



# Full Board Hybrid

Monday, February 26, 2024  
1:30 pm

809 Copper Ave. NW, Albuquerque, NM 87102

[https://us06web.zoom.us/webinar/register/WN\\_q6pDAHU7QZOTVZBcYVi5WA](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.
- 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
- Kristen Gamboa** – PNM
- Bobby Getts** - NM JATC for the Electrical Industry.
- Marni Goodrich** - Yearout Mechanical Inc.
- Tracy Hartzler** – Central New Mexico Community College
- Antoinette Holmes** - NM Department of Vocational Rehabilitation
- Justin Hilliard** – City of Albuquerque, Economic Development
- 
  
- 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**– Rancho Regional Chamber of Commerce
- Tom Schuch**– New Mexico Restaurant Association
- Jennifer Sinsabaugh** – New Mexico MEP
- Raymond Trujillo** – Southwest Piping Institute (Local 412)
  
- David Valdes** – Central New Mexico Community College
  
- Susan YaSenka** - University of New Mexico Valencia Campus
- 

### Introduction of New Board Member

***Susan YaSenka – University of New Mexico – Valencia Campus***

### Approval of Monday, December 11, 2023 WCCNM Agenda

- Motion
- Second
- Action

Tab 1 **Approval of WCCNM Full Board Minutes, October 30, 2023**

Motion

Second

Action

Tab 2 **PY 22 WCCNM Audit Report**

Tab 3 **Presentation by Maxeon Solar**

### ACTION ITEMS

Tab 4 **Approval of WCCNM Treasurer – Nomination Accepted by Karla Causey**

Motion

Second

Action

Tab 5 **Approval of WCCNM Resoluitiion R-02-23 Disposition of WCCNM Property**

Motion

Second

Action

### INFORMATIONAL ITEMS

Tab 6 **WCCNM Bylaws - Modified**

Tab 7 **Chairman’s Items**

Tab 8 **Workforce Connection Operations Report**

Tab 9 **WCCNM Quarterly Performance Report PY23 Q2**

Tab 10 **Additional Grant Updates**

Pathway Home 3 – CHANCES

H1B Building Career Pathways for Infrastructure Fund Jobs

### UPDATES

Tab 11 **COMMITTEE REPORTS**

- Establish Separate Funding Entity Ad-Hoc
- Disability Standing Committee
- Finance Standing Committee
  - Finance Standing Committee Charter
- Operations Standing Committee
- Youth Standing Committee
- Business Engagement \ Economic Development Ad-Hoc

Tab 12 **WIOA Monthly Expenditure Report for January 31, 2024**

Tab 13 **WIOA Updates**

### PUBLIC COMMENTS/ADJOURNMENT

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

**Adjournment**

### NOTES

**Next Meeting:**

Date: Monday, April 15, 2024

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, October 30, 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 1:33 pm - by Art Martinez**

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

### **Introduction of Board Members**

Kristen Gamboa – PNM  
Justin Hilliard – City of Albuquerque – Economic Development

**Approval of WCNM Full Board Agenda, October 30, 2023**

**Motion: Jerry Schalow**

**Second: Debbie Ortiz**

**No Discussion**

**Action: Passed unanimously by Roll Call Vote.**

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

**Tab 1: Approval of WCCNM Full Board Minutes, August 21, 2023**

**Motion: Herb Crosby  
 Second: Gregg Hull  
 No Discussion  
 Action: Passed unanimously by Roll Call Vote.**

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

**ACTION ITEMS**

**Tab 2 Approval of Three Member Sub-Committee to review WCCNM Property for Disposition**

By Art Martinez, WCCNM Administrator

- Mr. Martinez explained that we need a three-member committee to approve and review the disposition of surplus property of WCCNM.
- Ms. Kelley asked why the Finance Standing Committee couldn't handle this process.

**Comments**

**Motion: Krista Kelley made a motion to have the Members of the Finance Standing Committee review the property for disposal.**

**Second: Jerry Schalow**

**No Discussion**

**Action: Passed unanimously by Roll Call Vote.**

	Yes	No	Abstain	No Vote
<b>Carl Adams</b>	X			
<b>Marvis Aragon</b>				
<b>Odes Armijo-Caster</b>				
<b>Joseph Bizzell</b>				
<b>Doug Calderwood</b>	X			
<b>Danielle Casey</b>				
<b>Karla Causey</b>	X			
<b>Eleanor Chavez</b>	X			
<b>Robert Chavez</b>	X			
<b>Vaadra Chavez</b>				
<b>Troy Clark</b>	X			
<b>Herb Crosby</b>	X			
<b>Kristen Gamboa</b>				
<b>Bobby Getts</b>	X			
<b>Marni Goodrich</b>	X			
<b>Tracey Hartzler</b>	X			
<b>Antoinette Holmes</b>	X			
<b>Justin Hilliard</b>	X			
<b>Gregg Hull</b>	X			
<b>Krista Kelley</b>	X			
<b>Joseph LiRosi</b>				
<b>Roxanne Luna</b>	X			
<b>John Mierzwa</b>	X			
<b>Debbie Ortiz</b>	X			

<b>Stacy Sacco</b>				
<b>James Salas</b>				
<b>Waldy Salazar</b>				
<b>Leslie Sanchez</b>				
<b>Diane Saya</b>				
<b>Jerry Schalow</b>	X			
<b>Jennifer Sinsabaugh</b>				
<b>Raymond Trujillo</b>	X			
<b>David Valdes</b>	X			
<b>Michael Voegerl</b>	X			

**Approval of Operational Policy NO. OP – 430 Change 3, Self-Sufficiency Wage**

By Tawnya Rowland, WCCNM Program Manager

- Ms. Rowland presented the WCCNM Self-Sufficiency Wage.
- She explained that last year when we tried to bring this to the board, we didn't have a WCCNM Definition of what a Self-Sufficiency Living wage was.
- NMDWS issues an updated Self-Sufficiency Wage every year in a STAG. In that Technical Guidance document it does state that there is flexibility amongst Local Workforce Development boards if they choose to use the Lower Living Standard Income Level LLISL Living Wage Calculation.
- The Self-Sufficiency Wage only applies to employed individuals.
- The PY23 Self-Sufficiency wage is currently \$56.51.

Discussion, Questions & Comments

Motion : Robert Chavez

Second : Karla Causey

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
<b>Carl Adams</b>	X			
<b>Marvis Aragon</b>				
<b>Odes Armijo-Caster</b>				
<b>Joseph Bizzell</b>				
<b>Doug Calderwood</b>	X			
<b>Danielle Casey</b>				
<b>Karla Causey</b>	X			
<b>Eleanor Chavez</b>	X			
<b>Robert Chavez</b>	X			
<b>Vaadra Chavez</b>				
<b>Troy Clark</b>	X			
<b>Herb Crosby</b>	X			

<b>Kristen Gamboa</b>				
<b>Bobby Getts</b>	<b>X</b>			
<b>Marni Goodrich</b>	<b>X</b>			
<b>Tracey Hartzler</b>	<b>X</b>			
<b>Antoinette Holmes</b>	<b>X</b>			
<b>Justin Hilliard</b>	<b>X</b>			
<b>Gregg Hull</b>	<b>X</b>			
<b>Krista Kelley</b>	<b>X</b>			
<b>Joseph LiRosi</b>				
<b>Roxanne Luna</b>	<b>X</b>			
<b>John Mierzwa</b>	<b>X</b>			
<b>Debbie Ortiz</b>	<b>X</b>			
<b>Stacy Sacco</b>				
<b>James Salas</b>				
<b>Waldy Salazar</b>				
<b>Leslie Sanchez</b>				
<b>Diane Saya</b>				
<b>Jerry Schalow</b>	<b>X</b>			
<b>Jennifer Sinsabaugh</b>				
<b>Raymond Trujillo</b>	<b>X</b>			
<b>David Valdes</b>			<b>X</b>	
<b>Michael Voegerl</b>	<b>X</b>			

## INFORMATIONAL ITEMS

### Tab 4 **Chairman’s Items**

- Mr. Mierzwa stated we are making progress on the separate entity/Non-Profit entity as part of a non-profit entity to WCCNM.

### Tab 5 **Workforce Connection Operations Report**

- Daniel Sanchez, Operations Manager gave an update on the September 30 ,2023 NMWC Operations Report.

### Tab 6 **PY23 Q1 Performance**

- Ms. Rowland gave an update on the PY23 1<sup>st</sup> Quarter LWDB Quarterly Report.

### Tab 7 **Pathway Home 3 – CHANCES**

- Ms. Rowland gave an update of the Chances Grant.
- She stated the program is moving along.
- Fifty-five individuals are currently enrolled in the program.



- We are having on going meetings on strategies on how to keep the participants engaged.
- We must enroll the participants while they are incarcerated.
- Utilizing stipends and paying individuals to attend classes.

## Questions & Discussion

### COMMITTEE REPORTS

- **Disability Standing Committee** - Antoinette Holmes, stated the committee met last week. We had a few agenda items one was to follow up on an assessment that was going to be done at the One-Stop Center. Going to have another follow-up meeting to the assessment. Mr. Sanchez gave update on the accessibility of the website.
- **Finance Standing Committee** – Mr. Crosby introduced the committee members, Robert Chavez, Karly Causey, John Mierzwa, Krista Kelley and Jerry Schalow. These individuals have been working with Jesse to get financial information as well as working on the committee charter.
- **Economic Development Ad-Hoc Committee** - No meeting. We are currently looking for a chair.
- **Operations Standing Committee** - Doug Calderwood gave the update. The committee met in September. He stated the committee is moving in a good direction. Went over the reports that were discussed at today’s meeting. Shared a report on the Social Media campaign and stackable credentials.
- **Youth Standing Committee** – Mr. Carl Adams stated there is no update but expressed that he would like to have the next meeting at the Albuquerque Job Corp. Center. We do need more members on the committee and more involvement.
- **Business \ Engagement Ad-Hoc** – Jerry Schalow provided an update. He stated the committee has been meeting monthly. Had a great meeting with Joy Forehand with CNM. Got to see all the great things CNM is doing from a business engagement standpoint. The committee is meeting with employers in November to discuss why they no longer use Workforce Services.
- **Establish Other Funding Entity as Separate Arm of the Board** – Krista Kelley, stated that the committee met last week; the committee consists of Board Members and members from the community as well as stakeholders. She stated they met to review the results of the analysis that Innovate Educate performed. Part of the scope was looking at other structures for separate entities throughout the US for both Workforce Board and separate entities. What was found is there are very few that were determined to have separate entities that have structured themselves as a 501C. (for more detailed information you may ask for the zoom meeting recording)

#### Tab 7 **WIOA Monthly Expenditure Report for September 30, 2023**

- Jesse Turley, WCCNM Accounting Manager, provided reporting for the WIOA Monthly expenditure report as of September 30, 2023.
- Year-to-date formula and other funding sources expenditures including the

UDSDOL Chances Grant year-to- date expenditure totaling \$1,794,854.  
**Questions and Comments Followed**

Tab 10 **Executive Committee Minutes**

- Mr. Martinez presented the Minutes for the WCCNM Executive Committee.
- At this meeting we got the approval for Treasurer, Data Validation Policy and Supportive Service Policy.
- WCCNM is going to receive monies in the amount of \$370,000 to support our youth program and that money will come from the Southwest Region.

