

Full Board Meeting
Thursday, February 13, 2020 10:30 AM
Mountain

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

Floyd Archuleta: Present
Krutik Bhakta: Present
Rebecca Estrada: Present
Zane Fischer: Present
Rudy Garcia: Present
Vince Howell: Absent
Jenny Lambert: Present
Mario Lucero: Present
Marcos Martinez: Present
Carlos Medina: Present
Sean Medrano: Present
Dr. Dorian Newton: Absent
Nani Rivera: Absent
Kevin Romero: Present
Linda Siegle: Absent
Arthur Sparks: Present
Rock Ulibarri: Present

Present: 13, Absent: 4.

Also in attendance: Chairman Joseph Weathers, Ambrose Castellano, Thomas Garcia (phone), Jon Paul Romero (phone). Absences: Scott Beckman (excused), Vince Howell (excused), Chris Madrid (excused), Jolene Nelson (excused), Nani Rivera (excused). Staff: Dr. LeAnne Salazar-Montoya, Barney Trujillo, Elena Maestas, Deborah Wildenstein, Lisa Ortiz, Amber Gomez, Miranda Harris. Guests: Secretary Bill McCamley (DWS), Deputy Secretary Yolanda Montoya-Cordova (DWS), Alix King (DWS), Margarito Aragon (DWS), Mary Mylet (OSO), Maggie Lujan (SER), Suzette Pineda (SER), Rick Sandoval (Fiscal Agent).

1. 1. Call Meeting to Order

The meeting was called to order by Chairman Joseph Weathers at 10:34AM.

2. 2. Roll Call and Determination of a Quorum

Roll call was recorded by NALWDB Secretary, Miranda Harris and a quorum was established.

3. 3. Pledge of Allegiance (US/NM)

The Pledge of Allegiance was recited by all in attendance.

4. 4. **Approval of Agenda**

Motion to approve agenda. This motion, made by Rudy Garcia and seconded by Rock Ulibarri, Passed.

Vince Howell: Absent, Dr. Dorian Newton: Absent, Nani Rivera: Absent, Linda Siegle: Absent, Floyd Archuleta: Yea, Krutik Bhakta: Yea, Rebecca Estrada: Yea, Zane Fischer: Yea, Rudy Garcia: Yea, Jenny Lambert: Yea, Mario Lucero: Yea, Marcos Martinez: Yea, Carlos Medina: Yea, Sean Medrano: Yea, Kevin Romero: Yea, Arthur Sparks: Yea, Rock Ulibarri: Yea
Yea: 13, Nay: 0, Absent: 4

5. 5. Welcome of Guests

Chairman Joseph Weathers thanked DWS for attending the meeting today to present to the entire Board.

6. 6. Approve, Amend or Disapprove Prior Meeting Minutes

6.1 6.1 - 01/14/2020 Full Board

Motion to approve 01/14/2020 Board Meeting minutes. This motion, made by Rudy Garcia and seconded by Floyd Archuleta, Passed.

Vince Howell: Absent, Dr. Dorian Newton: Absent, Nani Rivera: Absent, Linda Siegle: Absent, Floyd Archuleta: Yea, Krutik Bhakta: Yea, Rebecca Estrada: Yea, Zane Fischer: Yea, Rudy Garcia: Yea, Jenny Lambert: Yea, Mario Lucero: Yea, Marcos Martinez: Yea, Carlos Medina: Yea, Sean Medrano: Yea, Kevin Romero: Yea, Arthur Sparks: Yea, Rock Ulibarri: Yea
Yea: 13, Nay: 0, Absent: 4

7. 7. Bi-Monthly State Report

Deputy Secretary Yolanda Montoya-Cordova announced that she was in attendance at the request of the Board Chair to clarify the relationship between DWS and the Board. She suggested that every Board member save time to visit all 6 Workforce Offices.

Her presentation included functions of the Board which included minimum requirements of each individual Board Member and the entire Board as a whole. She stressed the importance of the CEO's and their role in the Board. They need to be involved in the selection of the OSO. The Fiscal Agent works for the Lead CEO. Strategic Planning should be done in partnership with the CEO's as well.

She described Board Composition and how each Board Membership should be in alignment with the Local Plan and Sectors the Board plans to serve.

Local Board Certification happens every 2 years at DWS level, which is then submitted to DOL. Our certification will be completed by December 2020. De-certification can only occur at the Governor's level.

Board Successes: 1. Board Engagement; 2. RFP's have been launched; 3. Meetings with CEO's have been happening regularly; 4. ETPL list is up to date; 5. Program Monitoring PY17-18 is complete; 6. Staff Participation in TAP.

Concerns: 1. Limited knowledge of WIOA policy and regulations; 2. Needs staff development; 3. Financial stability and sustainability; 4. Fiscal Audit.

Secretary Bill McCamley advised that he sent a letter last July outlining 8 things that were asked of the Board. In July, he will be asking for progress on these things. He asked Chairman Joseph Weathers to be responsive of events happening in the region and stressed the importance of staff and Board representation at these events.

