

Full Board Meeting
Tuesday, March 31, 2026, at 10:00 AM MST

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

Floyd Archuleta:	Present/Zoom
Krutik Bhakta:	Absent
Sarah Boisvert	Present
Dr. Rebecca Estrada:	Excused
Maria Herrera:	Present/Zoom
Rudy Garcia	Present
Clarence Maestas	Present
Jennifer Martinez	Present/Zoom
Mario Lucero:	Present
Pablo Lujan	Present
Sean Medrano:	Present/Zoom
Jolene Nelson:	Present
Mayor David Romero	Present
Jon Paul Romero	Present
Kevin Romero	Absent
Arthur Sparks	Excused
Chair Joseph Weathers	Present
Marco Serna	Absent
Tammy Wilhelm	Excused

Present: 13, Excused: 6.

Also in attendance: NALWDB Staff: Lisa Ortiz - Executive Director, Barney Trujillo - Operations Manager, Brittany Valencia – Program/Finance Specialist, Issy Lozano – Program Support Specialist. **Guests:** Rick Sandoval – Zlotnick & Sandoval, Ericka Van Eckhoutte – Adult/DW Director, Concha Cordova YDI, Rene Martinez – One Stop Operator, Veronica Alonzo NMDWS, Chanin Kelly O’Rourke – DWS, Ramon Pazos – NMDWS, Margarito Aragon – NMDWS, Rosina Espinoza – NMDWS, Becky Vega – NMDWS,

1. Call Meeting to Order

The meeting was called to order at 10:15 AM 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.

4. Pledge of Allegiance

Chairman Joseph Weathers administered the Oath of Office to new Board Member Clarence Maestas. Following the completion of the Oath, the Pledge of Allegiance was recited by all in attendance at 10:19 a.m.

4. Approval of Agenda

Motion to approve the agenda. This Motion was made by Vice Chair Jon Paul Romero seconded by Board Member Rudy Garcia and passed by roll call vote unanimously.

5. Approval of Board Meeting Minutes

Motion to approve the January 12, 2026, full board meeting minutes. This motion was made by Vice Chair Jon Paul Romero, seconded by Mayor David Romero, and passed by roll call vote unanimously.

6. Action Items

6.1. New Board Member – Oath of Office.

Approval of New Board Member Clarence Maestas, Acting President with Local 1188 – City of Espanola, NM. New Board Member took his Oath of Office by Chairman Joseph Weathers.

6.2 PY 24 Annual Report

Madam Executive Director Lisa Ortiz reported that the PY 24 Annual Report has been submitted to the state, reviewed, and updated to incorporate state comments and recommendations. The report highlights key accomplishments, challenges, performance goals, county highlights, and key industry sectors. Madam Executive Director Ortiz recommended approval of the PY 24 Annual Report.

Motion to approve the PY 24 Annual Report was made by Vice Chair Jon Paul Romero, seconded by Board Member Rudy Garcia and passed by roll call vote unanimously.

6.3 YDI MOU.

Madam Executive Director Lisa Ortiz stated that YDI serves as a service provider and partner within the America's Job Centers, and that a Memorandum of Understanding is required to be in place. The proposed MOU covers the period of January 1, 2026, through June 30, 2029. Madam Executive Director Ortiz recommended approval of the YDI MOU.

Chairman Joseph Weathers inquired about the term of the contract. Madam Executive Director Lisa Ortiz clarified that the contract term is four (4) years and noted that it is renewed on an annual basis. Chairman Joseph Weathers inquired whether the MOU addresses this matter. Board Member Rudy Garcia asked if the terms could be negotiated at any time. Chairman Weathers responded that the agreement is renewed annually. Madam Executive Director Lisa Ortiz added that upon completion of the four (4) year term, a new RFP must be issued for the service provider. She further noted that while this provision is not currently included in the MOU, it could be incorporated.

Motion to approve the Monitoring Policies and Procedures was made by Mayor David Romero, seconded by Board Member Pablo Lujan and passed, with one dissenting vote from Chairman Joseph Weathers.

