Board of Directors Meeting Minutes

Thursday, April 23, 2026, 1:00pm

NMREC Boardroom, 614 Don Gaspar Ave, Santa Fe NM, 87505
Virtual Option via Zoom: https://us02web.zoom.us/j/82995230719
Meeting ID: 829 9523 0719, Dial In: 1-719-359-4580

A. CALL MEETING TO ORDER

President Ernesto Salazar called the meeting to order at 1:00 p.m.

B. ROLL CALL

Executive Director Santiago Chavez took roll call; a quorum was achieved with 19 members present

	Name	Present	Absent	Notes
1	Lori Chatterley	X		Virtual
2	Brandy Dietz	X		In Person
3	Si Trujillo	X		In Person
4	Jim Hall	X		Virtual
5	Melanee Hand	X		Virtual
6	Ryn Herrmann		X	
7	Thomas Garcia	X		Virtual
8	George Trujillo		X	
9	Eldie Cruz	X		In Person
10	Joseph Sanchez		X	
11	Felicia Archuleta-Toya	X		In Person
12	Christine Bustos	X		Virtual
13	Dora Dominguez	X		Virtual
14	Alex Naranjo		X	
15	Courtenay Eichhorst		X	
16	Ernesto Salazar	X		In Person
17	Max Trujillo		X	
18	David Romero	X		Virtual
19	Joy Ansley		X	
20	Justin Greene	X		In Person. Arrived 1:05 p.m.
21	Stephanie Martinez		X	
22	Juan Torres	X		In Person

23	Michael Garcia	X		In Person
24	AnJanette Brush	X		Virtual
25	Linda Calhoun		X	Virtual. Arrived 1:12 p.m.
26	Marietta Fambro		X	
27	Dan Barrone	X		In Person
28	Daniel Tafoya	X		In Person
29	Shelley O'Neill	X		Virtual
30	Elias "Eli" Issacson	X		Virtual

C. APPROVE AGENDA

President Salzar recommended removing Items G b i. and G b ii. Contract awards from the agenda.

Motion to approve the agenda as amended.

Motion	Garcia
Second	Torres
Yes	19
No	0
Abstain	0

D. APPROVE MINUTES

a. January 29, 2026, Regular Meeting

Motion to table January 29, 2026 minutes

Motion	Garcia
Second	Torres
Yes	19
No	0
Abstain	0

E. PUBLIC PARTICIPATION: Any individual who would like to address the Board will be able to do so at this time. Comments will be limited to 3 minutes. If further time is needed, concerns should be addressed to the Executive Director. **Personnel matters will not be discussed in a public meeting.**

a. Staff
b. Community
    i. If attending virtually, provide your full name in the chat and indicate that you wish to speak for public participation immediately upon joining the meeting.
    ii. If attending in person, raise your hand to indicate you wish to speak for public participation and provide your full name.

No community members signed in for public participation. Guest of Mayor Garcia - Joanna Nelson, Santa Fe Economic Development Department Director attended.

F. SPECIAL PRESENTTIONS

a. Dahlia Garcia, CPA, Partner at Beasley, Mitchell & Co.
    i. NCNMEDD FY 2025 Audit Presentation

Juan Garcia, Audit Manager at Beasley, Mitchell & Co. presented information. June 30, 2025 single audit received an unmodified opinion. As a whole, the financial statements and federal awards audits present fairly and in compliance. Unmodified opinion is the best opinion you can have.

Government-Wide financial statements
- Full accrual like normal business
- Change in net position: $(395,000)
- Ending net position: $(605,571)

Fund Financial Statements
- Only governmental funds, modified accrual (60 days)
- Change in fund balance: $105,291
- Ending fund balance: $1,761,187

Prior year findings (2024):
- 2024-001 lack of internal controls over payables, has been resolved

Current year findings (2025):
- 2025-001 inadequate IT security controls, failure to update wi-fi passwords
- 2025-002 lack of review and approval process on journal entries
- 2025-003 lack of audit trail
- 2025-004 standard operating procedures not accessible during management turnover
- 2025-005 missing credit card receipts in reconciliation statements
- 2025-006 capital assets / depreciation not recorded

Audit was submitted to the state on February 18, 2026. Executive Director Chavez requested a copy of the presentation be sent to all board members via email.

b. Aubriana Hinds, Contractor Crown H Marketing
    i. Update on WIN Program and other NCNMEDD programs

Contractor Hines explained that she is contracted with NM Cares for marketing and social media production. Social media is important in increasing awareness of these vital programs. Strategy is to capture photo and video, before and after impacts, capture testimonials, and share the effects of these programs. Projects include the WIN program, the Volunteer Driver Program (filming May 23), and the Mobile Home Repair Program. Focus on storytelling and testimonials, showing real impact in clients lives. Goal is to show the impact of NM Cares, build awareness and build trust in the local community to continue to bring in funding for these programs.

