North Central New Mexico Economic Development District

Board of Directors Regular Meeting Minutes

Thursday, April 24, 2025, 1:30 p.m.

100 North Guadalupe Street, Santa Fe, NM, 87501
Or Virtual Option via Zoom: https://us02web.zoom.us/j/84094564698
Meeting ID: 840 9456 4698, Dial In: 1 253 215 8782

A. Call Meeting to Order

President Ernesto Salazar called the meeting to order at 1:30 p.m.

B. Pledge of Allegiance

Member Eldie Cruz led the Pledge of Allegiance.

C. Roll Call

Executive Director Monica Abeita took roll call, with a quorum established with 21 members initially present.

	Name	Present	Absent	Notes
1	Lori Chatterley	X		
2	Brandy Dietz	X		
3	Jim Hall	X		Virtual
4	Melanee Hand		X	Excused
5	Shanna Sasser	X		
6	Ryn Herrmann (new)	X		
7	Thomas Garcia	X		Virtual
8	George Trujillo		X	Excused
9	Eldie Cruz	X		
10	Joseph Weathers		X	
11	Joseph Sanchez		X	
12	Felicia Archuleta-Toya	X		Virtual; Joined at 1:38 p.m.
13	Christine Bustos	X		
14	Dora Dominguez	X		Virtual
15	Alex Naranjo		X	Excused
16	Courtenay Eichhorst	X		
17	Ernesto Salazar	X		
18	Max Trujillo		X	

	Name	Present	Absent	Notes
19	David Romero	X		
20	Joy Ansley	X		
21	Justin Greene	X		
22	Stephanie Martinez	X		Virtual
23	Juan Torres	X		
24	Michael Garcia		X	
25	AnJanette Brush	X		Virtual; Joined at 2:08 p.m.
26	Linda Calhoun	X		
27	Marietta Fambro	X		Virtual
28	Dan Barrone	X		Virtual
29	Daniel Tafoya	X		
30	Si Trujillo	X		

D. Approval of Agenda

Executive Director explained the need to remove Item H4f: Request for Qualifications 2025-14: NCNMEDD Office Building Renovations: SDV Construction, as no proposal was received.

Motion to approve the agenda as amended.

Motion	Torres
Second	Bustos
Yes	21
No	0
Abstain	0

Executive Director Monica Abeita introduced meeting host Patrick Duran who provided an update on LANL community contributions in the region.

Councilor Archuleta-Toya joined the meeting at 1:38 p.m.

E. Approval of Minutes

January 30, 2025 Regular Meeting

Vice President Thomas Garcia noted that Member George Trujillo was absent from the meeting but recorded as having given comments. Deputy Director Alex Ingham indicated that this had been done in error and would be corrected.

Motion to approve the January 30, 2025, Regular Meeting minutes as amended.

Motion	Dietz
Second	Romero
Yes	22
No	0
Abstain	0

F. **Public Participation:** An 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

President Ernesto Salazar requested a moment of silence for the recently deceased Rio Arriba County Sherrif Billy Merrifield.

Action Items Marked with an Asterisk (*)

G. **Board Member Appointments***

1. **Los Alamos County: Councilor Ryn Herrmann, municipal representative**

Executive Director Monica Abeita presented the proposed addition to the NCNMEDD Board and nomination letter from Los Alamos County, noting that Councilor Herrmann had attended the January board meeting earlier this year.

Motion to approve Board Member Appointment: Los Alamos County: Councilor Ryn Herrmann, municipal representative.

Motion	Greene
Second	Garcia
Yes	22
No	0
Abstain	0

H. **Consent Agenda***

Agenda Item	Executive Committee Approval Date
1. Resolution 2025-04: Changing Signatories on all NCNMEDD Bank Accounts at Enterprise Bank & Trust	February 27, 2025
2. Request for Qualifications (RFQ) 2025-14: NCNMEDD Office Building Renovations	February 27, 2025
3. Director Emeritus Nomination—Landon Newton	March 27, 2025
4. Contract Awards:	February 27, 2025
a. Request for Proposals 2025-07: Housing Rehabilitation and Construction Services: G. Sandoval Construction, Inc.	March 27, 2025
b. Request for Proposals 2025-07: Housing Rehabilitation and Construction Services: T&A Construction Services, LLC	March 27, 2025
c. Request for Proposals 2025-07: Housing Rehabilitation and Construction Services: Victory Construction	April 11, 2025

d. Request for Proposals 2025-10 Workforce Integration Network (WIN) Transitional Housing: New Mexico Reentry Center e. Request for Proposals 2025-09: Housing Rehabilitation and Construction Services: Southwest Homes and Services	April 24, 2025

Motion to approve the Consent Agenda items as presented.

