

Eastern Area Workforce Development Board

Board Meeting Minutes  
Via ZOOM Video Conference  
September 17, 2024

Approved.....December 17, 2024

Meeting called to Order at 1:02 pm by Acting Chair S. Pawlyshyn.

**ROLL CALL**

Roll call was taken. Below is the record of attendance based on that:

**Board Members present:** D. Davis, L. Melendez, B. Gonzalez, A. Jenks, S. Weist, R. Martinez, D. Jennings, B. Gwartney, J. Martinez, M. Espiritu, L. Jackson,

**Board Members absent:** *K. Ferrell, T. Christesson, R. Kuykendall, M. Mock, M. Moore*

**AE/FA Staff present:** B. Elias, T. Roth, T. Suarez, A. Torres, M. Sosa, C. Carrasco

**Guests present:** A. David, B. Silvers, C. Hollon, K. Zuest, L. De La Cruz, M. Burns, M. Cordova, M. Anaya, M. Hopkin, R. Van Leuven, V. Gandarilla

*It was noted that a quorum was present to conduct business.*

**WELCOME/INTRODUCTIONS**

T. Suarez introduced the guests attending via zoom.

**REQUEST FOR WAIVERS**

S. Pawlyshyn and D. Davis requested waivers.

**APPROVAL OF THE AGENDA**

On a motion by D. Jennings and seconded by B. Gonzales, a motion was made to approve the agenda. A roll call vote was conducted, and the agenda was unanimously approved.

**APPROVAL OF THE JUNE MEETING MINUTES**

On a motion by L. Jackson and seconded by L. Melendez, a motion was made to approve the June Meeting Minutes. A roll call vote was conducted, and the motion was unanimously approved.

M. Espiritu entered the meeting at 1:23 pm, there was no change to quorum.

## **APPROVAL OF THE OPERATIONS AND FINANCE COMMITTEE RECOMMENDED ACTIONS**

- EOY Financial Report for PY23/FY24
- PY24/FY25 YTD Financials
- Cost Allocation Plan revision to Time and Effort for DWG
- Stevens Amendment Policy

The Operations and Finance Committee met on September 10, 2024, and reviewed the: year-end revised financials, the current YTD financials, the Stevens Amendment Policy, and the suspension of the cost allocation plan in order to utilize actual time and effort to comply with requirements of the DWG. The committee is recommending acceptance and approval of the items listed above. On a motion by S. Wiest and seconded by D. Jennings, the motion was made to approve the Operations and Finance Committee recommendations as presented. A roll call vote was conducted, and the motion was unanimously approved.

## **APPROVAL OF THE ACTING CHAIR**

T. Christesson has been ill and has asked to be replaced as chair due to lack of confidence in his ability to fulfil his role due to current health. The Operations and Finance Committee recommended S. Pawlyshyn who has agreed to temporarily act in this capacity while the board seeks a new chair. On a motion by D. Jennings and seconded by B. Gonzales, the motion was made to approve the Operations and Finance Committee recommendation of S. Pawlyshyn as acting chair. A roll call vote was conducted, and the motion was unanimously approved.

## **APPROVAL OF THE DWG CONTRACT MODIFICATION**

The operations and finance committee approved the addition of \$50,000 to ENMU Ruidoso's Adult/DW services contract for case management services under the DWG. This funding will be braided with Title I for case management. On a motion by S. Pawlyshyn and seconded by M. Espiritu, the motion was made to approve the Operations and Finance Committee recommendation of the Adult/DW contract modification. A roll call vote was conducted, and the motion was approved with B. Gonzales abstaining.

## **ONE STOP SERVICE DELIVERY COMMITTEE**

B. Elias stated that the committee did not have recommended actions at this time. B. Elias provided an update on the Local Plan being posted on the board's website at [eawdb.org](http://eawdb.org) and [localplan@nmwcc.com](mailto:localplan@nmwcc.com) is the email address for public comment.

## **YOUTH COMMITTEE**

- Policy 03-20

AE staff stated that a modification to the youth work experience policy was required to bring the policy into alignment with the grant agreement. The board's policy previously allowed staff charges against the work experience requirement to be calculated based on the percentage of youth participating in WE activities. The grant agreement allows for a straight 15% calculation. On a motion by M. Espiritu and seconded by S. Pawlyshyn, the board moved to accept the Youth Committee recommended updates to policy 03-20. A roll call vote was conducted, and the motion was unanimously approved.

### **INDIVIDUALS WITH DISABILITY COMMITTEE (IWDC)**

L. Melendez provided a committee update. Progress has been slow, but he aims to make significant strides by creating a project search and improving connections with career technical education (CTE) programs in schools. He acknowledged the challenges of reaching out to schools, noting that his busy position adds extra work. However, L. Melendez is optimistic about collaborating with school boards, superintendents, and workforce programs to support students in employment and trades training.

### **STAFF, PROVIDER AND PARTNER REPORTS INCLUDING PROGRAM PERFORMANCE ARE PROVIDED AS AN ATTACHMENT**

#### **Next Meeting**

December 17, 2024.

#### **Motion to Adjourn**

Meeting adjourned at 2:26 pm.