6.4 MOU – Three Rivers Education Foundation.

Madam Executive Director Lisa Ortiz explained that the One-Stop Operator was approached by the Three Rivers Education Foundation, a nonprofit organization dedicated to supporting educators, students, and families through lifelong learning opportunities, particularly in underserved communities. As a result, an MOU has been established with Three Rivers Education Foundation. Madam Executive Director Ortiz recommended approval.

Motion to approve Three Rivers Education Foundation MOU was made by Board Member Jolene Nelson seconded by Board Member Pablo Lujan and passed by roll call vote unanimously

6.5 Policy Revisions

- 6.5A. Youth Services Policy # 25
- 6.5B. Financial Policy and Procedures Revision
- 6.5C. OJT Policy # 23
- 6.5D. In Demand Occupation Policy # 14
- 6.5E. Priority of Service Policy # 8
- 6.5F. Conflict of Interest Policy # 2
- 6.5G. Governance Policy # 1
- 6.5H. Customized Training Policy # 18
- 6.5I. Requires Additional Assistance Policy # 21
- 6.5J. One Stop Operator Policy # 30
- 6.5K. One Stop Recertification Policy # 31
- 6.5L. Transitional Jobs Training Policy # 19
- 6.5M. Management of Service Provider Contract Policy # 4
- 6.5N. Referral Policy # 10
- 6.5O. Case Management Policy # 26
- 6.5P. Supportive Services Policy # 20
- 6.5Q. Veteran Service Delivery Policy # 13

Motion to approve Policies 6.5A through 6.5Q was made by Mayor David Romero seconded by Vice Chair Jon Paul Romero and passed by roll call vote unanimously.

7. Informational Reports

7.1 Board Chair Report – Joseph Weathers

Chairman Joseph Weathers directed to Madam Director Lisa Ortiz, stating to discuss the report on the findings from the Department of Labor, and where we stand.

7.2 Executive Director Report – Lisa Ortiz

Madam Executive Director Lisa Ortiz reported that responses to the Department of Labor (DOL) findings have been submitted. Of the seventeen (17) findings, five (5) have been closed, and the repayment amount has been reduced from approximately \$280,000 to approximately \$80,000. Remaining items under review include three (3) OJT contracts, eight (8) Transitional Jobs (TJT) contracts, and certain allowable costs related to the America's Job Center and a prior Board retreat 2-3 years ago. Additional documentation and justifications will be submitted to DWS in the coming weeks for review and forwarding to the DOL.

Chairman Weathers inquired of Fiscal Agent Rick Sandoval regarding the \$62,000 in unallowable costs, asking what the recourse would be if the finding cannot be adequately resolved, including whether the counties would be approached for repayment.

Fiscal Agent Rick Sandoval responded that ultimate responsibility would need to be determined and may involve evaluating whether service providers bear any liability, as they conducted recruitment and approved expenditures. He noted he is not an attorney and recommended seeking legal counsel for a definitive determination.

Madam Executive Director Lisa Ortiz stated that the Board had documentation prepared and clarified that the issue centers on participant eligibility and contract compliance. She explained that seven OJT participants were deemed ineligible due to findings that contracts were not in place; however, the Board believes those contracts were submitted and will seek clarification from DWS on the determination.

Regarding the \$62,000 in questioned TJT costs, she noted these were associated with a previous service provider in Gallup and have been identified as potentially unallowable. She added that the Board will further review these costs and may pursue recovery from the former service provider or the training provider, as appropriate.

Chairman Weathers asked Veronica Alonzo (NMDWS) whether the 30-day response period includes reimbursement if sufficient justification is not provided. Ms. Alonzo responded that the 30-day period is for submitting additional documentation and does not require immediate repayment. She noted this timeframe allows the Board to provide supporting information to demonstrate participant eligibility, after which DOL will review the response and determine whether the questioned costs remain.

7.3. Financial Report – Fiscal Agent Rick Sandoval

Fiscal Agent Rick Sandoval presented the February financial report (year-to-date for eight months), noting efforts to maintain a no-fee Enterprise bank account with ACH capability, though recent bank changes have introduced fees under review.

