State Workforce Development Board Meeting

Wednesday, May 8th, 2019
9:00 a.m. – 12:00 p.m.
Albuquerque Marriott
2101 Louisiana Blvd NE
Albuquerque, NM 87110

Meeting called to order: (9:05 a.m.) Tracey Bryan, Board Chair

Welcome, Introductions, and Opening Remarks (Agenda Item I): Tracey Bryan and Yolanda Montoya-Cordova

Roll Call: Roll was called and quorum was determined.

Attendees:
- Senator Michael Padilla
- Representative Antonio “Moe” Maestas
- Tracey Bryan, Board Chair
- Bryn Davis
- Dale Dekker
- Joan Schlueter
- Bob Grassberger
- Debra “DJ” Heckes
- Carla Kugler
- Deputy Secretary Yolanda Montoya-Cordova (for Secretary Bill McCamley)
- Carmen Lopez (for Secretary Kate O’Neill)
- Angela Medrano
- Secretary Greg Trapp

Absent:
- Diego Arencon (for Governor Michelle Lujan Grisham)
- Justin Winfield
- Ella Leeper
- Tim Rabon
- Beverly Cruz
- Mark Fidel
- Paul Chavez
- Dale Armstrong
- Steven Garcia
- Rick Davis
- John Rockwell
- Rene Lowden
- Vince Alvarado
- Richard Meyer
- Mayor Greggory Hull
Minutes

Agenda Item II: Motion to approve agenda.

Motion by: Dale Dekker
Second by: Debra “DJ” Heckes
Discussion: No opposition.

Agenda Item III: Motion to approve State Workforce Development Board Meeting minutes from November 14, 2018.

Motion by: Bryn Davis
Second by: Debra “DJ” Heckes
Discussion: No opposition.

Agenda Item IV: Review attendance requirements.

Discussion:
- The question was brought forward regarding whether to allow proxies to attend in place of board members.
- Next question was whether telephonic attendance was sufficient.
- Secretary Trapp brought up the fact that the Open Meetings Act states that telephonic attendance is allowed.

Conclusions:
- Members concluded that it would be okay to have designees, rather than proxies to attend meetings. Designees would have to have optimal policy decision making authority for the agency/organization they represent. Designees currently include Deputy Secretaries from HSD and HED
- Members voted to allow telephonic attendance – there was no opposition.
- Members voted to add a contingency to telephonic attendance: board members (or their designees) must physically attend 50% of meetings – there was no opposition to this contingency.

Agenda Item: Secretary O’Neill to communicate with the Board Chair to officially designate Carmen Lopez-Wilson to be her designee.
Conclusions:
No opposition to designation.

Agenda Item: Discuss change to frequency of meetings.

Discussion:
- Members discussed changing how often members will meet. Options discussed were: Once per quarter, or every other month.

Conclusions:
- Members agreed that every other month would be best.

Action items

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<td>NMDWS Staff.</td>
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Create a doodle poll to check members’ availability for proposed July 2019 meeting. Schedule for subsequent meetings to be determined in July.

Agenda Item: Review changes to by-laws

Discussion:
- Changes to by-laws will include:
  - Allowing designees (review language to include definition of “designee”).
  - Meeting every other month.
  - Virtual attendance allowance.

Conclusions:
Next meeting, members will vote on changes to by-laws.

Agenda Item: Establishing an Executive Committee.

Discussion:
- Members discussed establishing an executive committee, the members of which will meet every other month (on alternate months to Board meetings).
- Members of the executive committee were identified: Bob Grassberger (Vice chair), Debra “DJ” Heckes (Chair elect), Tracey Bryan.

Conclusions:
- Motion to establish executive committee.
  - Moved by: Carmen Lopez
  - Second by: Bryn Davis
  - No opposition.
Agenda Item: Training for board members.

Discussion:

- Members discussed importance of board orientation and trainings for new board members. It was recommended to develop a complete list of key topics for review and consideration.
- Members also suggested having an Open Meetings Act training.
- It was also suggested State Board Members visit the various Workforce Connection Centers statewide to improve understanding of services/supports available to citizens. Coordination for these “field trips” will be coordinated with NMDWS – WIOA Team. One member suggested unannounced visits as a way to see/understand the customer experience.

Conclusions:

NMDWS to develop orientation materials, training content and present potential dates for board orientation at next meeting

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<td>✓ Develop training content.</td>
<td>NMDWS staff.</td>
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<td>✓ Identify training dates.</td>
<td>NMDWS staff</td>
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Agenda Item V: Presentation – Sector Strategy Implementation  Presenter: Michael Yang, WIOA Trainer

Michael Yang presented a high level summary of what Sector Strategies are (a method of philosophy of how public sector can meet the needs of industry sectors) and what implementation would look like.

Discussion:

- Members discussed what the role of the board will be in implementing a Sector Strategy.
- Discussion of what NMDWS has in progress for Sector Strategy efforts:
  - Deputy Cabinet Secretary Serna is heading a nursing taskforce; addressing nursing shortage in New Mexico. A group has been identified and efforts are underway to convene industry leaders to begin identifying needs.
  - NMDWS also recently completed an Apprenticeship Expansion grant that focused on the Manufacturing Industry. As a result of this work, a group of industry leaders in manufacturing has been engaged which could lead to potential sector work to further implement key findings and activities identified by the industry as key workforce needs.
  - Members also identified the need to broaden the conversation and efforts and provided suggestions on sectors to engage. It was suggested to include the New
Mexico Economic Development Department (EDD) and the Public Education Department (PED) in conversations with the Board noting their involvement and engagement will be key to assuring the work is aligned and well-coordinated.

