

**Southwestern Area
Workforce Development Board**

**Sierra County Government Building
1712 N. Date
Truth or Consequences, NM 87901**

To join the meeting by phone, dial (346) 248-7799, then enter Meeting ID: 865 9805 5385
To join the meeting online via Zoom, go to: <https://us02web.zoom.us/j/86598055385>

Thursday, December 11, 2025, at 10:00 a.m. (MDT)

DRAFT OF MEETING MINUTES

I. Call to Order

- a. SAWDB Chair appointed Mr. Olguin to chair the meeting. Chair Olguin called the meeting to order at 10:05 a.m. and welcomed all attendees.

II. Roll Call and Abstentions

- a. Ms. Grijalva called roll. There were no abstentions.

Present:

Cassie Arias-Ward*
Tricia Brainard*
Mary Ann Chavez-Lopez*
Marcos Martinez*
Michael Olguin
Joshua Orozco*
Erik Padilla
Tiffany Romero
Anton Salome*
JC Trujillo
Mary Ulrich*
Gary Whitehead*

Staff:

Skylar Arnold, Fiscal Administrator
Fayth Grijalva, Administrative Specialist
Glory Juarez, WIOA Administrator*
Angela Longovia, Communications Manager
Diana Luchini, Fiscal Clerk
Melissa Ochoa, WIOA Program Coordinator*
Jaymi Simms, WIOA Program Manager
Krisye Shook, WIOA Program Monitor

Absent:

Alisa Estrada (*with cause*)
Jacqueline Fryar (*with cause*)
Ross Marks (*with cause*)
Magdaleno Manzanárez (*with cause*)
Debbie Schoonover (*with cause*)
Kim Skinner (*with cause*)

Guests:

Veronica Alonzo*
Manuela Castillo*
Nicole Garnier
Leroy Garcia*
Crystal Hollon*
Peter Martinez
Marissa Molano*
Chanin Kelly-O'Rourke*
Giselle Palomares
Monica Perry*
Ramon Pazos*
Sarah Raney
Chris Ruiz*
Joshua Stroller
Becky Vega*
Priscilla Zuniga

*attended virtually

47 **III. Public Comment**

- 48 a) No public comment

49 **IV. Approval of Agenda** *(Items listed in the Consent Agenda Items section below were approved*
50 *with the motion to approve the agenda unless a member requested to remove a specific item*
51 *for separate action. There was no discussion on these items).*

- 52 a) Mr. Trujillo **motioned to approve the agenda, seconded by Mr. Padilla. The motion**
53 **passed.** The roll call vote was as follows:

54 Ms. Arias-Ward – Yes	Mr. Padilla – Yes
55 Ms. Brainard– Yes	Ms. Romero – Yes
56 Ms. Chavez-Lopez– Yes	Mr. Salome– Yes
57 Mr. Martinez – Yes	Mr. Trujillo – Yes
58 Mr. Olguin – Yes	Ms. Ulrich – Yes
59 Mr. Orozco – Yes	Mr. Whitehead – Yes

60 **V. Consent Agenda Items**

- 61 a) Approval of August 14, 2025, Joint Meeting minutes

62 **VI. Professional Development**

63 Ms. Juarez presented key points of the Open Meetings Act and the approved SAWDB
64 resolution, emphasizing the importance of attending meetings in person, unless it is difficult or
65 impossible to attend.

66 Mr. Olguin suggested holding SAWDB meetings at a centralized location and encouraged in-
67 person attendance in compliance with the Open Meetings Act.

68 **VII. Action Items**

69 Ms. Juarez recommended approval of Resolution 25 – 09 and Resolution 25 – 10 by a single
70 vote, adding that it be contingent upon review by Joshua Orozco and the SAWDB Chair, and
71 authorizes the SAWDB Chair to sign by December 31, 2025.

- 72 a) Resolution 25 – 09 approves profit incentives to be included in the PY25 Adult and
73 Dislocated Worker Services Contract.
- 74 b) Resolution 25 – 10 approves profit incentives to be included in the PY25 Youth Services
75 Contract.

