

Executive Committee Meeting
Wednesday, November 15, 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, Amber Gomez – Project Specialist/Communications **Guests:** Veronica Alonzo – NMDWS, Cindy Gallegos – NMDWS, Teresa Quintana – HELP NM, Ericka Van Eckhoutte – One Stop Operator, Dustin Monge – One Stop Operator’s Assistant

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 Project Specialist 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 Rebecca Estrada, seconded by Board Member Floyd Archuleta, and passed unanimously.

5. Approval of Executive Committee Meeting Minutes

Motion to approve the 9/21/23 Executive Committee Meeting Minutes. This motion was made by Vice Chair Vince Howell, seconded by Board Member Rebecca Estrada, and passed unanimously.

6. Action Items:

6.1 Resource Agreement

Madam Executive Director informed the committee that there’s a recommendation for the user access agreement with the Northern Board and North Central New Mexico Economic

Development District (NCNMEDD) for the WIN navigators that are in our Workforce Connection Centers. She then asked Ericka if she could give a brief description.

Ericka Van Eckhoutte stated the purpose of this agreement is to allow the NCNMEDD to have access to WCOS and allow them to work within the system directly and give them the ability to case note provide the necessary information to do follow ups for individuals that are eligible for services and funding. This will also but also allow them to help make referrals have some of those intake processes and case notes already documented, which tracks performance. Some of these documents and employment information will be beneficial to the performance of our Title I partners.

Board Member Rebecca Estrada asked if there were any concerns from the state.

Ericka informed Board Member Rebecca Estrada that there were no concerns from the State. Ericka actually received guidance from the State to set up the training and gain access to WCOS. The next step was to have a user agreement and for it to be referenced in the MOU and approved by the Board.

Motion to approve the agreement. This motion was made by Board Member Floyd Archuleta, seconded by Board Member Rebecca Estrada, and passed by majority vote 5 Yays and 2 Abstentions

Chairman Weathers and Board Member David Romero decided to abstain due to their involvement with NCNMEDD.

6.2 MOU- American Job Corp

Madam Executive Director made a recommendation for approval of the MOU between the Northern Board and our partner American Job Corp.

Motion to approve the MOU with American Job Corp. This motion was made by Board Member Rebecca Estrada, seconded by Vice Chair Vince Howell, and passed unanimously by rollcall vote.

Chairman Weathers stated for the record that Board Member Pablo Lujan had to leave the meeting. However, a quorum was still present.

7. Discussion Items

7.1 Financial Report

Madam Executive Director gave a brief financial report, her report included an overview of the actual expenditures by allocation through October 31st. Under the adult funding, we have expended FY23 funds, those will expire June 30, 2024. And we are currently spending PY 23 funding which will expire in 2025. Currently under dislocated worker, we are spending FY 23 funds. She mentioned that there is still \$572,856.82 remaining in the FY23 funds, which will expire June 30, 2024. She is confident that those funds will be extended before they expire.

Under Youth we're spending PY22 money, we have about \$37,000 remaining that will be expended in November, and then we'll begin expending PY23 funds which will expire June 30, 2025. Madam Executive Director mentioned that the other report available to review is the participant costs report which goes into more detail.

She then asked if there were any questions, there being none she continued to the next report.

7.2 Budget/Expenditure Discussion

Madam Executive Director went over our budget and expenditure to date. She mentioned that she meets with the fiscal agent and service provider on a biweekly basis.

Our budget for dislocated worker is \$980,000 and we have expended to date \$147,673 and project to spend about \$426,000 before June. Madam Executive Director informed the committee, now in the new year they will be requesting a transfer from dislocated worker to adult.

The budget for adults is about \$1.6 million and we've expended to date \$457,994.19. The projections for January-March are \$1.1 million. She stated that we have a project that is going to be placed in Taos for about \$700,000, focusing on dislocated worker. However, we believe most of the costs will come out of adults which is the reason for the transfer request.

Teresa Quintana gave the Committee a brief overview of the Taos project. She stated that a contractor reached out to HELP NM in regard to utilizing WIOA funding to fund a project that they're going to be starting in Taos to build affordable housing with MFA. The contractor's name is Taos Area Development LLC and will be sponsored by Jayco. They're working diligently and hoping to get flyers out by the end of this month. She mentioned that the population they are targeting for this project are dislocated worker and out of school youth. They're anticipating about \$700,000 worth of expenditures; however they are lowering that to about \$509,000 because they're going to limit the amount of hours to 960. She added that they plan to do a lot of marketing in Rio Arriba and Taos.

Chairman Weathers asked if HELP NM has the personnel to take on this project.

Teresa informed Chairman Weathers that she's very confident, they have an amazing staff person in the Taos office who is well above her numbers and is fully capable of taking on this project.

Vice Chair Vince Howell asked how many workers they need?

Teres informed Vice Chair Howell, during the first phase there will be 35 individuals who will lay groundwork and piping. There is a potential for 250 individuals. Phase two will be construction and they're looking at about 500 jobs by the end of this project.

Vice Chair Howell then asked if the advertisement will only be done within the region.

Teresa stated that yes, they must be within the region to be eligible for WIOA.

Chairman Weathers asked what role Ericka will play in this project?

Teresa stated that hopefully Ericka will help with advertisement and social media campaigns.

