

Full Board Meeting
Friday, May 9, 2025 10:00 AM Mountain

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

Floyd Archuleta:	Present
Krutik Bhakta:	Absent
Sarah Boisvert	Present
Rebecca Estrada:	Present
Rudy Garcia	Present
Katherine Harvie	Present
Maria Herrera:	Excused
Vince Howell:	Excused
Mario Lucero:	Excused
Pablo Lujan	Excused
Jennifer Martinez	Present
Sean Medrano:	Excused
Jolene Nelson:	Present
Dr. Lorenzo Reyes	Absent
David Romero	Present
Jon Paul Romero:	Present
Kevin Romero:	Present
Art Sparks	Excused
Joseph Weathers:	Present

Present: 11, Absent: 8.

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-O'Rourke – DWS, Margarito Aragon – DWS, Ramon Pazos – DWS, Crystal Hollon – DWS, Rosina Espinoza – DWS, Rick Sandoval – Zlotnick & Sandoval, Julio Garcia – Legal Counsel, Robyn Trammell – YDI, Ericka Van Eckhoutte. – Career Team, Shellonda Rucker – Career Team, Paula Romo - DWS, Janessa Velasquez – DWS, Carmen Lujan - DWS, Amy Carlson – DWS

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 Jon Paul Romero, seconded by Board Member Rudy Garcia, and passed unanimously by rollcall vote.

5. Approval of Board Meeting Minutes

Motion to approve the 1/28/24 meeting minutes. This motion was made by Board Member Jon Paul Romero, seconded by Board Member Rudy Garcia, and passed unanimously by rollcall vote.

6. Action Items

6.1 Adult/Dislocated Worker Transfer Request

Madam Executive Director informed everyone that we're requesting a transfer from dislocated worker to adult. She then informed the board about the current projects that our service provider is working on and went over participant costs. She stated that this transfer will allow us to accommodate all of our counties.

Rick Sandoval briefly went over the transfer request and the projections. He stated that there is a need for \$1.2 million, however, we're requesting \$1.5 million which will provide additional funds to start the new fiscal year and continue funding the program. He also mentioned the possible 10% decrease in funding and having extra funds available will be helpful.

Board Member Rudy Garcia asked how we know where we are with the providers projections.

Rick Sandoval explained that those numbers are based on projection along with operating cost and obligated payments for training.

Chairman Joseph Weathers asked for the State to express their standpoint on the transfer request.

Veronica Alonzo stated that they agree with the transfer as long as the proper documentation is submitted.

Motion to approve action item 6.1 adult/dislocated worker transfer request. This motion was made by Board Member Jon Paul Romero, seconded by Board Member Katherine Harvie, and passed unanimously by rollcall vote.

6.2 Supportive Service - Need Related Payment Policy #20, Rev. 3

NALWDB Program Monitor Kevin Boyar informed the board that we established a supportive service cap of \$500 and separated the \$500 towards technology from the cap. Therefore, if a participant gets computer, it won't use up their entire siphon for supportive service availability.

Chairman Weathers asked Kevin to explain who receives supportive services and what is covered?

Kevin Boyar explained that supportive services are eligible for youth and adults/dislocated workers. Typically, supportive services are used to cover costs such as uniforms, tools, and gas.

Veronica Alonzo recommended that after the policy is approved the administrative staff ensure a procedure is in place.

Board Member Katherine Harvie expressed that there is a great need for supportive services in Farmington.

Board Member Kevin Romero made aware a typo on the policy with the placement of the dollar sign for the cap amount.

Chairman Weathers noted the change will be made to the policy.

Madam Executive Director then made a recommendation for approval of the supportive policy #20 Rev. 3.

Motion to approve supportive service policy #20 rev.3. This motion was made by Board Member Rudy Garcia, seconded by Board Member Jon Paul Romero, and passed unanimously by rollcall vote.

6.3 Youth Services Policy # 25, Rev. 5

NALWDB Program Monitor Kevin Boyar informed the board that the revision for policy #25 included establishing work experience hour cap. This will ensure that the youth service provider can more accurately predict how much money will be encumbered based on the number of work experience contracts they place youth in.

Board Member Dr. Rebecca Estrada asked, if we anticipate any pushback from employers or those who are taking on the individuals with the caps?

Kevin Boyer responded, there shouldn't be any pushback. He mentioned that the caps are still within the numbers that we have used historically.

Veronica Alonzo asked if this policy is a full rewrite of the policy because the State just recently updated the youth policy.

Madam Executive Director informed Veronica Alonzo that this is not a full rewrite and we will incorporate those changes before June 30th.

