

Executive Committee Meeting
Tuesday, March 24, 2020 11:00 AM Mountain

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

Rudy Garcia: Present
Vince Howell: Absent
Carlos Medina: Present
Sean Medrano: Present
Rock Ulibarri: Present

Present: 4, Absent: 1.

Board Members also in attendance: Thomas Garcia, Chairman Joseph Weathers. Board Members Absent: Vince Howell (excused), Jon Paul Romero (excused). Staff: Dr. LeAnne Salazar-Montoya (Executive Director), Miranda Harris (Executive Secretary), Lisa Ortiz (Financial Specialist).

1. Call Meeting to Order

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

2. Roll Call and Determination of a Quorum

Roll call was made by NALWDB Secretary, Miranda Harris who indicated that a quorum was present.

3. Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

4. Approval of Agenda

Motion to approve the agenda. This motion, made by Thomas Garcia and seconded by Carlos Medina, passed by unanimous vote.

5. Action Items

5.1 Approval of Contract for Special Youth RFP

Approval with ability to make minor adjustments with spelling, name etc. This motion, made by Carlos Medina and seconded by Sean Medrano, passed by unanimous vote.

5.2 Re Allocation of Funds (Youth and Adult)

Motion to table Re Allocation of Funds. This motion, made by Rock Ulibarri and seconded by Sean Medrano, passes by unanimous vote.

Motion to re-open agenda item for discussion. This motion, made by Carlos Medina and seconded by Rock Ulibarri, passes by unanimous vote.

NALWDB Executive Director stated that there are special provisions for extensions of funds. We are three months out from money being reverted. We need to expend these funds. Alix King advised that we are waiting to hear which program years this is referring to for. Is the

money expiring in June, or is this money that can transfer to a new provider? Any money that has time on it can be transferred to the new provider. Rick Sandoval informed the Committee that NALWDB is still spending part of the PY18 funds. This is the money that expires at the end of the fiscal year.

Chairman Joseph Weathers asked if it would be possible to add this to the new special youth contract in an attempt to spend it before we revert it back? Financial Specialist, Lisa Ortiz directed that she is not sure if we can add it because the original proposal was a set amount. We might be able to amend it after the contract is in place. The Executive Director informed the Committee that SER is rejecting the \$200,000 for the Water Hauler Project and the \$242,000 for Escalante. They feel they will be able to meet the demand with their current budget. They are at a minimal operative state due to COVID-19. Quarterly reports did not indicate that this money was not going to be spent down. Now we are hearing they are going to leave money in Adult and D/W. A memo is being put together to issue to SER to get up to date with their draw downs. We will have a clear picture where they are with their draw downs when that is provided.

Alex Martinez stated that SER is still activity serving the youth population. COVID-19 has impacted a lot of things that are occurring. Individuals in work experience have been affected and institutions have been shut down. In reference to the additional funding that the board received from the state, the issue and concern was a statement by the state and board that they did not want to show balances from events that did not take place. Cash draw downs will be in by the end of this week. He also informed the Committee that SER was in contact with 65 individuals for the Escalante project. However, a lot of them already have severance pay due to COVID-19 and are choosing to use that money from their employer before utilizing federal funds. Most of the training does not begin until the Fall semester. If money is added to SER's contract, it may not get spent. Alex advised that SER estimated that the Water Hauler project will only cost about \$25,000. The additional \$242,000 will not get spent. He suggested preserving these funds for the new provider as of July 1, 2020. So far, there are only 8 individuals and 4 employers who are involved in this project, 2 of these employers being in a lay-off status.

Dr. LeAnne Salazar-Montoya suggested keeping the table. We will need Board Approval because it is a large sum of money.

Motion to re-table. This motion made by Carlos Rock Ulibarri and seconded by Sean Medrano, passes by unanimous vote.

5.3 One Stop Santa Fe-Amendment and Cost Increases (Finance)

Dr. LeAnne Salazar-Montoya advised that the Marquez space is projected to be completed by March 29th, 2020. The meeting with the One Stop Operator was not held because of COVID-19. The building permits are going to be closed out on March 29, 2020 but there is still a need for electrical changes. This is an amendment to be able to proceed with electrical needs before they close out the project. It would be in the Board's interest to make a third amendment of \$10,000 to make changes to complete electrical needs.

Motion to allow for a change order to put outlets in not to exceed \$10,000. This motion, made by Rock Ulibarri and seconded by Carlos Medina, passes by unanimous vote.

5.4 ETPL Program Approval Policy

Motion to approve ETPL Program Approval Policy. This motion, made by Rock Ulibarri and seconded by Carlos Medina, passes by unanimous vote.

5.5 Docu Sign (Policy Approval)

This policy allows for electronic signatures. We will make minor edits to this policy and assign a policy number.

Motion to approve the Electronic Signature Policy with minor edits. This motion, made by Rock Ulibarri and seconded by Carlos Medina, passes by unanimous vote.

5.6 COVID 19 Temporary Changes

Motion to approve Tele-Work Agreement. This motion, made by Rock Ulibarri and seconded by Carlos Medina, passes by unanimous vote.

6. Informational Reports

6.1 Executive Director Report

Dr. LeAnne Salazar-Montoya informed the Committee that she has put together a checklist for SER about how we will transition. They have already notified that they will not be bidding on our RFP's. We are on top of the transition on a daily basis and keeping them productive while still in their contract. Alex Martinez has assured that they will be cooperative in the transition process.

6.2 Fiscal Agent Financial Report

There are currently no questions for the fiscal agent at this time. A report was included in the previous item.

6.3 One Stop Operator Report

The One Stop Operator was not able to attend this meeting.

7. Next Meeting Date _____

A next meeting date will not be scheduled at this time. We need to get more information back from the state first.

8. Adjournment

Motion to adjourn at 12:14PM. This motion, made by Rock Ulibarri and seconded by Carlos Medina, passes by unanimous vote.