

## Full Board Meeting

Monday, June 30, 2025 10:00 AM Mountain

Santa Fe American Job Center Conference  
Room

525 Camino De Los Marquez

Suite 250

Santa Fe, NM 87505

Floyd Archuleta:	Excused
Krutik Bhakta:	Present
Sarah Boisvert	Present
Rebecca Estrada:	Present/Zoom
Rudy Garcia	Absent
Katherine Harvie	Absent
Maria Herrera:	Excused/Zoom
Vince Howell:	Present
Mario Lucero:	Present
Pablo Lujan	Present
Jennifer Martinez	Excused
Sean Medrano:	Excused
Jolene Nelson:	Present
David Romero	Present
Jon Paul Romero:	Present
Kevin Romero:	Present/Zoom
Art Sparks	Excused
Joseph Weathers:	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- Program Assistant **Guests:** Veronica Alonzo – DWS, Chanin Kelly-O'Rourke – DWS, Margarito Aragon – DWS, Waldy Salazar – DWS, Crystal Hollon – DWS, Rosina Espinoza – DWS, Rick Sandoval – Zlotnick & Sandoval, Robyn Trammell – YDI, Concha Cordova – YDI, Ericka Van Eckhoutte. – Career Team, Shellonda Rucker – Career Team, Paula Romo – DWS, Maxine Palomino – DWS, Andy Hightower, Lori Strupm, Becky Vega, Monica Perry, Carolyn Kirlin, Leroy Garcia.

1. Call Meeting to Order

The meeting was called to order by Chairman Joseph Weathers at 10:03AM.

## 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 Jon Paul Romero, seconded by Vice Chair Vince Howell, and passed unanimously by rollcall vote.

## 5. Approval of Board Meeting Minutes

Motion to approve the 5/9/25 meeting minutes. This motion was made by Board Member Jon Paul Romero, seconded by Board Member Pablo Lujan, and passed by majority rollcall vote. 11 Yays and 1 abstention by Board Member Krutik Bhakta

Amber Gomez announced for the record That Jolene Nelson Joined the Meeting in person at 10:10AM

## 6. Action Items

### 6.1 Vice Chair Election

Chairman Weathers expressed his gratitude and gave recognition to Vice Chair Vince Howell for his service on the Northern Area Local Workforce Development Board and his community. He stated that Mr. Howell has done a great job, and we are saddened by his resignation and wish him well during this new chapter in his life.

Vice Chairman Vince Howell announced that his family is moving to Las Vegas, Nevada to be closer to their grandchildren. He stated that this move is bittersweet because it was pleasure and an honor to serve this board. He believes that every board member on this board has the passion to help our communities.

Chairman Weathers stated, that being said, we need to fill the position of Vice Chair. He then opened the floor for nominations of Vice Chair for the NALWDB.

Board Member Pablo Lujan made a nominated Board Member Jon Paul Romero as Vice Chair.

Motion to seize nominations and elect Jon Paul Romero as Vice Chair by affirmation. This motion was made by Board Member Vince Howell and seconded by Board Members Arthur Sparks and Jolene Nelson. Motion passed unanimously by rollcall vote.

### 6.2 Finance Committee Discussion and Action:

#### 1. NALWDB Proposed Budget PY 25/FY 26

Finance Chair Pablo Lujan informed the Board that the PY25/FY26 budget was reviewed during the last finance committee meeting. He then made a recommendation for approval of the budget.

Madam Executive Director and the Fiscal Agent Rick Sandoval also made a recommendation to approve the proposed budget PY25/FY26 for the new program year.

Motion to approve the proposed budget PY25/FY26 was made by Vice Chair Jon Paul Romero, seconded by Board Member Pablo Lujan, and passed unanimously by rollcall vote.

### 6.3 Rules Committee Discussion and Action:

Rules Committee Chair David Romero stated for the record that the following policies were approved by the Rules Committee and both the stewards and state were present and there were no concerns at that time. He then made a recommendation to approve the policies. Travel Reimbursement Policy Revision # 7

Madam Executive Director informed the Board that the travel reimbursement policy has been completely revamped to include travel procedures. She briefly went over everything that was included in the policy.

