

Executive Committee Meeting  
Wednesday, July 17, 2024 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:	Present
David Romero	Present
Jon Paul Romero:	Present
Joseph Weathers:	Present

Present:8, Absent:0.

**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, Chanin Kelly – NMDWS, Waldy Salazar – NMDWS, Ramon Pazas - NMDWS, Rick Sandoval – Zlotnik & Sandoval, Henry Castillo – Southwest Key, Teresa Quintana – Southwest Key, Gina Montoya– One Stop Operator

#### 1. Call Meeting to Order

Meeting was called to order at 10:06AM by Chairman Joseph Weathers.

#### 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 Pablo Lujan, seconded Vice Chairman Vince Howell, and passed unanimously.

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

Motion to approve the executive committee meeting minutes from March 4, 2024 . This motion was made by Vice Chairman Vince Howell, seconded by Board Member Pablo Lujan, and passed unanimously.

#### 6. Action Items

##### 6.1 Recommendation to relocate NALWDB

Madam Executive Director informed the Committee Members that our new service provider Southwest Key needs a location in Santa Fe for their office.

The amount of space they need is similar to the NALWDB office and many of the office locations in the area require a five-year lease and their contract is only four years. She then made a recommendation for the NALWDB office to relocate to 112 W. San Francisco St. Suite 312, Santa Fe, NM 87501. She mentioned that the office includes six offices (we have 5 staff members), a kitchen, and a conference room to accommodate the board. However, we still have our meetings at the current office to allow for better parking and handicap accessibility. She mentioned that we're also requesting through the term of the lease that they provide parking for the staff at the new location. The costs per month would be about \$4,100 and Southwest Key would move into the space the board currently occupies.

For the record Board Member David Romero joined the meeting at 10:12AM.

Board Member Dr. Rebecca Estrada asked what we are paying currently for rent.

Madam Executive Director informed D. Estrada that we are currently paying a little over \$8,000.

Chairman Weathers asked how long the lease is for the current location?

Madam Executive Director stated that we have six years left because it was a 10-year lease. However, we will always have a service provider that can occupy the space.

Chairman Weathers suggested scheduling the meetings throughout the 10 northern counties.

Madam Executive Director stated that she is open to the idea of scheduling the full board meetings in different counties. She mentioned, in the past we've had meetings in Farmington and Las Vegas.

Board Member Jon Paul Romero stated that he's happy to hear that the organization would save money by cutting the rent in half. However, he expressed his concern about the downtown area being very congested and hard to find parking. He stated that the current office is convenient, secure, and has plenty of parking.

Madam Executive Director also mentioned that this space allows us to move in quickly and our new service provider, hired some new staff and they want to get their team in place by next week. Therefore, we need a place where we can move in quickly and our service provider can take over our space as soon as possible.

Madam Executive Director also mentioned, there isn't enough space next door at the one stop center for our service provider's career coaches (case managers) to meet with customers. Our service provider will be able to relocate some of those staff members to this location to accommodate all the staff members.

Chairman Weathers asked how they plan on maintaining the firewall with Title one and the One Stop Operator.

Henry Castillo informed Chairman Weathers that they've been discussing this with the Executive Director and their plan is to decrease the level of staffing and move the OSO into the same office however on the opposite end of the building to maintain that firewall. They are aware that the OSO oversees many offices throughout the region so this will be a central location. Mr. Castillo also mentioned that they would like Teresa and her team to remain in close proximity to support the staff in the One Stop Center.

Chairman Weathers asked how many staff there is in Santa Fe?

Teresa Quintana stated that there are 11 staff members.

Board Member Sean Medrano asked what the square footage was in each office space.

Madam Executive Director stated that the current office space is about 7,000 and the new location is about 3,500. She stated that there will be enough office space for each staff member, the board chair, and a few addition areas for board members that need to utilize the office.

Board Member Floyd Archuleta mentioned that the only time he comes into this office is occasionally for committee meetings and for full board meetings. He stated, as long as we can accommodate the staff and their needs that's what is important. He agreed with Chairman Weathers suggestion to have meetings throughout the region.

Board Member David Romero expressed that his only concern is the parking. He stated that he's ok with relocating as long as Madam Executive Director and the staff feel that this is an appropriate location.

Motion to approve the relocation of the NALWDB office. This motion was made by Board Member Sean Medrano, seconded by Board Member Pablo Lujan, and passed by majority vote 7 Yays and 1 No by Chairman Weathers.

## 6.2 Goodwill Industries of New Mexico letter of support

Madam Executive Director informed the committee that Goodwill Industries of New Mexico. reached out to the Northern Board asking for a letter of support for a grant that they are funding for the US Department of Labor. For a critical sector job quality grant program to support goodwill clean tech accelerator training program for solar and storage technicians. She then made a recommendation to approve the Goodwill Industries letter of support.

Chairman Weathers asked if there were any questions.

