

Executive Committee Board Meeting  
Thursday, November 20, 2025, 10:00 AM  
MST

NALWDB Conference Room  
525 Camino De Los Marquez  
Suite 250  
Santa Fe, NM 87505

Joseph Weathers	Present
Pablo Lujan	Present
Jon Paul Romero	Present
David Romero	Present
Rudy Garcia	Present
Sean Medrano	Present/ZOOM
Mario Lucero	Present/ZOOM
Rebecca Estrada	Excused

Present: 7, Excused: 1.

**Also in attendance: NALWDB Staff:** Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Ruthie Castellon – Quality Assurance Specialist, Brittany Valencia – Program/Finance Specialist, Issy Lozano – Program Support Specialist. **Guests:** Rick Sandoval – Zlotnick & Sandoval, Ericka Van Eckhoutte – Adult/DW Director, Concha Cordova YDI, Veronica Alonzo NMDWS, Shellonda Rucker – Career Team, Chanin Kelly O’Rourke – DWS, Becky Vega – DWS, Rosina Espinoza – DWS, Margarito Aragon – DWS, Rene Martinez – One Stop.

#### 1. Call Meeting to Order

The meeting was called to order at 10:00 AM by Chairman Joseph Weathers.

#### 2. Roll Call and Determination of a Quorum

Roll call was conducted by NALWDB Program Support Specialist Issy Lozano, who reported that a quorum was present at 10:01 a.m.

#### 3. Pledge of Allegiance

The pledge of allegiance was recited by all in attendance at 10:01am, followed by a Prayer that was conducted by Vice Chair Jon Paul Romero at 10:02am.

#### 4. Approval of Agenda

Motion to approve the agenda. This Motion was made by Vice Chair Jon Paul Romero, seconded by Board Member Pablo Lujan. During roll call vote, Issy Lozano, Program Support Specialist, indicated for the record, Board Secretary; Sean Medrano, joined the Executive Committee Meeting at 10:03am via ZOOM. Approval of the agenda passed by roll call vote unanimously.

## 5. Approval of Board Meeting Minutes

Motion to approve the Thursday, September 25, 2025, Executive Committee meeting minutes was made by Mayor David Romero, seconded by Board Member Pablo Lujan, and passed by roll call vote unanimously.

## 6. Action Items

### 6.1 YDI Budget Increase.

Madam Executive Director Lisa Ortiz reported that during the November 19 Finance Committee Meeting, the YDI Budget Increase request of \$650,000 was reviewed, which supports both in-school and out-of-school youth. She asked Board Member Pablo Lujan for additional comments, and he highlighted the importance of increased participant engagement across all 10 counties. Fiscal Agent Rick Sandoval then provided a detailed explanation of the Budget Increase Report.

Board Member Mario Lucero asked how the increase would lead to more client engagement. Concha Cordova from YDI, explained that the funding allows YDI to serve more participants through expanded services such as work experience, ITAs, and OJTs.

Chairman Joseph Weathers requested placement numbers for the northern counties. Concha Cordova shared that for Q1, YDI had 14 new enrollments and 9 placements, with goals of 30 new enrollments and 25 placements for Q2. She added that the budget increase will allow YDI to bring in an additional 70 participants, as in-school youth increased from 10 to 48 and out-of-school youth from 15 to 54, expanding capacity from 102 to a potential 197. Initial numbers were lower due to wage payments carried over from June, but the added funding will support more new participants.

Madam Director, Lisa Ortiz, made the recommendation to increase YDI's Budget. Motion to approve the YDI Budget Increase was made by Board Member Pablo Lujan, seconded by Vice Chair Jon Paul Romero, and passed by roll call vote unanimously.

### 6.2. RFP – Long – Term Property Lease.

Madam Executive Director Lisa Ortiz stated that the Department of Workforce Solutions recommends issuing a competitive RFP for a long-term facility, with the goal of releasing it by December or January. She recommended approving the RFP so the process can begin.

