



**New Mexico Commission for Community Volunteerism  
Meeting Minutes  
Friday, January 12, 2018**

**Commissioners in Attendance**

Elaine Graff, Chair	Patricia Lee Chavez
Matthew Montoya, Vice Chair	Nancy Hughes
Bernadine Dallago, Second Vice Chair	Charles Humiston
Erin Atkins	Alice Perez
Jorja Armijo-Brasher	Jennifer Riordan
Rebekka Burt, PED Representative	Richard Safford (Proxy issued to Matthew Montoya)
Dustin Chavez	Phoebe Suina (Proxy issued to Patricia Lee Chavez)

**Commissioners Absent**

Alice Garza  
Renee Lowden

**Ex-Officio Commission Members in Attendance**

Michael Garcia, New Mexico State Program Director, CNCS  
Samuel Sokolove, Executive Director, NMCCV

**Staff in Attendance**

Yolanda Montoya-Cordova, WIOA Administrator  
Logan Rice, Program Officer

**Others**

Ben Thomas, Executive Director, Rocky Mountain Youth Corps



### Call to Order

Chair Graff called the meeting to order at 12:30 p.m.

### Roll Call

Chair Graff called roll.

### Approval of October 20, 2017 Minutes

The October 20, 2017 minutes were sent out to the Commission prior to the meeting. Commissioner Hughes moved to adopt the minutes of October 20, 2017 as presented; the motion was seconded by Commissioner Humiston. Chair Graff took a vote; none opposed; Commissioner Atkins abstained, as she did not attend the October 20<sup>th</sup> meeting. The motion passed, and the October 20, 2017 minutes were approved.

### Introduction of Yolanda Montoya-Cordova, WIOA Administrator

Yolanda Montoya-Cordova discussed the recent alignment of the Commission under the Workforce Innovation and Opportunity Act (WIOA), administered by the Department of Workforce Solutions.

### Public Comment

Ben Thomas, Executive Director of Rocky Mountain Youth Corps, thanked the Commission for its support and partnership.

### New Business

**\*\*\*Please Note That for All Voting Purposes during This Meeting\*\*\*\*\***

Commissioner Safford gave his proxy to Commissioner Montoya  
Commissioner Suina gave her proxy to Commissioner Lee Chavez

**Review of Competitive RFP #18-631-7004-00028 Submissions:** Commissioner Riordan moved to enter Executive Session-Pursuant Open Meetings Act 10-15-1 Formation of Public Policy; H. The provisions of Subsections A,B, and G of this section do not apply to: 6) That portion of meetings at which a decision concerning purchases in an amount exceeding two thousand five hundred dollars that can be made only from one source and that portion of meetings at which the contents of competitive sealed proposals solicited pursuant to the Procurement Code are discussed during the contract negotiation process. The



actual approval of purchase of the items or final action regarding the selection of a contractor shall be made in an open meeting.- Commissioner Montoya seconded. Roll Call: Chair Graff, Commissioner Montoya, Commissioner Dallago, Commissioner Hughes, Commissioner Humiston, Commissioner Lee Chavez, Commissioner Chavez, and Commissioner all voted for the move to Executive Session, none opposed, none abstained

Following a review of, Evaluation Committee Report 2018-2019 Vote of Competitive RFP# 18-631-76004-00028, Commissioner Riordan moved to sending all applications that received 80 points or higher from the peer review and staff review process to CNCS for funding consideration. Commissioner Montoya seconded, a vote was taken, all approved, none opposed. Motion passed.

#### **Parameters for Formula RFP 2018--19**

Below are the motions to define the parameters of the Formula RFP PY 18-19.

##### Preferential Scoring for Planning Grants

Motion: The Formula RFP for PY 18-19 will award five points to programs that have been awarded and are on track to complete a Planning opportunity during PY 2017-18.

Commissioner Riordan moved to approve the motion; Commissioner Montoya seconded, a vote was taken, all approved, none opposed. Motion passed.

##### Planning Grants

Motion: The Formula RFP for PY 18-19 will include the opportunity to apply for a Planning Grant.

Commissioner Burt moved to approve; Commissioner Riordan seconded. A vote was taken, all approved, none opposed. Motion passed.

##### Clarifications

Motion: an application may be removed from Commission funding consideration (following Peer Review and staff scoring) if the applicant does not satisfactorily respond to requested clarification items.

Commissioner Atkins introduced a friendly amendment to revise the motion as follows:

Motion: an application may be removed from Commission funding consideration (following Peer Review and staff scoring) if the applicant does not respond timely to requested clarification items and does not resolve all clarification items.