Motion to approve the letter of support. This motion was made by Board Member Dr. Rebecca Estrada, second by Board Member Sean Medrano. And passed unanimously.

## 7. New Business

### 7.1 One Stop Operator

Henry Castillo the Vice President of workforce development for Southwest Key the service provider for Title I and the One Stop Operator. He then announced that the new one stop Operator is Gina Montoya and her first day was on Monday. He informed the committee that Gina has a really good background and experience working within the community in the northern region as well as working with nonprofits and other organizations related to workforce. He mentioned that this week they are visiting all of the One Stop Centers to meet all of the partners. The next step is to schedule one on one meetings with the board members to get feedback to develop a strategic plan for a One Stop System to provide better support for the community and all the partners.

Gina Montoya gave a brief introduction, she informed everyone that she was born and raised in New Mexico and originally from Espanola. She worked the nonprofit field for over nine

years and is very familiar with the communities. She stated that she's excited to start, meet/connect with everyone, and work together to build relationships.

Chairman Weathers asked Gina what counties she has worked in.

Gina replied that she's mostly worked in Santa Fe and Espanola and a little bit in the northern area.

Chairman Weathers stated that the northern region is very diverse.

Henry Castillo mentioned that the next step is to visit the smaller communities that we don't directly serve but still receive services through one stop centers throughout the northern area. They would also like to engage with Board Members, Chambers of Commerce, and Community Partners.

Chairman Weathers stated that he would love to see the partnerships expand to the smaller villages and towns that are within our 10 northern counties.

Vice Chairman Vince Howell also Chairman of the One stop Committee introduced himself to the new OSO. He requested a meeting to have a committee discussion with her.

Board Member Dr. Rebecca Estrada recommended them also meeting with economic development and workforce development agencies, such as the Regional Development Corporation.

Board Member David Romero also the Mayor of the City of Las Vegas stated that he's willing to meet with the new OSO to help bring some of those partners together in the city of Las Vegas.

Waly Salazar and Veronica Alonzo welcomed Mrs. Montoya to the team and stated that they look forward to working with her. Veronica mentioned that at the state level they like to be in communication with the One Stop operator as often as possible. She informed Gina that she will be sending her a meeting invite so that she can have a one-on-one regular meeting with the state and answer any questions she may have. She mentioned that they will also provide technical assistance during her first few weeks. Mrs. Alonzo mentioned that Michelle has a regular scheduled meeting with all of the operators to discuss what's going on with the offices, updates, and communication. She also mentioned that the OSO's from each region have also formed a separate scheduled meeting to support each other.

Henry Castillo requested everyone in attendance if they could help facilitate meetings with community partners to introduce Gina. He mentioned that both himself and Gina are registered to attend the workforce conference next month. Mr. Castillo informed everyone that he would like to be included in all correspondence/meetings with Gina as her supervisor so that he's aware of what's going on and can step in when she's not available.

## 7.2 Title I - Henry Castillo

Teresa Quintana gave a brief report. Her report included updates on a few of the projects they're currently working on. Those projects include the 3D printing program and CDL classes.

Madam Executive Director also mentioned that we are working with NM Corrections and the Santa Fe Penitentiary.

Henry added that they want to be mindful of the budget when starting any new projects.

Chairman Weathers stated that there seems to be a trend for quick credentials versus degree programs and asked Veronica Alonzo the states view on this trend.

Veronica stated that here's no restrictions as to the types of trainings that an individual can ask to be helped with as long as those trainings are on the ETPL whether it's long term, short term, associate's bachelor's, industry recognized certificate can be paid for with WIOA. She agreed that short term credentials are trending, and individuals want to be employed sooner rather than later. She recommended everyone read the State Plan executive summary that includes the state's goals for the next four years.

Board Member Rebecca Estrada mentioned that sector strategies aren't restrictive, in many ways they're elevating programs that get an individual into work. Often, we're seeing short term or pre apprenticeship type programs that get them in and turn into an OJT. Depending on the or the foundational skills needed it's not always necessary to have an associate degree, bachelor's degree. Sometimes they just need a certification or an associate degree to get them in.

Veronica Alonzo stated that the Northern region has some really good sector strategies. The WIN grant is doing an excellent job convenings different sectors. There's also the Work Based Learning Coalition which is sector strategy driven.

## 8. Informational Reports

Board Member David Romero thanked Chairman Weathers and the Board for the pallet of water they donated during their water crisis three weeks ago. He stated that they had to close down businesses, which was unfortunate, but they're back in operations. Their water situation continues to improve, they're just waiting for a pre-water treatment plant that's been set up to hopefully begin operations on Friday.

Board Member Floyd Archuleta expressed his concerns about the unemployed and homeless situation in the City of Espanola

## 9. Public Comments

There were no public comments.

## 10. Next Meeting Date TBD

## 11. Adjournment

Motion to adjourn at 11:01AM. This motion was made by Vice Chairman Vince Howell, seconded by Board Member Pablo Lujan, 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 g 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.