

Northern Area Local Workforce Development Board

Minutes

Thursday, August 8th, 2019

9:00 am

6401 Richards Ave Santa Fe, NM 87508

Members Present

Members Absent

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| Floyd Archuleta Ambrose Castellano (phone) Rebecca Estrada Zane Fisher Rudy Garcia Marcos Martinez Sean Medrano (phone) Nani Rivera (phone) Jon Paul Romero (phone) Henry Roybal (phone) Rock Ulibarri Joseph Weathers | Robert Anaya Scott Beckman Krutik Bhakta Vince Howell (excused) Jenny Lambert-Beaty (excused) Mario Lucero Chris Madrid Jolene Nelson (excused) Arthur Sparks Eileen Yarborough |
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Others Present: Miranda Harris (*Administrative Assistant NALWDB*), Elena Maestas (*Program Support NALWDB*), Amber Gomez (*Administrative Support NALWDB*), Barney Trujillo (*Operations Manager NALWDB*), Alex Martinez (*SER*), Suzette Lucero, Sandy Sandoval, Maggie Lujan, Marangellie Trujillo (*NMPED*), Robert Chavez, Rick Sandoval, Margarito Aragon, Veronica Alonzo, Alexandria King (*NMDWS*).

- I. **Call to Order/ Oath of Office / Roll Call:** The meeting was called to order at 9:12 a.m. by the Northern Area Local Workforce Development Board (NALWDB) Chair, Floyd Archuleta. Roll call of the NALWDB was taken by the recording secretary that indicated a quorum was present.
- II. **Welcome:** Introductions were made to members of SER and DWS. New NALWDB Staff were introduced and thanked for their efforts in rebuilding the Board.
- III. **Approval of Agenda:** Board Member Jon Paul Romero made a **motion** to approve the agenda. The agenda was approved as amended; **seconded** by Board Member Rudy Garcia; motion approved via unanimous voice vote.
- IV. **Approval of Minutes: June 24th, 2019:** Board Member Rebecca Estrada made a **motion** to approve the minutes, **seconded** by Board Member Rock Ulibarri; **motion passed** by unanimous voice vote.
- V. **Lead CEO Report:**

Board Member Henry Roybal requested an amendment to move item **XII** to **V** due to conflict with scheduling. Amendment was approved by Board Chair Joseph Weathers.

Mr. Roybal requested that the Board become proactive in the reevaluation and recertification of all Board Members. Mr. Roybal requested that this be completed by the end of October. Board Chair Joseph Weathers clarified that the state is responsible for recertification of Board Members. He states that this will be considered as a task to be completed during state oversight. Mr. Roybal announced that the next CEO Meeting will be held November 19th, 2019.

VI. New Mexico Department of Workforce Solutions Administrative Oversight Report:

Margarito Aragon introduced himself as an employee of the state who is partaking in the state oversight of NALWDB along with Veronica Alonzo and Alexandria King. He stated that the purpose of the oversight is to help get the Board back on track. All decisions will typically be made by the board but will be filtered through DWS to be reviewed. One task that needs to be completed is the hiring of a Financial Specialist and the state will be overseeing the hiring process. Another position to be filled is Executive Director. In the future, it will be required for the Board to have at least one Procurement Officer, although two is preferred. The Executive Director and Finance Specialist should be assigned this role. The NALWDB Fiscal Monitoring was lacking and is currently being monitored to be brought up to date. Moving forward, CEO meetings will be held every 6 months. He also stated that the Work Experience Policy has been approved. Board Member Floyd Archuleta expressed his appreciation for DWS support and asked if the reconstructing of the Board is going to be continued. Margarito Aragon stated there is currently no action for this task but the state typically reviews make up of Board every four years. Mr. Aragon stated that by-laws have been strengthened and meeting attendance requirements were put in to place to prevent administrative oversight in the future. Board Member Rudy Garcia thanked the Chairman, Alexandria King and Barney Trujillo for getting the Board back on track.

VII. Presentation – DWS Deputy Secretary Ricky Serna:

Deputy Ricky Serna introduced a project that includes a training contract with a budget of \$6,300 for a total of 15 inmates to obtain proper training and job placement in the field of construction. This program does not require recruitment because correction officers will be selecting the candidates. He is also trying to develop a program for mentors on construction sites to help guide new employees. Mr. Serna proposed an Intensive Training Contract for this program and asked the Board to please consider. Board Member Jon Paul Romero proposed an extension of the program for individuals who have already been released.

VIII. Approval of Farmington Educator Apprenticeship Pilot Program:

Deputy Ricky Serna stated this is a non-financial co-op agreement to tie how partners come together to direct WIOA funding. This program allows for trainees to apply for a license to teach while working towards their degree. Las Cruces Public Schools have already hired dozens of teachers who on a similar alternate licensure program. Mr. Serna requested to start a program along the same guidelines in Farmington. Board Member Jon Paul Romero made a **motion** to approve; **seconded** by Board Member Rebecca Estrada; **motion passed** by unanimous vote.

- IX. **San Juan College Lease Agreement Negotiation:**
Deputy Ricky Serna requested to table. Board Member Floyd Archuleta made a **motion** to approve a table; **seconded** by Board Member Jon Paul Romero; **motion passed** by unanimous vote.
- X. **Approval of ETPL Ad-hoc Committee:**
Veronica Alonzo stated that the purpose of this committee is to review and approve new providers requesting to be on the ETPL list. The Ad-hoc Committee will meet on a regular basis to review applications. Board Member Rock Ullibari made a **motion** to approve the Ad-hoc Committee; **seconded** by Jon Paul Romero; **motion passed** by unanimous vote.
- XI. **Committee Reports:**
a. Finance Committee: Meeting of August 5, 2019
i. **Policy Approval – ACTION**
Board Member Jon Paul Romero made a **motion** to approve the Credit Card Policy, Mileage Travel Reimbursement Policy and Mileage Travel Reimbursement for Ambrose Castellano; **seconded** by Rudy Garcia; **motion passed** by unanimous vote.
- XII. **Financial Update:**
The Board’s carry-in money is estimated to be around 2.9 million. There is a possibility that the funds that have expired could possibly be reallocated. By the end of this month, yearly closeout will be complete and ready for audit. Board Member Rudy Garcia thanked Joseph Weathers for recognizing the policy of monthly updates.
- XIII. **Chairs Report:**
Chairman Joseph Weathers stated that the Board will do everything possible to address the needs in the 10 northern counties. He requested that everyone recruit Board Members and would like to see more females on the Board since it currently lacks female representation. He also stated that the four areas of strategic planning are being addressed.
- XIV. **Operations Manager Report**
Barney Trujillo thanked SER for attending the meeting today. He advised all in attendance that staff members of the Board are in the process of moving in to a new facility and the next Board meeting will be held there. Board Member Floyd Archuleta commended Barney for his efforts and stated that he has done a great job coming in to this position at such short notice.
- XV. **Public Comments:**
Alexandria King of DWS thanked Joseph Weathers and Barney Trujillo for being so cooperative with their team during the oversight.
- XVI. **Next Meeting Date – October 2019 (Location NALWDB Office)**
- XVII. **Executive Session:**
No Executive Session was needed.

XVIII. **Adjournment** – a **motion** was made by Rudy Garcia to adjourn at 11:06 a.m. and was **seconded** by Rock Ulibarri.