Northern Area Local Workforce Development Board
Executive Committee Minutes Tuesday, October 22nd, 2019
2:00 pm
525 Camino De Los Marquez Suite 250 Santa Fe, NM 87505

Members Present

Joseph Weathers-Board Chair
Rock Ulibarri
Ambrose Castellano-phone
Jon Paul Romero-phone
Thomas Garcia

Members Absent

Vince Howell
Rudy Garcia

Others Present: Miranda Harris (Administrative Assistant NALWDB), LeAnne Salazar-Montoya (Executive Director), Barney Trujillo (Operations and Performance Manager), Margarito Aragon - phone, Veronica Alonzo - phone, Alexandria King (NMDWS) - phone.

I. Call to Order/ Pledge of Allegiance / Roll Call: The meeting was called to order at 2:10 pm. by the NALWDB Executive Committee Chair, Joseph Weathers. The Pledge of Allegiance was recited. Roll call of the Committee was taken by the recording secretary that indicated a quorum was present.

II. Approval of Letter of Intent with CBRE - ACTION:
A motion was made by Jon Paul Romero to approve; seconded by Board Member Ambrose Castellano; discussion: Board Member Jon Paul Romero asked if the state had any comments about this contract. Margarito Aragon stated they had no comments. The Board was informed that in order for the recommended changes to be made for occupancy as described by the potential occupants (DVR/NMDWS/WIOA) during walk through, a intent to lease and a lease agreement would need to be approved. This action will allow the board to enter into an agreement to lease. It was explained, rent will commence once occupancy begins. Occupancy is estimated in March 2020. The chair called for the question: the approval for intent to occupy and enter into a lease agreement passed unanimously; motion passed via unanimous voice vote.

III. Approval of One Stop Operator RFP - ACTION:
A motion was made by Jon Paul Romero to approve; seconded by Rock Ulibarri; motion passed by unanimous vote.

IV. Approval of Adult & D/W Services Contract – ACTION:
A motion was made by Rock Ulibarri to approve contract; seconded by Jon Paul Romero; motion passed by unanimous vote.
V. **Approval of Youth Services Contract** – **ACTION:** A motion was made by Rock Ulibarri to approve contract; seconded by Thomas Garcia; motion passed by unanimous vote.

VI. **Approval of Executive Director Evaluation** – **ACTION:** A motion was made by Rock Ulibarri to approve evaluation; seconded by Ambrose Castellano; motion passed by unanimous vote.

VII. **Approval of Fiscal Agent Evaluation** – **ACTION:** A motion was made by Rock Ulibarri to approve evaluation; seconded by Jon Paul Romero; motion passed by unanimous vote.

VIII. **Discussion/Approval of Fiscal Monitor and Possible Approval of a New Contract** – **ACTION:** Executive Director Dr. LeAnne Salazar-Montoya stated that Fiscal Monitoring would be $25,000 covering 2 program years in question. According to Rick Sandoval, the money has been reallocated appropriately and we are ready to move forward. A motion was made by Jon Paul Romero to approve the contract; seconded by Rock Ulibarri; motion passed by unanimous vote.

IX. **Approval of NALWDB Work Experience Policy** – **ACTION:** Veronica Alonzo stated that NALWDB did not previously have a policy and was not using SER’s. The policy presented was made by the state and previously approved. This policy will be change 1. A motion was made by Rock Ulibarri to approve policy; seconded by Ambrose Castellano; motion passed by unanimous vote.

X. **Approval of Grievance Policy** – **ACTION:** A motion was made by Rock Ulibarri to approve the policy; seconded by Thomas Garcia; motion passed by unanimous vote.

XI. **Travel Reimbursement Policy Update** – **ACTION:** Dr. LeAnne Salazar-Montoya advised that the update to the policy is in regards to who receives a travel reimbursement for Board and Committee meetings. The new policy specifies that only Business Representative Board Members will receive this reimbursement. A motion was made by Rock Ulibarri to approve the updated policy; seconded by Thomas Garcia; motion passed by unanimous vote.

XII. **Adjournment:** The meeting was called to Adjournment by Joseph Weathers at 2:29 PM.