

CEO Meeting  
Friday, December 3, 2021 1:00 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:        | Present |
| Town of Edgewood:           | Absent  |
| City of Espanola:           | Present |
| City of Farmington:         | Present |
| City of Gallup:             | Absent  |
| City of Grants              | Absent  |
| City of Las Vegas:          | Absent  |
| Los Alamos County:          | Absent  |
| Village of Maxwell:         | Absent  |
| Mckinnley County:           | Absent  |
| Village of Milan:           | Absent  |
| Mora County:                | Absent  |
| Village of Pecos:           | Absent  |
| Village of Questa:          | Absent  |
| City of Raton:              | Absent  |
| Rio Arriba County:          | Absent  |
| Town of Red River:          | Present |
| City of Santa Fe:           | Present |
| Santa Fe County:            | Present |
| San Juan County:            | Absent  |
| San Miguel County:          | Absent  |
| Town of Springer:           | Absent  |
| Taos County:                | Absent  |
| Town of Taos:               | Present |
| Village of Taos Ski Valley: | Absent  |
| Village of Wagon Mound:     | Present |

Total Present: 10, Absent: 23.  
Counties Represented: 6

**Also in attendance:** NALWDB Staff: Lisa Ortiz –Executive Director/Financial Specialist, Barney Trujillo - Operations Manager, Kevin Boyar – Program Monitor, Amber Gomez – Project Specialist/Communications **Guests:** Veronica Alonzo - DWS, Christina Garcia-Tenorio - DWS, Rick Sandoval – Zlotnick & Sandoval, Eric Vasquez – One-Stop Operator, Julio Garcia – Advise a Modern Law Firm, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Ericka Van Eckhoutte –HELP NM

## 1. Call Meeting to Order

The meeting was called to order at 1:09PM by Chairman Henry Roybal.

## 2. Roll Call and Determination of a Quorum

Roll Call was done by NALWDB Project Specialist/Communications, Amber Gomez, who indicated that there was a total of eight CEOs present and six counties covered.

Chairman Roybal asked if that constitutes as a quorum?

Christina Garcia-Tenorio stated, as long as it states in the bylaws that cities can be appointed as the representatives for the counties.

Madam Executive Director stated, yes it does.

Chairman Roybal explained that although most of the agenda items are informational, the approval of the agenda and prior meeting minutes are action items.

## 3. Pledge of Allegiance

The pledge of allegiance was recited by everyone in attendance.

## 4. Approval of Agenda

Madam Executive Director requested the amendment of combining item 6.3 and 6.4 be combined.

Chairman Roybal accepted the amendment request and asked the board if there were any other requests?

Motion to approve the agenda with the amendment to combine item 6.3 with 6.4. This motion was made by Counselor Carol Romero-Wirth – City of Santa Fe, seconded by Mary Berglund – Town of Eagle Nest, motion passed unanimously by rollcall vote 8 Yays.

## 5. Approval of CEO Meeting Minutes

Chairman Roybal asked the board if there were any corrections that needed to be made to the previous meeting minutes.

Motion to approve the meeting minutes from 6/14/21. This motion was made by Tom Swenk – City of Farmington, seconded by Mary Berglund – Town of Eagle Nest, passed by unanimous vote 8 Yays.

## 6. Informational Reports

### 6.1 PY 20 Financial Reports

Rick Sandoval gave briefly went over the PY20 Financial Report. This report included the accountant's compilation report, statement of financial position June 30, 2021, statement of activities for the month ended June 30, 2021, statement of activities for the twelve months ended June 30, 2021, and the budget to actual for the period July 1, 2020 - June 30, 2021.

Mr. Sandoval stated that the numbers on the statement for financial position are the numbers that were audited. The audit was completed on December 1, and it was turned in to the state

auditor. This report includes the assets, liabilities, and the equity of the Northern Board at the end of the year.

