

Full Board Meeting - Hybrid  
Thursday, June 27, 2024 10:00 AM Mountain

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

Floyd Archuleta:	Present
Krutik Bhakta:	Present
Sarah Boisvert	Excused
Rebecca Estrada:	Present
Maria Herrera:	Present
Vince Howell:	Present
Kristen Krell	Present
Mario Lucero:	Present
Pablo Lujan	Present
Patricia Maule:	Absent
Sean Medrano:	Present
Jolene Nelson:	Present
Dr. Lorenzo Reyes	Absent
David Romero	Excused
Jon Paul Romero:	Absent
Kevin Romero:	Present
Art Sparks	Excused
Joseph Weathers:	Present
Eileen Yarborough	Excused

Present: 12, Absent: 7.

**Also in attendance: NALWDB Staff:** Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Kevin Boyar – Program/Policy Monitor, Brittany Valencia – Program Specialist, Amber Gomez- Program Assistant **Guests:** Veronica Alonzo – DWS, Chanin Kelly – DWS, Mary Mylet – DWS, Rick Sandoval – Zlotnick & Sandoval, Ericka Van Eckhoutte – One-Stop Operator, Raughn Ramirez –HELP NM, Julio Garcia – Legal Counsel, Debbie Montano- Area Manager DWS, -Amy Carlson – Area Manager DWS, Letty Naranjo – SFCC, Carmen Lujan, Cecilia Romero – NNMC

#### 1. Call Meeting to Order

The meeting was called to order by Chairman Joseph Weathers at 10:07AM.

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

Rollcall was done by NALWDB Program Assistant Amber Gomez who indicated 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 Board Member Sean Medrano, seconded by Board Vice Chair Vince Howell, and passed unanimously.

## 5. Approval of Board Meeting Minutes

Motion to approve the 6/10/24 meeting minutes. This motion was made by Board Member Sean Medrano, seconded by Board Member Dr. Rebecca Estrada, and passed unanimously.

## 6. Action Items

### 6.1 PY 24/ FY 25 Budget

We are currently going into PY24 FY 25 budget year beginning July 1<sup>st</sup>. She mentioned that during our last finance committee meeting.

Rick Sandoval gave a brief financial report to the board. His report included updates on the FY25 NALWDB proposed budget and the FY25 proposed AE budget.

Board Member Dr. Rebecca Estrada asked if we are asking for more sponsorships for the annual conference to avoid spending our administrative budget.

Madam Executive Director informed Board Member Dr. Estrada that our goal is to use sponsorship funds to pay for those additional costs for our conferences. She mentioned that this was our second conference, and the sponsorship increased this year compared to last. She's hopeful that year three the sponsorship will increase again, and we will receive the grant from the Kellogg foundation. Madam Executive Director mentioned that Rick is working on putting together an itemized report of all of the costs including sponsorship and WIOA funds.

Board Member Kristen Krell asked for clarification on the \$1,800,000 unobligated funds.

Madam Executive Director informed Board Member Kristen Krell that those are two-year allotments. Those funds are available however they aren't budgeted yet.

Board Member Kristen Krell asked when this budget will start.

Madam Executive Director informed Board Member Kristen Krell that this budget will begin on Monday for PY24-FY25. She mentioned that based on the carryover funds the contracts could be increased.

Rick Sandoval stated that they base their funds on the historical spending patterns of our service provider. If there's a need for additional services, then we have some funding to accommodate that increase.

Kristen asked for clarification on the carry in estimate.

Rick Sandoval explained that the carry in estimate is the un-obligated funds and anticipated savings in the budget from the current fiscal year, which can always change.

Board Member Mario Lucero asked when's the deadline to closeout fiscal year.

Madam Executive Director informed Board Member Mario Lucero that we typically have 30-45 days to close out the fiscal year. She mentioned that we will start our Audit in August.

Board Member Floyd Archuleta asked if there will be a final report in regard to the conference.

Chairman Weathers informed Board Member Floyd Archuleta that during the finance committee it was discussed that a final report would be provided to the Board.

There was a recommendation from both the Finance Committee Chair Pablo Lujan and the Executive Director to approve the PY24 FY25 budget.

Motion to approve the PY24 FY25 budget. This motion was made by Board Member Pablo Lujan, seconded by Board Member Sean Medrano, and passed unanimously by rollcall vote.

## 6.2 Adult/DW Contract

Madam Executive Director informed the board, Adult/DW are one contract, however, they are broken out into separate amounts, Adult is \$1.6 million, Dislocated Worker is \$600,000, the youth contract is \$1million, and the one stop operator contract is \$180,000. She then made a recommendation to approve and combine items 6.2, 6.3, and 6.6 in one motion.

Motion to approve items 6.2,6.3, and 6.6. This motion was made by Board Member Pablo Lujan, seconded by Board Member Dr. Rebecca Estrada, and passed unanimously by rollcall vote.

