

Executive Committee Meeting  
Monday, December 18, 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:	Absent
Pablo Lujan	Present
Sean Medrano:	Present
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 – Program Assistant **Guests:** Veronica Alonzo – NMDWS, Waldy Salazar – NMDWS, Rick Sandoval – Zlotnck & Sandoval, Joseph Griego – HELP NM, Evangeline Touchine – HELP NM, Raughn Ramirez – HELP NM, Ericka Van Eckhoutte – One Stop Operator

#### 1. Call Meeting to Order

The meeting was called to order by Board Member Pablo Lujan 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 amend the agenda to move items 6.1 Service Provider Update and 6.2 Monitor Report PY21 to discussion items instead of action items. This motion was made by Board Member Floyd Archuleta, seconded by Board Member David Romero, and passed unanimously.

Board Member Pablo Lujan announced for the record that Chairman Weathers entered the meeting at 10:36AM.

#### 5. Approval of Executive Committee Meeting Minutes

Motion to approve the 11/15/23 executive committee meeting minutes. This motion was made by Board Member David Romero, seconded by Board Member Floyd Archuleta, and passed unanimously.

#### 6. Discussion

## 6.1 Service Provider – Update

Joseph Griego addressed the questions in regard to the change in staffing at the management level. He informed everyone that as of last week Mrs. Quintana submitted her letter of resignation. Currently they're closing out her personal files and her pay. He stated that Mrs. Quintana was working on different sectors of grants within HELP New Mexico, which include: CSBG, Foster Grandparents, and WIOA. That being said, they are discussing which direction to take before looking to fill that vacancy. Mr. Griego mentioned that there are other vacancies that they are trying to fill. Those vacancies include three in Santa Fe, one in Las Vegas, and one in Espanola. They have streamlined the process of filling the positions through CPLC to speed up the process. However, individuals are asking HELP NM to match the pay that other businesses are offering them specifically in Santa Fe. He mentioned, prior to Teresa leaving, they were working on a way to increase those pay rates to attract more people. He then asked if there were any questions in regard to Teresa's resignation?

Chairman Weathers expressed his concern about not hearing that Mrs. Quintana resigned directly from Mr. Griego. He stated that there needs to be a more open line of communication. He then asked if there were any staff in Santa Fe.

Raughn Ramirez informed Chairman Weathers that they have a gentleman coming from Gallup on Mondays, Tuesdays, and Wednesdays, and she's coming in on Thursdays and Fridays to cover the office.

Chairman Weathers then asked how long have those positions been vacant?

Mr. Griego replied, those positions have been vacant for some time. He explained that all of the individuals they have hired usually only stick around for a couple of weeks or they get offered a position and reject it prior to their start date due to finding another position that pays more.

Board Member David Romero asked who is overseeing the WIOA now for HELP NM?

Mr. Griego informed Board Member David Romero that they are currently following the organizational structure and seniority, which would leave Evangeline in charge of overseeing WIOA.

Board Member David Romero asked Mr. Griego if he's confident that services won't be disturbed with the change.

Mr. Griego stated that there shouldn't be any disturbance within the change, all the staff know their responsibilities. He said that their biggest concern is retaining staff which is something they're continuously working on.

Board Member Rebecca Estrada agreed with Chairman Weathers, she also expressed her concern that there wasn't a direct line of communication about Teresa leaving. She then asked for clarification on the next steps they plan on taking. She reiterated what Mr. Griego said, HELP NM will be performing an inventory of Mrs. Quintana's portfolio and decide what the best way to fill that position or reorganize it. She then asked if they plan on waiting until that evaluation is complete to post the position or will multiple individuals be taking over those responsibilities, and how long will this process take?

Mr. Griego informed Board Member Estrada that HELP NM and CPLC will be meeting today to identify what is the best avenue as they move forward. They will be addressing the issue of having one individual seeing multiple grants. Their hope is to have one person overseeing WIOA, and one person overseeing the other three funding sources. In the meantime, they have Evangeline doing that and there'll be an adjustment to her pay, based on the additional responsibility. They will also look at the possibility of readjusting a responsibilities within the organization.

Board Member Rebecca replied yes, and thanked Mr. Griego for answering her question.

Chairman Weathers suggested that they give Raughn Ramirez an increase in pay to help fill the positions in Santa Fe, Espanola, and Las Vegas if they're planning to readjust responsibilities.

