

Full Board Meeting
Wednesday, October 22, 2025, 10:00 AM MST

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

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

Present: 11, Excused: 7.

Also in attendance: NALWDB Staff: Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Ruthie Castellon – Quality Assurance Specialice, Brittany Valencia – Program/Finance Specialist, Issy Lozano – Program Support Specialist. **Guests:** Rick Sandoval – Zlotnick & Sandoval, Ericka Van Eckhoutte – Adult/DW Director, Concha Cordova YDI, Robyn Trammell – YDI, Veronica Alonzo NMDWS, Shellonda Rucker – Career Team, Chanin Kelly O’Rourke – DWS, Cheri Lujan – HELP NM.

1. Call Meeting to Order

The meeting was called to order at 10:12 AM by Chairman Sean Medrano.

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 not present at 10:12 a.m. Chairman Sean Medrano requested guidance from Executive Director Lisa Ortiz regarding the discussion of action items in the absence of a quorum. Executive Director Lisa Ortiz clarified that no action items could be approved and recommended proceeding to Item #7 (Announcements.)

Mayor David Romero joined the Full Board Meeting via Zoom at 10:16 a.m.; however, quorum was still not met. Chairman Sean Medrano announced that Items #4 (Approval of Agenda), #5 (Approval of Board Minutes), and #6 (Action Items) would be deferred to the next Full Board Meeting when quorum is established.

Board Chairman Joseph Weathers joined via Zoom at 10:25 a.m., followed by Board Member Marco Serna at 10:27 a.m. With Board Member Marco Serna's attendance, quorum was met. Executive Director Lisa Ortiz and Chairman Sean Medrano requested a roll call to confirm quorum for the record. During roll call, Board Member Rudy Garcia noted for the record that he would need to leave in 45 minutes due to personal reasons. Upon completion of roll call, quorum was confirmed, and the meeting proceeded to Item #4, Approval of the Agenda.

3. Pledge of Allegiance

The pledge of allegiance was recited by all in attendance at 10:15am.

4. Approval of Agenda

Motion to approve the agenda. This Motion was made by Board Member Floyd Archuleta, seconded by Board Member Maria Herrera, and passed by roll call vote unanimously.

5. Approval of Board Meeting Minutes

Motion to approve the August 28, 2025, full board meeting minutes. This motion was made by Mayor David Romero, seconded by Board Member Floyd Archuleta, and passed by roll call vote unanimously.

6. Action Items

6.1 Dislocated Worker Transfer Request.

Madam Executive Director Lisa Ortiz informed the Board that they will be submitting a Dislocated Worker Transfer of \$213,623.06 to Dislocated Worker to Adult funds.

Fiscal Agent: Rick Sandoval explained the proposed Dislocated Worker Transfer Request.

Motion to approve the Dislocated Worker Transfer was made by Board Member Rudy Garcia, seconded by Board Member Floyd Archuleta and passed by roll call vote unanimously.

6.2 Policies Approval

6.2A. Board Meeting Accessibility Policy #3.

6.2B. Procurement and Contracting Policy #6.

6.2C. Subrecipient Monitoring Policy #6.

6.2D. Eligible Training Provider List Policy #12.

6.2E. Co-Enrollment Policy #11.

6.2F. Financial Policy and Procedures

6.2G. Assessments Policy #15.

6.2H Self-Sufficiency Wage Rate Policy #22.

6.2I. On The Job Training Policy #23.

6.2J. Non-Discrimination and Equal Opportunity provisions of Workforce Policy #24.

6.2K. Adult and Dislocated Worker Eligibility Policy #29.

Board Secretary Sean Medrano requested that all Policy Approvals be grouped together. Executive Director Lisa Ortiz noted that Policies 6.2A through 6.2K were reviewed during the Rules Committee meeting, with Mayor David Romero present when the committee addressed each policy and received the State's recommendations. Board Member Rudy Garcia inquired whether the proposed changes were acceptable to the State, to which Madam Executive Director Lisa Ortiz confirmed that several of the policies originated from State guidance. A motion to approve Policies 6.2A through 6.2K was made by Board Member Rudy Garcia, seconded by Mayor David Romero, and approved unanimously by roll call vote.

7. Announcements:

No major announcements were reported.

Board Member Maria Herrera did report they had a good Month of October. Planning for a smooth November.

Board Member Dr. Rebecca Estrada reported that regarding partnerships with DWS, American Job Centers, and Workforce Solutions, Los Alamos National Laboratory previously hired up to 2,500 employees per year since 2019, but the number of hires has now plateaued at approximately 800–1,000 per year. Also, the NM State Workforce Conference was postponed until further notice.

8. Informational Reports

8.1 Board Chair Report – JD Weathers.

Board Chairman Joseph Weathers had no reports to present.

8.2 Executive Director Report – Lisa Ortiz.

Executive Director Lisa Ortiz reported that an extension to submit until November 23, 2025, was requested to allow additional time to complete and review information and findings that had been submitted to The NM Department of Workforce Solutions. She also provided clarification regarding the costs associated with trainings and transitional job training, noting that some expenses had been identified as questionable costs. She informed the Board that the Rules Committee will be scheduling a meeting to review all existing policies and address any pending or previous matters.

