

Full Board Meeting
Thursday, October 20, 2022 10:00 AM
Mountain

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

Floyd Archuleta:	Present
Krutik Bhakta:	Excused
Rebecca Estrada:	Present
Maria Herrera:	Present
Vince Howell:	Excused
Kristen Krell	Present
Mario Lucero:	Present
Chris Madrid	Present
Patricia Maule:	Excused
Sean Medrano:	Present
Jolene Nelson:	Present
Dr. Lorenzo Reyes	Absent
Nani Rivera:	Present
David Romero	Present
Jon Paul Romero:	Present
Kevin Romero:	Excused
Joseph Weathers:	Present
Eileen Yarborough	Present

Present: 13, Absent: 5.

Also in attendance: NALWDB Staff: Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Kevin Boyar – Program/Policy Monitor, Brittany Valencia- Program Specialist, Amber Gomez – Project Specialist/Communications **Guests:** Yolanda Montoya-Cordova – Deputy Secretary DWS, Margarito Aragon- DWS, Karla Melendez – DWS, Rebecca Sisneros, Eric Vasquez – One-Stop Operator, Valorie Valdez – One-Stop Operator Assistant, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Ericka Van Eckhoutte –HELP NM, Raughn Ramirez- HELP NM, Julio Garcia – Legal Counsel, Rick Sandoval – Zlotnick & Sandoval, Pablo Lujan, Sarah Boisvert

1. Call Meeting to Order

The meeting was called to order at 10:17AM by Chairman Joseph Weathers

2. Roll Call and Determination of a Quorum

3. Pledge of Allegiance

The pledge of allegiance was recited by all in attendance.

4. Approval of Agenda

5. Approval of Board Meeting Minutes - August 18, 2022

Motion to approve the August 18, 2022 Meeting Minutes. This motion was made by David Romero, seconded by Kristen Krell and passed unanimously.

6. Action Items

6.1 Local Plan Modification

Madam Executive Director informed the Board that a few years ago we submitted our Local Plan to the Department of Workforce Solutions. Now in 2022, we are required to submit a Local Plan Modification to reflect labor market, economic conditions, changes in our financing availability, and WIOA services and strategies to meet performance goals. She asked the Board for approval of the Local Plan Modification.

Kristen Krell asked if there was a presentation or discussion on the modification.

Madam Executive Director informed Kristen Krell that we presented the Local Plan Modification to our Sector Strategy Committee, and they provided staff with feedback. Additionally, the Plan was open for public comment for 30 days.

Kristen Krell asked if there was an opportunity to highlight what the modifications are.

Madam Executive Director said no problem and mentioned that she will give more details about the Modification in her Report. She added that the Modification is also available on our website.

Amber Gomez announced for the record Jon Paul Romero joined the meeting at 10:21AM.

Chairman Weathers asked if there were any more questions or discussion on the Local Plan Modification. Hearing none, he entertained a motion to approve the Local Plan Modification.

Motion to approve the Local Plan Modification. This motion, made by Rebecca Estrada, seconded by Mario Lucero, and passed unanimously by rollcall vote 10 Yays.

6.2 Approval of New Board Members

Chairman Weathers asked both Sarah Boisvert and Pablo Lujan to give a brief introduction.

Sarah introduced herself and informed the Board that she operates a digital fabrication lab at the Higher Education Center in Santa Fe. They are a workforce training organization and have a US Department of Labor registered apprenticeship for 3D printing technicians. They're also in collaboration with a local contract manufacturing and in the last year they've been able to have six Registered Apprenticeships complete their training. They also have a pre apprenticeship with the Santa Fe Indian School. She mentioned that her background is in manufacturing, and she owned a laser manufacturing company for many years and had many employees and workforce is dear to her heart.

Pablo introduced himself and informed the board that he's from Espanola and served on the school board for about nine years. Currently he's part owner of a local restaurant in Espanola called Ken's Cuisine, which has been in operation for about four years. He added that he also works at Los Alamos National Laboratory in high-performance computing.

After they introduced themselves, Sarah Boisvert and Pablo Lujan raised their right hand and recited the Oath of Office after Chairman Weathers.

6.3 Approval of National Association Workforce Youth Summit

Madam Executive Director informed the Board that during yesterday's finance committee meeting there was discussion on the Nation Association of Workforce Development Professionals Youth Conference taking place in November. She mentioned that we have opened this conference to all board members that are interested in attending. Madam Executive Director stated that it will cost about \$2,000 per board member or staff. She also informed the board that the budget was approved during the meeting and asked for approval of the board for travel.

Madam Executive Director mentioned that because it's a youth conference some of the youth committee were interested. She informed the Board to let us know by Monday if they're interested in attending. She added that it will be held in Charlotte North Carolina November 14-16.

