



Executive Committee Regular Meeting Minutes

Thursday, August 20, 2026, 9:00 a.m.

NCNMEDD Corporate Office, Conference Room

644 Don Gaspar Ave, Santa Fe NM, 87505

Or Virtual Option via Zoom: <https://us02web.zoom.us/j/89036962340>

Meeting ID: 890 3696 2340, Dial In: 1-719-359-4580

A. CALL MEETING TO ORDER

President Ernesto Salazar called the meeting to order at 9:01am.

B. PLEDGE OF ALLEGIANCE

Vice President Thomas Garcia led the Pledge of Allegiance.

C. ROLL CALL

Assistant Director Danika Padilla took roll call; a quorum was achieved with six members present.

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

Staff in Attendance: Executive Director Monica Abeita, Assistant Director Danika Padilla, NMAAA Director Daniel Osborn, NMAAA Deputy Director Nancy Arias-Macias, Acting Finance Director Jenae Morales, Director of Community Development Felicity Fonseca.

D. APPROVE AGENDA

Executive Director Abeita recommended moving item 2. Budget to the end of the action items. President Salazar requested moving item 2. Budget to the end of the action items and removing the Presidents Report.

Motion to approve the agenda as amended.

Motion	Hall
Second	Garcia
Yes	6
No	0
Abstain	0

E. APPROVE MINUTES

1. June 25, 2026 Regular Meeting
2. June 29, 2026 Special Meeting
3. July 8, 2026 Special Meeting
4. July 23, 2026 Regular Meeting

Vice President Garcia noted that he had reviewed the minutes with Assistant Director Padilla and the minutes were accurate.

Motion to approve Items E1, E2, E3 and E4.

Motion	Hall
Second	Chatterley
Yes	5 Hall, Chatterley, Dominguez, Martinez, Salazar
No	0
Abstain	1 Garcia

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
 - a) 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.
 - b) 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 up for public participation.

G. 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. Section 10-15-1(H)(2)- Limited Personnel matters: Executive Director Discussion

Motion to go into Executive session was taken at 9:07am.

Motion	Garcia
Second	Hall
Yes	6
No	0
Abstain	0

Roll Call Vote

Member	Yes	No	Absent	Abstain	Notes
Linda Calhoun			X		
Lori Chatterley	X				
Dora Dominguez	X				
Thomas Garcia	X				
Jim Hall	X				

Stephanie Martinez	X				
Ernesto Salazar	X				
Joseph Sanchez			X		

Motion to come out of Executive session; no action was taken at 10:43a.m.

Motion	Garcia
Second	Chatterley
Yes	6
No	0
Abstain	0

Roll Call Vote

Member	Yes	No	Absent	Abstain	Notes
Linda Calhoun			X		
Lori Chatterley	X				
Dora Dominguez	X				
Thomas Garcia	X				
Jim Hall	X				
Stephanie Martinez	X				
Ernesto Salazar	X				
Joseph Sanchez			X		

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

H. ACTION ITEMS*

1. Board of Director Appointments*
 - a) Los Alamos County
 - b) City of Santa Fe

Executive Director Abeita recommended tabling these items to confer with the members and put this item on the September 24 board meeting agenda.

Motion to table items H.1.a. &b.

Motion	Garcia
Second	Hall
Yes	6
No	0
Abstain	0

2. Out of State Travel Requests*
 - a) NADO Conference, October 19-22, Reno, NV (Community Planner, Selma Gutierrez)

Executive Director Abeita recommended approval of this travel for Community Planner to attend the annual NADO Conference and noted that this is the only attendee from the organization.

Motion to approve item H.2.

Motion	Hall
Second	Chatterley
Yes	6
No	0
Abstain	0

3. Request for Proposals 2027-01: Housing Rehabilitation and Construction*

Executive Director Abeita noted that this RFP has been used by the board in the past and has been updated for approval. One area that was changed was the score of the proposal and the Chief Procurement Officer changed to Assistant Director Danika Padilla. This is requesting board permission to reissue the RFP.

President Salazar noted that this proposal is not to approve and enter into contracts any contractors today, but would be to get additional contractors into our queue for the next time we need them.

Vice President Garcia asked about information on existing contractors for this program. Director Abeita stated that we've used the majority of approved contractors though there are several who have never responded to bids or did not return signed contracts.

Motion to approve item H.3.

Motion	Hall
Second	Chatterley
Yes	6
No	0
Abstain	0

4. FY 2027 Non-Metro AAA Provider Allocations*

Deputy Director Arias-Macias presented the FY 27 Provider Allocations and noted this uses ALTSD's intrastate funding formula. This is in response to the loss of \$477,000 of federal NSIP funding.