Mr. Sandoval stated, under current assets (which include the receivables) listed as other, \$108,000 was due to the board from the infrastructure funding agreements where we build the partners of the One Stops. He added that then the One Stop reimburse the Board for the cost of rent, utilities, and other allowable costs. The grants receivable amounts were due to the Board for the expenditures through June 30. Under liabilities for the Board (at the end of the fiscal year) there was a total of \$1,031,000 in accounts payable. The payroll liabilities and accrued payroll includes the board staff and the participants staff that had payroll that crossed over the fiscal year. The net asset section (titled Not Available for Expenditure) covers what's leftover. Those are the rent deposits that are required to be held by the landlord.

Mr. Sandoval then went over the activity for the month of June. This report includes the expenditures by allocations. Total program includes Adult, Dislocated Worker, and the Youth activity. The local board operation includes the administrative allocation from the grant. Mr. Sandoval pointed out that, under the facility costs, there was a negative \$90,000. He explained that the reason for that in June is because they received some reimbursements from the partners for the cost of the one stops. They then apply that against the expenses so that the board only recognizes their share of the expense.

He then presented the activity for the full year and informed the CEO's that the total amount the board expended was 4.358 million for the fiscal year.

Mr. Sandoval state that the next spreadsheet shows the budget tax. The actual expenditures were 4.358 million, and because it's a cost reimbursement grant, the revenues equal the expenses. Under board operations, which includes the staff, the rent for the staff, board expenses, professional fees (which is the audit and the fiscal agent costs) they budgeted \$1,010,000 and the board expended \$800,000, leaving a variance of about \$210,000, which leaves almost 80% of the budget was expended.

Under the program section of the board's budget (which includes the provider cost) the transitional expense from SER that occurred early in the fiscal year, were a result of the time that SER spent transitioning over the files and being available to answer questions related to that transition to the new provider HELP NM. The PY18/19 is reflected on the close outs for SER. He added that, those funds were actually budgeted in the prior year. Mr. Sandoval stated, due to the timeliness of SER's close out, they ended up paying SER the following amounts: One Stop operator costs were budgeted at \$200,000 and SER expended \$188,000, which was about 94% of their budget. The one stop locations had a budget of \$200,000 and the Boards net cost was \$164,000. The total expended for the training and support costs was about \$1,528,000 which was about 62% of the 2.4 million that was set aside for training costs. Under the actual column, there's an excess of approximately \$853. Those are unrestricted expenditures; those are things that can't be charged to the WIOA grant. For example, the unrestricted funds can be used for things such as late fees

Mr. Sandoval mentioned that these are the numbers that were audited, and the report that was just completed. December 1, which is being reviewed by the state auditor. He informed the Board that once the report is released, we can share it with them. He added that they also had

an exit conference with the Executive Director, Chairman Weathers, himself, and the auditors on Wednesday morning. He then stated that he was open for any questions.

Chairman Roybal asked if there were any questions from the Board?

Counselor Romero-Wirth - City of Santa Fe asked Mr. Sandoval, when the audit is released will it be presented at our next meeting?

Rick Sandoval informed Counselor Romero-Wirth that yes it will be presented at the next meeting after it's released.

Hearing no further question Chairman Roybal moved on to the next item on the agenda.

## 6.2 PY 21 Financial Reports 1st Quarter

Rick Sandoval gave a brief financial report on the 1<sup>st</sup> quarter. Mr. Sandoval noted that the funding is allocated by program and fiscal year which is located at the top of the report in red. The board must expend those allocations by the end of those periods. This report demonstrates the amounts that are available by funding stream, Admin, Adult, Dislocated Worker, and Youth. Mr. Sandoval stated, under Admin the total amount available is approximately \$830,000. The total projected amount is \$780,000. The grant requires that the board expend 40% of those respective allocations by the end of the third quarter, which is March of 2022. Those percentages demonstrate the level of spending for that allocation. He then gave an example, if a PY20 FY21 allocation was spent at the level of 3% through October, it should reflect an increase once the projections are added in, and that funding is utilized. Mr. Sandoval stated that by March, the admin money will be at 41.95% expended. He added that, there will be monthly updates to these projections as information becomes available. The other requirement of the grant is that those allocations be obligated. In other words, you have a plan to spend them, and they ought to be at the 80% level.

