

Northern Area Local Workforce Development Board
 Executive Committee Minutes
 Friday, November 8, 2019
 3:00 pm
 525 Camino De Los Marquez Suite 250 Santa Fe, NM 87505

Members Present

Members Absent

Rock Ulibarri – Vice Chair Jon Paul Romero – phone Ambrose Castellano Vince Howell Rudy Garcia Tomas Garcia	Joseph Weathers - Chairman
--	----------------------------

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

Call to Order/ Pledge of Allegiance / Roll Call: The meeting was called to order at 3:04 pm. by the NALWDB Executive Committee Vice Chair, Rock Ulibarri. The Pledge of Allegiance was recited. Roll call of the Committee was taken by the recording secretary that indicated a quorum was present.

I. **Approval of Agenda - ACTION:** Board Member Vince Howell made a **motion** to approve the agenda; **seconded** by Board Member Ambrose Castellano; motion passed via unanimous voice vote.

II. **Reports:**

Dr. LeAnne Salazar-Montoya advised the Committee that a CEO Ad-Hoc Meeting was just held this morning along with a Sector Strategy Meeting earlier in the week. This has been reported to Secretary McCamley. The CEO’s are ready to move forward with fiscal decisions to bring to the full CEO Board. Ambrose Castellano suggested that all Board Members be proactive in reaching out to CEO’s so that we can reach a quorum for our full CEO Meeting on November 19, 2019. LeAnne advised that we will prepare a list of CEO’s and she encourages all Board Members to contact.

III. **Executive Director Update:**

Dr. LeAnne Salazar-Montoya reaffirmed her previous statements.

IV. **Action Items:**

a. **Approval of RSA for Taos**

RSA document was provided and Committee reviewed individually. No further questions or comments.

- b. **Approval of RSA for Gallup**
RSA document was provided to the Committee and reviewed individually. No further questions or comments.
- c. **Approval of IFA for Board Office**
IFA document was provided to the Committee and reviewed individually. No further questions or comments.
- d. **Approval of IFA for Board Office-Expansion**
Dr. LeAnne Salazar-Montoya advised the Committee that until the expansion is complete, HELP will be renting our extra office. See Action Item E for details on rental agreement.
- e. **Approval of Agreement with Help Office**
Agreement was provided to the Committee and reviewed individually. No further questions or comments.
- f. **Extension of Fiscal Agent Contract through December 21, 2019**
Dr. LeAnne Salazar-Montoya made a correction to the Action Item and advised that the CEO's have extended the contract until December 31, 2019. This is informational only. Recommend approval for items a-e.

Board Member Ambrose Castellano made a **motion** to approve Action Items a-e; **seconded** by Vince Howell; motion passes by unanimous vote.

V. **Consent Agenda:**

- a. Budget Adjustment Requests (BAR) – 2019-001 \$145,000
- b. Budget Adjustment Requests (BAR) – 2019-002 \$9,000

Dr. LeAnne Salazar-Montoya recommends approval to move money around to pay NALWDB bills.

Board Member Ambrose Castellano made a **motion** to approve a & b; **seconded** by Vince Howell; motion passes by unanimous vote.

VI. **Next Meeting:**

Dr. LeAnne Salazar-Montoya suggested a tentative date of November 20, 2019 for the next Executive Committee Meeting. Committee Members agreed they would discuss further and agree to a date.

VII. **Executive Session:**

Board Member Ambrose Castellano made a **motion** to bring the meeting in to Executive Session; **seconded** by Rudy Garcia; motion passes by unanimous decision.

Board Member Rudy Garcia made a **motion** to bring meeting out of Executive Session at 3:22 PM; **seconded** by Ambrose Castellano; motion passes by unanimous vote.

VIII. **Report on Executive Session:**

No report was made.

IX. **Adjournment:** A **motion** was made by Ambrose Castellano to adjourn at 3:24 PM; **seconded** by Rudy Garcia; motion passed by unanimous vote.