

Executive Committee Meeting
Monday, December 21, 2020 1:00 PM
Mountain

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

| | |
|------------------|---------|
| Rebecca Estrada: | Excused |
| Rudy Garcia: | Absent |
| Tomas Garcia: | Present |
| Vince Howell: | Absent |
| Sean Medrano: | Present |
| Jon Paul Romero: | Present |
| Rock Ulibarri: | Present |
| Joseph Weathers: | Present |

Present:5, Absent:3.

Also in attendance: NALWDB Staff: Lisa Ortiz - Executive Director, Amber Gomez – Project Specialist/Communications **Guests:** Jessica Hudson– One-Stop Operator Assistant, Roger Gonzales – HELP NM, Teresa Quintana – HELP NM, Rick Sandoval – Zlotnick Laws Sandoval, Julio Garcia – Legal Counsel, Tommy Garcia

1. Call Meeting to Order

The meeting was called to order at 1:05PM by Vice Chair Rock Ulibarri.

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.

4. Approval of Agenda

Motion to approve the agenda. This Motion, made by Jon Paul Romero and seconded by Tomas Garcia, passed by unanimous vote.

5. Approval of Meeting Minutes

Motion to approve 11/12/20 and 11/23/20 meeting minutes. This motion, made by Rock Ulibarri and seconded by Jon Paul Romero, passed by unanimous vote.

6. Action Items

6.1 Gallup Lease Agreement

Madam Executive Director informed the committee that the commercial lease with the Gallup office will expire December, December 31. She mentioned that we have extended the lease for six months until June 30, 2021. She stated that in July, when the new program year starts the Board can revisit the lease to extend up to five years. Madam Executive Director stated that currently the term of the lease is January through June 30, 2021. The lease payment is

\$9,999.50. Every quarter. She made a recommendation for approval of the lease agreement for January through June 30.

Motion to pass the Gallup Lease Agreement. This motion, made by Jon Paul Romero and seconded by Rock Ulibarri, passed by unanimous vote.

6.2 Bylaws Revised

Madam Executive Director informed the committee that there were discussion a couple months back regarding the change of the bylaws to include our sector strategy and ETPL. She mentioned that this change is located on page seven of the bylaws on B and D. She made a recommendation for approval and for the bylaws and to be signed by the Board Chair. She also mentioned that the revised bylaws were passed at the Rules committee meeting on July 20th.

Motion to approve the revised bylaws. This motion, made by Tomas Garcia and seconded by Jon Paul Romero, passed by unanimous vote.

Chairman Weathers thanked all of the Committee Chairs and Vice Chairman Rock for their diligent and hard work in each committee. He informed the committee that they just had a very long and very productive ETL meeting and thanked Chairman Medrano for taking the time and looking through all those programs that we went through.

7. New Business

There was no new business.

8. Old Business

There was no old business

9. Informational Reports

9.1 One Stop Operator Report

Jessica Hudson added to the six-month extension for the Gallup Lease, she stated that Help New Mexico staff in Gallup are moving into the One Stop office in January, and two staff members will transition from the HELP New Mexico office to the One Stop office. In addition to negotiating the new lease, we may be updating the lease to include a new partner, which is Met Incorporated, which is an organization out of Texas, and they were recently awarded the National Farmworkers Jobs Program. She mentioned that this week they had an initial meeting with their program director. Mrs. Hudson stated that they will keep the Board informed on how that proceeds.

Mrs. Hudson informed the committee that in Farmington there was a possible COVID-19 exposure involving a DVR staff member. She stated that the board's COVID-19 procedures are being followed and the individual is in quarantine until testing is completed and contact tracing has occurred. Also, in Farmington, the Wagner Pizer has two FTP vacancies and will be hiring in the early New Year. She informed the committee that the Taos office has been closed for the past couple weeks to all clients as the landlord has been replacing floors and conducting maintenance. During the week of December 14, our Title I provider in the Taos

office began seeing clients again as a as needed basis. She mentioned that they are reopening now, and HELP New Mexico will be moving stuff into the site full time.

9.2 HELP NM Report

Chairman Weathers asked Roger Gonzales if he could elaborate on the discussion regarding the COVID tests and possible saliva tests for the winter youth program.

Roger Gonzales informed the committee that the conversation that he and Chairman Weathers had regarding the winter youth academy. Mr. Gonzales informed the committee that Teresa has great news to report of our winter youth academy, he stated that they had 60 slots, all 60 slots are filled and there are a couple of late arrivals being processed today. To address Chairman's question, how are we going to deal with the fact that potential participants could be exposed or received exposure? The agency is an essential agency under the governor's order has been allocated some saliva tests for not only to test for the COVID. He mentioned that they are also negotiating some additional tests and vaccines, which of course aren't going to come in time for the winter youth academy. However hypothetically, if the individual was exposed to the pandemic under the experience, they would qualify for the same benefits as a workman's comp program.

Mr. Gonzales stated that he's very proud to report that the Northeast region has picked up their numbers after a region restructuring and San Miguel County is one of the top three leaders in the youth academy. He stated that McKinley and Mora County are still the top ones performing however, the North Central also did well. Mr. Gonzales also mentioned that all 60 slots were pretty well distributed across the 10-county region.

Teresa Quintana gave a breakdown of students per County. She informed that committee that McKinley County had (13) youth, San Juan (7), Santa Fe (5), Rio Arriba (7), Taos (1), San Miguel (11), and Mora (16).

