

**NEW MEXICO EDUCATIONAL ASSISTANCE FOUNDATION (NMEAF)
BOARD OF DIRECTORS BUDGET MEETING
NMEAF BOARD ROOM
June 28, 2022
ALBUQUERQUE, NEW MEXICO**

BOARD OF DIRECTORS

Dr. Dan Salzwedel, Chair
Gavin Gillette, Vice Chair
Julie Filatoff, Secretary/Treasurer
Alex Heubeck, Board Member
Andrew Jacobson, Board Member

OFFICERS AND STAFF

Brad Allpass, President & CEO
Grace Tackman, VP of Administrative Services
Tracy Rowe, Asst. VP of Finance
Estevan Martinez, Asst. VP of IT
Lois Fort, Director of Operations
Reginald Storment, General Counsel
Melissa Dale, Director of GC

Chair Dr. Dan Salzwedel called the meeting to order at 1:31pm.

- I. Roll Call**
Anna Smith called roll. Dr. Dan Salzwedel attended in person. Attending via Zoom were: Gavin Gillette, Julie Filatoff, Alex Heubeck and Andrew Jacobson.
- II. Introduction of Visitors**
Mr. Allpass stated there were no visitors other than the Officers and Melissa Dale from the Guarantee Corporation.
- III. Approval of the Agenda**
Ms. Filatoff moved to approve the agenda and Mr. Heubeck seconded the motion. The motion passed 5-0.
- IV. FY 2023 Budget Approval**
Ms. Rowe presented the Foundation Budget. The PPP Loan Forgiveness was on the budget for 2023 however, Ms. Rowe stated it has been approved already and therefore will be recognized on the 2022 Budget. Due to inflation, the budget included a salary increase of 4% and a 1% bonus per quarter based on merit. Mr. Martinez explained the increase for Computer Maintenance is largely due to an average increase of 8% for purchases and maintenance. Mr. Allpass talked about the Energy Upgrade which consisted of several options for the aging HVAC system of the building. Yearout Energy was chosen from 3 companies to produce the initial proposal. The final proposal and studies will be brought back to the board. Mr. Martinez explained that if the Storage

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Appliance for AES Data was “in house” it would pay for itself within 18 months. Mr. Jacobson moved to approve the 2023 Budget and Mr. Gillette seconded the motion. The motion passed 5-0.

V. Approval of Vanguard Investment Account

Ms. Rowe stated that the Vanguard Investment Account needs a resolution to designate signers. Mr. Storment stated that the second “whereas” has a double semicolon and Mr. Jacobson stated there were a couple typos below the title. Ms. Filatoff moved to approve the Resolution for the Vanguard Investment Account with minor typographical corrections and Mr. Gillette seconded the motion. The motion passed 5-0.

VI. Approval of Sick Leave Policy Change

Ms. Tackman presented the revised Paid Sick Leave Policy. Paid sick leave is being increased by 2 days per state government requirement. Ms. Tackman explained the annual leave accrual rate will be reduced as the sick leave accrual rate is increased making it cost neutral. Mr. Storment suggested inserting on the first line “effective July 1, 2022” after the words: In accordance with New Mexico Healthy Workplace Act. Ms. Tackman stated the sentence, “Notify your supervisor not the HR Department regarding sick leave” will be added towards the end of the document. Mr. Jacobson asked about approval of the change to the Annual Leave Policy. Ms. Tackman stated the approval for the Annual Leave Policy change will be in the next board meeting. Ms. Filatoff moved to approve the Sick Leave Policy Change as amended and Mr. Heubeck seconded the motion. The motion passed 5-0.

VII. Other Matters

- a. Next Audit Committee Meeting: TBD
- b. Next Board Meeting: Tuesday, July 26, 2022 @ 1:30PM

VIII. Adjournment

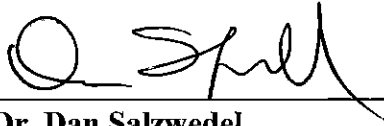
Mr. Gillette moved to adjourn the meeting and Mr. Heubeck seconded the motion. The motion passed 5-0.

Meeting adjourned 3:03pm.

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Date 7/26/22

Date 08/02/2022



Dr. Dan Salzwedel
NMEAF Chair



Julie Filatoff
NMEAF Secretary/Treasurer

SIGNATURE CERTIFICATE

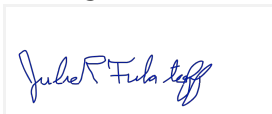


REFERENCE NUMBER

1B0110D3-B3A6-4831-B90D-584A90738BB2

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number 1B0110D3-B3A6-4831-B90D-584A90738BB2</p> <p>Transaction Type Signature Request</p> <p>Sent At 08/01/2022 11:50 EDT</p> <p>Executed At 08/02/2022 09:50 EDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum 056ece485d2a8e652510f0485cb1de7342f662847f596e45c5f3bac93edc3d54</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name 06282022 Nmeaf Board Meeting Mintues Julie To Sign</p> <p>Filename 06282022_nmeaf_board_meeting_mintues_julie_to_sign.pdf</p> <p>Pages 3 pages</p> <p>Content Type application/pdf</p> <p>File Size 130 KB</p> <p>Original Checksum 89999396ae1817989afbb78a88145d426659d5dea656f7ca60ff9725a0ca59c5</p>

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Julie Filatoff</p> <p>Email julie.filatoff@state.nm.us</p> <p>Components 2</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 28011c5d8be5c784def02eed691ad03a573e34c2f27d11c3eb8bb0093377de4</p> <p>IP Address 67.0.22.183</p> <p>Device Chrome via Windows</p> <p>Drawn Signature </p> <p>Signature Reference ID DB26A6E5</p> <p>Signature Biometric Count 751</p>	<p>Viewed At 08/02/2022 09:48 EDT</p> <p>Identity Authenticated At 08/02/2022 09:50 EDT</p> <p>Signed At 08/02/2022 09:50 EDT</p>

AUDITS

TIMESTAMP	AUDIT
08/01/2022 11:50 EDT	Anna Smith (smitha@nmeaf.org) created document '06282022_nmeaf_board_meeting_mintues_julie_to_sign.pdf' on Chrome via Windows from 50.233.246.62.
08/01/2022 11:50 EDT	Julie Filatoff (julie.filatoff@state.nm.us) was emailed a link to sign.
08/02/2022 09:48 EDT	Julie Filatoff (julie.filatoff@state.nm.us) viewed the document on Chrome via Windows from 67.0.22.183.
08/02/2022 09:50 EDT	Julie Filatoff (julie.filatoff@state.nm.us) authenticated via email on Chrome via Windows from 67.0.22.183.
08/02/2022 09:50 EDT	Julie Filatoff (julie.filatoff@state.nm.us) signed the document on Chrome via Windows from 67.0.22.183.

