

CEO Meeting
Wednesday, February 18, 2026, 10:00 AM
MST

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

Cibola County	Absent
Colfax County	Absent
Los Alamos County	Present
McKinnley County	Absent
Mora County	Present
Rio Arriba County	Present
Santa Fe County	Present
San Juan County	Absent
San Miguel County	Present
Taos County	Absent

Present: 6, Absent: 4.

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, Veronica Alonzo NMDWS, Ramon Pazos – NMDWS, Chanin O’Rourke – NMDWS, Chanin Kelly O’Rourke – DWS, Margarito Aragon – DWS, Julio Garcia – Legal Counsel, Carolyn Kirlin – NMDWS, Rene Martinez – One Stop, Leroy Garcia – NMDWS, Crystal Hollon – NMDWS, Pablo Lujan – Board Member,

1. Call Meeting to Order

The meeting was called to order at 10:10 AM by Alex Naranjo -- Commissioner Chairman of Rio Arriva County.

2. Roll Call and Determination of a Quorum

Roll call was conducted at 10:02am by NALWDB Program Support Specialist Issy Lozano, who indicated that a quorum was not present. Since Quorum was not present, Chairman Alex Naranjo stated that we could move forward to #7, Informational Reports, since we voting was not permitted due to a quorum not being present.

At 10:30am, Camilla Bustamante – Commissioner of Santa Fe County, joined via ZOOM, and were able to determine a quorum, and move forward with Item #4. Approval of the Agenda.

3. Pledge of Allegiance

The pledge of allegiance was recited by all in attendance.

After the Pledge of Allegiance, Veronica Alonzo of DWS advised that if the Board proceeds with Informational Reports, there should be no discussion of those items. She emphasized the importance of adhering to Open Meetings Act (OMA) requirements to avoid any violations.

4. Approval of Agenda

Motion to approve the agenda. This Motion was made by Martin Sena – Commissioner Vice Chair San Miguel County, seconded by Camilla Bustamante – Commissioner of Santa Fe County, and passed unanimously by rollcall vote.

5. Approval of Board Meeting Minutes

NMDWS representative Veronica Alonso noted that the minutes from the previous Board meeting on 12/17/2025 needed a correction on Page 3, Paragraph 3: the word “Ser-jobs” had been incorrectly changed to “Sarah’s Jobs.” Motion to approve the Board meeting minutes with corrections. This Motion was made by Martin Sena – Commissioner Vice Chair San Miguel County, seconded by George Trujillo – Commissioner of Mora County, and passes unanimously by rollcall vote.

6. Action Items

6.1 By-Laws.

Executive Director Lisa Ortiz explained that at the last CEO meeting on December 17, 2025, the Bylaws were approved with revisions. However, it was later noted that the final page incorrectly stated they were passed, approved, and adopted by the Northern Area Local Workforce Development Board. The language should instead reflect that they were passed, approved, and adopted by the Chief Elected Officials on February 18, 2026. This is the only correction needed, as the bylaws were approved by the CEOs. Madam Executive Director made the recommendation to approve. Motion to approve By-laws. This Motion was made by George Trujillo – Commissioner of Mora County, seconded by Camille Bustamante – Commissioner of Santa Fe County, and passed unanimously by rollcall vote.

6.2 CEO Agreement.

Executive Director Lisa Ortiz reported that the current Chief Elected Officials (CEO) Agreement was last approved in June 2024 and outlines the roles and responsibilities of the CEOs. She explained that, under WIOA Section 107(c)(1)(B) and 20 CFR 679.310(e), the agreement must include the name, representation, contact information, and signature of each participating Chief Elected Official. She noted that the existing agreement had only been signed by one CEO but should include signatures from all 10 participating CEOs. She

recommended approval to obtain signatures from all Chief Elected Officials on the current agreement.

Chairman Alex Naranjo, Commissioner Chairman of Rio Arriba County, asked whether legal counsel had reviewed the updated CEO Agreement and the recommended changes. Executive Director Lisa Ortiz stated she would need to verify whether legal counsel had reviewed the document.

Julio Garcia of Advise Law, serving as legal counsel to the Board, joined via Zoom and confirmed that the agreement appears substantially similar to the prior version. Upon clarification from Madam Executive Director Lisa Ortiz that the only revision was the addition of all 10 Chief Elected Officials and their respective counties on the signature page, Mr. Garcia stated that the update would suffice, as the substance of the agreement remains unchanged and the revision simply clarifies CEO membership.

Veronica Alonzo of NMDWS noted that the CEO Agreement had not undergone legal review prior to the meeting and raised a concern regarding language on the first page. She pointed out that the third paragraph references the “New Mexico Workforce Development Act,” stating that no such act exists and recommending that the language be revised.

