

San Juan New Mexico Workforce Connection
Center
3401 30th Street
Suite B
Farmington, NM 87401

Full Board Meeting
Thursday, August 18, 2022 9:00 AM Mountain

Floyd Archuleta:	Excused
Krutik Bhakta:	Present
Rebecca Estrada:	Excused
Zane Fischer:	Excused
Maria Herrera:	Present
Vince Howell:	Present
Kristen Krell	Present
Mario Lucero:	Excused
Chris Madrid	Excused
Patricia Maule:	Present
Sean Medrano:	Excused
Jolene Nelson:	Present
Dr. Lorenzo Reyes	Present
Nani Rivera:	Present
David Romero	Excused
Jon Paul Romero:	Excused
Kevin Romero:	Present
Joseph Weathers:	Present
Eileen Yarborough	Excused

Present: 10, Absent: 9.

Also in attendance: NALWDB Staff: Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Kevin Boyar – Program/Policy Monitor, Brittany Valencia- Program Specialist, Amber Gomez – Project Specialist/Communications **Guests:** Sarita Nair- Secretary DWS, Margarito Aragon- DWS, Veronica Alonzo – DWS, Cindy Gallegos – DWS, Eric Vasquez – One-Stop Operator, Jessica Hudson – One-Stop Operator Assistant, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Ericka Van Eckhoutte –HELP NM, Julio Garcia – Legal Counsel, Michelle Velarde – DWS, Mary Mylet – DWS , Amy Carlson – Farmington Area Manager DWS, Debbie Montano – Las Vegas Area Manager DWS, Paula Romo – Taos Area Manager DWS, Marcos Martinez – DWS, Marcos Martinez – DWS, John Casado – DWS, Stacy Johnston – DWS, Waldy Salazar – DWS, John Vigil

1. Call Meeting to Order

The meeting was called to order by Chairman Weathers at 9:12 AM

2. Roll Call and Determination of a Quorum

Rollcall was done by NALWDB Project Specialist/Communications, Amber Gomez, and Chairman Weathers 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 Vince Howell, seconded by Jolene Nelson, and passed unanimously.

5. Approval of Board Meeting Minutes

Motion to approve the 6/15/22 full board meeting minutes. This motion was made by Nani Rivera, seconded by Vince Howell, and passed unanimously.

6. Action Items

6.1 Contract Amendment Approval

Madam Executive Director made a recommendation for approval of the contract amendment for legal counsel.

Motion to approve the contract amendment for legal counsel. This motion, was made by Vince Howell, seconded by Jolene Nelson, and passed unanimously.

6.2 HR Handbook Revision 1

Madam Executive Director informed the Board that during the last Rules Committee Meeting there was discussion on the HR handbook. She added that the committee reviewed sections on page 12 (working hours) and page 16 (annual/sick and leave donation). There also was discussion in making changes to the website to state that office hours are flexible, and staff is available between the hours of 7-4 and the office number is on the website for immediate assistance.

Jolene Nelson made a recommendation for approval of the HR Handbook Rev. 1.

Chairman Weathers asked if there were any questions.

Vince Howell asked if we have a sick pay policy? Madam Executive Director informed Mr. Howell that we don't have a sick leave policy, however, we have sick and annual accrual for staff.

Motion to approve the HR Handbook. This motion, was made by Nani Rivera, seconded by Vince Howell, and passed unanimously.

6.3 Donation Leave Request Form

Madam Executive director mentioned that the HR Handbook has a section for leave donation and this form will be used to request a leave donation and the approval of leave donation for any medical circumstances for staff or their family.

Vince Howell asked why the form is called a leave donation?

Madam Executive Director clarified, if an employee has the medical emergency and they do not have enough leave to cover their time off, they can request a leave donation from other staff members. She added that a medical emergency slip needs to be attached to the form for documentation and tracking.

Motion to pass the leave donation request form. This motion, was made by Jolene Nelson, seconded by Vince Howell, passed unanimously.

6.4 OSO Certification Revision 1

Kevin Boyar informed the board that this is the recertification checklist that should have been approved at the last board meeting. He mentioned that this form has all of the edits discussed with the One Stop Committee.

Motion to approve the OSO certification Rev. 1. This motion, was made by Vince Howell, seconded by Patricia Maule, passed unanimously.

7. Informational Reports

7.1 Board Chair Report

Chairman Weathers introduced the new Secretary of the Department of Workforce Solutions, Sarita Nair,

Madam Secretary stated that today is her fourth day of being the new Secretary of Workforce Solutions and she couldn't imagine a better first outing than to do a ribbon cutting for a new one stop facility. She thanked everyone for having her and thanked them for their hard work.