Motion to approve item 6.3 youth services policy #25 rev.5. This motion was made by Board Member Jon Paul Romero, seconded by Board Member Jolene Nelson, and passed unanimously by majority rollcall vote. 10 Yays

6.4 Adult/Dislocated Worker Policy #29, Rev. 1

Madam Executive Director informed the board that the only change to policy #29 included adding the language "right to work documentation is not required for family members".

Veronica asked if there were any incidents where family members were asked to provide documents.

Kevin Boyar explained that he included the language as a reference for the current provider because the previous provider was asking for everyone's documentation.

Veronica stated that the language is not necessary to be included in the policy. However, she stated it's up to the board.

Madam Executive Director made a recommendation to approve adult/dislocated worker policy #29, rev. 1.

Motion to approve Policy #29 Rev. 1. This motion was made by Board Member Rudy Garcia, seconded by Jon Paul Romero, and passed by majority rollcall vote. 10 Yays 1 No

6.5 Raton Lease Amendment

Madam Executive Director informed the Board, the current lease states that we moved into this building in April of 2022 and the lease expired now in 2025, so this is first amendment to the lease for the next five years. She then made a recommendation to approve the Raton Lease Amendment.

Chairman Weathers asked One Stop Operator Rene Martinez if he had anything to add. He responded no.

Motion to approve the Raton Lease Amendment. This motion was made by Board Member Jon Paul Romero, seconded by Board Member Rudy Garcia, and passed unanimously by rollcall vote.

There was discussion about the square footage of the building and additional space for partners to occupy the space. Rene stated that there is no vacant offices available or space for additional partners.

Veronica Alonzo asked if there was discussion with title III and the other service provider if they were in agreeance with the 5-year lease prior to discussion with the landlord.

Rene stated that there was no pushback for extending the lease.

Veronica asked if Title I was located in Raton and if this is the only building, they're using for services.

Madam Executive Director replied yes.

Chairman Joseph Weathers aske YDI how they are servicing Colfax County?

Robyn Trammell stated that they currently have a youth development practitioner that is assigned to San Miguel Mora and Colfax County, and we are providing virtual services at this time, and have an active participant in Raton. They are looking at opportunities to have more presence in the area. She then asked if there is space available if they have staff on an intermittent basis in that location?

Chairman Weathers informed Robyn that there is space available and mentioned that she could work with our One Stop Operator. Chairman Weathers then asked Robyn to expand on how they are providing services virtually.

Robyn informed Chairman Weathers that they're sending flyers out to the community and scheduling virtual meetings with individuals that respond to the flyers. They're looking at finding a location that has computers available to the public so they can accommodate that need. She stated that she will contact the One Stop Operator and find out more about the location for the office to see if perhaps they have a resource center that they can utilize.

Chairman Weathers expressed that this issue needs to be addressed promptly.

Board Member Katherine Harvie agreed with chairman Weathers.

7. Announcements

8. Informational Reports

8.1 Board Chair Report - Joseph Weathers

Chairman Weathers reported that next year there will be 10% decrease in funds. He mentioned that he would like to schedule a workshop with the providers and the administrative team and board members to develop a plan on how we will handle this reduction. He asked Madam Executive Director when this meeting could take place. She responded that it can be scheduled for June. He then asked Veronica Alonzo if there a possibility of a higher decrease.

Veronica Alonzo informed Chairman Weathers that they're waiting on the Notice of Award from USDOL. She mentioned that they should know by the end of the month if it will remain at 10% or increase.

To conclude his report Chairman Weathers stated that he's looking forward to a good summer youth academy and a report from the service provider.

8.2 Executive Director Report - Lisa Ortiz

Madam Executive Director informed everyone that we recently completed our PY23 fiscal and program monitoring. She mentioned that there were a few findings, and we have until June to respond to those findings and make changes. Most of the changes that will need to be made will be to our travel and financial policy. We are working closely with our monitors to strengthen those policies to present them to the Rules Committee and Executive Committee or Full Board so that those findings can be removed. Madam Executive Director informed everyone that on May 19th the DWS monitors will be reviewing PY24 and we will be providing documentation to them. US Department of Labor will be conducting a desk review of DWS and the Northern Board. This review will be virtual and take place between June 9 - 20 and we will be handing over those documents to Veronica and her staff so that they can make sure we provided all the documents they requested. Madam Executive Director also mentioned that our financial audit was approved by the State Auditor's Office in March and there were zero findings and that is available on our website.

Chairman Weathers asked how many years in a row have we had zero findings.

Madam Executive Director responded three years.

Chairman Weathers asked what a desk review is.

Madam Executive Director informed Chairman Weathers that USDOL will be monitoring all program and fiscal documents such as OJT's, timesheets, work experience, and ITA's. We will submit them electronically and they will review remotely.