Chairman Joseph Weathers commended the state on their Board Meetings and how informative they are.

8. 8. Action Items

Motion to approve Action Items with the exception of 8.10 which will be tabled, and 8.14 which will be presented to the Rules Committee. This motion, made by Zane Fischer and seconded by Ambrose Castellano, Passed.

8.1 8.1 Authorization of Contract with Third-Party Investigator to Investigate Complaint of Harassment by NALWDB Employee.

8.2 8.2 - Marquez Plaza Renovation Contract Amendment--002 (Finance)

8.3 8.3 - Gallup Lease (Finance)

8.4 8.4 - Executive Director Evaluation Instrument (Rules)

8.5 8.5 - Board and Staff Travel Requests (Finance)

8.6 8.6 - RFP Review Committees (A/DW,Y, OSO, SY, Legal)

8.7 8.7 - Policy: Grievance Policy--amendment (rules)

8.8 8.8 - Policy: Requires additional assistance- amendment (Rules)

8.9 8.9 - Summer Youth RFP--2020-006 (Ratify)

8.10 8.10 - Change Banking Institution - New Mexico Bank & Trust (Finance)

8.11 8.11 - BAR #2020-005 - \$242,000 (Finance)

8.12 8.12 - BAR #2020-006 - \$506,000 (Finance)

8.13 8.13 - Meeting Request Form (Rules)

8.14 8.14 - Inactive Board Member Membership

9. 9. New Business

9.1 9.1 - Rebranding the NALWDB

Mr. Zane Fischer recommended that the Board clarifies and projects the mission in order to become more memorable and known in the community. He suggested that the organization name is too long and difficult to remember. He proposed that the Board explore the option of revising the organizations name in order to obtain a clear identity and asked for the process to be engaged.

Motion to consider engagement in this process. This motion, made by Rock Ulibarri and seconded by Ambrose Castellano, Passed.

Chairman Joseph Weather suggested creating an Ad-Hoc Committee for this purpose with Zane Fischer as the Chair and asked for volunteers. Carlos Medina, Sean Medrano, Art Sparks and Mario Lucero volunteered to be in this Ad-Hoc Committee.

10. 10. Bi Monthly Financial Report

NALWDB Fiscal Agent, Rick Sandoval, informed the Board that the BAR that has been approved is to move 506k. The purpose of this is to have carry in money to the next fiscal year. This reduces the amount of Dislocated Worker funding to a more manageable level. These reports come out every month. The Expenditure Summary is actuals only. If you would like to see the Spend Down Plan, look at the Projected Summary.

11. 11. Staff Reports (Informational-5 minute summations)

11.1 11.1 - Board Chair Report

Chairman Joseph Weathers took the time to recognize Board staff for their hard work. He noted that they all desire to learn more and more. He thanked all of the Board Committee Chairman's along with members of all of the committees.

11.2 11.2 - Executive Director Report

11.3 11.3 - Operations Manager Report

NALWDB Operations Manager, Barney Trujillo, expressed the importance of taking the DWS presentation that was given to us today seriously. The Board staff works very well as a team. We are also working on more employer engagement for Sector Strategy meetings.

11.4 11.4 - One Stop Operator Report

OSO Mary Mylet reported on the activity of local field offices. From January 1-February 12, 3,500 customers were served between the 6 offices. There were 1,400 External Job Referrals, 518 Internal Referrals, 276 RESEA Orientations and 130 on site visits.

11.5 11.5 - Bi Monthly Provider Report (A/DW/Y)

Maggie Lujan emphasized the Escalante Project and reported on customer statistics for the quarter.

12. 12. Informational Reports

12.1 12.1 - Sector Strategies Update

Board Member Rebecca Estrada advised the Board that a presentation was given by Maher & Maher and a part of this presentation was learning how to use the LMI. Our current sectors are IT, Education, Healthcare and Hospitality. It was suggested by the trainer to move forward with one sector to start with. Members decided that IT would be set as a priority.

Deputy Secretary Yolanda Montoya-Cordova asked why this decision was made to start with IT. Mr. Zane Fischer advised that after analyzing the LMI, it was obvious that IT affects so many businesses, especially in our Northern region. Commissioner Rudy Garcia asked if we can look in to construction. Mr. Arthur Sparks advised that the LMI does not reflect the construction side of things. Ms. Montoya-Cordova commended the Board on this decision. She also stressed that you do not have to rely only on the LMI. This is why meeting with employers is critical. There may be gaps that do not reflect on the LMI and employers would have more information. Employers need to be a part of the solution.

12.2 12.2 - Strategic Planning/Continuous Improvement

Mr. Mario Lucero informed the Board that this process began in May 2019. It is currently a living document. We will incorporate information from the Deputy Secretary to improve our planning. Currently, there are 3 goals: 1. Fiscal Transparency, 2. Stakeholder Engagement and 3. Organization Performance. Mr. Lucero recommended an Ad-Hoc Committee be created to address and implement the strategic plan. Chairman Joseph Weathers responded to this request by creating an Ad-Hoc Committee with Mario Lucero as the Chair.

