

# Southwestern Area Workforce Development Board

## Special Executive Committee Meeting Agenda

America's Job Center  
226 S. Alameda Blvd.  
Las Cruces, NM 88005

To join the meeting by phone, dial (346) 248-7799, then enter Meeting ID: 895 2917 7224

To join the meeting online via Zoom, go to: <https://us02web.zoom.us/j/89529177224>

**Monday, June 1, 2026, at 10:30 a.m. (MDT)**

*Ms. Jacqueline Fryar—Chair  
Ms. Kim Skinner—Vice-Chair*

- I. Call to Order**
- II. Welcome**
- III. Roll Call and Abstentions**
- IV. \*Public Comment (3-Minute Limit)**
- V. Approval of Agenda**
- VI. Action Items:**
  - a. Approval of the April 20, 2026, Special Executive Committee meeting summary **pg. 3**
  - b. Resolution 25-02 recommending award of Request for Proposals (RFP) #2025-001 for WIOA Youth Services and authorizing the WIOA Administrator to finalize contract negotiations and present the agreement to the SAWDB for final approval. **pg. 6**
- VII. Member Input**
- VIII. Next Meeting**
- IX. Adjournment**

\*Public comments can be emailed to [sawdb@employnm.com](mailto:sawdb@employnm.com) before June 1, 2026, at 10:30 a.m. (MDT). All public comments will be read at the meeting in the order received.



# *Action Items*

## DRAFT OF MEETING MINUTES

<b>Meeting</b>	: <b>Special Executive Committee</b>
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	: <b>Present:</b> Jacqueline Fryar*, Magdaleno Manzanárez*, Debbie Schoonover, Kim Skinner*, Mary Ulrich*, Gary Whitehead* <b>Absent:</b> none <b>Staff:</b> 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.	<b>Call to order</b>	Ms. Fryar called the meeting to order at 10:02 a.m. Ms. Fryar approved virtual attendance for online members.
2.	<b>Welcome and Introductions</b>	Ms. Fryar welcomed the attendees.
3.	<b>Roll Call &amp; Abstentions</b>	Ms. Grijalva called roll; there were no abstentions. Ms. Ulrich joined the meeting at 10:07 a.m.
4.	<b>Public Comment</b>	No public comment
5.	<b>Approval of Agenda</b>	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"> <li>• Jacqueline Fryar – yes</li> <li>• Magdaleno Manzanárez – yes</li> <li>• Debbie Schoonover – yes</li> <li>• Kim Skinner – yes</li> <li>• Gary Whitehead – yes</li> </ul>
6.	<b>Discussion, Consideration, and Possible Action</b>	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"> <li>• Jacqueline Fryar – yes</li> <li>• Magdaleno Manzanárez – yes</li> <li>• Debbie Schoonover – yes</li> <li>• Kim Skinner – yes</li> </ul>

#	Agenda Item	Summary
		<ul style="list-style-type: none"> <li>• Gary Whitehead – yes</li> </ul> <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"> <li>• 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.</li> <li>• Ms. Juarez stated that Ms. Ulrich joined the meeting.</li> <li>• Mr. Manzanárez acknowledged that the situation was not entirely our responsibility and that meetings are being scheduled to prevent it from happening again.</li> <li>• 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.</li> <li>• 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.</li> </ul> <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"> <li>• Jacqueline Fryar – yes</li> <li>• Magdaleno Manzanárez – yes</li> <li>• Debbie Schoonover – yes</li> <li>• Kim Skinner – yes</li> <li>• Mary Ulrich – yes</li> <li>• Gary Whitehead – yes</li> </ul>
7.	<b>Member Input</b>	None.

