



Agenda

**Regular Meeting of the
Economic Development
Advisory Committee
August 6, 2025 at 11:00 AM
Councilors' Conference Room,
City Hall
200 Lincoln Avenue**

Procedures for Economic Development Advisory Committee Meeting

Join Zoom Meeting:

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gov.zoom.us/j/83314578481?pwd=43m0IVRTb3XLlrhJXilmOIKpEcbCsb.1](https://santafenm.gov.zoom.us/j/83314578481?pwd=43m0IVRTb3XLlrhJXilmOIKpEcbCsb.1)

Meeting ID: 833 1457 8481

Passcode: 536279

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Consent Agenda
5. Approval of Minutes
 - a. Approval of the July 2 Economic Development Advisory Committee (EDAC) Meeting Minutes
 - b. Approval of the June 4 Economic Development Advisory Committee (EDAC) Meeting Minutes
6. Action Items: Consent Agenda
7. Action Items: Discussion Agenda
8. Presentations
 - a. Job Training Incentive Program (JTIP) Program Overview and Recipient Testimonial (Patrick Gannon, JTIP Program Manager, NM Economic Development Department, Patrick.Gannon@edd.nm.gov; Avelina Borrego, JTIP Marketing Coordinator, NM Economic Development Department, avelina.borrego@edd.nm.gov; Angela Smith Kirkman, Paseo Pottery, Tumbleroot Brewing, Owner, angela@paseopottery.com)
9. Public Comment

10. Matters from Staff
11. Matters from the Committee
12. Matters from the Chair
13. Next Meeting:
 - a. September 3
14. Adjourn

Persons with disabilities in need of additional accommodations, contact the City Clerk's office at 505-955-6521, five (5) working days prior to meeting date.

**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
WEDNESDAY, JULY 2, 2025, 11:00 AM
CITY HALL, COUNCILORS CONFERENCE ROOM
200 LINCOLN AVE., SANTA FE, NM**

1. CALL TO ORDER

The meeting of the Economic Development Advisory Committee was called to order by Councilor Jamie Cassutt, Chair, at 11:05 am on Wednesday, July 2 2025, at City Hall, in the Councilors Conference Room, 200 Lincoln Ave., Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Ondine Frauenglass
Kenneth Resnick
David Perez, virtually
George Gamble
Kathy Rivera
Ava Salman
Myriah Tomar
Sierra Cruz. virtually
Councilor Jamie Cassutt, Chair
(One vacancy)

OTHERS PRESENT

Johanna Nelson, Director, Economic Development
Casey Dalbor, Business Growth Manager

3. APPROVAL OF AGENDA

MOTION A motion was made by Ms. Tomar, seconded by Ms. Frauenglass, to approve the agenda as presented.

VOTE The motion passed on a roll call vote as follows:

Ms. Frauenglass, yes; Mr. Resnick, yes; Ms. Rivera, yes; Mr. Gamble, yes; Mr. Perez, yes; Ms. Salman, yes; Ms. Cruz, yes; Ms. Tomar, yes; Chair Cassutt, yes.

4. APPROVAL OF CONSENT AGENDA

None.

5. APPROVAL OF MINUTES

A. APPROVAL OF THE JUNE 4, 2025, ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MINUTES

MOTION A motion was made by Mr. Gamble, seconded by Mr. Resnick, to postpone the approval of the minutes to the August meeting.

VOTE The motion passed on a roll call vote as follows:

Ms. Frauenglass, yes; Mr. Resnick, yes; Ms. Rivera, yes; Mr. Gamble, yes; Mr. Perez, yes; Ms. Salman, yes; Ms. Cruz, yes; Ms. Tomar, yes; Chair Cassutt, yes.

6. ACTION ITEMS: CONSENT AGENDA

None.

7. ACTION ITEMS: DISCUSSION AGENDA

None.

8. PRESENTATIONS

A. SMALL BUSINESS NAVIGATOR PROGRAM UPDATE

Ms. Nelson said we launched the program with a soft launch a couple of weeks ago. We are open to comments and feedback.

Ms. Nelson gave a history of the funding and process of beginning the program. The purpose of the program is make a coordinated effort so that entrepreneurs can reach out to a navigator for resources and referrals to help them with their needs. It will be one-on-one assistance and will be tracked in a database that is available to us. New Mexico State University Arrowhead has hired a coordinator who will be the navigator.

We are also creating a local online map or directory of local providers to assist businesses and entrepreneurs with needs. There will be outreach that included upcoming events as well. The website will launch in August.

There was discussion regarding program, coordination, bilingual services, a standardized process for assistance and a method of providing introduction to business information.

Mr. Resnick said this is funded with AARP money. That is going away. Is the program sustainable.

Ms. Nelson said we are setting this up to be a template for continuation. It is doable by adjusting our budget. We are covered financially for one and a half years.

