



Executive Committee Regular Meeting Minutes

Tuesday, June 3, 2025, 10:30 am or Immediately Following NM Cares Board Meeting

644 Don Gaspar, Santa Fe, NM, 87505

Or Virtual Option via Zoom: <https://us02web.zoom.us/j/86394322427>

Meeting ID: 863 9432 2427, Dial In: 1 253 215 8782

A. CALL MEETING TO ORDER

President Ernesto Salazar called the meeting to order at 3:48 p.m.

B. ROLL CALL

Deputy Director Alex Ingham took roll call; a quorum was achieved with eight members present.

Member	Present	Absent	Notes
Linda Calhoun	X		Virtual
Dora Dominguez	X		Virtual
Thomas Garcia	X		Virtual
Jim Hall	X		Virtual
Stephanie Martinez	X		Virtual
Lori Chatterley	X		Virtual
Ernesto Salazar	X		Virtual
Joseph Sanchez	X		Virtual

C. APPROVE AGENDA

President Ernesto Salazar requested to move up Item J: Executive Session to Item F and relabel subsequent items thereafter.

Motion to approve the agenda as amended.

Motion	Garcia
Second	Calhoun
Yes	8
No	0
Abstain	0

D. APPROVE MINUTES

1. April 24, 2025, Regular Meeting

Motion to approve the April 24, 2025, Regular Meeting minutes as presented.

Motion	Garcia
Second	Martinez
Yes	8
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.**

1. Staff
2. Community

No staff or community requested to speak for public participation.

- F. EXECUTIVE SESSION:** Board may elect to go into executive session for reasons listed in the Open Meetings Act, Section 10-15-1 (H). The authority for the executive session and the subject to be discussed must be stated with reasonable specificity in the motion calling for the vote to go into executive session.

1. Potential Litigation (Section 10-15-1(H)(7))-Mora County Investigations

Motion to enter executive session by roll call vote at 3:54 p.m. to consider Item F1: Potential Litigation (Section 10-15-1(H)(7))-Mora County Investigations.

Motion	Garcia
Second	Hall
Yes	8
No	0
Abstain	0

Motion to come out of executive session by roll call vote at 4:31 p.m., noting that the only item discussed was the item on the agenda and no action was taken.

Motion	Garcia
Second	Hall
Yes	7
No	0
Abstain	0

Member Joseph Sanchez was unavailable for the vote.

Treasurer Stephanie Martinez left the meeting at 4:33 p.m.

While awaiting the return of Finance Director Bernadette Segobia-Abeyta, the committee proceeded to consider Item G2.

G. ACTION ITEMS

1. NCNMEDD FY 2025 BAR #7

Finance Director Bernadette Segobia-Abeyta explained that the BAR consisted of three funds, and that all proposed budget changes affected only expenditures to ensure available funds were expended by the end of FY 25.

She proceeded to present the proposed changes as follows:

- 501 AAA: Decreasing Personnel by \$145,000, Benefits by \$69,000, Professional Services by \$25,000, Travel by \$10,000, and Advisory Council by \$3,000. These decreases were apportioned as follows: \$225,000 for Program Assistance, \$2,000 for Dues and Subscriptions, and \$25,000 for Property, Plant, & Equipment for AAA office updates. Provider assistance will be distributed among the AAA providers which Assistant Director Nancy Arias-Macias had identified as in need of additional funds.
- 507 Case Management: Decreasing Personnel by \$10,000 and Benefits by \$4,000 and increasing Operations by \$8,000 and Property, Plant, & Equipment by \$6,000.
- 508 VDP: Decreasing Personnel by \$33,000 and Benefits by \$14,800 and increasing Operations by \$46,300 and Dues & Subscriptions by \$1,500.

Motion to approve FY 2025 BAR #7, as presented.

Motion	Sanchez
Second	Calhoun
Yes	6
No	1-Garcia
Abstain	0

2. Request for Proposals (RFP) 2025-12: Housing Rehabilitation and Construction

Executive Director Monica Abeita explained that the RFP under consideration was the standard RFP used by NCNMEDD for rehabilitation and construction but that the financial stability language had been changed to add a bonding alternative to the financial statements or tax returns currently required. Only this new language was under consideration by the committee. In attempting to read the new language, Ms. Abeita noted that the incorrect version of the RFP was provided to the Executive Committee and she requested time to look for the correct version, where the new language could be found. While Ms. Abeita looked for this information, the committee reverted back to consideration of Item G1.

