Joint Meeting

of the

The Region IV, Chief Elected Officials

and the

Southwestern Area Workforce Development Board

Grant County Veterans Memorial Business & Conference Center
3031 Highway 180 East
Silver City, NM 88062

To join the meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 834 2320 8544
To join the meeting online via Zoom, go to https://us02web.zoom.us/j/83423208544

Thursday, September 17, 2026, at 1:00 p.m. (MDT)

MEETING MINUTES

I. **Call to Order**
   a. SAWDB Chair called the joint meeting to order at 1:03 p.m.
   b. CEO Chair called the meeting to order at 1:03 p.m.

II. **Pledge of Allegiance**
   a. Chairman Poncé asked everyone to join him in the Pledge of Allegiance.

III. **Roll Call and Abstentions**
   a. Southwestern Area Workforce Development Board (SAWDB)
      i. Ms. Grijalva called roll for the SAWDB; there were no abstentions. Chair Fryar approved virtual participation for members attending remotely.
   b. Chief Elected Officials (CEO)
      i. Ms. Grijalva called roll for the CEOs; there were no abstentions. Chief Poncé approved virtual participation for members attending remotely.

SAWDB Members Present
Cassie Arias-Ward*
Tricia Brainard
Alisa Estrada*
Jacqueline Fryar
Mailette Lopez*
Magdaleno Manzanárez
Tiffany Martinez*
Joshua Orozco*
Erik Padilla*
Gentry Roberts
Christopher Rodriguez
Anton Salome*
Debbie Schoonover*
Mary Ulrich
Jeff Waugh*
Mona Rae Waugh*

SAWDB Members Absent
Mary Ann Chavez-Lopez *(without cause)*
Ross Marks *(without cause)*
Marcos Martinez *(with cause)*
Michael Olguin *(without cause)*
JC Trujillo *(with cause)*
Michelle Velarde *(with cause)*
Gary Whitehead *(with cause)*

Voting CEO Members Present
Commissioner Buster Floyd Green*
Commissioner Art Malott
Commissioner Chris Poncé
Commissioner Ray Trejo*

Voting CEO Members Absent
Commissioner Joe Gonzales
Commissioner Jim Paxon
Commissioner Manny Sanchez

Non-Voting CEO Members Present
Mayor Michael Thompson*

Non-Voting CEO Members Absent
Chapter President John Apachito Jr.
Mayor Ravi Bhasker
Mayor Jacob Biggler
Mayor Eric Enriquez
Mayor Rolf Hechler
Mayor Russell Hernandez
Mayor Richard Holcomb
Mayor Gabriel I. Holguin
Mayor Hilda Keller
Mayor Arnold Lopez
Mayor Reynaldo Maynes
Mayor Martin Neave
Mayor John L. Ojinaga
Mayor Javier Perea
Mayor Michelle "Micki" Shillito
Mayor Phillip Skinner
Mayor Deb Stubblefield
Mayor Dennis Torres
Mayor Simon Wheaton-Smith

Staff Present:
Jay Armijo, SCCOG Executive Director*
Skylar Arnold, Fiscal Administrator*
Fayth Grijalva, Administrative Specialist
Glory Juarez, WIOA Administrator
Angela Longovia, Communications Manager
Diana Luchini, Fiscal Clerk*
Krisye Shook, WIOA Program Monitor*
Jaymi Simms, WIOA Program Manager*

Guests:
Maragrito Aragon*
Rosina Espinoza*
Leroy Garcia*
Marissa Molano
Chanin O'Rourke*
Juanisha Padilla*
Giselle Palomares
Monica Perry*
Sarah Raney*
Chris Ruiz*
Rhiannon Salazar*
Becky Vega*

*Virtual attendance (via phone or Zoom)

IV. Public Comment

a. No public comment

V. Approval of Agenda

Commissioner Poncé requested the removal of SAWDB action items a, b, c, d, and k (Resolutions 26-05, 26-06, 26-07, 26-08, and 26-15). CEO Consent Concurrence items c, d, e, f, and l were also removed from the agenda.
Commissioner Poncé requested that, under SAWDB Resolution 26-13, the Required

Information in the Communications Policy be rescinded rather than approved.
Ms. Arias-Ward joined the meeting at 1:09 p.m.

i. Chief Elected Officials Approval of Agenda.
Commissioner Poncé **made a motion to approve the agenda as amended; seconded by** Commissioner Malott. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Commissioner Green – Yes	Commissioner Poncé – Yes
Commissioner Malott – Yes	Commissioner Trejo – Yes

ii. Southwestern Area Workforce Development Board Approval of Agenda.
Ms. Estrada **made a motion to approve the agenda as amended; seconded by** Mr. Manzanárez. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard – Yes	Ms. Roberts – Yes
Ms. Estrada – Yes	Mr. Rodriguez – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Ms. Lopez – Yes	Ms. Schoonover – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Ms. Martinez – Yes	Mr. Waugh – Yes
Mr. Orozco – Yes	Ms. Waugh – Yes

