Yes No N/A

Comments:

6. Are time distribution records (time studies) maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective?

Yes No N/A

If "No," does the entity have an approved alternative system to account for time distribution, and when was it approved?

Comments:

7. Does the entity have an indirect cost rate that is approved and current?

Yes No N/A (If "Yes," who approved the rate?)

Comments: The MRCOG AE/FA is the Fiscal Agent for the WCCNM A/DW program. The MRCOG indirect rate was approved by the United States of Department of the Interior.

8. Are the Federal base dollars of this indirect cost rate calculation comparable to other organizations of similar size, purpose and budget?

Yes No N/A

Comments:

9. Other items of financial system assessment (entity-specific)

Overall Fiscal Assessment

(Yes responses indicate risk)

1. Is this grant large in terms of percentage of overall funding for the entity?

Yes No N/A

Comments:

2. Is there an unusual level of discretion in monetary decisions?

Yes No N/A

Comments:

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Adult and Dislocated Worker

3. Has the entity frequently been untimely in the drawn down of funds?
Yes ___ No X N/A ___

Comments:

4. Are there variations between expenditures and the budget?
Yes ___ No X N/A ___ (*large variations=higher risk*)

Comments:

5. Has the entity returned (lapsed) significant unspent funds?
Yes ___ No X N/A ___

Comments:

6. Does the entity have a large amount of budget carryover?
Yes ___ No X N/A ___

Comments:

7. Are the entity's fiscal statistics outside of tolerance or trends (*e.g., much more expenditures on supplies than average*)?
Yes ___ No X N/A ___

Comments:

8. Other items of overall fiscal assessment (entity-specific)

The MRCOG AE/FA and the WCCNM Finance Standing Committee monitors and oversees all YDI inc. fiscal activities.

Financial Stability Assessment

The assessment of financial stability of an entity will vary depending upon the type of entity being assessed. If the entity is a public entity (e.g., school district, public university, municipality, local air authority, etc.) the Public Entity criteria below may be used to assess financial stability. Non-public entities should be assessed using the Non-Public/Not-For-Profit/Community Base Organizations criteria.

Financial Stability Assessment: Public Entities

(Yes responses indicate risk)

1. Has the State or other authority placed the entity in a special financial status (e.g., financial watch, fiscal emergency, high risk, etc.)?
Yes ___ No X N/A ___

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Adult and Dislocated Worker

Comments:

2. Has the entity ever used special loan or funding programs to meet its cash needs?

Yes ___ No X ___ N/A _____

Comments:

3. Has the entity had difficulties raising local revenue (e.g., taxes, levies, etc.)?

Yes ___ No X ___ N/A _____

Comments:

4. Has the State or other authority placed special financial conditions on the entity's award?

Yes ___ No X ___ N/A _____

Comments:

5. Do the financial reports show an insufficient fund balance after meeting its obligations?

Yes ___ No X ___ N/A _____

Comments:

6. Has the entity had difficulty meeting matching/maintenance of effort requirements?

Yes ___ No X ___ N/A _____

Comments:

7. Do the entities financial reports indicate cash flow problems?

Yes ___ No X ___ N/A _____

Comments:

8. Do the financial reports indicate possible supplanting issues?

Yes ___ No X ___ N/A _____

Comments:

9. Do the entity's financial reports indicate a large number of corrections or journals?

Yes ___ No X ___ N/A _____

Comments:

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Adult and Dislocated Worker

10. Has the entity provided adequate supporting documentation for draws and reporting requirements?

Yes No N/A

Comments:

11. Other items of financial stability assessment (public entity-specific)

Financial Stability Assessment: Non-Public/Not-For Profit/ Community Base Organizations

*****NOT APPLICABLE TO MRCOG A/DW***** The MRCOG AE/FA, MRCOG New Mexico Workforce Connection One-Stops, and the MRCOG Adult/Dislocated Worker program are not considered Non-Public/Not-for-Profit Community Based Organizations. The MRCOG/WCCNM programs are independently audited on an annual basis. Financial Statements are available.

The purpose of this section is to use the Financial Statements of the entity/organization to determine its financial health. If independently audited financial statements are not available, the organization's Chief Financial Officer should be asked to prepare and certify a financial statement. Generally Accepted Accounting Principles require organizations to maintain the following information:

- Financial Statements:
 - a. Balance sheet or statement of financial position
 - b. Income statement or statement of operations
 - c. Statement of cash flows
 - d. Other statements, such as:
 - i. Retained earnings statement
 - ii. Industry-specific statements
- Notes to the Financial Statements, such as:
 - a. Accounting policies
 - b. Related party transactions
 - c. Subsequent events
 - d. Contingent liabilities
 - e. Details about debt and equity investments, inventories, fixed assets and depreciation, long-term debt and capital stock
 - f. Disclosures as needed in other areas (e.g., leases, pensions or income taxes)

The Balance Sheet Statement can answer these questions:

1. Can the organization pay its bills?

Yes No N/A

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Adult and Dislocated Worker

Comments:

2. Is there cash left over after the organization pays its bills?

Yes _____ No _____ N/A _____

Comments:

Specifically Answer:

a) What is the organization's debt trend?

Answer:

b) What is the "current ratio"? (Current Assets ÷ Current liabilities)

Note: A 1 ÷ 1 ratio means that the organization can just pay its bills.

Answer:

(c) What is the "Acid Test Ratio"?

The formula is:

Current Assets – Inventories

Liabilities _____

Note: The current asset – current liabilities ratio provides you with a working capital index. This ratio measures the immediate debt paying ability of an organization. A 1.0 to 1.01 acid-test ratio is usually considered adequate because it indicates that for every dollar of debt there is one dollar of assets that can be converted into cash on short notice to meet current obligations.

(d) What is the organization's Debt to Equity Ratio?

The formula is:

Total Liabilities ÷ Total Equity _____

Note: The "debt to equity ratio" provides information on what the organization owns.

Answer:

3. Statement of Cash Flows

The Statement of cash flows shows cash "coming in and going out" and can help answer important questions, like:

- What generated the entity's increase (or decrease) in cash balance?
- How did the entity utilize the cash provided by operations?
- How did the entity finance any fixed asset purchases or long-term investments?
- What uses did the entity make of cash generated by borrowing or by issuing stock?
- If an entity operated at a loss, how was it able to pay its bills?
- If an entity operated at a profit, why didn't the cash balance increase?
- Can cash flow support future needs such as debt requirements?

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Adult and Dislocated Worker

(a) Has the organization operated at a loss for the current or past periods?

Yes ___ No ___ N/A ___

Comments:

(b) Is debt growing or declining?

Growing ___ Declining ___

4. Notes to the Financial Statement and Report of the Independent Auditor

The notes and “management letters” contain information and disclosures important to the understanding of the financial statements. The notes may seem lengthy and detailed, but some of the real story may be gleaned from a careful reading of these notes.

(a) Do the notes to the financial statements or management letters disclose potential financial problems at the organization (e.g., pending lawsuits, outstanding judgments, major loans to or from officers, etc.)?

Yes ___ No ___ N/A ___

Comments:

(b) Do the loan notes reflect (including loans from officer) indicating poor financial health (e.g., unusually high interest rates, unusual repayment provisions, etc.)?

Yes ___ No ___ N/A ___

Comments:

(c) Does the independent audit report for the most recent fiscal year contain an unqualified audit opinion?

Yes ___ No ___ N/A ___

If not, what kind of opinion did the auditor express? Why did the entity not receive an unqualified opinion?

5. Other non-public entity financial stability assessment (entity-specific)

Programmatic Assessment

Similar to the sections above, the programmatic risk assessment should include items that assess risks in meeting program requirements and objectives. The examples below are geared toward Department of Education assessments. However, agencies using this tool should review their

WCCNM Service Provider Annual Contract Renewal Risk Assessment for MRCOG Adult and Dislocated Worker

applicable programmatic requirements found in statute, rule and supplements to develop specific risk criteria.

1. Did the entity meet Annual Measurable Achievement Objectives?

Yes No N/A

Comments: For the WIOA A/DW program to date, A/DW has met or exceeded measurable achievement objectives for: 1. Employed in Q2, 2. Employed in Q4, 3. Median Wages, and 4. Credential Attainment. The Measurable Skills Gains performance outcome measure will be determined in the Rolling Four Performance Report in August 2023, however the program is expected to meet this performance measure.

2. Does the entity have a system in place for participant notification?

Yes No N/A

Comments:

3. Did the entity meet notification requirements?

Yes No N/A

Comments:

4. Other criteria which are required by applicable statute/rule.

The MRCOG and its affiliated workforce programs follow all Federal (USDOL) and State (NMDWS) applicable statutes and rules.

Annual contract renewals for the WCCNM Professional Services and Subrecipient Agreements are due on June 30, 2023.

Through Professional Service and Subrecipient Agreements, the Mid-Region Council of Governments (MRCOG) serves the Workforce Connection of Central New Mexico (WCCNM) Board in the role of:

1. Administrative Entity and Fiscal Agent (AE/FA);
2. One-Stop Operator, and;
3. WIOA Adult and Dislocated Worker (A/DW) Service Provider.
4. Youth Development Inc. (YDI) serves the WCCNM as the WIOA Youth Service Provider; and
5. Youth Development Inc. (YDI) serves the WCCNM as the CHANCES (REO Grant) Service Provider.

Pending performance, compliance, and available funding, subrecipient 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. The CHANCES grant subrecipient contract is also renewable on an annual basis for one or two option years until December 31, 2025. In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional/subrecipient services contract, including extensions and renewals, shall exceed four (4) years.

The AE/FA Professional Services Agreement is a formal Inter-Governmental Agency Agreement consistent with NM State Procurement Statute whereas the WCCNM, a "Local Public Body", is authorized to contract with the MRCOG, a "Local Public Body." The AE/FA Agreement shall terminate on June 30, 2023, with CEO's option to renew on an annual basis unless terminated pursuant to Section 13 NMSA 1978 Termination. Annual AE/FA renewals may be applied in perpetuity, pending performance, compliance, and available funding.

To facilitate the WCCNM Board decision to extend/renew the Youth Service Provider subrecipient agreement, the following report provides a PY22 (July 1, 2022, through June 30, 2023) performance summary evaluation of the services provided to the WCCNM by the YDI Youth Service Provider.

Youth Service Provider

a. Scope of Work

As the WCCNM's Youth Service Provider, YDI provides New Mexico's Central Region WIOA Title I services per WIOA Section 134(c)(2)(A) and pursuant to the State of New Mexico WIOA Combined State Plan and local four-year plan. The Youth scope of work includes the following:

- A. Provide workforce development services for in-school youth ages 16-21 and out-of-school youth ages 16-24 with the ultimate goals of

-
- helping youth obtain skills, credentials and work experience, and businesses to connect with a qualified workforce.
- B. Deliver a system of coordinated workforce services including: Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
 - C. Alternative secondary school services, or dropout recovery services, as appropriate;
 - D. Paid and unpaid work experiences that have as a component academic and occupational education; which may include summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships, job shadowing, and on-the-job training opportunities; and that serve as a next step in career development, whether the desired outcome is employment or enrollment in postsecondary education or advanced training;
 - E. Occupational skill training, which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in the local area;
 - F. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 - G. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
 - H. Supportive services;
 - I. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
 - J. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
 - K. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
 - L. Financial literacy education;
 - M. Entrepreneurial skills training;
 - N. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
 - O. Activities that help youth prepare for and transition to postsecondary education and training.
-

b. Continuous Quality Improvement

The WIOA Youth program has implemented a PY22 Performance Monitoring/Continuous Improvement Plan to establish and monitor goals regarding program services and expenditures, to ensure the program meets and/or exceeds contract requirements and performance measures and provides continuous improvement throughout the program year. This plan utilizes a customized spreadsheet to track and monitor YDI's performance on 14 different performance metrics, both WIOA performance indicators and other metrics that staff have deemed critical to boosting YDI performance. A monthly goal for each metric has been established, and Youth program staff meet biweekly to update these numbers and review progress toward goals. Administrative Entity staff attend these meetings to hear updates on progress towards performance goals, as well as successes and challenges that the YDI programs (WIOA Youth and CHANCES) may be facing.