Commissioner Burt moved to approve; Commissioner Riordan seconded. A vote was taken, all approved, none opposed. Motion passed.

Only the matters of the contents of competitive sealed proposals were discussed in the closed Executive Session. Commissioner Dallago moved to return to an open meeting, Commissioner Hughes seconded, vote taken, all approved, none opposed, none abstained; motion passed. Roll Call: Commissioner Riordan, Commissioner Montoya, Commissioner Graff, Commissioner Dallago, Commissioner Perez, Commissioner Hughes, Commissioner Humiston, Commissioner Lee Chavez, Commissioner Armijo-Brasher and Commissioner Burt. Commissioner Safford and Commissioner Suina's proxies were acknowledged.

### **Communication with Subgrantees**

Chair Graff urged Commissioners to exercise restraint when contacted by a subgrantee on staff-specific matters, including questions or complaints concerning an open RFP.

### **Member-at-Large**

Chair Graff brought to the Commission the nomination of Dustin Chavez for the Executive Committee position of Member-at-Large. Chair Graff then asked if there was any other Commissioner who wished to be considered; Commissioner Lee Chavez nominated Commissioner Perez for consideration. After Commissioner Chavez and Commissioner Perez were asked to express their reasons for wanting to serve as Member-at-Large, a vote was taken; nine Commissioners voted for Commissioner Chavez; one for Commissioner Perez. Commissioner Chavez was elected as Member-at-Large.

### **Audit Report**

Executive Director Sokolove announced that CliftenLarsonAllen had thus far identified the following as Findings in its OIG audit:

A new Executive Director was hired in September 2016. The Corporation was notified of the new hire, however no written approval from the Corporation was obtained prior to the staffing change; the NMCCV was not fully aware that written approval from the Corporation was required prior to any changes in key personnel (see w/p 0703.06a).

The NMCCV was not monitoring the Single Audit reports for sub-grantees; AmeriCorps patches were procured in advance of the applicable grant award period and NMCCV did not obtain the required authorization from CNCS to incur those costs.



As a result, CLA is questioning the full federal cost of \$2,000 charged to grant No. 16TAHNM001 Match Cost Testing: CLA is questioning the full match cost of \$1,050 charged to grant No. 16CAHNM001 (see w/p 0702.03d).

The recommended correction action: CLA recommends that the Corporation ensure that the NMCCV strengthens its internal controls to ensure that:

- Costs are being charged to the correct federal award.
- Claimed costs are being incurred within a federal award's period of performance.
- Ensure that the NMCCV revises and updates its internal policies and procedures to include language indicating that prior written approval must be obtained from the Corporation prior to any changes in key personnel.
- Ensures that the NMCCV strengthens its subgrantee monitoring by establishing procedures to follow-up on the single audits of all its subgrantees for the period covered by those sub-grants as required under 2 C.F.R. §200.331.
- Work with the NMCCV to resolve the \$2,000 in questioned federal costs claimed on grant No. 16TAHNM001 and the \$1,050 in questioned match costs claimed on grant No. 16CAHNM001

Executive Director Sokolove invited Ben Thomas to share his thoughts on the audit process, as RMYC and EcoServants have undergone auditing as NCMMV sub-grantees.

#### **CNCS Update, Michael Garcia, New Mexico State Program Director**

Program Director Michael Garcia discussed his experiences conducting disaster relief with FEMA in Austin. He announced that Senator Martin Heinrich would be participating in the MLK Day of Service,

#### **Staff Report**

Executive Director Sokolove discussed the Commission's unanticipated budget deficit, which has caused the Commission to reduce travel for Commissioners and staff. He stated that he is currently working with the Finance and Budget office to address the shortfall through continued budget adjustments.

#### **Community Outreach Committee Report**

Commissioner Patricia Lee Chavez announced her resignation from both the Commission Board and America's Service Commission Board and referred Commissioners to her final report, which contains a list of recommendations for consideration. Commissioner Atkins thanked Commissioner Lee Chavez for her service, and recommended that a subcommittee be convened to consider her recommendations. Commissioners Armijo-Brasher, Montoya and Riordan volunteered to serve on this subcommittee, which Commissioner Atkins will Chair, with the goal to present a report to the Commission at its June 2018 meeting.



NEW MEXICO COMMISSION FOR  
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**Next Meeting: June 1, 2018 at Wells Fargo**

Chair Graff proposed Friday, June 1 at noon as the date and time of next Commission meeting, to be held at Wells Fargo. Commissioner Humiston moved to approve; vote taken, all approved, none opposed, none abstained.

**Adjournment**

Meeting adjourned at 3:00 p.m.