Tab 8 **WIOA Updates**

- Mr. Martinez gave up on WIOA updates.
- We received the PY23 Grant Agreement from NMDWS.
- USDOL Monitoring Report came out. There were some findings with the state and a few with the Central region.
- We received Building Infrastructure Pathways Grant for 2 million dollars for a period of 5 years.
- We will be partnering with CNM and UNM Valenica to accommodate this work and partnering with the tribal communities for the Broadbent.
- Holiday Luncheon for WCCNM CEO's and Board Members will be on December 14, 2023 at 11:30 am, Indian Pueblo Cultural Center.

**PUBLIC COMMENT/ADJOURNMENT**

- **Public Comment – None**
- **Adjournment – 3:33 p.m.**

**NOTES**

**Next Meeting:**

**Date:** Monday, December 11, 2023

**Time:** 1:30 p.m.

**Location:** Mid-Region Council of Governments – Board Room

**Approved at the February 26, 2024, WCCNM Full Board Meeting:**

\_\_\_\_\_  
John Mierzwa, WCCNM Chair

ATTEST:

\_\_\_\_\_  
Secretary

***“Equal Opportunity Program”***



MOSSADAMS

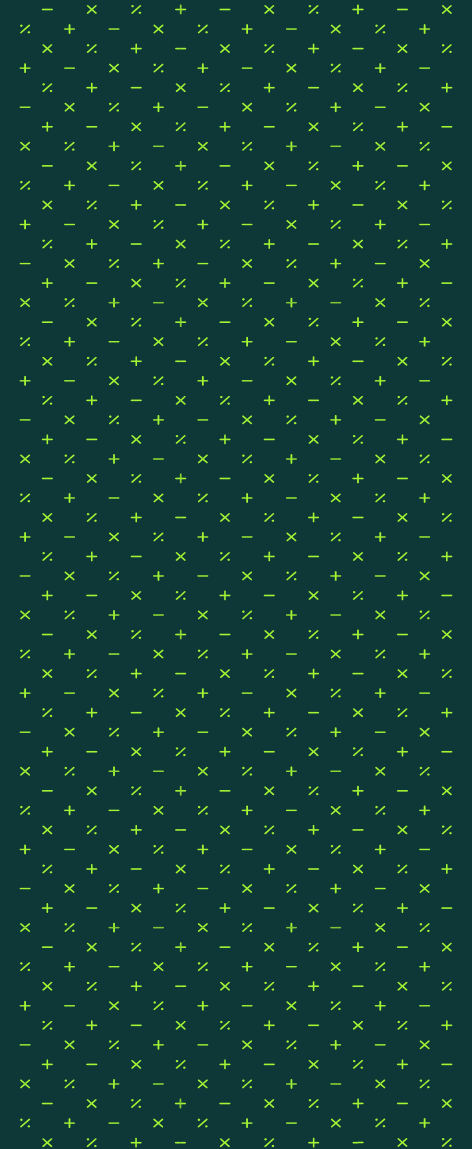
# Workforce Connection of Central New Mexico

## Report to Board

## Fiscal 2023 Financial Statement Audit

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February 26, 2024



# Audit Reports

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## **We issued the following reports for the year ended June 30, 2023**

- Report of independent auditors on the financial statements
- *Government Auditing Standards* Report on Internal Control Over Financial Reporting and on Compliance and Other Matters
- Report on Compliance for Major Federal Award Programs and Report on Internal Control over Compliance Required by Uniform Guidance

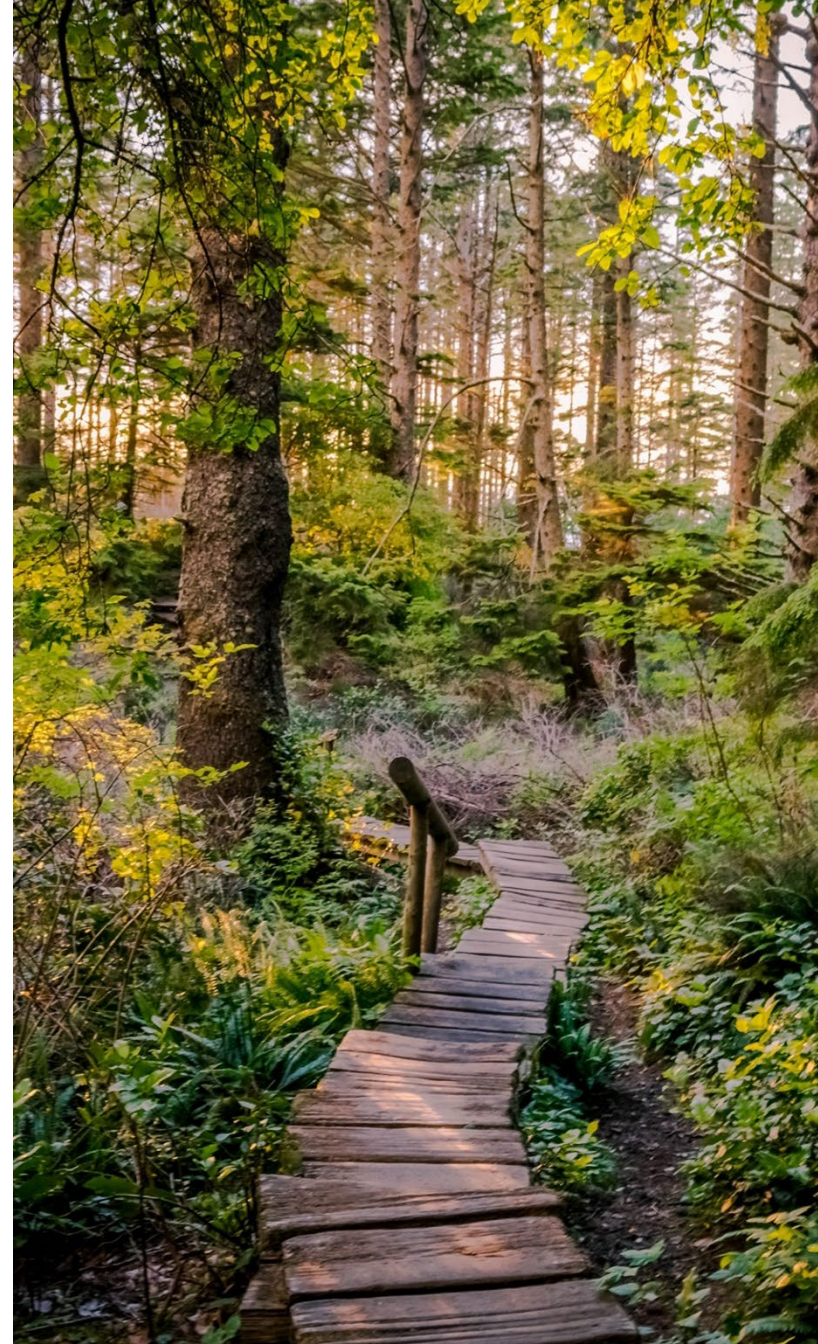
## **Unmodified Opinions**

Financial statements are presented fairly in accordance with accounting principles generally accepted in the United States of America

- No circumstances that affected the form and content of the auditor's report

## **Non-Attest Service**

Moss Adams assisted management with drafting the financial statements



# Federal Program Tested

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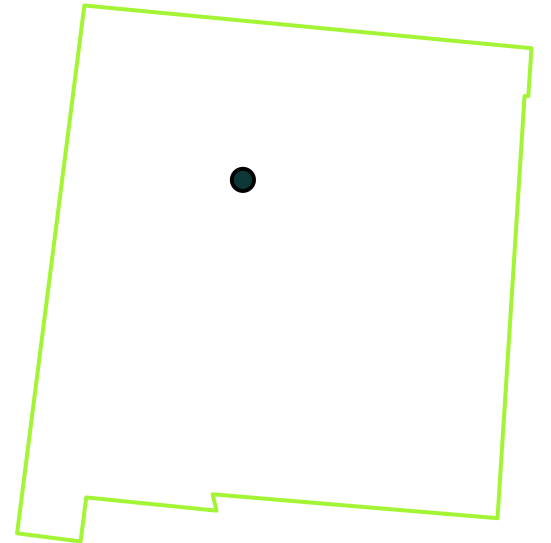
We tested the following as a Major Federal Program:

Workforce Innovation and Opportunity Act (WIOA) Cluster 



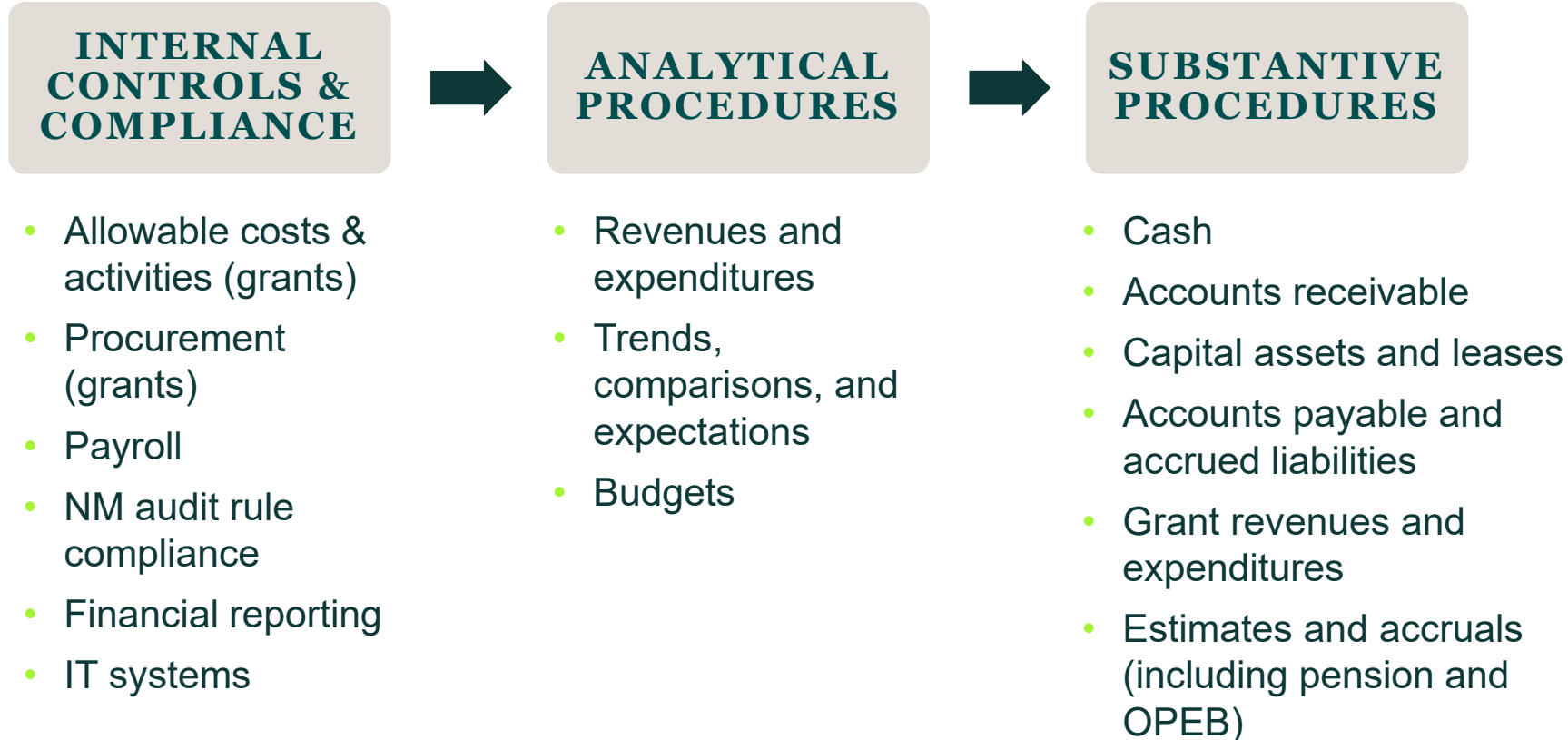
# Audit Findings

- No material weaknesses or significant deficiencies reported
- No federal program compliance findings
- No New Mexico Audit Rule (NMAC 2.2.2) compliance findings



# Audit Areas of Emphasis

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# Other Communications

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Required audit communications with representatives of Board and management on November 29, 2023

- No material corrected or uncorrected misstatements noted
- New accounting pronouncement – GASB No. 96 *Subscription-based Information Technology Arrangements*. See Notes 1 and 4 of the financial statements
- Moss Adams is independent with respect to Workforce Connection of Central New Mexico and State of New Mexico







THANK  
YOU

**Kory Hoggan**

*Engagement Partner*

[kory.hoggan@mossadams.com](mailto:kory.hoggan@mossadams.com)

(505) 878-7214



## Workforce Connection of Central New Mexico

### First Year Term for Treasurer

Action Requested:

Approval of Treasurer to begin new officer terms.

Treasurer – Karla Causey

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. Elected officers may only serve two consecutive terms in the same position.

Recommendation is to approve the Treasurer from today February 26, 2024 to June 30, 2024.

Financial Impact:

None

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

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

# Tab 5

## Workforce Connection of Central New Mexico R-02-23 Disposition of WCCNM Property

### **Actions Requested:**

1. Appointment of the Finance Standing Committee of officials of the WCCNM Full Board to oversee and approve the disposition of WIOA office equipment and computers.
2. Approval of Resolution of R-02-23.

**Action Summary:** Sections 13-6-1 and 13-6-2 NMSA 1978 govern the disposition of obsolete, worn-out or unusable tangible personal property owned by local public bodies.

**Background:** The office and computer equipment specified on the attached list were purchased with WIOA funds and have been fully depreciated. Operations staff to board recommends disposal of the office and computer equipment which may include donation of computer equipment after ensuring information is properly removed. Bids will be solicited from certified businesses or organizations for this effort.

Note: there is no obligation to the federal awarding agency on equipment having a value of less than \$5,000

**Policy Ramifications:** None

**Financial Impact:** None

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

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

RESOLUTION

of the

Full Board

of the

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO

(R-02-23)

**DISPOSITION OF WCCNM PROPERTY**

WHEREAS, the Workforce Connection of Central New Mexico (WCCNM) has (Attachment A) office and computer equipment that are obsolete;

WHEREAS, Section 13-6-1 and 13-6-2 NMSA 1978 govern the disposition of obsolete, worn-out or unusable tangible personal property owned by local public bodies;

WHEREAS, the Workforce Connection of Central New Mexico has appointed and approved the WCCNM Finance Standing Committee to approve the disposition;

NOW, THEREFORE, the WCCNM Full Board hereby finds the attached list of office and computer equipment to be worn-out, unusable or obsolete to the degree that it is no longer economical for further use and has a current resale value of less than \$5,000.

FURTHER, the WCCNM authorizes the disposal of the office and computer equipment and delete reference from the public inventory; and further directs support staff to send a copy of the official finding and proposed disposition to the State Auditor and the Local Government Division of the Department of Finance and Administration 30 days before the deletion of the office and computer equipment from the WCCNM public inventory. The copy of the board's official finding and proposed disposition shall be duly sworn and subscribed under oath by each member of the WIOA board appointed to approve the action.

THEREFORE, BE IT RESOLVED BY THE FULL BOARD OF THE GOVERNING BOARD OF THE WORKFORCE CONNECTION OF CENTRAL NEW MEXICO that the office and computer equipment on Attachment A be disposed of as outlines herein.

PASSED, APPROVED, AND ADOPTED this 26th day of February, 2024 by the Full Board of the Workforce Connection of Central New Mexico.

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John Mierzwa, Chair  
WCCNM Board of Directors

ATTEST:

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Dewey V. Cave, Executive Director  
Mid-Region Council of Government





# BYLAWS

Adopted, November 17, 2003,  
Revised, October 16, 2006  
Amended, October 20, 2008  
Revised, February 25, 2013  
Amended June 16, 2014  
Amended December 10, 2018  
Amended October 18, 2021  
Amended January 25, 2022  
Amended August 9, 2022  
Amended January 9, 2024



*“Equal Opportunity Program”*

# **WORKFORCE CONNECTION OF CENTRAL NEW MEXICO BOARD BYLAWS**

## **Article 1 - Establishment**

**1.0** The Workforce Connection of Central New Mexico Board (“WCCNM”) is established in accordance with Section 107 of Workforce Investment and Opportunity Act (“WIOA”) of 2014 and related New Mexico State statutes, rules and regulations. The WCCNM is to assist the Chief Elected Officials of the Local Area (“CEOs”) by carrying out the many WIOA functions, specifically, those of planning, coordinating and monitoring provision of programs and services.

**1.1** These Bylaws are established in a manner consistent with the CEOs and Workforce Connection of Central New Mexico Partnership Agreement dated December 10, 2018 (“Agreement”) to implement the WCCNM. The Agreement outlines the roles and responsibilities of the CEOs and the WCCNM members.

## **Article 2 – Service Area**

**2.0** The WCCNM local area comprises Bernalillo, Sandoval, Torrance and Valencia Counties (the “Local Area”). The WCCNM official office location and mailing address is:

Workforce Connection of Central New Mexico  
c/o Workforce Administrator  
809 Copper Ave NW  
Albuquerque, NM 87102

## **Article 3 - Purpose**

**3.0** The WCCNM, in partnership with the CEOs, is responsible for coordinating activities in the Local Area, as described in WIOA Sec 107 and 20 CRD 679.300:



**3.0.1** Serve as a strategic leader and convener of local workforce development system stakeholders. WCCNM partners with employers and the workforce development system to develop policies and investments that support public workforce system strategies that support regional economies, the development of effective approaches including local and regional sector partnerships and career pathways, and high quality, customer centered service delivery;

**3.0.2** Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and larger planning region;

**3.0.3** Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and

**3.0.4** Maximize and continue to improve the quality of services, customer satisfaction, effectiveness of the services provided.

#### **Article 4- Objectives and Function**

**4.1 Objectives.** The objectives of the WCCNM are to carry out functions and responsibilities according to the WIOA and New Mexico State statutes, and their rules and regulations. Those functions and responsibilities include:

**4.1.1** As provided in WIOA sec. 107(d), WCCNM must:

**4.1.1.1** Develop and submit a 4-year local plan for the local area, in partnership with the CEOs and consistent with WIOA sec. 108;

**4.1.1.2** If the local area is part of a planning region that includes other local areas, develop and submit a regional plan in collaboration with other local areas. If the local

area is part of a planning region, the local plan must be submitted as a part of the regional plan;

**4.1.1.3** Conduct workforce research and regional labor market analysis to include:

**a)** Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;

**b)** Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and

**c)** Other research, data collection, and analysis related to the workforce needs of the regional economy as the WCCNM, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions;

**d)** Convene local workforce development system stakeholders to assist in the development of the local plan under 20 CFR § 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the WCCNM and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the WCCNM;

**e)** Lead efforts to engage with a diverse range of employers and other entities in the region in order to:

**4.1.1.4** Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the WCCNM;

**4.1.1.5** Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;

**4.1.1.6** Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

**4.1.1.7** Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations;

**4.1.1.8** With representatives of secondary and postsecondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;

**4.1.1.9** Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job

seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;

**4.1.1.10** Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and job seekers, by:

**a)** Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

**b)** Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;

**c)** Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and

**d)** Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment;

**4.1.1.11** In partnership with the chief elected officials for the local area:

**a)** Conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area;

**b)** Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities, one-stop delivery system, and other workforce funds in the local area; and

**c)** Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116;

**4.1.1.12** Negotiate and reach agreement on local performance indicators with the chief elected officials and the Governor;

**4.1.1.13** Negotiate with CEOs and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with 20 CFR § 678.715 or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;

**4.1.1.14** Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR parts 200:

**a)** Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the WCCNM determines there is an insufficient number of eligible training providers in a local area, the WCCNM may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b);

**b)** Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;

c) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and

d) One-stop operators in accordance with 20 CFR §§ 678.600 through 678.635;

**4.1.1.15** In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;

**4.1.1.16** Coordinate activities with education and training providers in the local area, including:

a) Reviewing applications to provide adult education and literacy activities under WIOA title II for the local area to determine whether such applications are consistent with the local plan;

b) Making recommendations to the eligible agency to promote alignment with such plan; and

c) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;

**4.1.1.17** Develop a budget for the activities of the WCCNM, with approval of the chief elected officials and consistent with the local plan and the duties of the WCCNM;

**4.1.1.18** Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101*et seq.*); and

**4.1.1.19** Certification of one-stop centers in accordance with § 678.800.

## **Article 5 – WCCNM Board**

**5.1 Appointment.** The CEOs will appoint the WCCNM Board from the individuals nominated as required by the WIOA Sec 107 (b)(1) and (2) and 20 CFR 679.320. Chief elected officials must establish a formal nomination and appointment process, consistent with the criteria established by the Governor and State Workforce Development Board under sec. 107(b)(1) of WIOA for appointment of members of the Local WDBs, that ensures:

**5.1.1** Business representatives are appointed from among individuals who are nominated by local business organizations, business trade associations and WCCNM outreach;

**5.1.2** Labor representatives are appointed from among individuals who are nominated by local labor federations (or, for a local area in which no employees are represented by such organizations, other representatives of employees); and

**5.1.3** When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities as described in WIOA sec. 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities.

