

Executive Committee Meeting
Thursday, April 22, 2021 11:00 AM Mountain

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

Rebecca Estrada:	Excused
Rudy Garcia:	Present
Tomas Garcia:	Present
Vince Howell:	Present
Sean Medrano:	Absent
Jolene Nelson	Present
Jon Paul Romero:	Present
Joseph Weathers:	Present

Present:6, Absent:2.

Also in attendance: NALWDB Staff: Lisa Ortiz - Executive Director, Deborah Wildenstein – Program Monitor, Amber Gomez – Project Specialist/Communications **Guests:** Veronica Alonzo - DWS, Christina Garcia-Tenorio – DWS, Margarito Aragon – DWS, Jessica Hudson– One-Stop Operator Assistant, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Rick Sandoval – Zlotnick Laws Sandoval

1. Call Meeting to Order

The meeting was Called to order at 11:04AM by Chairman Joseph Weathers.

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 Vice Chairman Jon Paul Romero and seconded by Vince Howell, passed by unanimous vote.

5. Approval of Executive Committee Meeting Minutes

Motion to approve the Executive Committee Minutes from December 21, 2020. This motion, made by Vince Howell, seconded by Jon Paul Romero, abstained by Jolene Nelson, passed by majority vote.

6. Action Items

Madam Executive Director informed the committee that there are three MOU's : Capital Builders, NMSU Grants, and UNM Gallup on the agenda.

Eric Vasquez stated that the three MOUs are identical and are part of the American Job Center MOUs signed with all our partners. NMSU Grants and UNM are more Higher ED Institutions

and Capital Builders is a nonprofit organization that works with the Native American community in the four corners area.

Chairman Weathers asked what is the wish of the board?

Madam Executive Director recommended the approval of the Capital Builders, NMSU Grants, and UNM Gallup MOU's.

Motion to approve the MOUs for Capital Builders, NMSU Grants, and UNM Gallup. This motion, made by Jon Paul Romero and seconded by Jolene Nelson, passed by unanimous vote.

6.1 MOU - Capital Builders

6.2 MOU - NMSU Grants

6.3 MOU - UNM Gallup

6.4 Commercial Lease Grants

Madam Executive Director informed the committee that this commercial lease is for our Grants office at 900. Mount Taylor Avenue. She also mentioned that this lease agreement has been approved through the Finance Committee.

Eric Vasquez stated that the one stop office site in Grants is a small facility with only four offices. He mentioned that we have partnerships with DWS and our Title I provider who will be staffing this space.

Chairman Weathers asked Mr. Vasquez if there is a bus route or easy access to the public for this office space.

Mr. Vasquez informed Chairman Weathers that he believes that there isn't a direct bus route however, it's housed in the same facility that the human services department as well as aging and long-term services and is known to provide services to the community.

Motion to approve the Lease Agreement for Grants. This motion, made by Vince Howell and seconded by Jon Paul Romero, passed by unanimous vote.

7. New Business

7.1 HELP NM Review of Programs

Madam Executive Director asked Teresa Quintana and Evangeline Touhine if they could give a brief overview of their projected expenditures for the fourth quarter.

Chairman Weathers requested that we review the monthly expenditures up to date first. After reviewing the expenditures through march report, he asked HELP NM why there was a drop from February to March. Lisa added that on page two of the report under youth, February shows \$205,000 and March is \$134, 000.

Teresa Quintana explained that they had a reduction in staff, which has had a big impact on expenditures. They are currently enrolling and hiring. She stated that they're hoping that all their positions will be filled by the last quarter, and the numbers will increase again and return to normal.

Chairman Weathers asked if the \$666,000 remaining must be spent by the end of the fiscal year?

Madam Executive Director informed Chairman Weathers that the remaining amount must be expended before it expires.

Chairman Weathers asked if the expended funds will be met.

Teresa Quintana informed Chairman Weathers that right now they're doing their best to spend down these funds. She stated that she needs to review the funds that are part of their contract and what funds are part of the money that was carried over from the State from previous years. She informed him that they're doing their best to expend all the funds allocated to them.

