

**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**

**Members Absent**

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

Board Member Jon Paul Romero made a **motion** 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.