

Full Board Meeting  
Tuesday, April 18, 2023 11:00 AM Mountain

New Mexico Highlands University - Student  
Union Building Sub 321  
800 National Avenue  
Las Vegas, New Mexico 87701

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

Present: 15, Absent: 4.

**Also in attendance: NALWDB Staff:** Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Kevin Boyar – Program/Policy Monitor, Amber Gomez- Project Specialist  
**Guests:** Cindy Gallegos – DWS, Chanin Kelly – DWS, Rick Sandoval – Zlotnick & Sandoval, Ericka Van Eckhoutte – One-Stop Operator, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Raughn Ramirez –HELP NM, Julio Garcia – Legal Counsel, Debbie Montano – Las Vegas Area Manager DWS, Amy Carlson – Farmington Area Manager DWS, Maxine Palomino – Gallup Area Manager DWS

#### 1. Call Meeting to Order

The meeting was called to order by Chairman Weathers at 11:06 AM.

#### 2. Roll Call and Determination of a Quorum

Rollcall was done by NALWDB Project Specialist Amber Gomez who indicated 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 Sean Medrano, seconded by Pablo Lujan, and passed unanimously.

#### 5. Approval of Board Meeting Minutes - January 5, 2023

Motion to approve the January 5, 2023, meeting minutes. This motion was made by Floyd Archuleta, seconded by Vince Howell, and passed unanimously.

#### 6. Action Items

##### 6.1 Election of Officers

During Election of Officers Chairman Weathers asked Former Chairman Floyd Archuleta to run the meeting.

Floyd Archuleta asked if there were any nominations for the position of Chair.

Motion to nominate the current chairman Joseph Weathers. This motion was made by Eileen Yarborough and seconded by Sean Medrano. Floyd Archuleta then asked if there were any other nominations for the position of Chairman. Hearing none, there was a motion that all nominations cease, and Mr. Weathers be reelected Chairman. This motion was made by Pablo Lujan, seconded by Vince Howell, and passed unanimously by rollcall vote 14 Yays.

Floyd Archuleta then congratulated Chairman Weathers and continued on with the nomination for Vice Chair.

Motion to nominate Vince Howell as Vice Chair. This motion was made by Krutik Bhakta and seconded by Pablo Lujan. Mr. Archuleta then asked if there were any other nominations for Vice Chair. Hearing none there was a motion that all nominations cease, and Mr. Howell be elected by affirmation. This motion was made by Chairman Weathers, seconded by Pablo Lujan, and passed by majority vote 13 Yays.

Vice Chair Howell stated that it's an honor to be elected as the Vice Chair and thanked the Board. He mentioned that he needs to meet with Chairman Weathers and Rules Committee Chair David Romero to discuss all of the roles and responsibilities he'll be taking on. He informed the Board that he will do his best to support the board and advocate for the communities to better serve the citizens.

Chairman Weathers stated that the NALWDB has had a lot of success during the last four years, and he looks forward to ensuring that help every participant that can be serviced in our ten counties. He believes that we have a bright future and is thankful to the Board for having confidence in him in continuing leading the Board.

##### 6.2 Dislocated Worker Transfer

Madam Executive Director informed the board that we are requesting a transfer of \$808,000 from FY23 dislocated worker allocation to FY23 adult funding stream. She mentioned that we have projected spending \$295,000 during the fourth quarter from the dislocated worker FY23 allocation of \$1.5 million. Our goal is to continue to increase dislocated worker outreach and enrollments. However, there is a need for services in the adult population based on adult expenditures from our service providers projections. These projections show that an additional \$477,000 will be used to accommodate additional service needed for adults. She added that the

remaining amount of funds will be used for quarter one FY24. Madam Executive Director informed the board that the finance committee and the fiscal agent reviewed the numbers, and the transfer was approved by the finance committee. She then made a recommendation for approval of the transfer.

Motion to approve the dislocated worker transfer of \$808,000. This motion was made by Rebecca Estrada, seconded by Eileen Yarborough, and passed unanimously.

### 6.3 Youth Contract Amendment

Madam Executive Director informed the board that the amendment to the service providers youth contract included the change of the age rang from 16-24 to 14-24. She mentioned that the boards legal counsel has reviewed the amendment. She then recommended that the board approves the amendment of serving youth ages 14-24 in the youth contract.