Chairman Weathers asked Mrs. Quintana what HELP NM's plan is to expend those funds?

Teresa stated that currently they are enrolling out of school youth. She mentioned that they recently had their spring into summer event and all the staff is onboard and enrolling participants as we're entering the last quarter. She mentioned that they are partnering with the State for their summer internship program as well. Evangeline added that they enrolled 23 out of school youth participants from the spring into summer event.

Jolene Nelson asked if HELP NM is partnering with all the tribes within the 10 counties?

Teresa Quintana informed Board Secretary Jolene Nelson that they just had a meeting with the eight northern Advisory Council, and they plan to meet with them again. She's hopeful that their discussion will produce some innovative ideas as we're moving forward into the summer.

Mrs. Nelson asked Mrs. Quintana the name of the individual they met with so that she can help get them some connections to get some youth on board. Mrs. Quintana informed her that they met with the Executive Director Mr. Gill Hill.

Mrs. Nelson asked Madam Executive Director if she could give Teresa and Evangeline her contact information.

Chairman Weathers asked Mr. Aragon if these funds are not spent down, when will they be reverted to the State? He also asked if it's possible to start spending this fiscal year's money for in school youth.

Mr. Aragon informed Chairman Weathers that if it appears that the money isn't going to be spent down, the State can revert it now so that the Board can start spending their current program year money and the State can distribute the reverted funds to all the other regions. If that's the wish of the board and that's the how they want to handle it. It would help the State and help the other boards who will receive that money. The Northern Board will receive a portion of the money because it'll go through the allocation. He stated that they can start the process as soon as the Board makes that decision.

Chairman Weathers expressed his concern of HELP NM spending their contractual amount and still having a remaining balance. He also mentioned that to his understanding this money must be spent before we can provide services to in school youth.

Teresa asked Mr. Aragon if the Board decided to go fourth with this, would the State allow the Board to utilize the in-school youth prior to June 30th?

Mr. Aragon informed Mrs. Quintana that no, it would just revert the dollar amounts earlier, so that the State can redistribute them giving all the board's an extra month to spend down their portion of the recaptured money.

Chairman Weathers asked if it would help us spend this program years money?

Mr. Aragon explained not for an in school/out of school percentage, because if they get that waiver, it won't take effect until the next program year and it's going to be in the next grant agreement. He mentioned that at least until July 1, the Board will be operating under the current grant agreement, which still has the 70/20 in school/out of school youth percentage.

Mrs. Quintana informed Chairman Weathers that they will have a small portion of in school youth funds available because they didn't have as many participants in some of their classroom training activities due to COVID. She stated that they will have individuals start participating at the end of May and they'll have a four-six-week program. They will be reallocating those numbers to each of the counties, it's just not as much as they have available in the out of school youth.

Vince Howell asked, after the contractual expenditures from help, what would the balance be from the \$666,000? He also asked if there was a contractual agreement for those funds.

Madam Executive director clarified that the \$666,000 is the balance in the pot for the youth program for PY19 that may be reverted if they're not spent down. Which is different than what's in their contract because these are the funds that were available in our PY19 program. She informed Mr. Howell that the contract for the youth is \$925,000 for PY20.

Chairman Weathers asked Mr. Aragon, if there's a contractual amount of \$921,000 and the beginning allocation was 1,000,312. The remainder is not contractually obligated by HELP New Mexico to spend, correct? Mr. Aragon stated that he was correct.

Chairman Weathers then asked Mr. Aragon for his advice.

Mr. Aragon stated that due to the Full Boards desire in the past not to revert any money to the State and only spend it in the North where it was originally allocated and looking at the contract amount that was awarded to HELP NM, and subtracting the total allocation, he suggested the Board look at that dollar amount and increase the contract amount for HELP NM only if they have a plan to spend that money down.

Another option to ensure that the money gets spent is to look at any substantial dollar amounts, if there is any ability for the State to recoup the money earlier, then that money would be distributed to the four boards and they will be given extra time to spend that money.

Chairman Weathers mentioned that from the months of October to November there's been an inconsistency in the dollar amount for expenditures, and this is difficult to calculate future expenses.