76 Ms. Ulrich requested that the profit incentives be distributed to all Board members for
77 review. Ms. Juarez stated they would be sent out and noted they would be similar to last
78 year, with a few changes pending due to outstanding questions.

79 Mr. Padilla **motioned to approve Resolution 25 – 09 and Resolution 25 – 10 as**
80 **amended, contingent upon review by Mr. Orozco and SAWDB Chair; seconded by**
81 **Mr. Trujillo. By unanimous consent, the motion passed.** The roll call vote was as follows:

82 Ms. Arias-Ward – Yes	Mr. Padilla – Yes
83 Ms. Brainard– Yes	Ms. Romero – Yes
84 Ms. Chavez-Lopez– Yes	Mr. Salome– Yes
85 Mr. Martinez – Yes	Mr. Trujillo – Yes
86 Mr. Olguin – Yes	Ms. Ulrich – Yes
87 Mr. Orozco – Yes	Mr. Whitehead – Yes

- 88
- 89 c) Resolution 25 – 11 approves profit incentives to be included in the PY25 One-Stop
90 Operator Services Contract.

91 Mr. Salome asked if Mr. Orozco and the Board Chair would also review this item. Ms.
92 Juarez stated that the profit incentive is the same as last year's.

93 Ms. Juarez stated that the One-Stop Operator worked diligently to meet the profit incentive
94 performance measures and attendance requirements, reflecting improvements over the

prior year. Ms. Brainard noted her participation in many of the initiatives and concurred that the team has performed exceptionally well.

Mr. Trujillo motioned to approve Resolution 25 – 11, seconded by Mr. Padilla. The motion passed. The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard– Yes	Ms. Romero – Yes
Ms. Chavez-Lopez– Yes	Mr. Salome– Yes
Mr. Martinez – Yes	Mr. Trujillo – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

- d) Resolution 25 – 12 approves the amended Individual Training Account Policy 17-08.6.

Ms. Simms stated that the language had been updated to be clearer for staff and that the short-term certification period had been extended from one year to two years, allowing more time to complete the certification.

Mr. Padilla **motioned to approve Resolution 25 – 12, seconded by Ms. Romero. The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard– Yes	Ms. Romero – Yes
Ms. Chavez-Lopez– Yes	Mr. Salome– Yes
Mr. Martinez – Yes	Mr. Trujillo – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

- e) Resolution 25 – 13 approves the revised Memorandum of Understanding between the Southwestern Area Workforce Development Board and American Job Center Partners.

Ms. Juarez said that this Memorandum of Understanding establishes partnerships among America's Job Center core and mandated partners, adds the Commission for the Blind, and updates the workforce center names to America's Job Center.

Mr. Padilla **motioned to approve Resolution 25 – 13, seconded by Ms. Romero. The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes,	Mr. Padilla – Yes
Ms. Brainard– Yes	Ms. Romero – Yes
Ms. Chavez-Lopez– Yes	Mr. Salome– Yes
Mr. Martinez – Yes	Mr. Trujillo – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

- f) Resolution 25 – 14 designates Southwestern Area Workforce Development Board bank account signatories.

Ms. Arnold stated that checks require two signatures, and only Executive Director Jay Armijo and board member Kim Skinner are authorized to sign. She added that having two signatories will ensure operations can continue should Mr. Armijo or Ms. Skinner be unavailable. Ms. Juarez added that Tiffany Romero and Gary Whitehead were recommended as signatories based on their locations.

Mr. Trujillo **motioned to approve Resolution 25 – 14, seconded by Mr. Padilla. The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard– Yes	Ms. Romero – Yes
Ms. Chavez-Lopez– Yes	Mr. Salome– Yes
Mr. Martinez – Yes	Mr. Trujillo – Yes
Mr. Olguin – Yes	Ms. Ulrich – Yes
Mr. Orozco – Yes	Mr. Whitehead – Yes

148 **VIII. Reports and Information Items**

149 a) Administrative and Financial Reports

150 i. WIOA Administrator

151 Ms. Juarez said we have guests from Equus visiting from out of town and asked Mr.
152 Martinez to introduce them. He introduced Nicole Garnier, Vice President of
153 Operations, and Priscilla Zuniga, Regional Director. Ms. Garnier expressed support
154 for in-person attendance and thanked everyone on behalf of herself and the CEO.

