

Executive Committee Meeting
Monday, June 26, 2023, 1:30 PM Mountain

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

Floyd Archuleta	Present
Rebecca Estrada:	Present
Vince Howell:	Present
Pablo Lujan	Absent
Sean Medrano:	Excused
David Romero	Present
Jon Paul Romero:	Present
Joseph Weathers:	Present

Present:6, Absent:2.

Also in attendance: NALWDB Staff: Lisa Ortiz – Executive Director, Brittany Valencia – Program Specialist, Amber Gomez – Project Specialist/Communications **Guests:** Margarito Aragon – NMDWS, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Rick Sandoval – Zlotnick & Sandoval

1. Call Meeting to Order

The meeting was called to order at 1:30PM by Chairman Joseph Weathers.

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 Board Member Floyd Archuleta, seconded by Vice Chair Vince Howell, and passed unanimously.

5. Approval of Executive Committee Meeting Minutes

Motion to approve the June 7, 2023, meeting minutes. This motion was made by Board Member David Romero, seconded by Vice Chair Vince Howell, and passed unanimously.

Chairman Weathers asked that future minutes include Board Member before the name of each board members to separate them from guests attending the meetings for the reader.

6. Action Items

6.1 Approval of NALWDB Budget FY 24

Rick Sandoval the Board's Fiscal Agent gave a brief overview of the proposed NALWDB budget for FY24. He informed the Board that there was a 15% increase in the allocation for

the new grant. The amount for the previous year was \$4.5 million and increased to \$5.2 million. He informed the Committee that the unrestricted funds are pretty low. He also mentioned that the Northern Board is a nonprofit and is eligible for charitable donations. Mr. Sandoval stated, the board can transfer up to 100% of dislocated worker/adult funds with a justification for the use of funds. Based on the anticipated expenditures for the coming year they included a transfer of \$500,000 to adult, leaving a total of \$2.1 million for adult and \$2.3 million for dislocated worker, and \$1.5 million for youth. He informed the committee that the admin funds are really tight with only \$561,000 available.

6.2 Approval of FY 24 Professional Service Contracts

Madam Executive Director informed the committee, under approval of FY24 professional service contracts there are five contracts that need approval. These include our three contracts with HELP NM, our legal counsel, and our Fiscal agent contract. Each of these contracts will expire June 30, 2024, and be available for RFP.

Chairman Weathers suggested that HELP NM spend their funds proportionally throughout all ten counties be included in their contract.

Madam Executive Director informed Chairman Weathers that it is written in the original contract that they serve all 10 counties.

Chairman Weathers express his concern that the western counties are receiving more services than the east.

Madam Executive Director stated that we can ask our service provider for a breakdown based off their budget to see how much they will be allocating to each of our 10 counties to make sure they are served.

Chairman Weathers asked Evangeline Touchine to explain to the committee the enrollment numbers per county for youth.

Evangeline informed the committee that she had a discussion with Chairman Weathers regarding enrollment numbers and the counties that are being served more than others. She stated that they are serving more participants in McKinley, San Juan, and Cibola County. She mentioned, they haven't been fully staffed in the Mora, San Miguel, And Santa Fe areas. Another factor that may have impacted the youth enrollment includes their focus on adults and dislocated workers during the months of January and February. Evangeline stated that she had a conversation with Teresa Quintana in regard to allocating more numbers in the areas lacking.

Board Member Rebecca Estrada mentioned, one way this has been resolved historically is by figuring out a baseline based on past enrollment and require a certain percentage improvement that must be completed by a certain date. If they fail to complete that metric, they will have to provide an explanation, and the Board can decide on how they would like to move forward.

Chairman Weathers stated that it was brought to his attention that during the summer youth academy there were zero enrollments in San Miguel County and only one enrollment in Santa Fe County.