President Ernesto Salazar left the meeting at 4:35 p.m. Mr. Salazar returned to the meeting at 4:39 p.m.

After the vote was taken on Item G1, the committee returned to Item G2 and Ms. Abeita read the additional proposed language into the record: *"The Procuring Agency may recommend contracting with an Offeror who declines to provide financial*

statements or tax returns. However, the Offeror will be required to provide bonding capacity in the amount of the contract, with Procuring Agency as the beneficiary, or a letter of credit in the amount of the contract, with Procuring Agency as the beneficiary. If one of those two items is not provided, a contract with Offeror will not be approved."

Vice President Thomas Garcia asked if there were any other issues in the RFP that needed correction. It was then noted by staff that the Financial Stability language occurs in several places in the RFP and the additional language would need to be added in all of those locations.

President Ernesto Salazar explained that a bonding option was in many ways a preferable manner in which to ascertain a contractor's financial stability.

Vice President indicated that the draft in front of the committee was not fully accurate.

Motion to approve Request for Proposals (RFP) 2025-12: Housing Rehabilitation and Construction, with the directive for staff to fully amend the RFP and add the language discussed.

Motion	Sanchez
Second	Hall
Yes	6
No	1-Garcia
Abstain	0

Vice President Thomas Garcia indicated the reason for his no vote was the fact that the RFP presented to the committee was not fully correct.

3. Contract Award: RFP 2025-11: Housing Rehabilitation and Construction: AGM Konstruction, LLC

Executive Director Monica Abeita and Finance Director Bernadette Segobia-Abeyta reviewed the scoring for the proposal, recommending the committee accept AGM Konstruction, LLC as a contractor.

Vice President Thomas Garcia recused himself from consideration of Item G3.

Motion to approve Contract Award: RFP 2025-11: Housing Rehabilitation and Construction: AGM Konstruction, LLC

Motion	Chatterley
Second	Calhoun
Yes	6
No	0
Abstain	1-Garcia

4. Resolution 2025-05: 2027-2031 Infrastructure Capital Improvement Plan (ICIP)

Executive Director Monica Abeita explained that the ICIP deadline for special was moved up to June. Ms. Abeita reviewed what was requested and received in capital outlay for FY 2026, and what she proposed to request in FY 2027 and beyond. Requests for the first year of the ICIP include \$250,000 to complete the building renovation, \$100,000 to complete vehicle replacement for older vehicles, and \$120,000 for IT upgrades. No funding was received for IT upgrades for FY 2026, therefore, a higher amount will likely be needed. The additional funding for building renovation is expected based on initial conversations with the contractor.

Motion to approve Resolution 2025-05: 2027-2031 Infrastructure Capital Improvement Plan (ICIP).

Motion	Sanchez
Second	Hall
Yes	7
No	0
Abstain	0

5. Resolution 2025-06: Request to Increase the NCNMEDD Credit Card Limit to \$70,000

Executive Director Monica Abeita requested to discuss Items G5 and G6 together, reminding the committee that the Executive Committee had approved a credit card limit increase in July 2024. Since then, Ms. Abeita stated that NCNMEDD exceeded the \$40,000 limit by a few thousand dollars on a couple of occasions. Ms. Abeita attempted to manage the situation by making early payments; however, credit cards declines continued. Ms. Abeita tried to solve the issue with the card representative from Enterprise Bank and finally came to understand that the bank posts payments on the first day of the month, regardless of when the payment is made. This issue will not occur when NCNMEDD transitions to the new credit card. However, in the meantime, Treasurer Martinez suggested that Ms. Abeita seek formal approval for a higher limit; 70,000 is recommended by Enterprise Bank given recent credit card history.

Finance Director Bernadette Segobia-Abeyta confirmed Ms. Abeita's statement and explained that, due to the first of the month posting date, roughly two months of charges were accruing, hence the need for the \$70,000 limit. For example, charges in the month of May would be added to April charges on the May statement, for which payment would post on June 1.