Under the Adult funding PY20 FY21 would have been 100% utilized. For PY21 FY22, the obligation would be at 90%. The amount available is almost 1.9 million and the anticipated cost is 1.5. He mentioned that the right side of the chart shows how that will be utilized through March. There's a 40% requirement, which will be at about 61%. The only place that falls below is the obligated which is at 76% instead of 80%.

Mr. Sandoval stated that it's been a challenge meeting targets for the Dislocated Worker funds. There's 4.1 million available and the projected is 3.2. By March these funds will only be 7% expended and the 80% obligation will only be at 55%. He added that the Executive Director is anticipating a meeting with the fiscal agent, HELP NM, and DWS to talk about this and innovative ways to get that money expended.

Under Youth funds there is 2.6 million available and 2.5 that they anticipate spending. By March the expenditure will be around 28% and the obligation will be at 90%. He added that these numbers are based on the service providers anticipated projected expenditures.

Chairman Roybal thanked Mr. Sandoval and asked if there were any questions from the board.

## 6.3 PY 21 Performance Measures

Madam Executive Director presented the board with some supporting information before discussing the PY21 Performance Measures and Annual Report. She stated, during the past

year there have been some struggles with our performance measures. Historically, with a new service provider performance measures can suffer. Madam Executive Director informed the board that the Northern Boards staff and the service provider HELP NM are working together to address those concerns as a team. This past year HELP NM has served 941 participants with the budget of 4.6 million. There has been significant progress on the Northern Boards financial side. These improvements include fiscal responsibility, fiscal accountability, revising our financial management policies/procedures, working closely with our fiscal agent, and only improving our progress with the assistance of New Mexico Department of Workforce Solutions. Madam Executive Director highlighted the Northern Boards progress of clearing and removing past audit findings. On December 1, 2021, the PY20 Audit Report was submitted to State Auditor and once we receive the approval in January, we'll share the report with all of our Board members and CEOs.

The PY20 Annual Report reflects the hard work of our service provider. Madam Executive Director informed the CEO's that HELP NM has served 520 Adults, 171 Dislocated Workers and those individuals have received trainings/partnerships with over 60 businesses to provide work experience and on-the-job training and individual training accounts. There was a significant growth with the Youth population, there was a total of 250 participants served. During the Winter Youth Academy, there were 65 participants and during the Spring into Summer Academy there were an additional 16. These initiatives added to the 169 students that participated in the youth program. Youth outreach and recruitment has helped develop stronger partnership with the Northern Area Workforce Connection partners to provide career opportunities for young adults. The partnerships and commitments to enroll with institutions helped assist 18 youth towards a certified nursing assistant and phlebotomy certificates. She added that, under the Adult and dislocated Worker program participants entered into a welding and CDL program. Madam Executive Director stated that the three priority sectors that we've identified are, healthcare, information technology, and education. These sectors have been based off the labor market information and industry occupation projects to address employer needs in the 10 counties. Before discussing the first quarter report for the current program year, Madam Executive went over the performance metrics from the PY20 Annual Report. She stated, out of the 15 core performance measures, the northern area only exceeded two, met two, and failed 11 measures.

With the start of a new program year, we knew there was opportunity to focus on improving our metrics. During the first quarter, four performances were met, seven were exceeded, and we only failed four. Madam Executive Director added, HELP NM and their case management swept through all of the PY20 files to ensure that all those files and information are uploaded into the NM WCOS system. This is important because this information reflects on our performance measures. Madam Executive Director also briefly went over our out of school youth and dislocated worker events and mentioned that this topic will be discussed further in the OSO Report.

