

Full Board Meeting
Thursday, January 5, 2023, 10:00 AM
Mountain

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

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

Present: 15, Absent: 4.

Also in attendance: NALWDB Staff: Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Kevin Boyar – Program/Policy Monitor, Brittany Valencia- Program Specialist **Guests:** Margarito Aragon- DWS, Veronica Alonzo – DWS, Cindy Gallegos – DWS, Rick Sandoval – Zlotnick & Sandoval, Ericka Van Eckhoutte – One-Stop Operator, Valorie Valdez – One-Stop Operator Assistant, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Raughn Ramirez –HELP NM, Julio Garcia – Legal Counsel, Debbie Montano – Las Vegas Area Manager DWS

1. Call Meeting to Order

The meeting was called to order by Chairman Joseph Weathers at 10:06AM.

2. Roll Call and Determination of a Quorum

Rollcall was done by NALWDB Program Specialist Brittany Valencia 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

Chairman Weathers stated that there needs to be an amendment to the agenda before approval.

Madam Executive Director asked that item 6.4 (supportive service policy revision) be removed from the agenda because the committee didn't get a chance to discuss this policy during the last Rules Committee Meeting

Motion to accept the agenda with the remission of item 6.4. This motion was made by Rebecca Estrada, seconded by Vince Howell, and passed unanimously.

5. Approval of Board Meeting Minutes - October 20, 2022

Motion to approve the October 20, 2023, meeting minutes. This motion was made by Floyd Archuleta, seconded by Vince Howell, and passed unanimously.

6. Action Items

6.1 Measurable Skills Gain Form

Madam Executive Director informed the board that items 6.1-6.3 (Measurable Skills Gain form, NALWDB Covid-19 Procedure and Best Practices, and One Stop Policy #30 Revision) have all been reviewed and approved through the Rules Committee. She then made a recommendation for approval of items 6.1-6.3.

Motion to approve items 6.1-6.3. This motion was made by Jon Paul Romero, seconded by David Romero, and passed unanimously.

6.2 NALWDB Covid -19 Procedures and Best Practices

6.3 One Stop Policy # 30 Revision

6.4 Supportive Service Policy Revision

This item was removed.

6.5 Northern Region Workforce Professional Development Conference 2023

Madam Executive Director informed the board about the Northern Region Workforce Professional Development Conference. This conference will take place at the Santa Fe Convention Center and will be held on February 8th and 9th. She explained that this conference will bring together our workforce partners, economic development, local businesses, large employers, and educational institutions to discuss the latest LMI data and identify workforce needs. Day one of the conference will be broken out into breakout sessions by counties and also by our sectors healthcare, information technology, hospitality, and trades. She mentioned that we are excited because this is the first conference that we will be putting together, Madam Executive Director thanked the strategic planning committee for providing guidance and helping plan this conference.

We are first of all that we move forward in detox to our finals, and then we will dive into the budget. Questions

Chairman Weathers asked if Mr. Trujillo had anything to add.

Barney Trujillo added, Ericka and Valorie have been working closely with the staff throughout the process. He mentioned that they would like to have all 10 counties represented and divide

the breakout sessions into three areas, Northwest (San Juan, McKinley, Cibola), North Central (Taos, Rio Arriba, Santa Fe, Los Alamos), and Northeast (San Miguel, Mora, Colfax). Each breakout session will focus on data that specifically for that area. Mr. Trujillo added, our goal for total attendance is 300, however, we believe we can get 150-200.

Motion to approve the Northern Region Workforce Professional Development Conference. This motion was made by Floyd Archuleta, seconded by Vince Howell, and passed unanimously.

Madam Executive Director mentioned that we did receive one sponsorship so for \$1,000 and are still accepting sponsorships. She encouraged the board to send organizations our way and informed them, if they would some information, we can provide a letter to send to the organization for a sponsorship.

Mario Lucero asked if State Employees can pay for registration with a purchase order.

