

Northern Area Local Workforce Development Board

Minutes

Thursday, October 10th, 2019

10:00 am

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

Members Present

Members Absent

Joseph Weathers – Chair Ambrose Castellano – phone Robert Anaya – phone Krutik Bhakta – phone Vince Howell – phone Jolene Nelson Jon Paul Romero – phone Floyd Archuleta Rebecca Estrada Sean Medrano Mario Lucero Chris Madrid Marcos Martinez Nani Rivera Jenny Lambert-Beaty Zane Fisher	Rock Ulibarri Rudy Garcia Arthur Sparks
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Others Present: Miranda Harris (*Administrative Assistant NALWDB*), Elena Maestas (*Program Support NALWDB*), Amber Gomez (*Operations Support Specialist NALWDB*), Barney Trujillo (*Operations Manager NALWDB*), Alex Martinez (*SER*), Tomas Garcia (*Board Member Nominee*), Sandy Sandoval (*SER*), Suzette Pineda (*SER*), Maggie Lujan (*SER*), Veronica Alonzo (*NMDWS*), John Casado, Margarito Aragon (*NMDWS*), Alexandria King (*NMDWS*), Rick Bailey, Robert Chavez, Concha Cordova, Kristen Krell (*SFCC*), Carlos Medina (*Board Member Nominee*).

- I. **Call to Order/ Pledge of Allegiance / Roll Call:** The meeting was called to order at 10:05 a.m. by the Northern Area Local Workforce Development Board (NALWDB) Chair, Joseph Weathers. The Pledge of Allegiance was recited by all in attendance. Roll call of the NALWDB was taken by the recording secretary that indicated a quorum was present.
- II. **Approval of Agenda for Thursday October 10, 2019:** Board Member Floyd Archuleta made a **motion** to approve the agenda; **seconded** by Board Member Rebecca Estrada; motion approved via unanimous voice vote.
- III. **Approval of Minutes: August 8th, 2019:** Board Member Rebecca Estrada made a **motion** to approve the minutes, **seconded** by Board Member Nani Rivera; **motion passed** by unanimous voice vote.

Board Member Floyd Archuleta made a **motion** to amend the agenda by moving new Board Appointees action item above Approval to Hire NALWDB Executive Director action item. **Seconded** by Rebecca Estrada; **motion passed** by unanimous voice vote.

IV. Presentations:

a. **Northern New Mexico College – Rebecca Estrada and Dr. Rick Bailey**

Rebecca Estrada opened her presentation by stating that Northern New Mexico College is focusing on the RCT Program and currently has a relationship with 6 regional educational centers. The majority of the students are funded by WIOA. The statistics have improved since adding Northern New Mexico College to the partnership.

Dr. Rick Bailey reported that there is currently a 2-year effort to move forward with programs that went away when the school went to a 4-year school. The bill has passed senate and house to build a community college within the school. This gives the opportunity to go to our own community and ask if it is worth their investment. The November 5, 2019 Mill Levy is an initiative on the ballot to support a 2-million-dollar levy for college. Five public school districts have agreed to come together to create the community college district. Transportation will be provided to all 5 high schools that are partnering. The 412 Union has also aided in this process. The goal is to create as many apprenticeship programs as possible. Rick pledged that if the Mill Levy passes, the money will go directly toward the program day. Anyone in New Mexico who wants a 2. Year degree will have a pathway to free college.

Board Member Floyd Archuleta thanked Dr. Rick Bailey for coming to the meeting, along with his commitment and creation of the program.

Board Member Sean Medrano asked if the money will be used to expand trades that are already in place? Dr. Rick Bailey answered his question by saying no. This is to reestablish program along with the opportunity to work towards an associate degree at the same time.

b. **New Mexico Department of Workforce Solutions – Margarito Aragon, Veronica Alonzo, Alix King**

Margarito Aragon gave an update on the current Administrative Oversight. He stated that the state is helping the Northern Board move into compliance. The initial 90 days ended last week, but the oversight has been extended to June 30, 2020. Despite the extension, the Board is going in a positive direction and in a lot better position from 90 days ago. There is currently an action item list that needs to be completed before oversight can be removed. It is going to require a lot of work from Board Administrative Staff and will require the staff to put in a lot of overtime hours. During the oversight, we are continuously making sure that funds are still flowing and there are no interruptions of services to participants. He acknowledged that there is a completely new staff and the state is working to get them up to speed, which is an ongoing task.

Chairman Joseph Weathers thanked Margarito Aragon for recognizing that we need to keep services moving for participants. We look forward to starting the next Program Year in full compliance.

V. **New Board Appointees:**

Lead CEO Henry Roybal reappointed Board Members Chris Madrid, Marcos Martinez, Robert Anaya and Krutik Bhakta. He also appointed new Members Carlos Medina, Tomas Garcia, Tommy Haws and Linda Siegle. The Oath of Office was recited by the two members present, Carlos Medina and Tomas Garcia.

