

Executive Committee Meeting
Thursday, September 21, 2023 10:00 AM
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	Present
Sean Medrano:	Excused
David Romero	Present
Jon Paul Romero:	Present
Joseph Weathers:	Present

Present:7, Absent:1.

Also in attendance: NALWDB Staff: Lisa Ortiz – Executive Director, Barney Trujillo – Operations Manager, Kevin Boyar – Program Monitor, Brittany Valencia – Program Specialist,
Guests: Margarito Aragon – NMDWS, Cindy Gallegos – NMDWS, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Ericka Van Eckhoutte – One Stop Operator, Rick Sandoval – Zlotnick & Sandoval, Julio Garcia – Legal Council

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 Specialist Brittany Valencia who determined 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 Board Member Rebecca Estrada, and passed unanimously.

Chairman Weathers entertained a motion to move into executive session to discuss personnel matters. He also requested that the State and the Board’s Attorney be included in the discussion.

Motion to enter executive session to discuss personnel matters at 10:09AM. This motion was made by Board Member Pablo Lujan, seconded by Board Member Floyd Archuleta, and passed unanimously by rollcall vote. 6 Yays.

Motion to exit executive session at 10:28AM. This motion was made by Vice Chair Vince Howell who indicated that no decisions were made during executive session. This motion was seconded by Board Member David Romero and passed unanimously by rollcall vote. 7 Yays.

5. Approval of Executive Committee Meeting Minutes

Motion to approve the 8/1/23 Executive Committee Meeting Minutes. This motion was made by Vice Chair Vince Howell, seconded by Board Member David Romero, and passed unanimously.

6. Action Items

6.1 Approval of MOU's

Madam Executive Director informed the Executive Committee that the three partner MOU's needing approval have a term from July 1, 2023 – June 30, 2026. These partners include San Juan College - ACE, Department of Vocational Rehabilitation (DVR), and North Central New Mexico Economic Development District (NCNMEDD). She then made a recommendation for approval all three MOU's.

Motion to approve the NCNMEDD, DVR, and San Juan College MOU's. This motion was made by Board Member Rebecca Estrada, seconded by Board Member Floyd Archuleta, and passed unanimously.

6.2 Approval of Out-of-State Travel

Madam Executive Director informed the committee that the out of state travel for three board members was approved through the finance committee on Tuesday. The total cost will be about cost about \$2,000 for each board member. Two will be attending the conference in Las Vegas, Nevada, and one will be attending virtually. She then made a recommendation for approval.

Motion to approve out-of-state travel. This motion was made by Vice Chair Vince Howell, seconded by Board Member Pablo Lujan, and passed unanimously.

7. Discussion Items:

7.1 Title I Update

Teresa Quintana gave a brief update on Title I progress. Currently HELP NM has 49% of their enrollments in adult/dislocated worker for the new year and 50% for youth enrollments. She mentioned, if they move to the proposed numbers of 250 and 245 the enrollment would be 41% and 53% which is still above average for the first quarter. Teresa informed the committee that they made an adjustment to their strategy this year. Her reports included both PY22 and PY23 enrollments by county and an update on their staffing.

Vice Chair Vince Howell asked Teresa the name of the representative for HELP NM in the More/Las Vegas Area prior to the rehiring process.

Teresa informed Vice Chair Vince Howell that they had Charlene and Suzanne. She added that Charlene resigned and they're hopeful that they'll have someone to fill that position within the next two weeks. Teresa mentioned that the staff they're losing in that area are leaving to work at FEMA. Although it's a shorter-term job the pay is about \$28 and HELP NM is paying \$23.

Chairman Weathers stated, by looking at PY23 he noticed that McKinley and San Juan counties have enrollments of 112 participants, and the other eight counties have 108. He commended them for their hard work in those two counties and asked what their plan was to distribute the funds more equitably.

Teresa Quintana stated that they're currently waiting for direction from the board to know what is equitable to them.

Chairman Weathers asked Board Member Rebecca Estrada if she had any suggestions in regard to what is an equitable number of participants to serve per county.

Board Member Rebecca Estrada suggested thinking about how we can leverage partnerships to make sure that we are serving our rural area communities. She recommended the Board Members that represent those communities suggest organizations, partnerships, nonprofits, or economic development agencies the Board can connect with.

Teresa Quintana thanked Board Member Estrada and expressed her appreciation for her feedback. Teresa informed Board Member Estrada that herself and Madam Executive Director have attended many meetings that include discussion of economic developments in northern New Mexico. She mentioned that we're not the only ones struggling to find people and connect with businesses.

Chairman Weathers asked One Stop Operator Ericka Van Eckhoutte about FEMA.

Ericka responded to Chairman Weathers by stating, their relationship with FEMA has been strained. However, the partnership is getting stronger.

Chairman Weathers asked Ericka how much time she spends in each office.

Ericka stated that she visits each office once a month in person and has frequent virtual visits and has been spending a lot of time with Title II. She mentioned that herself and Lisa met with Amber Gallup to try and strengthen that partnership. She has also been working with Title III to push IEP programs and ensuring that individuals are not only walking in with a high school diploma, but they also have some sort of occupational certificate as well. She mentioned that Title II is working on providing more incentives. Ericka informed the committee that currently the colleges are very pleased because there is a New Mexico Workforce Connections representative on each campus. There's a couple of documents that are currently in the works to be able to finalize and get the WIN folks have access to WCOS. She mentioned that she spoke with Veronica and there's resource agreement from NCNMEDD to provide WCOS access. Ericka believes that there are still opportunities to reach out to local CEOs to develop a referral system or make use of their referral system in the seven counties that WIN is currently in.

