



Executive Committee Regular Meeting Minutes

Thursday, July 31, 2025, 9:00 am

644 Don Gaspar, Santa Fe, NM, 87505

Or Virtual Option via Zoom: <https://us02web.zoom.us/j/85324031565>

Meeting ID: 853 2403 1565, Dial In: 1 253 215 8782

A. CALL MEETING TO ORDER

President Ernesto Salazar called the meeting to order at 9:06 a.m.

B. PLEDGE OF ALLEGIANCE

Executive Director Monica Abeita led the Pledge of Allegiance.

C. ROLL CALL

Executive Director Monica Abeita took roll call; a quorum was achieved with seven members initially present. All attendance was virtual.

Member	Present	Absent	Notes
Linda Calhoun	X		
Dora Dominguez	X		
Thomas Garcia	X		Joined the meeting at 9:46 am
Jim Hall	X		
Stephanie Martinez	X		
Lori Chatterley	X		
Ernesto Salazar	X		
Joseph Sanchez	X		Lef the meeting at 9:21 am

D. APPROVE AGENDA

Motion to approve the agenda as presented.

Motion	Chatterley
Second	Sanchez
Yes	7
No	0
Abstain	0

E. APPROVE MINUTES

1. June 26, 2025, Regular Meeting

Motion to approve the June 26, 2025, Regular Meeting minutes as presented.

Motion	Calhoun
Second	Sanchez
Yes	7
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

No staff or community requested to speak for public participation.

G. ACTION ITEMS

1. Board of Directors Appointment: Colfax County Lay Member Shelley O'Neill, Philmont Scout Ranch

Executive Director Monica Abeita reminded the committee of the vacancy for Colfax County which has existed since Landon Newton stepped down from the board. The three Colfax County Board Members--Commissioners Si Trujillo, Commissioner Lori Chatterley, and Brandi Dietz--were asked to make a recommendation for the fourth lay member. The three board members have nominated Shelly O'Neill by the letter included in the meeting packet.

Member Lori Chatterley outlined Ms. O'Neill's experience as Director of Business Operations for Philmont Scout Ranch. Member Linda Calhoun recommended the appointment and the strengths Ms. O'Neill will bring to the board.

Motion to approve the appointment of Shelly O'Neill to the NCNMEDD Board of Directors.

Motion	Chatterley
Second	Calhoun
Yes	7
No	0
Abstain	0

2. Amendments to the Policy and Procedure Manual

Executive Director Monica Abeita provided an overview of the proposed policy changes and thanked Theresa Baca Sandoval of NM Local Government Law for drafting the proposed changes. Ms. Sandoval and Ms. Abeita provided a short presentation on each policy change:

- a. Compensatory Time

Primary changes are to 1) clarify requirements for positions covered by the Fair Labor Standards Act (FLSA), 2) change the term "compensatory time" to "flex time", 4) better describe use of flex time by exempt employees to improve consistency among departments, and 4) allow supervisors to approve flex time for exempt employees rather than the Executive Director. It has become impractical for the Executive Director to keep track of the schedules of exempt employees now that there are more than 50 employees in offices throughout the state.

President Ernesto Salazar asked whether allowing flex time is required, and whether it is a right or a benefit. Ms. Baca Sandoval stated the company is not required to provide flex time for exempt employees. It is a benefit, and exempt employees who are not covered by FLSA are expected to go beyond regular hours at times to do their jobs. This is included in their higher compensation and employees should not expect that they will receive an hour of flex time for every extra hour they work. However, flex time can be an important benefit in government jobs to allow some flexibility for employee morale and because salaries are not as high as in the private sector. The proposed changes are intended to be a compromise between the current policy and eliminating flex time altogether, by better controlling usage and being more consistent.

There was a discussion about whether flex time for exempt employees would need to be approved in advance. Ms. Abeita explained that the current policy requires advance approval, but the proposed policy does not. She explained that advance approval can be tricky because meetings or travel sometimes run shorter or longer than expected. Ms. Abeita asked the committee to let her know if they want the advance requirement to continue. Ms. Abeita also clarified that one of the main reasons for the proposed changes is because different departments are using flex time differently, resulting in some employees who do not take flex time or take little feeling resentful about others taking more. These changes attempt to place better boundaries around this and even limit use of flex time by trying to keep work activities within the eight-hour work day as much as possible.