- Because sector strategies are a priority for NMDWS, it was expressed that there is a need for State Board members to be engaged in sector strategy planning. Activities could include assistance with engagement of industry leaders, participation in regional convening(s), as well as engagement in state plan development and review of local plans and evaluation of sector strategy implementation at both state and local level. It was noted the current state plan expires at the end of 2019 and NMDWS staff will take the lead to coordinate the “combined” state plan (includes NMDWS, DVR, and Commission for the Blind, Adult Education and Senior Employment).

- Members all agree that it is important to make data-driven decisions. Therefore, it is important to be equipped with as much data as is relevant. NMDWS has its own Economic Research and Analysis (ER&A) Bureau, which houses data that the board could utilize. It was suggested that the board invite Rachel Moskowitz, ER&A Bureau chief, to present on data that her bureau collects and produces. Information about the various regions, key sectors and other relevant information will be presented at next meeting to further the conversation and decisions about sector strategy implementation.

- Sen. Padilla noted the significance of the “Jobs Council” noting the utilization of data to support decision making. It was suggested to take the learnings from this work to expand the focus and efforts of this board.

- Additionally, members discussed the importance of having employers who deal with the issues that a sector strategy implementation is attempting to address as members of the Board. This includes a healthcare-related employer, labs and bases, centers of excellence (cyber security), and any other industry that is shown, through data analysis, to have a need - Yolanda to identify which employers/industries those should be, and present proposals during the next meeting.

**Action items**

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<td>✓ Talk with Governor’s Office to include EDD and PED.</td>
<td>NMDWS staff.</td>
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<td>✓ Invite Rachel Moskowitz, ER&amp;A Bureau chief, to present.</td>
<td>NMDWS staff.</td>
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<td>✓ Identify employers/industries that should be part of the board.</td>
<td>Yolanda Montoya-Cordova</td>
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**Agenda Item VI: Old Business: Local Area Designation**

**Discussion:**

- Yolanda drafted a policy on Local Area Designation and requested approval of the draft.
  - WIOA requires states to have a policy outlining the process and procedure to designate local workforce regions. The proposed DRAFT meets this requirement and requires State Board review and approval.
The proposed DRAFT will be made available for public comment before it is finalized. State Board members will have additional time to submit comments or other edits if necessary.

Conclusions:

- Motion to approve DRAFT of Local Area Designation policy.
  - Moved by: Bryn Davis
  - Second by: Debra “DJ” Heckes
  - No opposition.

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<td>✓ Make draft of Local Area Designation policy available for public comment.</td>
<td>NMDWS staff.</td>
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<td>✓ Send Local Area Designation policy draft to board members when it is available for public comment.</td>
<td>NMDWS staff.</td>
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Agenda Item VII: Presentation – Performance

Presenter: Margarito Aragon, WIOA Operations and Performance Manager

Margarito Aragon presented on current Local Workforce Development Boards’ (LWDB) annual performance overview, proposed new measures to be implemented in FY2020, and recent training.

Discussion:

- Members suggest having presentation materials available for LWDBs ahead of meetings – It was proposed to post materials on website, to be managed by NMDWS in the interest of transparency.
- It was also suggested that State Workforce Development Board members attend LWDB meetings. NMDWS staff to make dates of the meetings available to members.

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<td>✓ Make presentation materials available on website for Board Members. .</td>
<td>NMDWS staff.</td>
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<tr>
<td>✓ Attend LWDB meetings.</td>
<td>State Workforce Development Board members</td>
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Action items

✓ Make LWDB meeting schedule available for board members.

Person responsible

NMDWS staff.

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Agenda Item: Presentation – Proposed budgets for FY2020

Presenter: David Roybal, Budget and Grants Director

David Roybal presented on proposed budgets for FY2020, fiscal overview, and WIOA funding from USDOL.

Discussion:

- Members asked how budgetary information and/or concerns is shared with LWDBs and CEOs to assure effective and efficient use of funds. It was suggested that presentations could take place for each LWDB at their board meetings from NMDWS Staff and/or Board Members at their local board meetings in an effort to assure communication and identification of technical assistance and training needs.

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Agenda Item VII: Updates/Announcements

Discussion:

- NMDWS My Workforce Connection – NMDWS will implement its new My Workforce Connection on May 15th. My Workforce Connection is a way for users of the New Mexico Workforce Connection Online System and the Unemployment Insurance Tax & Claims system to access their accounts using one single user name and password. Board members were encouraged to visit the site to gain a full understanding of the system and its potential.
- Innovation projects overview:
  - Graduate ABQ in Central Region focused on “comebackers” and professional development for staff.
  - Integrated education project supporting individuals preparing for apprenticeship programs. Project a partnership between HED – Adult Education and Associated Builders and Contractors in Albuquerque.
  - ABC Community School project supporting afterschool and during school workforce readiness for high-risk youth. Partnership with APS public schools, Bernalillo County and City of Albuquerque culminating in summer employment for youth.
Agenda Item IX: Public Comment

Conclusions:
No public comment.

Agenda Item X: Other Business

Discussion:
- Recommendation to include presentations from various industries to enhance understanding of needs, ideas for talent/workforce development, etc.

Meeting Adjournment at 11:58 a.m.

Motion to Adjourn: Debra “DJ” Heckes
(No second needed)