

CEO Meeting
Monday, June 26, 2023, 10:00 AM Mountain

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

Cibola County:	Absent
Colfax County:	Present
Los Alamos County:	Absent
McKinley County:	Absent
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, Brittany Valencia – Program Specialist, Amber Gomez – Project Specialist/Communications **Guests:** Chanin Kelly – NMDWS, Rick Sandoval – Zlotnick & Sandoval, Evangeline Touchine – HELP NM

1. Call Meeting to Order

The meeting was called to order by Chairman Joseph Weathers of the Northern Area Local Workforce Development Board.

2. Roll Call and Determination of a Quorum

Rollcall was done by NALWDB Project Specialist 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 Chairman Alex Naranjo – County Commissioner Rio Arriba, seconded by Monte Gore – County Manager Colfax County, and passed unanimously.

5. Approval of CEO Meeting Minutes

Motion to approve the January 13, 2023, CEO Meeting Minutes. This motion was made by Vice Chair Martin Sena – County Commissioner San Miguel, seconded by Monte Gore – County Manager Colfax County, abstained by Camilla Bustamante – County Commissioner Santa Fe County, and passed by majority.

Camilla stated that her reason to abstain was because she wasn't present for that meeting.

6. Action Items

6.1 Approval of NALWDB Budget FY 24

Madam Executive Director informed the CEO's that the Boards Fiscal Agent Rick Sandoval will be presenting the FY24 proposed budget.

Mr. Sandoval gave a brief overview of the FY24 proposed budget. He informed the CE's that the new grant allocation is \$5.2 million which is approximately a 15% increase from the previous year which was \$4.5 million. The total anticipated carry in amount is \$1.3 million which will expire FY24. Mr. Sandoval informed the CEO's that the Local Board has a high demand for adult services and there isn't enough in the adult allocation to cover the demand for those services. The grant does allow the board to request a transfer from the dislocated worker funding stream into the adult funding stream to shore up that demand. Based on previous spending levels Mr. Sandoval stated that the Local Board will need to request a transfer of at least \$500,000. He informed the CEO's that currently the administrative funding streams is really tight. A few of the expenses that get paid out of that funding stream include the director's salary, board/staff travel, and the fiscal agent's contract. For the One Stop Centers they kept the budget at \$1000,000. He mentioned that the board does has partners at those One Stop Centers. They all share the cost for rent, utilities, phone, and internet. The One Stop Operator contract is \$180,000. Mr. Sandoval stated that the unrestricted funds is pretty low, it's about \$1,000. The unrestricted funds are used for potential expenses that would not be allowable under WIOA, or any expenses that are unrelated to running the grant. He then informed the CEO's that currently staff is looking at ways to increase the unrestricted funding. As you may know, the northern board is a nonprofit, and it is eligible for charitable donations.

Madam Executive Director made a recommendation for approval of the proposed FY 24 budget.

NALWDB Chairman Weathers informed the CEO's that in the past the Local Board has received unrestricted funds from the county level as much as \$10,000 for the northern board to increase service the communities we serve. He then requested a \$5,000-\$10,000 donation from each of our ten counties to help enhance the Board's ability to serve each county.

Madam executive Director asked if there were any questions for Mr. Sandoval. There being no questions, she then made a recommendation for approval of the FY 24 budget with a roll call vote.

Motion to approve the NALWDB FY24 Budget. This motion was made by Camilla Bustamante – County Commissioner Santa Fe County, seconded by Monte Gore – County Manager Colfax County, and approved unanimously by rollcall vote.

6.2 Renewal of Fiscal Agent Contract

Madam Executive Director gave a brief overview of the fiscal agent contract renewal. She informed the CEO's that they're responsible for the fiscal agent to ensure that the grant has no misuse of funds. The Northern Board's fiscal agent is Rick Sandoval from Zlotnick & Sandoval and has been the fiscal agent for the past three years. The contract is on its fourth-year renewal. The renewal dates are July 1, 2023, and terminates on June 30, 2024. Since the contract expires next year, the CEOs will need to discuss and approve in the upcoming New Year for a release of new RFP for fiscal year 25. She mentioned that the contract is for

\$189,893.50. Madam Executive Director then made a recommendation for approval of the Board's fiscal agents' contract for FY 24.

Motion to approve the renewal of the Fiscal Agent Contract. This motion was made by Monte Gore – County Manager Colfax County, seconded by Camilla Bustamante – County Commissioner Santa Fe County, and approved by rollcall vote unanimously.

CEO Chairman Naranjo asked if there were any questions.

NALWDB Chairman Weathers informed the CEO's that their main duty is the responsibility of the Board's Fiscal Agent. He stated that there were some questions from Commissioner Bustamante on the CEO Board and the Local Board and their responsibilities. He clarified; the Chief Executive Officers are not members of the Local Board. However, they're always welcome to attend those meetings. He stated that the Local Board takes care of the provider and administrative services, and the CEOs are in charge of the fiscal agent.

Camilla Bustamante – County Commissioner Santa Fe County, thanked Chairman Weathers for the clarification. She also mentioned that Lisa Ortiz – NALWDB Executive Director did an excellent job of explaining the roles and responsibilities for each board and she expressed her gratitude for all the great work Madam Executive Director does.

7. Informational Reports

7.1 Financial Report by Rick Sandoval

Rick Sandoval gave a brief financial report for the month ending on May 31, 2023. His report covered the Participant Expenditures, Projected Expenditures, NALWDB Financial Statements, and Actual Expenditures.

Chairman Naranjo asked the board if there were any questions for Mr. Sandoval. There being none he moved to the next agenda item.

8. Announcements

There were no announcements.

9. Public Comments

There were no public comments.

10. Next Meeting Date _____

Madam Executive Director stated that we'd like to schedule the next CEO meeting. She announced that the staff was made aware that the Counties hold bi-monthly meetings, every second and fourth Tuesday of each month.

Chairman Naranjo Stated that Rio Arriba has theirs every fourth Thursday of each month.

Madam Executive Director informed the CEO's that we'll do our best to accommodate everyone so that everyone can attend future meeting. She stated that we'll check with each CEO to see what works best. Our next meeting will take place sometime in the first quarter between July and September.

11. Adjournment

Motion to adjourn at 10:44AM. This motion was made by Monte Gore – County Manager Colfax County, seconded by Camilla Bustamante – County Commissioner Santa Fe County, 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 g 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.