

# MEETING MINUTES

<b>Meeting</b>	: <b>Special Executive Committee</b>
Date and time	: July 18, 2024, at 10:00 a.m.
Location of Meeting	: Virtual via Zoom or Phone To join meeting by phone, dial (346) 248-7799, then enter Meeting ID: 828 2914 0355 To join meeting online via Zoom, go to: <a href="https://us02web.zoom.us/j/82829140355">https://us02web.zoom.us/j/82829140355</a>
Chairperson	: Alisa Estrada
Members Attending	: <b>Present:</b> Alisa Estrada, Magdaleno Manzanárez, Joshua Orozco, Erik Padilla, Debbie Schoonover, Kim Skinner, Gary Whitehead <b>Absent:</b> Mary Ulrich <b>Staff:</b> Skylar Arnold, Fayth Grijalva, Glory Juarez, Diana Luchini, Krisye Shook, Jaymi Simms
Guests in Attendance	: Veronica Alonzo, Peter Martinez, Giselle Palomares, Ramon Pazos, Haydee Ramirez, Sarah Raney
Summary submitted by/Signature	: Fayth Grijalva, Administrative Specialist
Next Meeting	: No date set

#	Agenda Item	Summary
1.	<b>Call to order</b>	Ms. Estrada called the meeting to order at 10:03 a.m.
2.	<b>Welcome and Introductions</b>	Ms. Estrada welcomed the attendees.
3.	<b>Roll Call &amp; Abstentions</b>	Ms. Juarez called roll; there were no abstentions.
4.	<b>Public Comment</b>	No public comment
5.	<b>Approval of Agenda</b>	a) Mr. Manzanárez motioned to approve the agenda, seconded by Mr. Orozco. The motion passed. The roll call vote was as follows: <ul style="list-style-type: none"> <li>• Alisa Estrada – yes</li> <li>• Magdaleno Manzanárez – yes</li> <li>• Joshua Orozco – yes</li> <li>• Kim Skinner – yes</li> <li>• Gary Whitehead – yes</li> </ul>
6.	<b>Discussion, Consideration, and Possible Action</b>	Approval of the May 29, 2024, meeting summary Mr. Orozco 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>• Alisa Estrada – yes</li> <li>• Magdaleno Manzanárez – yes</li> <li>• Joshua Orozco – yes</li> <li>• Kim Skinner – yes</li> <li>• Gary Whitehead – yes</li> </ul>

#	Agenda Item	Summary
		<p>Resolution 24 – 01 approves a lease termination between the Southwestern Area Workforce Development Board and G-R Real Estate Partnership in Socorro</p> <ul style="list-style-type: none"> <li>• Ms. Juarez provided a summary of the current lease of \$1,000 and discussed negotiations for a rent increase. The owner verbally requested an increase to \$2,000. The partners agreed to an increase of \$1,500, but the landlord counteroffered at \$1,700.</li> <li>• Following the negotiation discussion, the Department of Workforce Solutions announced they would not be filling a vacancy in the office, and the WIOA Youth program will not be filling a vacancy due to budget cuts. Only one office is needed for the WIOA Adult and Dislocated Worker program staff member. One partner cannot sustain the payment of the current lease amount and with this resolution, Ms. Juarez is also requesting that the Board supplement the rent payment during the 90-day notice period, August, September, and October. One partner would pay one-third of the \$1,000 monthly rent, and the Board would pay two-thirds. The One-Stop Operator and the Administrative Entity are actively searching for a new and smaller location.</li> <li>• Ms. Juarez further stated that the lease will be terminated pursuant to Section 27 a (i), which provides a 90-day notice due to a lack of funding. Mr. Manzanárez stated that this action seems appropriate.</li> <li>• Mr. Orozco inquired if we paid \$1,700 when the lease renewed this month, and Ms. Juarez said that due to the lack of a written notice, the lease was renewed at \$1,000.</li> <li>• Mr. Whitehead asked if we could cancel the lease agreement with the provision of the right to terminate upon breach of condition and provide a 30-day notice. Ms. Juarez responded that we didn't utilize that option due to never receiving a written notice, so we are referencing the 90-day notice provision. Ms. Estrada confirmed that the one partner would continue to serve the community for the remainder of the 90 days.</li> <li>• Mr. Manzanárez motioned to approve Resolution 24-01 as amended with the Board covering two-thirds of the rent cost during the 90-day notice period, seconded by Mr. Orozco. Motion passed. Roll call vote was as follows: <ul style="list-style-type: none"> <li>○ Ms. Estrada – yes</li> <li>○ Mr. Manzanárez – yes</li> <li>○ Mr. Orozco – yes</li> <li>○ Mr. Padilla – yes</li> <li>○ Ms. Schoonover – yes</li> <li>○ Ms. Skinner – yes</li> <li>○ Mr. Whitehead – yes</li> </ul> </li> </ul>
7.	<b>Member Input</b>	None.
8.	<b>Next Meeting</b>	No date set.
9.	<b>Adjournment</b>	Ms. Estrada adjourned the meeting at 10:34 a.m.