**5.1.4** An individual may be appointed as a representative of more than one entity if the individual meets all the criteria for representation for each entity.

**5.1.5** All required WCCNM members must have voting privilege. The chief elected official may convey voting privileges to non-required members.

**5.2 Membership.** The WCCNM consists of the following members, pursuant to 20 CFR 679.320. Members must be individuals with optimum policy-making authority within the entities they represent:

**5.2.1. Business Representatives.** A majority of the members of the WCCNM must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on WCCNM also may serve on the State Workforce Development Board. Each business representative must meet the following criteria:

**5.2.1.1** Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and

**5.2.1.2** Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).

**5.2.2 Workforce Sector.** At least 20 percent of the members of the WCCNM must be workforce representatives. These representatives:

**5.2.2.1** Must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;

**5.2.2.2** Must include one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist



in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists;

**5.2.2.3** May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and

**5.2.2.4** May include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

**5.2.3** The WCCNM also must include:

**5.2.3.1** At least one eligible training provider administering adult education and literacy activities under WIOA title II;

**5.2.3.2** At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and

**5.2.3.3** At least one representative from each of the following governmental and economic and community development entities:

- a)** Economic and community development entities;
- b)** The State Employment Service office under the Wagner-Peyser Act ( 29 U.S.C. 49*et seq.*) serving the local area; and
- c)** The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title;

**5.2.4** The membership of the WCCNM Board may include individuals or representatives of other appropriate entities in the local area, including:

**5.2.4.1** Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;

**5.2.4.2** Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;

**5.2.4.3** Philanthropic organizations serving the local area; and

**5.2.4.4** Other appropriate individuals as determined by the chief elected official.

**5.3 Diversity.** In recommending or nominating to the Board, recommending bodies and all nominating committees must consider categorical representations, gender, ethnicity, and geographical representations.

**5.4 Terms.**

A. Each WCCNM member will serve a term of three years and may serve successive terms.

B. Members will be appointed so as to assure that the WCCNM is staggered with one-third of the WCCNM, or as close thereto as possible, appointed annually.

**5.5 Change of Status.**

A. A WCCNM member who no longer holds the position or status for which he or she was appointed must inform the chair of such change in status and resign his or her position as a member of the WCCNM.

B. WCCNM members will certify annually that they fulfilled the requirements of the category they represent.

C. The CEOs will certify annually that WCCNM members are eligible to serve.

**5.6 Removal.**

A. WCCNM members shall serve at the pleasure of the CEOs.

B. A WCCNM member is automatically removed from the WCCNM if such member does not meet the requirements of the particular membership category for which he or she was appointed and has not resigned such position. The chair shall inform the CEOs, the WCCNM and the individual in question that the individual has been removed.

C. Any member who misses three consecutive regular meetings of the WCCNM may be removed.

D. Any member will be removed by the CEOs for documented conflict of interest; proof of fraud, or violation of the Code of Conduct, or for violation of any policy or procedure as provided in WCCNM's Program, Policy and Procedure Manual.

**5.7 Vacancy.** An appointment to fill a vacant position on the WCCNM will be made by the CEO within 90 days of the vacancy.

**5.8 Quorum.** The majority of the current WCCNM board membership constitutes a quorum for the transaction of business and a quorum must be maintained to conduct official business.

**5.9 Voting.** The affirmative vote of the majority of the WCCNM members present constitutes an official act of the WCCNM. Voting by proxy is not permitted.

**5.10 Designees.** A WCCNM member may not delegate any of his or her duties, including attendance at meetings or voting.

## **Article 6 - Officers**

**6.1 Officers.** The officers of the WCCNM include a Chair, a Chair-elect, a Secretary and a Treasurer.

**6.2 Chair.**

A. The chair must be a business member.

B. The chair's authority includes:

(i) Presiding at all meetings;

- (ii) Appointing members to all committees and task forces;
- (iii) Appointing chairs of all committees and task forces;
- (iv) Preserving order and decorum;
- (v) Reviewing the proposed agenda;
- (vi) Deciding all questions of order, subject to member's right to appeal to the board and/or committee as a whole;
- (vii) Speaking to points of order in preference to other members;
- (viii) Speaking on general questions from the chair;
- (ix) Announcing the result promptly on the completion of every vote;
- (x) Signing all contracts, resolutions and other formal written actions passed;
- (xi) Imposing at his or her discretion, a time limit on presentations made at meetings; and
- (xiii) Other matters delegated to the chair by the WCCNM or the CEOs.

**6.3 Chair-Elect.** The chair-elect must be a business member. The chair-elect will perform the duties of the chair in the absence of the chair and all other duties assigned by the chair. The chair-elect will assume the position of chair at the end of the chair's term.

**6.4 Secretary.** The Secretary of the Board shall ensure that the minutes of all meetings are recorded, that all books and records are maintained, and shall perform all the duties incident to those of a secretary of a private corporation. The Secretary may delegate the performance of these tasks to, or have assistance for these tasks from, the staff of WCCNM's administrative entity.

**6.5 Treasurer.** The treasurer must be a member of the WCCNM and is responsible for reviewing financial management, budget, accounting, auditing relating to WCCNM.

**6.6 Term.** All elected officers will serve a term of one year. Elected officers may only serve

two consecutive terms in the same position.

**6.7 Removal.** An elected officer will be removed if he or she no longer meets the requirements of the elected position, and may be removed by the WCCNM for malfeasance in office, neglect of duties, or for cause.

**6.8 Vacancy.** The WCCNM will fill any elected officer vacant position and the individual elected will serve the balance of the term of the former officer.

## **Article 7 - Meetings**

**7.1 Conduct of Business.**

**7.1.1** The WCCNM will conduct business in an open manner as required by WIOA, and by the New Mexico Open Meetings Act, N.M.S.A. 1978 § 10-15-1 *et seq.*

**7.1.2** The WCCNM will conduct its business as outlined in the Partnership Agreement between the Chief Elected Officials and WCCNM Board, dated December 10, 2018.

**7.2 Regular Meetings.** The WCCNM will meet at least once each quarter at a time and location to be determined by the WCCNM.

**7.3 Special Meeting.** The chair may call a special meeting at a time and place to be determined in the call of the meeting.

**7.4 Emergency Meeting.** The chair has sole discretion of calling an emergency meeting.

**7.5 Time and Place.** All meetings will be held in the Local Area at a place, time and date determined by the chair.

**7.6 Teleconference.** WCCNM members, or any committee, task force of the WCCNM, may participate in a meeting of the WCCNM by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time.

**7.7 Notice.** Once a meeting date, time and location of a meeting have been determined, the

secretary will send the WCCNM members notice of such meeting at least five days before a regular meeting, three days before a special meeting and twenty-four hours before an emergency meeting.

**7.8 Electronic or Telephonic Notification.** Any combination of telephone calls, e-mail notices, or facsimile correspondence may be used to notify each member of a meeting.

**7.9 Minutes.** The secretary will record the minutes of the proceedings for each WCCNM meeting. Those minutes will be in accordance with the Open Meetings Act. Minutes will document both attendance and official action taken by the WCCNM. The secretary will prepare and distribute draft minutes to each member no later than seven days before regular meetings and three days before special meetings. Prior to the next scheduled regular or special meeting, the minutes and agenda, as well as supporting and informational material of any meeting will be posted on the WCCNM website.

## **Article 8 - Committees**

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

**8.2 Executive Standing Committee.**

A. The Executive Committee will consist of the following members:

- 1) WCCNM Chair;
- 2) WCCNM Chair-elect;
- 3) Past WCCNM Chair (if a member of the WCCNM board);
- 4) WCCNM Treasurer;
- 5) WCCNM Standing Committee Chairs, including Co-chairs;
- 6) WCCNM CEO Representative;
- 7) One WCCNM member from Bernalillo County to be elected by members of Bernalillo County;
- 8) One WCCNM member from Sandoval County to be elected by members of Sandoval County;
- 9) One WCCNM member from Valencia County to be elected by members of

- Valencia County;
- 10) One WCCNM member from Torrance County to be elected by members of Torrance County;
- 11) Youth Council chair (voting member only if member of Full-Board, if not, non-voting member and not counted in quorum)

- B. **Chair.** The chair of the WCCNM will serve as the chair of the Executive Committee.
- C. The Executive Committee has the authority to act on behalf of the WCCNM on:
- issues that cannot be deferred to the next WCCNM Full Board meeting, or;
  - for approval of policies that are mandated by federal or state law/regulatory changes and does not contain criteria that is applicable only to the Central Region, or for editorial changes or other minor modifications.

### **8.3 Youth Standing Committee.**

The Youth Standing Committee will review and make recommendation to the Executive Committee on matters related to WCCNM's WIOA Youth Program and other youth related initiatives.

### **8.4 Operations Standing Committee.**

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

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

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

#### **8.5 Finance Standing Committee**

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

#### **8.6 8.7 Disability Standing Committee.**

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

**8.7 Ad Hoc Committees.** The chair may establish ad hoc committees, as the chair deems necessary or convenient to conduct WCCNM business. When establishing an ad hoc committee, the chair will indicate the purpose of the committee and the date it will disband.

