

Full Board Meeting
Monday, January 12, 2026, at 10:00 AM MST

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

Floyd Archuleta:	Present
Krutik Bhakta:	Present/Zoom
Sarah Boisvert	Present
Dr. Rebecca Estrada:	Present
Maria Herrera:	Excused
Rudy Garcia	Present
Jennifer Martinez	Present/Zoom
Mario Lucero:	Present
Pablo Lujan	Present
Sean Medrano:	Absent
Jolene Nelson:	Present
Mayor David Romero	Present
Jon Paul Romero	Excused
Kevin Romero	Present
Arthur Sparks	Excused
Chair Joseph Weathers	Present
Marco Serna	Present
Tammy Wilhelm	Excused

Present: 13, Excused: 5.

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

1. Call Meeting to Order

The meeting was called to order at 10:05 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.

3. Pledge of Allegiance

The pledge of allegiance was recited by all in attendance at 10:14am.

4. Approval of Agenda

Motion to approve the agenda. This Motion was made by Board Member Rudy Garcia, seconded by Board Member Pablo Lujan, and passed by roll call vote unanimously.

5. Approval of Board Meeting Minutes

Motion to approve the October 22, 2025, full board meeting minutes. This motion was made by Board Member Rudy Garcia, seconded by Board Member Dr. Rebecca Estrada, and passed by roll call vote unanimously.

6. Action Items

6.1 Grievance Policy, Rev #2.

Executive Director Lisa Ortiz stated that the Grievance and Compliance Policy was reviewed by the Rules Committee on September 15th, updated to include required contact information and complaint procedures, and is made the recommendation to approve the Grievance and Compliance Policy.

Motion to approve the Grievance and Compliance Policy was made by Mayor David Romero, seconded by Board Member Rudy Garcia and passed by roll call vote unanimously.

6.2 Monitoring Policies and Procedures.

Madam Executive Director Lisa Ortiz stated that the Monitoring Policies and Procedures were reviewed and approved by the Rules Committee on September 15th, with a recommended change from the state to remove the word “authority.” With that change made, she recommended approval of the Monitoring Policies and Procedures.

Motion to approve the Monitoring Policies and Procedures was made by Mayor David Romero, seconded by Board Member Jolene Nelson and passed by roll call vote unanimously.

6.3 Subrecipient Agreement Amendment #3 Career TEAM.

Motion to approve the Subrecipient Agreement Amendment #3 Career TEAM was made by Board Member Rudy Garcia seconded by Board Member Floyd Archuleta and passed by roll call vote unanimously

6.4 Subrecipient Agreement Amendment #2 YDI

Madam Executive Director Lisa Ortiz stated that both agreements were approved at the full Board meeting on October 22nd, 2025. After further review with the state, it was recommended to remove the original attachments and incorporate that information directly into the amendments. Those updates have been made on pages one and two, allowing the two amendments to be used for both Career Team and YDI.

Motion to approve the Subrecipient Agreement Amendment #2 YDI was made by Board Member Rudy Garcia seconded by Board Member Marco Serna and passed by roll call vote unanimously

7. Informational Reports

7.1 Fiscal Agent Report – Rick Sandoval

The November financial report shows assets, liabilities, and year-to-date activity through November 30. Total expenditures for the first six months are just over \$500,000, with unrestricted WIOA funds at approximately \$725,000. Training costs are paid directly upon approval, and the use of direct deposit has increased, especially benefiting participants in rural areas.

The budget-to-actual report reflects that the agency is about 42% through the fiscal year, with expenditures within expected ranges. Provider reimbursements are typically paid in arrears, so November billings are reflected in December.

Supplemental schedules detail participant costs, including ITAs, transitional jobs, and work experience. The required 20% youth work-experience expenditure is being tracked, with provider data for direct-related costs to be included starting with the December report.

Overall, of the \$2.3 million total training budget, approximately 20% has been expended to date.

Fiscal Agent Rick Sandoval also added they will begin meeting with providers through year-end to review updated projections and prepare a supplemental report showing projected amounts by funding stream, helping us track obligations and any plans to extend allocated funds.