Chairman Roybal asked if there were any questions or comments.

#### 6.4 PY 20 Annual Report

PY20 Annual Report was combined with Item 6.3 PY21 Performance Measures.

#### 6.5 HELP NM Report

Teresa Quintana stated that as the boards service provider HELP NM has come a long way within a year. She mentioned that they have worked closely with the board, executive staff, and the CEOs to assure that they're meeting all of the obligations. They have also consulted with the state to make sure their staff is being trained properly to execute the goals that are provided in the funding that is available to serve the community.

Evangeline informed the board that, they ended quarter one of PY21 providing Adult, Dislocated Worker, Youth Services activities in the NALWDB's ten northern counties. HELPNM will be serving 499 Adult/Dislocated Workers (DW), 402 new enrollments and 97 carry overs. They will also be serving 260 WIOA eligible youth participants, 216 new enrollments and 44 carry-overs, allowing participants to make a successful transition to employment and/or career training activities. This includes the additional funding received through an addendum to our contract, increasing our dislocated worker and out of school funding.

Evangeline Touchine, and Ericka Van Eckhoutte presented the HELP NM report to the full board. Their report included an update on participants served by programs, area updates for Area I (Santa Fe, Los Alamos, San Juan, McKinley, and Cibola Counties) and Area II (San Miguel, Mora, Colfax, Espanola, and Taos Counties), and their success stories. For more information on each region please see attachment A.

Teresa stated that their staff has been diligently on the ground working hard to support the individuals especially with the unemployment being so high in the state of New Mexico. HELP NM appreciates all of the support and continued advocacy as they fight for the counties they serve.

Chairman Roybal thanked Teresa, Evangeline, and Ericka for their report. He commended them for their hard work and dedication to our constituents. HELP NM's work is appreciated, and he looks forward to seeing more of their work in the future. He added that the success stories that they included in their report are great. He then asked if anyone from the board had any questions or comments.

Amber Gomez announced for the record that Rick Bellis from the Town of Taos is on the line on his phone and Mayor Jo Mixon from Angel Fire is also on, she added that they joined the meeting at 1:50pm.

Chairman Roybal thanked Amber for the update and welcomed the Two CEO's that joined the meeting.

## 6.6 One Stop Operator Report

Eric Vasquez gave a brief update on the Dislocated Worker/Out of School Youth events and the office staffing for the northern region.

Eric explained that, in response to the Contract Modification the One Stop organized four Dislocated Worker and Out of School Youth outreach events throughout the region. He commended everyone that helped make these events possible.

The first event took place in Santa Fe on August 20<sup>th</sup>-21<sup>st</sup> and 27<sup>th</sup>-28<sup>th</sup> at the Santa Fe Place Mall. During this event there were more than 20 employers that participated. The forms of advertisement used included: radio ads, social media, newspaper ads, and through mailing

flyers to approximately 200-250 individuals identified by the Bridge Report. During this event there were 143 jobseekers that signed in and one confirmed enrollment in WIOA.

The second event took place in Las Vegas on October 1<sup>st</sup> at Luna Community College. During this Event there were 20 employers that participated. The forms of advertisement used included: radio ads, social media, newspaper ads, txt, email, and through mailing out postcards to 567 individuals identified by the Cliff Report. During this Event there were 33 jobseekers that signed in and 11 confirmed job offers made, enrollments are still ongoing. Mr. Vasquez explained that the Bridge Report is the bi-weekly report of the individuals that have filed for unemployment. The Cliff Report is newer and looks almost identical to the Bridge Report except this report is made up of the individuals who lost unemployment benefits when the federal government's extended benefits ended on September 5<sup>th</sup>. The Cliff Report is much bigger than the Bridge Report.

