

**EASTERN PLAINS COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS ANNUAL BOARD MEETING  
1:00 PM Wednesday, November 29, 2023**

Eastern Plains Council of Government Office, 418 Main, Clovis, NM 88101

Chairman Roman Garcia called the meeting to order at 1:05p.m.

**PLEDGE OF ALLEGIANCE AND SALUTE TO THE NEW MEXICO FLAG**

**INTRODUCTIONS**

**MEMBERS PRESENT**

Mayor Roman Garcia, Town of Vaughn; City Commissioner Helen Casaus, City of Clovis; Mayor Meadow Forget, Village of Melrose; County Commissioner Clay Kiesling, Union County; County Commissioner Fidel Madrid, Curry County; Trustee Russell Lees, Town of Clayton; County Clerk Robert Serrano III, Guadalupe County; County Commissioner Brian Fortner, Quay County; Manager Wade Holdeman, Ft. Sumner Irrigation District.

**STAFF PRESENT**

Sandy Chancey, Executive Director; Ray Mondragon, Government Specialist; Celia Kirkland, Program Manager; Alanna Hurt, Office Manager.

**APPROVAL OF AGENDA**

**- November 29, 2023**

Chairman Garcia called for a motion to approve the agenda. Executive Director Sandy Chancey would like to correct the agenda; no approval for out-of-state travel is needed as the trip was canceled. The agenda is amended to remove New Business.

THAT the November 29, 2023, Board of Directors' agenda be approved as amended.

MOTION: Robert Serrano

SECOND: Helen Casaus

MOTIONED CARRIED

**APPROVAL OF MINUTES**

**- August 9, 2023**

THAT the August 9, 2023, board meeting minutes be approved as submitted.

MOTION: Wade Holdeman

SECOND: Roman Garcia

MOTIONED CARRIED

## **APPROVAL OF FINANCIAL REPORTS**

### **- Approval of FY2023 Draft Audit - presentation by Diane Fox and Shelley Garcia of Fox, Garcia and Assoc.**

Shelley Garcia updated the board on EPCOG's audit. It was not ready to submit a draft for approval. There were delays in preparing the report and it would need to incorporate properties like Rio Pecos and San Jon Apartments that are in the process finalizing the sale and transferring ownership of the properties. Shelley stated Fox, Garcia and Assoc. is and will continue working with FWB, EPCOG's accountants, on testing. Shelley stated there are expenses in excess of income and she believes this is because the income was accrued 6/30/2022 but the corresponding expenses were not. Shelley main concern states the tests are showing a \$28,000 difference and will be working with FWB on tying down the receivables before a more extensive testing to ensure all income is recorded within the fiscal year.

THAT the approval of FY2023 Draft Audit be tabled until 2:00 p.m. (MT) on Friday 12/1/23; the meeting will resume virtually via the same Zoom link.

MOTION: Helen Casaus

SECOND: Brian Fortner

MOTIONED CARRIED

### **- Approval of Current Financial Report**

Kyliegh Knight with FWB announced she has updated the financial reports to show the total budget for the year and where EPCOG is from start of the fiscal year on 7/1/2023 through the first 4 months into the fiscal year, the last day included in the report is 10/31/23. She stated most of the income has been membership dues, administrative services, and DOT/EDA grant funds.

THAT the Current Financial Report be approved as submitted.

MOTION : Helen Casaus

SECOND: Meadow Forget

MOTIONED CARRIED

## **DIRECTOR'S & STAFF REPORT**

Executive Director Sandy Chancey and staff present gave brief verbal reports on activities since the last EPCOG Board meeting. EPCOG was awarded a 2023 Aliceann Wohlbruck Impact Award from the National Association of Development Organizations for its Eastern Plains Mental Health Program project. Sandy is working with other COG directors to in hopes that councils could use federal funds for state grants that require matching. EPCOG and New Mexico Finance Authority hosted housing assistance trainings. Sandy discussed the Restoring Our Community funding available and will be sending out more information after the meeting. Tanya was given an offer from her previous place of employment that could not be matched; we are re-opening the Grant Writer position. Ray Mondragon was able to secure emergency funding from the governor's office for 2 defibrillators for Floyd, who at the time, did not have any work defibrillators. Ray is also presenting furring the 30 day session in

support of bill in support of military dependance, New Mexico would have to honor all out of state agreements while station in New Mexico. Tomorrow is Celia Kirkland's last day before maternity leave. United Way has hired another employee to assist during Celia's leave.

#### **COMMUNITY UPDATES AND PUBLIC COMMENTS**

- **Public Comment for which no action will be taken. (State name and organization affiliation.)**

THAT this board will recess until 2pm on Friday, December 1, 2023.

MOTION: Helen Casaus

MOTIONED CARRIED

On Friday, December 1, 2023, the meeting reconvened at 2:15p.m.

THAT this board will be reconvened from Wednesday's, November 29, 2023, recess.

MOTION: Meadow Forget

SECOND: Brian Fortner

MOTIONED CARRIED

- **Approval of FY2023 Draft Audit - presentation by Diane Fox and Shelley Garcia of Fox, Garcia and Assoc.**

Shelley reported that there were no findings in the FY2023 Draft Audit; there were adjustments that needed to be made but it was isolated to a specific item.

THAT the FY2023 Draft Audit be approved as submitted.

MOTION : Brian Fortner

SECOND: Meadow Forget

MOTIONED CARRIED

#### **ADJOURNMENT**

The board meeting adjourned at 2:50pm.