Madam Executive Director informed Mr. Lucero, we can provide a W-9 form to you so I know state agencies they prefer purchase orders. She added, between Amber and Brittany they'll provide an invoice for payment and get those individuals registered.

Mario Lucero asked if the board is on the state vendor list.

Madam Executive Director stated that we should be on the state vendor list, however if we're not we can provide a W-9.

Mr. Lucero stated that all he needs is vendor ID number.

Vince Howell requested a sponsorship letter so that he can provide to organizations.

Chairman Weathers asked if there were any further questions

6.6 Out of State Travel Approval

Madam Executive Director informed the board that during the last finance committee meeting there was discussion on the upcoming conferences in the next few months. The National Association of Workforce Boards conference that is held in March which would costs about \$3,000 per person. The next conference ng is the National Association Workforce Development Professionals, and the cost would be around \$2400 per person depending on flight cost. She added that the committee also discussed sending three board members and a couple staff members.

Motion to approve the out of state travel. This motion was made by Rebecca Estrada, seconded by Sarah Boisvert, and passed unanimously.

7. Announcements

There were no announcements.

8. Informational Reports

8.1 Chairman Joseph Weathers Report

Chairman Weathers stated that he's very appreciative of the engagement of the board members. In the time that he's served on this board, it continues to grow stronger. He stated

that it's an honor for himself to be a chairman of a board that has members with such high standards. He also thanked the staff for their continued improvement and knowledge of the workforce system. He then thanked the State for all of their guidance and assistance.

8.2 Executive Director Report - Lisa Ortiz

Madam Executive Director gave a brief report. She informed the board that we just completed our PY21 financial audit. This audit was done by Hinkle + Landers. She mentioned that there were 9 findings in the previous year and none for the current year. She thanked Rick and staff for working with Hinkle + Landers and receiving zero findings. That report has been submitted to the State Auditor's Office for review and approval. Once the report is approved, we can send it out to the board and CEO's.

She also gave an overview of the PY22-PY23 Administrative Budget. She stated that the admin budget is about \$872,000. We've expended about \$334,000 in the first six months. We're projecting to spend about \$364,000. Leaving us with a remaining balance of \$173,322.58 which could possibly change.

Madam Executive Director informed the board that we continue to monitor each program. The board is required to expend 40% and obligate 80% of our budget allocation. She mentioned to the board that staff has regular meetings with the fiscal agent and Title I to ensure the budget allocations are expended and remain on target. Dislocated Worker funds have always been a challenge, however there is a plan in place to serve those customers. She stated, if there is a need in our adult funding, we can always transfer funds from dislocated worker into adult. She then gave an overview of the budget in each program. Under youth the contract budget is \$950,000 and we've expended about \$466,000. Under dislocated worker the contract budget is \$1.6 million, and we've expended about \$423,000. Under adult the contract budget is \$1.2 million, and we've expended about \$503,000.

Rebecca Estrada mentioned, during the retreat there was discussion about the transferring of funds from dislocated worker into adult. She followed up by asking if the number of dislocated workers had changed since then.

Lisa informed Ms. Estrada that we have shown a slight increase in dislocated workers.

Madam Executive Director informed the board that under youth in FY21 we spent \$800,000, in FY22 we spent \$1,443,933, and in FY23 we've spent \$466,549. Under adult in FY21 we spent \$1,598,679, in FY22 \$2,028,109, and in FY23 we've spent \$503,343. Under dislocated worker in FY21 we spent \$689,370, in FY22 \$1,288,743, and in FY23 we've spent \$423,776.

Kevin Boyar gave a brief overview of the Q1 vs. Q2 performance measures. He stated that during Q1 we met or exceeded 8 out of 15 measures. He informed the board, the ones that were missed before the deadline have now been uploaded and will be reflected in the annual report. He stated, due to the decrease in performance they have been having weekly performance meetings and taking a more active approach. During Q2 we met or exceeded 13 out of the 15 measures. He's hopeful that Q3 and Q4 will look similar to Q2 leaving us in a good position for the annual report. He then stated that he was open for any questions.