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

Attested: \_\_\_\_\_

Date \_\_\_\_\_

## AGENDA ITEM SUMMARY

Special Executive Committee Meeting	June 1, 2026
<p><b>Agenda Item</b></p> <p>Resolution 25-02 recommending award of Request for Proposals (RFP) #2025-001 for WIOA Youth Services and authorizing the WIOA Administrator to finalize contract negotiations and present the agreement to the SAWDB for final approval.</p>	
<p><b>SUMMARY OF AGENDA ITEM</b></p> <p>Resolution 25-02 recommending award of Request for Proposals (RFP) #2025-001 for WIOA Youth Services and authorizing the WIOA Administrator to finalize contract negotiations and present the agreement to the SAWDB for final approval.</p> <p>This agenda item awards RFP#2025-001 for Youth Services authorized by the SAWDB and CEO boards, and issued on May 1, 2026.</p> <p>The evaluation committee met to evaluate, score, and rank the proposals.</p> <p><b>RECOMMENDATION</b></p> <p>A motion to approve Resolution 25 – 02.</p> <p><b>EXECUTIVE COMMITTEE’S OPTIONS ARE TO</b></p> <ul style="list-style-type: none"> <li>• Accept the recommendation</li> <li>• Amend the recommendation</li> <li>• Reject the recommendation</li> <li>• Table the item</li> <li>• Take no action on the item</li> </ul> <p><b>DEPENDING ON ACTION TAKEN, ITEM MAY BE REFERRED OR REPORTED TO</b></p> <ul style="list-style-type: none"> <li>• Staff or committee, as directed.</li> </ul> <p><b>THIS ITEM SUPPORTS STRATEGIC PLAN GOAL(S)</b></p> <ul style="list-style-type: none"> <li>• Supports all strategic plan goals</li> </ul> <p><b>LIST OF SUPPORTING INFORMATION FOR YOUR REVIEW</b></p> <ul style="list-style-type: none"> <li>• Recommendation Letter to be presented at the meeting.</li> </ul>	



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TO:            SAWDB Executive Committee and Board Members

FROM:        Jay Armijo, Chief Procurement Officer  
                Glory Juarez, Procurement Manager

SUBJECT:     Evaluation Committee Report  
                WIOA Youth Services RFP#2025-001

DATE:        June 1, 2026

The Administrative Entity received eight responsive proposals for the Workforce Innovation and Opportunity Act-Youth Services Request for Proposals (RFP) #2025-001 prior to the deadline of 5:00 p.m. (MST) on May 20, 2026.

The organizations that responded were:

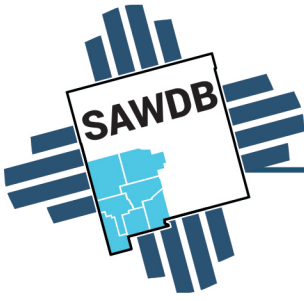
- Advanced Employment Group
- APM Equus Holdings Corporation dba Arbor E&T, LLC dba Equus Workforce Solutions
- C2 GPS
- Chicanos Por La Causa, Inc
- Luminous Mind, LLC
- Regents of New Mexico State University/Doña Ana Community College
- Ross Innovative Employment Solutions Corp
- Youth Development, Inc.

Summary of Evaluation Committee Activity:

The committee reviewed and scored proposals during the week of May 25- May 31, 2026

The evaluation factors were developed and published in the RFP prior to its issuance. These factors reflect all the evaluation criteria used to score and award points by the committee.

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Evaluation Committee Points:

The evaluation committee awarded the following points based on the RFP's evaluation criteria.

	AEG	APM/Equus	C2GPS	CPLC	Luminous Minds	NMSU/DACC	Ross	YDI
<b>1) Organization's Experience (150 points)</b>	126	145	141	144	110	145	143	143
<b>2) Management and Staffing (125 points)</b>	109	116	118	116	104	120	115	114
<b>3) Training (125 points)</b>	108	122	118	118	108	118	117	118
<b>4) Program Activities (300 points)</b>	255	281	266	275	226	286	275	278
<b>5) Program Elements (300 points)</b>	250	271	269	265	231	271	260	265
<b>Sub-Total Points (1,000)</b>	<b>848</b>	<b>936</b>	<b>913</b>	<b>919</b>	<b>779</b>	<b>941</b>	<b>909</b>	<b>918</b>

Recommendation of the Committee:

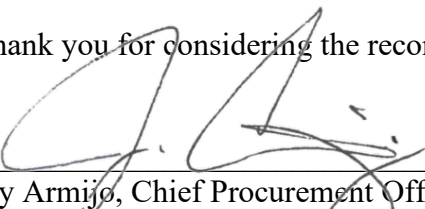
The committee considered the offerors qualified to perform the work specified in the Request for Proposals.

The resulting scores were based on the distribution of the weighted factors as specified in the Request for Proposals. Each committee member evaluated proposals on a 1,000-point scale. The final score is the average of the total scores. Upon completion of the evaluation process, NMSU Board of Regents/Doña Ana Community College scored highest among all responsive offerors with a total score of 941 points.


Recommendation of the CPO:

Upon review of the report, I concur with the committee's evaluation and recommend that the award for this procurement be made to the NMSU Board of Regents/ Doña Ana Community College.

Thank you for considering the recommendation.

  
 Jay Armijo, Chief Procurement Officer

06/01/2026  
 Date

  
 Glory Juarez, Procurement Manager

06/01/2026  
 Date



# *Member Input*



# *Next Meeting*



***Meeting Adjourned***

***Thank You for  
Attending***

***Have a great day!***