Vice President Thomas Garcia requested clarification on the situation. President Ernesto Salazar provided a similar explanation to Ms. Segobia-Abeyta on how charges accrue and how NCNMEDD cannot fully clear the account until the first of the month. He stated that this particularly credit card is an inferior product which is sold to many banks, including his own, and echoed his support to move to a new credit card that does not have this limitation. He also suggested that more transparency and communication would have been preferred earlier. Ms. Abeita stated that she had not understood the issue with the first of the month posting until

recently and therefore had been trying to work around the issue to the best of her ability. Ms. Abeita thanked Treasurer Martinez for getting everyone on the same page.

Ms. Abeita noted that NCNMEDD expected to transition to the new credit card on July 1; however, if there is some overlap between the cards, the resolution to increase limit might be needed and is therefore recommended.

Motion to approve Resolution 2025-06: Request to Increase the NCNMEDD Credit Card Limit to \$70,000 as presented.

Motion	Hall
Second	Chatterley
Yes	6
No	1-Garcia
Abstain	0

6. Resolution 2025-07: Changing NCNMEDD's Credit Card Provider to Ramp and Requesting a Credit Limit of \$50,000 Per Month

Executive Director Monica Abeita stated that when the credit card limit was increased in July, the Executive Committee directed management to research other credit card options. Ms. Abeita and Ms. Segobia-Abeyta recommended transitioning to the Ramp credit card, which they have piloted during the last few months. Ms. Segobia-Abeyta explained the benefits of the new credit card service provider, including posting payments when they are made, integration with the accounting system, easier submittal of receipts, and no fees. Executive Director Monica Abeita outlined the specific language of the resolution being presented to the committee.

Vice President Thomas Garcia asked for the rationale for the specific credit limit, given that future use was still uncertain. Ms. Segobia-Abeyta explained that the previous year's use was the basis for the determination, as was the fact that payments will post immediately with the Ramp card.

Member Joseph Sanchez left the meeting at 5:00 p.m.

Motion to approve Resolution 2025-07: Changing NCNMEDD's credit card provider to Ramp and requesting a credit limit of \$50,000 per month as presented.

Motion	Hall
Second	Calhoun
Yes	6
No	0
Abstain	0

7. Out of State Travel Requests

a. Annual NADO National Regional Transportation Conference, July 15-17, 2025, Des Moines, IA (Transportation Planner Patrick Million)

Finance Director Bernadette Segobia-Abeyta presented the travel request, estimated expenses, and available budget.

Motion to approve Annual NADO National Regional Transportation Conference, July 15-17, 2025, Des Moines, IA (Transportation Planner Patrick Million).

Motion	Hall
Second	Calhoun
Yes	6
No	0
Abstain	0

b. Out of State Travel Request: Annual Government Finance Officers Association Conference, June 29-July 2, 2025, Washington, D.C. (Accounting Specialist Jenae Morales)

Finance Director Bernadette Segobia-Abeyta presented the travel request, estimated expenses, and available budget. She noted that the AGA conference which had previously been approved for herself and Ms. Morales had been cancelled; therefore, she recommended this conference as a replacement, but for Ms. Morales only.

Motion to approve Out of State Travel Request: Annual Government Finance Officers Association Conference, June 29-July 2, 2025, Washington, D.C. (Accounting Specialist Jenae Morales).

Motion	Hall
Second	Chatterley
Yes	6
No	0
Abstain	0

8. FY 2026 Title III Contract with the NM Aging and Long-Term Services Department

Executive Director Monica Abeita explained that the item in front of the committee was a second draft, which she initially received with no track changes. Upon a detailed review, it became clear that Aging Network Division addressed some of the initial concerns but also made additional changes without notifying NCNMEDD. Some of those additional changes were problematic. Ms. Abeita reported the situation to Cabinet Secretary Kaltenbach, who provided a track changes version. Ms. Abeita provided a list of the problematic items to the Secretary and is awaiting a new version of the contract to review. Ms. Abeita reviewed the issues in question, including an additional requirement to perform financial audits of 25% of providers each quarter, and the requirement that Non-Metro direct all excess admin funding to services. Ms. Abeita and President Ernesto Salazar scheduled a meeting with the Secretary and Aging Network Director Denise King for June 11. The Secretary indicated that the issues will be discussed at the June 11 meeting.

President Ernesto Salazar suggested, given the incomplete nature of the contract, that further action ought to be delayed.

Motion to table FY 2026 Title III Contract with the NM Aging and Long-Term Services Department, as presented.