Vice President Garica asked for clarification on the Village of Des Moines allocation and the Village of Grady. Deputy Director Arias-Macias stated this is the first-year Village of Des Moines is receiving NSIP funding and Title III-C1 and Title III-C2 funding, as they are fulfilling federal requirements. Regarding the Village of Grady, the board may recall that in November 2025, the Village of Grady terminated their contract with NMAAA. Between December and June, the City of Clovis provided home delivered meals to the most at-risk individuals. During the RFP process, the City of Clovis submitted an RFP without the Grady program and no additional bidders to provide service. Instead, we identified state funding that could be used for a pilot program utilizing Mom's Meals. These meals are shipped directly to their home and there is currently sufficient funding for up to 12 clients.

President Salazar requested information on the Senior Olympics line item. Deputy Director

Arias-Macias stated that those funds are specifically for their Enhanced Fitness Program.

Motion to approve item H.4.

Motion	Hall
Second	Martinez
Yes	6
No	0
Abstain	0

5. NCNMEDD Fee for Service Schedule*

Executive Director Abeita presented an updated fee for service schedule. She noted that the last one was adopted in 2020, and this fee schedule updates the hourly rates and fiscal agency fees. New fiscal agency fees would be 5% up to \$25,000 maximum per entity for government entities and 5% with no maximum cap for non-profit agencies. The current fees we charge do not meet our current costs, which include staff time and support for contract grant administration. This update would allow NCNMEDD to set a rate of 5%, better track our costs and continue to provide fiscal agency to local communities. President Salazar noted that only the Executive Director should be able to negotiate rates and contracts. Executive Director Abeita stated that only the ED has the authority to approve contracts and fiscal agency rates. Director Fonseca stated that the Executive Director has set and approved all existing fiscal agency agreements and shared concern about the increased 5% rate for public entities and recommended considering a fee range.

Member Hall requested additional information on reputational risk and legal liability for NCNMEDD. Executive Director Abeita noted that there are risk and legal liability for any organization who enters into fiscal agency agreements, our lawyers have reviewed the agreements and we have minimized risk. Executive Director Abeita recommended approval of this set rate, especially for the transition with the new Executive Director. Vice President Garcia noted that the \$25,000 cap per entity should be reviewed. President Salzar recommended we review this policy in 6 months during the meeting in January 2027.

Motion to approve item H.5.

Motion	Martinez
Second	Hall
Yes	5 Martinez, Hall, Chatterley, Dominguez , Salazar
No	1 Garcia
Abstain	0

6. Government Results & Opportunity (GRO) Special Appropriations Grant Agreement*

Executive Director Abeita presented the GRO agreements, noting that there have been significant changes from the last time these were signed. The first agreement has to do with GRO projects assigned to NCNMEDD in HB2, which is \$4.8M in projects. This procedure has been impacted by HB158 Government Accountability Act to bring more transparency to GRO funds, to track additional metrics and performance benchmarks. Many of the COG's felt that DFA should have worked with the COG's on this agreement. If we do not sign, we will be short

\$650,000 in Fund 249 for this administrative support over two years.

Vice President Garcia noted this is significant funding to the organization and we should have clarity from DFA on the two-year contract amount. Executive Director Abeita recommended seeking a special appropriation from the legislature next session.

Motion to approve item H.6.

Motion	Chatterley
Second	Martinez
Yes	6
No	0
Abstain	0

7. Intergovernmental Agreement for State Grant In Aid and GRO Admin*

Executive Director Abeita noted this agreement was not included in packets, but this is a second agreement that gives an additional \$325,000 for administration and an additional \$90,000 for SGIA. Executive Director Abeita recommended approval.

Motion to approve item H.7.

Motion	Martinez
Second	Hall
Yes	5 Martinez, Hall, Chatterley, Dominguez, Salazar
No	1 Garcia
Abstain	0

Vice President Garcia noted his no vote is because the agreement was not included in the packet.

8. NM Self-Insurers' Fund: NCNMEDD Insurance Lines*

Executive Director Abeita stated that the Automobile insurance has been moved with significant savings and recommended moving the property insurance, general liability, public officials, and workers comp to Self Insurers' Fund. Several policies are staying with current carriers, including bonding for revolving loan fund and professional liability insurance for case management.

Vice President Garcia clarified that we are asking the board to approve workers compensation insurance today even though it would not be officially moved until our policy ends in December 2026. Member Chatterley noted that the Self Insurers' Fund also offers a variety of valuable training materials for staff.

Motion to approve item H.8.

Motion	Chatterley
Second	Dominguez
Yes	6
No	0
Abstain	0

9. Amendment to the NCNMEDD Policy and Procedure Manual: Telework*

Executive Director Abeita presented changes to the NCNMEDD Telework Policy. The first change on item #4 is to make it clear that it is required to maintain a weekly schedule with supervisor approval each week. The second change for item #5 is a requiring staff be in the office a minimum of two days for all staff and three days for Director level staff.

