

CEO Meeting  
Thursday, June 13, 2024 10:00 AM Mountain

Zoom  
525 Camino De Los Marquez  
Suite 250  
Santa Fe, NM 87505

Cibola County:	Absent
Colfax County:	Absent
Los Alamos County:	Present
McKinley County:	Excused
Mora County:	Present
Rio Arriba County:	Present
Santa Fe County:	Present
San Juan County:	Present
San Miguel County:	Present
Taos County:	Absent

Total Present: 6, Absent: 4.

**Also in attendance:** NALWDB Staff: Joseph Weathers - NALWDB Chairman, Lisa Ortiz – Executive Director, Barney Trujillo – Operations Manager, Kevin Boyar – Program Monitor, Brittany Valencia – Program Specialist, Amber Gomez – Program Assistant **Guests:** Rick Sandoval – Zlotnick & Sandoval, Ericka Van Eckhoutte – One-Stop Operator, Pablo Lujan – NALWDB Board Member

#### 1. Call Meeting to Order

The meeting was called to order by Chairman Alex Naranjo – County Commissioner Rio Arriba at 10:00AM

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

Rollcall was done by NALWDB Program Assistant Amber Gomez who indicated that a quorum was present.

#### 3. Pledge of Allegiance

The pledge of allegiance was recited by all in attendance.

#### 4. Approval of Agenda

Motion to approve the agenda. This motion was made by Vice Chair Martin Sena – County Commissioner San Miguel, seconded by Camilla Bustamante – County Commissioner Santa Fe County, and passed unanimously by rollcall vote.

#### 5. Approval of CEO Meeting Minutes

Motion to approve the January 17, 2024, CEO Meeting Minutes. This motion was made by Vice Chair Martin Sena – County Commissioner San Miguel, seconded by George Trujillo – County Commissioner Mora, and passed unanimously by rollcall vote.

#### 6. Action Items

## 6.1 PY 24/FY25 Fiscal Agent Award

Madam Executive Director informed the CEOs that an RFP was released in January and was posted for three months. Only one proposal was submitted which was Zlotnick and Sandoval, who is currently is the boards current fiscal agent. She mentioned that Rick Sandoval Santa has been a CPA for the last 38 years and has been the board's fiscal agent for the last four years. Mr. Sandoval has 38 years of experience in public service, he provides timely reports constant overview of work that is performed, timing payments are made to our participants and our training costs. We had zero findings for the last two years in our financial audit report. The cost proposal increased slightly by \$14,000. Mr. Sandoval's firm complies with financial management, accounting, auditing, and reporting procedures that are required by state and federal laws and regulations. Madam Executive Director then made a recommendation for Zlotnick and Sandoval continue to be the Board's fiscal agent.

Motion to approve the recommendation made by Madam Executive Director. This motion was made by Camilla Bustamante – County Commissioner Santa Fe County, seconded by Vice Chair Martin Sena – County Commissioner San Miguel, and passed unanimously by rollcall vote.

## 6.2 One Stop Operator Award

Madam Executive Director announced that our one stop operator term ends June 30. She mentioned that we went out for bid which was posted for about three months. She stated that we received three proposals. The evaluation committee was a selection of three board members and a procurement officer. The board members selected are also partners with the board and are very familiar with the One Stop operator process. She then made a recommendation to award Southwest Key Programs as the One Stop Operator.

Motion to approve Southwest Key Programs as the One Stop Operator. This motion was made by Camilla Bustamante – County Commissioner Santa Fe County, seconded by Vice Chair Martin Sena – County Commissioner San Miguel, and passed unanimously by rollcall vote.

Commissioner Camila Bustamante wanted to ensure that the assets that Southwest brings are not just limited to familiarity of doing the one stop. She then asked if Madam Executive Director could provide benefits of working with Southwest.

Madam Executive Director informed Commissioner Camilla Bustamante that based on the evaluation process of each proposal and the criteria Southwest Key was voted the highest score and provided the most experience to be the one stop operator for the northern area.

Chairman Weathers stated that there were three proposals evaluated by himself, the Executive Director, and two partners. The reason they chose the partners to be a part of the evaluation team is because they work closely with the one stop operator.

Commissioner Camilla Bustamante followed up by asking what makes Southwest Key a strong candidate?

