

Executive Meeting  
Wednesday, June 30, 2021, 11:00 AM  
Mountain

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

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

Present:5, Absent:2.

**Also in attendance: NALWDB Staff:** Lisa Ortiz - Executive Director, Barney Trujillo – Operations Manager, Amber Gomez – Project Specialist/Communications **Guests:** Veronica Alonzo - DWS, Christina Garcia-Tenorio – DWS, Margarito Aragon – DWS, Eric Vasquez – One-Stop Operator, Jessica Hudson– One-Stop Operator Assistant, Teresa Quintana – HELP NM, Evangeline Touchine – HELP NM, Rick Sandoval – Zlotnick Sandoval, Julio Garcia – Legal Counsel, Michelle Velarde – DWS, Krutik Bhakta – Board Member, Mario Lucero – Board Member.

#### 1. Call Meeting to Order

Chairman Joseph Weathers called the meeting to order at 11:07 AM.

#### 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 Meeting Minutes

Motion to approve the 5/20/21 meeting minutes. This motion, made by Rebecca Estrada and seconded by Vince Howell.

#### 5. Approval of Agenda

Motion to approve the agenda. This motion, made by Vince Howell and seconded by Jolene Nelson, passed unanimously.

#### 6. Action Items

##### 6.1 MOU's

Madam Executive Director gave a brief description of the MOU's for DVR, Job Corps, and HUD. She stated that these MOU's are required for the Board and once they're approved one of the findings on the PY19 report will be removed.

Eric Vasquez stated that these MOU's will help bring the Board back into compliance. He informed the committee that the only MOU that is still outstanding is the Tribal Entity MOU. He mentioned that they are working with the eight northern pueblos and awaiting their signature. He stated that eight northern plans on meeting in July to vote on the MOU and any corrections that need to be made prior to signing.

Motion to approve the MOU's for Job Corps, DVR, and HUD. This motion, made by Vince Howell and seconded by Rebecca Estrada, passed unanimously.

Jolene Nelson asked Eric if he's working with eight northern

Mr. Vasquez stated they've been working directly with the eight northern chairman, the executive director, and presented in front of the Northern Council.

## 6.2 Revise COVID 19 Policy

Eric Vasquez informed the committee that, back in November, the board passed an extensive COVID procedures and protocols policy that we've been operating under. Since then, there have been numerous changes to the nature of the pandemic. Because many individuals are fully vaccinated or have received at least one dose of the COVID vaccine, the Governor is asking many of our partners open up completely starting July 1<sup>st</sup>. That being said Mr. Vasquez recommend that the board amend this policy with some language that allows flexibility for each office location to respond and adapt as things change. He also mentioned that they suggested some language and ideas for this policy to the board attorney Julio Garcia.

Chairman Weathers stated asked if there was a new proposed policy drafted or an outline of the revisions.

Madam Executive Director informed Chairman Weathers that the revisions have not been drafted yet. She stated that they wanted to have a discussion involving our attorney to ensure that we're using the correct language in the policy. She recommends that the Committee moves forward to draft a policy, then we could present the policy to the rules committee, and have it approved at the next board meeting.

Eric Vasquez added that they had hoped to have some language put into draft form prior to this meeting however, they weren't there yet.

Julio Garcia stated he's willing to discuss any matters of concern, in terms of bringing that next draft to the next board meeting for approval. The previous order allowed a base for the policy such as all vaccinated individuals don't need to wear a mask and the recommendations from the CDC. From a private and a public standpoint, the order states that there's no prohibition in allowing any public or private entities to implement more stringent guidelines. He expressed his concerns regarding the issue with asking for vaccination. For example, if there's a reason a customer or employee isn't vaccinated, the questions that follow may make certain federal laws such as the ADA applicable. If that is the reason in which they're not vaccinated, the private or public entity would then need to provide what they call reasonable accommodations in that instance. So, it's really fact intensive in terms of, what the situation could be. However, things are probably going to open up 100%. With the possibility of an amendment to that order.

Eric Vasquez added that, some of our partners and state agencies have been given overall guidance from the governor's office on how the procedures are going to work. And each partner has been adopting their internal procedures accordingly. However, all of them are anticipating having their doors unlocked and allowing full access to the public at all of the one stop centers. This is an issue because, our current policy does not permit for that to occur. They also are stipulating that the mask protocol is up to us and if they have been vaccinated, they can come in without a mask. He stated that he spoke with DVR, and they are intending to continue to ask all customers to wear masks. He expressed that he's hopeful to have some basic language that allows them to adapt to these changing conditions. Mr. Vasquez asked if they could ask clients or staff to show them their vaccination cards? He also asked how they proceed around the door situation, because some of the offices are different?