**8.8 Task Forces.** The chair of the WCCNM may appoint one or more task forces from the membership of the WCCNM. Task forces may only make recommendations to the WCCNM and may not act on any policy issues.

**8.9 Members and Chair.** The chair of the WCCNM will appoint all members and the chair of any committee or task force, except the Youth Council and Executive Committee.

**8.10 Meetings.** Committees will meet at the time and place within the Local Area as determined by the chair of the committee. All meetings of the Executive Committee must comply with the Open Meetings Act.

**8.11 Minutes.** All committee chairs, or their designees, will give a verbal update to the Full



Board on Committee issues and actions taken. A copy of each Committee meeting agenda will be maintained at the office of the Administrative Entity.

**8.12 Quorum.**

A. A majority of the members of the Executive Committee will constitute a quorum for the transaction of any business of the Executive Committee.

B. The presence of at least one member will constitute a quorum of all committees, other than the Executive committee.

**8.13 Voting.** An affirmative vote of a majority of a quorum of members present at a meeting constitutes action by that committee. Voting by proxy is not permitted.

**8.14 Notice.** The chair of a committee will give each member at least twenty-four hours notice of any committee meeting. Notice may be written by mail, e-mail, or facsimile.

**Article 9 - Policies and Procedures**

The WCCNM will promulgate policies and procedures that will be followed in conducting its business.

**Article 10 - Code of Conduct**

The WCCNM shall promulgate a policy concerning Code of Conduct with respect to the WCCNM, officers, contractors and the Youth Council. At a minimum, such policy must provide for conflict of interest, prevention of fraud and abuse, nepotism, prohibited political activities and other related code of conduct issues. The code of conduct shall strive to instill the highest standards of honesty and integrity in handling federal monies with the objective of ensuring the highest level of services to clients of the program and proper expenditure of funds pursuant to the Acts, all regulations promulgated thereunder, and all other applicable laws or regulations. The WCCNM shall not enter into any procurement contract for services, construction or items of personal tangible property with a WCCNM member or with a business in which the WCCNM

member has an interest unless the WCCNM member has disclosed their interest and unless the contract is awarded in accordance with the competitive bidding or proposal provisions of the Procurement Code and WCCNM policy. Any contract awarded to any WCCNM member must be approved by the CEOs.

#### **Article 11 – Conflict of Interest**

**11.1** A local board member may not vote on any matter that would provide direct financial benefit to the member or the member’s immediate family, or on matters of the provision of services by the member or the entity the member represents.

**11.2** A local board member shall avoid even the appearance of a conflict of interest. Prior to taking office, local board members shall provide to the local board chair a written declaration of all substantial business interests or relationships they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the local board. Such declarations shall be updated annually or within 30 days to reflect any changes in such business interests or relationships. The local board shall appoint an individual to timely review the disclosure information and advise the local board chair and appropriate members of potential conflicts.

**11.3** Prior to a discussion, vote, or decision on any matter before a local board, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization, or property that would be affected by any official local board action, the member shall disclose the nature and extent of the interest or relationship and shall abstain from discussion and voting on or in any other way participating in the decision on the matter. All abstentions shall be recorded in the minutes of the local board meeting and be maintained as part of the official record.

**11.4** It is the responsibility of the local board members to monitor potential conflict of interest and bring it to the local board’s attention in the event a member does not make a self-declaration.

**11.5** In order to avoid a conflict of interest, a local board shall ensure that the local board’s workforce service providers shall not employ or otherwise compensate a current or former local board member or local board employee who was employed or compensated by the local board or its administrative entity, fiscal agent, or grant recipient anytime during the previous 12 months.

**11.6** Local board members or their organizations may receive services as a customer of a local workforce service provider or workforce system partner. To avoid conflict of interest, a local board shall ensure that the local board, its members, or its administrative staff do not directly control the daily activities of its workforce service providers, workforce system partners or contractors.

#### **Article 12 - Amendment of Bylaws**

These Bylaws may be amended or repealed by a majority vote of a quorum of the Chief Elected Officials with notification of such amendments to the full WCCNM membership in compliance with Article 7, Meetings, of these Bylaws.

#### **Article 14 - Compliance with Law**

In execution of its business, the WCCNM will comply with:

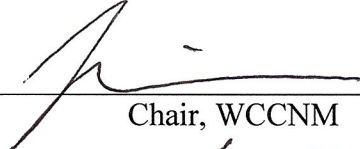
- A. The WIOA and regulations; and
- B. All applicable New Mexico statutes, regulations and policies.

**Notice Provided to WCCNM** by the Chief Elected Officials on January 9, 2024

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

SIGNATURE PAGES FO

WORKFORCE CONNECTION OF CENTRAL NEW MEXICO  
Bylaws Signature Page

  
\_\_\_\_\_  
Chair, WCCNM Date: 1/9/24

  
\_\_\_\_\_  
Lead CEO Date: 1/9/24

# WORKFORCE BRIEFING

JANUARY 2024

ISSUE 4

PUBLISHED, FEBRUARY 2024

## Chair's Corner

### LEVEL UP YOUR CAREER WITH WORKFORCE CONNECTION!

Did you know there's a treasure trove of training opportunities just waiting for you at Workforce Connection of Central New Mexico? And the best part? Funding might be available to cover your costs!

WCCNM is dedicated to connecting individuals with the skills they need to thrive in today's job market. Their team works with training providers to ensure you get relevant, in-demand skills to stand out.

One exciting example is Deep Dive Bootcamps. Learn to be a software developer, data scientist, digital media technician, and more – in just 10-12 weeks.

Sound like a dream? Visit [deepdivecoding.com](https://deepdivecoding.com) to explore the programs and see if you or your employees qualify for free or reduced tuition and fees. Invest in your future today!

John Mierzwa,

Chair John Mierzwa, WCCNM Board  
PainScan CEO

New Mexico  
Workforce Connection

A Proud Partner of the American Job Center Network



## ECONOMIC NEWS:

December's labor market report provides insights into key trends across various Metropolitan Statistical Areas (MSAs). In Albuquerque, the unemployment rate stood at 3.5 percent, while Las Cruces experienced the largest increase, rising by 0.9 percentage points since December 2022, followed by Albuquerque with an increase of 0.8 percentage points, and Santa Fe with a 0.6 percentage point increase.

Despite these increases, the Albuquerque MSA demonstrated strong job growth, adding 14,600 jobs in total nonfarm employment over the year, marking a gain of 3.6 percent. This growth was primarily driven by the private sector, which saw an increase of 10,800 jobs, equivalent to a 3.3 percent rise, while the public sector expanded by 3,800 jobs, or 4.8 percent.

Furthermore, in Bernalillo county, Nickelodeon initiated production on the second season of "The Really Loud House," employing 135 New Mexico crew members, ten local actors, and approximately 100 local background performers, contributing positively to employment opportunities in the area.

*[Please select the following link for a comprehensive Labor Market Report](#)*

### JANUARY'S EVENTS:

- Jan 3rd, HSD Rapid Hire
- Jan 17th, Monthly Hiring Event
- Jan, 23rd, CYFD Rapid Hire Event
- Jan 25th, APD Rapid Hire Event
- Jan 22nd, 25th & 26th, Be Pro Be Proud different High Schools

### UPCOMING EVENTS:

- Feb 2nd – 23rd, Be Pro Be Proud different High Schools
- Feb 1st, MAXEON Rapid Hire Event
- Feb 26th, Rio Rancho Hiring Event
- March 22nd, Women In Trades
- March 23rd – 26th, NAWB Forum

# INDIVIDUAL SERVICES:

**3,240**

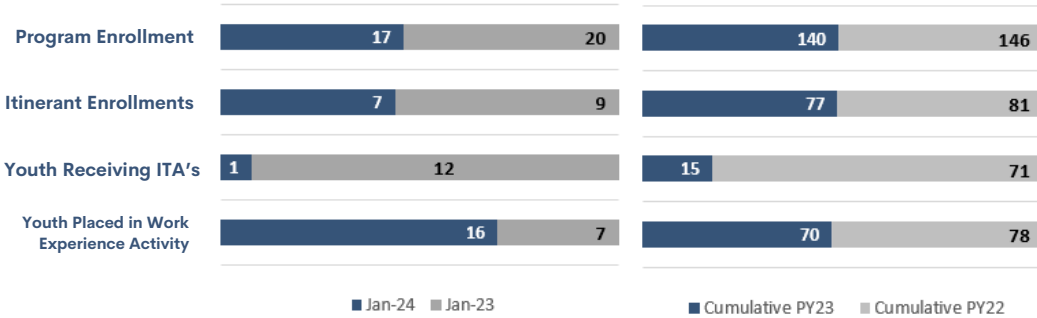
Total number of Distinct Individuals Receiving Services

**876**

new clients were registered in the NMWC online system

**14,847**

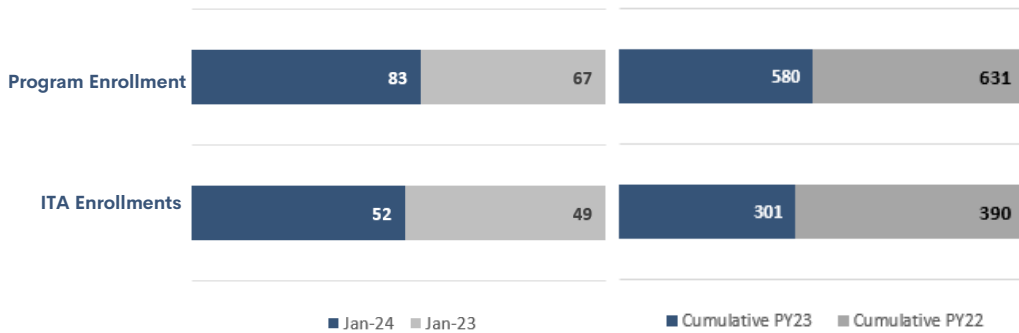
Total number of services provided to individuals



## WIOA TITLE 1.B YOUTH PROGRAM

In Jan 2024 (PY23), the WIOA Youth Program maintained a caseload of 596. The left graph compares Jan 2024 with the same month in the previous program year. The right graph shows cumulative data (Jul 2023-Jan 2024) against the previous program year (PY 22). The Youth Program engaged with South West Educational Partners for Training (SWEPT) to plan a pre-apprenticeship program. Presentations on WIOA services were provided to Cesar Chavez Community School and Gilbert L. Sena Charter School. Collaboration efforts with training providers like MedNet, Alpha Omega Electric, and UNM – Continuing Ed were initiated. Meetings with CNM's Interim Chief Workforce Development Officer, Joy Forehand, aim to enhance the program's relationship with CNM.

