North Central NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Executive Committee Regular Meeting Minutes

Thursday, April 23, 2026, 10:00
614 Don Gaspar Ave, NMREC Boardroom
Or 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 Salazar called the meeting to order at 10:02 a.m.

B. ROLL CALL

Executive Director Santiago Chavez took roll call; a quorum was achieved with five members initially present.

Member	Present	Absent	Notes
Linda Calhoun	X		
Lori Chatterley	X		
Dora Dominguez	X		
Thomas Garcia	X		Arrived at 10:05am
Jim Hall	X		Arrived at 11:29am
Stephanie Martinez	X		
Ernesto Salazar	X		
Joseph Sanchez		X	

Staff in Attendance: Executive Director Santiago Chavez, Finance Director David Mahooty, Finance Assistant Director Janae Morales, Director of Non-Metro Area Agency on Aging Daniel Osborne, Community Development Director Felicity Fonesca.

C. APPROVE AGENDA

President Ernesto Salazar requested to remove item G. c. from the agenda. Vice President Garcia requested adding discussion item I. c. to provide guidance to Executive Director.

Motion to approve the agenda as amended.

Motion	Garcia
Second	Chatterley
Yes	6
No	0
Abstain	0

D. APPROVE MINUTES

a. January 29, 2026, Regular Meeting

Motion to approve January 29, 2026 Regular Meeting Minutes

Motion	Calhoun
Second	Martinez
Yes	6
No	0

Abstain	0

b. February 26, 2026, Regular Meeting

Motion to approve February 26, 2026 Regular Meeting Minutes

Motion	Martinez
Second	Chatterley
Yes	6
No	0
Abstain	0

c. March 26, 2026, Regular Meeting

Motion to approve March 26, 2026 Regular Meeting Minutes

Motion	Martinez
Second	Garcia
Yes	6
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 or staff signed in for public participation.

F. PRESENTATION

a. Dahlia Garcia, CPA, Partner at Beasley, Mitchell & Co.
   i. NCNMEDD FY25 Audit Presentation

June 30, 2025 single audit received an unmodified opinion. As a whole, the financial statements and federal awards audits present fairly and in compliance.

Current year findings:
- 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 for NCNMEDD records.

G. ACTION ITEMS

a. Out of State Travel Request~~s~~
   i. US Aging, July 18-21, 2026, San Diego CA (Case Management Coordinator Amanda Martinez, Case Management, Andrew Roybal, Andew paid by scholarship up-front)

Executive Director Chavez discussed the importance of training and attending the U.S. Conference on Aging for Case Management team Amanda Martinez and Andrew Roybal. Last year 8 staff members attended. Provided clarification that scholarship for Andrew has paid for cost in full (hotel, travel, conference fee) with cash per-diem.

Director Osborn clarified that the scholarship covers all expenses. Vice President Garica requested information on policy for scholarship to ensure equity.

Executive Director Chavez to follow up on conference policy, conference nomination process, this scholarship and recommended approval.

President Salazar requested for clarification on the scholarship of which entity would be paying? Is NCNMEDD reimbursed? Director Osborn clarified that the scholarship directly paid for registration, hotel and airfare. Only item that Andrew receives is the per-diem. Scholarship reimburses up to $3,000, not paid out to Andrew.

President Salazar requested for additional information out the conference nomination process.

Director Osborn stated that he selected team members for the conference. He initially had a list of 8 people but selected the person who most benefits from this opportunity, Amanda, and Andrew who had secured a scholarship. Executive Director recommends approval for Item G. i.

Motion to approve item G. i. US Aging Conference attendance Amanda Martinez and Andrew Roybal.

Motion	Calhoun
Second	Chatterley
Yes	6
No	0
Abstain	0

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

Executive Director Chavez explained that the EDA Workforce Convening Conference is mandatory for WIN Project Director, Sarah Holtzclaw. Funding is held in the grant for attendance for contractor to pay for travel and be reimbursed.

Vice President Garcia noted that this was out of the ordinary since they are a contractor. Is this common practice for grants? Executive Director noted that this is out of the ordinary but understanding that all out of state travel be approved by the Board. This is a contract employee, so out of the ordinary.

Vice President Garcia asked whether this was included as an amendment to the contract? Does board need to review future contract amendments for travel? Executive Director Chavez noted that this contract was amended and approved by the previous Executive Director. The contract was amended because mandatory travel is part of this grant. Finance committee may review contract amendments during Finance meetings. Recommended approval from Executive Director.

Motion to approve EDA Workforce Convening attendance for Sarah Holtzclaw.

Motion	Calhoun
Second	Dominguez
Yes	6
No	0
Abstain	0

b. ITB-RFP 2026-07 Housing Rehabilitation and Construction Services
    i. Summit Custom Builders LLC

Director Osborn stated that currently NCNMEDD use 13 contractors for the senior housing and rehabilitation program, and we need them in different parts of the state to save on travel costs particularly in southern New Mexico. Invited new contractors to bid on RFP in Southern New Mexico. They will primarily serve Doña Ana County to Lea County (SE New Mexico). Funds are available from the existing grant from HUD and this will allow spend down on projects in south east New Mexico.