Motion	Chatterley
Second	Cruz
Yes	22
No	0
Abstain	0

I. Action*/Discussion Items

1. **Amendments to the Policy and Procedure Manual***

a. **Bank Accounts**

Executive Director Monica Abeita explained that the proposed amendments related to the situation caused by delays in federal government payments that necessitated January's emergency meeting, which was noticed but ultimately not held. Ms. Abeita stated that, given continued payment delays, some payments were being held back during the 30-day payment period. Ms. Abeita outlined the proposed changes to the policy and procedures manual, which create procedures that allow administrative transfers among bank accounts for programmatic and emergency purposes. Ms. Abeita then made herself available for questions.

Member Marietta Fambro asked if an emergency transfer – a part of the proposed change – had ever occurred. Ms. Abeita said that that was not the case, but that a situation in January introduced it as a possibility.

Vice President Thomas Garcia indicated, while he served as interim executive director, such a transfer had previously been done. Ms. Abeita agreed, though indicating this had been done in a manner different than the current proposal.

Motion to approve Amendment to the Policy and Procedure Manual: Bank Accounts as presented.

Motion	Fambro
Second	Cruz
Yes	21
No	1-Garcia
Abstain	0

b. **Emergency Action Plan**

Executive Director Monica Abeita explained that Items 3a and 2b are rather lengthy policy amendments to both the Emergency Action Plan section of the Policy and Procedure Manual and then to the Information Resources section. Ms. Abeita shared that she hosted a study session on Monday where nobody attended, and as a result, she had not yet reviewed the changes with the Executive Committee. Ms. Abeita indicated her desire to review the changes and see if there were questions from the committee.

Ms. Abeita explained that several items needed to be added or updated to address business continuity procedures under the contracts with the Aging and Long-Term Services Department (ALTSD) for business continuity. Also, items like an evacuation plan were needed to obtain a business license with the City of Santa Fe, as a fire inspection was required for the business license. Ms. Abeita added that new contracted work with Managed Care Organizations (MCOs) required additional changes to the Information Resources policy in terms of stating what cyber protections we have in place. Ms. Abeita then reviewed the proposed changes.

Member Si Trujillo asked specifically about the reasoning for including language regarding wheelchair-bound individuals. Ms. Abeita explained that this inclusion was based on best-practices recommendations.

Motion to approve Amendment to the Policy and Procedure Manual: Emergency Action Plan as presented.

Motion	Barrone
Second	Ansley
Yes	21
No	1-Garcia
Abstain	0

c. **Information Resources**

Executive Director Monica Abeita reviewed the proposed changes to the Information Resources policy. Ms. Abeita indicated that the policy was the result of substantial input by the contracted information technology provider Technology Solutions and as a result, she recommended adoption.

Motion to approve Amendment to the Policy and Procedure Manual: Information Resources as presented.

Motion	Romero
Second	Torres
Yes	21
No	1-Garcia
Abstain	0

2. **Salary Ranges for Non-Metro AAA Direct Services Staff (Case Management Program, Volunteer Program, Senior Home Repair Program)***

Executive Director Monica Abeita presented the agenda item, explaining the proposal's rationale. Namely, hiring at the original ranges had been consistently quite difficult.

Specifically, Ms. Abeita explained, if somebody had more experience or education, NCNMEDD could not offer them any higher than $50,000 for the case managers and the volunteer coordinators, and that was becoming problematic. Also, in eliminating the direct services management position due to a flat budget for FY 26, coordinators and specialists would be taking on additional responsibility. Finally, the recommended salary ranges would line up with provider specialists in Non-Metro AAA.

Member Marrieta Fambro asked if the change would impact the NCNMEDD budget. Ms. Abeita explained that it did portend a FY 26 budget impact which has already been calculated into the budget, currently in draft form.

Motion to approve Salary Ranges for Non-Metro AAA Direct Services Staff (Case Management Program, Volunteer Program, Senior Home Repair Program) as presented.