Mr. Resnick said it would be nice to get an update every six months on how this program is going and if it is successful.

There was discussion on reporting on the success of the program, evaluation of the program, funding and tracking of information.

B. STEERING COMMITTEE DISCUSSION AND STRATEGIC ACTION PLAN (SAP) WORKING SESSION

Mr. Dalbor said this item is to form the Steering Committee so that they can meet following this meeting. Please let us know if you are interested in serving on the Steering Committee. Only three Committee members can serve in order to keep us from having a quorum. An email regarding the Steering Committee was send out on June 24th.

Chair Cassutt said this committee will set monthly agendas and items for EDAC to discuss or hear. They will also plan two meetings for open discussions.

Chair Cassutt asked if there was anyone who wanted to serve on the Steering Committee.

Ms. Frauenglass, Mr. Perez and Mr. Resnick volunteered to serve on the Steering Committee.

All of the EDAC Committee members agreed with that group.

Mr. Dalbor said we will finish this meeting and then the Steering Committee will meet.

9. PUBLIC COMMENT

None.

10. MATTERS FROM STAFF

Mr. Dalbor reported that LEDA is moving along. We will be actively moving forward in 26. They are doing wonderful things with JTIP. We are creating a pipeline and are in the beginning stages. If you hear or know of an infrastructure projects,

heavy hiring projects or new businesses, please send that information to him to put in the pipeline. The goal is to reach out and let these businesses know that OED is here and wants to help them.

There was discussion around information needed, the process, that the pipeline included pre-development, expansion, development etc.

Mr. Perez said there are needs that are not being met such as healthcare personnel. Is that a concern.

Ms. Nelson said we are in the process of updating our workforce development program. Healthcare is a big concern. We are happy to add updates on that to the agenda.

There was discussion around JTIP and hiring clarity.

Mr. Perez said he suggests we invite one or two of these companies in to talk about how JTIP helped them.

Mr. Dalbor said he will follow up with more information for the committee and the idea of inviting a couple of businesses to a meeting.

Mr. Dalbor said we are going to start doing office hours downtown. He will send everyone the schedule. We are also going to do an after hours office hours online and it will be bilingual.

Ms. Nelson gave a report of events going on and coming up, vacancies in staff the orange barrel report and the shop local effort.

There was discussion about affordable housing, pallet shelters and coordinating efforts.

11. MATTERS FROM THE COMMITTEE

None.

12. MATTERS FROM THE CHAIR

None.

13. NEXT MEETING:

A. AUGUST 6, 2025, 11:00 AM - 1:00 PM

14. ADJOURN

There being no further business before the Committee, the meeting adjourned at 12:15 pm.

Councilor Jamie Cassutt, Chair

Elizabeth Martin, Stenographer

**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
WEDNESDAY, JUNE 4, 2025, 11:00 AM
CITY HALL, COUNCILORS CONFERENCE ROOM
200 LINCOLN AVE., SANTA FE, NM**

1. CALL TO ORDER

The meeting of the Economic Development Advisory Committee was called to order by Councilor Jamie Cassutt, Chair, at 11:02 am on Wednesday, June 4, 2025, at City Hall, in the Councilors Conference Room, 200 Lincoln Ave., Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Ondine Frauenglass
Kenneth Resnick
David Perez, virtually
George Gamble
Kathy Rivera
Ava Salman
Myrriah Tomar
Sierra Cruz
Councilor Jamie Cassutt, Chair
(One vacancy)

MEMBERS ABSENT

Michael Davis

OTHERS PRESENT

Elisa Montoya, Director, Community Development Department
Johanna Nelson, Director, Economic Development
Casey Dalbor, Business Growth Manager
Lizzy Portillo, Economic Development
Kevin Bowen, Executive Director, Human Rights Alliance

3. APPROVAL OF AGENDA

MOTION A motion was made by Ms. Frauenglass, seconded by Ms. Rivera, to approve the agenda as presented.

VOTE The motion passed on a roll call vote as follows:

Ms. Frauenglass, yes; Mr. Resnick, yes; Ms. Rivera, yes; Mr. Gamble, yes; Mr. Perez, yes; Ms. Salman, yes; Ms. Cruz, yes; Ms. Tomar, yes; Chair Cassutt, yes.

4. APPROVAL OF CONSENT AGENDA

None.

5. APPROVAL OF MINUTES

A. APPROVAL OF THE MARCH 12, ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MINUTES

MOTION A motion was made by Mr. Gamble, seconded by Ms. Frauenglass, to approve the March 12th minutes as presented.

VOTE The motion passed on a roll call vote as follows:

Ms. Frauenglass, yes; Mr. Resnick, yes; Ms. Rivera, yes; Mr. Gamble, yes; Mr. Perez, yes; Ms. Salman, yes; Ms. Cruz, yes; Ms. Tomar, yes; Chair Cassutt, yes.

