

1 **Joint Meeting**
2 of the
3 **The Region IV, Chief Elected Officials**
4 and the
5 **Southwestern Area Workforce Development Board**

6 **Grant County Veterans Memorial Business & Conference Center**
7 3031 Highway 180 East
8 Silver City, NM 88062

9 To join the meeting by phone, dial: (346) 248-7799, then enter Meeting ID: 860 8272 8829

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

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

12 **DRAFT OF MEETING MINUTES**
13

14 **I. Call to Order**

- 15 a. SAWDB Chair called the joint meeting to order at 2:09 p.m., but established a quorum at
16 2:19 p.m.
17 b. CEO Chair called the meeting to order at 2:09 p.m., and proceeded with their meeting
18 agenda.

19 **II. Pledge of Allegiance**

- 20 a. Chairman Poncé asked everyone to join him in the Pledge of Allegiance.

21 **III. Roll Call and Abstentions**

- 22 a. Southwestern Area Workforce Development Board (SAWDB)
23 i. Ms. Grijalva called roll for the SAWDB; there were no abstentions.
24 b. Chief Elected Officials (CEO)
25 i. Ms. Grijalva called roll for the CEOs; there were no abstentions.

26 **SAWDB Members Present**

27 Cassie Arias-Ward*
28 Alisa Estrada
29 Jacqueline Fryar
30 Tiffany Martinez
31 Erik Padilla*
32 Debbie Schoonover*
33 Kim Skinner*
34 JC Trujillo*
35 Mary Ulrich*
36 Gary Whitehead*

26 **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*)

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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**

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

96 Commissioner Malott – Yes Commissioner Sanchez – Yes
97 Commissioner Poncé – Yes Commissioner Trejo – Yes

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

102 Ms. Arias-Ward – Yes Ms. Schoonover – Yes
103 Ms. Estrada – Yes Ms. Skinner – Yes
104 Ms. Fryar – Yes Mr. Trujillo – Yes
105 Ms. Martinez – Yes Ms. Ulrich – Yes
106 Mr. Padilla – Yes Mr. Whitehead – Yes
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108 **VI. Consent Agenda Items**

109 a. Chief Elected Officials Consent Agenda Items

- 110 i. Approval of August 14, 2025, Joint meeting minutes
- 111 ii. Resolution 25 – 09 concurs with the Southwestern Area Workforce Development Board
112 to approve new and amended policies as approved on August 14, 2025.
- 113 iii. Resolution 25 – 10 concurs with the Southwestern Area Workforce Development Board
114 to approve profit incentives to be included in the PY25 Adult and Dislocated Worker
115 Services Contract.
- 116 iv. Resolution 25 – 11 concurs with the Southwestern Area Workforce Development Board
117 to approve profit incentives to be included in the PY25 Youth Services Contract.
- 118 v. Resolution 25 – 12 concurs with the Southwestern Area Workforce Development Board
119 to approve profit incentives to be included in the PY25 One-Stop Operator Services
120 Contract.
- 121 vi. Resolution 25 – 13 concurs with the Southwestern Area Workforce Development Board
122 to approve the amended Individual Training Account Policy 17-08.6.
- 123 vii. Resolution 25 – 14 concurs with the Southwestern Area Workforce Development Board
124 to designate Southwestern Area Workforce Development Board bank account
125 signatories.
- 126 viii. Resolution 25 – 15 concurs with the Southwestern Area Workforce Development Board
127 to approve travel, meals, hotel, and conference fees for Southwestern Area Workforce
128 Development Board members to attend the New Mexico Workforce Conference, with a
129 revised date and location, previously approved on August 14, 2025.
- 130 ix. Resolution 25 – 16 authorizes WIOA grant agreement approval contingent upon DWS
131 funding award and WIOA Administrator and Board Chair review, and authorizes the
132 Lead CEO to sign.
- 133 x. Resolution 25 – 17 appoints members to the Southwestern Area Workforce
134 Development Board for terms beginning April 1, 2026.

