

Executive Committee Meeting
Monday, March 2, 2020 10:00 AM Mountain

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

Rudy Garcia: Present

Vince Howell: Present

Rock Ulibarri: Present

Present: 3.

Also in attendance: Chairman Joseph Weathers. Guests: Rick Sandoval (Fiscal Agent), Barney Trujillo (NALWDB Operations Manager), Lisa Oritz (NALWDB Financial Specialist), Dr. LeAnne Salazar-Montoya (NALWDB Executive Director), Miranda Harris (NALWDB Executive Secretary), Mary Mylet (OSO), Michelle Valarde (Field Operator Manager), Alix King (DWS).

1. Call Meeting to Order

The meeting was called to order by Chairman Joseph Weathers at 10:11AM.

2. Pledge of Allegiance

The pledge of allegiance was recited by all in attendance.

3. Roll Call and Determination of a Quorum

Roll call was made by the NALWDB Executive Secretary, Miranda Harris and a quorum was established.

4. Approval of Agenda

Motion to approve the agenda. This motion, made by Rudy Garcia and seconded by Vince Howell, Passed.

Rudy Garcia: Yea, Vince Howell: Yea, Rock Ulibarri: Yea

Yea: 3, Nay: 0

5. OSO Update on Marquez Lease

One Stop Operator Mary Mylet reported that there have 19 been identified partners that are guaranteed to move in to the space. DVR is only bringing 4 staff plus a file room. There are a total of 26 spaces available. Mary has been in contact with HELP NM and they might be interested in moving in 2 staff, which would bring us to 21. Mary advised that in our lease agreement, we are not being charged for months 1-4 of rent, which will benefit us.

Commissioner Rudy Garcia asked what will happen if construction is not complete in time? Mary answered that we are not responsible for rent until the construction is complete. The owner is making improvements for the tenants. We are currently shooting for a April 1, 2020 move in, with a 15 day window. It is the Board's responsibility to have a lease through each tenant or operate off of an IFA. An IFA allows for fluctuation of partners coming and going. Rudy Garcia agreed that the IFA is simpler for the 10 year occupancy. Advised Mary to tell the property manager that we need to be moved in by April 1, 2020.

Chairman Joseph Weathers asked Mary if she felt that any of these concerns are an issue at the

time? Mary responded by saying no. She asked that the Board keep in consideration that site managers need to be utilized more. One role that the site manager will be doing is assigning offices.

Mayor Vince Howell asked that the Executive Committee receive another update before April 1, 2020.

6. Travel Approvals

Motion to approve Travel Approvals. This motion, made by Vince Howell and seconded by Rudy Garcia, Passed.

Rudy Garcia: Yea, Vince Howell: Yea, Rock Ulibarri: Yea

Yea: 3, Nay: 0

Dr. LeAnne Salazar-Montoya advised that the following travel requests have already been approved by the Finance Committee.

Chairman Joseph Weathers asked for a Board Member to attend Washington, DC conference. Commissioner Rudy Garcia volunteered.

7. Budget Review

Chairman Joseph Weathers stated that he requested a budget review because the Finance Committee has expressed concern that we have a lot of excess money that needs to be used.

Rick Sandoval suggested moving Board and Meeting Fees to the out-of-state line item to cover these costs for upcoming meetings. Budget Adjustments can be made between Rick, Lisa and LeAnne. The money that is at risk right now is Youth.

Lisa Ortiz explained that we had recently received a large cash request from SER. A lot of these expenses were questioned. Alix King suggested having a meeting with SER to discuss the urgency of spending their funds and transition period.

8. Assignment to RFP Committees

RFP Committees were assigned by Chairman Joseph Weathers.

9. Next Meeting Date

The next meeting date will be March 16, 2020.

10. Adjournment

Motion to adjourn at 11:42AM. This motion, made by Vince Howell and seconded by Rudy Garcia, Passed.

Rudy Garcia: Yea, Vince Howell: Yea, Rock Ulibarri: Yea

Yea: 3, Nay: 0

Meeting adjourned at 11:42AM.