

Northern Area Local Workforce Development Board

Full Board Meeting Minutes

Thursday, November 21, 2019

10:00 am

30 Rainbow Rd. Albuquerque, NM 87113

Sandia Resort and Casino

Members Present

Members Absent

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| Floyd Archuleta Scott Beckman Krutik Bhakta Ambrose Castellano Rebecca Estrada Zane Fischer Rudy Garcia Vince Howell Jenny Lambert Mario Lucero Chris Madrid Marcos Martinez Sean Medrano Dr. Dorian Newton Nani Rivera Jon Paul Romero Kevin Romero Arthur Sparks Rock Ulibarri Joseph Weather – Chair | Robert Anaya Tomas Garcia Tommy Haws Carlos Medina Jolene Nelson Linda Siegle Yolanda Ulmer |
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Others Present: Dr. LeAnne Salazar-Montoya (*Executive Director NALWDB*), Miranda Harris (*Executive Secretary NALWDB*), Barney Trujillo (*Operations Manager NALWDB*), Elena Maestas (*Program Support NALWDB*), Amber Gomez (*Project Specialist/Communications NALWDB*), Deborah Wildenstein (*Program Monitor NALWDB*), Rick Sandoval (*SER*), Keith Sorenson (*Zlotnik Law*), Mary Mylet (*One Stop Operator*), Maggie Lujan (*SER*), Suzette Pineda (*SER*), Alex Martinez (*SER*)

- I. **Call to Order:** The meeting was called to order at 10:05 a.m. by the Northern Area Local Workforce Development Board (NALWDB) Chair, Joseph Weathers.
- II. **Pledge of Allegiance:** The United States Pledge of Allegiance was recited by all in attendance.
- III. **Roll Call:** Roll call of the NALWDB was taken by Dr. LeAnne Salazar-Montoya that indicated a quorum was present.

New Board Appointee Dr. Dorian Newton introduced himself to the Board and stated he is happy to be a part of the organization.

- IV. **Approval of Agenda for Thursday, November 21, 2019:** Board Chair Joseph Weathers suggests that the Board amend for Action Item C. He stated that a meeting was held on November 19th, 2019 with the full CEO Board regarding numbers needed to make a quorum. He suggested this be brought to the Rules Committee as an action item first to have a complete

discussion before bringing back to the Board. Board Member Jon Paul Romero made a **motion** to amend the agenda; **seconded** by Board Member Jenny Lambert; motion approved via unanimous voice vote.

V. **Oath of Office:** New Board Appointees Dr. Dorian Newton and Kevin Romero formally recited the Oath of Office with Board Chair Joseph Weathers.

VI. **Action Items:**

a. Staff Handbook/Procedures

Dr. LeAnne Salazar-Montoya presents the new HR Handbook to the Board and recommends approval. She stated the handbook has already been brought to the Rules Committee and suggested changes have been made. Changes that were made include the addition of exempt and non-exempt status, internet and social media usage and equipment use. A formal grievance procedure has been added and the previous Drug-Free Workplace Policy is included as well. We established uniformity by including logos and better organization.

Board Member Ambrose Castellano asked who has the specific changes that were made? Dr. LeAnne Salazar-Montoya answered by stating that the changes were made in the Rules Committee Meeting and the clean copy was provided for the purpose of today's meeting.

Board Member Nani Rivera included that she did not receive the meeting notice and agenda items in time to review them. Board Chair Joseph Weathers stated that since the items were not sent out in time, he suggests tabling Action Items A & B. Board Member Jon Paul Romero made a **motion** to table Action Items A & B; **seconded** by Nani Rivera; motion passes by unanimous voice vote.

Dr. LeAnne Salazar-Montoya asked Board Member Floyd Archuleta to please stand and accept a Service Award from the Board. Mr. Archuleta has served 2 terms as President and we would like to present him this award to show our appreciation towards him. Floyd stated that he values the award and the years of service. He looks forward to his continuation of service and thanked the Board for the recognition. Board Chair Joseph Weathers stated that many non-profit boards have past Presidents on the Executive Committee. He would like to have all past Presidents on the Executive Committee.

VII. **Next Meeting:** The next full Board Meeting will be held on December 19, 2019 in the NALWDB Conference Room.

VIII. **Adjournment:** Board Member Jon Paul Romero made a **motion** to adjourn at 10:22 AM; **seconded** by Jenny Lambert; motion passes by unanimous voice vote.