

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: 860 8272 8829

To join the meeting online via Zoom, go to <https://us02web.zoom.us/j/86082728829>

Thursday, March 26, 2026, at 2:00 p.m. (MDT)

MEETING MINUTES

I. Call to Order

- a. SAWDB Chair called the joint meeting to order at 2:09 p.m., but established a quorum at 2:19 p.m.
- b. CEO Chair called the meeting to order at 2:09 p.m., and proceeded with their meeting agenda.

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.
- b. Chief Elected Officials (CEO)
 - i. Ms. Grijalva called roll for the CEOs; there were no abstentions.

SAWDB Members Present

Cassie Arias-Ward*
Alisa Estrada
Jacqueline Fryar
Tiffany Martinez
Erik Padilla*
Debbie Schoonover*
Kim Skinner*
JC Trujillo*
Mary Ulrich*
Gary Whitehead*

SAWDB Members Absent

Tricia Brainard *(with cause)*
Mary Ann Chavez-Lopez *(without cause)*
Magdaleno Manzanarez *(with cause)*
Ross Marks *(with cause)*
Marcos Martinez *(without cause)*
Michael Olguin *(without cause)*
Joshua Orozco *(with cause)*
Anton Salome *(with cause)*

Voting CEO Members Present

Commissioner Art Malott
Commissioner Chris Poncé
Commissioner Manny Sanchez*
Commissioner Ray Trejo*

Voting CEO Members Absent

Commissioner Joe Gonzales
Commissioner Buster Floyd Green
Commissioner Sandy Jones

Non-Voting CEO Members Present

Mayor pro-tem Jose G. Garcia
Mayor Michael Thompson*

Non-Voting CEO Members Absent

Chapter Vice-President Nigel Secatero
Mayor Arnold Lopez
Mayor Jacob Biggler
Mayor John L. Ojinaga
Mayor Rolf Hechler
Mayor Eric Enriquez
Mayor Russell Hernandez
Mayor Ravi Bhasker
Mayor Michelle "Micki" Shillito
Mayor Hilda Keller
Mayor Simon Wheaton-Smith
Mayor Martin Neave
Mayor Phil Mortensen
Mayor Javier Perea
Mayor Phillip Skinner
Mayor of Hurley
Mayor Deb Stubblefield
Mayor Dennis Torres

Staff Present:

Jay Armijo, SCCOG Executive Director*
Fayth Grijalva, Administrative Specialist
Glory Juarez, WIOA Administrator
Angela Longovia, Communications Manager
Jaymi Simms, WIOA Program Manager*

Guests:

Rosina Espinoza*
Leroy Garcia*
Kory Hogan
Carolyn Kirlin*
Peter Martinez*
Marissa Molano*
Giselle Palomares
Monica Perry*
Sarah Raney
Ashley Roller*
Chris Ruiz*
Josh Stoller
Jeff Waugh*
Kerena Vazquez Levario*

*Virtual attendance (via phone or Zoom)

IV. Public Comment

- a. No public comment

V. Approval of Agenda

- i. Chief Elected Officials Approval of Agenda.
Commissioner Malott **made a motion to approve the agenda; seconded by**

Commissioner Trejo. **By unanimous consent, the motion passed.** The roll call vote was as follows:

Commissioner Malott – Yes
Commissioner Poncé – Yes

Commissioner Sanchez – Yes
Commissioner Trejo – Yes

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

Ms. Arias-Ward – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Ms. Martinez – Yes
Mr. Padilla – Yes

Ms. Schoonover – Yes
Ms. Skinner – Yes
Mr. Trujillo – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

VI. Consent Agenda Items

- a. Chief Elected Officials Consent Agenda Items
- i. Approval of August 14, 2025, Joint meeting minutes
 - ii. Resolution 25 – 09 concurs with the Southwestern Area Workforce Development Board to approve new and amended policies as approved on August 14, 2025.
 - iii. Resolution 25 – 10 concurs with the Southwestern Area Workforce Development Board to approve profit incentives to be included in the PY25 Adult and Dislocated Worker Services Contract.
 - iv. Resolution 25 – 11 concurs with the Southwestern Area Workforce Development Board to approve profit incentives to be included in the PY25 Youth Services Contract.
 - v. Resolution 25 – 12 concurs with the Southwestern Area Workforce Development Board to approve profit incentives to be included in the PY25 One-Stop Operator Services Contract.
 - vi. Resolution 25 – 13 concurs with the Southwestern Area Workforce Development Board to approve the amended Individual Training Account Policy 17-08.6.
 - vii. Resolution 25 – 14 concurs with the Southwestern Area Workforce Development Board to designate Southwestern Area Workforce Development Board bank account signatories.
 - viii. Resolution 25 – 15 concurs with the Southwestern Area Workforce Development Board to approve travel, meals, hotel, and conference fees for Southwestern Area Workforce Development Board members to attend the New Mexico Workforce Conference, with a revised date and location, previously approved on August 14, 2025.
 - ix. Resolution 25 – 16 authorizes WIOA grant agreement approval contingent upon DWS funding award and WIOA Administrator and Board Chair review, and authorizes the Lead CEO to sign.
 - x. Resolution 25 – 17 appoints members to the Southwestern Area Workforce Development Board for terms beginning April 1, 2026.