Chairman Weathers asked Madam Executive Director if she could expand on the cancellation of travel by the board member.

Madam Executive Director explained that the traveler must cancel reservations timely to avoid penalties. If penalties are incurred due to failure to cancel appropriately, the traveler is personally liable. Federal funds may not be used for penalties. She then made a recommendation for approval of the Travel Reimbursement Policy.

Motion to approve the travel reimbursement policy. This motion was made by Board Member Vince Howell, seconded by Vice Chair Jon Paul Romero, and passed unanimously by rollcall vote.

#### 1. Youth Services Policy Revision #5

NALWDB Program Monitor Kevin Boyar briefly went over the revisions for the Youth Services Policy. He stated, based on the feedback received from the stewards they cleaned up the language throughout the policy and clarified the co-enrollment and the selfattestation portion. They also updated the definition of needs additional assistance to be clearer during the approval process.

Madam Executive Director made a recommendation to approve the Youth Services Policy Rev. #5.

Motion to approve the Youth Services Policy Rev. #5. This motion was made by Board Member Vince Howell, seconded by Board Member Pablo Lujan, and passed unanimously by rollcall vote.

## 2. WIOA Residency Requirements Revision #1

Madam Executive Director stated that there is a slight change that needs to be made to this policy.

Kevin Boyar informed the board that he removed the language that specified out of state participants due to the decreasing amounts of funding we receive each year, he also changed the definition to allow our service provider to serve participants that reside outside of the 10 counties we serve. With this change it doesn't specify out of state allowing the providers leeway in enrolling participants based on funding that is available.

Madam Executive Director made a recommendation for approval of the WIOA Residency Requirements.

Motion to approve the WIOA Residency Requirements Rev. 1. This motion was made by Vice Chair Jon Paul Romero, seconded by Board Member Jolene Nelson, and passed unanimously by rollcall vote.

## 3. Supportive Services and Needs-Related Payments, Revision #3

Kevin Boyar informed the board of recent changes to the structure of the supportive services policy. He stated that the policy has been completely revised and the key changes include the establishment of three distinct caps:

Supportive Services Cap: A \$500 maximum has been set for supportive services, as defined under WIOA guidelines. This cap is per program.

Incentive Cap: A separate \$500 cap has been created specifically for participant incentives. This amount is not included within the supportive services cap.

Electronic Payment Cap: An additional \$500 cap has been designated for electronic payments, which also operates independently of the other two caps.

In total, participants may be eligible to receive up to \$1,500 across these three categories—provided proper justification is documented and the participant is actively enrolled in a program. The remaining updates pertain to the internal guidelines developed to support and manage these changes.”

Motion to approve the Supportive Services and Needs-Related Payments Policy Rev. 3. This motion was made by Board Member Pablo Lujan, seconded by Board Member Vince Howell, and passed unanimously by rollcall vote.

## 6.4 NALWDB Contracts and Contract Amendments

## 1. Fiscal Agent Contract Amendment

Madam Executive Director made a recommendation for approval of the Fiscal Agent contract for July 1, 2025, to June 30, 2026, in the amount of \$189,455.50. However, they still need to meet with the fiscal agent and the stewards in regard to the deliverables.

Chairman Weathers stated that we need a motion to approve the fiscal agent contract with the conditions that the stewards and Executive Director to make clear what the deliverables are. He then entertained a motion to approve the contract with the ability to amend.

Motion to approve the contract, and in the future, if there's any amendments that need to come before the board, the executive director shall present them. This motion was made by Vice Chair Jon Paul Romero.

Chairman Weathers asked the stewards if motion was an acceptable motion.

Andy stated that the amount in the contract won't be changing, just some technical elements of the contract. He indicated that the motion could give the executive director the control to make any clarifying amendments with the expectation that she would show the final contract to the board rather than bringing it back to the board for final approval.

Lori gave an example of an amended motion: motion to approve the contract for \$189,455.50 with permission granted to the executive director to make clarifying amendments that will be brought back to the board for review, however the contract can be implemented, as long as those amendments do not change the nature of the contract.