B. APPROVAL OF THE APRIL 2 , ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MINUTES

MOTION A motion was made by Mr. Gamble, seconded by Ms. Rivera, to approve the April 2nd minutes as presented.

VOTE The motion passed on a roll call vote as follows:

Ms. Frauenglass, yes; Mr. Resnick, yes; Ms. Rivera, yes; Mr. Gamble, yes; Mr. Perez, yes; Ms. Salman, yes; Ms. Cruz, yes; Ms. Tomar, yes; Chair Cassutt, yes.

C. APPROVAL OF THE MAY 7, ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MINUTES

Ms. Tomar said her last name is shown as Thomas throughout the minutes. She was also excused from the meeting.

Ms. Salman said her last name is misspelled as Salmon, throughout the minutes.

MOTION A motion was made by Ms. Frauenglass, seconded by Mr. Perez, to approve the minutes of May 7th as amended.

VOTE The motion passed on a roll call vote as follows:

Ms. Frauenglass, yes; Mr. Resnick, yes; Ms. Rivera, yes; Mr. Gamble, yes; Mr. Perez, yes; Ms. Salman, yes; Ms. Cruz, yes; Ms. Tomar, yes; Chair Cassutt, yes.

6. ACTION ITEMS: CONSENT AGENDA

None.

7. ACTION ITEMS: DISCUSSION AGENDA

None.

8. PRESENTATIONS

A. HUMAN RIGHTS ALLIANCE (HRA) UPDATE

Mr. Bowen gave a PowerPoint presentation entitled Equal Grounds, that included an update of the HRA's work with the City in public engagement and meetings.

Mr. Dalbor said our hope is from with work, we can develop a mission statement for the City and a City policy with training through HR.

Ms. Montoya joined the meeting and introduced herself as the new Director of the Community Development Department. She gave an overview of the Department.

B. UPDATE ON BROADBAND: ARPA DEPLOYMENT, WIFI ACCESSIBILITY PROJECTS, AND STRATEGIC ACTION PLAN.

Ms. Portillo gave a PowerPoint presentation that included an update on broadband, the Office of Economic Development mission and team, the strategic plan and next steps.

There was discussion around broadband coverage, service providers and what area they cover, how to expand and fund, outreach, education, digital equity and policy.

9. PUBLIC COMMENT

None.

10. MATTERS FROM STAFF

Mr. Dalbor reminded the Committee that we have a vacancy of the Council. If

you have any recommendations please contact him.

Mr. Dalbor reviewed the process for appointment and reappointment.

Ms. Nelson shared her screen and reviewed her report regarding activities, upcoming events and other information.

11. MATTERS FROM THE COMMITTEE

A. STRATEGIC ACTION PLAN (SAP) ACTION ITEMS

Chair Cassutt said the draft was sent to the Council members. Staff did a good job of incorporating our feedback. Let's email out the revised version so we can look at it together. The plan calls for quarterly steering committee meetings, the continuation of our 2 hour regular meetings and 2 unstructured meetings to allow for open discussion of topics and projects by Council members.

Chair Cassutt gave an overview of a PowerPoint presentation on the plan.

There was discussion of the role of the Council, structure of the steering committee, priorities, the roll of staff, what priorities of the Economic Development Department are lacking support at this time, and what the City needs and how EDAC can help to flesh out some of that.

Mr. Perez said he thinks it is how can we support Director Nelson with our input that is important. Creating new initiatives and priorities that are not in the OED plans is something we need to be cautious with so we are not heaping work on an already short staffed and over worked team.

Chair Cassutt asked is this something we want to try or do we need a steering committee. Do our current meetings fit the need.

Ms. Rivera said she thinks the steering committee is a good idea as well as the open sessions. She supports Mr. Perez's comments.

Ms. Cruz said she also supports Mr. Perez's comments.

Mr. Perez said maybe Johanna can come to our meeting and tell us where she needs help. The steering committee can organize that for EDAC.

Ms. Nelson said maybe bake in a significant amount of time for discussion around what we have going on, input and guidance. EDAC could identify Ordinances that need to be worked on and work on that with the Councilor Chair to improve them.

Chair Cassutt said think about if you want to be on the steering committee. At the next meeting, we will vote on that and give it a go. We can adjust the plan and our implementation as we go. We will formally adopt the plan at the July meeting.

12. MATTERS FROM THE CHAIR

None.

13. NEXT MEETING

A. JULY 2, 11:00 AM - 1:00PM.

14. ADJOURN

There being no further business before the Committee, the meeting adjourned at 1:00 pm.

Councilor Jamie Cassutt, Chair

Elizabeth Martin, Stenographer