The third event took place in Farmington on October 9<sup>th</sup> at McGee Park Convention Center. There were 5 employers that participated in the event. The forms of advertisement used were social media, newspaper ads, txt, email, and through mailing out postcards to 2,300 individuals identified by the Cliff Report. During this event 13 job seekers signed in which made them reevaluate their strategy for promoting these events.

The last event took place in Gallup on October 15<sup>th</sup>-16<sup>th</sup> at the Rio West Mall. During this event there were 99 job seekers and 21 employers that participated. On the sign in sheet, individuals were interested in specific programs. That being said they're hopeful for more enrollments from this specific event.

Eric Vasquez then gave a brief update on the One Stop Centers staffing. He states that, staffing issues remain a priority in some of the offices. Throughout the region Title I had rapid hiring events and were able to bring several individuals on who are already in the office and will be going through the onboarding process soon. There have been some Title III staff who've left. Title I is also having issues with hiring. Recently Title I hired in Santa Fe and Espanola, however, the Espanola office just lost two individuals. Title IV is in a similar situation where they are hiring staff and losing staff. For example, in Farmington, DVR is limited to one staffer for the entire office, even though they have several positions there, staffing continues to be an issue for everyone. Because the Santa Fe and Farmington offices are much larger, they require more direct support. Each Partner has stepped up and helped keep the offices running, including manning the front desk. However, this takes them away from their regular job, which makes it a little bit harder to keep things going. Therefore they're looking at options for trying to cover those positions without putting that directly on the partners. Mr. Vasquez thanked all of the partners, the local offices for the management and everyone coming forward to try to make a successful team. He believes that there are great relationships between Title I, Title III, and Title IV partners in each one stop office. He stated that we also have other partners in place such as, NET in Gallup, and Job Corps in Santa Fe. Even though there are staffing issues across the board, everyone is working really well together.

He mentioned that they have seen a lot of success recently especially in Title I staffing. Colfax County is planning on renting a small space in the near future as they've staffed up there. He added that they took a tour and are looking at possibly opening up another small one stop

Chairman Roybal thanked Mr. Vasquez for his report and asked the board if they had any questions. He then commented that, from the report it sounds like there was more success at the mall locations and stated that that's a great area to target due to the foot traffic and is a great opportunity to find individuals that are looking for jobs.

Mr. Vasquez stated that, although those locations had more individuals, many of those individuals weren't necessarily the right candidates for the programs available.

Chairman Roybal asked Mr. Vasquez if they kept track of the names and the types of jobs those individuals would qualify for in the event that something came up in the future?

Mr. Vasquez informed Chairman Roybal that everyone at these events signed in with their names and contact information. He added that Title I has contacted each individual to enroll them in WCOS to see where they qualify. Those individuals are now part of the system so that all of the partners can access their information to help the process.

#### 7. Announcements

Madam Executive Director announced that our annual report will be released on Monday. Once released we will share it with all of our CEOs and board members, and it will also be posted on our website.

Chairman Roybal asked if there were any other announcements. He then asked the CEO's if there were any activities, gatherings, or events happening in their districts?

#### 8. Public Comments

Chairman Roybal asked if there's anyone from the public that would like to address the board?

There were no public comments.

#### 9. Next Meeting Date March 4, 2022, at 1:00PM

Chairman Roybal stated, since the meetings are being held quarterly, he proposed the next meeting to be held on Friday March 4<sup>th</sup> at 1:00PM. Chairman Roybal asked the board if any of them have a conflict with that date and time.

#### 10. Adjournment

Chairman Roybal thanked everybody for their attendance. He stated that he would like to see more participants for the next meeting. He then asked the board for a motion to adjourn the meeting.

Motion to adjourn at 2:13PM. This motion, was, made by Angelica Serrano – City of Espanola, seconded by Mayor Linda Calhoun – Town of Red River, passed unanimously by rollcall vote.  
10 Yays

Chairman Roybal wished everybody a happy, blessed, and safe holiday season with friends and family.

- 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.