Board Member Rudy Garcia inquired whether the requested extension to November 23 would have any impact. Executive Director Lisa Ortiz confirmed that it would not. She further explained that all requested documentation and findings have been submitted to the Department of Workforce Solutions. The Department has requested additional information and will be reviewing all submitted materials, having agreed to the extension to ensure full compliance and accuracy.

Executive Director Lisa Ortiz confirmed that the Service Providers, Career TEAM and YDI, are running smoothly for this PY25.

8.3 Financial Report – Rick Sandoval.

Fiscal Agent Rick Sandoval provided an in-depth review of Total Assets, Liabilities, Net Assets, and Budget Activity for YDI, Adult Services, and Dislocated Workers for the month of September 2025. He also presented the Budget Actuals, including Revenues, Board Operating expenses, Direct Program, and Unrestricted Expenses, for the period of July 1, 2025, through September 30, 2025.

8.4. NM DWS Report – Veronica Alonzo.

Veronica Alonzo reported that the federal monitoring documentation was submitted in a timely manner. She noted that additional work remains to provide the U.S. Department of Labor (DOL) with the necessary information to determine whether the findings can be closed. All administrative staff are working collaboratively to ensure that all required information is submitted accurately and on time.

She also stated that the Annual Report will be reviewed, and feedback will be provided so that revisions and updates can be made prior to final approval. Veronica mentioned that sections from each of the Board's annual reports will be incorporated into her overall Annual Report, which is due to the DOL on December 1, 2025. Major highlights such as Sector Strategy and Apprenticeship initiatives will be featured.

Additionally, Veronica informed the Board that the NM Workforce Conference, originally scheduled for October 29–30, 2025, has been postponed. However, the State Board Meeting will still take place on October 30, 2025, in the afternoon, and the Sector Strategy Committee Meeting will be held on October 29, 2025.

She further reported that modifications to the State Plan are required every two years, and this is the current review cycle. The team is in the process of making updates and has met with all required partners to review their respective sections. Administrative staff may be contacted by these partners regarding proposed modifications. The modification submission deadline is expected to be in March. A public comment period will also be held, providing an opportunity to review and comment on both the current State Plan and the proposed modifications. Details will be shared once available.

Lastly, Veronica noted that the State Administrative Office is required to complete Board Certifications every two years. Work on these certifications is underway, and requests for information will be sent to administrative staff between now and the beginning of the new year.

8.5 Service Providers Report – Concha Cordova and Ericka Eckhoutte.

Concha Cordova presented the WIOA Youth Service Provider Report, providing an

update on Quarter 1 (Q1). She reported the County enrollments as follows: In-School Youth (ISY) at 34% and Out-of-School Youth (OSY) at 66%, with a quarter total of 9 placements.

Concha Cordova also reviewed Expenditures and Obligations. Current Obligations are as follows: ISY – \$15,174.58 (47%), OSY – \$16,800.00 (53%), totaling \$31,974.58.

Expenditures are reported as ISY – \$40,727.08 (34%), OSY – \$77,841.46 (66%), totaling \$118,568.54.

For Program Year 2025, Quarter 2 (PY25 Q2) activities, the following were reported:

- Enrollments: 30 total (5 ISY, 25 OSY)
- Placements: 35 total
 - 31 Work Experience
 - 3 Individual Training Accounts (ITAs)
 - 1 On-the-Job Training (OJT)

Concha Cordova discussed plans to increase Business and Participant Community Engagement and Outreach, with a focus on being more present in the communities served. She also addressed PY25 Maintenance and Performance efforts, emphasizing accurate data entry and quality assurance. Additionally, she noted Special Projects underway and a Memorandum of Understanding (MOU) with Santa Fe Public Schools.

Concha Cordova reported on the low contract amount, noting that goals are being limited to the first six months to manage available funds while addressing staffing and operational needs. She stated that expenditures are being closely monitored to determine the timing for a possible amendment. Regarding the payment schedule and participant payments, an email account was created to address any concerns or questions; however, no inquiries have been received to date. Concha also mentioned that internal processes have shown significant improvement. In operations, efforts are underway to secure onsite printer access for staff, ensure proper office coverage to support field outreach, and obtain the necessary permissions and access in NM Jobs for data entry.

Ericka Eckhoutte presented a WIOA AD/DW Quarterly presentation which explained an overview of numbers to each county caseloads. Currently their successes are steady enrollment stream, and their challenges are caseload balance.

She also highlighted several tools to help maintain caseload balance, including EPortfolio, Resume Builder, Interview Simulation, Goal Setting, Study Skills, and others.

8.6 One Stop Operator Report – Rene Martinez

No report was presented from One Stop Operator; Rene Martinez, as he was absent.

9. Public Comments.

There were no public comments.

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

11. Adjournment

Motion to adjourn at 11:29AM. This Motion was made by Board Member Dr. Rebecca Estrada seconded by Board Secretary Sean Medrano 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.