Executive Committee Board Meeting
Wednesday, February 18, 2026, 1:30 PM, MST

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

Joseph Weathers	Present
Pablo Lujan	Absent
Jon Paul Romero	Present/ZOOM
David Romero	Absent
Rudy Garcia	Present
Sean Medrano	Present/ZOOM
Rebecca Estrada	Present

Present: 5, Absent: 2.
Also in attendance: NALWDB Staff: Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Ruthie Castellon – Quality Assurance Specialist, Brittany Valencia – Program/Finance Specialist, Issy Lozano – Program Support Specialist. **Guests:** Rick Sandoval – Zlotnick & Sandoval, Ericka Van Eckhoutte – Adult/DW Director, Concha Cordova YDI, Shellonda Rucker – Career TEAM, Chanin Kelly O'Rourke – NMDWS, Becky Vega – NMDWS, Rosina Espinoza – NMDWS, Margarito Aragon – NMDWS, Ramon Pazos – NMDWS, Leroy Garcia – NMDWS, Crystal Hollon – NMDWS, Tracee Loughran – Career TEAM, Margarito Aragon – NMDWS, Julio Garcia – Legal Counsel, Carolyn Kirlin – NMDWS, & Rene Martinez – One Stop.

1. Call Meeting to Order

The meeting was called to order at 1:35 PM by Chairman Joseph Weathers.

2. Roll Call and Determination of a Quorum

Roll call was conducted by NALWDB Program Support Specialist Issy Lozano, who reported that a quorum was present.

3. Pledge of Allegiance

The pledge of allegiance was recited by all in attendance.

4. Approval of Agenda

Motion to approve the agenda. This Motion was made by Board Member Rudy Garcia, seconded by Board Member Dr. Rebecca Estrada, and passed unanimously by roll call vote.

5. Approval of Board Meeting Minutes

Motion to approve the Executive Committee meeting minutes from November 20, 2025. This motion was made by Board Member Rudy Garcia, seconded by Vice Chair Job Paul Romero, and passed unanimously by roll call vote.

6. Action Items

6.1 BAR Approval.

Madam Executive Director Lisa Ortiz informed the Board that, during the last scheduled Full Board Meeting, approval was requested for a $650,000 Budget Adjustment for Youth. Board Motion to approve the BAR Approval. This motion was made by Member Rudy Garcia made a motion to approve, seconded by Dr, Rebecca Estrada, and passed unanimously by roll call vote.

6.2. RFP – Out-Of-State Travel Approval.

Madam Executive Director Lisa Ortiz requested out-of-state travel approval for the NAWB Conference in Las Vegas, NV, for Chairman Joseph Weathers, Board Members Pablo Lujan and Jennifer Martinez, and Operations Manager Barney Trujillo. The cost is $2,755 per person, covering airfare, lodging, mileage, meals, and registration.

Board Member Rudy Garcia inquired about funding for a fourth Board Member, but Chairman Weathers stated that no additional funds were available. Board Member Rudy Garcia also asked about the next conference and its budget. Chairman Weathers responded that they would review finances at that time with Fiscal Agent Rick Sandoval. Executive Director Lisa Ortiz noted that the next conference is the NAWDP Conference in May in Phoenix, AZ. Board Member Dr. Rebecca Estrada added that the State Department of Workforce Solutions event is being rescheduled pending final details.

Motion to approve the Out-Of-State-Travel. This motion was made by Vice Chair Jon Paul Romero, seconded by Board Member Rudy Garcia and passed unanimously by roll call vote.

6.3. Executive Director Evaluation.

Chairman Joseph Weathers requested that the Executive Director's evaluations be tabled, noting that the Executive Committee, as the reviewing Committee, should conduct them in person to avoid any challenges with Zoom or video participation. The evaluations need to be completed by June 30, 2026.

7. Informational Reports

7.1 Executive Director Report – Lisa Ortiz.

Executive Director Lisa Ortiz reported that the Board recently completed its financial audit with Hinkle & Landers, which resulted in one finding. The audit report has been submitted to the

State Auditor's Office. The finding related to internal controls over the approval of disbursements. In response, responsible officials have provided their views and developed a corrective action plan. The Board acknowledged that documentation of approval for the listed amounts was inconsistent; however, all expenditures were legitimate and allowable Board expenses.

To address the finding, the Board has revised its approval documentation process to include a cover sheet listing all items approved for payment. This cover sheet will require the signature of the authorized employee approving the payment, along with the date of approval, to ensure consistency. All documents will include the required approval signatures and stamp before being submitted to the Fiscal Agent.

Executive Director Lisa Ortiz also reported that the Monitor Program and Fiscal Monitoring by DWS is scheduled for April 20, 2026, in Santa Fe. DWS has provided a list of documents that must be submitted by March 13. She further noted that she and the Fiscal Agent have been meeting regularly with the service provider to ensure spending remains on track. As the fiscal year draws to a close, they are working to ensure that all funds are fully expended before they expire.

7.2 NM DWS Report – Veronica Alonzo.

Crystal Hollon from DWS informed the Board that Veronica Alonso from DWS was unable to attend the meeting and had no updates or information to present at this time.

