

Executive Committee Meeting
Thursday, March 12, 2020 2:00 PM Mountain

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

Rudy Garcia: Present

Vince Howell: Absent

Rock Ulibarri: Present

Present: 2, Absent: 1.

Also in attendance: Chairman Joseph Weathers, Thomas Garcia, Jon Paul Romero. Absent: Vince Howell (excused). Staff: Executive Director Dr. LeAnne Salazar-Montoya, Board Secretary Miranda Harris. Guests: Carlos Medina, Alex King (DWS), Veronica Alonzo (DWS), Roger Gonzales, Gary, Marguerite

1. Call Meeting to Order

Meeting was called to order by Commissioner Rudy Garcia at 2:05PM.

2. Roll Call and Determination of a Quorum

Roll call was made by Board Secretary, Miranda Harris and a quorum was established.

3. Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

4. Approval of Agenda

Dr. LeAnne Salazar-Montoya suggested to add BAR to agenda. Funds are going from D/W to Adult.

Motion to modify agenda to include BAR moving D/W to Adult in the amount of \$200,000 on item #7. This motion, made by Joseph Weathers and seconded by Jon Paul Romero, passed by unanimous vote.

5. RFP 2020-005 Award Approval

Dr. LeAnne Salazar-Montoya advised that the two bidders were submitted from YDI and HELP NM for the Summer Youth Academy RFP. An RFP Review Committee was put together by the Board Chair which consisted of Alix King, Margarito Aragon, Mayor Vince Howell, Financial Specialist Lisa Ortiz, Executive Director Dr. LeAnne Salazar-Montoya and Board Chairman Joseph Weathers. Each individual scored the RFP and the average of the scores is how the final decision was made. These funds need to be expended by June 30th, 2020. It is a priority for the Board. Dr. LeAnne Salazar-Montoya explained that there was a rollover of over \$400,000 that was not RFP'd out previously. These funds are to coordinate with our new provider for OJT.

Chairman Weathers has authorized to release the recommendation to select HELP NM to receive the bid for the provider of the Summer Youth Program.

Motion to approve HELP NM to receive the bid for Summer Youth RFP. This motion, made by

Joseph Weathers and seconded by Rudy Garcia, passed by unanimous vote.

6. Board Update on Marquez Plaza, OSO

The General Contractor Gary Hazelbaker and Property Manager Marguerite Haverly introduced themselves.

Rock Ulibarri asked what the expected completion date is for the plaza. Mr. Hazelbaker informed the Committee that the current schedule is to have the space completed by April 1, 2020. He provided information that the date could change due to the City of Santa Fe's timeline with inspections etc., and also the cleaning and furniture that is being saved on site. This will be brought back in and reassembled. They have asked that the Board provides staff to direct where the furniture will go to save time.

Commissioner Rudy Garcia asked Mary Mylet for a status update on the IT needs.

Mary Mylet advised that the resource room will have 10-15 computers maximum. Ms. Mylet suggested adding IT Connect and the electricians to the meeting on March 24th, 2020 which is with DWS to discuss IT needs. Mr. Hazelbaker suggested that this meeting might need to happen earlier due to the layout of the room. An electrician might have to make significant suggestions regarding placement of computers due to the circuits in the building. This will all take some time.

Commissioner Rudy Garcia suggested that we have a meeting with IT Connect, any provider who will be utilizing the room, the property manager and the contractor on March 24, 2020 at 10AM to address these needs and make appropriate changes in time for an April 1, 2020 move in. Dr. LeAnne Salazar-Montoya suggested having 1-2 Board Member representation at this meeting. Rudy Garcia and Rock Ulibarri volunteered to attend this meeting.

Rock Ulibarri asked if we are still on track to have the offices filled.

Mary Mylet advised that there are 19 providers that will be occupied as of now. There are 26 total offices.

7. Approval of Transfer of Funds \$242,000

Motion to approve the BAR in the amount of \$200,000 from D/W to Adult for the San Juan Project. This motion, made by Joseph Weathers and seconded by Rock Ulibarri, passed by unanimous vote.

8. Executive Director Report

Dr. LeAnne Salazar-Montoya advised that a letter was emailed out to the Board regarding a personnel concern.

The governor had a press conferencing concerning COVID-19. She has requested that all non-essential personnel work from home and self-quarantine. Board Staff is currently tele-working and all staff members will be reporting work activity and checking in throughout the day. Operations Manager Barney Trujillo will continue to work in the office for emergencies. The state is avidly working on relaying regulations to us and we will report when we receive them. All upcoming meetings will be held over Zoom until further notice.

9. Next Meeting Date _____

There is no foreseen meeting date at this time.

10. Adjournment

Motion to adjourn at 2:56PM. This motion, made by Joseph Weathers and seconded by Rudy Garcia, passed by unanimous vote.