An example of the Youth CQI activities include ongoing technical assistance with facilitating accurate and data driven approaches to address the challenges with collecting Measurable Skills Gained from the AE/FA. In addition, in PY22 YDI began providing laptops for the YDI Team's training programs, which facilitates paperless operations, enhances productivity, and has improved training and CQI outcomes.

c. Performance – July 1, 2022 – May 15, 2023

The Youth program's Performance Indicators are negotiated with the NMDWS department. In PY2022, the goal was set to meet a minimum of 90% of the negotiated percentage within five indicators. For PY22 these outcome measures include Employed in Q2 at 67%, Employed in the Q4 at 66%, Median Wages in Q2 at \$3,200, Credential Attainment Rate at 52% and Measurable Skills Gain Rate at 51%. The last indicator, Measurable Skills Gain (MSG) is to be determined in the PY22 Rolling Four Quarters Report which will be available mid-August 2023. It's important to note that MSG indicator has been a challenge over the years for all regions in the state and the AE and Youth provider will work towards improving this indicator as a critical component of the Continuous Quality Improvement plan.

d. Fiscal – July 1, 2022 – April 30, 2023

PY22 Staffing Contract Amount: \$1,570,000– Portion includes all youth services staff. Expended through April's 2023 Invoicing \$1,185,697. May and June 2023 invoices are pending.

Based on a PY21 YDI internal audit report conducted by SJT Group LLC, there have been ongoing financial concerns reported with penalties for late filings and general ledger accounts not reconciled timely, with 8 months to close the year

sourcing outside accounting help. Further the turnover of budget analysts and YDP program staffing has been indicative of potential risks to WCCNM. Although the YDI findings are significant deficiencies, none are material weaknesses or material noncompliance. We believe these audit findings should impact our risk assessment for YDI abilities to administer the business side of matters but does not preclude us from continuing utilizing YDI as a sub-recipient for another year. To ensure that the WCCNM risks are reduced, the board must remain vigilante with the assessing of YDI's risks to the program and financial performance. The MRCOG staff will work with the Finance Standing Committee to determine the best method to ensure that the WCCNM is not at risk due to these issues. This may require a review of YDI's progress toward facilitating and resolving these audit findings and increased communications to the WCCNM's Finance Standing Committee on the subrecipients's progress and risk mitigation.

The MRCOG requests the opportunity for YDI to continue serving the WCCNM and the Central Region in its subrecipient capacity as the Youth Service Provider. The MRCOG will continue with Quarterly Performance and Fiscal monitoring and will routinely present reports to the Finance Standing Committee and the WCCNM Full Board.

**WCCNM Service Provider Annual Contract Renewal
Risk Assessment for WIOA Youth & CHANCES
PY 2022 June 26, 2023**

General Assessment
(Yes responses indicate risk)

1. Is the entity new to operating or managing state and/or federal funds (has not done so within the past five years)?

Yes _____ No X N/A _____

Comments: The MRCOG has provided oversight of the WCCNM WIOA Title (Adult/Dislocated Worker and Youth programs) since 2003.

2. Is this program new for the entity (*managed for less than three years*)?

Yes _____ No X N/A _____

Comments:

3. Has there been high staff turnover or agency reorganization that affects this program?

Yes _____ No X N/A _____

Comments: Although, NM One-Stops have experienced turnover, such as Joy Forehand, however it has not negatively impacted the program.

4. Are the staff assigned to the program inexperienced with the program (*worked with the program for less than two funding cycles*)?

Yes ___ No X N/A _____

Comments:

5. Has the entity been untimely in the submission of:

a. applications Yes _____ No X N/A _____

b. amendments Yes _____ No X N/A _____

c. fiscal reporting Yes _____ No X N/A _____

d. draw downs Yes _____ No X N/A _____

e. budgets/revisions Yes _____ No X N/A _____

Comments:

6. Has the entity been timely in responding to program/fiscal questions?

Yes X No _____ N/A _____

Comments:

WCCNM Service Provider Annual Contract Renewal Risk Assessment for WIOA Youth & CHANCES

7. Is the program unusually complex (*e.g., program, funding, matching requirements*)?
Yes ___ No X N/A ___

Comments: The WIOA Title I, One-Stop Operator and all program partners programs combined do create a complex system of constantly changing and evolving programs with each requiring USDOL and state regulatory oversight and compliance. The MRCOG has successfully managed the Central Region Workforce activities since 2008.

8. Have any other entities (program offices, auditors, staff employed by the entity, etc.) alerted us of potential risk areas?
Yes ___ No X N/A ___

Comments: The WIOA Youth and CHANCES programs are both WIOA Title I programs. Youth Development, Inc. (YDI) is the subrecipient contractor for both WIOA Youth and the recently awarded CHANCES grant. During PY21, through an independent audit conducted by SJT Group, LLC, audit findings for the WIOA Youth program indicate deficiencies that the MRCOG AE/FA and the WCCNM Finance Standing Committee are closely monitoring. Although the deficiencies do not indicate material weaknesses or material non-compliance, YDI's ability to administer certain Financial aspects does not currently preclude us from continuing utilizing YDI as a subrecipient for another year. Although the recently awarded CHANCES grant was not included in the SJT Group audit, YDI also administers CHANCES and as such, the CHANCES program is also being closely monitored.

The MRCOG AE/FA is in the process of completing the WIOA Youth Monitoring for PY22. Monitoring activities to-date do not indicate any programmatic risks or deficiencies. The CHANCES grant is scheduled to be monitored during PY23 or early PY2024; however, to-date no program risks have been identified.

9. Does the entity have effective procedures and controls?
Yes X No ___ N/A ___

Comments: WIOA Youth and CHANCES grant service providers develops and maintains all program procedures required to comply with USDOL and State regulatory requirements.

10. Other areas of general assessment risk (entity-specific)

Legal Assessment (Yes responses indicate risk)

1. Does the agency/entity have or previously had a lawsuit(s) filed against them?
If yes, list all pending and/or previous lawsuits with detailed information regarding who filed the lawsuit, the reason for filing and the final judgment rendered.

WCCNM Service Provider Annual Contract Renewal Risk Assessment for WIOA Youth & CHANCES

Yes ___ No X N/A ___

Comments:

2. Is agency/entity currently or previously been suspended or debarred?

Yes ___ No X N/A ___

If yes, explain. _____
(Attach additional sheet if needed).

Comments:

3. Have any organization staff been jailed, convicted of a felony or are currently under criminal investigation?

Yes ___ No X N/A ___

Comments: The USDOL requires CHANCES Grant program to be staff by individuals with lived justice involved experiences. As such the CHANCES case managers have a history of incarceration. The WIOA Youth staff do not fall under this requirement.

4. Other areas of legal assessment risk (entity-specific)

Monitoring/Audit Assessment (Yes responses indicate risk)

1. Have more than last three funding cycles passed since the entity had an on-site monitoring visit?

Yes ___ No X N/A ___

Comments:

2. Were there findings/violations in the prior visit?

Yes X No ___ N/A ___

What were the number and extent of findings/violations in prior visit (more violations/more severe=higher risk)?

Comments: During PY21, through an independent audit conducted by SJT Group, LLC, audit findings for the WIOA Youth program indicate deficiencies that the MRCOG AE/FA and the WCCNM Finance Standing Committee are closely monitoring.

WCCNM Service Provider Annual Contract Renewal Risk Assessment for WIOA Youth & CHANCES

3. Has it been more than one year since the recipient received a single audit? (no single audit=higher risk)

Yes ___ No N/A ___

If Not, Why Not?

4. Has it been more than one year since the program audited was as a major program?

Yes ___ No N/A ___

Comments:

If no, then were there findings?

Yes ___ No N/A ___

What were the number and extent of findings/violations in prior visit (more violations/more severe=higher risk), and does the entity have a corrective action plan for correcting the finding?

Comments: The NMDWS has not yet conducted WCCNM/MRCOG WIOA Youth program monitoring for PY21 or PY22. The USDOL plans to conduct WCCNM/MRCOG monitoring in August 2023. As such, the MRCOG New Mexico Workforce One-Stops have not been monitored by any state or Federal entity in PY21 or PY22.

5. Other factors of monitoring/risk assessment (entity-specific)

Financial System Assessment

(No responses indicate risk)

1. Does the state require the use of a uniform financial management/accounting system?

Yes No ___ N/A ___ (If "Yes" proceed to Question 3)

Comments:

2. Does the entity have a financial management system in place to track and record the program expenditures? (Example: QuickBooks, Visual Bookkeeper, Socrates Media, Peachtree or a Custom Proprietary System)

Yes ___ No ___ N/A ___

Comments:

WCCNM Service Provider Annual Contract Renewal Risk Assessment for WIOA Youth & CHANCES

3. Does the accounting system identify the receipts and expenditures of program funds separately for each award?

Yes No N/A

Comments:

4. Will the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget?

Yes No N/A

Comments:

5. Does the entity have a time and accounting system to track effort by cost objective?

Yes No N/A

Comments:

6. Are time distribution records (time studies) maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective?

Yes No N/A

If "No," does the entity have an approved alternative system to account for time distribution, and when was it approved?

Comments:

7. Does the entity have an indirect cost rate that is approved and current?

Yes No N/A (If "Yes," who approved the rate?)

Comments: United States of Department of Health and Human Services

8. Are the Federal base dollars of this indirect cost rate calculation comparable to other organizations of similar size, purpose and budget?

Yes No N/A

Comments:

9. Other items of financial system assessment (entity-specific)

Overall Fiscal Assessment **(Yes responses indicate risk)**

1. Is this grant large in terms of percentage of overall funding for the entity?

WCCNM Service Provider Annual Contract Renewal Risk Assessment for WIOA Youth & CHANCES

Yes ___ No X ___ N/A _____

Comments:

2. Is there an unusual level of discretion in monetary decisions?

Yes ___ No X ___ N/A _____

Comments:

3. Has the entity frequently been untimely in the drawn down of funds?

Yes ___ No X ___ N/A _____

Comments:

4. Are there variations between expenditures and the budget?

Yes ___ No X ___ N/A _____ *(large variations=higher risk)*

Comments:

5. Has the entity returned (lapsed) significant unspent funds?

Yes ___ No X ___ N/A _____

Comments:

6. Does the entity have a large amount of budget carryover?

Yes ___ No X ___ N/A _____

Comments:

7. Are the entity's fiscal statistics outside of tolerance or trends *(e.g., much more expenditures on supplies than average)*?

Yes ___ No X ___ N/A _____

Comments:

8. Other items of overall fiscal assessment (entity-specific)

The MRCOG AE/FA and the WCCNM Finance Standing Committee monitors and oversees all YDI inc. fiscal activities.

Financial Stability Assessment

The assessment of financial stability of an entity will vary depending upon the type of entity being assessed. If the entity is a public entity (e.g., school district, public university, municipality, local air authority, etc.) the Public Entity criteria below may be used to assess financial stability. Non-public entities should be assessed using the Non-

WCCNM Service Provider Annual Contract Renewal Risk Assessment for WIOA Youth & CHANCES

Public/Not-For-Profit/Community Base Organizations criteria.

Financial Stability Assessment: Public Entities

(Yes responses indicate risk)

1. Has the State or other authority placed the entity in a special financial status (e.g., financial watch, fiscal emergency, high risk, etc.)?