President Salazar noted that NCNMEDD allows telework while other government entities including the State of New Mexico do not. He suggested a minimum of three days in the office and asked for clarification of travel days being “in office” days. Director Osborn stated that many staff are traveling for full days, along with multi day trips, and that travel is typically considered “in office” since it is necessary to business operations. Vice President Garcia stated that in practice, travel is generally considered “in office” as it’s required for business and staff should be required to be in the office a minimum number of days. Treasurer Martinez stated that the policy needs further clarification with the travel days specifically stated how they are treated for essential business operations.

Member Chatterley suggested changing the policy from two days to three days for all employees. Director Abeita stated she was unsure of the implications and would want to think through the impacts to staff and the organization.

Executive Director Abeita recommended adopting the changes today with additional training for managers and staff.

Motion to approve item H.9.

Motion	Garcia
Second	Martinez
Yes	5 Garcia, Martinez, Chatterley, Hall, Dominguez
No	1 Salazar
Abstain	0

10. Lift Hiring Freeze for Vacant Positions*

Executive Director Abeita requested board permission to backfill and hire for positions included in the NCNMEDD FY27 organization chart. This includes two vacancies at the Data Center, Volunteer Specialist for the Volunteer Driver Program and Assistant Finance Director which would be posted and hired later in the year. The Assistant Finance Director position is budgeted to begin January 2027 for a partial year. Overall headcount has decreased from 46 positions to 43 positions total. Executive Director Abeita stated that the organization has funding to fully fund these positions and recommended approval to meet business goals and needs for FY27.

Motion to approve item H.10.

Motion	Garcia
Second	Dominguez
Yes	6
No	0
Abstain	0

11. FY27 Budget / BAR*

a) Budget

Executive Director Abeita presented an updated FY27 budget. Changes included increases to disaster recovery position, reallocation of employee allocations, moving general funds to other funds, and staff reallocations to the NMAAA. Executive Director Abeita recommended approval of this budget so the organization can move forward. Secretary Dominguez stated that the changes track and recommend approval of the budget.

Vice President Garcia requested that the budget committee review the budget and make a formal recommendation to adopt the budget, so that this goes through the correct process.

Motion to approve item H.11.a.

Motion	Dominguez
Second	Chatterley
Yes	5 Dominguez, Chatterley, Hall, Salazar, Martinez
No	1 Garcia
Abstain	0

b) Cost Allocation

Executive Director Abeita presented the cost allocation plan. This changed the allocations to the Finance Director and Grants and Finance Specialist to accommodate other changes made with the Disaster Recovery Grant. The Finance Specialist is also doing more work for NMAAA which has been updated.

Motion to approve item H.11.b.

Motion	Chatterley
Second	Martinez
Yes	6
No	0
Abstain	0

c) Organizational Chart

Executive Director Abeita presented the updated organizational chart. This plan shows 43 employees for the year with several partial year employees.

Motion to approve item H.11.c.

Motion	Martinez
Second	Chatterley
Yes	6
No	0
Abstain	0

I. DISCUSSION ITEMS

1. Marketing Strategy Update

Assistant Director Padilla provided a presentation on the organization’s current marketing efforts and an updated strategy for FY27. This plan grows off the previous efforts and current efforts with Crown H. Marketing. It’s important to recognize our organization operates three distinct brands – NM Cares, NCNMEDD and NMAAA – each with unique audiences and stories to tell. Goals for FY27 include creating 3 customer profiles to define the audience, establishing a core messaging framework to align the brands, increase audience size by 1,000 followers and renewed focus on storytelling through photo and video.

J. DIRECTORS’ REPORT

Acting Finance Director Jenae Morales provided an overview of the finance department. She noted that the audit entrance conference is scheduled for September 3, 2026. Community Development Director Fonseca provided highlights from Community Development, including training for staff and GIS capacity building workshop. Disaster Recovery Specialist Carey Gentles has begun transitioning his work as the last day of his grant is September 11, 2026. NMAAA Director Daniel Osborn provided updates from the NMAAA, including the Behavioral Health summit in July and the Gallup Health Fair in August.

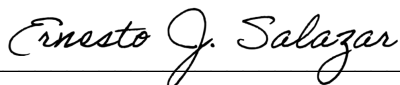
K. NEXT MEETING – September 24, 2026, 9:30 am, or immediately following NM Cares Board Meeting.

L. ADJOURNMENT

Motion to adjourn at 12:12pm.

Motion	Garcia
Second	Martinez
Yes	6
No	0
Abstain	0

Approvals



Ernesto J. Salazar, President

September 24, 2026

Date



Dora Dominguez, Secretary

September 24 , 2026

Date