Board Member Rebecca Estrada suggested thinking of ways to approach current employers, including city and county governments and think through some professional development opportunities. She mentioned that there are professional development short courses available on our ETPL. She suggested asking current employers what their needs are and how to skill up their current employees.

Ericka agreed with the strategy proposed by Board Member Estrada. She mentioned that she's used this strategy previously and it works, however, this can tie into Title I as a customized training where there's no requirement for the trainer to be on the ETPL. The employer can select the trainer or conduct the training themselves. The challenge they come across most is there isn't a training provider available in the area for many of the trainings that our needed by our local businesses. To accommodate they have been asking training institutions if they could do a virtual training.

Board Member Rebecca Estrada mentioned that San Juan College is probably the most sophisticated in terms of being able to do that kind of customized training, followed by SFCC. Highlands University has limited customized training as much. There's some but it's pretty limited. And the other kind of colleges are starting to catch up.

Chairman Weathers thanked Board Member Rebecca Estrada. He then asked Margarito Aragon if the other boards experiencing this same issues.

Vice Chair Vince Howell asked Ericka if she's asked the local Chamber of Commerce if they provide Customer Service Training.

Ericka informed Vice Chair Vince Howell, a lot of the Chambers are being overwhelmed with training, employment events, and other business needs. Thankfully the Workforce Connection Center has been able to pick those events up from the Chambers.

Vice Chair Vince Howell asked Ericka if she's approached Luna.

Ericka stated that she's approached Luna however, they're waiting for an update on training.

Board Member Rebecca Estrada mentioned that she had a meeting with the President of Luna yesterday because they're hosting an event at Luna on November 1st. She stated that Luna is currently working on getting a customized training package together, they're just not there quite yet. She suggested talking to the Regional Development Corporation, they've been doing some hospitality and customer service training in Rio Arriba and Chama.

Cindy Gallegos informed Chairman Weathers that she would see if Mr. Aragon was available to answer his question.

Ericka mentioned, when Commissioner Bustamante and herself met with Luna, they were very excited to have an individual on campus.

Board Member David Romero made a comment in regard to the Win program. He stated that they have been trying to work with Luna and they're having issues because they have a lot of specialists in utilities that can't afford to travel into the city to get the training they need.

Ericka stated, that's a huge opportunity, if you have a trainer, an employer, the funding, and access to employees all in the room.

Cindy Gallegos informed Chairman Weathers that Mr. Aragon is currently attending two meetings simultaneously. However, she can report anything back to him.

Chairman Weathers thanked Cindy and informed her that we were just wanting Mr. Aragon's input. He then informed Ericka that Teresa receives a lot of heat from all the board members, and he wants to make sure as the One Stop Operator, she's aware of the situation so she can assist at the one stop.

Ericka informed Chairman Weathers that multiple partners reached out to set up some of these collaboration meetings. Unfortunately, she hasn't received feedback from all of them, and a lot of programs are continuing to build up. She stated that the more they build up, the more they overlap, and she wants to make sure they get ahead of that collaboration before it's super competitive.

Chairman Weathers stated that we have Northern, Santa Fe Community College, Luna, and Highlands...

Ericka mentioned that has foot traffic reports that she would like to compare for each facility.

Chairman Weathers thanked Ericka and asked if there were any further questions or concerns.

8. Informational Reports

8.1 Board Chair Report - Joseph Weathers

Chairman Weathers stated that he doesn't have anything to report at this time.

8.2 Executive Director Report

Madam Executive Director gave a brief report to the executive committee. Her report included updates on important upcoming events. We are currently working on the Request for Proposal for Title I for adult, dislocated worker, and youth. Madam Executive Director is hopeful that the RFP will be released by October 31st. She mentioned that we are working on our annual report which is due October 14th. Our program monitoring is also taking place this month October 16th-20th. Also, Kevin will be hosting a training on Tuesday September 26th, and he'll present his training on case notes and case management. This is to ensure that we have good case notes and that they're uploaded correctly into WCOS so that we show an increase in performance. Madam Executive Director also informed the committee that we are currently in the process of our financial audit which needs to be complete by the end of November, and that's due December 1st. She mentioned that they met with New Mexico Corrections and are hoping to have a second cohort at the Springer Correctional Facility. She stated, last year in January, we had 10 incarcerated individuals complete the heavy equipment operator training. Lastly, we have the State Workforce Conference happening October 25th, and 26th at the Marriott in Albuquerque. There are about 15 Board Members registered as well as staff.

Kevin Boyar informed the committee that he will be doing the official program monitoring for HELP NM in all 10 counties, starting the 28th going through the middle of November.

Brittany Valencia gave a brief update on ETPL. She stated that she is still working with NMSU Grants to hopefully add more programs to ETPL. She plans on having a committee meeting soon to get more programs on the ETPL.

Chairman Weathers thanked Staff for their reports.

9. Public Comments

There were no public comments.

10. Next Meeting Date TBD

Chairman Weathers announced that our next meeting will be after our attorney has an update for the executive committee.

Vice Chair Vince Howell expressed his apology for missing the previous meetings.

Chairman Weathers thanked each Board Member for attending the meeting. He understands that the Board is made up of business members who own or run businesses and he appreciates their participation/attendance.

11. Adjournment

Motion to adjourn at 10:58AM was made by Vice Chair Vince Howell, 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 proceeding. 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.