13. 13. Fiscal and Program Monitoring (Informational)

13.1 13.1 - Program Monitoring for PY 17 and PY 18

13.2 13.2 - '19 Annual Single Audit - Integrity Accounting

NALWDB Operations Manager advised that this report will be coming soon.

13.3 13.3 - PY 17-18 Full Audit - Hinkle & Landers

NALWDB Operations Manager advised that this is not complete.

14. 14. Presentations to Board (5-10 minutes)

14.1 14.1 - Taos-HIVE

Nina Feliz Gonzalez informed the Board that UNM Taos is providing education and training. HIVE is taking care of the population that can not get WIOA funds.

Mr. Rock Ulibarri asked that the staff work on entering in to an MOU with Taos HIVE and asked for this to be brought to the Board for approval.

15. 15. Executive Session - Personnel (NMSA-1978-- Section 10-15-1(H) (2))

A motion to go to Executive Session at 12:50pm. This motion, made by Jenny Lambert and seconded by Rock Ulibarri, Passed.

Vince Howell: Absent, Dr. Dorian Newton: Absent, Nani Rivera: Absent, Linda Siegle: Absent, Floyd Archuleta: Yea, Krutik Bhakta: Yea, Rebecca Estrada: Yea, Zane Fischer: Yea, Rudy Garcia: Yea, Jenny Lambert: Yea, Mario Lucero: Yea, Marcos Martinez: Yea, Carlos Medina: Yea, Sean Medrano: Yea, Kevin Romero: Yea, Arthur Sparks: Yea, Rock Ulibarri: Yea

Yea: 13, Nay: 0, Absent: 4

Roll call was made by NALWDB Secretary, Miranda Harris before entering in to Executive Session.

In attendance for Executive Session: Floyd Archuleta, Krutik Bhakta (phone), Ambrose Castellano, Rebecca Estrada (phone), Commissioner Rudy Garcia, Thomas Garcia (phone), Jenny Lambert, Mario Lucero, Marcos Martinez, Carlos Medina, Sean Medrano, Kevin Romero, Arthur Sparks, Rock Ulibarri.

15.1 15.1 - Report: Executive Session

Motion to return from Executive Session. No action taken. This motion, made by Rudy Garcia and seconded by Floyd Archuleta, Passed.

Vince Howell: Absent, Dr. Dorian Newton: Absent, Nani Rivera: Absent, Linda Siegle: Absent, Floyd Archuleta: Yea, Krutik Bhakta: Yea, Rebecca Estrada: Yea, Zane Fischer: Yea, Rudy Garcia: Yea, Jenny Lambert: Yea, Mario Lucero: Yea, Marcos Martinez: Yea,

Carlos Medina: Yea, Sean Medrano: Yea, Kevin Romero: Yea, Arthur Sparks: Yea, Rock Ulibarri: Yea

Yea: 13, Nay: 0, Absent: 4

In attendance after returning Executive Session: Chairman Joseph Weathers, Floyd Archuleta, Krutik Bhakta (phone), Ambrose Castellano, Rebecca Estrada (phone), Commissioner Rudy Garcia, Thomas Garcia (phone), Jenny Lambert, Mario Lucero, Marcos Martinez, Carlos Medina, Sean Medrano, Kevin Romero, Arthur Sparks, Rock Ulibarri.

16. 16. Future Planning

16.1 16.1 - Next Meeting - April 9, 2020 - Farmington, NM

The next Full Board Meeting will be held in Farmington, NM at the ACE Center on April 9th, 2020. You will be contacted by the NALWDB Secretary for hotel room RSVP's.

16.2 16.2 - Board Matters

Mr. Mario Lucero suggested having the June Board Meeting in Taos.

16.3 16.3 - Items Suggested for Future Meetings

Ms. Jenny Lambert requested notification of upcoming State Board meetings.

16.4 16.4 - February 18, 2020--New Mexico Legislature Table in Rotunda

17. 17. Public Comments

18. 18. Adjournment

Motion to adjourn at 1:33PM. This motion, made by Rock Ulibarri and seconded by Floyd Archuleta, Passed.

Vince Howell: Absent, Dr. Dorian Newton: Absent, Nani Rivera: Absent, Linda Siegle: Absent, Floyd Archuleta: Yea, Krutik Bhakta: Yea, Rebecca Estrada: Yea, Zane Fischer: Yea, Rudy Garcia: Yea, Jenny Lambert: Yea, Mario Lucero: Yea, Marcos Martinez: Yea, Carlos Medina: Yea, Sean Medrano: Yea, Kevin Romero: Yea, Arthur Sparks: Yea, Rock Ulibarri: Yea

Yea: 13, Nay: 0, Absent: 4