Chairman Weathers commended Kevin for identifying the issue, creating a corrective action plan, and getting positive results.

8.3 Financial Report - Rick Sandoval

Rick Sandoval gave a brief financial report for the month ending on November 30, 2022. His report covered the statement of financial position, the November 30, 2022, Budget to Actual, and Participant Costs.

Chairman Weathers asked the board if anyone would be interested in an orientation/training on how to breakdown the financial reports and have a better understanding of the funds.

8.4 NM Department of Workforce Solutions Update- Margarito Aragon

Before going into his report Mr. Aragon made a comment on the fiscal training brought up by Chairman Weathers. He stated, if the board decides to have a training in regard to finance it would count towards continued education along with any upcoming conferences board members attend. He added, all board members are required to complete 10 hours of continued education per year.

Mr. Aragon informed the board, every two years each board needs to be redesignated. By January 23 the state is hoping to send a policy to all of the boards with guidelines on what needs to be submitted. They are also putting together two applications. One application is if the board wishes to stay the same and the other is if the board would like to make any changes such as adding or removing any counties from the region. He mentioned that they will be scheduling technical assistance call with each region throughout the month of February. The northern area will be scheduled either the middle of February or the end. The applications will be due to the state the first week of May. This will allow about three months for each board to put together information such as LMI data, economic development, regional planning. He encouraged the board to put together a working committee to review the plan before it's submitted to the State and assist in putting together the application. He mentioned that technical assistance for the north will begin at the end of February and in April/March the state will answer any questions during the application process, and the due date will be May 5th.

Chairman Weathers motioned the public meetings that were held by the state and asked if the state is still pushing a certain plan.

Mr. Aragon stated, that was that process was necessary for the last state plan. He informed Chairman Weathers that this recertification is separate from the last state plan. He mentioned that they haven't received any word from the governor's office in regard to the work that the state board did.

Kristen asked if the state will be giving us this process with all of the deadlines in writing, and if so by when?

Mr. Aragon informed Kristen that all of the local boards should be receiving that information by January 23rd.

David Romero asked what the process would be if the Northern Board decided to make changes to their region?

Mr. Aragon informed Mr. Romero that what's going to be needed is, a justification, both from a labor market standpoint, and from a financial standpoint as to why it would make sense to absorb additional counties. He suggested reaching out to DWS to get economic studies of

labor market information that goes with commuter patterns. He also suggested working with Michael Yang to look at what zip codes are being served out of the regions. He mentioned when they provide the technical assistance, they'll help the board walk through that process.

Chairman Weathers asked Mr. Aragon if was encouraging the Northern Board to look at the northeastern side of the state?

Mr. Aragon stated no, he's completely neutral on what each board decides. He motioned, when the board starts looking at the data they'll have to determine if there is a need for reconfiguration. The CEO's also need to be involved in the decision-making process.

Chairman Weathers asked if there were any questions for Mr. Aragon?

8.5 TITLE I Report - Teresa Quintana

Teresa thanked her team for their hard work and ability to adapt through their challenges such as COVID. She mentioned that they had some hurdles with performance coming out of Q1. However, they were able to implement some strategies and improve their numbers for Q2.

Raughn Ramirez gave a report on the adult/dislocated worker activities. Her report included updates on enrollments, success/obstacles, business engagement, events, future plans for Q3, and success stories.

Chairman Weathers announced that we went offline for nine minutes. Due to time constraint, he suggested that we continue the meeting and thanked Raughn for her report. He then repeated the question he had in regard to dislocated workers for those who were on Zoom. He asked, why the number are so low in Rio Arriba.

Raughn informed Chairman Weathers that one reason the numbers are so low are due to a lack of staff. Another reason is competition with the LANL. She mentioned that they're now working with the veteran's program and pulling reports to contact individuals who have lost employment. She is hopeful that the numbers will improve with these efforts

Chairman Weathers asked about the numbers north of Espanola in Rio Arriba County.