Mr. Griego informed Chairman Weathers, that they will be discussing if they're able to make adjustments within the current staff to free up money to allow them to put a better package together specifically for the Santa Fe office.

Board Member Floyd Archuleta asked if HELP NM is considering having a separate person oversee the Espanola office from the Taos office?

Mr. Griego informed Board Member Archuleta that he's been in conversation with Raughn to determine the best fit for Espanola and Taos.

Raughn added, they have an individual starting the first of the year in Espanola and they plan on hiring a second individual they're just waiting on receiving applications.

Board Member Floyd Archuleta clarified that he was asking about specifically about a director not staff.

Raughn informed Board Member Archuleta that she oversees all the 10 counties and Evangeline occasionally helps with Farmington and Grants office's since she's closer.

Chairman Weathers expressed his concern about the big project in Taos and whether they will be able to continue the project.

Raughn informed Chairman Weathers that they're still planning on moving forward with the Taos project. Evangeline is meeting with them and they're looking at starting in January. will have about 30 intakes that will be OJT's. She then gave an update on a few other projects They'll be picking up ten more inmates at the Springer Prison to do a training, and they're still continuing with the project with Santa Fe schools.

Chairman Weathers asked who will lead the project.

Raughn informed Chairman Weathers that most likely it will be herself and Evangeline. However, she'll be traveling to Taos and Evangeline will be meeting with the businesses. She mentioned that they plan on bringing more CSA's when they do the mass intake, and QA as well so they can do an automatic approval after each application.

Chairman Weathers stated that it seems like they have a good plan in place. He then asked if there were any other questions for the provider? There being none he thanked Mr. Griego, Raughn, and Evangeline.

## 6.2 Monitor Report PY21

Madam Executive Director informed the committee that the state just completed the PY21 monitoring report. She added, we're a couple of years behind. So some of the issues or concerns that they wrote up in the monitor report are items that we corrected, or completed in PY22. She believes that there are one or two findings that are being clarified now in the new year with one of our policies and with laser fish. She stated, between herself, Barney and Kevin all of the findings on the report have been corrected and completed.

Operations Manager Barney Trujillo mentioned that they are currently working on responses for the state for those findings.

Madam Executive Director informed the committee that they have 45 days to complete their responses. She announced that the state will be performing PY22 monitor report in February.

Chairman Weathers asked Veronica, since the Board is so behind on the monitoring reports, how will the finding from this report effect the upcoming monitoring?

Veronica Alonzo stated that the monitoring report will come from the monitoring team which is overseen by Mr. Aragon.

She explained, typically what happens if the corrections have already been made, then in the responses, you'll be able to identify how and when those changes were made. One the monitoring team receives responses hopefully they will accept those responses and then quickly close out that monitoring report. If there's something that it isn't closed out in the previous program monitoring, they may just add it to the new monitoring report.

Madam Executive Director thanked Mrs. Alonzo and informed the committee that this report had a lot less findings from the previous program years.

## 7. Action Items

### 7.1 One Stop Operator RFP Draft –

Madam Executive Director made a recommendation for approval to release the RFP for the One Stop Operator in the new year. She mentioned that we will advertise in the same places as the previous RFPs for adult/dislocated worker and youth which is the Santa Fe New Mexican, Albuquerque Journal, our website, and NAWB.

Chairman Weathers asked if there were any questions.

Motion to approve the release of the One Stop Operator RFP for the new year. This motion was made by Board Secretary Jon Paul Romero, seconded by Board Member Pablo Lujan, passed unanimously by rollcall vote.

Chairman Weathers kindly reminded everyone about the firewall between our One Stop Operator.

Chairman Weathers asked when the last RFP closes?

Madam Executive Director stated the two RFPs that are currently released are adult/dislocated worker and youth. Which have been out for about a month and a half. She informed the

committee that we have received some questions from a couple individuals and the deadline for those questions are today, and January 15<sup>th</sup> is the date of the proposals.

#### 8. Public Comments

There were no public comments.

#### 9. Next Meeting Date TBD

Madam Executive Director stated that the next Full Board will take place late January or early February.

#### 10. Adjournment

Motion to adjourn at 10:36AM. This motion was made by Board Member Pablo Lujan, seconded by Board Member David 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.