

# MINUTES

Tab 1



## Executive Committee

Thursday, May 17, 2021

1:30 pm

Mid-Region Council of Governments

Call to Order – 1:34 pm – Jerry Schalow

### Present

**Beth Barela**, Treasurer

**Doug Calderwood** – Performance & Monitoring Chair

**Honorable Gregg Hull**, CEO,

**Krista Kelley** – Sandoval County Rep

**John Mierzwa** - Chair-Elect

**Laura Musselwhite** – Valencia County Rep.

**Debbie Ortiz**- Past Chair, Torrance County Rep.

**Diane Saya** - Bernalillo County Rep

**Jerry Schalow**, Chair

**Robert Walton** – Training & Service Provider Chair

### Absent

**Melodee Saiz**- Youth Standing committee Chair

### Quorum Established

### Approval of Monday, May 17, 2021 Agenda

**Motion: Bob Walton**

**Second: Beth Barela**

**No Discussion**

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

|                          | Yes | No | Abstain | No Vote       |
|--------------------------|-----|----|---------|---------------|
| <b>Beth Barela</b>       | X   |    |         |               |
| <b>Doug Calderwood</b>   | X   |    |         |               |
| <b>Gregg Hull</b>        | X   |    |         |               |
| <b>Krista Kelley</b>     | X   |    |         |               |
| <b>Laura Musselwhite</b> | X   |    |         |               |
| <b>John Mierzwa</b>      | X   |    |         |               |
| <b>Debbie Ortiz</b>      | X   |    |         |               |
| <b>Melodee Saiz</b>      |     |    |         | <b>Absent</b> |

|               |   |  |  |  |
|---------------|---|--|--|--|
| Diane Saya    | X |  |  |  |
| Jerry Schalow | X |  |  |  |
| Robert Walton | X |  |  |  |

**Tab 1: Approval of Minutes, Executive Committee: May 11, 2020**

**Motion: Beth Barela**  
**Second: Laura Musselwhite**  
**No Discussion**  
**Action: Passed unanimously by Roll Call Vote**

|                   | Yes | No | Abstain | No Vote |
|-------------------|-----|----|---------|---------|
| Beth Barela       | X   |    |         |         |
| Doug Calderwood   | X   |    |         |         |
| Gregg Hull        | X   |    |         |         |
| Krista Kelley     | X   |    |         |         |
| Laura Musselwhite | X   |    |         |         |
| John Mierzwa      | X   |    |         |         |
| Debbie Ortiz      | X   |    |         |         |
| Melodee Saiz      |     |    |         | Absent  |
| Diane Saya        | X   |    |         |         |
| Jerry Schalow     | X   |    |         |         |
| Robert Walton     | X   |    |         |         |

**ACTION ITEMS**

|       |  |
|-------|--|
| Tab 2 | <p><b>Approval of WFCP-06-20, PY20 BAR #3</b></p> <p>by Jesse Turley, WCCNM Accounting Manager</p> <ul style="list-style-type: none"> <li>▪ Mr. Turley presented BAR #3 for PY20</li> <li>▪ This is BAR, is based on late-year PY20 changes in funding with NMDWS, for projects and the additional monies granted earlier in PY20.</li> <li>▪ Bar # 3 Requests to transfer a NMDWS authorized amount of \$1,200,000 from DW to Adult categories to allow staff to serve customer flow experienced this year and open the services to Adult populations.</li> <li>▪ The PY20 Bar # 3 Updates the amount of administrative dollars for Legal Services from \$20,000 to \$55,000. Removed from Business and Career Center Improvements line.</li> <li>▪ PY20 Bar #3 Updates correctly MRCOG's AE/FA \$1,300,000 portion of their contract with WCCNM. When additional NM DWS projects are put in place – the staffing of those are charged to this MRCOG contract even though more monies are given to WCCNM the MRCOG AE/FA contract remains fixed</li> <li>▪ PY20 budget total is \$14.443,296.</li> </ul> <p><b>Questions &amp; Comments</b></p> |
|-------|--|

**Questions & Comments**

**Motion: Beth Barela**  
**Second: Bob Walton**  
**No Discussion**  
**Action: Passed unanimously by Roll Call Vote.**

**Motion: Jerry Schalow**  
**Second: Mayor Gregg Hull**  
**No Discussion**  
**Actions: Passed unanimously by Roll Call Vote**

|                   | Yes | No | Abstain | No Vote |
|-------------------|-----|----|---------|---------|
| Beth Barela       | X   |    |         |         |
| Doug Calderwood   | X   |    |         |         |
| Gregg Hull        | X   |    |         |         |
| Krista Kelley     | X   |    |         |         |
| Laura Musselwhite | X   |    |         |         |
| John Mierzwa      | X   |    |         |         |
| Debbie Ortiz      | X   |    |         |         |
| Melodee Saiz      |     |    |         | Absent  |
| Diane Saya        | X   |    |         |         |
| Jerry Schalow     | X   |    |         |         |
| Robert Walton     | X   |    |         |         |
|                   |     |    |         |         |

