

CEO Meeting  
Friday, January 15, 2021 1:30 PM Mountain

Zoom  
525 Camino De Los Marquez  
Suite 250  
Santa Fe, NM 87505

Town of Angel Fire:	Present
City of Aztec:	Present
City of Bloomfield:	Absent
Village of Chama:	Absent
Cibola County:	Absent
Village of Cimarron:	Absent
Colfax County:	Absent
Town of Eagles Nest:	Absent
Town of Edgewood:	Absent
City of Espanola:	Absent
City of Farmington:	Present
City of Gallup:	Present
City of Grants	Absent
City of Las Vegas:	Absent
Los Alamos County:	Present
Village of Maxwell:	Absent
McKinley County:	Absent
Village of Milan:	Absent
Mora County:	Present
Village of Pecos:	Present
Village of Questa:	Absent
City of Raton:	Absent
Rio Arriba County:	Present
Town of Red River:	Present
City of Santa Fe:	Absent
Santa Fe County:	Present
San Juan County:	Present
San Miguel County:	Absent
Town of Springer:	Present
Taos County:	Absent
Town of Taos:	Present
Village of Taos Ski Valley:	Present
Village of Wagon Mound:	Absent

Total Present: 14, Absent: 19.

Counties Represented: 9

**Also in attendance:** NALWDB Staff: Lisa Ortiz – Executive Director/Financial Specialist  
Barney Trujillo - Operations Manager, Elena Maestas - Program Support, Amber Gomez –  
Project Specialist/Communications **Guests:** Margarito Aragon - DWS, Rick Sandoval – Zlotnick  
Laws Sandoval PC, Julio Garcia – Legal Counsel, Teresa Quintana – HELP NM

#### 1. Call Meeting to Order

The meeting was called to order by Chairman Henry Roybal at 1:38PM.

## 2. Roll Call and Determination of a Quorum

Roll call was made by NALWDB Project Specialist/Communications, Amber Gomez, who indicated that a quorum was present.

## 3. Pledge of Allegiance

The Pledge of allegiance was recited by all in attendance.

Chairman Roybal requested that the next meeting everyone salute the New Mexico State flag.

## 4. Approval of Agenda

Motion to approve the agenda. This motion, made by Commissioner Jack Fortner – San Juan County and seconded by Mayor Victor Snover – City of Aztec, passed unanimously by rollcall vote 14 Yays.

## 5. Approval of CEO Meeting Minutes

Commissioner Jack Fortner requested an amendment to the previous meeting minutes. He stated that the previous meeting minutes says that San Juan County wasn't present during the last meeting when they were present.

Chairman Roybal- asked the CEO's if there were any other changes that needs to be made to the previous minutes other than the county that wasn't listed as being present in the last meeting.

Motion to approve November 13, 2020 meeting minutes with the amendment of counting San Juan County as present in the attendance. This motion, made by Commissioner Jack Fortner – San Juan County and seconded by Mayor Victor Snover – City of Aztec, passed unanimously by rollcall vote 14 Yays.

## 6. Action Items

### 6.1 Local Plan Revision 2020-2023

Madam Executive Director informed that CEO's that the Local Plan was originally submitted to the state on October 16<sup>th</sup> and with revisions on November 6<sup>th</sup> which was presented to the CEO Board. She stated that we have taken the State's recommendations into consideration and have revised the Local Plan to reflect those changes. Some of the changes that were made include: economic conditions, performance, projections, accomplishments to date, our sector strategy that allows our provider to reach out one on one, visions/goals, specific projects the board is working on to carry out with core programs, outreach strategies for out of school, youth and overall strategies, outreach for adult and Dislocated Worker coordination of outreach efforts, and professional development activities. She recommended that the CEO Board approve the Local Plan 2020-2023 with the revisions before we submit the plan to the State.

Motion to approve the Local Plan 2020-2023 updated with the changes. This motion, made by Mayor Victor Snover – City of Aztec and seconded by Commissioner Jack Fortner – San Juan County, passed by majority vote by rollcall 13 Yays and one abstention from Mayor Louis Bonaguidi – City of Gallup. Mr. Bonaguidi stated that his reason to abstain was because he was unfamiliar with the Local Plan.