Board Member Dr. Rebecca Estrada asked Crystal Hollon whether she was permitted to share that the Governance Policy has been updated and will be presented at the next Workforce Board meeting. Crystal Hollon responded that she believed she could, since the item was included on the agenda.

Board Member Dr. Rebecca Estrada explained that the State Workforce Board has completed its policy review process through the Policy Committee, and as Crystal noted, the item is on the agenda for the upcoming State Workforce Board meeting. She added that once the policy is approved and updated at the state level, it will be rolled out to the local boards, which will then need to revise their policies to ensure alignment.

7.3 Financial Report – Fiscal Agent Rick Sandoval.

Fiscal Agent Rick Sandoval presented the December financial report, noting that the largest amount under Current Assets—$393,000—represents funds the Board has already expended and is awaiting reimbursement from DWS. Liabilities include accounts payable, or bills received but not yet paid. He clarified that the line-item bank overdraft does not indicate a negative bank balance; checks are prepared in advance and held until reimbursement funds are received and deposited.

He also reviewed the three components of Net Assets, explaining that unrestricted funds are available for Board discretion and come from non-WIOA sources such as donations and county contributions, which carry forward each year.

In response to Board Member Rudy Garcia's question about Grants Receivable ($393,856.67), Rick explained that this amount reflects reimbursement requests submitted to DWS that have not yet been deposited. Once received, the balance will be reduced or cleared.

Fiscal Agent Rick Sandoval then presented the Statement of Activities, organized by funding stream. The first page reflects activity for the month of December, detailing expenditures by line item, with provider and training costs representing the largest expenses.

Fiscal Agent Rick Sandoval also explained the activity through the end of December, totaling $1.9 million in expenditures. Under the unrestricted column, the Kellogg Foundation funds—part of the second year of a two-year grant—were primarily used for training-related activities.

Fiscal Agent Rick Sandoval stated that the U.S. Department of Labor recommended to open an interest-bearing account, so the amount stated in the report ($700) Is what was earned in the last 6 months. Board Member Rudy Garcia asked whether opening the new bank account was a Board recommendation or one made by the financial team. Rick Sandoval explained that the recommendation was to open an interest-bearing account. The Board worked with its current bank to establish a money market account that earns interest on funds not needed for immediate expenses. At times, reimbursements from partners create cash balances exceeding $100,000 before additional funds are requested, so the U.S. Department of Labor recommended placing those funds in an interest-bearing account.

Board Member Rudy Garcia asked whether the Board had shopped around for banking services. Rick responded that they reviewed options but remained with their current bank, which provides services such as ACH and wire transfers at no cost.

Lastly, he presented the Budget to Actual report for the Period July 1, 2025 – December 31, 2025. In reviewing expenditures and ensuring compliance with required spending percentages, one line item that often exceeds the target is the One-stop locations. This is because the Board pays the facility rent upfront and then seeks reimbursement from partners. Currently, partners are billed quarterly for these expenses, allowing the Board to ultimately recognize only the net cost.

8. Public Comments.

There were no public comments reported.

9. Next Meeting Date: Executive Committee Meeting TBD.

11. Adjournment

Motion to adjourn at 2:16pm. This Motion was made by Board Member Rudy Garcia, seconded by Dr. Rebecca Estrada, and passed unanimously.

An Executive Session may be called at any time during the meeting. Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsections; (1) Meetings pertaining g to issuance, suspension, renewal or revocation of a license, except that a hearing at which evidence is offered

or rebutted shall be open. All final actions on the issuance, suspension, renewal or revocation of a license shall be taken at an open meeting; (2) Limited personnel matters; provided that for purposes of the Open Meetings Act, "limited personnel matters" means the discussion of hiring, promotion , demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee; provided further that this paragraph is not to be construed as to exempt final actions on personnel from being taken at open public meetings, nor does it preclude an aggrieved public employee from demanding a public hearing. Judicial candidates interviewed by any commission shall have the right to demand an open interview; (3) Deliberations by a public body in connection with an administrative adjudicatory proceedings For purposes of this paragraph, "administrative adjudicatory proceeding" means a proceeding brought by or against a person before a public body in which individual legal rights, duties or privileges are required by law to be determined by the public body after an opportunity for a trial-type hearing. Except as otherwise provided in this section, the actual administrative adjudicatory proceeding at which evidence is offered or rebutted and any final action taken as a result of the proceeding shall occur in an open meeting; (4) The discussion of personally identifiable information about any individual student, unless the student or the student's parent or guardian requests otherwise; (5) Meetings for the discussion of bargaining strategy preliminary to collective bargaining negotiations between the policymaking body and a bargaining unit representing the employees of that policymaking body and collective bargaining sessions at which the policymaking body and the representatives of the collective bargaining unit are present; (6) that portion of meetings at which a decision concerning purchases in an amount exceeding two thousand five hundred dollars ($2,500) that can be made only from one source is discussed and that portion of meetings at which the contents of competitive sealed proposals solicited pursuant to the Procurement Code are discussed during the contract negotiation process. (7) Meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become participant; (8) Meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body.