Chairman Weathers asked Vice Chair Jon Paul Romero if he agrees with the amended motion presented by the steward Lori. Vice Chair Jon Paul Romero stated that he agrees with the amended motion. This motion was seconded by Board Member Pablo Lujan and passed unanimously by rollcall vote.

## 2. Title I Youth Services YDI, Inc. Contract Amendment

Madam Executive Director - I recommend approval of Youth Development Authority contract amendment for July 1, 2025, to June 30, 2026, in the amount of \$750,000

Chairman Weathers asked Madam Executive Director if everything is in the contracts that's necessary that won't be a future finding. She assured him that everything necessary was included. He then entertained a motion for approval.

Motion to approve the Title I Youth Services YDI, Inc Contract Amendment. This motion was made by Board Member Jolene Nelson, seconded by Board Member Mario Lucero, and passed unanimously by rollcall vote.

### 3. Title I, Career TEAM Adult/DW Contract Amendment

Madam Executive Director Chair, made a recommendation to Career TEAM LLC for adult/ dislocated worker, for July 1, 2025, to June 30, 2026, in the amount of \$2.6 million. The adult portion is \$2.2 million and \$400k for dislocated worker.

Motion to approve Title I, Career TEAM Adult/DW Contract Amendment. This motion was made by Vice Chair Jon Paul Romero, seconded by Board Member Pablo Lujan, and passed unanimously by rollcall vote.

### 4. One Stop Operator, CPLC Contract Amendment

Madam Executive Director made a recommendation to approve CPLC for July 1, 2025, to June 30, 2026 in the amount of \$110,000.

Motion to approve One Stop Operator, CPLC Contract Amendment. This motion was made. By Board Member David Romero, seconded by Board Member Mario Romero, and passed unanimously by rollcall vote.

### 5. Legal Services Advise a Law Firm Contract

Madam Executive Director stated, this is legal services contract with Advice of Law Firm for July 1, 2025-June 30, 2026, in the amount of \$10,000. She then made a recommendation to approve the legal services contract.

Fiscal Agent Rick Sandoval mentioned that the review from last year's activity indicates that Advise a Modern Law Firm has not billed the board for any services, and the amount used to predict next year's budget is \$5,000 based on the previous year.

Madam Executive Director informed Mr. Sandoval that there have been services provided by Advise a Modern Law Firm and we'll make sure that to submit those invoices by today.

Chairman Weathers reiterated, initially there was a recommendation of \$10,000 however, our fiscal agent has made us aware that Advise a Modern Law Firm only billed us for \$5,000 last year. He then made a recommendation to approve the contract with the amendment of changing the amount to \$5,000.

Board Member Mario Lucero asked if there was a policy or timeframe in which invoices should be submitted for payment.

Madam Executive Director stated that we typically require billings to be submitted within a 45-day timeframe which is mentioned in the contract.

Chairman Weathers informed the board, if there were any board members that would like to request copies of the final invoices to please contact Madam Executive Director.

Motion to approve the Legal Services Advise a Law Firm Contract with the amendment of the amount of \$5,000. This motion was made by Board Member Arthur Sparks, seconded by Jolene Nelson, and passed unanimously by rollcall vote.

## 7. Informational Reports

### 7.1 Board Chair - Joseph Weathers

Chairman Weathers thanked Board Member Vince Howell for his service on the board. He then informed the board that we recently were monitored by the State and there were nine findings. He stated that one of the findings directly effects the CEO's and the NALWDB Board Members. Since there was an executive order by the Governor and she declared that there is no longer a public health emergency all public bodies must attend meetings in person.

Attendance via Zoom must be an emergency means (difficult or impossible) and presented to the Executive Director to determine if the reason is acceptable. Chairman Weathers stated that we have been under State oversite for five plus years, and he expressed his gratitude to the stewards Lori and Any for helping the administrative team by providing advice and the knowledge to move forward more confidently.

Lori thanked Chairman Weathers for acknowledging their support to the administrative staff. She stated that their goal is to provide technical assistance, address problems, and make for a smoother operation. She added that the staff has been very welcoming and gracious in accepting the improvements they've requested.