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

Commissioner Malott – Yes
Commissioner Poncé – Yes

Commissioner Sanchez – Yes
Commissioner Trejo – Yes

- b. Southwestern Area Workforce Development Board Consent Agenda Items
 - i. Approval of December 11, 2025, SAWDB meeting minutes
 - ii. Resolution 25 – 15 approves travel, meals, hotel, and conference fees for Southwestern Area Workforce Development Board members to attend the New Mexico Workforce Conference, with a revised date and location, previously approved on August 14, 2025.
 - iii. Resolution 25 – 16 approves the SAWDB PY24 Annual Report

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

- | | |
|----------------------|----------------------|
| Ms. Arias-Ward – Yes | Ms. Schoonover – Yes |
| Ms. Estrada – Yes | Ms. Skinner – Yes |
| Ms. Fryar – Yes | Mr. Trujillo – Yes |
| Ms. Martinez – Yes | Ms. Ulrich – Yes |
| Mr. Padilla – Yes | Mr. Whitehead – Yes |

VII. SAWDB Discussion, Consideration, and Possible Action Regarding

- a) SAWDB Resolution 25 – 17 accepts the Independent Auditor’s Report for the period of July 1, 2024, through June 30, 2025.

Mr. Kory Hogan from Baker Tilly, who conducted the audit, presented the report and stated they issued an unmodified opinion on the financial statements and WIOA program compliance. He noted a very clean audit, with the previous earmarking finding addressed and no deficiencies in the internal control system. Two new accounting standards were implemented this year regarding accruals for vacation, PTO, and other compensated absences. Overall, he described it as an excellent audit.

Ms. Estrada **made a motion to approve SAWDB Resolution 25 – 17; seconded by Ms. Martinez. By unanimous consent, the motion passed.** The roll call vote was as follows:

- | | |
|----------------------|----------------------|
| Ms. Arias-Ward – Yes | Ms. Schoonover – Yes |
| Ms. Estrada – Yes | Ms. Skinner – Yes |
| Ms. Fryar – Yes | Mr. Trujillo – Yes |
| Ms. Martinez – Yes | Ms. Ulrich – Yes |
| Mr. Padilla – Yes | Mr. Whitehead – Yes |

- b) SAWDB Resolution 25 – 18 approves a Corrective Action Plan between SAWDB and Equus Workforce Solutions for the WIOA Youth Services Contract.

Ms. Juarez stated that the corrective action plan is currently under review by the project manager and regional director due to youth performance measures not being met over the past two years. She noted that the state may issue its own corrective action plan, likely aligned with the plan already submitted. Ms. Juarez requested authority to approve and implement the plan now and present it to the Board at the next meeting.

Mr. Trujillo **made a motion to approve SAWDB Resolution 25 – 18 as stated; seconded by Ms. Martinez. By unanimous consent, the motion passed.** The roll call vote was as follows:

- | | |
|----------------------|----------------------|
| Ms. Arias-Ward – Yes | Ms. Schoonover – Yes |
| Ms. Estrada – Yes | Ms. Skinner – Yes |
| Ms. Fryar – Yes | Mr. Trujillo – Yes |

Ms. Martinez – Yes
Mr. Padilla – Yes

Ms. Ulrich – Yes
Mr. Whitehead – Yes

- c) SAWDB Resolution 25 – 19 approves the SAWDB PY25 Revised Open Meetings Act Resolution

Ms. Estrada made a motion to approve SAWDB Resolution 25 – 19; seconded by Ms. Martinez. By unanimous consent, the motion passed. The roll call vote was as follows:

Ms. Arias-Ward – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Ms. Martinez – Yes
Mr. Padilla – Yes

Ms. Schoonover – Yes
Ms. Skinner – Yes
Mr. Trujillo – Yes
Ms. Ulrich – Yes
Mr. Whitehead – Yes

- d) SAWDB Resolution 25 – 20 approves new and amended policies.