## 6.3 Youth Contract

Approved during item 6.2

## 6.4 Legal Counsel Contract

Madam Executive Director stated, the Legal Counsel Contract is with Advise a Modern Law Firm. She mentioned that the only change made is in the section on compensation. It broke out the costs, \$225 per hour for the attorney, \$100 per hour for the paralegal, \$50 per hour for legal assistant, and \$100 per hour for travel time for attorney with a total cost of \$10,000 for the year. She then made a recommendation for approval of the contract for Advise a Modern Law Firm.

Chairman Weathers asked Julio Garcia to speak briefly to the Board and explain the services they offer.

Julio Garcia gave a brief introduction to everyone in attendance. He stated he's served as the board's attorney for about four years now, during that time he's been able to establish a great relationship with the board partners and other stakeholders in the community. He mentioned, from a legal standpoint, what they typically do is based on case by case and as needed basis. For example, anytime the board needs any legal advice, legal research, or us to review anything from a legal standpoint, for legal sufficiency, or ensuring that processes are being followed from a legal standpoint.

Some examples of these include open meetings act, procurement, governmental conduct act, contracts, leases, and sometimes employment matters. He stated, the board has done a great job in avoiding litigation. He stated that he's open for any questions the board may have.

Chairman Weathers asked the Board if there were any questions for Mr. Garcia

Motion to approve the Legal Counsel Contract. This motion was made by Vice Chairman Vince Howell, seconded by Board Member Sean Medrano, and passed by majority vote 11 Yays and 1 No by Board member Kristen Krell.

## 6.5 Fiscal Agent Contract

Madam Executive Director stated, next on the agenda we have our fiscal agent contract with Zlotick Laws & Sandoval. Rick Sandoval provides financial accountability for the Northern Board, assist with our audits, and provides the reports as needed. The compensation for fiscal agent, the amount is \$189,455.50 which includes gross receipts tax.

Chairman Weathers asked Mr. Sandoval to say a few words before voting on the contract.

Rick Sandoval stated that they re-applied for the Fiscal Services RFP. They have been provided the fiscal services for the Board for many years. He expressed his appreciation for the opportunity to serve the board. He stated that it's been wonderful working with the staff and the board, and they look forward to continuing serving the board.

Chairman Weathers asked if there were any questions for Mr. Sandoval.

Motion to approve the fiscal agent contract with Zlotnick Law & Sandoval. This Motion was made by Board Member Dr. Rebecca Estrada, seconded by Board Member Mario Lucero, and passed unanimously by rollcall vote.

## 6.6 One Stop Operator Contract

Approved during item 6.2

## 6.7 Travel Policy Revision

Madam Executive Director requested items 6.7 and 6.8 be combined in the same motion. She mentioned that both policies were reviewed and approved during our last Rules Committee Meeting.

NALWDB Program Monitor Kevin Boyar informed the Board what changes were made to each policy. He stated, for the travel policy they removed the requirement to submit receipts, instead, there will be a stipend of \$59 a day for food and \$79 a day in higher cost designated areas. The Individual Career Services Policy allows us to pay for a training provider if they are not on the ETPL.

Motion to approve items 6.7 and 6.8. This motion was made by Board Member Sean Medrano, seconded by Vice Chair Vince Howell, and passed unanimously.

## 6.8 Individual Career Services Policy

Approved during item 6.7

## 7. Informational Reports

Madam Executive Director addressed the flooding that occurred in San Miguel and Mora Counties. She mentioned that there was very low water supply, or the communities and the Northern Board donated a pallet of water to those in need. That pallet of water will help over 40 individuals/households.

Madam Executive Director also reported that we are in the middle of a transition. HELP New Mexico's contract expires on June 30<sup>th</sup> and the new service provider Southwest Key will begin on Monday July 1. She mentioned that yesterday HELP New Mexico and the Board staff reviewed four years of files making sure that they were all accounted for. Those files will be

housed at the northern board, and we will keep those records for at least five years. Madam Executive Director also informed Chairman Weathers that her and Veronica are working with the AG's office to schedule an OMA training for the staff and Board members.

## 8. Public Comments

Chairman Weathers asked the Board Members if they had any announcements.

Vice Chairman Vince Howell thanked the board for donating water to the community and expressed his appreciation for any support/assistance they've received. He mentioned that the flooding has been devastating to the city and locals are having to travel to surrounding towns/cities for food/water.

Board Member Kristen Krell asked what the city needs and who's a good point in contact.

Vice Chair Vince Howell stated that they really need water and that he could be a point of contact.

Chairman Weathers stated that he delivered to 40 households yesterday and it was a very humbling and honoring experience helping those individuals.

Board Member Kristen Krell requested a presentation from the Adult ED Director to inform the board of the services they offer to strengthen the partnership and help better serve individuals.

Ericka Van Eckhoutte gave a brief update on the partnership with Wataburger in Farmington and their grand opening. She also expressed her appreciation and for serving the Northern Board as the One Stop Operator.

Vice Chairman Vince Howell thanked Ericka for coordinating with the health department to come into Workforce Connection office in Las Vegas to provide SNAP benefits for the community.

Chairman Weathers commending all of the board members for their hard work and leadership in the communities we serve.

## 9. Next Meeting Date July or August

## 10. Adjournment

Motion to adjourn at 11:12AM. This motion was made by Vice Chair Vince Howell, seconded by Board Member 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 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.