Motion	Chatterley
Second	Trujillo
Yes	21
No	1-Garcia
Abstain	0

3. **NCNMEDD FY 2025 BAR #6***

Executive Director Monica Abeita explained that the agenda item had been approved earlier that day by the Executive Committee except for Fund 501 AAA, given remaining uncertainty regarding the AAA budget due to delayed communication by ALTSD.

Finance Director Bernadette Segobia-Abeyta reviewed the FY 2025 Budget Adjustment Request (BAR) #6, explaining the following adjustments for each fund:

- 401 MFA Senior Repair & 406 Mobile Home Replacement: $500,000 was transferred out of Fund 401 and into Fund 406. Of the $500,000 in new money from MFA, $29,000 was designated for administrative fees, $5,000 was allocated to Travel, $5,000 to Operations, $9,800 to Unallocated/Carryover, and $480,200 to Professional Services. Of the $480,200, $10,000 in administrative funds were used to cover direct costs for health care professionals. These changes corrected BAR #5, as the MFA contract amendment for these new funds was received after BAR #5 was presented and approved. The contract amendment indicated the funds should be recorded in Fund 406 and that administrative funding was allowed.
- 160 SGIA: Expenditures were reduced for Personnel ($3,000), and Benefits ($1,500) and increased for Travel ($4,500) to avoid reversions by expending all state funding by June 30, 2025.
- 245 SP&R Engineering, 246 SP&R GIS, and 249 Capacity Building: $10,000 was transferred out of Fund 245, $5,000 was transferred out of Fund 246, and $15,000 was transferred into Fund 249. This returned state matching funds to Fund 249. Additionally, for Fund 249, expenditures were reduced for Personnel ($10,000), Benefits ($4,000), and Operations ($29,000). Professional Services increased by $58,000. The transfer and reallocation of expenses would prevent reversions by expending all state funding by June 30, 2025.

- 259 MFA ROC: $223,500 was shown as Revenue for new Fund 259, with $163,400 allocated to Professional Services and $60,100 allocated to Property, Plant, & Equipment.

  Ms. Abeita provided context for the creation of Fund 259, which was for the purpose of reimbursements for purchase and redevelopment costs from MFA, and ultimately revenue once homes in the ROC program began to be sold. The expenditure line items represented actual and projected expenses through June 30 for purchasing the first home and for soft costs, such as appraisals, inspections, etc.

  - 400 MFA TA: $ 14,561.78 was transferred into Fund 400 and allocated to Professional Services.

  Ms. Abeita provided context for the proposed adjustments for Fund 400. The City of Las Vegas approached NCNMEDD in the prior month to explore prospective housing projects and a site plan would be needed to proceed.

Member Marietta Fambro asked for clarification on Funds 401 and 406 – if additional approval was required by the funding source. Ms. Abeita stated that was not the case.

Vice President Thomas Garcia left the meeting at 2:08 p.m. Member AnJanette Brush joined the meeting at 2:08 p.m.

Motion to approve NCNMEDD FY 2025 BAR #6 as amended, with the exclusion of Fund 501.

Motion	Calhoun
Second	Bustos
Yes	22
No	0
Abstain	0

4. **June 26, 2025 NCNMEDD Board of Directors Meeting Planning**

   Member Linda Calhoun explained the plan to host the next meeting in Red River.

J. Special Presentations

1. **Workforce Integration Network (WIN) Program Update**
   Sarah Holtzclaw, WIN Program Director

   WIN Program Director Sarah Holtzclaw presented an update of the program.

2. **Comprehensive Economic Development Strategy (CEDS), 2026-2030 Update**
   Felicity Fonseca, NCNMEDD Community Development Director

   NCNMEDD Community Development Director Felicity Fonseca presented an update on the CEDS process.

K. **President's Report**

President Ernesto Salazar announced to the committee the planned departure of Executive Director Monica Abeita and AAA Director Neil Segotta, outlining the proposed process for pursuing replacements. Ms. Abeita elaborated on the search process.

L. **Directors' Reports**

Department directors elaborated on updates provided in writing to the committee in the Directors' Report.

M. **Next Meeting**—June 26, 2025, 1:30 p.m.

N. **Adjournment**

Motion to adjourn the meeting at 4:12 p.m.

Motion	Calhoun
Second	Martinez
Yes	22
No	0
Abstain	0

Approvals

Ernesto J Salazar

Ernesto Salazar, President

June 26, 2025
Date

5.27.2025

Dora Dominguez, Secretary

June 26, 2025
Date