NORTH CENTRAL NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT

Board of Directors Regular Meeting Minutes

Thursday, November 21, 2024, 1:30 pm

NM Municipal League Conference Room, 1229 Paseo de Peralta, Santa Fe NM, 87501
Or Virtual Option via Zoom: https://us02web.zoom.us/j/82433208767
Meeting ID: 824 3320 8767, Dial In: 1 253 215 8782

A. CALL MEETING TO ORDER

President Ernesto Salazar called the meeting to order at 1:32 p.m.

B. PLEDGE OF ALLEGIANCE

Member Juan Torres led the Pledge of Allegiance.

C. ROLL CALL

Executive Director Monica Abeita took roll call; a quorum was achieved with 16 board members initially present.

	Name	Present	Absent	Notes
1	Landon Newton		X	Excused
2	Lori Chatterley	X		Virtual
3	Bret Wier		X	
4	Brandy Dietz	X		
5	Jim Hall	X		
6	Melanee Hand	X		Virtual
7	Shanna Sasser		X	Excused
8	Thomas Garcia	X		Virtual
9	George Trujillo	X		
10	Eldie Cruz	X		
11	Joseph "J.D." Weathers	X		Arrived at 1:35 p.m.
12	Joseph Sanchez		X	Excused
13	Felicia Archuleta-Toya	X		Virtual
14	Christine Bustos	X		
15	Dora Dominguez	X		Virtual
16	Alex Naranjo		X	
17	Courtenay Eichhorst		X	Excused
18	Ernesto Salazar	X		
19	Max Trujillo		X	
20	David Romero	X		Virtual, joined at 1:54 p.m.
21*	Justin Greene Anna Hansen	X X		Virtual
22	Stephanie Martinez		X	Excused
23	Juan Torres	X		
24	Michael Garcia	X		Virtual, joined at 1:59 p.m.

	Name	Present	Absent	Notes
25	AnJanette Brush	X		Virtual
26	Linda Calhoun		X	Excused
27	Marietta Fambro (new)	X		
28	Dan Barrone	X		Virtual
29	Daniel Tafoya	X		
30	Joy Ansley (new)		X	Excused

**Anna Hansen served as voting member during the meeting due to Justin Greene participating virtually.*

D. APPROVE AGENDA

President Ernesto Salazar acknowledged that member J.D. Weathers arrived at 1:35 p.m.

President Ernesto Salazar asked to remove Item L: President's Report and to renumber subsequent agenda items accordingly.

Motion to approve the agenda as amended.

Motion	G. Trujillo
Second	Torres
Yes	17
No	0
Abstain	0

E. APPROVE MINUTES

1. August 22, 2024 Regular Meeting

Motion to approve the minutes from August 22, 2024 as presented.

Motion	Dietz
Second	Hansen
Yes	17
No	0
Abstain	0

F. 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

Commissioner Anna Hansen recognized Executive Director Monica Abeita for her work in transforming NCNMEDD during their overlapping tenure and further reflected on her years of service on the NCNMEDD board of directors.

Ms. Abeita recognized outgoing board members Bret Wier and Anna Hansen.

Ms. Abeita then introduced new Deputy Director Alex Ingham.

President Ernesto Salazar thanked Commissioner Hansen for her board service.

G. BOARD MEMBER APPOINTMENTS

1. **Taos County-Town of Taos Elected Official**
   a. **Mayor Pro Tem Marietta Santistevan Fambro**

Executive Director Monica Abeita explained that the appointment of Ms. Santistevan Fambro is to fill the vacancy that exists due to Mayor Pascual Maestas stepping down given his selection to lead the newly formalized New Mexico Association of Regional Councils (NewMARC). Ms. Abeita recognized Mayor Maestas's years of board service. Ms. Abeita then acknowledged that Ms. Santistevan Fambro was in attendance and expressed her enthusiasm for her joining the board, explaining that their working relationship dated back more than twenty years.

President Ernesto Salazar indicated the letter of nomination was before the Board and solicited a motion to confirm Ms. Santistevan Fambro's appointment.

Motion to confirm appointment of Mayor Pro Tem Marietta Santistevan Fambro as municipal representative of Taos County to the NCNMEDD Board of Directors.

Motion	Cruz
Second	G. Trujillo
Yes	17
No	0
Abstain	0

Ms. Fambro thanked the Board for supporting her appointment and summarized her experience in finance and government.

2. **San Miguel County -Economic Development Representative**
   a. **Joy Ansley, County Manager**

President Ernesto Salazar explained that a vacancy existed for this board position, as former board member Phillip Martinez passed away in September. Mr. Salazar then requested a moment of silence in memory of the late Mr. Martinez.