Board Member David Romero - I know, that has been my concern. I know that we had the discussion about performance. And there's no question on that. But I knew the equity. You

know, having members from, you know, participants from every county doesn't matter to me, personally. I have, you know, through the summer, you know, through the summer program, I've been in contact with Ron. And, you know, just to me, I don't feel good, maybe because of the lack of, and I have employees there, but to me that matters being that I am a representative of that area, so.

Board Member Rebecca Estrada asked what the representation looked like for the other counties.

Chairman Weathers stated that Colfax is doing very well, due to an outstanding personnel that gets out of the office to look for participants. He mentioned that during their conversation, Evangeline felt that perhaps the Santa Fe and Las Vegas staff should be encouraged to do the same. He added that San Miguel is not a wealthy county and shouldn't be difficult to find participants.

Vice Chair Vince Howell expressed that he thought there were a lot of applicants from San Miguel for the summer youth academy.

Evangeline informed Vice Chair Howell that they have 14 enrollments for San Miguel and had over 100 individuals interested primarily for PED. They were screened for WIOA as well, however they didn't qualify.

Board Member David Romero mentioned that when speaking with Raughn she seemed overwhelmed, he wasn't sure if that had to do due to the low staffing. He stated that they met with the City's HR person and offered their facility, advertisement for the enrollments, and to accept applications but that kind of fell through. He expressed that he knows there is a need and interest in San Miguel County.

Chairman Weathers asked for clarification on the enrollment numbers.

Evangeline stated that she was talking about overall enrollments, for summer youth academy there are 2 in San Miguel County and 12 for Mora. Evangeline explained that they lost some youth to PED as well as the DWS program and others that were paying \$15 an hour. She mentioned that she had spoken with Teresa about staffing because the employees allocate 50% of their time to dislocated worker/adult and the other 50% to youth, versus the individual in Gallup who allocates 100% of his time towards youth.

Vice Chair Vince Howell requested HELP NM develop a plan to propose to the Board.

Board Member Floyd Archuleta mentioned that staffing is a constant issue that's brought up during youth committee meetings. He expressed his concern with the lack of staff in Espanola Office for PED. He stated that Rio Arriba County was hoping to have a meeting with the staff person in Espanola, however she'll be in Mora today, San Miguel tomorrow, and Santa Fe as well. He stated that she's not assigned to just one area. He also mentioned that the county manager asked him to join him on Friday to share information about the WIOA program on the local radio station.

Teresa Quintana informed Board Member Archuleta that currently they have two dedicated PED staff specifically for Rio Arriba. She mentioned that they have at least two to four staff, depending on the size of the county that are going around to all of the six counties that are serving PED and that's why they're not available in the office.

Board Member Floyd Archuleta stated that he didn't agree with HELP NM's process for enrollment and outreach.

Teresa Quintana informed Board Member Archuleta that they've met with everyone and haven't received any complaints from the City or Counties.

Board Member David Romero expressed his concern that he feels that San Miguel County is being neglected.

Teresa Quintana asked Board Member Romero if he was speaking about the WIOA program, PED, or both?

Board Member David Romero answered both.

Chairman Weathers exclaimed that he's glad HELP NM is enrolling youth for the PED program however there needs to be youth enrolled in the WIOA as well.

Board Member Floyd Archuleta stated regardless of if it's PED or WIOA it's still helping youth get hired.

Teresa Quintana suggested that they look at their enrollment for the past three years that they've had the grant to see where their numbers have leveled out, and then based on population present an achievable number of participants they can serve per county.

Board Member Rebecca Estrada stated, based on the conversation, they need to look at past numbers, figure out the gaps, HELP NM needs to come up with a plan, and the board needs to decide on an appropriate increase.

Vice Chair Vince Howell stated, once the Board receives that proposal, then they can decide whether or not they agree with it and move forward.

Chairman Weathers asked what the incentives are for the WIOA Youth program.

