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Alcohol and Gaming Division  
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(505) 476-4700

Financial Institutions Division  
(505) 476-4885

Manufactured Housing Division  
(505) 476-4770

Securities Division  
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Administrative Services Division  
(505) 476-4800

**New Mexico Regulation and Licensing Department  
BOARDS AND COMMISSIONS**  
Toney Anaya Building • 2550 Cerrillos Road • Santa Fe, New Mexico 87504  
Information (505) 476-4500 • Direct (505) 476-4508 • Fax (505) 476-4511

**THIS NOTICE IS SUBJECT TO CHANGE AS THE CIRCUMSTANCES  
OF THE PUBLIC HEALTH EMERGENCY WARRANT.**

March 16, 2020

**PUBLIC NOTICE REGARDING BOARDS AND COMMISSIONS PROCESS  
AND PROCEDURES DURING THE COVID-19 PUBLIC HEALTH  
EMERGENCY DECLARED BY GOVERNOR LUJAN GRISHAM  
ON MARCH 12, 2020 IN EXECUTIVE ORDER 2020-004**

1. Concerns related to COVID-19 regarding renewals or continuing education deadlines that are codified in a rule or statute, must be communicated in writing to the appropriate board or commission through the process listed below.
2. The Boards and Commissions staff shall track all questions and concerns regarding licensure, related to COVID-19.
3. The Boards and Commissions staff will communicate these questions and concerns to each appropriate board or commission as they are received.
4. Therefore, all requests for exceptions to application or licensure requirements related to COVID-19 must be submitted to the appropriate board or commission in writing.
5. Communications must be sent to the appropriate board administrator, secretary, or director email address on the attached list, or via U. S. Mail to the mailing address above.
6. Individual board or commission websites are located at the following internet link: <http://www.rld.state.nm.us/boards/>
7. All correspondence must contain the name, address, phone number of the applicant or licensee, and license number, if any, of the licensee.
8. Callers with questions or concerns related to COVID-19 or requesting an exception to any licensure requirements due to COVID-19 concerns, will be directed to send their concerns in writing to the appropriate board or commission email address, to ensure that all matters are properly tracked and submitted to the appropriate board or commission.
9. The Boards and Commissions staff have no authority to make any exceptions to board or commission requirements on behalf of the board

or commission. Boards and Commissions staff will communicate all written concerns to the appropriate board or commission.

10. The appropriate board or commission will address all concerns on a case by case basis at its next board or commission meeting.
11. All follow-up questions must also be submitted in writing.
12. All board or commission meetings must comply with the Open Meetings Act, NMSA 1978, Sections 10-15-1 to 10-15-4.
13. Decisions to schedule, postpone or reschedule board or commission meetings during the pendency of Executive Order 2020-004 shall be made only by the board or commission chair. Boards and Commissions staff cannot make a decision to schedule, postpone or reschedule open meetings.
14. If a board or commission decides to proceed with an in-person meeting because it has time sensitive matters to attend to, all efforts must be made to accommodate the public either via a webcast where members of the public may listen and comment live. If a board decides to proceed with a virtual meeting because it has time sensitive matters to attend to, it may do so only after making arrangements for members of the public to attend in person, or via webcast.
15. Please find a copy of Executive Order 2020-004 at the following Internet link:

<http://cv.nmhealth.org/wp-content/uploads/2020/03/Executive-Order-2020-004.pdf>

16. The Department of Economic Security has issued the following guidance related to small businesses and the COVID-19 health emergency:

<https://gonm.biz/about-us/covid-19-response>

17. For the latest updates on COVID-19, please check the Department of Health website at the following Internet link:

<https://cv.nmhealth.org/>

The Boards and Commissions staff understands that these procedures may be inconvenient or burdensome, however the safety of the public is of greatest concern. Thank you.

Priscilla Garcia, Director  
Boards and Commissions