

DRAFT OF MEETING MINUTES

Meeting	: Special Executive Committee
Date and time	: April 20, 2026, at 10:00 a.m.
Location of Meeting	: America's Job Center 226 S Alameda Blvd Las Cruces, NM 88005
Chairperson	: Jacqueline Fryar
Members Attending	: Present: Jacqueline Fryar*, Magdaleno Manzanárez*, Debbie Schoonover, Kim Skinner*, Mary Ulrich*, Gary Whitehead* Absent: none Staff: Skylar Arnold*, Fayth Grijalva, Glory Juarez, Diana Luchini*, Krisye Shook* *attended virtually
Guests in Attendance	: Kacie Ernest*, Rosina Espinosa*, Carolyn Kirlin*, Marissa Molano*, Veronica Morris*, Giselle Palomares*, April Pepper*, Monica Perry*, Josh Stoller, Karena Vazquez-Levano*, Michael Yang*
Summary submitted by/Signature	: Fayth Grijalva, Administrative Specialist
Next Meeting	: No date set

#	Agenda Item	Summary
1.	Call to order	Ms. Fryar called the meeting to order at 10:02 a.m. Ms. Fryar approved virtual attendance for online members.
2.	Welcome and Introductions	Ms. Fryar welcomed the attendees.
3.	Roll Call & Abstentions	Ms. Grijalva called roll; there were no abstentions. Ms. Ulrich joined the meeting at 10:07 a.m.
4.	Public Comment	No public comment
5.	Approval of Agenda	a) Ms. Schoonover motioned to approve the agenda, seconded by Mr. Manzanárez. The motion passed. The roll call vote was as follows: <ul style="list-style-type: none"> • Jacqueline Fryar – yes • Magdaleno Manzanárez – yes • Debbie Schoonover – yes • Kim Skinner – yes • Gary Whitehead – yes
6.	Discussion, Consideration, and Possible Action	Approval of the July 18, 2024, meeting summary Ms. Schoonover motioned to approve the meeting summary, seconded by Mr. Whitehead. The motion passed. The roll call vote was as follows: <ul style="list-style-type: none"> • Jacqueline Fryar – yes • Magdaleno Manzanárez – yes • Debbie Schoonover – yes • Kim Skinner – yes

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		<ul style="list-style-type: none"> • Gary Whitehead – yes <p>Resolution 25 – 01 approves a waiver of the Individual Training Account Policy to provide for payment for one particular ITA</p> <ul style="list-style-type: none"> • Ms. Juarez reported that a participant in the Adult and Dislocated Worker program began an IT Technician Boot Camp at the University of New Mexico without an executed contract. The participant has been attending for several months, and UNM initiated classes prior to contract approval. Ms. Juarez is requesting a waiver to allow the contract to be signed after the start date to provide the participant the opportunity to obtain a certification, though policy requires approval of the contract prior to the course start date. She noted there was an internal issue with the case manager, approval process, and staffing changes. Internal processes will be revisited, and meetings will be held with the university to prevent recurrence, as this situation has occurred before. • Ms. Juarez stated that Ms. Ulrich joined the meeting. • Mr. Manzanárez acknowledged that the situation was not entirely our responsibility and that meetings are being scheduled to prevent it from happening again. • Mr. Whitehead asked about potential late fees. Ms. Juarez said efforts are underway to have them waived after meeting with UNM. Mr. Whitehead stated that workforce funds should not cover these fees, as the school is responsible for contract execution. Ms. Schoonover and Mr. Manzanárez agreed that fees should be avoided, but noted the participant may need support if they cannot be waived. Ms. Juarez said a waiver will be requested. • Mr. Yang asked whether the participant was enrolled without confirmed approval from UNM before the boot camp began. Ms. Juarez explained that the contract was not signed on our end, and the participant started without a fully executed contract. UNM and the service provider QA later identified the issue, which was brought to Ms. Juarez about a month ago, and efforts are underway to resolve it. The training period was January 12, 2026, through April 1, 2026, and Ms. Juarez confirmed all actions are being documented. <p>Ms. Schoonover motioned to approve Resolution 25-01 as amended, seconded by Mr. Whitehead. Motion passed. Roll call vote was as follows:</p> <ul style="list-style-type: none"> • Jacqueline Fryar – yes • Magdaleno Manzanárez – yes • Debbie Schoonover – yes • Kim Skinner – yes • Mary Ulrich – yes • Gary Whitehead – yes
7.	Member Input	None.

#	Agenda Item	Summary
8.	Next Meeting	No date set.
9.	Adjournment	Ms. Fryar adjourned the meeting at 10:17 a.m.

Attested: _____

Date _____