Executive Director Monica Abeita explained that she had received a letter from County Manager Joy Ansley the previous week indicating the San Miguel County Commission had appointed Ms. Ansley as its representative to the NCNMEDD Board of Directors.

Mr. Salazar opened the floor for discussion and solicited a motion to confirm Ms. Ansley's board appointment.

Motion to confirm appointment of Joy Ansley as economic development representative for San Miguel County to the NCNMEDD Board of Directors.

Motion	Dietz
Second	Torres

Yes	18
No	0
Abstain	0

H. CONSENT AGENDA

Agenda Item	Executive Committee Approval Date
1. Request for Proposals and Requests for Qualifications a. RFP 2025-04: WIN Program Coordination b. RFP 2025-05: Comprehensive Services for Second Chance Job Seekers	 October 29, 2024 October 29, 2024
2. VISTA Program Continuation	October 29, 2024
3. Resolution 2025-02: NewMARC Voting Member	October 29, 2024
4. Resolution 2025-03: 2025 Open Meetings Act Resolution	November 21, 2024
5. 2025 Meeting Schedule	November 21, 2024
6. 2025 Master Calendar	November 21, 2024

Motion to approve the Consent Agenda items as presented.

Motion	Hansen
Second	Barrone
Yes	18
No	0
Abstain	0

Executive Director Monica Abeita clarified that Consent Agenda Item 5 and Item 6, 2025 Meeting Schedule and Master Calendar, were included in the board packet, for board member reference in the upcoming year. Ms. Abeita also explained that in the following week, calendar invites for all 2025 board meetings would be sent out by Deputy Director Alex Ingham. Ms. Abeita proceeded to summarize a discussion from that morning's Executive Committee meeting – an issue that had also come up in the recent member survey – that future board meetings rotate meeting locations beyond Santa Fe and that between the months of April and October efforts would be made to host two board meetings outside of Santa Fe. Ms. Abeita also indicated an expressed desire for future non-Santa Fe meetings to include touring a project in member communities and encouraged any ideas members had on this topic to be shared.

Member Anna Hansen invited the Board to consider the Northern Rio Grande National Heritage Area center in Española as a potential meeting location. Member Christine Bustos offered Rio Arriba County to be the hosting entity at that location and suggested the Oñate Center near Los Luceros as an additional possibility.

Member Eldie Cruz questioned the rationale of Española as an alternative meeting site given its proximity to Santa Fe and suggested Farmington as another possible future meeting location.

President Ernesto Salazar clarified that considered sites would all be in the NCNMEDD region and that lodging and web connectivity would be leading considerations.

I. ACTION ITEMS

1. Amendments to the NCNMEDD Policy and Procedure Manual

a. Health Insurance Portability and Accountability Act (HIPAA)

Executive Director Monica Abeita explained that Items 1a and 1b are two entirely new policies that received significant review by the Executive Committee. The HIPAA policy is an important addition due to Non-Metro AAA's custody of client data.

Motion to approve the Health Insurance Portability and Accountability Act (HIPAA) policy as presented.

Motion	Hansen
Second	G. Trujillo
Yes	17
No	1-T. Garcia
Abstain	0

b. Service Animal Policy

Executive Director Monica Abeita explained that NCNMEDD did not have a service animal policy previously and that one was needed to clarify this issue in the workplace. Ms. Abeita worked with legal counsel and researched sample policies in use at other government entities. This policy was also discussed and reviewed extensively by the Executive Committee.

Motion to approve the Service Animal policy as presented.

Motion	Dietz
Second	Hansen
Yes	16
No	2-T. Garcia, Salazar
Abstain	0

c. Purchasing and Procurement

Executive Director Monica Abeita explained that the changes were limited to removing dollar amounts from the current policy, as the thresholds cited were out of date.

Member Santistevan Fambro asked for clarification on whether the dollar amounts referenced in the policy were federal or state thresholds. Ms. Abeita explained that some were state and some were federal and that NCNMEDD typically followed state spending thresholds, which are stricter than at the federal level. It would be incumbent on finance staff to research the correct threshold for each situation. Ms. Abeita further explained that a more comprehensive review and subsequent changes to NCNMEDD financial policies would be forthcoming in the 2025 calendar year.

President Ernesto Salazar indicated Mayor David Romero joined the meeting at 1:54 p.m.

Motion to approve changes to the Purchasing and Procurement policy as presented.

Motion	Torres
Second	G. Trujillo
Yes	18
No	1-T. Garcia
Abstain	0

2. NCNMEDD Finance Items

a. NCNMEDD FY 2025 BAR #2

Executive Director Monica Abeita explained that she would be presenting, as Finance Director Bernadette Segobia-Abeyta was attending a DFA budget conference that day.