VI. Consent Agenda Items

a. Southwestern Area Workforce Development Board Consent Agenda Items

i. Approval of June 25, 2026, Meeting minutes.

ii. SAWDB Resolution 26 – 01 ratifies the Executive Committee's action to approve a lease agreement between the Southwestern Area Workforce Development Board and Loretto Towne Centre in Las Cruces for temporary space during the renovation of America's Job Center.

iii. SAWDB Resolution 26 – 02 authorizes the administrative entity to issue a Request for Proposals for WIOA Adult and Dislocated Worker Services.

iv. SAWDB Resolution 26 – 03 authorizes the administrative entity to issue a Request for Proposals for WIOA One-Stop Operator Services.

v. SAWDB Resolution 26 – 04 designates Southwestern Area Workforce Development Board bank account signatories.

Ms. Ulrich **made a motion to approve the consent agenda items; seconded by** Ms. Estrada. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard – Yes	Ms. Roberts – Yes
Ms. Estrada – Yes	Mr. Rodriguez – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Ms. Lopez – Yes	Ms. Schoonover – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Ms. Martinez – Yes	Mr. Waugh – Yes
Mr. Orozco – Yes	Ms. Waugh – Yes

b. Chief Elected Officials Consent Agenda Items

i. Approval of June 5, 2026, Meeting minutes

ii. CEO Resolution 26 – 01 concurs with the Southwestern Area Workforce Development Board to approve a one-year subscription for Engage by Cell's text messaging platform and mobile web app.

iii. CEO Resolution 26 – 02 concurs with the Southwestern Area Workforce Development Board to approve the PY26 Budget for the period of July 1, 2026, through June 30, 2027.
iv. CEO Resolution 26 – 03 concurs with the Southwestern Area Workforce Development Board to approve a lease agreement between the Southwestern Area Workforce Development Board and Tresco, Inc. in Truth or Consequences.
v. CEO Resolution 26 – 04 concurs with the Southwestern Area Workforce Development Board to approve a lease agreement between the Southwestern Area Workforce Development Board and 70 South Investments in Sunland Park.
vi. CEO Resolution 26 – 05 approves Proclamation for National Disability Employment Awareness Month, October 2026

Commissioner Trejo **made a motion to approve the consent agenda items; seconded by** Commissioner Poncé. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Commissioner Green -- Yes	Commissioner Poncé– Yes
Commissioner Malott – Yes	Commissioner Trejo – Yes

VII. SAWDB Action Items

a) SAWDB Resolution 26 – 09 approves the On-the-Job Training Policy 17-03.6.

Ms. Shook presented the updated OJT policy, explaining that revisions were made at NMDWS's request following PY25 monitoring. The updates reorganize and clarify eligibility, documentation, contract, reimbursement, and employer requirements, while strengthening compliance with WIOA requirements. Ms. Shook noted that the revisions do not substantially change the purpose of the OJT program.

Ms. Juarez noted that the revisions also address monitoring findings, including clearer requirements for participant files and employer documentation, such as pay stubs.

Ms. Estrada **made a motion to approve SAWDB Resolution 26 – 09; seconded by** Ms. Ulrich. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard – Yes	Ms. Roberts – Yes
Ms. Estrada – Yes	Mr. Rodriguez – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Ms. Lopez – Yes	Ms. Schoonover – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Ms. Martinez – Yes	Mr. Waugh – Yes
Mr. Orozco – Yes	Ms. Waugh – Yes

b) SAWDB Resolution 26 – 10 approves the Adult and Dislocated Worker Eligibility Policy.

Ms. Simms reviewed the policy attachments, noting that no changes were made to the policy itself. Updates were made to the attachments and glossary, including clarifying eligibility terms, adding allowable documentation, and creating a new source documentation attachment for data validation.

Mr. Manzanárez **made a motion to approve SAWDB Resolution 26 – 10; seconded by** Ms. Ulrich. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard – Yes	Ms. Roberts – Yes
Ms. Estrada – Yes	Mr. Rodriguez – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Ms. Lopez – Yes	Ms. Schoonover – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Ms. Martinez – Yes	Mr. Waugh – Yes
Mr. Orozco – Yes	Ms. Waugh – Yes

c) SAWDB Resolution 26 – 11 approves the Supportive Services Policy.

Ms. Simms stated that the only update to the policy was adding in-school youth to the applicability section, as it was referenced throughout the policy but previously omitted from that section.