Floyd Archuleta reaffirmed that he was present for the finance committee meeting and there was discussion on this conference which was approved unanimously through the committee. He mentioned that in that discussion it was brought up that there may have to be a budget adjustment prior to the conference.

Chairman Weathers asked if there was any more discussion and then asked Madam Executive Director how much is in the budget and for how many board members.

Madam Executive Director stated that for board travel currently there is about \$17,000 available. She added, it's important to keep in mind, that we do pay some of our board members mileage when they travel to board meetings and those costs will come out of that pot of money.

Rick Sandoval stated that is correct. He stated that currently the total available for travel board travel is \$20,000, and the amount for out of state is around \$8,500. If more than four board members sign up for this conference, there will need to be an adjustment to the out of state travel line item.

Madam Executive Director added, that's because the cost will be around \$2000 per board member, and that includes hotel, airfare, per diem, and milage.

Chairman Weathers suggested that only three board members attend this conference to ensure that we stay within the amount available. He mentioned that there has been one board member who has confirmed, leaving two available spots. He then asked if there was any more discussion.

Motion to approve the funding for the National Association Workforce Youth Summit. This Motion, made by Floyd Archuleta, seconded by Rebecca Estrada, and passed unanimously by rollcall vote 9 Yays.

6.4 Approval of AV Equipment

Madam Executive Director informed the Board that during our finance committee meeting yesterday there was discussion on purchasing AV equipment for our board room now that we are starting to have in person meeting again. She stated that we received a couple quotes, and our budget is \$5,000. She informed the Board that we'd like to have it set up with either a projector screen or TV and speakers and all the AV equipment that's involved. She asked the Board for approval of the AV equipment.

Floyd Archuleta mentioned that the budget to purchase the AV equipment was approved unanimously by finance committee. He feels that there is a great need to get the board room the correct equipment to address all of our needs.

Motion to approve the AV equipment. This motion, made by Floyd Archuleta, seconded by David Romero, and passed unanimously by rollcall vote 9 Yays.

Chairman Weathers asked if there was any more discussion. He also encouraged the Board to try to make these meetings in person if all possible.

7. Announcements

Chairman Weathers introduced Deputy Secretary Yolanda Montoya – Cordova and expressed his gratitude and appreciation for the resources she has provided Mora and San Miguel Counties in regard to having workforce staff out there helping the needs of those communities that were affected by the fire. He stated that he appreciates her leadership to ensure that this board has raised their standards and are providing better service to the constituents and the participants in the 10 northern counties. He then thanked her for joining us today.

Deputy Secretary stated that she came today for the ribbon cutting ceremony. She mentioned that Secretary Nair sends her apologies for not being able to attend today especially since she was looking forward to attend. Madam Deputy Secretary mentioned that the State Board will be really busy in the next coming months. The State will be working on a new State Workforce Development Plan. She encouraged all of the workforce board members to take a look at the current plan, in particular the high-level executive summary around the goals and the actions that the State Board has put in place, because they'll be going out for community input so that they can figure out what those strategies are and what they need to be. She mentioned that they've worked really closely with economic development to ensure that they're in alignment. They also wanted to make sure that they were in alignment with HED and Public ED. She feels that this is an opportunity to look at ways to strengthen partnerships across all levels. Madam Deputy Secretary then congratulated the Board on all of the new offices and all of the improvements that have been made. She stated that they're grateful that they've had the ability to stand side by side with the technical assistance that they have provided and will continue to provide. Their goal has always been to make sure that the citizens of New Mexico get served and have access to quality services and to the funds that are available to them so that they can get back to work.

Amber Gomez Announced for the record that Sean Medrano joined the meeting at 10:43AM

7.1 PY 21 Annual Report/Executive Director Report

Madam Executive Director gave a brief report and spoke on the Annual Report. She stated that currently our PY 22-23 youth budget is \$950,000, our dislocated worker budget is \$1,600,000, and our adult budget is \$1,200,000. Currently we have expended about \$200,000. She mentioned that Mr. Sandoval will go into more detail during his report.

Madam Executive Director stated, some of the changes made to our Local Plan Modification included: local economic conditions, changes in the financing available for WIOA services, changes in the local workforce development structure, revisions of our strategies to meet our performance goals, we also included ways to promote a strong economy, service business needs, our partnerships, and to match job seekers with job creators for a successful career. She also mentioned that Michelle Ribeiro from New Mexico Higher ED read all four board's

Local Plan Modifications and gave us a lot of good positive feedback. Madam Executive Director expressed her appreciation for Michelle taking the time to thoroughly review our plan and provide comments.