Ms. Abeita then explained that BAR #2 reflected new grants received since the beginning of the year as follows:

- 101 AAA Expansion: This is a new fund resulting from a recently-awarded expansion grant for which NCNMEDD receives a 10 percent administrative fee. The BAR shows the administrative fee of $28,963.50 as state funds. Money from this fund is intended to purchase a new vehicle for Non-Metro AAA and is therefore shown as an Expenditure under property, plant and equipment. She noted that Non-Metro AAA had to request approval from ALTSD to purchase a vehicle using these funds and the request is still under review.
- 245 State Planning & Research/Engineering and 246 State Planning & Research/GIS: These are recent, two-year awards from NMDOT. Fund 245 is $160,000 in federal funds, $80,000 of which is allocated to Professional Services, with the additional $80,000 shown as carryover for the second year of the grant. Fund 246 is $80,000 in federal funds, $40,000 of which is allocated to Personnel and Benefits, with the additional $40,000 shown as carryover for the second year.
- 249 – Capacity Building: This grant was recognized in BAR #1, which was approved in August. Now that the NMDOT grants in Funds 245 and 246 have been received, the capacity building grant will be used to cover the required non-federal 20% match. Therefore, BAR #2 shows a transfer out of $30,000 from Fund 249, a Transfer in of $20,000 to Fund 245, and a Transfer in of $10,000 to 246.

President Ernesto Salazar indicated Councilor Michael Garcia joined the meeting virtually at 1:59 p.m. and opened the floor for discussion.

Member Santistevan Fambro requested clarification on the meaning of capacity building. Ms. Abeita stated that the capacity building grant was from DFA and was allocated through House Bill 2; that the grant was divided among seven councils of government, with NewMARC requesting the allocation. The the grant is one source used to cover costs associated with grant writing and technical assistance for public entities in the NCNMEDD region.

Meeting guest Mayor Pascual Maestas of Taos praised the capacity building program for bringing in additional money and its high return on investment.

Motion to approve NCNMEDD FY 2025 BAR #2 as presented.

Motion	Hansen
Second	Fambro
Yes	19
No	1-T. Garcia
Abstain	0

b. NCNMEDD FY 2025 BAR #3

Executive Director Monica Abeita explained that the adjustment reflected in the BAR #3 resulted from receipt of a new grant from the NM Mortgage Finance Authority, approved by the Executive Committee in October, to fund mobile home replacement within the Non-Metro AAA senior home repair program. Ms. Abeita reminded the Board that Housing Coordinator Sandra Sosa had previously presented to the body and provided additional background on the nature of the program.

Specifically, Ms. Abeita explained, the BAR showed a new fund 406: MFA Housing Innovation, with $500,000 in additional state funds. Of the $500,000, $470,200 is budgeted for Professional Services to fund mobile home purchases, and mobile home removal and replacement by contractors. The remaining funding is budgeted for personnel, benefits and travel involved in the project.

Ms. Abeita explained that two mobile home replacements were in progress to date. A visit to first home replacement site was planned for the following day, and that Board member NM Representative Joseph Sanchez was working to secure additional legislative funding for the program.

Motion to approve NCNMEDD FY 2025 BAR #3 as presented.

Motion	Bustos
Second	Hansen
Yes	19
No	1-T. Garcia
Abstain	0

c. NCNMEDD FY 2025 BAR #4

Executive Director Monica Abeita explained that BAR #4 includes additional funding added to Fund 507: Case Management, which was approved by the Executive Committee that morning. The $12,500 addition is a small grant from Presbyterian Health for start-up costs associated with community health worker (CHW) certification and program development. The full amount is budgeted for Professional Services.

Motion to approve NCNMEDD FY 2025 BAR #4 as presented.

Motion	Barrone
Second	Hansen
Yes	20
No	0

Abstain	0

d. FY 2025 Government Results and Opportunity (GRO) Allocations

Executive Director Monica Abeita explained that NCNMEDD was charged with oversight for FY25 and FY26 GRO funds, previously referred to as junior money. Ms. Abeita explained that NCNMEDD was managing $5.76 million, representing 41 separate contracts, with some entities having signed multiple contracts. Ms. Abeita explained that the item in the board packet listed the entities that received funding and in what amounts. Beginning in December, a report will be generated in the service of more closely tracking the drawdown of funds, as many grantees were so far slow to spend.

Ms. Abeita noted that two of the Legislators split their GRO funding into numerous projects, and some recipients were not aware of the funding. There was significant work on the part of NCNMEDD staff to identify the intended recipients and inform them of the grant and process. Some delays were experienced; however, these issues have since been addressed.

Motion to approve FY 2025 Government Results and Opportunity (GRO) Allocations as presented.