Evangeline Touchine informed Chairman Weathers there's 14 elements that they make available to all the participants depending on what type of services they're receiving. With the Summer Youth Academy, they offer incentives when they complete a career radius or financial literacy, they get monetary stipend. They also receive supportive services for transportation cost and receive \$5 a day. The Work Experience work up to 40 hours a week at \$12 an hour and are budgeted at about \$5,000 each.

Chairman Weathers asked if qualification requirements is the reason for the low numbers

Teresa Quintana informed Chairman Weathers that the reason they're losing youth for the SYA is due to higher paid internships in the community. Another issue is that they're trying to serve the out of school youth and the youth coming to them are in school.

Evangeline reported that currently they're at 100% for in school youth and for out of school youth they're at 78% enrollment. She mentioned that it might be worth considering looking at submitting a waiver for 50/50 again.

Margarito Aragon stated that they have looked into submitting another waiver however, they're currently in the middle of a State Plan process. He informed everyone that during the

upcoming planning sessions is when the Board can request that the State put in for another waiver.

Board Member Rebecca Estrada stated from her understanding even though HELP NM is offering incentives the reason we are losing youth is because we're paying less per hour than other programs in the community.

Chairman Weathers asked HELP NM if they're still providing participants with a laptop/Chromebook?

Evangeline confirmed that they're still offering a \$500 allowance for a laptop.

Chairman Weathers stated, if youth participate in a six-week program, they basically get a \$500 bonus, plus \$50 bi-weekly for travel expenses?

Evangeline explained that youth don't understand the benefit of the incentives they're more interested in the hourly rate.

Board Member Rebecca Estrada asked if the issue is possibly due to the way they are advertising/communicating the available incentives to the youth.

Board Member David Romero stated that he doesn't believe the issue is the hourly rate because HELP NM has been able to enroll participants in the other counties at the same rate.

Chairman Weathers stated, we never had this problem in previous years with SYA even competing with the PED program. He informed HELP NM that with the severance of Chicanos Por La Casa the Board needs to be feel confident to decide in extending their contract for a year. He added that HELP NM have come up with some great solutions to the problem. He stated that there needs to be a change in the strategy the staff is doing outreach in the communities being underserved.

Teresa Quintana informed Chairman Weathers that their staff are required to keep track of their outreach. However, the turnover in the areas referred to has always been a struggle. She's confident that with the proposal they provide, they will perform based off of those numbers. She stated that what's happening with CPLC is above her and they're doing their best to execute their contracts to the best of their ability during this transition.

Chairman Weathers asked Teresa what percentage of her time she is dedicating to the WIOA program.

Teresa stated that she typically dedicates about 60% of her time. However, with this transition and without a full-time president, she has to step into other shoes at times. She continues to work on the WIOA contract above and beyond what she gets paid from the WIOA contract.

Chairman Weathers asked Ms. Quintana to put herself in the place of himself and the Board Members and try to understand their responsibilities and duties to the communities.

Teresa Quintana expressed her appreciation to the Board and their support for the communities. HELP NM really values their leadership and wants to make sure that there's equity throughout the 10 counties. She stated, if the Board allows them to provide a proposal, they are confident they will meet those numbers.

Board Member Rebecca Estrada asked Madam Executive Director how she feels in regard to moving forward with this year's contract?

Madam Executive Director made a recommendation to move forward with HELP NM's last year of their contract. She expressed that she doesn't see a benefit of doing a six-month contract. However, if that's the will of the Board we would have to do an amendment.

She informed the Executive Committee that staff meets regularly with the service provider and with our guidance, she believes they'll finish their last year with high performance and those enrollments will continue to increase. She then addressed the concern with the Summer Youth Academy. She stated, moving forward, HELP NM can provide a proposal that covers each of our 10 counties. She wants to make sure that all the communities are being served.

Board Member Rebecca Estrada made a motion to approve the year contract as currently stated with the understanding that there will be a proposal submitted to the board no later than July 15, 2023, explaining how they're going to increase their numbers in the areas where we're seeing inequity and representation.

