

**Security and Operations Committee Meeting
New Mexico Lottery Authority
September 18, 2024**

MINUTES

Call to Order: Committee Chair Sal Baragiola called the meeting to order at 11:10 a.m. and asked for a roll call. Present and constituting a quorum were David Keylon and Sal Baragiola.

Introductions: Present from NMLA staff were David Barden, Carolyn Cabell, and Wilma Atencio.

Approve Proposed Agenda: D. Keylon made a motion to approve the proposed agenda; S. Baragiola seconded the motion. Motion carried 2-0.

Public Comment: None.

REPORTS:

Leave and Attendance Policy: D. Barden reported that all policies will be updated with a new streamlined header as illustrated in the proposed Leave and Attendance Policy. C. Cabell reported that management and staff regularly review policies. Policies underwent extensive updates in 2014. Policies are being evaluated for better clarity; efficiency; consistency with wording, style, and grammar; modernization; and redundancy. The updated area at the top of the policy includes identification and version information, definitions of the NMLA and Lottery Act, language regarding the at-will nature of employment, and a statement that the CEO or designee may approve exceptions to the policy. This new area will replace the cover page and Purpose, General Use and Applicability, and Definitions sections in current policies.

C. Cabell reported that the Leave and Attendance Policy is a new policy number because six policies that cover leave and attendance are being combined into one policy. The draft policy combines the wording from the following current policies: Punctuality and Attendance Policy, Overtime Policy, Leave and Operational Policy, Jury Leave Policy, Military Leave Policy, and Voting Time Policy. C. Cabell reported that the Lottery will request a motion to repeal the six policies and adopt this new policy.

S. Baragiola asked why there would be a motion to repeal the six policies. C. Cabell responded that since the policies were approved by the Board, they may need to be repealed by the Board. D. Barden stated it is procedural. D. Keylon concurred that it would be more efficient to have one policy instead of six. S. Baragiola suggested the Committee recommend an umbrella motion that any leave- or attendance-related policy previously approved by the Board of Directors that is covered by this new policy be repealed.

Management and the Committee discussed changes throughout the document, page by page. S. Baragiola reported that the Committee will adopt the policy as information. D. Barden reported that additional items for discussion will be evaluated and brought back to the Committee.

Other Items: None.

Adjournment: D. Keylon made a motion to adjourn; S. Baragiola seconded the motion. Motion carried 2-0. The meeting adjourned at 11:57 a.m.



S. Baragiola, Committee Chair
Date: 10/18/24