Madam Executive Director informed Commissioner Bustamante that Southwest Key has worked with similar communities in their areas as Northern New Mexico and the committee felt that Southwest Key would move in a positive direction to better the communities we serve.

Chairman Alex Naranjo – County Commissioner Rio Arriba requested a progress report in the next 6 months.

## 7. Announcements

Commissioner Camila Bustamante requested a meeting within the next six months focused on informing the CEO's of their roles and responsibilities. As well as what the CEOs can do to help support the State, the Northern Board, and One Stop Centers to strengthen our capability and making sure that our WIOA dollars go where they're supposed to go. She suggested a retreat for a few hours preferably in Northern New Mexico to discuss how we can strengthen the Northern Board in the interest of strengthening all of our services to our communities.

Chairman Weathers agreed a workshop for the CEOs is a good idea. However, he made them aware that there are firewalls, between the administrative team, the one stop, the CEO's, and finance which ultimately the CEO's are responsible for.

Chairman Alex Naranjo – County Commissioner Rio Arriba agreed with Commissioner Bustamante.

Commissioner Camila Bustamante agreed that there are separate roles, however part of that the CEO's role is the oversight of the board. She stated that the CEO's have a very high level of responsibility and she believes it is important to convene in a leadership position to strengthen partnership and the communities.

Vice Chair Martin Sena – County Commissioner San Miguel mentioned that The New Mexico Association of Counties is hosting a conference next week in San Miguel County.

## 8. Informational Reports

### 8.1 Executive Director Report - Lisa Ortiz

Madam Executive Director gave a brief report. She informed the CEO's that the Board has awarded a new service provider for Title One services to Southwest Key and will begin on July 1<sup>st</sup>. She also mentioned that our financial audit for PY23 will begin now in August with Hinkle and Landers. Herself and the fiscal agent will work with Hinkle and Landers to get those financial documents to them, to complete the report by September. Madam Executive Director informed the CEO's that she has attached the PY22 financial report with zero audit findings for their information. She mentioned that the board recently approved a transfer from dislocated worker to adult to accommodate the need for serving our adult population. She also mentioned some the program/projects in the works including the summer youth academy, partnership with corrections, and Culinary program at Santa Fe penitentiary.

Commissioner Camila Bustamante requested information on the Summer Youth Academy. She also stated that they're also partnered with the federal funding available to those individuals. She stated, there's money available to those individuals through the federal funds provided by the good jobs challenge grant.

Chairman Weathers congratulated Commissioner Camila Bustamante on the success of the WIN program.

Commissioner Bustamante thanked Chairman Weathers and gave a brief overview about the WIN program.

Madam Executive Director asked permission from the Chair to allow the current One Stop Operator Ericka Van Eckhoutte to say a few words on the last quarter.

One Stop Operator Ericka Van Eckhoutte gave a brief report that gave updates on the mobile training unit, WIN, strengthening relationships with partners, and customer service. She stated that it has been an honor serving the board and she appreciates her time as the One Stop Operator. She also mentioned that she intends on applying for the position again.

Commissioner Bustamante commended Ericka for her hard work serving as the One Stop Operator and dedication and involvement with the communities and serving customers.

#### 8.1A. PY 22/FY23 Financial Audit Report

Madam Executive Director informed the CEO's that she has attached the financial audit report for all of the CEOs to review on their own for informational purposes only. She shared that there have been zero findings the past couple years.

#### 8.2 Financial Report by Rick Sandoval

Fiscal Agent Rick Sandoval gave a brief report for the month ending in April. His report included updates on the following: projected expenditures, financial statements, and the actual expenditures.

Internet connection was lost at 10:49AM and regained at 10:55AM

#### 9. Public Comments

There were no public comments.

#### 10. Next Meeting Date Last week of June

Madam Executive Director stated that we will identify a location for a retreat for the CEOs within the next 90 days ideally in northern New Mexico and include the first meeting of the new year at the retreat. She also mentioned that we need the budget approval by the end of this year. Therefore the next meeting will need to take place the last week of June.

#### 11. Adjournment

Motion to adjourn at 11:00AM. This motion was made by Vice Chair Martin Sena – County Commissioner San Miguel, seconded by George Trujillo – County Commissioner Mora, and passed unanimously by rollcall vote.

- 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.