Vice President Garcia asked if these contracts would be for all programs or for ROC, and when will funding run out? Director Osborn clarified this is for housing rehabilitation for seniors. Funding is available in the HUD grant, this will allow spend down. This is not affiliated with the Mobile Home replacement program. This grant allows minor improvements up to $15,000.

Vice President Garcia asked how many people scored this RFP? Director Osborn clarified that this was scored previous to the Board directive of three scorers. Moving forward three people will score each RFP. Important to have contractors in southern New Mexico.

Vice President Garcia requested clarification on whether we are following the language on the RFP. Are we following our own language on how proposals are scored? Is this legal? Lower price proposal should have received more points, unclear if we are scoring correctly. Procurement Officer stated that the RFP was scored based on qualification and cost.

Executive Director Chavez stated he was not involved in scoring or writing up the scoring specs on this particular contract. We are recommending both, not one or the other. Will review procedures and ensure we follow what we advertise.

Director Osborn clarified that the RFP was intended to give us overall pricing for a number of senior home projects and repairs, not necessarily a definitive scope of work. Each contractor would be asked to provide a specific quote based on specific site project.

Procurement Officer stated that Index D of the RFP has the cost information. This information is not based on price that they submit, its based on cost of previous jobs that they have had. This RFP is not chosen by cost, they are not providing a cost estimate for this project.

Executive Director Chavez clarified that this is an on-call contract. Recommending contracts with both Summit Custom Builders LLC and Global Maven, and will review CPO process advertising requirements. We are not choosing based on cost, we are selecting based on location. This is an on-call contract as opposed to a specific bid-out project and is legal.

Vice President Garica asked about the scoring criteria and requested a copy of this RFP for review. Executive Director Chavez recommended moving forward with on-call contracts for action items G. b. I and ii.

Motion to approve Housing Rehabilitation and Construction Service contract with Summit Custom Builders LLC.

Motion	Dominguez
Second	Chatterley
Yes	3 Dominguez, Chatterley, Calhoun
No	3 Garcia, Salazar, Martinez
Abstain	0

Motion Fails

i. Global Maven Enterprises LLC

Vice President Garcia mentioned that this is the same RFP issue. Recommended tabling this item.

Motion to table Housing Rehabilitation and Construction Service contract Global Maven Enterprises LLC.

Motion	Garcia
Second	Martinez
Yes	6
No	0
Abstain	0

H. EXECUTIVE SESSION

a. 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.

i. Limited Personnel Matters Section 10-15-1(H)(2)-Executive Director Transition

Motion to go into Executive session was taken at 11:24am.

Motion	Garcia
Second	Calhoun

Member Jim Hall arrived at 11:29 a.m.

Roll Call Vote

Member	Yes	No	Absent	Notes
Linda Calhoun	X			
Dora Dominguez	X			
Thomas Garcia	X			
Jim Hall			X	Arrived 11:29am
Stephanie Martinez	X			
Lori Chatterley	X			
Ernesto Salazar	X			
Joseph Sanchez			X	

Motion to come out of Executive session; no action was taken at 11:57 a.m.

Motion	Garcia
Second	Hall

Roll Call Vote

Member	Yes	No	Absent	Notes
Linda Calhoun			X	Departed 11:55am
Dora Dominguez	X			
Thomas Garcia	X			
Jim Hall	X			Arrived 11:21am
Stephanie Martinez	X			
Lori Chatterley	X			
Ernesto Salazar	X			
Joseph Sanchez			X	

President Salazar noted that the board met under section Limited Personal Matters 10-15-1H(2), Executive Director Transition. This was the only item discussed, and no action was taken.

I. DISCUSSION ITEMS

a. Finance Update

i. FY27 Budget

Finance Director Mahooty presented FY26 budget as of April 14th, approximately $7.3 million has been expended against a remaining budget of about $9.6 million, representing approximately 56.8% of the total budget. Notable items during this fiscal period include a no cost extension for the WIN EDA program, the GRO Administrative Fund 257 amendment approved by DFA and received $296,000, Capital Outlay fund 119 we received all 9 vehicles last month, paid off and submitted reimbursement to the state for $220,000, and the first ROC closing was completed last month and allows reimbursement. Regarding NCNMEDD accounts the emergency funds due to the federal government shutdown have been fully replenished as of March 25 and have been returned to their respective accounts. April cash flow anticipated to be a balance of $96,000. Revenue sources include GRO reimbursement, ROC closeout, and WIN Good Jobs reimbursement.

Member Hall expressed concern about the risk of funds going unexpended. Finance Director Mahooty stated that the only program in jeopardy of not being spent is the mobile home replacement program of $2M which expires June 19, 2026. The process has been slow from the state which has caused the delay.