Chairman Weathers asked Veronica Alonzo if the committee could pass a policy that says that we'll follow the CDC and state guidelines and then later on fine tune our policy, because the governor's coming out with new guidelines starting July 1<sup>st</sup>.

Veronica Alonzo stated, if I'm understanding you want to temporary put in place. a policy that mirrors the policy that you guys have and the CDC guidelines.

Christina Tenorio-Garcia asked if this would be for all of the workforce connections offices.

Chairman Weathers informed Christina that yes, all the offices will need flexibility and we need to update the November 2, 2020, policy so that the offices can open up.

Eric Vasquez suggested something along the lines of direct to one stop operator to set office guidelines that follow the CDC and state COVID procedures.

Chairman Weathers agreed with the language that Mr. Vasquez suggested.

Christina stated, if I'm understanding correctly, you're going to amend the current policy to state that you're going to align with state and local guidelines in addition to the CDC, and then as things progress amend it further.

Chairman Weathers stated that that is correct.

Christina stated that she doesn't see an issue with it.

Mr. Vasquez suggested that the language direct that the One Stop operator develop individual office procedures that follow the CDC, State and local COVID guidelines.

Motion to approve the language put forward by the One Stop operator for COVID practices. This motion, made by Rebecca Estrada and seconded by Vince Howell, passed unanimously.

Vince Howell asked Mr. Garcia for his opinion.

Julio Garcia stated that he believes that that language will suffice as a temporary policy and will allow us to proceed. He mentioned that he's not sure of the wishes of the operators, and the board in terms of if they would want more stringent guidelines in place. If so, he recommends something along the lines of following all State and CDC guidelines.

### 6.3 Proposed Budget

Rick Sandoval gave a brief update on the proposed budget. Under program, there's an item under the help regular contract labeled help amendment or second provider. The amount that was proposed for help included a 10% increase from the prior year. So they're currently at 5.1 with their new amendment. The second line is a required expenditure to meet the directive for the State to have the 40% expenditure and 80% obligation by the third quarter, which is March of 2022. The revenue has some assumptions in terms of the carry on. He stated that there is a pending Dislocated Worker transfer to Adult of \$600,000. Mr. Sandoval stated that, when looking at the flow of numbers, basically the Board is proposing a budget for expenditures of 8.8 million of the 9.1 million. There has been a request to expand the One Stop operator in detail similar to the administrative budget. He mentioned that HELP NM has its own budget for how they intend on spending the 5.1 and he can do the same for the One Stop centers and the One Stop operator.

Vince Howell stated that during the retreat there was discussion on marketing. He then asked how are we going to see that dollars in the budget?

Madam Executive Director informed Mr. Howell that, the One Stop operator budget has a

She stated that they mentioned in our next strategic planning meeting, the agenda will include items such as account items to show the expenditure, so that we can include that marketing budget and come up with a dollar amount to focus on for Dislocated Worker.

Vince Howell stated that from his understanding he thought that it was 10% of each program.

Madam Executive Director stated that the 10% is an increase to HELP NM's contract for Adult, Dislocated Worker, and Youth.

Rebecca Estrada explained that she believes that Mr. Howell is referring to the conversation with the State. They noted that 10% of each account goes to administration. However, we can decide how much of the remaining funds in One-Stop gets allocated to marketing.

Vince Howell asked if the Finance Committee came up with a dollar amount for the proposed marketing budget.

Madam Executive Director stated that as of right now we don't have a dollar amount. Out of the admin budget, we have \$6,500 for some advertisement marketing and we can adjust accordingly.

Vince added that he believes that the One-Stop Committee should be involved in the process of coming up with a proposed budget. Chairman Weathers agreed.

Krutik Bhakta mentioned that marketing has come up for several years during the Boards Strategic Planning. However, it's never been implemented. He feels as though \$6,500 is not enough funds to work with. He suggested that the Strategic Planning Committee take this seriously and set a percentage of budget to spend strictly on marketing.

Rebecca Estrada added that, we want to make sure that partners and particularly our one stop want to do that jointly. She suggested that this decision should come from the One Stop Committee with the feedback from the Strategic Planning Committee to ensure that everything is aligned.

Chairman Weathers announced that since Mr. Garcia resigned as the Youth Chair, he is appointing Mr. Krutik Baraka as the new Youth Chair.

Jolene Nelson asked what are unrestricted funds, and what are they used for?