Attested: Jacqueline Fryar

Date 04/21/2026

## SIGNATURE CERTIFICATE



### REFERENCE NUMBER

A8C90AAB-4641-4A37-A003-EB03AB4BDF A5

#### TRANSACTION DETAILS

**Reference Number**

A8C90AAB-4641-4A37-A003-EB03AB4BDF A5

**Transaction Type**

Signature Request

**Sent At**

04/20/2026 01:02:08 PM EDT

**Executed At**

04/21/2026 11:16:31 AM EDT

**Identity Method**

email

**Distribution Method**

email

**Signed Checksum**

28b2fd979d488e2d32738dcefec9039ffbbaef5ffe1e5c5a569698f1dc4967

**Signer Sequencing**

Disabled

**Document Passcode**

Disabled

**eIDAS Authentication**

Disabled

#### DOCUMENT DETAILS

**Document Name**

07.18.24 Executive Committee Summary

**Filename**

07\_18\_24\_Executive\_Committee\_Summary\_2.pdf

**Pages**

3 pages

**Content Type**

application/pdf


**File Size**

155 KB

**Original Checksum**

fdca5b36c39c858f70116dbdacbb3d8593dcf1d859b05360541f97e83de795de

## SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Jacqueline Fryar</p> <p><b>Email</b> jfrayar1019@gmail.com</p> <p><b>Components</b> 2</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> 4f53cda18c2baa0c0354bb5f9a3ecbe5ed12ab4d8e11ba873c2f11161202b945</p> <p><b>IP Address</b> 104.28.111.112</p> <p><b>Device</b> Mobile Safari via iOS</p> <p><b>Typed Signature</b> </p> <p><b>Signature Reference ID</b> 22829EE0</p>	<p><b>Viewed At</b> 04/21/2026 11:15:56 AM EDT</p> <p><b>Identity Authenticated At</b> 04/21/2026 11:16:31 AM EDT</p> <p><b>Signed At</b> 04/21/2026 11:16:31 AM EDT</p>

## AUDITS

TIMESTAMP	AUDIT
04/20/2026 01:02:09 PM EDT	Angela Longovia (angela1@sccog-nm.com) created document '07_18_24_Executive_Committee_Summary_2.pdf' on Firefox via Windows from 73.42.127.152.
04/20/2026 01:02:11 PM EDT	Jacqueline Fryar (jfrayar1019@gmail.com) was emailed a link to sign.
04/21/2026 11:15:56 AM EDT	Jacqueline Fryar (jfrayar1019@gmail.com) viewed the document on Mobile Safari via iOS from 104.28.111.112.
04/21/2026 11:16:31 AM EDT	Jacqueline Fryar (jfrayar1019@gmail.com) authenticated via email on Mobile Safari via iOS from 104.28.111.112.
04/21/2026 11:16:31 AM EDT	Jacqueline Fryar (jfrayar1019@gmail.com) signed the document on Mobile Safari via iOS from 104.28.111.112.