Yes ___ No X ___ N/A _____

Comments:

2. Has the entity ever used special loan or funding programs to meet its cash needs?

Yes ___ No X ___ N/A _____

Comments:

3. Has the entity had difficulties raising local revenue (e.g., taxes, levies, etc.)?

Yes ___ No X ___ N/A _____

Comments:

4. Has the State or other authority placed special financial conditions on the entity's award?

Yes ___ No X ___ N/A _____

Comments:

5. Do the financial reports show an insufficient fund balance after meeting its obligations?

Yes ___ No X ___ N/A _____

Comments:

6. Has the entity had difficulty meeting matching/maintenance of effort requirements?

Yes ___ No X ___ N/A _____

Comments:

7. Do the entities financial reports indicate cash flow problems?

Yes ___ No X ___ N/A _____

Comments:

8. Do the financial reports indicate possible supplanting issues?

Yes ___ No X ___ N/A _____

WCCNM Service Provider Annual Contract Renewal Risk Assessment for WIOA Youth & CHANCES

Comments:

9. Do the entity's financial reports indicate a large number of corrections or journals?

Yes ___ No X N/A _____

Comments:

10. Has the entity provided adequate supporting documentation for draws and reporting requirements?

Yes X No ___ N/A _____

Comments:

11. Other items of financial stability assessment (public entity-specific)

Financial Stability Assessment: Non-Public/Not-For Profit/ Community Base Organizations

The purpose of this section is to use the Financial Statements of the entity/organization to determine its financial health. If independently audited financial statements are not available, the organization's Chief Financial Officer should be asked to prepare and certify a financial statement. Generally Accepted Accounting Principles require organizations to maintain the following information:

- Financial Statements:
 - a. Balance sheet or statement of financial position
 - b. Income statement or statement of operations
 - c. Statement of cash flows
 - d. Other statements, such as:
 - i. Retained earnings statement
 - ii. Industry-specific statements
- Notes to the Financial Statements, such as:
 - a. Accounting policies
 - b. Related party transactions
 - c. Subsequent events
 - d. Contingent liabilities
 - e. Details about debt and equity investments, inventories, fixed assets and depreciation, long-term debt and capital stock
 - f. Disclosures as needed in other areas (e.g., leases, pensions or income taxes)

The Balance Sheet Statement can answer these questions:

1. Can the organization pay its bills?

Yes X No ___ N/A _____

WCCNM Service Provider Annual Contract Renewal Risk Assessment for WIOA Youth & CHANCES

Comments:

2. Is there cash left over after the organization pays its bills?

Yes X No _____ N/A _____

Comments:

Specifically Answer:

a) What is the organization's debt trend?

Answer: YDI's debt trend is up.

b) What is the "current ratio"? (Current Assets ÷ Current liabilities)

Note: A 1 ÷ 1 ratio means that the organization can just pay its bills.

Answer: 1.28

(c) What is the "Acid Test Ratio"?

The formula is:

Current Assets – Inventories

Liabilities _____

Note: The current asset – current liabilities ratio provides you with a working capital index. This ratio measures the immediate debt paying ability of an organization. A 1.0 to 1.01 acid-test ratio is usually considered adequate because it indicates that for every dollar of debt there is one dollar of assets that can be converted into cash on short notice to meet current obligations.

(d) What is the organization's Debt to Equity Ratio?

The formula is:

Total Liabilities ÷ Total Equity _____

Note: The "debt to equity ratio" provides information on what the organization owns.

Answer: 1.64

3. Statement of Cash Flows

The Statement of cash flows shows cash "coming in and going out" and can help answer important questions, like:

- What generated the entity's increase (or decrease) in cash balance?

Cash received from Grants & Contracts & Financing Notes Payable, Line of Credit

- How did the entity utilize the cash provided by operations?

Cash paid out to employees, Interest & Line of Credit payback

- How did the entity finance any fixed asset purchases or long-term investments?

Some cash used to purchase Property Furniture & Equipment

WCCNM Service Provider Annual Contract Renewal Risk Assessment for WIOA Youth & CHANCES

- What uses did the entity make of cash generated by borrowing or by issuing stock?

Paying back Interest on notes and line of credit

- If an entity operated at a loss, how was it able to pay its bills?

Marginal Gain in net position \$94,186 with operations, \$225,300 with donor restrictions

- If an entity operated at a profit, why didn't the cash balance increase?

The cash balance increased.

- Can cash flow support future needs such as debt requirements?

Yes

(a) Has the organization operated at a loss for the current or past periods?

Yes ___ No X N/A _____

Comments:

(b) Is debt growing or declining?

Growing X Declining _____

4. Notes to the Financial Statement and Report of the Independent Auditor

The notes and "management letters" contain information and disclosures important to the understanding of the financial statements. The notes may seem lengthy and detailed, but some of the real story may be gleaned from a careful reading of these notes.

(a) Do the notes to the financial statements or management letters disclose potential financial problems at the organization (e.g., pending lawsuits, outstanding judgments, major loans to or from officers, etc.)?

Yes ___ No X N/A _____

Comments:

(b) Do the loan notes reflect (including loans from officer) indicating poor financial health (e.g., unusually high interest rates, unusual repayment provisions, etc.)?

Yes ___ No X N/A _____

Comments:

(c) Does the independent audit report for the most recent fiscal year contain an unqualified audit opinion?

Yes X No _____ N/A _____

If not, what kind of opinion did the auditor express? Why did the entity

WCCNM Service Provider Annual Contract Renewal Risk Assessment for WIOA Youth & CHANCES

not receive an unqualified opinion?

5. Other non-public entity financial stability assessment (entity-specific)

Programmatic Assessment

Similar to the sections above, the programmatic risk assessment should include items that assess risks in meeting program requirements and objectives. The examples below are geared toward Department of Education assessments. However, agencies using this tool should review their applicable programmatic requirements found in statute, rule and supplements to develop specific risk criteria.

1. Did the entity meet Annual Measurable Achievement Objectives?

Yes X No _____ N/A _____

Comments: For the WIOA Youth program to date, YDI has exceeded measurable achievement objectives for: 1. Employed in Q2, 2. Employed in Q4, 3. Median Wages, and 4. Credential Attainment. The Measurable Skills Gains performance outcome measure will be determined in the Rolling Four Performance Report in August 2023, however the program is expected to meet this performance measure.

2. Does the entity have a system in place for participant notification?

Yes X No _____ N/A _____

Comments:

3. Did the entity meet notification requirements?

Yes X No _____ N/A _____

Comments:

4. Other criteria which are required by applicable statute/rule.

YDI and its affiliated workforce programs follow all Federal (USDOL) and State (NMDWS) applicable statutes and rules.

Annual contract renewals for the WCCNM Professional Services and Subrecipient Agreements are due on June 30, 2023.

Through Professional Service and Subrecipient Agreements, the Mid-Region Council of Governments (MRCOG) serves the Workforce Connection of Central New Mexico (WCCNM) Board in the role of:

1. Administrative Entity and Fiscal Agent (AE/FA);
2. One-Stop Operator, and;
3. WIOA Adult and Dislocated Worker (A/DW) Service Provider.
4. Youth Development Inc. (YDI) serves the WCCNM as the WIOA Youth Service Provider; and
5. Youth Development Inc. (YDI) serves the WCCNM as the CHANCES (REO Grant) Service Provider.

Pending performance, compliance, and available funding, subrecipient 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. The CHANCES grant subrecipient contract is also renewable on an annual basis for one or two option years until December 31, 2025. In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services or subrecipient contract, including extensions and renewals, shall exceed four (4) years.

The AE/FA Professional Services Agreement is a formal Inter-Governmental Agency Agreement consistent with NM State Procurement Statute whereas the WCCNM, a "Local Public Body", is authorized to contract with the MRCOG, a "Local Public Body." The AE/FA Agreement shall terminate on June 30, 2023, with CEO's option to renew on an annual basis unless terminated pursuant to Section 13 NMSA 1978 Termination. Annual AE/FA renewals may be applied in perpetuity, pending performance, compliance, and available funding.

To facilitate the WCCNM Board decision to extend/renew the CHANCES subrecipient services contract, the following report provides a PY22 (July 1, 2022, through June 30, 2023) performance summary evaluation of the services provided to the WCCNM by YDI, the CHANCES (REO Grant) Service Provider.

CHANCES – Reentry Employment Opportunity (REO) Grant

a. Scope of Work

In October 2022 the WCCNM issued a multi-award Request-for-Proposal to provide program management and case management services for the USDOL CHANCES grant, which was awarded to the WCCNM in July 2022. Youth Development, Inc. (YDI) was selected by the WCCNM as the most responsive bidder and was awarded the subrecipient contract in January 2023. The scope of work provided by YDI includes the following:

- Based on staggered participant enrollments and exits of 200 individuals over a 24-month period and staggered Follow-Up activities over a 12-month period, provide a Program Manager and three dedicated Reentry Coordinators to

facilitate all pre- and post-release participant services, including participant employment.

- Help promote the CHANCES program through networking and social media and coordinate all program referrals.
- Adhere to WCCNM Administrative Entity and Financial Agent Policies.
- Serve as central point of contact for coordinating all program referrals, collecting all participant data, GPMS data entry input, tracking and reporting to MRCOG Program Director.
- Communicate regularly with appropriate correctional facility staff to document all assessments and services participants are receiving while incarcerated, as well as any referrals made by correctional facility staff to other services.
- Provide pre-release services including job preparation, developing IDPs that identify barriers to employment, career exploration and planning, experience and skill matching, counseling, assistance obtaining state identification required for employment, and assistance with linking incarcerated individuals to the social services required to help them transition back to their communities. Pre-release occupational training resulting in credentials and/or certifications is highly encouraged.
- Work closely with WCCNM, correctional facilities, employers, and community partners to leverage and facilitate post-release and follow-up participant services, including services to address barriers to reentry, such as housing, mental health, and substance abuse treatment ensuring a continuum of services. To the greatest extent possible, the Reentry Coordinator will identify and facilitate leveraged resources to cover all participant services. Emergency Support Services grant funds are also available through the WCCNM to help offset these costs.
- Working with WIOA Title I partner, facilitate post-release activities including WIOA-funded training, skill-building services, such as Registered Apprenticeships, transitional jobs, On-the-Job Training (OJT), internships, or other occupational training in in-demand industries, as determined by WCCNM local area need, that lead to industry-recognized credentials.
- Based on participant eligibility, co-enroll participants in WCCNM WIOA Title I, Title II, and Department of Vocational Rehabilitation (DVR) programs to receive paid training, supportive services, and employment resources. Track and report all co-enrollments as Leveraged Resources. Grant funds for stipends and incentives are available to help participants while they are in training.
- Identify participants who likely face overwhelming and extreme barriers to successful reentry, both pre- and post-release, making them high-risk for recidivism.
- Based on personal experience navigating the reentry process, serve as mentor and advocate to assist participants in identifying and circumventing both known and possible barriers.

- Assist high-risk participants in building self-confidence (e.g., assist in development of post-release transition plans; focus on identifying and sharpening participant’s transferrable skills, offer motivational examples and approaches, and help participants make the best choices to achieve the smoothest possible reentry, and quickly gain sustainable employment).
- Work with WCCNM and New Mexico Workforce Connection One-Stop partners to identify any transitional job opportunities, OJTs, internships, Registered Apprenticeships, or other paid occupational training opportunities in in-demand industries that lead to industry-recognized credentials, or direct employment.
- Conduct outreach (social media and networking) to employers, unions, and community organizations to promote the CHANCES program and the hiring of participants (e.g., skilled trades, CDL, IT, healthcare, culinary arts, etc.).
- Communicate regularly with participant through employer follow-up to verify participant’s employment status 2nd and 4th Quarter after exit.

c. Continuous Quality Improvement

Since the January 2023 subrecipient contract award, YDI has received program guidance from MRCOG and applied all applicable Lessons Learned and CQI initiatives from WIOA Youth and WIOA Adult best practices. The CHANCES staff will continue to review program effectiveness in increasing employment opportunities and reducing recidivism throughout the life of the grant (12/31/2025). New CQI initiatives will be developed and implemented as needed to ensure reentry participants receive the services required to eliminate barriers to training and employment.

d. Performance – – July 1, 2022 – May 15, 2023

Due to unforeseeable delays in finalizing program requirements, the CHANCES grant began enrolling participants during PY22 Q4 (April 1, 2023-June 30, 2023). As such, the first CHANCES Performance Report will be available in Mid-August 2023. Despite program delays, as of June 20, 2023, CHANCES staff have enrolled 42 participants and the program is on track for meeting all required Performance Outcome Measures. Performance reports for the CHANCES grant will be provided to the WCCNM during scheduled Board and subcommittee meetings, and as requested by the Board.

e. Fiscal – July 1, 2022 – April 30, 2023

PY22 YDI Subrecipient Contract Award Amount: \$949,999.94. May and June invoicing is pending. MRCOG Fiscal staff are closely monitoring YDI and will continue with Quarterly Performance and Fiscal monitoring to include the CHANCES grant.