Tab 3

**Approval of Approval of WCCNM R-02-20 Disposition of WCCNM Property  
by Art Martinez, WCCNM Administrator & Nicole Giddings, Program  
Coordinator**

- Mr. Martinez & Ms. Giddings presented the disposition of property.
- They explained that they needed a three-member subcommittee to approve the disposition of WIOA office equipment and Resolution.
- The three members that agreed to view the inventory are Bob Walton, Debbie Ortiz and Diane Saya.
- After, further discussion of the process Resolution R-02-20 was deferred to the Full Board meeting in June as the inventory needs to be reviewed prior to approving the resolution.

**Questions & Comments**

**Motion: Mayor Gregg Hull made a motion to recommend the three member Sub-Committee that includes Bob Walton, Debbie Ortiz and Diane Saya.**

**Second: Krista Kelley**  
**No Discussion**  
**Action: Passed unanimously by Roll Call Vote.**

|                   | Yes | No | Abstain | No Vote |
|-------------------|-----|----|---------|---------|
| Beth Barela       | X   |    |         |         |
| Doug Calderwood   | X   |    |         |         |
| Gregg Hull        | X   |    |         |         |
| Krista Kelley     | X   |    |         |         |
| Laura Musselwhite | X   |    |         |         |
| John Mierzwa      | X   |    |         |         |
| Debbie Ortiz      | X   |    |         |         |
| Melodee Saiz      |     |    |         | Absent  |
| Diane Saya        | X   |    |         |         |
| Jerry Schalow     | X   |    |         |         |
| Robert Walton     | X   |    |         |         |

**Motion: Doug Calderwood made a motion to delay Resolution R-02-02 to the Full Board Meeting in June.**

**Second: Beth Barela**

**No Discussion**

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

|                   | Yes | No | Abstain | No Vote |
|-------------------|-----|----|---------|---------|
| Beth Barela       | X   |    |         |         |
| Doug Calderwood   | X   |    |         |         |
| Gregg Hull        | X   |    |         |         |
| Krista Kelley     | X   |    |         |         |
| Laura Musselwhite | X   |    |         |         |
| John Mierzwa      | X   |    |         |         |
| Debbie Ortiz      | X   |    |         |         |
| Melodee Saiz      |     |    |         | Absent  |
| Diane Saya        | X   |    |         |         |
| Jerry Schalow     | X   |    |         |         |
| Robert Walton     | X   |    |         |         |

Tab 4

**Approval of Request for Proposal Award for One-Stop Operator**

**by: Jerry Schalow Board Chair & Cindy Cordova, Board Attorney**

- Ms. Cordova explained that usually she is the Attorney for the Board. But she currently serving as the Procurement Manager for the three Request for Proposals. Back in September or October they identified a conflict of interest when the Mid-Region Council of Governments notified us that they had plan to bid one of more of the RFP's.
- They immediately excluded any staff/employees from the MRCOG for the RFP's process.
- She stated that Melanie Scholar and herself from the Firm of German, Burnette Associate have been working on the RFP's for about seven months.
- There were three RFP's that went out One-Stop Operator, Adult/Dislocated Worker and Youth.
- RFP's were released for sixty days. There was a lot of inquiries and only

one responsive proposal.

- The Ad-hoc Committee determined that the response with complete, concise and responsive to the RFP.
- The Ad-hoc Committee recommends the Mid-Region Council of Governments as the successful bidder as the One-Stop Operator.

**No Comments**

**Motion: Krista Kelley**

**Second: Debbie Ortiz**

**No Discussion**

**Actions: Passed unanimously by Roll Call Vote**

|                   | Yes | No | Abstain | No Vote |
|-------------------|-----|----|---------|---------|
| Beth Barela       | X   |    |         |         |
| Doug Calderwood   | X   |    |         |         |
| Gregg Hull        | X   |    |         |         |
| Krista Kelley     | X   |    |         |         |
| Laura Musselwhite | X   |    |         |         |
| John Mierzwa      | X   |    |         |         |
| Debbie Ortiz      | X   |    |         |         |
| Melodee Saiz      |     |    |         | Absent  |
| Diane Saya        | X   |    |         |         |
| Jerry Schalow     | X   |    |         |         |
| Robert Walton     | X   |    |         |         |

Tab 5

**Approval of Request for Proposal Award for WIOA Adult/Dislocated Worker Service Provider**

by: Jerry Schalow Board Chair & Cindy Cordova, Board Attorney

- Ms. Cordova explained that an Ad-Hoc Committee was selected to review the RFP for the Adult/Dislocated Worker Service Provider.
- This RFP had the most interest and four responses.
- The RFP committee went through all four responses and scored them 4,472, 4,396, 3,646, 2,693 out 5,000 points
- This RFP was the most difficult RFP as there was so many questions and answers. After the Committees review and discussion of all factors it was recommended that Mid-Region Council of Governments as the successful bidder as the WIOA Adult/Dislocated Worker Service Provider.