For the record, Board Member Mario Lucero joined the Full Board Meeting at 10:19am.

7.2 Board Chair Report – JD Weathers

Chairman Joseph Weathers noted that the Board received the Stewards Report and, while there were concerns, there were positive steps forward. He directed Lisa and her team to develop a corrective action plan, which has been completed, presented to the CEOs, and is now being reviewed.

7.3 Executive Director Report – Lisa Ortiz

Executive Director Lisa Ortiz provided an update on corrective actions related to state and federal monitoring. In response to the Department of Workforce Solutions PY24 monitoring, the Board initiated a full PY24 program monitoring review of all subrecipients, which is currently underway and expected to be completed by the end of January, with reports submitted to DWS and the U.S. Department of Labor.

Regarding the U.S. Department of Labor review of PY22–PY24, potential questioned costs of up to \$300,000 were identified, including \$208,142 related to reading programs covering approximately \$12 million in expenditures. The Board asserts that these costs are fully accounted for and that supporting documentation and justification have been submitted.

A comprehensive review was conducted of OJT contracts, transitional jobs, board payments, and questioned administrative costs, with supporting documentation submitted to resolve the findings. CEOs were informed at the December 17 meeting.

Unresolved questioned costs remain with a former service provider related to PY23 OJT expenses, and efforts are underway to recover those funds. A fiscal monitoring review for FY22–FY24 is also in progress.

From a governance and planning perspective, Board bylaws were revised and approved on December 17, and financial and internal policies have been updated and strengthened, with remaining policies scheduled for review in the new year.

Madam Executive Director Lisa Ortiz emphasized the Board's commitment to accountability and compliance as we move into the new year. She noted that questioned OJT costs totaled \$23,000 and that ongoing fiscal monitoring for PY24 is underway, led by Quality Assurance Specialist Ruthie Castellon. Monitoring will be completed by the end of January, and PY25 oversight will begin soon to ensure all reports are finalized for submission to DWS and the U.S. Department of Labor.

Chairman Joseph Weathers stated that the Stewards Report was valuable as an objective review of areas needing improvement. He emphasized that audits serve as a “report card” to identify weaknesses and strengthen the organization and expressed gratitude to the Secretary and Deputy Secretary for facilitating the review, viewing it as an opportunity for growth.

7.4 NM DWS Report – Veronica Alonso

NM DWS Veronica Alonso provided updates on the state plan modification, which is required every two years. The modified plan is expected to be ready for public comment by the end of January. Following this, the Board will need to update its local plan for the next two years.

She also noted upcoming state Board policies, including the local governance policy and adult/dislocated worker policy, which will require updates to the Board's bylaws and policies. Boards must update state-approved policies within 90 days, so members should review, track, and report the status of these updates.

Mayor David Romero asked about the proposed local governance policy and its guidelines. NM DWS Veronica Alonso explained that the policy addresses Board compliance, including filling vacant positions—currently 120 days to fill a spot, which

may be reduced to 90 days. She noted most state policies were created during the transition to WIOA, and the current review updates them based on the NM Department of Labor guidance to improve compliance and effectiveness.

Dr. Rebecca Estrada explained that discussions have focused on clarifying the CEO Board's role, proxy rules, and representation issues. Challenges arise when elected officials or areas without county commissioners are involved, or when cities span multiple counties, like Española. The goal is to ensure proper representation and compliance with bylaws while addressing these complexities.

NM DWS Veronica Alonso asked for an update on the vacant union position. Mayor David Romero said they're contacting a local union member from Española, though NM DWS Veronica Alonso noted this has been the same response for months. Chairman Joseph Weathers acknowledged the difficulty but said it will be addressed.

Chairman Joseph Weathers then asked NM DWS Veronica Alonso about a cash request submitted on December 8. Executive Director Lisa Ortiz explained that the Board submitted about \$400,000 in expenditures to the fiscal agent for reimbursement from DWS. The process is taking longer than expected, but these are standard reimbursements for program expenses.