155 Ms. Juarez reported that the annual report has been submitted to DWS. Ms.
156 Longovia will distribute and post the report after it is finalized.

157 Ms. Juarez stated that the Board Certification process required by the WIOA has
158 been submitted to DWS. She also noted that efforts are underway, in collaboration
159 with the One-Stop Operator, DWS, and service providers, to review office foot traffic
160 and plan next steps to increase it.

161 ii. Technical Assistance and Training

162 Ms. Simms reported PY24 Q4 & PY25 Q1 technical assistance sessions, hours, and
163 Performance Goals & Actuals for the Adult, Dislocated Worker, and Youth programs.

164 iii. Financials

165 Ms. Arnold reported the PY24 closeout financials and financials for PY25 Q1. Both
166 reports included the Balance Sheet and Statement of Revenues, Expenditures, and
167 Fund Balances. She also presented graphs showing Expenditures by Fund and
168 County, and Participant Training Obligations by County and Program.

169 Ms. Kelly-O'Rourke with DWS asked about the zero count for Lordsburg in Ms.
170 Arnold's report. Ms. Arnold clarified that it is for Equus Youth. Ms. Juarez noted they
171 are coordinating with the Juvenile Continuum of Services and plan to engage judges
172 and justice-involved youth in the area early next year.

173 Given that Program Years 24 and 25 are listed under the Statement of Revenues
174 and Expenditures, Mr. Trujillo inquired if this is because we are closing out the
175 previous program year. Ms. Arnold said yes and explained that carry-over funds from
176 the prior year were used first, which is why both years are included.

177 b) Service Provider Reports

178 i. One-Stop Operator Report

179 Ms. Palomares and Ms. Raney presented PY25 Q1 data, achievements, and foot
180 traffic.

181 c) Updates from DWS

182 Ms. Juarez asked Mr. Martinez with Equus to provide updates on plans in Hidalgo
183 County. Mr. Martinez shared that one challenge is the lack of a workforce center in the
184 county. Outreach efforts have been mostly virtual, with plans to increase them. Ms. Kelly-
185 O'Rourke asked if the Be Pro Be Proud truck had visited the high school. Ms. Juarez said
186 a request will be submitted.

187 Ms. Alonzo stated that they expect to release the annual report before the end of the
188 calendar year. She added that Board Certifications, required biannually, are in progress,
189 and she anticipates a response to SAWDB soon.

190 Ms. Alonzo stated that the state plan modifications, which occur every two years, are now
191 available on the Department of Workforce Solutions website. The public comment period
192 will run through mid-February.

193 Ms. Alonzo stated that the annual Eligible Training Provider Performance report was
194 submitted on October 1, as required by the Department of Labor. The report details the
195 performance of each provider on the statewide Eligible Training Provider list and is
196 expected to be publicly available before the end of the calendar year.

197 The State Board meeting is scheduled for December 18, 2025, in Albuquerque.

198 Ms. Alonzo stated that they are updating state policies, aiming to have one to two policies

reviewed and approved at each State Board meeting.
The Department of Workforce Solutions is conducting a survey to understand barriers to labor force participation. Ms. Alonzo asked the Board to forward it if it had not already been done. The deadline is December 19, 2025. Ms. Brainard requested an extension to allow student participation, and Ms. Alonzo will check for flexibility and follow up.

IX. Other

- a) Member Input
 - i. Mr. Orozco expressed the importance of the labor force survey and the extension.

X. Next Meeting

- a) Thursday, February 12, 2026, at 10:00 a.m.

XI. Adjournment

- a) Chair Olguin adjourned the meeting at 11:34 a.m.

ATTESTED

Date