President Salazar suggested a formal ribbon cutting for the resident moving into their home, and capture on social media. Vice President Garcia remarked about the importance of followers, requested members follow on social and share to help build community awareness.

Member Trujillo asked about funding for advertising budget. President Salazar requested contractor prepare an advertising budget to boost on social media for review and inclusion in the FY27 budget.

G. ACTION ITEMS*

a. Out of State Travel Requests*
    i. HUD Office of Lead Hazard Control and Healthy Homes (OLHCHH) FY26 Program Manager School April 27-30, Arlington VA, -Mandatory training and

travel expenses are covered, Sandra Sosa, Denise Barela

Non-Metro AAA Director Daniel Osborn stated this is this training is mandatory under the organization's HUD grant requirements. The cost is covered initially by the organization and then reimbursed by HUD, making it a reimbursable expense. It was brought to the board's attention to provide greater awareness and transparency regarding the nature and purpose of the training. Executive Director Chavez recommended approval.

Motion to approve item G. a. i.

Motion	Greene
Second	S. Trujillo
Yes	21
No	0
Abstain	0

ii. US Aging, July 18-21, 2026, San Diego CA (Case Management Coordinator Amanda Martinez, Case Management, Andrew Roybal, Andrew paid by scholarship up-front)

Executive Director Chavez stated item before the board is a travel request for the U.S. Aging Conference in San Diego, California. Attendance has been scaled back from 8 staff attending last year to maximize the value and impact of the expenditure. Additionally, Andrew Roybal received a scholarship to attend, and the Executive Committee discussed this morning how those scholarship-covered expenses would be handled.

Motion to approve item G. a. ii.

Motion	Mayor Garcia
Second	Cruz
Yes	21
No	0
Abstain	0

iii. EDA Workforce Convening, June 2-3, Arlington, Virginia (WIN Project Director, Sarah Holtzclaw)

Executive Director Chavez stated this is a mandatory training requirement under the WIN program. Funding is available through the grant itself and is included in our contract with the Contractor Sarah Holtzclaw. The contract amount has been verified and has sufficient remaining balance to cover the cost.

President Ernesto Salazar stated that the organization is partnered with RDC on the WIN program. RDC presented last month, and RDC has approximately $20 million available and has committed to picking up the WIN program and keeping it going on their own as a sole-source operation, rather than as a continued partnership. A formal announcement regarding RDC's takeover of the WIN program will be made once the transition plan is finalized. Over the next 120 days, the priority is working through the budget, assessing where things stand, and developing a structured exit strategy in collaboration with Sarah, the program team, and RDC. Finance Director Mahooty clarified that funding does expire in September 2026, we

anticipate the project will be fully spent down by that time.

Motion to approve item G. a. iii.

Motion	Greene
Second	Torres
Yes	21
No	0
Abstain	0

H. PRESIDENT'S REPORT

President Ernesto Salazar stated that Vice President Garcia, Treasurer Martinez, and himself have been actively working with the finance department. The federal shutdown has created significant cash flow challenges across the organization with cash flow. A recurring obstacle is the annual contract renegotiation with AAA through ALTSD, which tends to be drawn out as funding is released in increments rather than all at once. As a result, the board should expect to see only a preliminary budget in June. Staff is doing everything possible under the circumstances, and patience is appreciated.