Motion	Garcia
Second	Hall
Yes	6
No	0
Abstain	0

9. Amendment to the NCNMEDD Policy and Procedure Manual: Board of Directors and Advisory Council Travel Expenses

Executive Director Monica Abeita reviewed the proposed change to the manual, including board of director reimbursements from \$75 to \$100 per meeting and providing a reimbursement for Non-Metro AAA Advisory Council members of \$75 per day. Both are in addition to mileage and lodging (if applicable). Finance Director Bernadette Segobia-Abeyta worked with ALTSD to determine that this was the simplest way to achieve the desired result of providing reimbursement for Advisory Council members, rather than citing state rates, which could be complicated. Ms. Abeita added that language was revised to not require vouchers, but to use the official attendance records when paying reimbursements. Currently, many board members are not signing their vouchers and many are attending online, causing Ms. Abeita to sign on their behalf. Using the official attendance record will simplify things, both for the board and Advisory Council. Ms. Abeita stated that these new rates would take effect on July 1, so it is possible to discuss them further if needed.

Vice President Thomas Garcia expressed his disapproval of language specifying lodging accommodations in the following sentence, “NMAAA typically pays directly for Advisory Council lodging expenses. However, an Advisory Council member may request reimbursement if the member pays for their own lodging, provided that the member stays at the designated meeting hotel or another hotel approved in advance by NMAAA.” Ms. Abeita offered to strike it from the proposed amendment.

Motion to approve the amendment to the NCNMEDD Policy and Procedure Manual: Board of Directors and Advisory Council Travel Expenses, as amended, striking from the amendment “provided that the member stays at the designated meeting hotel or another hotel approved in advance by NMAAA.”

Motion	Calhoun
Second	Chatterley
Yes	6
No	0
Abstain	0

H. DISCUSSION ITEMS

1. Non-Metro Area Agency on Aging FY 2026 Title III Budget

Executive Director Monica Abeita explained that an additional Budget Committee meeting was necessary to more specifically discuss the agenda item, in addition to remaining business on the FY26 NCNMEDD budget. In quick summation, Ms. Abeita made high-level reference to the situation of budget committee members were already aware: a relatively flat Non-Metro AAA budget for FY 26; ALTSD shared projected

reductions in federal funds. NCNMEDD received additional State funds which would plug that gap. A reduction to nutrition incentive program funding is also anticipated. ALTSD allowed for a fifteen percent administrative fee instead of the usual ten percent, but providers would be unduly impacted so this additional allowance is only minimally being taken advantage of.

2. Non-Metro Area Agency on Aging FY 2026 Title III Provider Allocations

Non-Metro Area Agency on Aging Deputy Director Nancy Arias-Macias reviewed FY 2026 provider allocations, showing the comparison with allocations from FY 2025. This item was requested by Vice President Thomas Garcia at the April Executive Committee meeting.

3. NCNMEDD Policies: Compensatory Time, Leave Bank/FMLA, Outside Employment

Executive Director Monica Abeita requested committee volunteers to form a sub-committee to work the policy amendments, some of which were flagged by legal counsel during a Fair Labor Standards Act review of positions. Ms. Abeita suggested that Vice President Garcia should be on the sub-committee, as he is on the Leave Bank Committee. She asked for an additional member to volunteer offline. Vice President Garcia stated he would volunteer but asked President Ernesto Salazar to send him an email appointing him to the committee.

I. PRESIDENT'S REPORT

President Ernesto Salazar ceded his time to proceed with subsequent agenda items.

J. DIRECTORS' REPORTS

Executive Director Monica Abeita offered the written report shared with the committee as a substitute for verbal reports, given the late hour at which the meeting had run.

K. NEXT MEETING –June 26, 2025, 10:00 am

L. ADJOURNMENT

Motion to adjourn the meeting at 6:00 p.m.

Motion	Calhoun
Second	Dominguez
Yes	6
No	0
Abstain	0

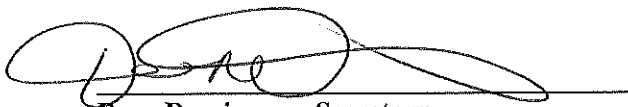
Approvals



Ernesto Salazar, President

June 26, 2025

Date



Dora Dominguez, Secretary

June 26, 2025

Date