He reported \$12,000 in unrestricted carryover funds and a \$25,000 increase in net assets from unspent Kellogg Foundation funds. Year-to-date expenditures total approximately \$2.4 million of the \$6 million budget (67% of the fiscal year), with most categories on track. Lower training costs are due to billing delays, with increases expected in March.

Administrative expenses remain within budget, with minor adjustments anticipated. Grant expenditures are approaching required benchmarks, though Adult and Dislocated Worker funds are below targets and expected to increase. Youth funds remain focused on PY24. Projected obligations indicate Admin on track, with Adult (~45%), Dislocated Worker (~40%), and Youth (~58%) below the 80% goal. Participant costs continue to be tracked against provider projections and actual expenditures.

Veronica Alonzo asked about the plan to expend the remaining \$300,000 by June 30. Fiscal Agent Rick Sandoval responded that projections, based on information from the youth provider (YDI) and internal data, anticipate a significant increase in reimbursements—particularly in March—due to prior months of unbilled expenses. He noted YDI may provide further detail in their report.

7.4 Title I – Career Team & YDI

Concha Cordova (YDI) reported PY25 enrollment at 144 of 220 (76 short), with a compliant 21% in-school and 79% out-of-school split. She reported 80 placements with additional pending and introduced Sandy Medina Trujillo as Chief Operations Officer.

Supportive services totaled approximately \$4,000 and incentives \$1,600 in Q3. Year-to-date obligations are \$135,508, with in-school participation slightly above the 25% limit and being adjusted. YDI projects 30 additional enrollments and approximately 55 placements in Q4.

The Board-approved wage increase to \$15/hour supports recruitment. Two staff vacancies impacted operations; a Program Manager has been hired, Mr. Grassnik. Q3 activity increased by 120% following strategic changes, with expenditures expected to rise in March.

Concha Cordova shared a Rio Arriba participant success story, noting program completion, high school graduation, and part-time employment, with continued support toward casino employment. She also highlighted a new partnership with Moving Arts Española, placing six referred youth in work experience and supporting others transitioning to post-secondary training.

Ericka Van Eckhoutte (Career TEAM) reported Q3 outreach reached 661 individuals, with 141 expressing interests. Year-to-date Adult enrollments are at 63% with a 95% training conversion rate. Approximately \$13,000 was used for supportive services, with \$40,000 in expenditures projected for March.

Obligations are at 36% (Adult) and 44% (Dislocated Worker), with additional approvals (~\$123,000) increasing projections to 42% and 51%. Co-enrollment with DVR and DWS has increased to expand services.

Challenges include limited staffing, caseload balance, and lack of training providers, particularly in Gallup. Efforts include adding UNM Gallup to the ETPL, expanding OJT opportunities, and reallocating staff to San Juan.

Performance tracking and data cleanup are ongoing, with continued challenges in documentation collection and limited work-based learning funds.

Ericka Van Eckhoutte (Career TEAM) shared an impact story of a Mora participant, a retired Army veteran who obtained a CDL through the program and is now successfully working with his son in trucking after struggling to sustain income from a family ranch.

7.5 One Stop Operator – Rene Martinez

One-Stop Operator Rene Martinez reported implementation of a statewide referral system using Find Help, currently pending final rollout and training.

He noted a \$16,000 Kellogg-funded document drive for Gallup and Farmington is underway, with SOPs and processes established and activity beginning in March. Efforts are ongoing to expand outreach in Farmington.

Partner meetings have resumed, and AJC offices are being supported with standardized SOPs and front counter.

Rene Martinez reported customer satisfaction survey results: Española 97.1%, Farmington 100%, Santa Fe 100%, Las Vegas 97%, Raton 100%, and Taos 100%. He noted the data is collected via a QR code linked to a Google Drive system. Rene Martinez reported that customer satisfaction data is collected through QR code surveys capturing basic information and service feedback, generating summary reports and satisfaction metrics for each office. He also noted a secondary monthly form process, which is analyzed through AI to produce additional satisfaction scores, utilizing both methods for reporting.

8. Public Comments.

There were no public comments.

10. Next Meeting Date: TBD.

11. Adjournment

Motion to adjourn at 11:14am. This Motion was made by Board Member Pablo Lujan seconded by Vice Chair Jon Paul Romero 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 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 proceeding. 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.