The MRCOG requests the opportunity for YDI to continue serving the WCCNM and the Central Region in its contractual capacity as the CHANCES (REO) Program service provider.

Workforce Connection of Central New Mexico WCCNM Legal Contract

Action Requested:

Approval to extend WCCNM's Legal Counsel Contract with German, Burnette and Associates LLC for another year beginning July 1, 2023, and extends through June 30, 2024 pursuant to **Section 15. Termination** of the Professional Services Agreement.

Background:

The law firm of German, Burnette and Associates LLC has been providing the Workforce Connection of Central New Mexico with legal services since 2020 and was selected through an RFP process on August of 2020.

RFP 2020-02 and per Board approval, German, Burnette and Associates LLC are to deliver Legal Services under the Workforce Investment Act for the Central Region.

Per Section 6, Option to Extend Term, the contract may be extended for three (3) additional one (1) year terms based on need, performance, and availability of funds. Extension of the German, Burnette and Associates contract for PY23 is recommended. PY23 will be the final extension year of the contract.

Financial Impact:

\$20,000.00

Do Pass: _____

Do not Pass: _____

Approved: Full Board Meeting

Workforce Connection of Central New Mexico Second Year Term for Chair, Chair Elect & Treasurer

Action Requested:

Approval for Chair, Chair Elect and Treasurer to serve a second term.

John Mierzwa – Chair
Krista Kelley – Chair Elect
Beth Barela – Treasurer

Background:

Based on Article 6 – Officers, the Workforce Connection of Central New Mexico’s (WCCNM) Bylaws, Section 6.06 requires officers to serve a term of one year. The bylaw further states, the officers may serve two consecutive terms in the same position. Recommendation is to approve these officers for an additional term beginning July 1, 2023 to June 30, 2024.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____

WCCNM County Representatives for Executive Committee

County Representative

On June 21, 2023, a group email was sent to each specific county representative asking if the current member would like to reconfirm their position on the Executive Committee. The results are as follows:

Bernalillo

It was consensus of the emails for Bernalillo County to nominate and voted for Stacy Sacco as the representative for Bernalillo County.

Sandoval

The current Sandoval Executive Committee Representative Krista Kelley has opted to remain and did cast a vote for herself. Jerry Schalow nominated Bob Grassberger and also voted for Mr. Grassberger. Bob Grassberger accepted the nomination but abstained from casting a vote. The current bylaws do not address the situation of a tie or for a member serving dual roles (Chair-Elect and Sandoval County Executive Committee Representative). Therefore, in consultation with the Board Chair and WCCNM Counsel, we have concluded that the current Executive Committee representative, Krista Kelley will represent Sandoval County.

Torrance

Debbie Ortiz has reconfirmed her position for Torrance County.

Valencia

It was consensus of the emails for Valencia County to nominate Michael Voegerl as the representative for Valencia County.

Workforce Connection of Central New Mexico Tier 1 and Tier 2 Industries

Action Requested:

June 26, 2023 WCCNM Board Meeting:

Approval of updated WCCNM Tier 1 and Tier 2 Industries for the Central Region.

Background:

Data Source NMDWS (<https://www.dws.state.nm.us/en-us/Researchers/Data/Employment-Projections>):

- Occupational Outlook Central Region (Most Job Openings)
- 2020-2030 Albuquerque MSA/Central Region In-Demand Occupations
- Projected Employment Growth by Major Industry (Central Region)

According to the above cited data from the New Mexico Department of Workforce Solution's (NMDWS) Economic Research Analysis Bureau, the following updates are provided to assist WCCNM in defining the current Tier 1 and Tier 2 Industries. The updates ensure that WCCNM is in line with the State's information and will be effective July 1, 2023 – June 30, 2024.

These guidelines will be used by all WCCNM Service Providers, as required.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____

Effective July 1, 2023, through June 30, 2024

The Workforce Connection of Central New Mexico has developed Tier 1 and Tier 2 Industries based on NMDWS's research in 1) Occupational Outlook Central Region (Most Job Openings), 2) 2020-2030 Albuquerque MSA/Central Region In-Demand Occupations, and 3) Projected Employment Growth by Major Industry (Central Region).

The following tables illustrate the Tier 1 and Tier 2 Industries in the Central Region and address employer needs in Bernalillo, Sandoval, Torrance and Valencia counties. Based on this data and antecedent factors, first and second tier priority industries have been identified as follows.

TIER 1 INDUSTRIES
Healthcare & Social Assistance
Professional, Scientific, & Technical
Construction – All Trades, Commercial and Residential

TIER 2 INDUSTRIES
*Accommodations/Hospitality & Tourism/Arts, Entertainment, and Recreation
*Retail Trade/Service
Call Center
Educational Services
Government
Green Energy
Manufacturing
Agriculture, Forestry, Fishing and Hunting

*NMDWS Research data indicates that Accommodations/Hospitality & Tourism/Arts, Entertainment, and Recreation, and Retail Trade/Service are currently high growth industries with in-demand occupations in the Central Region. According to NMDWS Research, these two Industry Sectors immediately follow Tier 1 Healthcare & Social Assistance in highest growth/in-demand industries in the Central Region. However, due to the historically low wages paid for most occupations within these two industries, the WCCNM defines them as Tier 2 Industries.

Workforce Connection of Central New Mexico Allocation of Unrestricted Funds

Action Requested:

Request approval to allocate unrestricted funds for support in developing a separate entity. Operational Policy No. OP-427 dictates that WCCNM Full Board or WCCNM Executive Committee approval is required prior to expenditure of unrestricted funds that exceed \$10,000.00 and not to exceed \$30,000.

PURPOSE

Approval by the WCCNM Full Board for utilization of unrestricted funds to support the development of a separate funding entity. This effort will assist in furthering the WCCNM mission and other workforce related activities in New Mexico with a primary focus on the Central Region and may include other New Mexico workforce areas or statewide initiatives.

BACKGROUND

The WCCNM desires that a separate funding entity is created to seek funding from funding entities such as but not limited to: federal grants, public and private foundations. The following is a description of the purpose of the proposed entity:

New Mexico has a highly productive workforce with a diverse stock of employers and workers that are committed to making communities economically vibrant and strong. With local workforce boards, staff and research on the labor shed, the development of New Mexico Workforce Connection funding entity is a visionary strategy to convene statewide leaders and experts to further support and address gaps that exists for employers and workers across the state of New Mexico. This development is focused to continue the work of creating economically vibrant and healthy communities across the state with a primary focus within the Central Region.

With the support of a consultant, this committee will be tasked with providing input on the creation of the separate entity based upon information gathered by the consultant, legal advisor, CPA advisor and WCCNM Board. The time commitment of participating committee members should be no more than 2-4 hours over a six-month period. Local staff will help support the project in the initial implementation and timeline management of this project.

Unrestricted funding is needed for consultant services, legal services, CPA services and staff support costs.

Fiscal Impact:

At this time, we are not sure of the total costs for this effort, but we are expecting the costs to exceed \$10,000 and not to exceed \$30,000.

New Mexico
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Central Region Monthly Report May 2023

Presented to the



June 09, 2023

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Last Month's Activities

Central Region Updates & Monthly Highlights

Marketing Updates

The marketing section of this monthly report does not include specific updates for this month, as our marketing and social media strategies are measured on a quarterly basis. However, we will provide a comprehensive overview of the marketing initiatives and performance from the current quarter.

WCCNM's Social Media Coordinator develops a targeted marketing campaign for each event using a data-driven approach, which includes analytics about the best time to post on each platform, which audiences to target with outreach, when to boost posts to maximize return on investment, and more. The team also works closely with employers to develop promotional material advertising their open positions in advance of the event, which boosts employer engagement and deepens relationships between WCCNM and our business customers.

The strategies was to increase engagement across Facebook/Instagram/Meta in order to determine what content our audience needs most. This will make our social channels more valuable and develop trust to improve our brand identity and reach more residents who need our services.

- **New projects:** Streamline our procedures for how we learn about where job seekers hear of our events. This will help us better adapt our marketing efforts.
- **Milestones:** Our Facebook following has finally crossed the 4K threshold! We have a month-over-month increase in page followers for the last 3 months, which was one of our goals initiated in late December.

Follow, like & subscribe @nmworkforce
(Workforce Connection of Central New Mexico).



Partner Network Updates

Workforce Connection of Central New Mexico (WCCNM) collaborates with various programs and organizations in our central region to enhance the services provided to job seekers and employers. In addition to mandated partnerships under the Workforce Innovation and Opportunity Act (WIOA) of 2014, we have expanded our partnership with Job Corps, increasing their presence at our center to two days a week. This broader collaboration enables us to address a wider range of job seeker and employer needs effectively.

As part of our efforts to strengthen the pathway to success, NMWC is working closely with Job Corps to enhance their presence at the center. This increased presence will offer job seekers enhanced support and a greater number of opportunities. For more information about our Central Region partner network, including Job Corps, please visit our website at <https://www.wccnm.org/wccnm-partners/>.

Individual Services

The Individual Services section provides a comprehensive overview of the services offered to job seekers and the number of individuals served by WCCNM. It includes summary data and performance metrics for both co-located and core partners, giving a holistic view of our efforts to support individuals in their employment journey.

- ▲ IN MAY 888 NEW CLIENTS WERE REGISTERED IN THE NMWC ONLINE SYSTEM (WWW.JOBS.STATE.NM.US), COMPARED TO 716 INDIVIDUALS IN APRIL.

WIOA Title 1.B Adult & Dislocated Worker Programs

This section of the report provides a comprehensive overview of the WIOA Adult and Dislocated Worker Program's performance in May. It highlights the employment and training services delivered to eligible individuals, giving valuable insights into the program's impact and effectiveness.

- ▲ ENROLLED 27 PARTICIPANTS IN MAY 2023, COMPARED TO 20 LAST MONTH;
 - BERNALILLO: 26 PARTICIPANTS
 - SANDOVAL: 1 PARTICIPANTS
 - TORRANCE: 0 PARTICIPANTS
 - VALENCIA: 0 PARTICIPANTS
- ▲ FACILITATED LABOR MARKET INFORMATION (LMI) WORKSHOPS FOR 41 POTENTIAL PARTICIPANTS, COMPARED TO 35 LAST MONTH;
- ▲ PROVIDED THE WIOA TITLE 1.B ADULT & DISLOCATED WORKER ORIENTATION TO 123 POTENTIAL PARTICIPANTS, COMPARED TO 108 LAST MONTH;
- ▲ DEVELOPED 27 INDIVIDUAL EMPLOYMENT PLANS (IEP), COMPARED TO 20 LAST MONTH;
- ▲ NO CUSTOMIZED TRAINING (CT) CONTRACTS WERE CREATED FOR CLIENTS DURING THIS REPORTING PERIOD, INDICATING NO CHANGE FROM THE PREVIOUS MONTH'S FIGURES OF 0 CONTRACTS FOR 0 CLIENTS.
- ▲ ESTABLISHED 14 INDIVIDUAL TRAINING ACCOUNTS (ITA), COMPARED TO 20 LAST MONTH;
- ▲ DEVELOPED 6 ON-THE-JOB TRAINING (OJT) CONTRACTS FOR 6 CLIENTS, COMPARED TO 5 CONTRACTS FOR 5 CLIENTS LAST MONTH;

OUTREACH & PARTNERSHIP OPPORTUNITIES – TARGET POPULATIONS

The Workforce Innovation and Opportunity Act (WIOA) has a focus on helping low-income and disadvantaged populations. The workforce development professionals in Central Region NM Workforce Connection centers operate within the integrated system, complete with co-located partners, procured service providers, and shared resource leveraging. However, funding and available public resources are still finite and limited, so populations with significant or multiple barriers to employment should receive priority for services.