8.3 Fiscal Agent Report - Rick Sandoval

Fiscal Agent Rick Sandoval gave a brief report which included the budget to actual and statement of activities.

Chairman Weathers asked Rick to explain the variance for the One Stop.

Rick explained that we received very few billings through March, and we've received more billings since this report so that number should increase once those are included.

Board Member Rudy Garcia asked what our plan is if we don't receive federal funding.

Veronica informed Board Member Rudy Garcia that they haven't received an update yet, however, they're not anticipating a huge impact.

8.4 NM DWS Report - Veronica Alonzo

Veronica Alonzo made a few announcements to the Board. She informed everyone that DWS just held an energy sector strategy convening at the 2025 NM Energy Policy Symposium that took place in Ohkay Owingeh. She mentioned that they partnered with the sponsor of the event and the NALWDB staff. This is one of many sector strategy convenings that will take place across the state.

Board Member Jon Paul Romero asked how many were in attendance for the symposium?

Veronica Alonzo informed Board Member Jon Paul Romero that they don't have the numbers for total attendees for the symposium, however there were five businesses present for the sector strategy meeting along with several what post-secondary education, and community-based organizations. She mentioned that they will be writing a report based on the information that was provided during that convening. Veronica announced that they are currently planning their annual conference which will take place in October. During this conference there will be a follow up sector strategy convening. She also announced that the next state board meeting is scheduled for June 18th in Ruidoso at Eastern New Mexico University. They are currently waiting for USDOL to send out the Notice of Award which will state how much funds we will receive in youth, adult, and dislocated worker. Once they receive the Notice they will be sending out the Grant Agreements to the CEO and Board Chair for signature and returned by the end of June.

Lastly, Veronica introduced Crystal Hollon the Board Liaison and will be managing the IFA's. She stated that Crystal will be working closely with the boards OSO in next few weeks because the state-owned building IFA's need to be in place so that their analyst can have everything budgeted and ready to go for the next fiscal year. Crystal also has been very engaged and leading the efforts, along with the boards one stop operator, with the aligned case management project that DWS has been working on for two years to strengthen our aligned case management with our partners internally and strengthen the referral system for individuals. They're currently in the pilot phase, once that's complete, they will develop a plan.

Chairman Weathers asked Mr. Aragon what the status was on the travel policy that himself and the administrative staff have been working on.

Margarito Aragon stated that he's working with the staff and he sent Madam Executive Director revisions noted areas that needed to be strengthened.

8.5 Service Providers Report - Ericka Van Eckhoutte & Concha Cordova

Ericka Van Eckhoutte gave a report to the board which included updates on enrollments, training needs by County, events/outreach, and success/challenges.

Chairman Weathers asked about the enrollment in Rio Arriba County.

Ericka responded that these numbers were pulled from nm jobs, however many of those individuals are reported in a different office of responsibility that where the individual resides.

Robyn Trammell gave a brief report that included updates on summer youth academy, youth activities, enrollments, and challenges/opportunities.

Chairman Weathers requested that YDI include a breakdown by County in their reports.

Board Member Jolene Nelson asked Robyn what methods they're using to recruit?

Robyn informed Jolene that they have been conducting in person/virtual presentations at high schools, attending career fairs, flyers, social media, and working with community partners. They have also reached out to daycare centers to reach young parents that would fall in the out of school category.

Board Member Jolene Nelson then asked if YDI is working with the local Tribes. Robyn responded that they are currently working on those efforts. Jolene stated that she would send Robyn contact information to assist those efforts.

Board Member Jennifer Martinez that she could also assist by sending contact information to fill out of school youth vacancies.

8.6 One Stop Operator Report - Rene Martinez

Rene Martinez gave a brief update to the board on unite us platform, meet and greets, new signage, site visits, Q3 traffic/enrollments/placement, job fair numbers, and success stories.

Chairman Weathers asked if we're not fully staffed, how are the providers able to go out to the communities.

Rene Martinez explained that all of the managers have a schedule and they request any events be communicated at least a week in advance to adjust the schedule and ensure there is enough staff available.

9. Public Comments

There were no public comments.

10. Next Meeting Date June 13th

Veronica Alonzo made aware some important dates taking place in June to avoid scheduling the board meeting on those dates. She stated that the state board will be on June 18th, Central board meeting is on June 16th, Eastern board meeting is on June 17th, the Southwest board meeting will be on June 24th, and June 23-27 is the Geographic Solutions Conference.

Everyone agreed on June 13th

11. Adjournment

Motion to adjourn at 12:14PM. This motion was made by Board Member Sarah Boisvert, seconded by Board Member Jennifer Martinez, 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.