VI. **Approval to hire NALWDB Executive Director – ACTION**

Chairman Joseph Weathers requested an amendment to the agenda to add Approval of Management Contract on Interim Basis to this action item. A **motion** to amend the agenda was made by Board Member Ambrose Castellano; **seconded** by Nani Rivera; motion passes by unanimous voice vote.

Zane Fischer requested that Dr. LeAnne Salazar-Montoya break down her contract. Dr. Montoya stated that she has been in interim status due to the condition of the Board. This contract has been in place until the Full Board can approve hire. Contract was approved by the Executive Committee.

A **motion** was made by Board Member Jon Paul Romero to approve management contract and hire; **seconded** by Rebecca Estrada; motion passes by unanimous voice vote.

VII. **Conflict of Interest Form – ACTION**

Dr. LeAnne Salazar-Montoya advised the Board that we need to be compliant with state and federal regulations, which was the reason for the updated policy. She recommended approval from the Board. Board Member Zane Fischer made a **motion** to approve; **seconded** by Board Member Sean Medrano; motion passes by unanimous voice vote.

VIII. **Cell Phone Policy – ACTION**

Dr. LeAnne Salazar-Montoya stated that the Board should expect to see several new and revised policies in the next 6 months to a year. This policy was developed due to circumstances of staff using their personal phones for business. This policy allows reimbursement of up to \$25.00. She recommends approval. A **motion** was made by Board Member Rebecca Estrada; **seconded** by Zane Fischer; motion passes by unanimous voice vote.

IX. **Reports:**

a. **Provider Report-SER Inc.**

Maggie Lujan reported that the statistics are great for having so many rural areas to concentrate on. These might be the highest numbers we have ever served. SER is now fully staffed, and outreach efforts have been increased.

b. **Financial Report – Rick Sandoval**

Rick Sandoval stated that the Board has been expending funds mostly administratively. Some line item adjustments will need to be made for staff salary. Margarito Aragon added that a letter will soon be drafted regarding the spending of Youth funds. The Board currently has 1.3 million dollars in Youth funds that need to be spent by June 30, 2020 so it is not returned to the state. Dr. LeAnne Salazar Montoya stated that the previous administrative staff decided not to administer the RFP's for the full amounts. SER was issued \$823,000 which was not the full

amount of 1.3 million. It is imperative that the remaining is spent. An RFP will be issued for Youth to receive funds.

c. **Chair Report**

Chairman Joseph Weathers acknowledged that we have all worked the hardest 90 days of our lives. He has full confidence in his new administrative staff, who will accomplish each action item and will come into full compliance with state and federal regulations. He asked that all in attendance walk out with confidence that this Board will be the best of all four boards.

d. **Executive Director**

Dr. LeAnne Salazar-Montoya thanked Barney Trujillo for making sure the wheels kept turning during this period. She introduced the new staff and their roles and advised that the staff is willing to learn. We currently have daily meetings with DWS to discuss daily tasks to improve and complete list. The Board is hosting a hiring event on October 15, 2019. Three out of the four needed RFP's are in edit mode. Margarito Aragon stated that every Board Member is required to have 10 CEU's by the end of this Program Year. Executive Director LeAnne Salazar-Montoya advised that a training sheet will be made for each Board Member to log hours. LeAnne also advised that she attended Executive Director Orientation on October 4, 2019.

e. **Executive Committee Report**

f. **One Stop Committee Report**

An RFP for One Stop will be made in order to transition from Mary to a new One Stop Operator.

g. **Finance Committee Report**

The Committee met and went over Rick's documents.

h. **Public Comments:**

Kristen Krell noted an issue at SFCC where currently 30 students are enrolled in Workforce training credentials and they are paying their own tuition. They are being told that there are no WIOA funds available to use. Kristen also emphasized programs currently being utilized. Sun Path is a 15-million-dollar project creating careers with Healthcare for adults living in poverty and without high school credentials. WIOA stopped funding this program one year ago. IBEST is used to get adult students into the workforce. We have relied on WIOA funds to help these students and funding for this has stopped as well. Dr. LeAnne Salazar-Montoya suggested that they have a meeting to find a solution.

X. **Next Meeting Date:**

Board Member Jenny Lambert-Beaty asked if the next meeting can be held in Farmington? Chairman Joseph Weathers stated we would have to discuss this further but could talk about the possibility of holding Board Orientation in Farmington.

The next Full Board Meeting date will be December 12, 2019 at 10:00 AM. Location is tentative and will be given to Board Members in advance.

XI. **Adjournment:**

A **motion** was made by Board Member Sean Medrano to adjourn; **seconded** by Board Member Carlos Medina; motion passes by unanimous voice vote.

DRAFT