Some special populations the workforce system serves include but are not limited to:

- Veterans and eligible spouses
- Individuals with disabilities, both youth and adults
- English language learners (limited English proficient)
- Migrant and seasonal farmworkers
- Out-of-school youth
- Adult and youth ex-offenders (justice-involved)
- Public assistance recipients (TANF, SNAP, SSI, Medicaid, etc.)
- Youth in, or previously in, foster care
- Homeless individuals, both youth and adults
- Runaway youth
- Pregnant and parenting youth
- The long-term unemployed
- Low-income workers earning wages below self-sufficiency
- Basic skills deficient individuals
- The over 55 age group

▲ NO APPRENTICESHIP CONTRACTS WERE CREATED FOR INDIVIDUALS DURING THIS REPORTING PERIOD, INDICATING NO CHANGE FROM THE PREVIOUS MONTH'S FIGURES OF 0 CONTRACTS FOR 0 CLIENTS.

Dislocated Worker Outreach

We have been reaching out to dislocated workers through referrals, social media, phone and email. We have not received the UI bridge report since the end of January 2023.

We are still working with RESEA appointments, four workshops a week where we meet with attendees who express interest in training or seeking a new career path through work based learning. Business and Career Specialist staff are available after the workshops to answer questions and start interested UI recipients with the WIOA application process.

New RESEA staff for DWS have been doing a superior job in funneling RESEA participants to WIOA in the recent months and we appreciate the support and collaboration.

Our staff has been actively participating in both in-house and regional hiring events, engaging with job seekers to fill our open positions, assessing their interest in job training opportunities, and providing valuable WIOA information to employers present at these events.

Career Development

We still see new referrals coming in from, CNMI, Pima Medical, Brookline College, Carrington College, Phoenix Truck Driving School, 160 Driving Academy, Intellitec, New Horizons, UNMCE, UNM Valencia, and CNM Main. These requests are mostly in the Healthcare, Transportation and Information Technology fields.

WIOA Orientation is offered in Albuquerque on Mondays starting at 9:00am and 3:00pm. Labor Market Information Workshop is offered Tuesdays at 9:00am. These services will also still be available virtually for those whose circumstances prohibit them from attending. These workshops are also available in the outlying counties; please check with the local Workforce Connection for times.

May 6th WIOA staff attended the UNM Valencia Internship Fair, to inform employers and students about WIOA internship funding opportunities.

WIOA Title 1.B Youth Program

The WIOA Youth Program is dedicated to assisting young individuals in their transition into the workforce. This section of the report offers a comprehensive overview of the program's performance in May, showcasing the range of employment and education services provided to eligible youth. It provides valuable insights into the program's impact on youth participants and their successful pathway towards career development.

WIOA Adult & Dislocated Worker Program Highlights

- 27 participants enrolled
- 14 ITAs (training & education assistance)
- 6 OJT contracts for 6 clients

The WIOA Youth Program:

- ▲ ENROLLED **10** NEW CLIENTS WITH **6** AS ITINERANT ENROLLMENTS IN 2023, COMPARED TO **18** CLIENTS WITH **9** ITINERANT ENROLLMENTS LAST MONTH;
 - BERNALILLO: **4** ENROLLMENTS
 - SANDOVAL: **5** ENROLLMENTS
 - TORRANCE: **1** ENROLLMENTS
 - VALENCIA: **0** ENROLLMENTS
- ▲ PLACED **14** IN WORK EXPERIENCE, COMPARED TO **11** LAST MONTH;
 - BERNALILLO: **6** YOUTH IN WORK EXPERIENCE
 - SANDOVAL: **4** YOUTH IN WORK EXPERIENCE
 - TORRANCE: **2** YOUTH IN WORK EXPERIENCE
 - VALENCIA: **2** YOUTH IN WORK EXPERIENCE
- ▲ ESTABLISHED **2** INDIVIDUAL TRAINING ACCOUNTS (ITAS), COMPARED TO **3** LAST MONTH.
- ▲ THE TOTAL CASELOAD FOR THE YOUTH PROGRAM IS **661**, COMPARED TO **676** LAST MONTH.

WIOA Youth Program Highlights

- **10** participants enrolled
- **14** participants placed in work experience
- **2** ITAs (training & education assistance)
- **661** individuals on total caseload

Initial communication has been established between WIOA Youth and the Job Challenge Academy programs. A meeting has been scheduled for June 2, 2023 for program introductions and conversation on how the two programs can collaborate to provide job-readiness and training services.

WIOA Title III Wagner-Peyser and Employment & Career Services

This section of the report highlights the performance of the Title III Wagner-Peyser program in May, highlighting its efforts to connect job seekers with employment opportunities, provide career guidance, and support employers in their recruitment needs. It provides valuable insights into the program's impact on the labor market and its contributions to workforce development.

The Employment & Career Services Team:

- ▲ PROVIDED ONE-ON-ONE COUNSELING SERVICES TO APPROXIMATELY **777** INDIVIDUALS, COMPARED TO **716** LAST MONTH;
- ▲ ASSISTED **99** INDIVIDUALS WITH DEVELOPING THEIR RESUME AND/OR EMPLOYMENT PLANS, COMPARED TO **107** LAST MONTH;
- ▲ PROVIDED REEMPLOYMENT SERVICES TO **256** UNEMPLOYED INDIVIDUALS THROUGH THE REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENTS (RESEA) PROGRAM, COMPARED TO **235** LAST MONTH;

Employment & Career Services Program Highlights

- **777** individuals received one-on-one counseling
- **99** individuals received assistance with resumes and/or employment plans
- **256** unemployed individuals received RESEA services

- ▲ TOOK **143** TOTAL JOB ORDERS, COMPARED TO **159** LAST MONTH;
- ▲ REFERRED INDIVIDUALS TO WIOA, COMPARED TO **94** LAST MONTH;
- ▲ PLACED JOB SEEKERS (STAFF ASSISTED) WITH EMPLOYMENT OPPORTUNITIES, COMPARED TO **10** LAST MONTH; AND,
- ▲ PRE-SCREENED INDIVIDUALS FOR EMPLOYMENT, COMPARED TO **31** LAST MONTH.

Additionally, the team provided the following services specifically to veterans. In this section of the report, we delve into the metrics and performance data related to the services provided to our valued veterans. We are dedicated to supporting the unique needs of veterans, and through detailed analysis and evaluation, we can assess the effectiveness and impact of our programs and initiatives:

- ▲ PROVIDED SERVICES TO A TOTAL OF **185** VETERANS, COMPARED TO **152** LAST MONTH;
- ▲ REGISTERED **47** NEW VETERANS, COMPARED TO **25** LAST MONTH; AND
- ▲ PROVIDED **40** JOB REFERRALS, COMPARED TO **41** LAST MONTH.

Veteran Services Program Highlights

- **185** veterans received services
- **47** veterans registered for services
- **40** veterans were referred to jobs

Webinar workshops on resume building, interview techniques, and soft skills are actively promoted throughout the Central Region. Engaging e-blasts and engaging social media posts and story highlights ensure broad awareness and participation in these valuable skill development opportunities.

Business Services

The Business Services section of the report provides a comprehensive overview of the performance and summary data of all co-located and core partners. This section focuses on the services and initiatives offered to businesses in the region, highlighting the impact and effectiveness of our collaborative efforts:

- ▲ IN 2023, THERE WERE **791** OUTREACH ACTIVITIES WITH EMPLOYERS.
- ▲ THERE WERE **1461** JOBS POSTED IN THE NM WORKFORCE CONNECTION SYSTEM (WWW.JOBS.STATE.NM.US) BY NMWC STAFF (JOB ORDERS TAKEN) IN JANUARY.
- ▲ QUALIFIED CANDIDATES WERE REFERRED TO **215** EMPLOYERS.

Business Services Highlights

- **791** business outreach activities
- **1461** job orders (postings) were entered into www.jobs.state.nm.us
- **215** employers received referrals of qualified candidates

On May 4th we met with the City Of Albuquerque Housing Forward Program and outside partners to discuss the Chances Grant and how we can all collaborate to use Chances and WIOA with the proposed housing efforts of the City.

On May 10th staff attended the CNM STEM hiring event on the CNM campus. We meet with students and employers to inform them on WCCNM & WIOA services. We also connected with PNM on potential internships for CNM students.

Staff had a virtual meeting on May 11th with the director of CNMI Law Enforcement Academy to discuss upcoming cohorts and the process and benefits of providing WIOA funding to some of the smaller departments that are in need of assistance with financing this training.

On May 18th, Los Lunas Staff and the Central Region Supervisor attended the graduation ceremony of the first cohort in the “Advancing Careers in Trades” program at the UNMVC Workforce Training Center. We supported 8 participants with support services during the 8-week program; all 8 graduated and have obtained employment with a union contractor on the META Data Center site.

Staff attended two additional City of Albuquerque Small Business Resource Fairs during the month of May. Staff also attend all in-house and local hiring events or career fairs around the region to market WCCNM and WIOA to employers and job seekers.

Staff attended and presented WIOA information in conjunction with DWS at the Diversity Job Fair on Friday May 26th.

We conducted outreach to the following businesses during May: Diverse Office Supply, Submaterial, South Aero Inc., Luxe Psychiatric and Wellness, Family Eye Center, Lovelace BioMedical, Eclipse Aerospace, Sun Country Industries, Kilonewton, PPC Solar, Curia, Kairos Power, Hotel Zazz, Lilly’s Internal Light, Jabil, Chaparral Materials, UNM-Health Sciences, Profit Minders, Healthy Water Living, Casa Verde Spa, ABQ Maids Cleaning Dynasty, Lotus Family Health, Paixxao Co., What Goes Around ABQ., NM Carpet Repair & Cleaning, Azar Distributing, Centric Title & Escrow, Fast Signs, HHC Supply, Superior Roofing, Sunshine Plumbing & Heating, Farm Bureau Financial Services, Southwest Auto, H3 Environmental, Elite Dri-wall, Village of Corrales, Storehouse West, Kelly Education, Tress of Corrales, GD Psych Services, Auto Glass Now, Amazing Grace Personal Care Services, New Mexico Guided Healing, Chaparo’s Painting, New Mexico Bank & Trust, Chalmers Ford and Rio Rancho Public Schools.

The Business Team is always focusing on outreach to new businesses and recruitment of dislocated workers thru multiple methods.

Success Stories

WIOA Title 1.B, Adult and Dislocated Worker Programs

Bernalillo County



Robert A. - enrolled into the WIOA program in November 2022. At the time of enrollment, Robert was working part time at Target as a Front Store Advocate. He has been employed in the Customer Service industry for several years. Robert wants to earn a self-sustaining wage while learning new skills.

Robert is an ambitious young man and is working full time while pursuing an associate degree in the medical field at CNM with hope of graduating in 2024. While in pursuit of an education, Robert needed full-time employment to help cover the cost of his education, financial obligations, and general living expenses. He quickly realized that he would need to make a career change if he was serious about fulfilling his education goals.

Robert came into the office to complete a WIOA intake and was qualified for the program as an Adult Participant. He was interested in pursuing a position in productions but had never done so before and would need to gain some skills and be trained to do so.

Robert had been speaking to Anna at Apple Canyon Gourmet about a position as a Warehouse Order Processing & Fulfillment person. Anna reached out to Robert and offered him a full-time position starting at \$18 an hour. His assigned Business Consultant developed and completed an OJT contract with the company. Robert accepted the position, and by November 16th his application and contract were approved. Robert was allocated 930 hours of OJT to gain the skills necessary for his new position. He successfully completed his OJT hours in April 2023 and stayed on as a full-time employee with the company. Robert was thankful for the opportunity that he received from the WIOA Program and hopes that his story would serve to encourage more individuals to seek employment services through WIOA.