Mr. Rodriguez **made a motion to approve SAWDB Resolution 26 – 11; seconded by** Ms. Estrada. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard – Yes	Ms. Roberts – Yes
Ms. Estrada – Yes	Mr. Rodriguez – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Ms. Lopez – Yes	Ms. Schoonover – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Ms. Martinez – Yes	Mr. Waugh – Yes
Mr. Orozco – Yes	Ms. Waugh – Yes

d) SAWDB Resolution 26 – 12 approves the Local Four-Year Plan Modifications-DRAFT.

Ms. Juarez explained that the Local Plan is modified every two years to update data, performance measures, and labor market information and align with the State Plan. The current plan is out for a 30-day public comment period, with Board approval due by October 2 and submission to DWS by October 5. She requested approval contingent on incorporating public comments and final formatting revisions.

Mr. Manzanárez **made a motion to approve SAWDB Resolution 26 – 12; seconded by** Ms. Estrada. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard – Yes	Ms. Roberts – Yes
Ms. Estrada – Yes	Mr. Rodriguez – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Ms. Lopez – Yes	Ms. Schoonover – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Ms. Martinez – Yes	Mr. Waugh – Yes
Mr. Orozco – Yes	Ms. Waugh – Yes

e) SAWDB Resolution 26 – 13 rescinds the Required Information in Communications Policy.

Ms. Juarez recommended rescinding the Communications Policy and using the Stevens Amendment Policy as the guide for required communications language, logos, and branding. Ms. Juarez noted that future communication requirements could be addressed through guidance letters or internal memos rather than maintaining a separate policy.

Ms. Ulrich **made a motion to rescind SAWDB Resolution 26 – 13; seconded by** Ms. Brainard. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard – Yes	Ms. Roberts – Yes
Ms. Estrada – Yes	Mr. Rodriguez – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Ms. Lopez – Yes	Ms. Schoonover – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Ms. Martinez – Yes	Mr. Waugh – Yes
Mr. Orozco – Yes	Ms. Waugh – Yes

f) SAWDB Resolution 26 – 14 committee appointments.

Ms. Juarez presented recommendations to add Sylvia Ulloa and Jeff Waugh to the Youth Committee, with Ms. Ulloa serving as a non-Board member. She also shared that the committee is being expanded to include additional community and youth-serving organizations and now meets monthly.

Ms. Ulrich noted that Sylvia Ulloa is the Director of NM CAFé, a statewide organization serving the southern part of the region, and highlighted the organization's active Youth Council as an opportunity to bring more youth voices into the committee.

Ms. Brainard **made a motion to approve SAWDB Resolution 26 – 14; seconded by** Mr. Salome. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard – Yes	Ms. Roberts – Yes
Ms. Estrada – Yes	Mr. Rodriguez – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Ms. Lopez – Yes	Ms. Schoonover – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Ms. Martinez – Yes	Mr. Waugh – Yes
Mr. Orozco – Yes	Ms. Waugh – Yes

g) SAWDB Resolution 26 – 16 One-Stop Certification Application.

Ms. Juarez presented the Comprehensive One-Stop Certification application, explaining that it is required by DWS to certify the America's Job Center Las Cruces. The application reviews required partners, MOUs, IFAs, financial contributions, staffing, and customer services. She requested Board approval to submit the application to DWS for review.

Ms. Brainard **made a motion to approve SAWDB Resolution 26 – 16; seconded by** Mr. Manzanárez . **By unanimous consent, the motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard – Yes	Ms. Roberts – Yes
Ms. Estrada – Yes	Mr. Rodriguez – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Ms. Lopez – Yes	Ms. Schoonover – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Ms. Martinez – Yes	Mr. Waugh – Yes
Mr. Orozco – Yes	Ms. Waugh – Yes

h) Election of officers

An election of officers takes place annually. The officers must be from the private sector and can serve no more than two consecutive terms in a single position. The one-year term begins September 1, 2026.