Executive Director Chavez stated that a laddering approach has been developed with MFA to maximize the number of closings within the available timeframe. We deposit then get reimbursed, then can deposit on another and pay remainder. We just received the notice of obligation last week, we will do the best we can to expend those funds.

Member Hall questioned if it was a staffing issue. Executive Director Santiago Chavez explained every effort has been made to be as prepared as possible. The administrative portion of the grant represents the first obligated funds, as a significant amount of work was required just to reach this point including developing and evaluating a list of eligible recipients, conducting site preparation, and addressing other work such as removal of existing structures. A substantial amount of reimbursable work has already been completed, and with the Notice of Obligation now in place, those costs can be submitted for reimbursement.

Vice President Garcia noted that of the approximately $7M expended against the $60M budget, it is assumed that $2M of that relates to mobile home replacement program, leaving $7M still unspent. It is assumed that a significant portion sit within the AAA budget, clarity is needed.

Executive Director Chavez stated the allocation was addressed during the June 3, 2025 meeting and currently working closely with ALTSD. The effort is being coordinated alongside next years budget preparation with the goal of deploying the aging fund to fill the gaps for providers and make timely decisions. AAA staff will develop and present recommendations to the board at the next executive committee meeting.

Vice President Garcia expressed urgency to develop a plan to spend the $7M in the next 60 days. With regards to the available balance, how does it impact the financial deposits for these mobile homes. Expressed importance of coordination with Finance Committee.

Executive Director Chavez noted that DFA reimbursement are incoming to help purchase mobile homes and MFA has stated we are able to draw down on the10% administration for staff and salaries. MFA has recommend that we process the obligation for our admin fee for 10% of the total

Finance Director David Mahooty stated the staff met with Finance Committee last week to go over the budget and how numbers are derived. Doing an analysis of expenses and salaries. Generally a flat budget approach. Goal is to ensure that all relevant details regarding the budget changes from last year to this year are clearly documented and presented in a way that is accessible and reviewed by Finance Committee. It should be ready by the 30th of next week.

Vice President Garcia asked if we had implemented budget changes and BAR template. Budget should be priority over personnel analysis. Finance Director Mahooty stated he will prepare them by April 30.

b. AAA Update
    i. FY27 Title III Contract with NM Aging and Long-Term Services Department

No staff were present to discuss the ALTSD contract.

c. Guidance to Executive Director

Vice President Garcia noted that some of our funds are expiring in June with no chance for extensions. The organization will need assistance to spend those funds. Asking the executive director to issue an RFQ to seek contracts to assist with mobile home repair, mobile home repair and closeout of the WIN program.

President Salazar recommended calling a special meeting to discuss further. Asked Vice President Garcia to assist in this ongoing matter.

J. PRESIDENT'S REPORT

President Salazar stated that he would provide a President's Report during the full board meeting.

K. DIRECTORS' REPORTS

Director Fonesca provided an update on community development. Grant writing and technical assistance continues to produce results, recently supporting Nambe Pueblo (secured $1M), Luna Community College, and Behavioral Health Regions. Historic preservation projects includes working with Town of Springer, Colfax County, Foster's Hotel in Chama and Tesuque Pueblo. Presented at a meeting in Pecos regarding the housing plan for San Miguel County, and San Idelfonso Pueblo indigenous communities planning application. Please note active RFP2026-08 on our website with complex scope of work and evaluation criteria, which closes June 5 and we expect to make an award in July. Grant administration has two projects in active construction and emergency planning continues to mutual domestic water consumer associates which unlocks FEMA funding.

Marketing contractor Hines highlighted several programs of focus for content – WIN program, Volunteer Driver Program, and Home Repairs. Going to gather testimonials for IN. On May 23 they will be filming volunteer and client testimonials for Volunteer Driver Program and ride along experience. Home Repairs program will film a segment of before and after to highlight home repairs and home replacement programs. Goal is to raise awareness of these programs through social media. Contractor meets with staff weekly to gather information, stories and photos to post. All are items that NCNMEDD is involved in.

President Salazar noted that NCNMEDD does not have a social media policy in place. Requesting clarification on which items are being posted, why and the broader storytelling strategy. Suggested looking at the Eastern COGS social for examples.

Vice President Garcia requested that we highlight more of the work that NCNMEDD is performing and less random postings.

Executive Director Chavez clarified that we have implemented a review process to highlight our items. We are sometimes requested to share specific posts from our partners like ALTSD.

L. NEXT MEETING –May 28, 2026, 10:30 am or immediately following NM Cares Board Meeting

M. ADJOURNMENT

Motion to adjourn at 12:35pm.

Motion	Hall
Second	Garcia
Yes	6
No	0
Abstain	0

Approvals

Ernesto J. Salazar

Ernesto J. Salazar, President

July 23, 2026

Date

Dora Dominguez, Secretary

July 23, 2026

Date