### 7.2 Executive Director Report- Lisa Ortiz

Madam Executive Director informed the board that recently we have had several monitoring reviews for PY22, PY23, and PY24. We have also had a desk review by US Department of Labor, which is reviewing fiscal/administrative functions, governance, service delivery of adult/dw and youth programs. The exit interview for the desk review will take place on July 11<sup>th</sup>. She also mentioned that Department of Workforce Solutions WIOA compliance team has completed their PY23 and PY24 program monitoring. Madam Executive Director stated, after USDOL and DWS reviewed all of our documents over the past three years we recognize that continuous improvement of our systems and services is essential in fulfilling our grant obligations and advancing workforce development across our communities and 10 county region. She mentioned that we are in the process of responding to the findings from DWS and currently working with the stewards. The responses should be completed by next week and will be shared with the board. She mentioned if there are any findings from USDOL we will respond to those as well.

### 7.3 NM DWS Report - Veronica Alonzo

Veronica Alonzo provided the board with several important updates:

She reported that the State has entered into a formal contract with the stewards and that the Northern Board was notified of the stewardship on May 16th. Prior to the announcement, both the Secretary and Deputy Secretary held a meeting with local CEOs to inform them of the impending stewardship. Ms. Alonzo noted that weekly meetings are being held with the

stewards, during which updates on progress with administrative staff are provided. While this is a 90-day contract, she emphasized that although considerable work is being accomplished in a short time, it is unrealistic to expect all issues to be resolved within that timeframe. She also mentioned that the stewards will conduct an onboarding training for CEOs later in the day.

Ms. Alonzo recommended that the board revisit its Open Meetings Act resolution and consider updating the provisions related to in-person attendance. Specifically, she suggested including language that outlines acceptable circumstances under which board members may attend meetings virtually. Ms. Alonzo also urged the board to review the grant agreement section concerning transparency in board meetings to ensure full compliance, particularly when discussing agenda items that require openness and accountability.

She also informed the board that the U.S. Department of Labor (USDOL) will be conducting monitoring activities across all workforce boards. Upon receipt of the final USDOL report, the State is responsible for submitting a formal response. However, this response will rely heavily on timely and accurate information from the Northern Board to effectively close out any findings. Additionally, she noted the appointment of a new federal program officer, expressing satisfaction with their performance thus far. Ms. Alonzo also announced the upcoming board certification process for the local boards.

Providing an update on sector strategies, Ms. Alonzo shared that the State is making significant progress. The first convening focused on the energy sector has already taken place, gathering valuable input. Three additional convenings—one in each region—are planned. A sector strategy workgroup is currently being assembled to further this initiative. She announced that the next State Board meeting is scheduled for August 7th in Ruidoso and encouraged board members to attend any of the State Board's committee meetings to offer input. Board Member Dr. Rebecca Estrada, who also serves on the State Workforce Board, echoed this encouragement, urging greater local board participation in subcommittees.

She concluded by mentioning that the State is in the process of reviewing several policies for recommendation to the State Board, including the Customized Training Policy and the Local Governance Policy. Finally, she reminded the board that two federally mandated reports—the Eligible Training Provider Report and the Annual Report—are due in the near future.

#### 7.4 Fiscal Agent Report - Rick Sandoval

Rick Sandoval gave a brief report for the end of May which included the statement of financial position, statement of activities, and the budget to actual.

He mentioned that the budget adjustment request needs to be approved.

Veronica Alonzo informed Chairman Weathers and Madam Executive Director that an executive committee can be scheduled to implement the budget.

The executive committee agreed on Monday July 7<sup>th</sup> at 10:00am for the executive committee meeting.

## 8. NALWDB Meeting Schedule Program Year 25

Madam Executive Director informed the board that she prepared a meeting schedule for PY25 and that includes full board meetings, executive, and committee meetings. Having a set schedule for meetings will allow board members to put the meetings on their calendars in advance and if there are any updates they will be notified immediately by Amber.

#### 9. Public Comments

There were no public comments.

#### 10. Next Meeting Date 8/20/25

#### 11. Adjournment

Motion to adjourn at 11:32AM. This motion was made by Board Member Vince Howell, seconded by Board Member Krutik Bhakta, 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.