Months in Staff Assisted Service	Q-2 Employed 2 nd Qtr. After Exit (Effective Date)	Q-4 Employed 4 th Qtr. After Exit (Effective date)	Credential Attained a recognized postsecondary credential or diploma	Measurable Skill Gain (MSG) Defined as a documented academic, technical, occupational, or other form of progress, towards a credential or employment (Annual/Real Time).
4.5 months (11/15/2022)	Projected 4th qtr. 2023 (Oct-Dec 2023)	Projected 2nd qtr. 2024 (Apr-Jun 2024)	OJT N/A	Achieved PY 22

Services Provided:

Intake and eligibility determination. Career counseling, case file development, forms completion, orientation, and enrollment. Basic skills assessment, comprehensive assessment (Work Keys), development of a comprehensive individual employment plan to help Robert move forward in his new position and career. Negotiation for and completion of all OJT required contract forms with Apple Canyon Gourmet. Monthly follow-up, to provide moral support and encouragement. Time sheet/evaluation development and collection to help determine progress and identify potential barriers that could have hindered Robert's successful completion. Robert remains employed but follow-up will occur to assure on-going employment and offer additional assistance as required.



Carmela B. - (NDWG assisting individuals affected by the pandemic)

Amidst the pandemic, I lost my job of 11 years as an Office Manager and Program Developer at a public charter school. As an "older" worker, I realized the importance of upgrading my skills to complement my work experience in Journalism and PR and increase my chances of landing an in-demand job. Bianca Gonzales from Workforce Connection suggested the WIOA Program, which highlighted the most in-demand career fields in New Mexico, and I chose Digital Marketing and Digital Media since they aligned with my degree and marketing expertise. With CNM Ingenuity's remote Bootcamps, I honed my graphic design, video production, and business animation skills, which helped me secure a more creative and fulfilling career.

Working closely with instructors over the course of 18 months, I gained hands-on experience in data analytics, video production, and business animation, which equipped me for my new role. I then applied for a paid internship at the NM Workforce Connection Office via the WIOA Adult and Dislocated Worker Program. As a community-driven organization, I was keen on working with them as they had helped me in connecting with the WIOA Program. The people who work there are dedicated and passionate about what they do which I found very inspiring. During my four-month internship as a Social Media Designer, I applied the skills I had acquired from the Bootcamps to my work, which gave me the confidence to land a permanent position with the Workforce Connection/Mid-Region Council of Governments.

Today, I am a Digital Media and Social Media Marketing Specialist for the Workforce Connection of Central New Mexico, creating all of the content for and managing their social media channels, producing informational videos, and designing marketing materials for their many events, services, and programs.

Months in Staff Assisted Service	Q-2 Employed 2 nd Qtr. After Exit (Effective Date)	Q-4 Employed 4 th Qtr. After Exit (Effective date)	Credential Attained a recognized postsecondary credential or diploma	Measurable Skill Gain (MSG) Defined as a documented academic, technical, occupational, or other form of progress, towards a credential or employment (Annual/Real Time).
17.5 months (04/7/2021)	Projected 1 st qtr. 2023 (Jan-Mar 2023)	Projected 3 rd qtr. 2023 (Jul-Sep 2023)	Marketing related certification (2) 11/19/21 & 4/15/2022	Achieved for PY 21 & PY 22

Services Provided:

Initial assessment to determine accuracy of service need and subsequent provision. Intake, eligibility determination, intensive assessment (Work Keys) to assure meeting of training program requirements. Case file development, extensive forms completion. Development of a comprehensive employment plan aligned with all requirements of the training and employment goal. Completion of all forms associated with ITA's and internships leading to skill upgrading of Carmela. Monthly contact to provide support and determine progress and identification of any potential barriers that would affect a successful experience and ultimate job placement. Carmela successfully completed her program and has obtained permanent, unsubsidized employment with the NM Workforce Connection Office in marketing. Follow-up will be provided with an offer for on-going support to assure continued employment.



Hector - entered the WIOA program in December 2022. When Hector came to us, he knew he was ready for a change. Previous positions he held were all entry level with entry level salaries. He knew he could do more in his life, and he was ready to move forward toward a career.

Upon review of Hector's eligibility documentation, we found that he was under-employed and eligible for the WIOA Program as an Adult. After research and career counseling, Hector decided upon a career in the transportation industry. He enrolled in the CDL Program with Phoenix Truck Driving School. He quickly became fascinated with the field and

excelled in the hands-on aspect of the program. Hector worked hard to pass his exam enabling the learners permit to allow him to quickly move into the yard where he was able to demonstrate how well he had learned the material that would enable him to become fully licensed.

Hector completed all his required yard training hours and was able to easily pass the final exams including the pre-trip safety inspection requirements. Hector gained permanent employment at Road Runner Redi-Mix Concrete as a mixer and driver. Hector remains employed full-time making \$20.00 an hour. He is very grateful for the great opportunity he was provided through the WIOA Program and the assistance he received that enabled him to move into an industry with great potential for longevity with room to grow. Hector looks forward to embarking on his new career in the transportation industry as a CDL Driver.



Months in Staff Assisted Service	Q-2 Employed 2 nd Qtr. After Exit (Effective Date)	Q-4 Employed 4 th Qtr. After Exit (Effective date)	Credential Attained a recognized postsecondary credential or diploma	Measurable Skill Gain (MSG) Defined as a documented academic, technical, occupational, or other form of progress, towards a credential or employment (Annual/Real Time).
4 months (12/16/2022)	Projected 3rd qtr. 2023 (July-Sept 2023)	Projected 1st qtr. 2024 (Jan-Mar 2024)	CDL 03/21/2023	Achieved for PY 22

Services Provided:

Initial assessment to determine accuracy of service provision. Intake, eligibility determination, intensive assessment (Work Keys) to assure meeting of training program requirements. Case file development, extensive forms completion. Development of a comprehensive employment plan aligned with all requirements of the CDL training and employment goal. The IEP Identified all required steps necessary for Hector to achieve the degree he was seeking. Monthly contact to provide support and determine progress and identification of any potential barriers that may affect a successful experience and ultimate job placement. Hector successfully completed his program and has obtained permanent, unsubsidized employment. Follow-up will be provided with an offer for on-going support to assure continued employment.



Meesy - worked many years as a Bus driver for Albuquerque Public Schools. She enjoyed being around the children and loved her job. This work was part-time for the most part and she wanted something that would give her more stability and better income to allow her to meet her expenses, while doing something she loved to do.

Meesy decided to upgrade her skills and attend the CDL Training Program at Phoenix Truck Driving School. She enjoyed her experience in the CDL Training Program. Even though she met some delays with her licensures, she persevered and completed the program.

Meesy was able to obtain employment immediately after completing all the requirements needed to prepare herself for employment. She was interviewed, was selected, and offered employment with Werner Transportation. They paid for her to attend additional training in Phoenix Arizona and upon completion she was on the road across the country. She loves being on the road and seeing new places! Her favorite thus far

was Tennessee. **Meesy is living her dream!**



Months in Staff Assisted Service	Q-2 Employed 2 nd Qtr. After Exit (Effective Date)	Q-4 Employed 4 th Qtr. After Exit (Effective date)	Credential Attained a recognized postsecondary credential or diploma	Measurable Skill Gain (MSG) Defined as a documented academic, technical, occupational, or other form of progress, towards a credential or employment (Annual/Real Time).
9 months (6/13/2022)	Projected 3rd qtr. 2023 (July-Sept 2023)	Projected 1st qtr. 2024 (Jan-Mar 2024)	Commercial Drivers Licensure 3/21/2023	Achieved for PY 22

Services Provided:

Initial assessment to determine service needs. Intake and eligibility determination. Case file development, forms completion, orientation and enrollment. Comprehensive assessment (Work Keys) was provided and used in the development of a comprehensive individual employment plan to help Meesy to identify and understand all requirements necessary to achieving her employment goal as a truck driver. Completion of all required forms for the ITA contract with Phoenix Truck Driving School. Monthly follow-up and progress evaluation was done along with on-going support and to eliminate any potential barriers that could have impeded her successful goal achievement. Meesy has obtained employment in her chosen field. Follow-up will occur to assure on-going employment and to determine requirement of additional assistance.

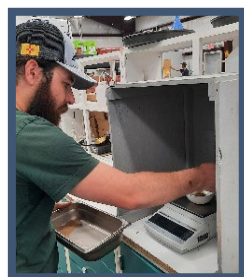
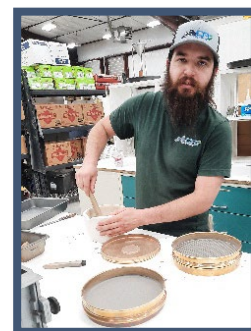
Sandoval County



Brett - first came into a Workforce Connection Center in early 2022. He had been working in retail since 2015, but everything changed after the pandemic. The demands placed on retail workers, along with the health risks related to Covid made it clear it was time to move on. Beyond these factors, Brett had been looking for a better career opportunity for some time – one that would allow him to apply his analytical reasoning abilities while continuing to stretch and grow.

After looking for an on-the-job training opportunity through the WIOA program, Brett found an opening with CA2 testing, a concrete and asphalt testing company in Algodones, New Mexico. He had no experience in this field but was encouraged that the company offered to help him get the necessary certifications while employed with them. Above all, he saw an opportunity for the type of career he had been dreaming of.

Brett began his on-the-job training program in January 2022 as a technician. He rapidly gained new skills and overtime became certified in both soils and aggregates. The work was challenging and allowed him to use his keen mathematical and analytical skills as never before. Throughout his training, Brett also became aware of the real-world importance of his job. In 2013, a giant sinkhole opened alongside I-40, just outside of To'hajiilee. Such erosion occurs when there is too much clay in the soil. It should have been tested prior to construction, but it wasn't. Brett mentions the incident as a reminder of the value of his work.



In May 2022, he completed his on-the-job training program with CA2 Testing. The company valued his work ethic and intelligence and decided to keep him on. Six months later, he was offered a promotion and skill-upgrade opportunity through WIOA. He completed his skill-upgrade last month and is on track to obtain his fieldwork certification later this year.

When asked about what the future holds, Brett has a ready answer; He would like to go back to school and get his bachelor's degree in civil engineering, which would enable him to advance in this field. Not only has his work with CA2 Testing given him financial stability and a sense of pride, it has also provided a solid career in which he can continue to grow.

Months in Staff Assisted Service	Q-2 Employed 2 nd Qtr. After Exit (Effective Date)	Q-4 Employed 4 th Qtr. After Exit (Effective date)	Credential Attained a recognized postsecondary credential or diploma	Measurable Skill Gain (MSG) Defined as a documented academic, technical, occupational, or other form of progress, towards a credential or employment (Annual/Real Time).
4 months (11/16/2022)	Projected 4th qtr. 2023 (Oct-Dec 2023)	Projected 2nd qtr. 2024 (Apr-Jun 2024)	OJT N/A	Achieved PY 22

Services Provided:

Intake and eligibility determination. Case file development, forms completion, orientation and enrollment. Career Counseling, basic skills assessment, comprehensive assessment (Work Keys), development of a comprehensive individual employment plan to help Brett move forward into a new career. Assistance in finding the right employment opportunity, negotiation of the OJT contract with his employer and completion of all OJT required contract forms. Monthly follow-up, to check in with Brett to determine additional needs and offer encouragement. Time sheet/evaluation development and collection to help determine progress and identify potential barriers that might impede Brett's success. Brett remains employed in his new position, but follow-up will occur to assure on-going employment and offer additional assistance as required.



Daniel - Following a tumultuous period in his life, Daniel felt called to pursue a long-held dream of working in healthcare. In 2021, he made the bold decision to resign from his position as an emergency planner at Sandia National Labs and enroll in the Associates of Applied Science in Radiology AAS degree program at Pima Medical Institute.

Although Daniel had enough savings to cover his living expenses for the two-year program, he needed financial assistance to pay for the out-of-pocket costs. Fortunately, he qualified to participate in the WIOA program as an adult and maintained a 3.76 GPA throughout his training.

Upon graduating with his AAS degree, Daniel successfully passed the American Registry of Radiologic Technologists certification exam and soon secured a job as a Radiologic Technologist at UNM Hospital. He remains grateful for the investment of the WIOA program, recognizing that it provided him with the opportunity to enter an industry with great potential for longevity and financial stability.