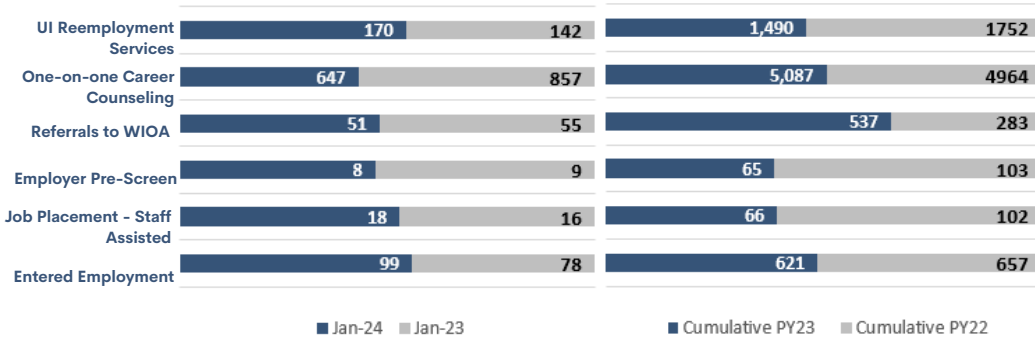
[Click here to explore our success stories.](#)



## WIOA TITLE 1 . B ADULT & DISLOCATED WORKER PROGRAMS

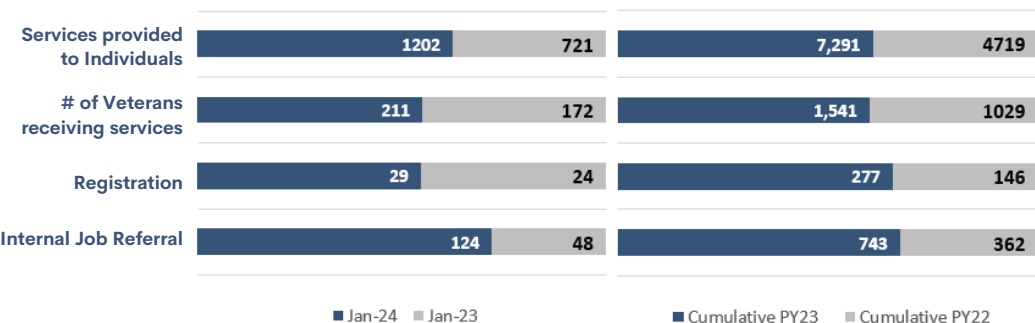
The graphs display total program participants, and ITA (Individual Training Account) enrollments. The left graph compares January 2024 with the same month in the previous program year PY22. The right graph shows cumulative data from July 2023 to January 2024 against the previous program year (PY 22).

[Click here to explore our success stories.](#)



## WIOA TITLE III WAGNER-PEYSER AND EMPLOYMENT & CAREER SERVICES

The graphs depict participant engagement in various job seeker services, including UI Reemployment services, one-on-one career counseling, WIOA referrals, employer pre-screen, staff-assisted job placement, and successful employment entries. The left graph compares January 2024 with the same month in the previous program year, while the right graph illustrates cumulative data from July 2023 to January 2024 against the previous program year (PY 22).

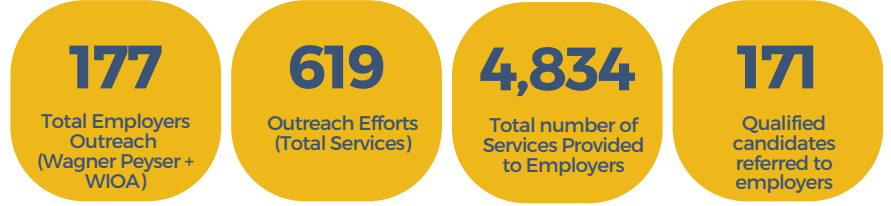


## VETERANS SERVICES

The graphs illustrate comprehensive veteran services, including the total services provided, the number of veterans receiving services, registered veterans, and internally referred veterans. The left graph compares January 2024 with the same month in the previous program year, while the right graph illustrates cumulative data from July 2023 to January 2024 against the previous program year (PY 22).

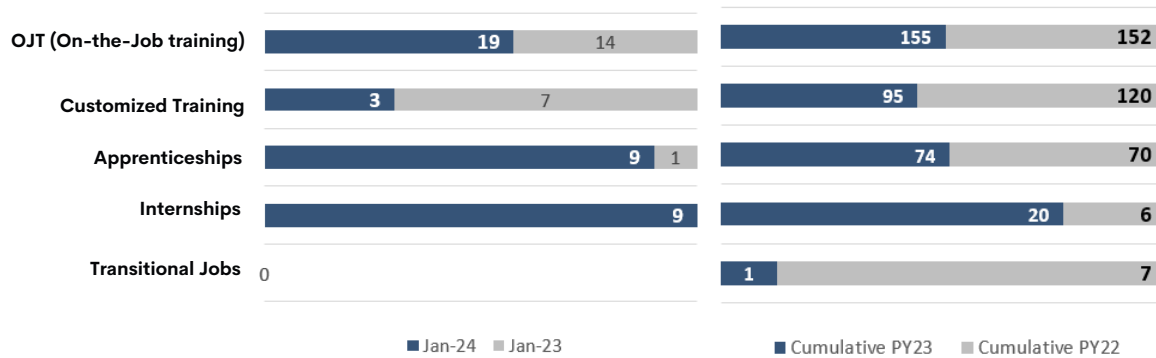
# BUSINESS SERVICES:

The business team from WIOA and Wagner Peyser reached out to 177 employers in January 2024, offering a total of 619 services, including promotional calls, on-site visits, and job fair services. Additionally, 171 qualified candidates were referred to these employers. In total, 4,834 services were provided to employers through the WIOA and Wagner Peyser programs.



## WIOA TITLE 1 . B ADULT & DISLOCATED WORKER PROGRAMS

The graphs illustrate the total services provided to businesses. The left graph compares December 2023 with the same month in the previous program year PY22. The right graph displays cumulative data from July to December 2023, contrasting it with the previous program year (PY 22).



# JANUARY 2024 MARKETING UPDATES:

**Instagram**  
 1,518 Followers (\*20 net new in JAN)  
 33 Instagram Posts (\*10 Posts/14 Stories/6 Reels)

**Facebook**  
 4,258 Followers (\*38 net new in JAN)  
 30 Facebook Posts (\*10 Posts/14 Stories/6 Reels)

**LinkedIn**  
 496 Followers (\*47 net new in JAN)  
 6 LinkedIn Posts (\*6 posts/1.5 per week)

**TikTok**  
 224 Followers (\*18 net new in JAN)  
 7 TIKTOKS (\*7 videos per month/1.75 videos per week)

**X**  
 506 Followers (\*26 net new in JAN)  
 17 TWEETS

**YouTube**  
 170 Subscribers (20 NET SUBSCRIBERS)  
 5 YouTube Videos (\*4 videos per month/1 video per week)

### Website Business Engagement Tool (Business Services Connector)

- Updated wccnm.org website with design and navigation improvements
- Continuous improvement with feedback for social media promotion
- Submitted suggestions for website improvements to Project Manager
- Collaborated with key staff on Services Connector features and promotions

### Improved Communications with Chambers of Commerce

- Researched member benefits for three Chambers of Commerce
- Suggested new avenues for promotion and marketing
- Collaborated with key staff on promotional strategies

### New Hot Jobs Video Series Bi-Weekly

- Created short-format video series to announce career opportunities
- Collaborated with key staff to streamline distribution

### Accessibility Improvements for Website [www.wccnm.org](http://www.wccnm.org)

- Researched accessibility software options and attended sales meetings
- Meeting with RT Solutions for website accessibility improvements

### Submitting required materials for the intranet (MyHub)

- Provided Operations Manager with Active Shooter Training video
- Video will be included on MyHub once approved

### Marketing Meeting with Maxeon

- Met with Maxeon HR Team to discuss marketing opportunities
- Agreed to participate in meetings and design promotions

### Social Media Channel Posting Consistency

- Focused on reinvigorating X and LinkedIn channels with consistent posting
- Resulted in increased page views and follower count

Share our content to make a bigger impact! Click on the icon of each channel to follow.

[www.wccnm.org](http://www.wccnm.org)

FOLLOW US



# WCCNM/LWDB Quarterly Report

# Tab 9

## Performance PY2023 – 2nd Quarter

(October 1, 2023 – December 31, 2023)

	Adult	Dislocated Worker	Youth
Enrolled	148	18	59
Exited	22	6	6
Carry Over	296	64	230
Served (Enrolled + Carry Over)	444	82	289

Updated and Extracted from Future Works 02/06/2024.

	Participants Served		
	Adult	Dislocated Worker	Youth
Eligible Veterans	11	2	2
Individuals with a Disability	4	0	40
Displaced homemakers	0	5	0
Low-income individuals	220	50	284
Older individuals	17	7	0
Ex-offenders	5	0	7
Homeless individuals or runaway youth	0	0	6
Current or former foster care youth	0	0	0
English language learners, individuals with low levels of literacy or facing substantial cultural barriers	223	38	284
Eligible migrant and seasonal farmworkers	0	0	0
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0	0
Single parents (Including single pregnant women)	22	5	5
Long-term unemployed (27 or more consecutive weeks)	10	2	0

Updated and Extracted from WCOS 9173 on 02/06/2024.



	Title I	Title II	Title III	Title IV
Enrolled	222	N/A	1523	N/A
Exited	34	N/A	381	N/A
Carry Over	587	N/A	673	N/A
Served (Enrolled + Carry Over)	809	N/A	2196	N/A

Updated and extracted from Future Works 02/06/2024. Title II and Title IV unavailable.