Margarito Aragon from DWS clarified that the steward reports were part of federal findings and not related to his role, as he handles Compliance, not Operations. He explained that the Board was out of compliance for not properly procuring the lease space, which was noted in multiple federal findings.

Board Member Rudy Garcia asked Chairman Joseph Weathers whether the office lease had been signed without proper procurement and whether the lease was tied to the current property owner.

Project Manager Barney Trujillo stated he is working with the Property Manager to have an agreement in place by the end of January. Chairman Joseph Weathers asked if this situation

would put the Board in breach of contract. Madam Executive Director Lisa Ortiz confirmed it would not, and Project Manager Barney Trujillo said he has been in communication with the property manager. Chairman Joseph Weathers requested that all discussions be documented in writing, as he also expressed concern about the fluid nature of the situation and emphasized the need for Project Manager Barney Trujillo to keep the Board updated to avoid any potential breach of contract.

Mayor David Romero made a motion to approve, noting that to proceed with the RFP, compliance must first be met. He added that, in the meantime, the attorney should review the current lease to determine available legal options, including whether the contract must be terminated or not. The motion was seconded by Board Member Rudy Garcia and passed by roll call vote unanimously.

### 6.3. Subrecipient Agreement Amendments.

Madam Executive Director Lisa Ortiz informed the Board that one of the findings from the State and U.S. Department of Labor involved the Subrecipient Agreement Amendments. The agreements were missing required elements, as they only listed the subrecipient's name, subaward period, department, and dollar amount. The amendments must include the subrecipient's unique entity identifier, Federal Award Identification Number (FAIN), Federal Award Date, budget period dates, obligated federal funds, total federal award amount passed through, project description per FFATA, the federal agency and pass-through entity names, and contact information for the awarding official. They must also list the assistance listing title and number, identify whether the award involves research and development, and include the indirect cost rate. All other terms and conditions remain unchanged and in full effect.

Madam Director stated that she created an amendment for Career TEAM and YDI to include Attachment C that includes all that information. Madam Executive Director made the recommendation with those changes to approve the amendments.

Board Member Rudy Garcia made the motion to approve, seconded by Mayor David Romero, and passed by roll call vote unanimously.

### 6.4. Grievance and Compliant Policy Revision 2.

Quality Assurance Specialist Ruthie Castellon explained that the Grievance and Complaint Policy establishes an overall framework for program operations, including updated monitoring procedures, frequency, and processes. The goal is to ensure we remain audit-ready and compliant by increasing monitoring to a monthly schedule and requiring weekly enrollment updates from participants for real-time accuracy. The policy also outlines a clearer corrective action process to address issues more quickly and maintain compliance.

### 6.5. Monitoring Guide.

Madam Executive Director made the recommendation that the Executive Committee to submit these policies to the Full Board for approval. Mayor David Romero made the motion to approve

and submit them to the full board, seconded by Board Member Rudy Garcia and passed by roll call vote unanimously.

#### 6.6. OJT Checklist Form.

Quality Assurance Specialist Ruthie Castellon stated that, as part of ongoing improvements to program monitoring, she proposed creating the On-the-Job Training Employer Orientation Checklist. She explained that the checklist serves as an employer acknowledgment of the orientation provided and is a valuable tool to support audit readiness.

Madam Executive Director Lisa Ortiz made the recommendation to keep the OJT checklist form. Board Member Pablo Lujan made the motion to approve, seconded by Vice Chair Jon Paul Romero. Passed by roll call vote unanimously.

#### 7. Performance Measures Discussion.

Madam Executive Director Lisa Ortiz explained the overview of each performance that need to be followed and need to be reported every quarter.

Ericka Eckhoutte from Career TEAM presented her FutureWorks report presentation reporting the federal data that is pulled including meets and need to improve criteria's.