Today, Daniel is a full-time benefits-eligible employee at UNM Hospital, earning \$29.40 per hour. He takes pride in his work as a Certified Radiologic Technician and is excited to continue thriving in his new career in the healthcare industry.



Months in Staff Assisted Service	Q-2 Employed 2 nd Qtr. After Exit (Effective Date)	Q-4 Employed 4 th Qtr. After Exit (Effective date)	Credential Attained a recognized postsecondary credential or diploma	Measurable Skill Gain (MSG) Defined as a documented academic, technical, occupational, or other form of progress, towards a credential or employment (Annual/Real Time).
17 months (08/23/2021)	Projected 3rd qtr. 2023 (July-Sept 2023)	Projected 1st qtr. 2024 (Jan-Mar 2024)	Radiography 2/21/2023	Achieved for PY 21 & PY 22

Services Provided:

Initial assessment to determine service needs. Intake and eligibility determination. Case file development, forms completion, orientation and enrollment. Comprehensive assessment (Work Keys) was provided by our WP partner and used in the development of a comprehensive individual employment plan to help Daniel plot out and understand all potential steps necessary to achieving his employment goal. Completion of all required IT forms to enable training with Pima Medical. Monthly follow-up and evaluation to provide on-going support and check progress to determine any potential barriers that may have impeded Daniel's successful goal achievement. Daniel has obtained employed in his chosen field. Follow-up will occur to assure on-going employment and to determine requirement of additional assistance.

WIOA Title 1.B Youth Program

Bernalillo County



Joshua, 19 year-old, joined the WIOA Youth Program in March of 2023. He qualified for the program as basic skills deficient and low income.

When he enrolled in the program, he stated that he wanted to get experience and education in the construction field to better the lives of himself and his family.

Joshua participated in the Fortis Hard Hat in Hand program where he completed education and on-the-job training. Through WIOA, he was able to receive supportive services reimbursements for tools and steel-toe boots. Since completing the program, he is currently working for Western Partitions Inc. (WPI) at the Los Lunas Data Center. His goals include becoming a journeyman, a foreman, and possibly a superintendent in the construction industry so that he can provide for his family as well as to build his own house with the knowledge he is gaining from his construction career.

Joshua can be seen sitting in the photo below during the cohorts "signing day".

Torrance County



Lucian, 22, came to the Workforce Connection office in Moriarty in December 2021, hoping to receive financial assistance in order to attend the Central New Mexico Community College Law Enforcement Academy so that he could become a Law Enforcement officer. Lucian was enrolled in the WIOA Youth Program on 12/22/21. Lucian ended up having to wait until January of 2023 to attend the Law Enforcement Academy. Lucian successfully graduated from his CNM Law Enforcement Academy on Thursday, May 18, 2023. Below is photograph of Lucian at his graduation ceremony.

Sandoval County

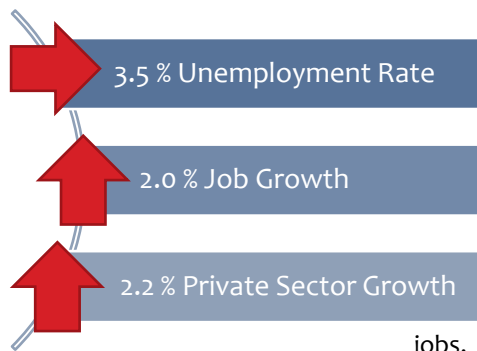
Brionna is a 21 year old female that came into our program needing assistance to further her education in order to support herself. Brionna graduated from high school and had aspirations of being in the medical field. Brionna came to WIOA last year around this time and was interested in starting school with PIMA for a Medical Assistant certificate. Brionna was able to achieve exemplary grades and graduated from PIMA January 19, 2023 with her certificate in Medical Assisting. Brionna completed her clinicals with Southwest Integrative Health. Because of her hard work and dedication, she was able to obtain a full time position with Southwest Integrative Health. Brionna continues to show her dedication to her future and her hard work is paying off by attaining full time employment.

Labor Market Information & Economic Update

Latest Employment News

This section of the report provides an overview of labor market information and economic updates for the month of April, despite the report focusing on the performance of May.

Statewide

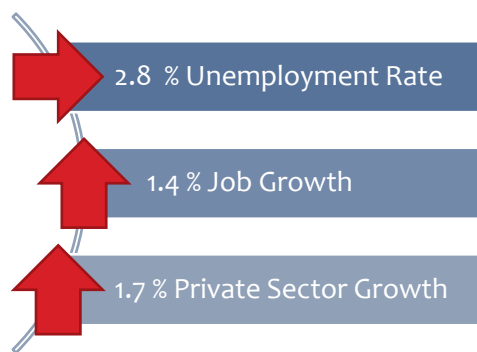


New Mexico’s seasonally adjusted unemployment rate, at 3.5 percent, has remained relatively flat in the past nine months. April’s unemployment rate is over two and a half times less than the pandemic high of 9.3 percent in May 2020. New Mexico’s all time unemployment rate low was 3.4 percent in August 2022, only 0.1 percentage point higher than this month’s rate.

Over the year, New Mexico’s total nonagricultural employment increased by 18,200 jobs, or 2.1 percent. Most of these gains were in the private sector, which was up 14,500 jobs, or 2.2 percent. The public sector was up 3,700 jobs, or 2.0 percent. Six of the nine major private industry sectors reported employment increases over the year.

(Labor Market Review, Volume 52 No. 4 Published May 26, 2023. NMDWS, Economic Research & Analysis)

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



The Albuquerque MSA had a not seasonally adjusted unemployment rate of 2.8 percent on April, unchanged from last month’s figure.

Over the year, the Albuquerque MSA grew by 5,700 jobs in total nonfarm employment, representing a gain of 1.4 percent. The following private sector industries added jobs: leisure and hospitality, up 2,400 jobs, or 5.7 percent; private education and health services, up 1,500 jobs, or 2.3 percent; professional and business services up 1,300 jobs, or 2.0 percent; mining and construction, up 600 jobs, or 2.3 percent; financial activities, up 500 jobs, or 2.5 percent; manufacturing, up 400 jobs, or 2.4 percent; and miscellaneous other services, up 100 jobs, or 0.9 percent. Trade, transportation, and utilities was down 1,100 jobs, or 1.6 percent, and information was down 100 jobs, or 1.7 percent.

(Labor Market Review, Volume 52 No. 4 Published May 26, 2023. NMDWS, Economic Research & Analysis)

MINUTES



Executive Committee

Monday, June 5, 2023

1:30 pm

Mid-Region Council of Governments
809 Copper Ave. NW, Albuquerque, N M
Hybrid

Call to Order – 1:35 pm – John Mierzwa

Member

Carl Adams, Youth Standing Committee Chair

Beth Barela, Treasurer

- ✓ **Doug Calderwood** – Performance & Monitoring Chair
- ✓ **Honorable Gregg Hull**, CEO
- ✓ **Krista Kelley** – Sandoval County Rep
- ✓ **John Mierzwa** - Chair-Elect .
- ✓ **Debbie Ortiz**- Past Chair, Torrance County Rep.

Diane Saya - Bernalillo County Rep

- ✓ **Jerry Schalow**, Chair
- ✓ **Mark Zientek**, Economic Development Chair

Vacant – Valencia County Rep

Approval of Thursday, December 22, 2022, Agenda

Motion : Debbie Ortiz

Second : Jerry Schalow

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Doug Calderwood	X			
Gregg Hull	X			
Krista Kelley	X			
John Mierzwa	X			
Debbie Ortiz	X			
Jerry Schalow	X			
Mark Zientek	X			

Tab 1: PY21 Audit Report by Kory Hoggan, CPA Moss Adams

- Mr. Hoggan presented the PY21 Audit Report from Moss Adams.
- He stated that Moss Adams issued an unmodified opinion of the Workforce Connection of Central New Mexico’s financial practices.
- They also noted that this was a smooth audit with no audit findings and the management of the organization is well established.
- The WCCNM financial audit was submitted to the Office of the State Auditor on December 1, 2022, and was accepted on December 9, 2022.

Tab 2: Approval of WCCNM Minutes for December 22, 2022

Motion: Mark Zientek

Second: Mayor Gregg Hull

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Doug Calderwood	X			
Gregg Hull	X			
Krista Kelley	X			
John Mierzwa	X			
Debbie Ortiz	X			
Jerry Schalow	X			
Mark Zientek	X			

ACTION ITEMS

Tab 3

Approval of WFCP-05-22, PY22 BAR #4

By: Jesse Turley, WIOA Fiscal Program Manager

- Mr. Turley presented PY22 Bar #4.
- He stated this is based on the PY22 Bar #3 totaling \$14,984,673.
- PY22 Bar #3 budget transferred \$850,000 additional monies from the Dislocated Worker into Adult & added \$300,000 additional youth monies redistributed to Central Area.
- PY22 Budget BAR #4 adds an additional \$81,216 to the Central Area by NM DWS 4-3-23. This is 79,094 Dislocated Worker and with it 10% admin of \$8,122.00.
- PY22 WCCNM new budget totals \$15,065,889.

Discussion

Motion: Jerry Schalow

Second: Krista Kelley

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Doug Calderwood	X			
Gregg Hull	X			
Krista Kelley	X			
John Mierzwa	X			
Debbie Ortiz	X			
Jerry Schalow	X			
Mark Zientek	X			

Tab 4

Approval of Policy OP-427 Parameters for Utilization of “Unrestricted”, Non-WIOA Funds

By: Art Martinez, WCCNM Administrator

- Mr. Martinez explained we are requesting modification of Policy OP-427 Parameters for Utilization of “Unrestricted”, Non-WIOA Funds.
- Mr. Martinez stated this policy was first approved around 2021.
- Within the current policy it was only reference Ticket to Work funds. There are additional monies available, which include \$300,000 revenue from a sale of a lease in 2002.
- We are asking for approval to identify additional funds as unrestricted.

Questions

Motion: Jerry Schalow

Second: Krista Kelley

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Doug Calderwood	X			
Gregg Hull	X			
Krista Kelley	X			
John Mierzwa	X			
Debbie Ortiz	X			
Jerry Schalow	X			
Mark Zientek	X			

Tab 5

Approval of Authorizing Budget Allocation to Establish Non-Profit 501C3 (amount to be determined and to most likely exceed \$10,000)

- Mr. Martinez presented the Approval for Authorizing Budget Allocation to Establish Non-Profit 501C3.
- Approval of this will utilize unrestricted funds for the development and creation of a non-profit arm of the WCCNM. The current Operational Policy No. OP-427 dictates that WCCNM Full Board or WCCNM Executive Committee approval is required prior to expenditure of funds that exceed \$10,000.00.
- The WCCNM recommended a non-profit arm of the WCCNM to be established to seek funding from foundations and community-based organizations.
- Krista Kelley, Vice Chair, and chair of the committee stated New Mexico has a highly productive workforce. With local workforce boards, staff and research on the labor shed, the development of New Mexico Workforce Connection 501c3 is a visionary strategy to convene statewide leaders and experts to further support and address gaps that exists for employers and workers across the state of New Mexico. The development of 501c3 is to continue the work of creating economically vibrant and healthy communities across the state.
- With the support of a consultant, this committee will be tasked with creating a vision and mission statement, signing, and filing the articles of incorporation for the non-profit with the help of a local CPA firm, as well as approve bylaws that are put in place to justly govern the operation of the New Mexico Workforce 501c3. The time commitment of participating committee members should be more than 2-4 hours over a six-month period. Local staff will help support the project in the initial implementation and timeline management of this project.
- Unrestricted funding will be needed for consultant services, legal services, CPA services and staff support costs.

Questions, Comments & Discussion

Motion: Krista Kelley

Second: No Second

Action: Item failed for lack of second

For more detailed information for the discussion on Tab 5, you may request a copy of the zoom meeting recording from the Board Secretary of the Workforce Connection of Central New Mexico, Nicole Giddings.

INFORMATION & DISCUSSION ITEMS

Tab 6 WIOA Updates

- Mr. Martinez stated that allocation for funds has been sent out and waiting for NMDWS to send us our allocation.
- USDOL will be here in August.