The cash requests are reviewed to ensure expenses for adult, dislocated worker, and youth programs are allowable. The monitoring team raised questions about certain items, including Marquez Plaza and some Board meeting fees. Documentation is available for the meetings, but there was a question about Board member pay exceeding the allowable rates of \$45 for up to four hours or \$95 beyond that.

NM DWS Veronica Alonso explained that the lease hasn't been updated to reflect the current program percentage, so the Board is requesting to pay rent based on a pro-rata rate while the lease updates are processed. She noted that bylaws and NM Administrative Code limit Board member pay for meetings under four hours, which affects allowable expenses. The lease has been forwarded to the procurement officer for review before moving forward.

She also noted that no cash requests have been processed by DWS since July, which could strain funds for necessary payments. Unlike other boards, this Board receives rent reimbursements from partners upfront, creating a cash-on-hand balance that the state does not prefer before submitting reimbursement requests.

7.5 One Stop Operator Report – Rene Martinez

One Stop Operator; Rene Martinez, reported that during the second quarter of Program Year 2025, the American Job Center network made significant progress in staffing, facilities, and service quality. All offices received approval to add staff and reached full staffing by December, including the Las Vegas office, which returned to standard operating hours in January. Key facility improvements included the successful opening of

the new Española office, enhanced security access in Santa Fe, and ongoing evaluations of lease and remodeling options in Gallup, with Las Vegas renovations anticipated to begin in February. Performance results showed 2,698 walk-ins, 121 placements, and 1,198 first-time employment sign-ups, with year-to-date customer satisfaction averaging 98% across all sites. While walk-ins and new sign-ups declined year over year, improved placement outcomes reflected a continued focus on service effectiveness.

7.6 Service Providers Reports

7.6A. Ericka Van Eckhoutte – Adult/DW.

Ericka VanEckhoutte reported that participant training funds are at 27%, slightly below expectations, noting that second-quarter spending is typically lower due to fewer high-cost programs starting outside of August and January. She shared that upcoming spring enrollments are expected to generate approximately \$130,000 in additional ITA authorizations. Ongoing challenges include eligibility understanding, and she acknowledged Madam Executive Director Lisa Ortiz's support in helping training providers meet WIOA timelines, expectations, and compliance. Due to limited operational funding for business services, staff continue collaborating with Title III partners, the one-stop operator, board staff, and site managers to support OJT and transitional job development.

Outreach efforts in Q2 included 18 group orientations, 10 documented events, 334 attendees, and 223 individuals interested in services. Performance improved to 6 of 10 measures met, up from 2 of 10 in Q1. Ericka concluded with impact stories, highlighting Joey Alcon of San Juan County, who advanced from a \$12/hour cooking job to successfully completing CDL training with multiple job offers, and a special Thanksgiving outreach event with the correction's culinary cohort.

7.6B. Concha Cordova – YDI

Concha Cordova presented a combined Q1 and Q2 report for PY25, reporting 35 enrollments across 10 counties and a total active caseload of 101 participants. Enrollment remains compliant with requirements, with 20% In-School Youth and 80% Out-of-School Youth. The program recorded 61 work experience placements and is working toward OJT and ITA placements. Financially, ISY obligations and expenditures are at 46% and 36%, while OSY obligations and expenditures are at 54% and 64%, totaling \$39,519 in obligations and \$141,435 in expenditures (excluding December 2025).

She highlighted strong outreach efforts, with over 65 contacts and events, and growing partnerships with CYFD Juvenile Probation/Parole, community colleges, adult education providers, youth programs, and employers. Improved referral and follow-up processes are being developed. Q3 goals include 45 enrollments, 50 placements, continued outreach and engagement, performance monitoring, and special projects such as MOUs and foundation partnerships. Challenges noted

include recruiting a program manager, lower-than-expected Q2 performance, and ongoing operational and youth-related challenges.

8. Public Comments.

There were no public comments.

10. Next Meeting Date: Full Board Meeting 3/25/2026, Executive Committee Meeting 2/18/2026.

11. Adjournment

Motion to adjourn at 11:55AM. This Motion was made by Board Member Pablo Lujan seconded by Board Member Dr. Rebecca Estrada 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.

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