Teresa asked for clarification on whether this includes just expenditures or all expenditures including admin costs.

Rick Sandoval explained that those are all direct youth expenses; the direct training of participants, Help's contract, and any staff time that relates to youth activities, any admin is separate the other expenditures.

Mr. Aragon stated, to answer Chairman Weathers question, yes this includes the HELP contract expenditures and any other Board expenditures that are being charged to the youth grant.

Mrs. Quintana informed Chairman Weathers that he might want review what is being spent on participants versus what is shown on this report because there could be a lot of variables. Past couple of months, as well as our winter youth academy came to an end as well.

Chairman Weathers informed Mrs. Quintana that he understands what she is saying, however, he believes that the Full Board must make a decision on whether we can spend this money down or look into the possibility of reverting it to the State.

Rick Sandoval stated that there was discussion about updating the projected expenses for HELP between now and the end of April. He asked if those updated projections have been completed, and are they available? He mentioned that these projections will change the projected report that he submits for March.

Teresa informed Mr. Sandoval that they're having their internal meeting with their accounting department on Tuesday, and they should have a report by Wednesday afternoon.

Mr. Sandoval stated that he'll update the projections and send them out to Lisa to share and review.

Chairman Weathers suggested that we schedule another meeting to review the updated report. Madam Executive Director agreed and added, once we have the updated projections, we'll have a better overview of youth, adult, and dislocated worker.

Chairman Weathers asked what positions HELP NM needs to fill for the staff

Teresa stated that they are currently looking for (2) coordinators, one for the North Central and one for northeast, and there are five open positions for community support advocates in Santa Fe, Espanola, and Las Vegas.

Chairman Weathers asked where they are overperforming and underperforming.

Evangeline stated that their Northwest team consists of 70%, and they have a large caseload in the northeast.

Chairman Weathers asked if they have a model that they could use in the other regions to have the same success?

Mrs. Quintana informed him that yes, in fact their north central team is implementing that structure, they just need qualified applicants to be hired to step in.

Chairman Weathers asked if they needed any assistance from the Board.

Teresa stated that they've utilized all the resources available in terms of recruiting qualified applicants and she hopes that this next round of interviews are fruitful. She stated that they'll have a report ready by the end of next week.

Chairman Weathers asked how HELP NM which how they advertised for these open positions?

Teresa stated that their HR director uses, indeed, the newspapers, and their local contacts within each community. She added that they're doing the last big push for participants for them to maximize their benefits, and their stiving to get participants enrolled by the end of this month.

8. Informational Reports

8.1 Financial Report- March 2021

Rick Sandoval gave a report on the march monthly financials. He stated that the statement of financial position is a set of financial statements that the board has available every month. This statement reflects the assets and liabilities of the board for March 31, 2021. He stated that the large numbers under other current assets grants receivable are amounts that were expended through the end of March however, they hadn't received the cash reimbursements yet. Under liabilities and other current liabilities, there's \$459,000 listed as cash overdraft. He stated that those were checks that were cut and not released because there weren't funds to cover them. He added that when the money came in April and they received those reimbursements, those checks were released.

The statement of activities shows a column for each funding stream, which are the expenditures for the month. The budget to actual report shows that 2.4 million has been expended through the end of March. Under the board operations it's summarized by personnel, office staff, and professional fees. He mentioned that we're 75% through the fiscal year and we're 55% expended. The overages on the April financial report will reflect the budget adjustments that will be done internally, it doesn't require Board approval. The Executive Director can approve those. He stated that most of that will come from the travel expenditures. Mr. Sandoval mentioned that we'll adjust those to make up any shortages in the budget. He stated that the one stop location shows an overage because they haven't issued billings for the march quarter yet, once they issue those billings and they get reimbursements, that number will come below the \$200,000 that is budgeted.

9. Public Comments

There were no public comments.

10. Next Meeting Date _____

11. Adjournment

Motion to adjourn at 11:51AM. This motion, made by Rudy Garcia and seconded by Jolene Nelson, passed by unanimous vote.

- 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 g 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.