Chairman Weathers asked both Ericka and Amber to send this information to the Mora Bulletin Board Facebook page.

Ericka responded, as soon as we have the flyer and everything, we'll make sure it's sent out to everyone.

Board Member Floyd Archuleta asked if HELP NM is keeping up with their financial commitments and making payments on a timely manner.

Teresa stated that all of their payments come through the Northern Board. Help NM only oversees some part of services and their staff's payroll.

Madam Executive Director explained, HELP NM submits their invoices to the Board and herself and Brittany review them before they are sent off to the fiscal agent to process the payments. She stated that usually there is a pretty quick turnaround.

Veronica Alonzo thanked Teresa for providing that information and expressed that she thinks it's going to be a great project for the north. Have a couple of questions. She then followed up with a few questions. She asked, will they be OJT's? What percentage are you looking at reimbursing the business?

Teresa answered yes to her first question and answered about 75% to her second question.

Veronica Alonzo then asked what the name of the business was? If they're meeting the definition of the 75% business and if they don't, if they don't meet that, will the projection of expenditures go down to 50%.? And Lastly Veronica asked if they had a project outline that outlines everything that just described in writing?

Teresa answered, the name of the business is Taos Area Development LLC., and they are meeting the 75% and if not, they will go to 50%. To answer her final question she stated, they're currently gathering the documents to create a scope of work.

Veronica stated that she looks forward to seeing the scope of work.

Chairman Weathers asked Veronica if she had any other questions to any of the items on the agenda.

Veronica stated that she would like to further discuss the actual expenditures with Madam Executive Director during their Wednesday call.

Chairman Weathers then asked her if she foresees any problem with transferring Dislocated Worker funds for this program?

Veronica stated, as long as there's a good strategic plan in place there should be no issues.

Chairman Weathers asked if there were any further questions for Teresa?

Madam Executive Director stated, both projections can change depending on the enrollments that HELP NM makes now in December. Once those enrollments are done, then we'll know exactly what our transfer will be so that we can present that during the next board meeting. She informed the Committee that under youth their budget is one million dollars, they've expended to date \$289,936.90 and their projections for the rest of the year is about \$506,000.

Chairman Weathers asked for an update on staffing.

Teresa informed Chairman Weathers that currently they are still struggling to keep individuals here in Santa Fe and Rio Arriba. She mentioned that she has spoken to a few individuals who are leaving, and they've disclosed that part of the reason stems back to their internal training, they said that they felt overwhelmed when entering the program.

Chairman Weathers stated that this is a Human Resource problem that has been ongoing. He followed up by asking if HR had any solutions to retain staff.

Teresa stated that they've been interviewing individuals as soon as possible. As for exit interviews, they haven't reached out to HR to see if they've done any to provide information as to why staff are leaving.

Chairman Weathers asked if there has been any communication with CPLC. If so, have they come up with any solutions? He then asked if the Board needs to write letter or if there is anything the Board can do to make sure this issue is resolved.

Teresa stated that a letter would definitely help. She mentioned that CPLC did make a few suggestions such as hiring bonuses which HELP NM wasn't on board with because it would affect the existing staff.

Chairman Weathers asked Board Member Rebecca Estrada if she could help brainstorm with Madam Executive Director and the Operations Manager to see what we'd like to put in that letter.

Operations Manager Barney Trujillo reiterated what Teresa stated, that the staff leaving are overwhelmed. He asked what type of support they need during training to make it less overwhelming. He suggested another staff person support/oversee the new hires during their first three months.

Teresa informed Mr. Trujillo that they have developed a mentorship type program, where they have one person that they feel comfortable with, by their side every day. However, even with that support they don't stick around to complete the three months training.

Board Member Rebecca Estrada stated that what she's been hearing is one reason individuals are leaving is the workload compared to the hourly wage. She stated, somewhere in the letter to HR it needs to state, there needs to be room in the budget for a three-month retention bonus as well as raises for existing staff. She mentioned that exit interviews are always a great way to gain information.

Teresa stated that they recently did staff evaluations and gave raises to staff that have been with HELP NM over a year. She mentioned that currently their CSA's are the highest paid in the State. Santa Fe and Rio Arriba there is competition from LANL and the State. Teresa informed the Committee that they have lowered the qualifications to open up the application pool.

Board Member Rebecca Estrada stated that Teresa is correct, LANL is one of the largest employers in the Northern Region with many of the jobs only requiring a high school diploma and their average starting salary is \$103,000 a year.

Chairman Weathers asked Teresa if she's been in communication with Mr. Griego and where he's focusing his attention.

Teresa stated that Mr. Griego sent some people from the Las Vegas/Mora Area so now they're fully staffed there.

8. Announcements

Chairman Weathers asked if there were any announcements.

Ericka Van Eckhoutte introduced her new administrative assistant, Dustin Monge. She mentioned that Dustin has been her assistant going on three weeks and has already met a few Board Staff and one Board Member.

Dustin Monge gave a brief introduction and stated that she's excited to be working with Ericka.

9. Public Comments

There were no public comments.

10. Next Meeting Date TBD

Madam Executive Director announced that the next Full Board Meeting will take place in January.

11. Adjournment

Motion to adjourn at 10:50AM. This motion was made by Vice Chair Vince Howell, seconded by Board Member 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.