Motion to approve the youth contact amendment. This motion was made by Pablo Lujan, seconded by. Floyd Archuleta, and passed unanimously.

### 6.4 Electronic File Policy #9 Revision

### 6.5 Transitional Jobs Policy #19 Revision 2

### 6.6 Case Management Policy #26 Revision

Chairman Weathers requested that all three policies be consolidated.

Kevin Boyar went over the revisions made to polices 9, 19, and 26. On the Electronic File Policy #9 the revisions included updating the language to include party software Laserfiche on pages two and three to identify where the files are being kept.

On the Transitional Jobs Policy #19 revision 2, the revisions included corrections to citations on pages 3 and 4. Another revision included adding reimbursement and supportive service language.

Under the Case Management Policy #26 the revision included a correction to a citation on page 2.

Madam Executive Director added that these revisions were passed through the Rules Committee.

Motion to approve the Revisions to policies 9,19, and 26. This motion was made by Floyd Archuleta, seconded by Rebecca Estrada, and passed unanimously.

### 6.7 Taos Lease Agreement Amendment

Madam Executive director informed the board that it came to the one stop operators and her attention that the date and the amounting in the Taos lease agreement were inaccurate, and an amendment was made to make these corrections. Madam Executive Director mentioned that the agreement was reviewed and approved by the boards legal counsel. She then made a recommendation for approval of the Taos Lease Agreement amendment.

One Stop Operator Ericka Van Eckhoutte reiterated when herself and Lisa Ortiz the NALWDB Executive Director were reviewing the lease agreements they noticed the dates were incorrect which was causing a change to the lease.

Motion to approve the Taos Lease agreement amendment. This motion was made by Rebecca Estrada, seconded by Sean Medrano, and passed unanimously.

#### 6.8 Letter of Support - Collaborative for Higher Education Shared Services (CHESS)

Madam Executive Director informed the board that we have asked Senator Lujan's Office to support the Collaborative for Higher Education Shared Services (CHESS) project for \$1,950,000 for FY24. She stated that, this is to fund the community responsive workforce development. This is a project to drive economic development in your communities by streamlining and standardizing how employers and colleges partner to train workers and create jobs. She then asked for approval of the letter of support from the Board.

Rebecca Estrada informed the Board that she was involved in the decision. She mentioned that the three pilot schools for this project includes Luna Community College, Santa Fe Community College, and San Juan College. She added that these training partners are all within our region and we have good partnerships in regard to workforce development.

Vince Howell asked if Highlands was considered for this project.

Ms. Estrada informed Mr. Howell that Highlands is not a CHESS school and was not in the initial collaboration. She also stated that CHESS is a coalition of schools who are choosing to work together to leverage resources for their major enterprise resource systems. Such as human resources and student information systems.

Motion to approve the CHESS letter of support. This motion was made by Pablo Lujan, seconded by Floyd Archuleta, and passed unanimously.

### 7. Discussion Items

#### 8. Informational Reports

Before Chairman Weathers report Kristen Krell expressed some concerns in regard to HELP NM and their turnover rate.

Chairman Weathers informed her that board members are policy makers for the workforce board and if she has a concern as a representative of SFCC she needs to contact the Executive Director and separate her organization concerns from roles as a board member.

#### 8.1 Chairman Joseph Weathers Report

Chairman Weathers gave a brief report to the board. He stated that he had the honor of attending the NAWB Conference in Washington DC along with two other Board Members and Operations Manager Mr. Trujillo. He gained a lot of valuable information from the workshops and breakout sessions. He mentioned that one of the sessions he attended was by the Department of Labor which covered the topic of dislocated worker transfers. One thing they were surprised to learn was that there is a struggle spending dislocated worker funds across the United States and other Boards transfer anywhere from 75%-85% of their dislocated worker funds over to adult. He stated, WIOA is set up for the Local Boards to make decisions on how they spend their money throughout their region. Chairman Weathers then informed the Board that he has drafted a letter that he will be sending to the secretary to address his concerns in regard to his discussion with DOL. He feels that the Local Board needs to ensure that they have a voice in how funds are spent in our 10 counties. He then

expressed his gratitude to all of the board members for advocating for their communities and for reelecting him as Board Chair.