Chairman Weathers thanked the City of Farmington and San Juan College for hosting today's Board Meeting. He also thanked everyone for attending.

7.2 Executive Director Report

Madam Executive Director gave a brief report. She stated that we recently submitted our fourth quarterly report to the DWS and shared the report with our board members and our website. She mentioned that there were a lot of good success stories in our quarterly report, and we were proud to show that we have met 14 out of the 15 measures. Madam Executive Director then thanked our service provider HELP NM for their partnership and teamwork. She mentioned that we're also working on our performance negotiations. Our staff met with HELP NM to negotiate some measures before it goes to DWS. We are also working on our PY21 Financial single audit. Madam Executive Director stated, between herself and Rick, they are working on those deliverables getting those to our auditor Hinkle and Landers. We are also working on our local plan modification. The original plan was submitted in PY20, and we included a lot of good information in the modification. Another report that we are currently working on is the annual report which is due in October and will include lots of good information and highlights. Madam Executive Director mentioned that they will be giving a 15-minute presentation during the State Workforce Board meeting in October. Lastly, she mentioned that we are working with the director for the Boys and Girls Club in Santa Fe and with Dr. Reyes, on a firefighter boot camp cohort

7.3 State Report - Margarito Aragon

Prior to Mr. Aragon's report Chairman Weathers asked John Casado who the new State Board Chair was. Mr. Casado replied, the new State Board Chair is Joshua Orozco who is based out of the Southwestern part of the State.

Mr. Aragon gave the board a quick update on the state oversight. He stated, back in December they notified the board that the state wanted to recapture money and distributed it out to other regions to spend. The state felt that they were helping right the ship financially because there was a lot of money that was at risk of being recaptured by DOL. Mr. Aragon stated that at the

time there was some apprehension when the board approved those recaptures to the state. He then informed them that those recaptures worked, it did exactly what it was designed to do and the board right now is where they need to be with their funding level. He mentioned that one thing they are still working on with oversight is ensuring that the staff has enough knowledge and training. He then asked if there were any questions.

7.4 Financial Report

Madam Executive Director informed the board that we're currently in the middle of closing out PY21, closing out those June 30th expenditures, and getting that information to our auditor. She added, by our next meeting we should have a report on our closing numbers.

7.5 HELP NM Report

Ericka and Evangeline presented the Adult/Dislocated Q4 Report and the Youth Activities report. These reports both included updates on enrollments, successes/obstacles, staffing, events, performance, 2022 Summer Youth Academy, partnership highlights, and future plans.

Vince Howell thanked HELP NM on behalf of San Miguel and Mora County for being there for the communities during the devastations caused by the fires.

Kristen Krell mentioned that she's worked closely with some students who have received WIOA benefits through HELP NM. She also stated that HELP NM has come a long way and she works with them on a regular basis to problem solve and develop timelines and deadlines and create clarity around those deadlines for a smoother and seamless process.

7.6 OSO Report

Eric Vasquez invited everyone to join us after the meeting downstairs for a ribbon cutting and tour of the facility.

8. Announcements

John Casado introduced the new CEO and Board Liaison Cindy Gallegos who will be helping them bridge some gaps. He mentioned that Miss Cindy and himself had an opportunity to present to the board of directors of commissioners a few weeks ago and give them a WIOA one-o'-one to help them better understand their roles and responsibilities. They encouraged the County Commission's to get with the workforce boards and staff, so they understand what WIOA is and what WIOA can do for their communities. He then thanked the Madam Director and mentioned that she's already on the agenda for Santa Fe. Mr. Casado added that county commissioners want to know what WIOA is and what WIOA does and asked the Board to work very hard to bridge that gap with their county commissioners and get them involved, see what they need, and engage them.

Kristen Krell announced, last week the Northern New Mexico Workforce Integration Network received \$6.4 million to develop health care and a skilled trades workforce over the next three years. This is a partnership between Santa Fe Community College, North Central Mexico Economic Development District, and the Retail Corporation. She believes that it's important for everyone to continue to think about and explore ways to align our efforts.

Madam Executive Director thanked Mr. Casado for his announcement. She stated that they were able to get on the agenda for Santa Fe County for September 13th. She plans on going to the other

counties as well and giving a presentation on what we do, what WIOA is, and how it can serve participants. She then thanked HELP NM, and DWS.

9. Public Comments

There were no public comments.

10. Next Meeting Date September 27th at the Raton One Stop Office

11. Adjournment

Motion to adjourn at 9:58AM. This motion was made by Vince Howell, seconded by Krutik Bhakta, 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 proceeding 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.