Member Joseph Sanchez left the meeting during this discussion and was not present for the vote.

Motion to approve the policy amendment for Compensatory Time (now titled “Overtime/Flex Time”), as presented.

Motion	Chatterley
Second	Hall
Yes	6
No	0
Abstain	0

b. Outside Employment

Executive Director Monica Abeita explained that the current Outside Employment policy only states that employees “should” notify the Executive Director. This has resulted in NCNMEDD being unable to compel information about the outside employment or even know if an employee is engaged in outside employment in the first place. Not knowing makes it impossible to evaluate if the outside employment adversely affects service to NCNMEDD. Ms. Abeita stated that she is aware that other government employers have much more stringent policies regarding outside employment, and she felt the NCNMEDD policy was very weak by comparison.

Theresa Baca Sandoval of NM Local Government Law reinforced that the NCNMEDD policy was weak and unusual for government entities. Her proposed changes to the policy include employees requesting advance approval for outside employment each year and having the company evaluate impacts on company resources, performance, use of leave, and conflict of interest.

President Ernesto Salazar thanked Ms. Abeita and Ms. Baca Sandoval for identifying this loophole and correcting the policy so that outside employment is properly disclosed and evaluated.

Motion to approve the policy amendment for Outside Employment/Self-Employment, as presented.

Motion	Calhoun
Second	Hall
Yes	6
No	0
Abstain	0

c. Leave Bank

Executive Director Monica Abeita explained the two versions of the Leave Bank policy in the board packet. The first includes minor clean-up changes and makes the Leave Bank run concurrent with FMLA. When the leave bank policy was first adopted by NCNMEDD, the organization did not have an FMLA policy so this was overlooked. The change to have the two run concurrently was recommended by NM Local Government Law. The second version adds an additional change to make the Leave Bank approval process administrative, rather than run by a committee. This is due to privacy concerns raised by NM Local Government Law. Ms. Abeita recommended that this item be tabled so it can first be discussed within the Leave Bank Committee, as that committee would be first step in the process. Upon a question from President Ernesto Salazar, Ms. Abeita confirmed she would bring the changes back to the Executive Committee after they go through the Leave Bank Committee, likely in August.

Motion to table the policy amendment for Leave Bank.

Motion	Chatterley
Second	Hall
Yes	6
No	0
Abstain	0

H. PRESIDENT'S REPORT

President Ernesto Salazar asked Theresa Baca Sandoval to remain in the meeting for Executive Session. President Salazar reported on the Executive Director search and thanked Members Dora Domingez and Joseph Sanchez for participating in the interview pre-selection with him. The initial interviews went relatively well. He noted that there are still some major positions to fill and he looks forward to discussing that during Executive Session.

Vice President Thomas Garcia joined the meeting at 9:46 am.

I. DIRECTORS REPORTS

Non-Metro AAA Director Neil Segotta and Acting Community Development Director Patrick Million presented their respective department highlights from the Directors' report. Executive Director Monica Abeita noted that both Finance Director Bernadette Segobia-Abeyta and Accounting Specialist Jenae Morales were off that day. In their place, Ms. Abeita asked about dates to schedule the audit entrance conference with the Board President and Treasurer. Ms. Abeita stated that she has been busy catching up since the trip she and Mr. Segotta took to Grant and Hidalgo counties, referenced activities in the report, noted recent resignations and hiring progress.

J. NEXT MEETING –August 28, 2025

- K. **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. Limited Personnel Matters (Section 10-15-1(H)(2)-Executive Director & Non-Metro Area Agency on Aging Director Positions

Motion to enter Executive Session at 10:18 am.

Motion	Chatterley
Second	Hall
Yes	7
No	0
Abstain	0

Motion to come out of Executive Session at 11:07 am, noting that no decisions were made and only items appearing on the agenda were discussed.

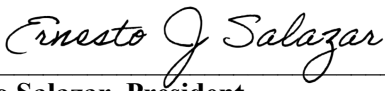
Motion	Hall
Second	Martinez
Yes	7
No	0
Abstain	0

L. **ADJOURNMENT**

Motion to adjourn the meeting at 11:08 am

Motion	Calhoun
Second	Hall
Yes	7
No	0
Abstain	0

Approvals



Ernesto Salazar, President

August 28, 2025
Date

Dora Dominguez

Dora Dominguez, Secretary

August 28, 2025
Date