PUBLIC COMMENT/ADJOURNMENT

Public Comments – None

Adjournment – 2:38 pm

Next Meeting: July 17, 2023, at 1:30 pm.

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:
809 Copper NW, Albuquerque, NM 87102*

Approved at the WCCNM Executive Committee Meeting on July 17, 2023

John Mierzwa, WCCNM Chair

ATTEST:

Secretary

“Equal Opportunity Program”



FINANCIAL REPORT

YEAR TO DATE
May 31, 2023

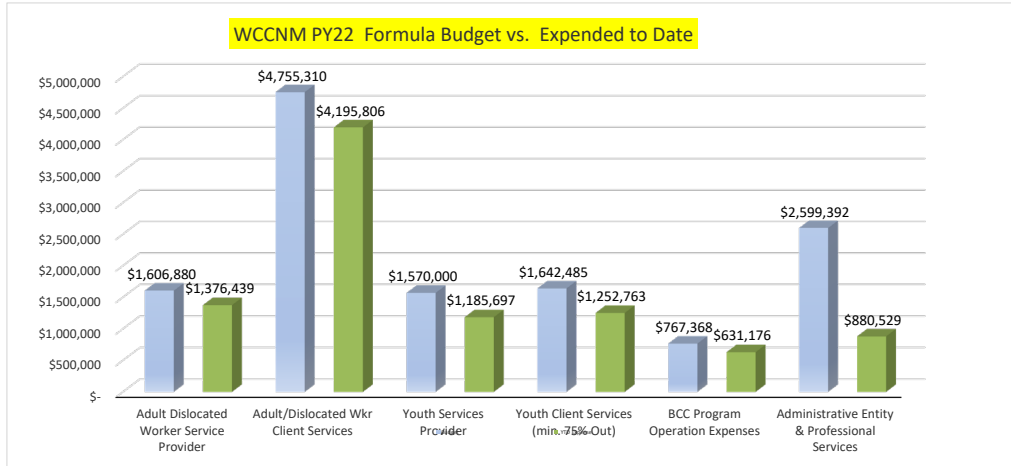
**WORKFORCE CONNECTION
OF CENTRAL NEW MEXICO**

**PROGRAM YEAR 2022 7-1-22 to 6-30-23 (PY22)
BUDGET TO ACTUAL COMPARISON
As of May 31, 2023**

		92%	Of Year			
		Budget	Year to Date	Encumbrance	Variance	
1	Adult Dislocated Worker Service Provider	Service Provider - MRCOG	1,606,880	1,376,439	230,441	0
		Subtotal	\$ 1,606,880	\$ 1,376,439	\$ 230,441	\$ 0
						0%
2	Adult/Dislocated Wkr Client Services	Adult / DW Participant Training OJT's CT's ITA's	4,195,278	3,977,182	325,000	(106,904)
		Adult / DW Work Experience W / Workers Comp	430,032	157,197	20,000	252,835
		Adult / DW Supportive Services	130,000	61,426	4,500	64,074
		Subtotal	\$ 4,755,310	\$ 4,195,806	\$ 349,500	\$ 210,004
						4%
3	Youth Services Provider	Service Provider - YDI	1,570,000	1,185,697	264,303	120,000
		Subtotal	\$ 1,570,000	\$ 1,185,697	\$ 264,303	\$ 120,000
						8%
4	Youth Client Services (min. 75% Out)	Youth Work Experience - YDI Portion	775,000	535,363	80,000	159,637
		Youth Training Services	757,485	628,754	25,000	103,731
		Youth Supportive Services	110,000	88,646	10,000	11,354
		Subtotal	\$ 1,642,485	\$ 1,252,763	\$ 115,000	\$ 274,722
						17%
5	BCC Program Operation Expenses	Business & Career Center Facility Operation	700,000	786,199	45,000	(131,199)
		Business & Career Center Facility Reimbursemet	(475,000)	(397,685)	(135,000)	57,685
		Business & Career Ctr Mgmt - MRCOG Operator	202,368	102,351	36,000	64,017
		Business & Career Ctr Mgmt - MRCOG Operations Staff	-	53,688	40,000	(93,688)
		Business & Career Ctr Mgmt - MRCOG Project DW NEG	-	-	-	-
		Business & Career Ctr Mgmt - MRCOG Project DWS Apprenticeship	150,000	56,479	25,000	68,521
		Business & Career Center Improvements	190,000	30,142	-	159,858
		Subtotal	\$ 767,368	\$ 631,176	\$ 11,000	\$ 125,192
						16%
6	Administrative Entity & Professional Services	AE/Fiscal Agent - MRCOG	1,184,115	771,346	180,000	232,769
		Program Support/Board Expense	60,000	60,813	1,500	(2,313)
		Contractual Services	30,000	683	-	29,317
		Contingency & Sale Of Lease	300,000	-	-	300,000
		Legal Services	20,000	5,242	3,500	11,258
		Audit Services	65,600	42,445	-	23,155
		Carved Out 2nd Year Reserve	939,677	-	-	939,677
		Subtotal	\$ 2,599,392	\$ 880,529	\$ 185,000	\$ 1,533,863
						59%
7		TOTAL WIOA FORMULA BUDGET PY22	\$ 12,941,436	\$ 9,522,408	\$ 1,155,244	\$ 2,263,783
						17%
OTHER FUNDING:						
	USDOL Chances Grant 3.5 yrs					
	PE-38620-22-60-A-35	AE/ Fiscal Agent - Chances	\$ 733,328	\$ 82,573	20,000	630,755
	7-1-22 to 12-31-25	Sub Recipient Contractors	\$ 857,933	40,149	60,000	757,784
		Program Costs - Legal, Supplies	\$ -	155	-	(155)
		Client Services - Paid by WCCNM	\$ 408,738	-	-	408,738
		Budget - Chances	\$ 1,999,999	\$ 122,877	\$ 80,000	\$ 1,797,122
8	Social Security - Ticket To Work	Social Security TTW - PY20 Balance Available Carry Forward	\$ 43,239	TTW Mo Growth / Net Exp	\$ -	\$ 43,239
		Additional TTW Current Year PY22 Earnings		1,236	\$ -	\$ 1,236
		Total Current Year PY22 Expended		6,535	-	6,535
		Subtotal		\$ (5,299)	\$ -	\$ 36,704
						TTW Balance
9		TOTAL WCCNM Budget PY22	\$ 14,984,674	\$ 9,651,820	\$ 1,235,244	\$ 4,097,609
						27%

WIOA Activities

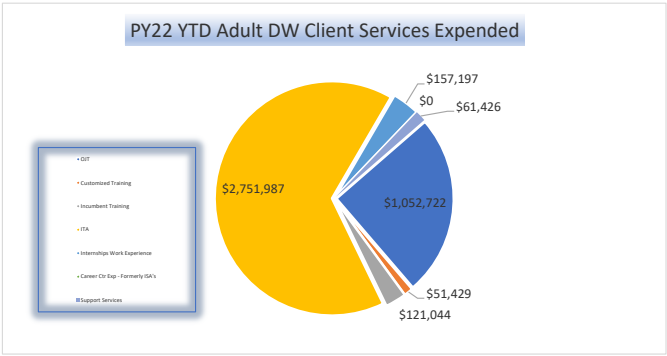
	Budget	YTD Expense	Obligations	Formula Balance WIOA
Adult Dislocated Worker Service Provider	\$ 1,606,880	\$ 1,376,439	\$ 230,441	\$ 0
Adult/Dislocated Wkr Client Services	\$ 4,755,310	\$ 4,195,806	\$ 349,500	\$ 210,004
Youth Services Provider	\$ 1,570,000	\$ 1,185,697	\$ 264,303	\$ 120,000
Youth Client Services (min. 75% Out)	\$ 1,642,485	\$ 1,252,763	\$ 115,000	\$ 274,722
BCC Program Operation Expenses	\$ 767,368	\$ 631,176	\$ 11,000	\$ 125,192
Administrative Entity & Professional Services	\$ 2,599,392	\$ 880,529	\$ 185,000	\$ 1,533,863
	\$ 12,941,435	\$ 9,522,408	\$ 1,155,244	\$ 2,263,783



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

1,052,722
 51,429
 121,044
 2,751,987
 157,197
 -
 61,426

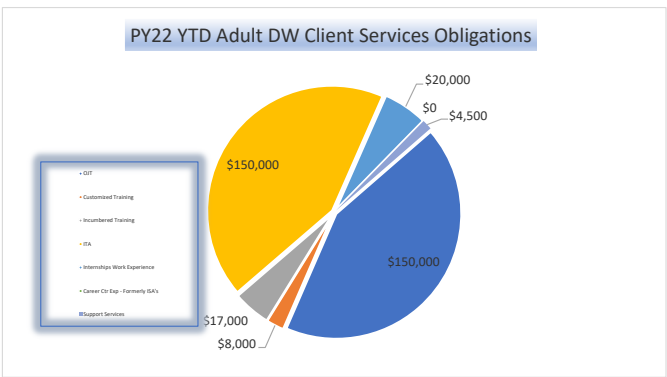
Check \$ 4,195,806
 Diff \$ -

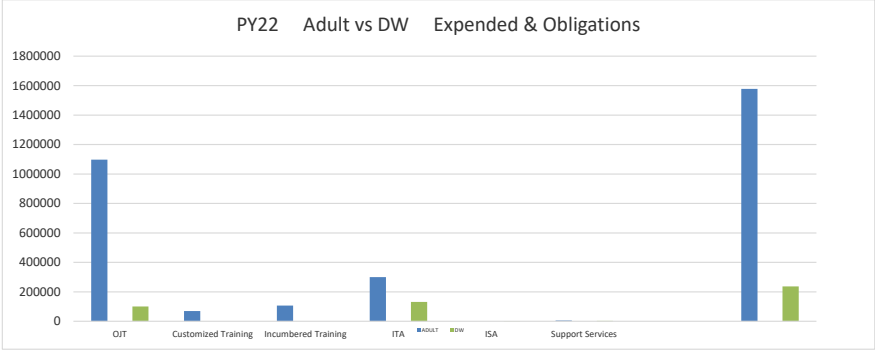


Carried In Obligations from PY21 to PY22
 \$

310,414
 Data:
 OJT
 Customized Training
 Incumbered Training
 ITA
 Internships Work Experience
 Career Ctr Exp - Formerly ISA's
 Support Services

150,000
 8,000
 17,000
 150,000
 20,000
 -
 4,500
 349,500
 Ck \$ 349,500
 Diff \$ -



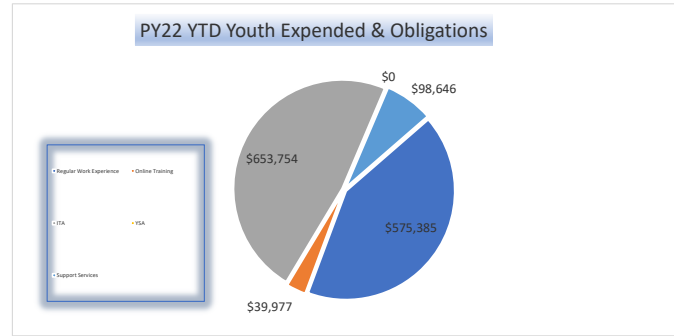


	Adult	DW	
OJT	975,531	227,191	
Customized Training	51,429	0	
Incumbered Training	146,044	0	
ITA	2,322,395	579,092	
Career Ctr Exp - Formerly ISA's	-	-	
Internship Work Exp	142,229	39,968	
Support Services	55,783	5,644	
	3,693,411	851,895	Total
	81%	19%	4,545,306
Ck	4,545,306		
Ck	4,545,306		
Diff	-		

Data:
 Regular Work Experience
 Online Training
 ITA
 YSA
 Support Services

575,385
 39,977
 653,754
 -
 98,646

Check \$ 1,367,763
 Diff \$ -



Data:
 Youth In
 Youth Out

\$ 608,084 23%
 \$ 2,045,693 77%

Watch
 22.91%
 77.09%

Check 2,653,777
 Off Financials \$ 2,653,777
 Not Board Report