## 7. New Business

### 7.1 New NALWDB Board members

Chairman Roybal informed the CEO's that the new NALWDB board members are Mark Gallegos from Taos, Joseph Garcia from Colfax, and Patricia Maule the San Juan Region. Madam Executive Director added that Mr. Gallegos is a Taos County Commissioner, Mr. Garcia is a business owner, and Mrs. Maule is a clinical scholar, nursing education manager, MSN/RN, and represents the San Juan Regional Medical Center in Farmington.

Chairman Roybal stated that he's really happy to see participation from these other three counties on Northern Board in particular, because that was something the state had mentioned that we needed to address. He also mentioned that Patricia Maule in the medical field, which was another line item that the state had pointed out that the board needed and he's glad to see the board working hard to fill these positions.

Chairman Roybal congratulated the new board members and thanked the staff at the NALWDB because they filled some of the areas that we needed to for the recommendations by the state.

Motion to approve new NALWDB Board members. This Motion, made by Mayor Linda Calhoun – Town of Red River and seconded by Commissioner Jack Fortner – San Juan County, passed unanimously by rollcall vote 14 Yays.

## 8. Old Business

There was no old business.

## 9. Informational Reports

### 9.1 Financial Report - December 2020

Rick Sandoval informed the CEO's that the expenditure summary is a document that tracks the grant allocation to the board. The red lines on the column headings indicate when those grant amounts expire from PY 19 through fiscal year 21. Each grant is allocated and available for a two-year period. This report reflects the expenditures by month under each one of those grant allocations and the oldest allocation is expended first, that way, if that grant is unexpended for the current year, that grant can be expended the following year. The allocations represented in this document are administration, adult, dislocated worker, and youth.

Mr. Sandoval expressed that it has been a challenge for the Board to expend the funds centered around youth activities. He mentioned that the Board has been working very hard to get these youth activities geared up and going. He informed the CEO's that last summer, the Board had a very successful youth summer program and the board expended close to \$350,000 during that period of time. The Board did have some carryover participants that they're currently servicing however, he believes that the youth funding is still at risk of having to be

reverted to the State if it's not fully expended. He mentioned that the youth committee has been working hard with the provider to try to get that expended appropriately.

Mr. Sandoval gave a brief overview of the next report. He stated that this report is a line-item budget for the administrative operations of the board through the end of December (which is the midpoint of the fiscal year). This includes the staff, the expenditures that are covered with the fiscal agent contract, the rent for the area of the building in Santa Fe that they occupy, and other operating expenses. Mr. Sandoval informed the CEO's that the budget is in line with where we anticipated it would be at this point in time. He mentioned that the Board had budgeted some out of state travel for training and conferences however, due to COVID the out of state travel is on hold probably through the end of the fiscal year unless something comes up and they're able to accommodate any training out of state.

Mr. Sandoval informed the CEO's that these are the financial statements that they issue every month and aim for having these statements ready by the 10th of the following month, so that the board has receives this information in a timely manner to review the financial activities. He stated, "because we're a public accounting firm, we issue a report, basically describing the scope of what we do, and the responsibility in our reporting."

The statement of financial position is basically assets and liabilities. Mr. Sandoval stated, because the Board is funded through a grant that's on a reimbursement type basis, we expend funds and then request reimbursement for those funds. So, we essentially don't have any overage of revenues over expenses, its usually revenues equal expenses, because it is a reimbursement type arrangement. The board does have some unrestricted funds that have been carried over and have been contributions from private entities. Under net assets available for expenditure, there's \$3,300. This means that the Board has a very small budget for non-grant activity.

Mr. Sandoval gave a report of the activity for the month of December. He pointed out that under expenses, on account 7400, there's a negative number across all the columns. This is because the board has partners and some of the One Stop centers share the cost of having those offices open, the rent, and utilities. The negative number indicates the reimbursements that the board has received from those partners. In other words, the board upfronts the cost and then they bill those partners for their share. He stated that the next page shows the net cost for the six months and covers a period of six months from July through December 31. He mentioned that under that One-Stop facility costs account 7400 the amount shown is what's left over after those reimbursements are applied. The final page is the budget taxable summary which includes all of the activity for the Board.

Mr. Sandoval informed the CEO's that, under the budget revenues the Board had 9 million available however, they only budgeted 5.1 million. Under the actual, column we've expended 1.1 million for the six months ended in December. The expenditure rates are below those anticipated for with the exception of the One Stop locations under the program section, the One-Stop locations are at 72%. As Mr. Sandoval mentioned earlier, we upfront money for the operations of the One-Stop Offices, and because another quarter closed, we will be billing the partners for their share of those costs for the three months ended December (October, November, and December). Had the partners reimbursed us for those costs, the expenditure rate would be closer to 50% which will reflect in January and February.