	Adult			
Indicator - Numerator/Denominator	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate: 188/220	85.5%	75.5%	113.25%	Final Outcome TBD on Annual 9169
Employed in Q4 Rate: 148/185	80%	75.5%	105.96%	Final Outcome TBD on Annual 9169
Median Wages in Q2: 188	\$10,100.53	\$8000.00	126.25%	Final Outcome TBD on Annual 9169
Credential Attainment Rate: 92/127	72.4%	64%	113.13%	Final Outcome TBD on Annual 9169
Measurable Skills Gains Rate: 125/373	33.5%	63.25%	52.96%	Final Outcome TBD on Annual 9169
Adult Participation Threshold: 437/850	437	850	51.41%	Final Outcome TBD on Annual 9169

Extracted from WCOS 9173 02/06/2024. \*TBD = Annual Indicator, determined in Annual 9169 year-end report.

	Dislocated Worker			
Indicator - Numerator/Denominator	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate: 38/44	86.4%	68%	127.05%	Final Outcome TBD on Annual 9169
Employed in Q4 Rate: 45/61	73.87%	68.5%	107.73%	Final Outcome TBD on Annual 9169
Median Wages in Q2: 38	\$11,434.04	\$7850.00	145.65%	Final Outcome TBD on Annual 9169
Credential Attainment Rate: 32/50	64%	70%	91.42%	Final Outcome TBD on Annual 9169
Measurable Skills Gains Rate: 24/71	33.8%	61%	56.33%	Final Outcome TBD on Annual 9169
DW Participation Threshold: 79/300	79	300	26.33%	Final Outcome TBD on Annual 9169

Extracted from WCOS 9173 02/06/2024. \*TBD = Annual Indicator, determined in Annual 9169 year-end report.

	Youth			
Indicator - Numerator/Denominator	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate: 48/69	69.6%	67%	103.88%	Final Outcome TBD on Annual 9169
Employed in Q4 Rate: 51/80	63.8%	66%	96.67%	Final Outcome TBD on Annual 9169
Median Wages in Q2: 47	\$5,958.06	\$3700.00	161.02%	Final Outcome TBD on Annual 9169
Credential Attainment Rate: 22/36	61.1%	52%	117.5%	Final Outcome TBD on Annual 9169
Measurable Skills Gains Rate: 28/137	20.34%	51%	40%	Final Outcome TBD on Annual 9169
Youth Participation Threshold: 289/525	289	525	55.04%	Final Outcome TBD on Annual 9169

Extracted from WCOS 9173 02/06/2024. \*TBD = Annual Indicator, determined in Annual 9169 year-end report.

	Title III - WP			
Indicator - Numerator/Denominator	Actual	Negotiated	% Met	Meet/Exceed/Failed
Employed in Q2 Rate: 1167/1713	68.1%	58%	117.41%	Final Outcome TBD on Annual 9169
Employed in Q4 Rate: 787/1229	64%	58%	110.34%	Final Outcome TBD on Annual 9169
Median Wages in Q2: 1167	\$8,517.21	\$5574.00	104.36%	Final Outcome TBD on Annual 9169

Extracted from WCOS 9173 02/06/2024. \*TBD = Annual Indicator, determined in Annual 9169 year-end report.



**FINANCIAL REPORT**

YEAR TO DATE  
**January 31, 2024**

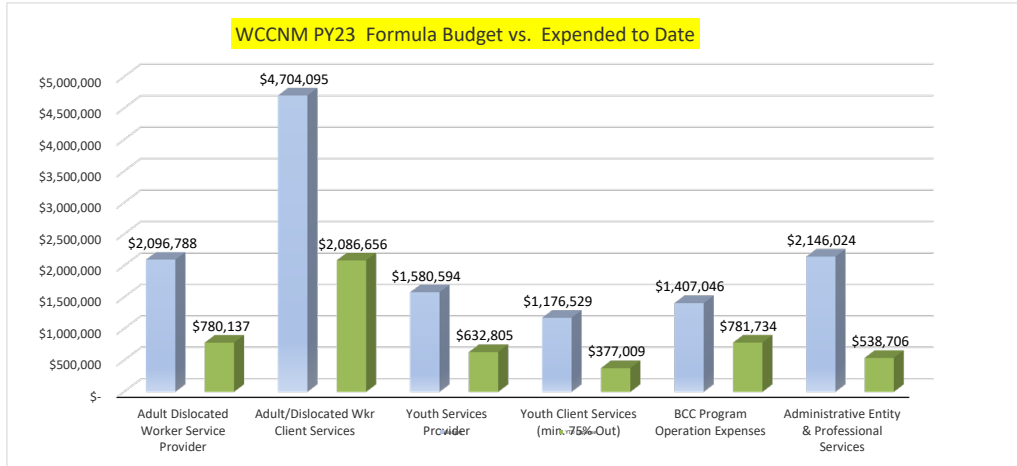
**WORKFORCE CONNECTION  
OF CENTRAL NEW MEXICO  
WCCNM  
PROGRAM YEAR 2023 7-1-23 to 6-30-24 (PY23)  
BUDGET TO ACTUAL COMPARISON  
As of January 31, 2024**

		58%	Of Year			
		BAR # 2				
		Budget	Year to Date	Encumbrance	Variance	
1	<b>Adult Dislocated Worker Service Provider</b>	Service Provider - MRCOG	2,096,788	780,137	1,316,651	0
		Subtotal	\$ 2,096,788	\$ 780,137	\$ 1,316,651	\$ 0
2	<b>Adult/Dislocated Wkr Client Services</b>	Adult / DW Participant Training OJT's CT's ITA's	4,278,095	1,904,391	885,094	1,488,610
		Adult / DW Work Experience W / Workers Comp	350,000	154,186	71,500	124,314
		Adult / DW Supportive Services	76,000	28,079	5,000	42,921
		Subtotal	\$ 4,704,095	\$ 2,086,656	\$ 961,594	\$ 1,655,845
3	<b>Youth Services Provider</b>	Service Provider - YDI	1,580,594	632,805	947,789	0
		Subtotal	\$ 1,580,594	\$ 632,805	\$ 947,789	\$ 0
4	<b>Youth Client Services (min. 75% Out)</b>	Youth Work Experience - YDI Portion	626,000	207,942	360,000	58,058
		Youth Training Services	505,529	143,537	50,000	311,992
		Youth Supportive Services	45,000	25,530	1,000	18,470
		Subtotal	\$ 1,176,529	\$ 377,009	\$ 411,000	\$ 388,520
5	<b>BCC Program Operation Expenses</b>	Business & Career Center Facility Operation	850,000	616,576	233,424	0
		Business & Career Center Facility Reimbursement	(545,000)	(115,102)	(429,898)	0
		Business & Career Ctr Mgmt - MRCOG Operator	183,720	97,188	86,532	0
		Business & Career Ctr Mgmt - MRCOG Operations	-	-	-	-
		Business & Career Ctr Mgmt - MRCOG Spec Projects	468,326	117,236	351,090	0
		Business & Career Ctr Mgmt - MRCOG Project DWS Apprenticeship	360,000	56,627	303,373	0
		Business & Career Ctr Mgmt - MRCOG Operations Staff Reimbursements	-	-	-	-
		Business & Career Center Improvements	90,000	9,210	-	80,790
		Subtotal	\$ 1,407,046	\$ 781,734	\$ 544,521	\$ 80,791
6	<b>Administrative Entity &amp; Professional Services</b>	AE/Fiscal Agent - MRCOG	754,263	451,424	302,839	0
		Program Support/Board Expense	60,000	23,416	-	36,584
		Contractual Services	-	11,465	-	(11,465)
		Contingency & Sale Of Lease	300,000	943	-	299,057
		Legal Services	15,000	1,376	5,000	8,624
		Audit Services	39,360	50,082	12,000	(22,722)
		Carved Out 2nd Year Reserve	977,401	-	-	977,401
		Subtotal	\$ 2,146,024	\$ 538,706	\$ 319,839	\$ 1,287,480
7	<b>TOTAL WIOA FORMULA BUDGET PY23</b>		\$ 13,111,077	\$ 5,197,047	\$ 4,501,394	\$ 3,412,636
<b>OTHER FUNDING:</b>						
8	<b>USDOL Chances Grant 3.5 yrs</b>	AE/ Fiscal Agent - Chances	\$ 645,852	\$ 21,106	4,000	620,746
	PE-38620-22-60-A-35 \$1,999,999	Sub Recipient Contractor YDI	\$ 864,944	150,168	174,000	540,776
	7-1-22 to 12-31-25	Client Services - Paid by WCCNM	\$ 261,879	1,860	-	260,019
	PY23 is 2nd Year	Audit	\$ 30,000	-	-	30,000
	<b>Budget - CHANCES Pathway Home</b>	<b>Balance Forward 7-1-23 \$1,802,675</b>	\$ 1,802,675	\$ 173,134	\$ 178,000	\$ 1,451,541
9	<b>USDOL H1BP Grant 5.0 yrs</b>	<b>Introduced WCCNM Budget BAR #2</b>				
	HG000056TEO \$1,999,976	AE/ Fiscal Agent - H1BP	\$ 1,999,724	\$ 18,255	6,500	1,974,970
	9-30-23 to 9-30-28	Contracts	\$ -	-	-	-
	PY23 is 1st Year	Client Services - Paid by WCCNM	\$ -	-	-	-
		Other	\$ 252	\$ 14,458	\$ -	(14,207)
	<b>Budget - H1BP Career Pathways</b>	<b>Balance</b>	\$ 1,999,976	\$ 32,713	\$ 6,500	\$ 1,960,763
10	<b>Social Security - Ticket To Work</b>	Social Security TTW - PY22 Balance Available Carry Forward	\$ 34,045	TTW Mo Growth / Net Exp	-	\$ 34,045
		Additional TTW Current Year PY23 Earnings	-	-	\$ -	\$ -
		Total Current Year PY23 Expended	-	34,045	-	34,045
		Subtotal	-	\$ (34,045)	\$ -	\$ -
						TTW Balance
11	<b>TOTAL WCCNM Budget PY23</b>		\$ 16,947,773	\$ 5,436,939	\$ 4,685,894	\$ 6,824,940