After completing the presentation summary, Board Chairman expressed concern regarding the program's performance, noting that current outcomes—approximately 30%—are not meeting contractual requirements or real-world standards. Despite having a corrective action plan, Board Chairman emphasized that performance measures have not received sufficient attention. They referenced previous performance levels (around 14–15 enrollments) compared to the current significantly lower numbers and stressed that improvement is necessary for the Board to demonstrate progress to the State and move off oversight. The member requested that measurable improvement be reflected in the next report, as current performance does not support a strong case for compliance or effectiveness.

Ericka Eckhoutte from CareerTEAM acknowledged the critical importance of compliance and stated they are drawing on past successful practices, updated policies, and funding supports to implement necessary changes. Their goal is to strengthen procedures, apply best practices, and maximize program performance moving forward.

Concha Cordova from YDI, next presented her presentation and also agreeing with prior comments and noted that many retail cases were nearly a year behind on follow-ups when the program was taken over. They explained that some participants had not previously received the services needed to meet performance goals. The current strategy is to strengthen follow-up efforts and continue supporting participants through later quarters to improve employment outcomes, ensuring all follow-up clients remain active cases.

## 8. Informational Reports

### 8.1 Financial Reports – Fiscal Agent Rick Sandoval.

Fiscal Agent Rick Sandoval explained the set of financial statements are the board's combined statements including a budget comparison, nothing notable at this point. Two additional reports are important: one tracks allocation with expiration dates, and the other tracks actual versus projected expenses to ensure we meet the 40% expenditure and 80% allocation by Q3. These rely on provider data and will be part of ongoing reporting.

Another report tracks training costs against provider budgets, showing progress through October. For youth programs, work experience spending must meet at least 20% of the grant; new YDI contract data will help track this. Questions can be addressed as needed.

Executive Madam Lisa Ortiz added that the Fiscal Agent's reports are to keep track of and within the budget.

## 9. Public Comments.

Board Chairman Joseph Weathers made a public comment expressing concern that as a Mora County Citizen, the Mora County's water is unsafe to drink as the private wells contain high arsenic levels. Chairman Joseph Weather has asked for the board's help with one pallet of water and supporting this effort would show we care about our community's wellbeing.

10. Next Meeting Date: Full Board Meeting 01/12/2026.

## 11. Adjournment

Motion to adjourn at 11:21 AM. This Motion was made by Board Member Rudy Garcia, seconded by Mayor David Romero, and passed unanimously.

An Executive Session may be called at any time during the meeting. Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsections; (1) Meetings pertaining to issuance, suspension, renewal or revocation of a license, except that a hearing at which evidence is offered or rebutted shall be open. All final actions on the issuance, suspension, renewal or revocation of a license shall be taken at an open meeting; (2) Limited personnel matters; provided that for purposes of the Open Meetings Act, "limited personnel matters" means the discussion of hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee; provided further that this paragraph is not to be construed as to exempt final actions on personnel from being taken at open public meetings, nor does it preclude an aggrieved public employee from demanding a public hearing. Judicial candidates interviewed by any commission shall have the right to demand an open interview; (3) Deliberations by a public body in connection with an administrative adjudicatory proceedings For purposes of this paragraph, "administrative adjudicatory proceeding" means a proceeding brought by or against a person before a public

body in which individual legal rights, duties or privileges are required by law to be determined by the public body after an opportunity for a trial-type hearing. Except as otherwise provided in this section, the actual administrative adjudicatory proceeding at which evidence is offered or rebutted and any final action taken as a result of the proceeding shall occur in an open meeting; (4) The discussion of personally identifiable information about any individual student, unless the student or the student's parent or guardian requests otherwise; (5) Meetings for the discussion of bargaining strategy preliminary to collective bargaining negotiations between the policymaking body and a bargaining unit representing the employees of that policymaking body and collective bargaining sessions at which the policymaking body and the representatives of the collective bargaining unit are present; (6) that portion of meetings at which a decision concerning purchases in an amount exceeding two thousand five hundred dollars (\$2,500) that can be made only from one source is discussed and that portion of meetings at which the contents of competitive sealed proposals solicited pursuant to the Procurement Code are discussed during the contract negotiation process. (7) Meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become participant; (8) Meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body.