Lastly Mr. Sandoval gave the CEO's a report on the participant costs. He stated that the Board specifically requested a chart that shows the progress and the expenditures of funds for training costs only. The categories represented include work experience wages, on the job training, support services, occupational skills which include the individual training accounts, and the training and transitional job cost. This report includes a budget comparison on what the providers set aside for those activities, and the actual expended through December. Under the youth activity on the far right, it shows of the 2.3 million that was set aside for training costs, the total expended which is at about 10%. Mr. Sandoval informed the CEO's that moving forward into the next quarter, he will reach out to the provider to receive the projected total expenditures for the year. The provider has these accounts set up and they have a projected cost that they anticipate through the end of the fiscal year. This report reflects what's been paid through December and there'll be a report showing what those projected costs will be through June.

## 9.2 State Update

Margarito Aragon mentioned that during the last CEO meeting he gave a monitoring report that reviewed the representation on the Board and identified the counties that needed representation. He stated that he appreciates the quick response in getting those areas covered. Mr. Aragon informed the CEO's, now that there are three additional members, the board is required to add a few more members. He stated that the Board is required to have 20% of the members represent workforce to be in compliance and the three additional members threw off the percentage. He informed the CEOs, if they have any organizations that are providing Workforce Services in their counties or cities to help the Board to nominate possible workforce members. He stated that workforce consists of any workforce programs, an institution that's running a workforce program, an apprenticeship program, or labor unions. The Board would require 3-4 workforce members to reach the 20%.

Mr. Aragon informed the CEO's that the Board, the Board Chairman, and Lisa and her staff are making significant progress taking over some items that were under the staff oversight. He stated that they have more control reviewing the providers cash requests as they come in. They are making sure that there are no disallowed costs, and each cash request has all documentation and support. Mr. Aragon stated that he is still reviewing the cash requests for the administrative costs however, they will soon be transitioned over to the to Lisa and her staff so that they can make sure that when those cash requests come into the state, and they all have the appropriate support documentation with them. The State will continue to still spot check all of the cash requests like they do with the other Boards , however this is one major milestone that has happened in the year and a half of the of the oversight. Mr. Aragon informed the Board that the Board will remain in oversight but is headed in the right direction.

Chairman Roybal thanked Mr. Aragon for the update and expressed to the CEO's that he think's that it's very important that they look for workforce providers that the state and Mr. Aragon has highlighted that we still need.

Rick Sandoval asked Mr. Aragon if he had a timeline for that transition and if it will be communicated to him.

Mr. Aragon informed Mr. Sandoval that they're looking at a transition over the next two months. He stated that he's going to start bringing Lisa and whoever she designates in on his

review of those cash requests, to show them what he's been looking at. He stated that it should be a very easy transition and he's anticipating maybe a month or two for the full transition.

City Manager John Avila - Taos Ski Valley asked Mr. Aragon a question regarding the membership. Mr. Avila stated that it was noted that the new members have to be a workforce provider. He asked, this is not the same as a company providing that has employees, there has to be some sort of connection back to the grant correct?

Mr. Aragon informed Mr. Avila, if the organization is administering a federal workforce grant it doesn't have to be a DOL grant. It could be a workforce grant that's funded through a private or a private workforce grant. He stated that that they could qualify if it is an organization is being funded by the city, state, or the county by Workforce Services within that community.

Mr. Avila stated, "Okay, so we don't want an industry or a business that's hiring a lot of people that just doesn't have a grant. You don't want that kind of membership?"

Mr. Aragon informed Mr. Avila no, because that would fall under the business membership.

He stated that there is no additional need for business membership, because the three new board members fall under the business category and the Board is still at 51%. The only way that there may be a need for additional business members is if those individuals representing workforce lower the percentage of business to less than 61%, then there would be a need for an additional business member in order to meet that 51% requirement.

Mr. Avila mentioned that he was trying to identify whether or not the Ski Corporation would be a likely candidate for membership.

#### 10. Public Comments

There were no public comments.

#### 11. Next Meeting Date April 9, 2021 at 1:30 PM

#### 12. Adjournment

Motion to adjourn at 2:24PM. This motion, made by Mayor Victor Snover – City of Aztec and seconded by Mayor Boe Lopez – Town of Springer, passed unanimously by rollcall vote 14 Yays.