**Comments**

**Motion: Bob Walton**

**Second: Beth Barela**

**No Discussion**

**Actions: Passed unanimously by Roll Call Vote**

|                 | Yes | No | Abstain | No Vote |
|-----------------|-----|----|---------|---------|
| Beth Barela     | X   |    |         |         |
| Doug Calderwood | X   |    |         |         |
| Gregg Hull      | X   |    |         |         |

|  |                   |   |  |  |        |
|--|-------------------|---|--|--|--------|
|  | Krista Kelley     | X |  |  |        |
|  | Laura Musselwhite | X |  |  |        |
|  | John Mierzwa      | X |  |  |        |
|  | Debbie Ortiz      | X |  |  |        |
|  | Melodee Saiz      |   |  |  | Absent |
|  | Diane Saya        | X |  |  |        |
|  | Jerry Schalow     | X |  |  |        |
|  | Robert Walton     | X |  |  |        |

Tab 6

**Approval of Request for Proposal Award for WIOA Youth Service Provider**

by: Jerry Schalow Board Chair & Cindy Cordova, Board Attorney

- Ms. Cordova explained that an Ad-Hoc Committee was selected to review the RFP for the Youth Service Provider.
- This RFP had two responses and both entities were highly qualified to the job.
- The Ad-hoc Committee went out requested best and final offer from both entities and asked for a revision to certain requirements from both.
- The RFP committee went through all four responses and scored them 2,2738 ,2,581 out of 3000 points
- The Ad-hoc Committee recommends the Youth Development Inc s as the successful bidder as the WIOA Youth Service Provider.

**Comments**

**Motion: Krista Kelley**

**Second: Gregg Hull**

**No Discussion**

**Actions: Passed unanimously by Roll Call Vote**

|                   | Yes | No | Abstain | No Vote |
|-------------------|-----|----|---------|---------|
| Beth Barela       | X   |    |         |         |
| Doug Calderwood   | X   |    |         |         |
| Gregg Hull        | X   |    |         |         |
| Krista Kelley     | X   |    |         |         |
| Laura Musselwhite | X   |    |         |         |
| John Mierzwa      | X   |    |         |         |
| Debbie Ortiz      | X   |    |         |         |
| Melodee Saiz      |     |    |         | Absent  |
| Diane Saya        | X   |    |         |         |
| Jerry Schalow     | X   |    |         |         |
| Robert Walton     | X   |    |         |         |

**INFORMATON & DISCUSSION ITEMS**

Tab 7

**PY19 Audit Report –**

by Amy Meyer & Kory Hoggan

- Mr. Hoggan presented the PY19 Audit Report from Moss Adams.
- He noted that the audit was done 100% remotely.

|        |  |
|--------|--|
|        | <ul style="list-style-type: none"> <li>▪ He stated that Moss Adams issued an unmodified opinion of the Workforce Connection of Central New Mexico's financial practices.</li> <li>▪ They also noted that this was a smooth audit with no audit findings and the management of the organization is well established.</li> <li>▪ The WCCNM financial audit was submitted to the Office of the State Auditor on December 1, 2020 and was accepted on March 3, 2021.</li> <li>▪</li> </ul> |
| Tab 9  | <p><b>COVID-19 Pandemic Office Re-Opening Update</b></p> <p>by Joy Forehand, Operation Manager</p> <ul style="list-style-type: none"> <li>▪ Ms. Forehand discussed the Re-Opening of Offices.</li> </ul>   |
| Tab 10 | <p><b>WIOA Status Updates</b></p> <p>by Art Martinez, WCCNM Administrator</p> <ul style="list-style-type: none"> <li>▪ Mr. Martinez gave update on WIOA</li> <li>▪ He stated that the state asked for a waiver due to Economic Recovery.</li> <li>▪ Asking to allow to spend more in Youth School and Customized Training Programs.</li> </ul>   |

**PUBLIC COMMENT**

**Public Comments – None**

**ADJOURNMENT**

**Adjournment – 2:58 pm.**

**Next Meeting- As Needed.**

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

**Approved at the WCCNM Executive Committee Meeting:**

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Jerry Schalow, WCCNM Chair

ATTEST:

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Secretary

“Equal Opportunity Program”

DRAFT