Madam Executive Director informed the Board that they recently did a presentation for the CEO Santa Fe County Commission Meeting. She added that their presentation included some really good information including all of the partnerships the Board and our service provider has, LMI data, and the jobs available in Santa Fe. The CEO Santa Fe County Commission was very interested in our presentation and the services we provide and asked us to partner with them to assist them with a hiring event because they have several jobs vacancies that they can't fill. She added, we will be meeting with them next week to discuss that hiring event.

Madam Executive Director informed the Board that we submitted our annual report to DWS last week. She reported the participants enrolled for PY21 included: 74 adults and 16 dislocated workers under the OJT category, 78 individuals in our Customized Training, Under the ITA category there were 251 adults and 94 dislocated workers. There were 41 adults and 8 dislocated workers in Basic Career Services, and lastly under Transitional Job Training there were 57 adults and 10 dislocated workers. The annual report also includes success stories for some of the individuals served and our performance measures. She reported, under performance we closed out PY 21 with meeting all of our performance measures, and only failing one compared to last year we failed all but one measure. In addition, we were also the top performing board for PY21.

Kristen Krell asked which measure we failed in.

Kevin Boyar informed Kristen Krell that the measure we failed was second quarter employment after exit for dislocated workers. He explained, typically this is a very difficult population to reach in northern New Mexico. Sometimes with employment verification, it can be even more difficult, because there is a very narrow range of supportive documents that can be used. However, we came within 10% of meeting this measure.

Madam Executive Director continued, the total participants served for PY21 include 375 adults, 121 dislocated workers, and 268 youth. Our goal for PY22 is 412 adults, 150 dislocated workers, and 300 youth. We are confident that our service provider can meet these goal because of the great job they did in PY21. She added, about 68 participants were served in Colfax County and she expressed her excitement about the new One Stop Center available to the individuals in that community. She then thanked everyone who attended the ribbon cutting for that location.

Madam Executive Director mentioned that a few weeks ago they presented to the State Workforce Board. She thanked everyone who joined the meeting for their support. She reported that the presentation went well and included all of the great work that's happening in the north.

Madam Executive Director then listed all of the current partnerships by county and shared a short video for the new board members that's located on the NAWB website. This video simply explains what a workforce board is and its importance.

<https://youtu.be/juAXERBRolM>

8. Informational Reports

8.1 Board Chair

Chairman Weathers stated that during the last three and a half years that he's been chairman, the Board had a changeover in provider and almost a complete changeover in staff. Since Barney has been around the longest, Chairman Weathers asked Mr. Trujillo to say a few words.

Mr. Trujillo stated that currently we have a great team including the board staff, service provider, and the OSO. He stated that it's great to see that we're top performing board, and it's important that this effort continues so that it matches with the partnerships and really makes an impact at the participant level.

Chairman Weathers suggested that we consider rebranding and possibly shortening the Board's name.

Chairman Weathers stated that there is a lot of diversity not only in our regions/counties but in the board members that sit on this board. He stated that Miss Yarborough has been on the Board for a while and has seen it transform and asked if she could say a few words.

Eileen Chavez Yarborough introduced herself and stated that she represents Cibola County, the City of Grants, and the Village of Milan. Her job is in Economic Development which is the membership she represents on the Board. She has a great appreciation for being on the Board because she's able to share important information to help the individuals in her community. She agreed that there has been a lot of change over the years and she thanked Chairman Weathers, Lisa, and her staff for all of their hard work.

Chairman Weathers mentioned that in the future he may continue to have one or two board members do a brief introduction for everyone to get to know one another.

8.2 Financial Report - Rick Sandoval

Rick Sandoval gave a brief report that included the budget to actual for the period July 1, 2022-September 30, 2022, and expenditures by funding stream. He informed the Board that they are currently closing out the fiscal year and are getting ready for audit.

On the Budget to Actual Report, he reported that there is \$20,500 available for board travel and per diem. This is broken up into two categories, in-state and out-of-state. Because the out-of-state is about \$8,500 he agreed with Chairman Weathers suggestion for only three people attend the Youth Conference. The total administrative budget for board operations is about \$872,000, expended to date is about \$171,900, and approximately 20% expended with 25% of the year complete. He explained the reason dues and subscriptions are approximately expended is because majority of the licensing and software are a subscription that is billed annually, and the bills usually come in the first quarter. He stated, overall, the board budget is \$4,030,000, about \$823,000 has been expended, and that's about 20% of the total budget with 25% of the year complete. He Then asked if there were any questions, hearing none he continued with the expenditures by funding stream.

