

Tuesday, February 15, 2022
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday February 15, 2022 at 9:00 a.m. in the County Commission Room with those present being: Commissioner Paul Grider, Commissioner Rodney Savage, Commissioner Shane Lee, Commissioner Tina Dixon, County Manager Amber Hamilton, County Clerk Mandi Park, Deputy Clerk Lisa Gonzales, Treasurer Layle Sanchez, Road Superintendent Ricky Lovato, Interim Detention Administrator Shayla Ramsey, Lt. Javier Sanchez, Chief Deputy Assessor Stevin Floyd, Special Projects Coordinator Carol Acosta-Flores, Assistant County Manager Liliana Rivera, Human Resources Coordinator Shawn Andrus, GIS Technician Johnny Montiel, RCCDC Executive Director Jim Lucero and Angie Smith.

Commissioner Lopez was absent.

Call to Order - Commissioner Lee at 9:00 a.m.

Invocation – Amber Hamilton

Pledge - Commissioner Lee

1. **Approval of Agenda:** A motion to approve the agenda was made by Commissioner Dixon with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
2. **Approval of Minutes:** A motion to approve the minutes from the January 11, 2022 regular meeting was made by Commissioner Savage with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
3. **Approval of Accounts Payable and Payroll:**
Commissioner Lee made a motion to approve the accounts payable and payroll for January 1 – January 31, 2022, with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
4. **Public Requests:** There were no public requests.
5. **Resolution – Ordinances – Proclamations:**
 - A. **Consideration of Resolution 2022-11 Acceptance and Approval of the FY21 Annual Financial Audit:** Ms. Hamilton introduced Bobby Cordova and Rufino Rodriguez. Mr. Cordova and Mr. Rodriguez presented the FY21 Annual Financial Audit. They reviewed the timeline, financial highlights and the communications between their firm and the County. They stated there were no significant exposures and gave an unmodified opinion. They also stated prior findings have been resolved. They recommended the county remain diligent with regard to cyber security and focus on succession planning. Commissioner Savage made a motion to accept and approve the FY21 Annual Financial Audit as presented with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
 - B. **Consideration of Resolution 2022-12 Authorizing the County to Submit an Application to the Department of Finance and Administration, Local Government Division, to Participate in the Local DWI Grant and Distribution Program:** Ms. Reed requested the grant application for FY23 be submitted in order to continue participation in the Local DWI Grant and Distribution Program. Commissioner Grider made a motion to authorize the application with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
 - C. **Consideration of Resolution 2022-13 Amending the Roosevelt County Pay Stipend for Detention Personnel Whom Have Worked Their Assigned Schedules During the Ongoing Covid-19 Pandemic:** This resolution brings stipends for detention personnel in line with other stipends approved for other departments on January 11, 2022. Commissioner Lee made a motion to approve Resolution 2022-13 with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
 - D. **Proclamation Designating February 2022:** Erinn Burch presented information about the 2-1-1 program and the 100% community program. She read the proclamation aloud and asked the commission to adopt the proclamation. Commissioner Lee made a motion to adopt the proclamation with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
6. **New Business:**
 - A. **Board of Finance Meeting:** Ms. Sanchez requested the commission go into board of finance meeting. At 9:19 am Commissioner Grider made a motion to go into board of finance with a second by Commissioner Lee. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Ms. Sanchez gave a quarterly update on investments. She stated the interest earnings are very low since most of the investments are in safer CD's. She said there are some CD's coming to maturity within the next 6 months. At 9:21 Commissioner Dixon made a motion to come out of board of finance with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
 - B. **Ratification of Tina Dixon Signatory Authority for Accounts Payable from January 1 – February 7, 2022:** Ms. Rivera asked for ratification of Commissioner Dixon's signatory authority for the time it takes for the transition from one chairperson to the next. Commissioner Lee made a motion to approve the signatory authority of Commissioner Dixon with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
 - C. **Consideration of 2022 Roosevelt County Position Classification Review and Compensation Study:** Mr. Andrus introduced Vincent Yermal from S Resource who conducted the study on behalf of the County. Mr.