Madam Executive Director Lisa Ortiz acknowledged the concern and stated that the language would need to be reviewed. Chairman Alex Naranjo asked whether the item should be tabled until the next meeting. Madam Executive Director Lisa Ortiz agreed to table the action, noting that the agreement simply needs to be finalized before June 30.

Martin Sena – Commissioner Vice Chair San Miguel County suggested that legal counsel provide recommended revisions during the meeting so the Board could consider approving the agreement with those changes, rather than tabling the item. Chairman Alex Naranjo asked legal counsel whether he had an opportunity to review the proposed concerns and identify necessary revisions.

Julio Garcia of Advise Law responded that he understood Veronica Alonzo’s concern regarding the reference to the “New Mexico Workforce Development Act.” He stated that the likely intent was to reference the State Workforce Development Board and local boards, which administer the funds and define the responsibilities of the Chief Elected Officials under WIOA. Attorney Julio Garcia recommended removing the incorrect reference altogether unless the state preferred substituting language referencing the State Workforce Development Board and local boards.

Chairman Alex Naranjo stated that his understanding was that the Board would approve the Madam Executive Director Lisa Ortiz’s recommendation with the condition that legal counsel incorporate the discussed revisions into the agreement. Chairman Alex Naranjo clarified that this would reflect the Madam Executive Director Lisa Ortiz’s recommendation moving forward. Motion to approve CEO Agreement. This motion was made by Martin Sena – Commissioner Vice Chair San Miguel County, seconded by Melanee Hand – Councilor of Los Alamos County, and passed unanimously by rollcall vote.

7. Informational Reports

7.1 Rick Sandoval – Fiscal Agent Report

Fiscal Agent Rick Sandoval presented his informational report and distributed the Board's financial statements for the six months ending December 2025. The Statement of Financial Position reflects the Board's assets and liabilities as of December, including cash on hand and accounts receivable—primarily reimbursement requests submitted to the state for Board expenses.

Under liabilities, he clarified that the “bank overdraft” line item does not mean the account is overdrawn. Checks have been issued but are being held until reimbursement funds are received; they must still be reflected in the financials.

Net assets represent the excess of revenues over expenses and consist of three components. “Available for expenditure” includes unrestricted funds such as donations, county contributions, remaining Kellogg grant funds, and small fundraising proceeds, all at the Board's discretion. “Not available for expenditure” reflects lease deposits held until the end of rental agreements. The change in net assets for the six-month period approximately \$25,000—primarily relates to Kellogg grant funds received earlier in the Fiscal year.

Rick Sandoval explained that the next page reflects activity for one month, while the following report shows year-to-date totals. The statements track expenditures and state reimbursements by grant or funding stream. Because grants operate on a cost-reimbursement basis, expenses generally equal revenue, resulting in no surplus. The exception is the unrestricted fund column, which covers costs not allowable under grants, such as late payment penalties. He also noted that the Board recently opened a money market account for excess cash, as required by the U.S. Department of Labor. Through December, the account earned approximately \$382 in interest.

The full month report follows the same format and shows expenditures by funding stream. Under unrestricted funds, \$25,000 from the Kellogg grant is reflected, which carries over into net assets.

The budget-to-actual report shows about 31% of available revenue realized and approximately 40% of total expenditures year-to-date, which is below the 50% benchmark at midyear. The one-stop locations appear over budget because the Board fronts facility rent and later bills partners quarterly for reimbursement, which offsets those costs.

Finally, the administrative budget-to-actual report—provided as a separate attachment—details Board operational expenses, including staff salaries, benefits, and other operating costs.

While Fiscal Agent Rick Sandoval was concluding his financial report, Camilla Bustamante, Commissioner of Santa Fe County, joined via Zoom at 10:30 a.m., enabling the CEO Meeting to achieve a quorum.

With a quorum established, Chairman Alex Naranjo, Commissioner Chairman of Rio Arriba County, stated that the Board would return to Item #4, Approval of the Agenda, and proceed with the full meeting.

7.2 Executive Director Report – Lisa Ortiz

Executive Director Lisa Ortiz reported that the Board recently completed its financial audit with Hinkle and Landers, resulting in one finding, which has been submitted to the State Auditor's Office. The finding related to internal controls over disbursement approvals.

She stated that while all expenditures reviewed were legitimate and allowable, documentation of approval was found to be inconsistent. In response, the Board has implemented corrective action by adding a cover sheet to payment documentation that lists items approved for payment and includes the signature of the authorized employee and the date of approval. This measure ensures consistency in approvals prior to submission to the Fiscal Agent. She noted this was the only audit finding.

8. Public Comments.

There were no public comments reported.

9. Next Meeting Date: 04/29/2026

10. Adjournment

Motion to adjourn at 11:04AM. This Motion was made by Camilla Bustamante, Commissioner of Santa Fe County, seconded by George Trujillo – Commissioner of Mora County, and passed unanimously by rollcall vote.

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.