Mr. Sandoval reported that the total expenditures for adult are approximately \$368,800, about \$231,500 for dislocated worker, \$875,000 for youth, The Local Board Operations has \$119,900, and the overall total for expenditures is \$995,000. Mr. Sandoval mentioned that once the audit is complete the reports will start to reflect actual allocations versus expenditures

by funding stream. That's how they measure compliance with the requirement of 40% expended and 80% obligated. He then asked if there were any questions.

Rebecca Estrada asked what the timeline was for the upcoming audits.

Madam Executive Director informed Miss Estrada that we are currently in our financial audit with Hinkle + Landers. Usually that report. They'll be doing their on-site visit now in November, between the Fiscal Agent's office and our office. She added that they will turn in their report in December. Madam Executive Director mentioned that HELP NM is also going through an audit with a separate company.

Rick explained, when he says close up, he means closing out last year's finances and having them ready for audit because the report is due in December.

8.3 HELP NM

Ericka Van Eckhoutte and Evangeline Touchine presented the Adult/Dislocated and Youth Q1 Report. These reports both included updates on enrollments, successes/obstacles, new partners, events, future plans and success stories.

Floyd Archuleta expressed his concern about the solid waste management situation taking place in Rio Arriba County. He mentioned that the contractor that manages the services is short on staff, which has significantly affected the citizens in Rio Arriba. Not only are they having issues finding staff, but they are also having issues primarily finding drivers with the right certification.

Raughn informed Mr. Archuleta that she just received a call from Northern College, and they started an eight-week CDL program. Currently they're working with the board to get the program put onto the ETPL. She stated, once the CDL program is on the ETPL they can start focusing and sending participants.

Chairman Weathers asked what the cost per person would be for this program?

Raughn informed Chairman Weathers that she believes that the cost is about \$5,000.

Teresa Quintana stated that is a high cost per person. However, it's going to be a good partnership to be able to connect the City and County with Northern so they can work together to see if they can create an apprenticeship program for their CDL Class.

Evangeline thanked Mr. Aragon for helping them with performance.

8.4 One Stop Operator

Prior to the One Stop Operator Report, Chairman Weathers asked David Romero to give an update on the water situation happening in Las Vegas NM because there has been a lot of concern for that area.

Mr. Romero informed everyone that the fires and the flooding affected their water supply in the city. However, they have a pretreatment system in place and according to the update they received last night, they will have 90 days of water. Thankfully the rains have been gentle enough to where it's not mixing with all of the sediment. He stated that there's still a lot of work that needs to be done but they're ok for now.

Chairman Weathers thanked Mr. Romero for the update and stated that the City of Las Vegas will be in our concerns and prayers.

Eric Vasquez introduced Valorie Valdez the new associate coordinator for the one stop operations. He also announced that he will be leaving at the end of this month. He mentioned that HELP NM is currently in the process of selecting the next One Stop Operator.

Mr. Vasquez then gave a brief report which included updates on programs, office sites that need renovations or improvements, and ribbon cuttings. He also motioned a few things that he feels is important for the new OSO to work on such as renegotiating all partner MOUs, bringing in more partners, and promoting the Board to visit all One Stop Centers.

8.5 NMDWS State Report

Margarito Aragon gave a brief report. He informed the Board that they recently finished the performance negotiations. He stated that some the goals proposed were a little ambitious, therefore they held back in some. However, it was a pretty fair negotiation, and they have some good targets for the board to meet. Mr. Aragon also mentioned that they had finished reviewing the annual report and it looks good. He made a comment on the topic of re-branding which was brought up earlier in the meeting. Mr. Aragon agreed with the idea and suggested all one stop partner staff to identify themselves as Workforce Connection Center Staff when attending job fairs/events. He also suggested putting a committee together to build a re-branding strategy. A simple change could be something such as changing HELP NM report to Service Prover Report on the board meeting agendas. He then stated that himself and his staff are always available to assist if there's a need.

Madam Deputy Secretary mentioned that they went before the Capital Outlay Committee and presented their budget for repairs. They also informed the Committee that a lot of our infrastructures are really old and aging. What really made an impact was showing them photos of how things are falling apart. Madam Deputy Secretary mentioned that another issue they're hearing about is broadband and Wi-Fi because it really impedes the ability of service delivery. She added, in terms of branding, Secretary Nair feels that it's really important when talking to customers, presenting, or speaking with the governor's office, to talk about the Workforce Connection Centers. All of these centers are part of a network of services that are made available for all our citizens and are a proud partner of the American Job Center network.

9. Public Comments

There were no comments from the public.

10. Next Meeting Date TBA

11. Adjournment

Motion to adjourn at 12:07PM. This motion was made by David Romero, seconded by Rebecca Estrada, 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.