Rick Sandoval informed Jolene that, the unrestricted money is made up of private donations. Those are non-formula funds that are used for certain expenditures that the Board may incur that are not allowed under the WIOA grant. For example, the Board is a Nonprofit Corporation, and there's a registration fee that the Board has to pay that unrestricted money covers that fee. Sometimes there's late fees when a bill doesn't get paid on time. Late fees are not allowed under WIOA, so the Board uses unrestricted money to cover those fees.

Chairman Weathers asked Mr. Vasquez, as the One Stop Operator, can he reach out to other partners that could help us with spending down our Dislocated Worker funds

Eric Vasquez informed Chairman Weathers that they can work on reaching out to our current partners and prospective new partners. He stated that they also need to reach out to dislocated workers, because this will be a major focus this coming year. He stated that there will be a coordinated strategy developed with everyone, including current partners who are actively engaged and the Strategic Planning Committee as well.

Motion to approve the proposed budget. This motion, made by Rebecca Estrada and seconded by Jolene Nelson, passed unanimously.

#### 6.4 Service Provider Contract/Budget

Madam Executive Director gave a brief overview of the service provider contract/budget for adult, dislocated worker, and youth PY21. She stated that, the Northern Board appreciates the working relationship we have with our service provider HELP New Mexico. We have come a long way since our previous service provider, and we know that HELP NM can spend those funds. She informed the Committee that the staff recently attended the HELP NM's retreat, and noticed that Roger, Teresa, and Evangeline have an excellent team of case managers, staff, and quality assurance. She expressed that, we feel that they should continue as our service provider with the contract amount of 5.1 million total, 1.3 million for Adult, 2.6 million for Dislocated Worker, and 1.2 million for Youth. She recommended those amendments moving forward July 1<sup>st</sup>.

Chairman Weathers asked Teresa Quintana if she could share an overview of the progress in percentage and participants served from FY19-20 and their projection for FY21.

Teresa Quintana thanked Chairman Weathers and Madam Executive Director for the opportunity to speak and for the positive comments regarding their retreat. She informed the executive committee that they attended the Board's retreat as well, and there was some great conversation that gave them insight as to what they can do across all 10 counties to increase the funds that spent. Those conversations included the following topics: Increasing the number of hours that HELP NM is providing. Increasing efforts for work experience, OJT, customized training, and incumbent workers. These conversations helped HELP NM learn about how they can increase the participation and the quality of participation to provide a positive change to the performance in Northern New Mexico. They understand that the State hold them to certain performance standards. She stated that they are currently looking at the base contract, that the Board is proposing to award. They're not looking at increasing any numbers, they're looking

to increase the services that they're going to provide. Teresa stated that they plan to include assisting with customer customized training, because they didn't include that in their original budget. They would like to formulate a plan to spend the remaining funds and increase the number of individuals they serve. They're trying to be more innovative in their approach to spend those additional dollars that are that are potentially available for expenditure on behalf of the NALWDB.

Chairman Weathers asked the State for their opinion on the service provider and how they executed their contract within the program year.

Veronica Alonzo stated that HELP NM is an organization who has a lot of drive and commitment. They continuously seek the guidance of the Board because without the guidance of the Board, they cannot fulfill the Northern Board's mission. Mrs. Alonzo stated that it's imperative that the Board's mission and strategic planning policies are strong because this will affect how the service provider can operate. HELP NM has good practices in place, they have a quality team, they each have an important role. They have struggled with staff turnover during this last program year; however, they have found a good staff that can do the job. HELP NM's staff is very adaptive and are able to focus their time and energy on the current priority and can quickly shift gears to meet the direction of the Board.

Chairman Weathers thanked Mrs. Alonzo for her report and evaluation of HELP NM. He stated that HELP NM has done an outstanding job however, there's always room for improvement.

Teresa Quintana thanked both Veronica and Chairman Weathers for working with HELP NM and their trust they have installed to carry out this program. She stated that they are happy to continue those services and continuing to make improvement. She mentioned that they have seven vacancies open right now, they had nine and will be filling two of those vacancies this week

Motion to approve the service provider's contract. This motion, made by Vince Howell and seconded by Jolene Nelson, passed unanimously.

#### 7. Informational Reports

There were no informational reports

#### 8. Public Comments

There were no public comments

#### 9. Next Meeting Date \_\_\_\_\_

#### 10. Adjournment

Madam Executive Director thanked the Veronica, Mags, and Christina for attending the Board retreat last week on Friday. They present Dislocated Worker, the roles, policy, what's required, and incumbent workers.

Motion to adjourn at 12:01 PM. This motion made by Vince Howell and seconded by Rebecca Estrada, passed unanimously.