## 8.2 Executive Director Report

Madam Executive Director gave a brief report to the board. Her report included updates on the NRWDC Conference, budget/expenditures, performance measures Q3, dislocated worker technical assistance, NM environmental Department Uranium Mine Project, Title I Program Monitoring, ETPL, Procurement Officer, and upcoming deadlines, reports, and projects.

Madam Executive Director highlighted the success of the NRWDC. She stated that we had had over 220 attendees. She stated that all of the breakout sessions were very engaging, and she thanked all of the board members and staff that helped moderate, serve on the panelist, or helped in the breakout sessions. She also extended her appreciation the sponsors.

Madam Executive Director then went over the current budget and expenditures for Title I. She stated, under dislocated worker they had a budgeted amount of \$1.6 million, expended amount of \$610,416.76, projected \$294,245, with a remaining balance of \$695,338.24. Under Adult there was a budgeted amount of \$1.2 million, expended amount of \$796,054.30, projected amount of \$722,743, and a negative balance of \$318,797.30. She informed the board that we'll be using the dislocated transfer that was approved to accommodate for the deficit. Under Youth there was a budgeted amount of \$950,000, an expended amount of \$619,889.29, projected amount of \$326,351, and a negative balance of \$3,795.71. Madam Executive Director stated that there is a small deficit, however, they're meeting with the service provider and fiscal agent on a bi-weekly basis to review those numbers.

Lisa then informed gave the board an update on Q3 performance. She stated that we met all performance measures except two, employment for adult and youth median wages. Our current enrollment numbers for adult is 311 and our goal is 419. Our current enrollment for dislocated workers is 102 and our goal is 153. Current enrollment for youth is 177 and our goal is 300. She added, HELP NM is currently enrolling for the Summer Youth Academy which has been a success in the past. So far, we have about 65 students and possibly more.

Chanin informed the Board that she plans on doing the program monitoring for the board in July.

Kevin Boyar added, when our numbers had started improving there were a lot of questions about data validity because during that 1<sup>st</sup> quarter, we went from 1 to 12. However, we've consistently posted enough performance for those questions to be answered. He was confident that when Chanin comes out to monitor there should be an improvement and very few findings.

Chanin then reported, her goal is to create a different culture with monitoring. She stated that she has been working very closely with the board staff and has met with them several times. She's also leaning the process so that that she can report positively and give good feedback.

Madam Executive Director informed the board that we are starting a new project with NM Environment Department called the Uranium Mine Reclamation Workforce Training Project. She mentioned that there will be a meeting next week with San Juan College and board member Dr. Reyes.

Additionally, Program Monitor Kevin Boyar has begun monitoring the different offices throughout the ten counties. Brittany Valencia who is the Program Specialist and also does finance is currently working with the institutions to ensure that they have provided their contact person and any necessary trainings for her to enter in. Also, this week she is taking a training to become a certified procurement officer.

### 8.3 Financial Report - Rick Sandoval Fiscal Agent

Rick Sandoval gave a brief financial report for the month ending on March 31, 2023. His report covered the actual expenditures by funding stream, projected expenditures by funding stream, participant costs, and the statement of financial position.

Krutik Bhakta asked what expenses come out of unrestricted funds?

Mr. Sandoval gave a few examples of some expenses, one example included paying for late fees.

Chairman Weathers advised that we need to fundraise to increase our unrestricted funds.

### 8.4 NM Department of Workforce Solutions Update - Margarito Aragon

Mr. Aragon wasn't able to attend the meeting.

### 8.5 Title I Report - Teresa Quintana

Teresa Quintana congratulated Chairman Weathers and Vice Chairman Howell and wished them continued success as leaders of the Board. She stated, as the Board's service provider it's their job to make sure the Board Members voices are heard in the communities. She then commended her staff for all of their hard work in finding participants, meeting performance numbers, and putting together the reports.

Raughn Ramirez and Evangeline Touchine presented a adult/dislocated worker and youth report that included enrollments by program, enrollments by counties, and participant expenditures by county.

Raughn informed the Board that they have a total of 369 enrollments, 267 in Adult, and 102 in Dislocated Worker. She also mentioned that they have spent a total of \$525,240.98 in Adult and \$184,371.60 in Dislocated Worker.