Motion	Hansen
Second	G. Trujillo
Yes	20
No	0
Abstain	0

J. DISCUSSION ITEMS

a. 2025 Legislative Requests

Executive Director Monica Abeita provided an overview of NCNMEDD's legislative priorities and requests, which have been discussed with the Executive Committee to date. Ms. Abeita reviewed a handout that included capital outlay requests, including $90,000 for new vehicle purchases and additional $150,000 to finish the building renovation in Santa Fe to include equipment, furnishings and technology upgrades.

Additionally, Ms. Abeita explained, the Executive Committee discussed in October that the Aging and Long-Term Services Department (ALTSD) had requested an additional $3.1 million for the new fiscal year, of which Non-Metro AAA receives 60 percent. After considering that ten percent of the 60% is taken for administration and the remainder is distributed among 57 providers, the Executive Committee felt NCNMEDD should pursue additional appropriations from legislators which could be added to the $3.1 million total. Outreach to legislators is currently underway regarding appropriations.

Ms. Abeita also referred to a portion of the post-FY 2024 audit exit conference which included concern on the part of NCNMEDD's independent auditor that delays in reimbursement from the state at the end of the fiscal year put the organization in a potentially precarious financial situation. As a result, the Executive Committee requested that management look into changing language in House Bill 2 in the upcoming legislative session to increase the amount that ALTSD advances Non-Metro AAA to avoid this issue moving forward.

b. Strategic Planning Retreat

Executive Director Monica Abeita reported on the Executive Committee retreat from the end of October that reviewed progress on the strategic plan adopted the previous year. Ms. Abeita specifically highlighted the presentation from the retreat given by marketing contractor The Garrity Group, where recommendations were made to rebrand NCNMEDD to something simpler, such as NM Cares, the name of NCNMEDD's non-profit arm. President Ernesto Salazar emphasized that the rationale for marketing efforts was to amplify the good work done by NCNMEDD. Members Jim Hall, Brandy Dietz, Anna Hansen, and Christine Bustos expressed their support for rebranding efforts.

c. Member Survey Results

Executive Director Monica Abeita presented a summary of the member survey results. Ms. Abeita shared that the far and away most valued service offered by NCNMEDD was grant writing and technical assistance, with transportation and housing also ranked highly. Comments were very positive regarding the services and responsiveness of NCNMEDD.

d. Annual Meeting Agenda

Executive Director Monica Abeita explained that the custom over the past two years was to host an annual meeting, which would be replicated the following January for a third time at the Drury hotel in Santa Fe. Ms. Abeita solicited ideas for presentations for the meeting. The following topics were suggested by board members:

- CEDS follow-up presentation
- Federal Reserve Bank of Kansas City presentation, or in conversation with mayoral board members
- Stand-alone mayoral roundtable
- Update on August climate change presentation
- Emergency preparedness, disaster impacts on services to seniors
- NewMARC
- Governor's Office of Housing presentation, like October's Raton Regional Summit

Ms. Abeita solicited involvement by board members in assisting with meeting preparations.

e. NCNMEDD Member Dues

Executive Director Monica Abeita indicated she had shared details on proposed changes to member dues during the update on the Strategic Planning Retreat, and that a more complete presentation will be provided at the January meeting. President Ernesto Salazar implored members to pay their dues as soon as possible, as nonpayment had become a recurring issue.

K. SPECIAL PRESENTATION
Comprehensive Economic Development Strategy
Felicity Fonseca, NCNMEDD Community Development Director

NCNMEDD Community Development Director Felicity Fonseca and NCNMEDD Community Planner Angela Bordegaray shared the planning efforts underway to draft and submit the Comprehensive Economic Development Strategy, required by the EDA every five years. Soliciting members for a steering committee to help guide the effort, they also distributed a SWOT analysis that was completed by board members during the meeting, and a spirited discussion ensued.

L. DIRECTORS' REPORTS

Executive Director Monica Abeita invited NCNMEDD directors to provide updates from their respective staffs' work. Community Development Director Felicity Fonseca updated members on the status of her department's grant applications. Non-Metro Area Agency on Aging Director Neil Segotta shared that a contract had been finalized with the City of Clovis to take over senior center operations after the termination of the previous provider's contract in October. Mr. Segotta shared additional details on legislative outreach surrounding holiday meals throughout the state, detailing one such meal attended that day by Representative James Townsend during which he expressed support for additional funding for New Mexico seniors. Mr. Segotta reported the inaugural health fair earlier in the month was a success, with three hundred in attendance. Ms. Abeita encouraged board members to help spread the word with legislators on attendance at the senior holiday meals.

M. NEXT MEETING – January 30, 2025, 1:30 pm

N. ADJOURNMENT

The meeting was adjourned at 3:49 p.m..

Approvals

Ernesto J Salazar

January 30, 2025

Ernesto J. Salazar, President **Date**

Stephanie Martinez

January 30, 2025

Stephanie Martinez, Secretary **Date**