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

138 Commissioner Malott – Yes Commissioner Sanchez – Yes
139 Commissioner Poncé – Yes Commissioner Trejo – Yes

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

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

151 Ms. Arias-Ward – Yes	Ms. Schoonover – Yes
152 Ms. Estrada – Yes	Ms. Skinner – Yes
153 Ms. Fryar – Yes	Mr. Trujillo – Yes
154 Ms. Martinez – Yes	Ms. Ulrich – Yes
155 Mr. Padilla – Yes	Mr. Whitehead – Yes

156 **VII. SAWDB Discussion, Consideration, and Possible Action Regarding**

- 157 a) SAWDB Resolution 25 – 17 accepts the Independent Auditor’s Report for the period of July 1,
158 2024, through June 30, 2025.

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

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

167 Ms. Arias-Ward – Yes	Ms. Schoonover – Yes
168 Ms. Estrada – Yes	Ms. Skinner – Yes
169 Ms. Fryar – Yes	Mr. Trujillo – Yes
170 Ms. Martinez – Yes	Ms. Ulrich – Yes
171 Mr. Padilla – Yes	Mr. Whitehead – Yes

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

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

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

183 Ms. Arias-Ward – Yes	Ms. Schoonover – Yes
184 Ms. Estrada – Yes	Ms. Skinner – Yes
185 Ms. Fryar – Yes	Mr. Trujillo – Yes

186 Ms. Martinez – Yes Ms. Ulrich – Yes
187 Mr. Padilla – Yes Mr. Whitehead – Yes
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189 c) SAWDB Resolution 25 – 19 approves the SAWDB PY25 Revised Open Meetings Act
190 Resolution

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

193 Ms. Arias-Ward – Yes	Ms. Schoonover – Yes
194 Ms. Estrada – Yes	Ms. Skinner – Yes
195 Ms. Fryar – Yes	Mr. Trujillo – Yes
196 Ms. Martinez – Yes	Ms. Ulrich – Yes
197 Mr. Padilla – Yes	Mr. Whitehead – Yes
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199 d) **SAWDB Resolution 25 – 20** approves new and amended policies.

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

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

209 Ms. Arias-Ward – Yes	Ms. Schoonover – Yes
210 Ms. Estrada – Yes	Ms. Skinner – Yes
211 Ms. Fryar – Yes	Mr. Trujillo – Yes
212 Ms. Martinez – Yes	Ms. Ulrich – Yes
213 Mr. Padilla – Yes	Mr. Whitehead – Yes

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

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

220 Commissioner Malott – Yes	Commissioner Sanchez – Yes
221 Commissioner Poncé – Yes	Commissioner Trejo – Yes
222	

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

225 **IX. CEO Discussion, Consideration, and Possible Action Regarding**

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

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

231 Commissioner Malott – Yes Commissioner Sanchez – Yes
232 Commissioner Poncé – Yes Commissioner Trejo – Yes

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

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

242
243 Commissioner Malott **made a motion to approve CEO Resolution 25 – 21; seconded by**
244 **Commissioner Sanchez. By unanimous consent, the motion passed.** The roll call vote was
245 as follows:

246 Commissioner Malott – Yes Commissioner Sanchez – Yes
247 Commissioner Poncé – Yes Commissioner Trejo – Yes

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

250 a. Administrative and Financial Reports

251 i. WIOA Administrator

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

256 ii. Technical Assistance and Training

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

261 iii. Financials

262 Ms. Juarez noted Ms. Arnold was absent, and the report is in the packet for review.

263 Ms. Estrada asked why the federal grants balance seems high. Ms. Juarez stated that
264 spending should be more aggressive and that at least 75% of the funds should be
265 expended by now.

266 b. One-Stop Operator Report

267 c. Service Provider Reports

268 i. Youth Services (Alamo Navajo School Board

269 ii. Youth Services (Equus Workforce Solutions)

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

271 d. Updates from DWS

272 There were no updates.

273 **XI. Other**

274 a. SAWDB member input

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

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

280 b. CEO member input

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

284 **XII. Next Meetings**

285 a. The next SAWDB meeting is scheduled for Thursday, June 25, 2026, at 10:00 a.m., with the
286 venue to be determined.

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

289 **XIII. Adjournment**

290 Meeting adjourned at 3:15 p.m.

291 **ATTESTED**

292 _____
293 *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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