Vince Howell asked for further explanation on who falls under the dislocated worker category.

Raughn explained, dislocated workers are adults that have either been laid off, fired, or there was a company closer, and they've been placed out of work.

Mr. Howell then commented on the dislocated worker transfer and asked if HELP NM isn't reaching all of the dislocated workers to provide them services.

Raughn Explained that there are eligibility requirements for individuals to receive services as a dislocated worker. She added, usually they get individuals who apply however they don't qualify and are placed under the adult program. Raughn also mentioned that they have been working closely with the State on this issue.

Kevin Boyar added, one of the biggest issues we're facing with the dislocated worker population is, not having proper level of documentation in the rural communities. For

example, a text message from your boss saying that you no longer have your job because the plant is closing isn't sufficient documentation to enroll an individual. The documentation submitted must be accepted by the State and DOL.

Mr. Bhakta stated, in other words, dislocated workers are still being serviced even if they need to be placed under adult to qualify.

Evangeline shared that their goal was to serve 300 youth participants and currently they're at a total of 177 enrollments, 58 in school youth, and 119 out of school youth. She added that they have 17 slots available for in school youth and 106 slots available for out of school youth. Evangeline also mentioned that they have 214 follow-ups for Q4.

Mr. Howell asked if HELP NM had youth enrolled from each county for the Summer Youth Academy.

Evangeline informed Mr. Howell that they're doing outreach to all 10 counties.

Teresa stated that it's their job to train the workforce and prepare them for each job. HELP NM not only provides services to local colleges, they also provide services to businesses. She stated that it's not their job to recommend which institutions a client should choose, however, it is their job to ensure that there are jobs available in their communities. She announced that they are looking for local businesses that need supportive services and training. It's important to have that connection with employers and create opportunities for OJT's and ITA's.

#### 8.6 One Stop Operator Report - Ericka Van Eckhoutte

One Stop Operator Ericka Van Eckhoutte gave a brief report on the New Mexico Workforce Connection Centers. Her report included updates on staffing, events/services in all 10 counties, customer surveys, branding/marketing, upcoming events for Q4, and other updates. She informed the Board, Title I added 2vFTE's in Espanola and Santa Fe. Also, Title III added three new Youth Career Counselors to Farmington, Taos, Espanola, and Las Vegas. Under Events and Services last quarter there were 54 events/outreach efforts. There were 588 costumers sourced from these events, 86 reported hires, and 32 reported educational/occupational training. Ericka mentioned that during the third quarter they did a pilot post event survey in Santa Fe. During this particular event 100% of the job seekers in attendance received a formal or contingent full-time job offer and the average wage was \$19/hour with full benefit packages. Ericka informed the Board that the newsletter is now available on the NNMWC website and there is now an option to subscribe. Also, there is now a link tree QR Code that connects individuals to all of the social media accounts. Banners have been proved to Gallup, Taos, Espanola, and Las Vegas to attract attention to the centers. She added that she has also provided addition tablecloths to the centers with the Workforce Logo. Ericka then gave some updates on some of the offices. She informed the Board that Espanola there are still internet and structural issues, however the State is working on a new camera and gate system. She added, new cubicles will also be added to the space to allow more partners. In the Las Vegas Office, the internet has been upgraded and the remote processes have begun. She mentioned that recently there was an issue with a Chinese Elm Tree and the plumbing. In the Gallup Office, Title IV is interested in co-locating with other partners and they are also working with the landlord for a potential build-out since there is still one year left on the lease. Both Grants and Farmington are lacking signage. Lastly, Ericka informed the Board that she is

continuing to work on IFA's, MOU's, SOP's (standard operating systems), and with partners to better understand the One Stop System.

#### 9. Announcements

Chairman Weathers thanked Dr. Frank Sanchez; he was the individual who helped us secure this meeting space.

Eileen Yarborough Invited the staff to the Cibola Communities Economic Development open house on May 9<sup>th</sup> 5-7pm. She added that week is economic development week and they'll be hosting a business lunch on May 10<sup>th</sup>.

#### 10. Public Comments

There were no public comments.

#### 11. Next Meeting Date June 13, 2023

#### 12. Adjournment

Motion to adjourn at 12:41 PM. This motion was made by Eileen Yarborough, seconded by 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 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.