Mr. Manzanárez **motioned to elect Jacqueline Fryar as SAWDB Chair, seconded by** Ms. Ulrich. **The motion passed.**

Mr. Manzanárez **motioned to elect Christopher Rodriguez as SAWDB Vice-Chair, seconded by** Ms. Brainard. **The motion passed.** The roll call vote was as follows:

Ms. Arias-Ward – Yes	Mr. Padilla – Yes
Ms. Brainard – Yes	Ms. Roberts – Yes
Ms. Estrada – Yes	Mr. Rodriguez – Yes
Ms. Fryar – Yes	Mr. Salome – Yes
Ms. Lopez – Yes	Ms. Schoonover – Yes
Mr. Manzanárez – Yes	Ms. Ulrich – Yes
Ms. Martinez – Yes	Mr. Waugh – Yes
Mr. Orozco – Yes	Ms. Waugh – Yes

VIII. CEO Consent – Concurrence – Approval of SAWDB Action *(The items below are considered consent concurrence items and were approved with the motion to concur with the SAWDB action in the resolutions listed above).*

a. CEO Resolution 26 – 06 concurs with SAWDB Resolution 26 – 01
b. CEO Resolution 26 – 07 concurs with SAWDB Resolution 26 – 04
c. CEO Resolution 26 – 12 concurs with SAWDB Resolution 26 – 09
d. CEO Resolution 26 – 13 concurs with SAWDB Resolution 26 – 10
e. CEO Resolution 26 – 14 concurs with SAWDB Resolution 26 – 11
f. CEO Resolution 26 – 15 concurs with SAWDB Resolution 26 – 12
g. CEO Resolution 26 – 16 concurs with SAWDB Resolution 26 – 13
h. CEO Resolution 26 – 18 concurs with SAWDB Resolution 26 – 16

Commissioner Poncé **made a motion to approve CEO Consent Concurrence items with one vote; seconded by** Commissioner Malott. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Commissioner Green – Yes	Commissioner Poncé – Yes
Commissioner Malott – Yes	Commissioner Trejo – Yes

IX. CEO Action Items

a. Resolution 26 – 19 Election of officers

Commissioner Poncé agreed to continue serving as Chair through 2026. Elections will be revisited later in the year.

Commissioner Poncé **made a motion to remain Chair through the end of 2026. Seconded by** Commissioner Malott.

Commissioner Poncé **made a motion to elect Commissioner Malott as Vice-Chair, seconded by** Commissioner Green. **Motion passed.** The roll call vote was as follows:

Commissioner Malott – Yes	Commissioner Sanchez – Yes
Commissioner Poncé – Yes	Commissioner Trejo – Yes

X. **Reports and Information Items** *(Items ii., iii., b., and c. below were not presented at the meeting.)*

a. Administrative and Financial Reports

i. WIOA Administrator
Ms. Juarez provided an update on several monitoring and compliance concerns, including approximately $17,000 in potential disallowed costs from PY23 and approximately $38,000 related to an OJT employer issue. She also discussed a $50,000 concern involving 10 reentry program plumbing certifications at $5,000 each, with Equus Workforce Solutions serving as the service provider. Staff is working with DWS and other parties to review the issues, determine responsibility and next steps, and ensure compliance. Ms. Juarez noted that, depending on the outcome of the ongoing issues, an Executive Committee or special Board meeting may need to be scheduled within the next few weeks.

Related to the plumbing cohort issue, Mr. Rodriguez stated that, based on his experience in the private sector as a training institution, he received training on the meaning of approval, and meetings were held to ensure understanding of the approval process. Therefore, responsibility for contracts goes both ways. Clearer documentation may help. Although the requirements appear to be stated, reviewing and revising the language could clarify expectations. Ms. Juarez reminded the Board that the America's Job Center Las Cruces is undergoing renovations and will temporarily operate from the Loretto Towne Centre on South Main Street.

ii. Technical Assistance and Training

iii. Financials

b. One-Stop Operator Report

c. Service Provider Reports

i. Youth Services (Alamo Navajo School Board)

ii. Youth Services (Equus Workforce Solutions)

iii. Adult/Dislocated Worker Services (Equus Workforce Solutions)

d. Updates from DWS
There were no updates.

XI. **Other**

a. SAWDB member input

i. Ms. Ulrich encouraged Board and CEO members to support the youth program through community partnerships, youth mentorships, project-based internships, and sharing information about the program.
Ms. Juarez discussed the proposed YouthLink program refresh and new logo, noting that the Board would retain ownership of the logo and that related language will be included in the new service provider agreement.

b. CEO member input

i. None.

XII. **Next Meetings**

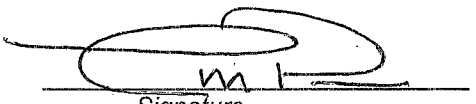
a. The next CEO meeting is scheduled for Friday, November 6, 2026, at 10:00 a.m., with the venue to be determined.

b. The next SAWDB meeting is scheduled for Thursday, December 10, 2026, at 10:00 a.m., with the venue to be determined.

XIII. Adjournment

Meeting adjourned at 2:19 p.m.

CEO ATTESTED



Signature

11-10-2020

Date

SAWDB ATTESTED

Signature

Date

Mission: Our mission is to empower individuals with access to quality employment, education, and training, fostering a skilled workforce that meets local employer needs and drives community economic growth.

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