Teresa happily reported that they have been attending the Chamber of Commerce meetings in Chama. She added that HELP NM has also done some work in Abiquiu.

Chairman Weathers followed up by asking who the major employers are in that area.

Teresa stated that currently the major employers include Abiquiu Inn, Railroad in Chama, and Game and Fish

Chairman Weathers then asked if there is any outreach to youth at the High Schools in Northern NM.

Teresa informed Chairman Weathers that HELP NM has very good relationships with the High Schools.

Cindy Gallegos commented that the individuals on Zoom lost audio/meeting. She then asked if there was another quorum check performed after audio was restored and people returned to the meeting.

Chairman Weathers stated that we can take attendance again and made it clear that they have already gone through all of the action items on the agenda and were in information reports when the audio/video cut out.

Cindy mentioned that the audio was lost around 11:14.

Rollcall was done by NALWDB Program Specialist Brittany Valencia at 11:35am. Those present included: Floyd Archuleta, Sarah Boisvert, Rebecca Estrada, Maria Herrera, Vince Howell, Mario Lucero, Jolene Nelson, Joseph Weathers, and Eileen Yarborough.

Chairman Weathers stated that 9 out of the 18 board members were in attendance which is 50%.

Before Evangeline gave her report, Teresa and Raughn shared one of HELP NM's success stories. They stated that Springer Correctional Center had 10 inmates that were doing training for their certificates. After struggling to complete the program all but one has completed. One individual has been released from prison and is now working two jobs. In addition, another individual has been released and will be attending a Safety Zone program in Albuquerque.

Evangeline Touchine gave a brief report on the youth activities. Her report included updates on enrollments, successes/obstacles, future plans for Q3, and success stories.

Vince Howell expressed his appreciation for all of the hard work being done with the youth and asked some of the activities the youth are participating in.

Evangeline informed Mr. Howell that with the youth program they're offering 14 elements which looks different for each participant. Some of the activities include internships, work experience, supportive services, and occupational skills training. Once they complete the youth program they can move up to the adult program. Their goal is to prepare them for higher education and their first job.

Vince then asked how many youth are in the program from Las Vegas.

Evangeline stated a few of the youth are receiving CDL training with Luna Community College and others have received work experience opportunities/internships.

Mr. Howell requested the names of the participants who are enrolled in internships. He mentioned that Debbie Montano NMDWS Area Manager for Las Vegas and Raton talks about the internships and opportunities in the community on the radio stations. Debbie added that they have a radio spot on Mondays.

Floyd Archuleta suggested that all of the services provided are shared with individuals during orientation.

Chairman Weathers thanked the executive committee for their engagement to this board. He then encouraged the board to reach out to individuals/organizations that would be willing to donate to our nonprofit to increase the nondiscretionary funds available.

8.6 One Stop Operator Report - Ericka Van Eckhoutte

Before Ericka gave her report, Vince Howell Congratulated her on becoming the new One Stop Operator.

Ericka Van Eckhoutte gave a brief report to the board. Her report included updates on events/services, branding/marketing, customer service, staffing, and areas for opportunity.

One highlight from her report included the community engagement events that took place at each office. She reported that she took the branding advice/recommendation from Mr. Aragon from the last board meeting. There is no longer a separation in partners when providing services all partners are identifying as providing New Mexico Workforce Connection Services and acknowledging that they're partners with the American Job Center. She added that there were updates made to the One Stop Policy. Another highlight in Ericka's report included the announcement of the Northern Area Newsletter which will be distributed monthly and available online on <https://northernboard.org/newsletter>.

9. Public Comments

There were no public comments

10. Next Meeting Date April 13, 2023

11. Adjournment

Motion to adjourn at 12:14pm. This motion was made by Floyd Archuleta, seconded by Rebecca Estrada, 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.

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