WIOA Activities

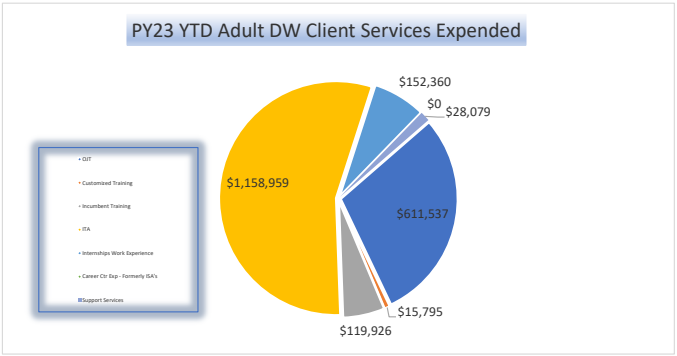
	Budget	YTD Expense	Obligations	Formula Balance WIOA
Adult Dislocated Worker Service Provider	\$ 2,096,788	\$ 780,137	\$ 1,316,651	\$ 0
Adult/Dislocated Wkr Client Services	\$ 4,704,095	\$ 2,086,656	\$ 961,594	\$ 1,655,845
Youth Services Provider	\$ 1,580,594	\$ 632,805	\$ 947,789	\$ 0
Youth Client Services (min. 75% Out)	\$ 1,176,529	\$ 377,009	\$ 411,000	\$ 388,520
BCC Program Operation Expenses	\$ 1,407,046	\$ 781,734	\$ 544,521	\$ 80,791
Administrative Entity & Professional Services	\$ 2,146,024	\$ 538,706	\$ 319,839	\$ 1,287,480
	\$ 13,111,076	\$ 5,197,047	\$ 4,501,394	\$ 3,412,636



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

611,537  
 15,795  
 119,926  
 1,158,959  
 152,360  
 -  
 28,079

Check \$ 2,086,656  
 Diff \$ -



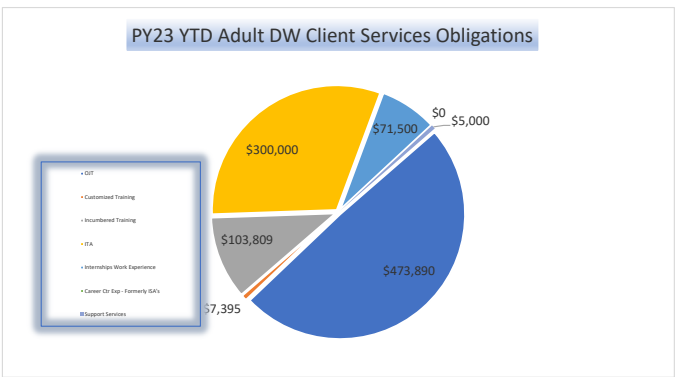
End of Year

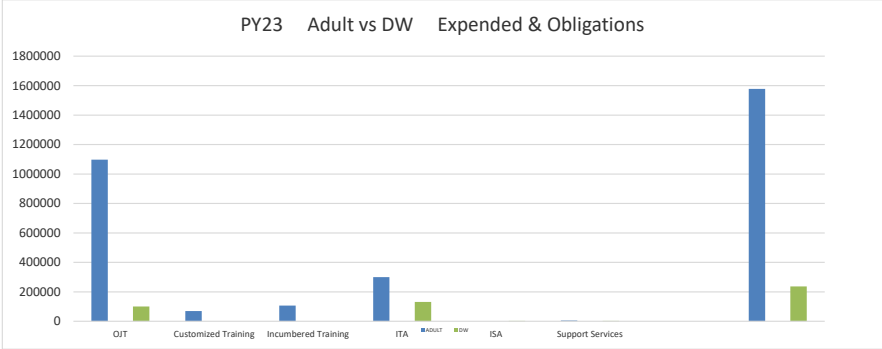
Carried In Obligations from PY22 to PY23  
 \$  
 OJT Contracts

126,809  
 Data:  
 OJT  
 Customized Training  
 Incumbered Training  
 ITA  
 Internships Work Experience  
 Career Ctr Exp - Formerly ISA's  
 Support Services

473,890  
 7,395  
 103,809  
 300,000  
 71,500  
 -  
 5,000

Ck \$ 961,594  
 Diff \$ 0





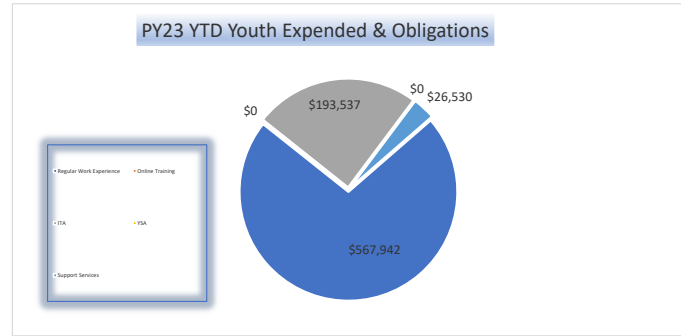
	Adult	DW	Total
OJT	976,897	108,530	
Customized Training	23,190	0	
Incumbered Training	223,736	0	
ITA	1,119,459	339,499	
Career Ctr Exp - Formerly ISA's	190,830	33,030	
Internship Work Exp	29,412	3,667	
Support Services	2,563,525	484,726	
	2,563,525	484,726	3,048,251
	84%	16%	
Ck	3,048,251		
Ck	3,048,251		
Diff	(0)		



Data:  
 Regular Work Experience  
 Online Training  
 ITA  
 YSA  
 Support Services

567,942  
 -  
 193,537  
 -  
 26,530

Check \$ 788,009  
 Diff \$ 788,009  
 0

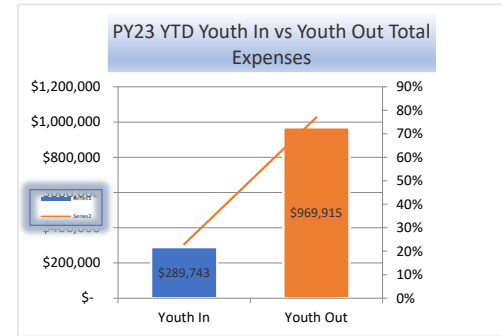


Data:  
 Youth In  
 Youth Out

\$ 289,743 23%  
 \$ 969,915 77%

Watch  
 23.00%  
 77.00%

Check 1,259,658  
 Off Financials \$ 1,259,658  
 Not Board Report





## **WCCNM Finance Standing Committee Charter**

### **Purpose**

The Finance Standing Committee provides financial analysis, guidance and fiduciary oversight to ensure the organization is operating transparently with all financial responsibilities to provide workforce programs and services in Central New Mexico.

#### **WCCNM Vision:**

A strong economic environment, growing industries, highly competitive and profitable businesses, skilled and productive workers and growing, thriving communities.

#### **WCCNM Mission:**

To deliver value-added workforce and human resource services that contribute to an economic environment in which Central Region industries are growing, businesses are highly competitive and profitable, workers are skilled and productive, and communities are growing and thriving.

The Finance Standing Committee works with the board and the financial staff to monitor and provide oversight and recommendations related to WCCNM: financial controls, financials, grants, real estate, federal reporting requirements, audits, and procurement including all contractual agreements .

### **Membership**

The Committee shall have a minimum of four members. The Chair and Chair-Elect of the Board are automatically members of the Finance Committee. The CEO Board shall have one member or member designate on the committee. Any member who is and then ceases to be a Director during their term of service on the Committee may not continue to serve on the Committee.

### Appointment

The WCCNM Chair will recommend the Committee Chair to the WCCNM Board, the WCCNM Board must then ratify their selection as Committee Chair. If the Committee Chair is vacant, the duties of the Chair will default to the Committee Co-Chair. The Co-Chair will be recommended by the Committee Chair and ratified by members of the Committee. The Committee Chair is responsible for identifying and recommending Committee members to the WCCNM Board and must be ratified by the WCCNM Board.

### Term

Members will serve a term of two years and may be renewed by an affirmative vote of the WCCNM Board.



## Vacancies

The Committee Chair may recommend members to fill vacancies and remove members on the committee by simple majority vote of the WCCNM Board. The Board shall endeavor to fill any vacancies as soon as practical, but the Committee may continue to act while there are vacancies.

## **Authority**

The Finance Standing Committee, in conjunction with the CEO Board provides oversight and recommendations for financial controls and works with the Fiscal Agent and Workforce Administrator to monitor finances, grants, real estate, federal reporting requirements, audits and procurement including contracts.

The Finance Standing Committee provides recommendations and regular monitoring reports to the Chief Elected Officials, WCCNM Full Board, and Executive Committee.

## **Responsibilities**

The Finance Standing Committee will report its activities to the board at least on a quarterly basis. Areas of responsibility include, but are not limited to:

1. Works with Fiscal Agent to monitor WIOA and other funded budgets.
2. Based on the WCCNM's available resources, funding allocations, and expected expenses, the committee will review proposed budgets for accuracy and ensure alignment with board policies and GAAP.
3. Once approved by the WCCNM board and Chief Elected Officials, the finance committee assists with implementation and continues to monitor budget activity. During implementation, the committee reviews actual expenditures against projected spending. If there are any deviations from the set plan, the committee recommends corrective action to ensure the organization remains in line to meet its objectives.
4. Monitors funding, determines financial implications, and makes recommendations to the WCCNM board as needed.
5. Helps formulate and monitor funding and financial strategies for the WCCNM Board.
6. Monitors and reviews financial compliance with contributions, foundation, federal, state, and local government requirements:
  - Reviews and recommends grant applications including: administration and compliance
  - Monitors developed budgets
  - Reviews and monitors, submitted financial reports
  - Reviews, monitors and approves program subcontracts and/or subcontracts
  - Reviews monitors and approves contributions, foundation, state and federal reporting documents and agreements



- Reviews and monitors and recommends contracts and procurements above \$30,000
- Reviews, monitors, and recommends real estate transactions
- Reviews and monitors state and federal audit reports and appoints representative to attend all audit conferences.

## **Meetings**

The Finance Standing Committee will meet at least quarterly and more often as needed. A majority of the committee members shall constitute a quorum. The Committee Chair may invite any director, officer, staff member, expert or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

A meeting of the committee may be held by means of electronic communication including virtual or telephone or such other communication which permits all individuals participating in the meeting to speak to and hear each other, and a member is deemed to be present at the meeting and will be counted in determining whether a quorum is present.

## **Voting**

When voting other than in-person or allowable virtual or telephonic means is required or ordered, voting may be cast via email by the Committee member. No proxy votes will be allowed. Results shall be provided to all committee members and shall include the name and number of members voting on each side of the question and the number. If any member abstains from casting a vote, they shall also be identified.

## **Review of Committee Charter**

The committee will review its charter at least annually and recommend any proposed changes to the board for review.

This charter was approved by the WCCNM Board on **Month/Day/Year**. This charter was last updated on **Month/Day/Year**.

---

WCCNM Board Chair

Date