Ms. Juarez stated that the policies under review are the Customized Training Policy 19-01.2 and the One-Stop Delivery System Policy. She noted that policies must align with state-approved or revised policies. In reviewing the One-Stop Delivery System Policy, they found the former policy had overly strict office hours that did not allow for lunch or staff absences, whereas the NMAC does not require set hours. The updated policy introduces flexibility, including virtual options. The One-Stop Delivery System Policy was presented at the meeting but not included in the packet. It will be sent out separately.

Mr. Estrada made a motion to approve SAWDB Resolution 25 – 20; seconded by Mr. Trujillo. By unanimous consent, the motion passed. The roll call vote was as follows:

Ms. Arias-Ward – Yes
Ms. Estrada – Yes
Ms. Fryar – Yes
Ms. Martinez – Yes
Mr. Padilla – Yes

Ms. Schoonover – Yes
Ms. Skinner – Yes
Mr. Trujillo – Yes
Ms. Ulrich – Yes
Mr. Whitehead – 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).*

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 Malott – Yes
Commissioner Poncé – Yes

Commissioner Sanchez – Yes
Commissioner Trejo – Yes

- a. CEO Resolution 25 – 18 concurs with SAWDB Resolution 25 – 18.
b. CEO Resolution 25 – 19 concurs with SAWDB Resolution 25 – 20.

IX. CEO Discussion, Consideration, and Possible Action Regarding

- a. Resolution 25 – 20 accepts the Independent Auditor's Report for the period of July 1, 2024, through June 30, 2025.

Commissioner Malott made a motion to approve CEO Resolution 25 – 20; seconded by Commissioner Trejo. By unanimous consent, the motion passed. The roll call vote was as follows:

Commissioner Malott – Yes
Commissioner Poncé – Yes

Commissioner Sanchez – Yes
Commissioner Trejo – Yes

- b. Resolution 25 – 21 approves the Region IV, CEO PY25 Revised Open Meetings Act Resolution.

Ms. Juarez stated this is a revised resolution, aligned with SAWDB Resolution 25–19, clarifying virtual attendance under the Open Meetings Act. Revisions define acceptable reasons for virtual participation, require 24-hour notification, and emphasize in-person attendance when possible. She noted these changes address DWS monitors' requirements, which are more stringent than the Act, ensure state compliance, and updates on notice publication will include social media. The resolution will be revisited at the next program year meeting.

Commissioner Malott **made a motion to approve CEO Resolution 25 – 21; seconded by Commissioner Sanchez. By unanimous consent, the motion passed.** The roll call vote was as follows:

Commissioner Malott – Yes
Commissioner Poncé – Yes

Commissioner Sanchez – Yes
Commissioner Trejo – Yes

X. Reports and Information Items (*Items b. and c. below were not presented at the meeting. These reports are available in the packet*)

a. Administrative and Financial Reports

i. WIOA Administrator

Ms. Juarez stated that new contracts for the upcoming program year will be presented soon and that the team is working on closing out monitoring findings. She plans to provide a presentation at the start of the program year to update the Board. The annual report has been finalized and is available on EmployNM.

ii. Technical Assistance and Training

Ms. Simms reported the Technical Assistance and Training Sessions and Hours for the Adult & Dislocated Worker, Youth programs, and the ETPL from July 1, 2025, through June 30, 2025 and July 1, 2025 through December 31, 2025. She also presented Program Performance Goals & Actuals for Q1 and Q2.

iii. Financials

Ms. Juarez noted Ms. Arnold was absent, and the report is in the packet for review. Ms. Estrada asked why the federal grants balance seems high. Ms. Juarez stated that spending should be more aggressive and that at least 75% of the funds should be expended by now.

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. Estrada asked about the new Workforce Center in Socorro. Ms. Juarez reported the program is progressing well, with an experienced staff member transitioning from Title I to Title III and a new Youth Child Development Specialist adapting quickly. Ms.

Palomares noted increased traffic and effective outreach, and overall, the move to the county complex has improved referrals despite management changes.

b. CEO member input

- i. Commissioner Sanchez provided an update on Project Jupiter in Dona Ana County, highlighting workforce training efforts, the need for licensed childcare workers, and initiatives to connect local high school students to apprenticeship opportunities.

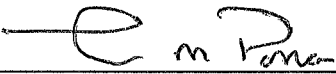
XII. Next Meetings

- a. The next SAWDB meeting is scheduled for Thursday, June 25, 2026, at 10:00 a.m., with the venue to be determined.
- b. The next CEO meeting is scheduled for Friday, June 5, 2026, at 10:00 a.m., with the venue to be determined.

XIII. Adjournment

Meeting adjourned at 3:15 p.m.

ATTESTED



Signature

6-5-2026

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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