Board Member David Romero requested that the motion be amended to include with conditions that all counties are serviced equitably, despite the lack of personnel.

Board Member Rebecca Estrada agreed with the amendment.

Chairman Weathers informed Teresa and Evangeline that our contract states that it may be terminated within 30 days and if the Board has any concerns they will be addressed.

Teresa Quintana agreed with Chairman Weathers and stated that they're going through a transition that is out of their control and she completely understands. She assured him if they have any concerns, they will inform him immediately.

Chairman Weathers asked Madam Executive Director if the service provider HELP Nm will be received additional oversight from the staff. She then responded yes.

Board Member Rebecca Estrada made a motion to approve all the New Mexico contracts (youth, adult/dislocated worker, and one stop operator) for the next fiscal year with the understanding that a proposal will be submitted to the board and ratified by the board for moving forward as a plan and that both the contract and the plan will include language regarding equitable representation from all 10 counties served. This motion was seconded by Vice Chair Vince Howell and passed by majority vote. There were 3 Yays, 2 Nays by Board Member Floyd Archuleta and Board Member David Romero, and 1 Abstain form Chairman Weathers.

Madam Executive Director recommended approval for legal counsel and the fiscal agent contract.

Motion to approve the legal counsel and fiscal agent contract. This motion was made by Board Member David Romero, seconded by Board Member Floyd Archuleta, and passed unanimously.

6.3 Approval of MOU's

Madam Executive Director informed the Executive Committee that the following MOU's expire June 30th. Those MOUs include SFCC, UNM Taos, NMSU Grants, HELP NM, Acoma Pueblo, and NMHU. Madam Executive Director stated that the One Stop Operator Ericka Van Eckhoutte has been working on these MOUs with her. Madam Executive Director made a recommendation to approve the six MOUs with the term July 1, 2023, through June 30, 2026. She mentioned that in the meantime Ericka will be working on the rest of the MOUs.

Motion to approve the MOU's based on the Executive Directors recommendation. This motion was made by Board Member Floyd Archuleta, seconded by Board Member David Romero, and passed unanimously.

7. Informational Reports

7.1 Financial Reports - Rick Sandoval

Due to time restrictions Chairman Weathers asked that we skip the financial report.

Madam Executive Director stated that this agenda item is not an action item and that all of the reports have been sent out to the Executive Committee for their review. She informed the Executive Committee if they have any questions to send them to her.

8. Announcements

Chairman Weathers announced that he removed Ms. Jolene Nelson as the Board Secretary, and the new Board Secretary is Jon Paul Romero.

Madam Executive Director informed the Executive Committee that there is a new grant available from the Department of Labor called Building Pathways to Infrastructure Job Grant Program.

This grant will impact the following of our counties, Colfax, Mora, San Miguel, and Taos. She mentioned that this is a \$2 million grant award for a five-year period. Madam Executive Director asked the Committee for feedback and any information in regard to having multiple grants and tracking those funds.

The Boards Fiscal Agent Rick Sandoval cautioned Madam Executive Director that she can't use WIOA time or funds to grant write.

Chairman Weathers asked Mr. Sandoval if we have a grant writer that is not working on WIOA time and gets a grant for the Northern Board, can the fee be paid out of the grant money?

Mr. Sandoval stated, typically grants don't reimburse the cost of applying. He suggested finding someone in the ten-county area to write the grant.

Board Member Rebecca Estrada suggested reaching out to UA-12 because they're currently seeking support letters for this grant. If partnering with another entity already pursuing the grant is not an option, she suggested entities such as the Regional Development Corporation who have funding set aside specifically for helping people write grants. A few others include New Mexico Groundworks as well as North Central New Mexico Economic Development District (NCNMEDC)

9. Public Comments

There were no public comments.

10. Next Meeting Date TBD

11. Adjournment

Motion to adjourn the meeting at 2:56PM. This motion was made by Board Member David Romero, seconded by Board Secretary Jon Paul Romero, 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.