Mrs. Quintana shared that they have brought on two new individuals, one of the new staff persons will join their team on January 4th in Mora, and the other individual will join their team in Taos on January 4th. They also have two vacancies one in Las Vegas and one in Santa Fe.

Mrs. Quintana also reported that they are in conversations with ABE programs throughout the region. She informed the committee that they have met with Luna, Santa Fe Community College, UNM Los Alamos, Northern Community College, and Taos. She stated that Taos is currently working on their MOA.

Rock Ulibarri asked if HELP NM finally got in touch with breakthrough leadership? Mr. Gonzales informed Mr. Ulibarri that now that they have the 60 enrollees, they're going to be the base enrollment for Mr. Brown's project. Mrs. Quintana added that Evangeline has already asked Mr. Brown for the virtual platform.

Mrs. Quinta added currently they're still enrolling ITA's for the for the next semester, and their primary focus is to make sure that everybody's enrolled for the new semester.

Madam Executive Director thanked KDCE radio station for placing the ad for the winter youth academy on their radio station. She stated that we got a lot of feedback from that advertisement.

9.3 Finance Report

Rick Sandoval gave a brief summary of the expenditure summary by allocation. He stated that this document shows the allocations for each month and reflects when those funds expire. This document covers the administrative, adult, dislocated worker and youth allocations. Mr. Sandoval informed the committee that the youth allocation is lacking in terms of spending, which has been a challenge. He mentioned that the youth committee has met and discussed initiatives to utilize the PY19 allocations which expires next June.

Mr. Sandoval then reported on the NALWDB administrative budget to actual document, which reflects the \$1,000,000 budget for the Board operations. He stated that the amount expended is \$276,245.44 followed by the expenditures. He informed the committee that there is no concern of any of the actual amounts exceeding the budgeted amounts. The following page shows the amount of \$5,000 for out of state travel. The staff travel has \$22,000 budgeted but very little expended. The total staff traveling Per Diem was budgeted \$27,000 and only \$700 has been expended. He explained that this is understandable considering the environment we're operating in. He mentioned that Board travel has been limited due to COVID, the Board had set aside \$31,000 and expended almost \$3,200.

Mr. Sandoval gave a brief summary of the NALWDB financial statements through November. The statement shows the net assets, the amounts due from DWS, and the accounts payable. The next page reflects the revenues and expenditures for the month. Mr. Sandoval informed the committee that the training and support costs are located under account #7000. There were some expenditures in that month, about \$101,000 which includes work experience, OJT's, and transitional jobs training. The expenditures by the sub-grantees are located under account #7500. Mr. Sandoval mentioned that the amount of \$96,000 is what is reflected for HELP NM. The following page reflects activity for the next five months. He stated, out of the \$8 million available for expenditure the Board expend \$900,000.

The next page is the budget summary, which shows that we're about 42% through the fiscal year. He stated that the administrative budget and the Board operations is about 27% expended. Mr. Sandoval mentioned that under training and support costs, there's 2.3 million budgeted and the expended amount is about \$165,000 which is approximately 7% of the amount budget if it's been expanded through November.

Chairman Weathers asked Mr. Sandoval if the last item that he discussed was the training and support costs? Mr. Sandoval stated that Chairman Weathers was correct, the budgeted amount was 2.3, \$165,000 has been expended, and the percentage of total budgeted is 7.04%.

Chairman Weathers asked Mr. Sandoval which expenses come out of training and support? Mr. Sandoval informed Chairman Weathers that the total of this number is going to equal that number located under training and supportive costs (\$165,000), under Adult shows the total budget for participant wages is \$124,000. The fiscal year to date expenditures is \$6,700. The OJT's budgeted amount is \$126,000 and the expended amount is \$11,000. Under the occupational skills column, that's the ITAs and transitional expenditures are located. The total at the at the end of that box shows \$56,000 expended for Adults out of the million-dollar budget. The rest of the funding streams to the right are the same type of expenditures and the level expended. The percentages at the bottom are the total budget for that type of participant expense has been expended. The participant wages under Adult it's 5% and 8% for OJT's. the

following page at the far right shows the total of all funds, which is the \$165,000, the 2.3 million budgeted, which is the 7%.

Chairman Weathers asked Mr. Gonzales to speak a little on the Adult/Dislocated Worker feedback and explain the advances and effects of COVID. Roger Gonzales explained now that all these enrollments are happening there will be a larger expenditure level. He informed Chairman Weathers that they're not very concerned when it comes to the expansion level because, all these funds are currently obligated not expended funds. Once they include the 60 participants and some of the other initiatives coming through, everything should be okay. He mentioned that these numbers all depend on the participants. Even though staff is enrolling them and getting them ready to have the money expended, some participants don't fulfill their full term. Therefore, staff is doing their best to constantly do new enrollments.

10. Public Comments

There were no public comments.

11. Next Meeting Date January

Chairman Weathers asked Madam Executive Director if there is a need to meet prior to the next Full Board Meeting. Madam Executive Director stated that the next Executive Committee meeting could wait till after the next Full Board Meeting which will take place on January 12, 2021.

12. Adjournment

Motion to adjourn at 1:36PM. This motion, made by Rock Ulibarri and seconded by Jon Paul Romero, passed by unanimous vote.