Yermal gave an overview of the compensation study. He stated he had conducted three previous studies for the County in 2010, 2014, 2018. He praised the County for the continued commitment to stay competitive with wages for county employees. He stated the intention of the study is to ensure that the wage structure is internally equitable and externally competitive in order to allow the County to recruit and retain employees. Commissioner Savage made a motion to accept and approve the compensation study, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

7. Procurements – Contracts – Agreements:

A. Request for Approval of Memorandum of Understanding with the Department of Finance and Administration/Local Government Division/Driving While Intoxicated Program: Ms. Reed requested approval of the FY 2023 MOU with DFA/LGD for participation in the DWI Program. Commissioner Grider made a motion to approve the MOU as requested, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

B. Request for Approval of Statement of Assurances for the Local DWI Grant and Distribution Program: Ms. Reed asked for approval of the FY 2023 Statement of Assurances. Commissioner Lee made a motion to approve the statement of assurances, with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

C. Request for Approval of Interdepartmental Agreement for Use of Local DWI Funds: Ms. Reed requested approval of the interdepartmental agreement that would allow the Sheriff's Office to use reversion funds from FY21 to cover the cost of equipment to be used for the DWI grant program. Commissioner Dixon made a motion to approve the interdepartmental agreement with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

D. Request for Approval of Statement of Work with Secureworks for Cybersecurity Consulting Services: Ms. Hamilton stated Secureworks will help provide assessment and protection against cybersecurity threats. Ms. Hamilton also talked about the recommendation made by the auditor to safeguard the county's networks and train the county's staff to be aware of the threats. Ms. Hamilton stated the consulting services provided by Secureworks could be covered by ARPA Funding. Mr. Gossett stated cybersecurity must be comprehensive and up-to-date. He stated the threats are everchanging and staff training has to be continuous to keep up with those threats. He stated they have conducted some internal phishing email assessments which have identified where additional training needs to be done. Commissioner Dixon made a motion to approve the statement of work with Secureworks with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes

E. Request for Ratification of Cyber Hygiene Agreement with Cybersecurity Infrastructure Security Agency: Ms. Hamilton stated the agreement with CISA is for services very similar to those provided by Secureworks, but because CISA's services are provided at no cost to governmental entities, by the federal government, we have been on a waiting list for quite some time. Mr. Gossett stated he has been working with CISA for over two years. They do share threats and information quickly and efficiently however personalized additional services are not as readily available. Commissioner Dixon made a motion to ratify the agreement, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

F. Request for Approval of Tower and Internet Access Lease Agreement for Milnesand Volunteer Fire Department: Ms. Hamilton asked for the approval of the agreement for internet access. Commissioner Grider made a motion to approve the agreement as presented, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

G. Request for Approval of Sole Source Award of Use Agreement with Roosevelt County Community Development Corporation Regarding the Use and Management of the Roosevelt County Enterprise Center: Ms. Rivera stated they have issued a request for proposals on two occasions seeking a vendor who would provide management services for the Roosevelt County Enterprise Center. The first RFP received one application which was deemed unresponsive. The second RFP did not receive any proposals. Ms. Rivera stated the Roosevelt County Community Development Corporation has managed the Enterprise Center for many years and requested approval of the sole source award. Commissioner Savage made a motion to approve the sole source award as presented, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

8. Elected Officials / Department Heads reports:

Treasurer: Ms. Sanchez informed the commission of a fraudulent check that was passed on February 2, 2022. She praised Chief Deputy Treasurer Victoria Ramos for quickly catching the fraudulent check in the process of reconciling the bank statements. She stated the funds have been replaced in the bank account and the county has not incurred any loss as a result of the fraud. She also stated the treasurer's office and local bank will add PositivePay to all of the accounts, which is a software that will provide an extra level of security. Ms. Sanchez stated the professional and cordial relationship with the local bank was an asset and attributed the quick resolution of the fraudulent check to that relationship between the county and the bank. Ms. Sanchez provided the monthly cash balance report for the general fund stating a December beginning fund balance of \$2,821,342.63 with debits of \$2,619,224.38 and credits of \$825,185.11 leaving an ending balance of \$4,615,381.90. Ms. Sanchez stated collections have been good to this point. They will fall off a bit in the coming months and will pick up again in April and May.