I. DIRECTORS' REPORTS

Executive Director Chavez shared updates on the organization. He shared the data driven Power Bi dashboard on website homepage that was introduced during the January meeting of projects that NCNMEDD funds and supports. This was developed in response to board members and community members. Director Fonesca added that this dashboard represents Community Development projects only and not NMAAA. He also noted challenges to the organizational budget process, which requires action to access, through upfront spending then reimbursement or through reporting requirements that must be completed before reimbursement can be requested. This structure creates cash flow challenges under normal circumstances and were compounded by the historical federal shutdown which limited access to federal funding. On the human resources front, the HR Director and Executive Director are working to improve the employee evaluation process to make it both more effective and timelier. A review of personnel matters revealed gaps in how evaluations were conducted, with some supervisors providing overly positive feedback that did not reflect the performance concerns they were raising separately. A contractor, David Markwark, has been brought in to provide training to supervisors and managers on delivering constructive and accurate performance feedback. The underlying principle is that employees deserve fair, honest evaluations and a genuine opportunity to improve before any further action is taken. President Ernesto Salazar noted the cashflow challenges and dues increases. It was noted for the organization to establish a longer-term reserve fund for the organization to remedy cash flow.

Non-Metro AAA Director Daniel Osborn presented the AAA program highlights. Case management has finalized contracts with all managed care organizations. UnitedHealthcare is awaiting one remaining piece of information, after which the organization will receive approximately $174,000 in seed money to help launch that program. Recently established connection with the Veterans Administration, which will allow the organization to work directly with TriWest, the VA's contracted network, and begin billing for services provided to veteran seniors. The Volunteer Driver Program continues to grow month after month. A recent meeting with Representative Chandler highlighted the legislative lack of awareness of how severely underfunded aging programs have become. She has been asked to help spread awareness among fellow legislators, and follow-up communications with supporting data are being sent to her office. Plans are being made to work with ALTSD Director Denise King and the Secretary of

Aging to return to the legislature and request additional funding.

Community Development Director Felicity Fonseca added that grant writing efforts continue despite a reduction in available federal funding, with applications still being actively pursued. A notable achievement was a $1 million award to Pueblo through a Bureau of Reclamation technical assistance opportunity. An RFP has been issued for the SS4A Comprehensive Safety Action Plan, closing June 5th. This federally funded project will serve seven counties in the region with the goal of helping local entities better qualify for additional funding streams.

Guest Joanna Nelson, Santa Fe Economic Development Department Director, added more information about the Tribal Entrepreneurship Enhancement Program, which is currently being redesigned to reflect a shared effort between county and city in support of the Native Business Development Coordinator. Given that the coordinator's responsibilities now extend beyond city-level entrepreneurship support for Native business owners to also include work at the county level, this expanded scope may align well with EDA's mission and could represent a good fit for that funding opportunity. Member Torres added that efforts are underway to expand the business retention and expansion program. RDC staff have been conducting business outreach and a resource website has been developed and is still being refined. Over the past year, 17 micro-grants were awarded totaling approximately $45,000, with individual awards averaging around $3,000. A new round of grant reviews is currently underway, with another set of awards anticipated by summer. A request for additional grant funding has been included in the next fiscal year budget. Beyond traditional grants, conversations are also taking place around alternative funding instruments such as revolving loan funds and lines of credit, with the goal of providing businesses with more sustainable access to capital along with enhanced technical assistance and financial capacity building. Active collaboration with RDC on these outreach efforts continues.

Finance Director Mahooty stated the current budget stands at approximately $16.9 million, of which $7.3 million has been expended to date. Several funds are approaching expiration, most notably the $2 million mobile home program. The Notice of Obligation was signed last week, providing significant motivation to expend as much of those funds as possible before the end of the fiscal year. Regarding the WIN program, the no-cost extension has been finalized after a lengthy process. The GRO Admin reimbursement of $296,000 was received last week. For the Capital Outlay Fund 119, all nine vehicles have been paid off and reimbursement from the state is pending. On the MFA ROC program, the first project is being prepared for launch. Each project requires a 50% upfront contribution of approximately $45,000, and projects will be evaluated and pursued individually based on available cash flow for the remainder of the fiscal year.

J. NEXT MEETING –June 25, 2026, 1:00 pm Meeting

President Salazar stated that there is no formal board retreat planned for this year, and next meeting will be in Santa Fe. Member Michael Garcia suggested using the Santa Fe Convention Center.

K. ADJOURNMENT

Motion to adjourn the meeting at 4:04 p.m.

Motion	Greene
Second	J. Torres
Yes	21
No	0
Abstain	0

Approvals

Ernesto J. Salazar

Ernesto J. Salazar, President

September 24, 2026

Date

Dora Dominguez, Secretary

September 24, 2026

Date