Detention: Ms. Ramsey stated the facility count stands at 66 today, with 14 female detainees and 52 male detainees. Three of those detainees are from out of the county. There were 51 bookings and 57 releases in January. There were two detainees transported to department of corrections. There are no detainees currently

in restricted housing. Guadalupe County has been billed a total of \$825.00 for the month of January. Ms. Ramsey also mentioned that the MAT program has seen good participation and participants are receiving group and individual counseling. She stated facility maintenance is ongoing with work continuing on the showers in dayrooms 8, 9 and 11. She stated the enhanced cleaning, disinfecting and hygiene practices continue, detainees are wearing the N95 masks when they are cleaning in common areas. Ms. Ramsey praised her team for their quick reaction to the water line break due to freezing temperatures on February 4, 2022. There was a break in the line of the fire suppression system in the sallyport, which is where new camera equipment was being stored prior to installation. The staff secured the dayrooms, and common areas and took action in the sallyport to move the camera systems, make sure they were dry and not damaged and moved to the training room. They then assisted in cleaning up the ice and water so that maintenance could repair the broken line. She thanked her staff for saving all of the equipment.

Finance: Ms. Rivera reported on the 2nd quarter expenses, stating funds are performing well and most are very near 50% expended, which is right where they should be at this point in time.

Indigent Meeting: Commissioner Grider made a motion at 10:45 to go into indigent meeting, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Ms. Acosta-Flores presented 33 indigent health care claims totaling \$29,836.82. Ms. Acosta-Flores state 10 of those claims, totaling \$14,097.40 were past timely filing, and should be disapproved. She recommended approval of 23 claims totaling \$15,739.42. At 10:47 Commissioner Lee made a motion to come out of indigent healthcare meeting, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Dixon made a motion to approve the indigent healthcare claims as presented, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

Road: Mr. Lovato reported his staff is working on LGRF projects, and will begin work on Capital Outlay projects within a few weeks. He stated they are continually cleaning and maintaining cattle guards, trimming trees, and cleaning up litter. He said his staff had picked up and hauled off five-16ft trailer loads of trash and litter in the past few weeks. Mr. Lovato stated the new road barn is very close to completion. He expects to be able to move into the new space by the end of the month. M. Lovato stated there are some wildfire suppression refresher trainings scheduled for equipment operators as well as a 32-hour training for new equipment operators. Commissioner Savage thanked Mr. Lovato for all the work his crews have put in and for the quality work they continue to do.

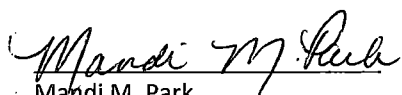
Manager: Ms. Hamilton presented the awards that were received at the NMC Conference, including the FY20 Audit Award and the 2021 RAP Award. Ms. Hamilton stated she hoped to bring a litter ordinance. That process would start with a notice of intent at the March meeting. She gave an update on the "Meet the Managers" sessions hosted by herself and City Manager Sarah Austin. She stated the next meet the managers meeting is set for May. Ms. Hamilton shared information about the hiring event to be held on February 24, 2022 at the Yam Theater. She stated the county, the city, the university, and many private employers will be represented at the hiring event. Ms. Hamilton gave an update on the mental health feasibility study, stating seven regional partners are working together on phase 1 of the study. Phase 2 coming in April will include finding and securing funding sources. Ms. Hamilton stated she is closely following several infrastructure bills including Capital Outlay and reauthorization for the Detention Center HVAC. She stated the Administrative Office of the Courts had received confirmation that they would be receiving grant funding.

Commissioners: Commissioner Savage attended a meeting of the NMC Board of Directors in place of Commissioner Dixon. He thanked her for that opportunity, and stated how impressed he was with their work on our behalf and the good communication with our County Manager. He thanked Ms. Hamilton for being accessible to the NMC Board and other partner agencies on behalf of Roosevelt County.

9. Media Communication: None.

10. Adjourn: The meeting was adjourned at 11:06 a.m.

ATTEST:


Mandi M. Park
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Lewis Shane Lee
Commission Chair

