

Eastern Area Workforce Development Board

Board Meeting Minutes

In-person Location: 220 N. Main St., Roswell, NM 88201

and ZOOM Video Conference

December 16, 2025

To Be Approved.....March 17, 2026

Meeting called to Order at 1:00 pm by Chair D. Davis.

**ROLL CALL**

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

**Board Members present In-Person:** D. Davis, D. Jennings, B. Gonzales, B. Gwartney, M. Espiritu

**Board Members Virtual:**, K. Ferrell, T. Christesson, S. Wiest, L. Jackson, L. Melendez, R. Martinez, S. Pawlyshyn, A. Jenks

**Board Members absent:** C. Huebner, R. Kuykendall

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

**Guests present:** A. Buurma, C. Kirlin, C. O'Rourke, C. Hollon, E. Harvey, F. Juarez, M. Cordova, M. Anaya, M. Gardner, M. Hopkin, M. Flores, R. Espinoza, V. Alonzo, V. Morris, 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**

No waivers were requested.

**APPROVAL OF THE AGENDA**

On a motion by B. Gonzales, and seconded by M. Espiritu, a motion was made to approve the agenda. A roll call vote was conducted, and the agenda was approved unanimously, with L. Jackson recorded as a non-vote due to audio issues.

## **APPROVAL OF THE SEPTEMBER 2025 MEETING MINUTES**

On a motion by M. Espiritu and seconded by D. Jennings, a motion was made to approve the September 2025 Meeting Minutes. A roll call vote was conducted, and the September 2025 Meeting Minutes were approved unanimously, with L. Jackson recorded as a non-vote due to audio issues.

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

- YTD Financials Report PY25FY26
- Employee Handbook Revisions
- Leave Policy Revisions
- Travel and Per Diem Policy and Procedure
- Cost Allocation Plan revisions

T. Roth presented the year-to-date financials, including funding balances and projected carry-in amounts. She explained that WIOA local administrative funds will recoup expenses that were for other programs.

T. Roth reviewed direct participant expenditures, reporting that 41% of the Adult participant budget and 35% of the Dislocated Worker budget have been expended. She clarified that of the \$425,000 budgeted for Dislocated Worker, \$150,000 is funded through formula funds and \$275,000 is funded through the National Dislocated Worker Grant, which is a separate funding source.

She further reported that service provider performance contracts are slightly underspent but remain within acceptable margins and do not raise concerns at this time. All grant-required fiscal performance measures are currently forecasted to be met by their performance date. With respect to current year funding, the obligation percentage has been met and we are expected to be expended by the March 30 performance measure deadline.

T. Roth also noted a top-line budget revision reflecting the receipt of a \$300,000 Local Workforce Development Board Innovation Fund award.

B. Elias provided additional information regarding the Local Workforce Development Board Innovation Fund award. She stated that a portion of the funding will be used to support curriculum development in rural communities and to advance career pathways aligned with identified sector strategies. The funding will also support pre-apprenticeship and internships and partnership with the New Mexico Department of Workforce Solutions (NMDWS).

B. Gwartney inquired whether unspent funds would remain in a bank account. B. Elias explained that funds are received on a reimbursement basis, and that NMDWS has approved the use of advance funding if necessary.

T. Roth then reviewed the proposed Employee Handbook revisions. She explained that the primary changes include the addition of Retention and Severance policies, as reviewed by the Operations and Finance Committee. The committee is recommending broader allowability for severance pay or

negotiated retention pay, subject to a defined ceiling but without specific dollar amounts.

B. Gwartney asked whether additional approval beyond the Board was required. T. Roth confirmed that Board approval is sufficient. Another change was the inclusion of the Executive Director approval for leave requests.

T. Roth and B. Elias reviewed the Travel and Per Diem Policy and Procedure, explaining that while mileage and per diem rates have historically been updated effective July 1, the most recent audit identified that, because the Board follows the New Mexico Mileage and Per Diem Act, updates must take effect January 1 for mileage and July 1 for Per Diem rates.. The policy now addresses bi-annual changes rather than annual updates.

T. Roth concluded by reviewing the Cost Allocation Plan revisions. She explained that language was added to address funding sources outside of formula funding, specifying that any non-WIOA funding received will be credited to the equivalent general ledger account.

On a motion by B. Gonzales and seconded by B. Gwartney, the recommendations by the Operations and Finance committee were approved by unanimous roll call vote.

#### **ONE STOP SERVICE DELIVERY COMMITTEE**

V. Davis shared a memo from R. Kuykendall, since she was unable to attend due to medical appointment. The memo (attached) states that the committee met on December 9, 2025, at 3pm. The following items were discussed and approved to recommend to the EAWDB on December 16, 2025:

- Recommendation 1: One Stop Committee approved the proposed timeline for the Adult/DW/Youth Contract RFP. In addition, the committee approved the need to establish an RFP committee to review and approve the RFP.
- Recommendation 2: The committee has reviewed the following proposed policy changes. and recommends approval by the Board:
  - Policy 13-12: Customized Training

B. Elias informed the Board that, during the week following Thanksgiving, a letter was received from the President of ENMU-Ruidoso indicating the institution's intent to not continue as the service provider for the Adult, Dislocated Worker, and Youth programs beyond June 30, 2026. President Trospen did indicate that ENMU-Ruidoso would retain the One Stop Operator contract for an additional year.

B. Elias reported that each respective committee met to discuss RFP language and timelines. The Adult, Dislocated Worker, and Youth RFPs will be issued together and may be bid together or separately to maximize the number of potential respondents. The respective committees will lead the review of RFP language and the evaluation process. The proposed procurement timeline was shared with the Board. T. Roth will work closely with the committees in her role as Chief Procurement Officer.

V. Davis reviewed Policy 13-12, noting that the primary change reduces the required employment

duration from one year to six months in order to align with revised state policy.

On a motion by D. Jennings and seconded by B. Gwartney, the recommendations by the One Stop Service Delivery committee were approved by unanimous roll call vote.

### **YOUTH COMMITTEE**

D. Jennings spoke regarding the RFP process, noting that it mirrors what was previously addressed under the One Stop Service Delivery Committee. D. Jennings reported that the committee is recommending that it be granted authority to approve RFP language, identify external evaluators, and lead the evaluation and review process.

B. Gwartney asked whether the RFPs would differ significantly from prior versions. B. Elias explained that the existing RFPs were originally developed in 2016 and should be updated to reflect current WIOA regulations, including revised language to align with new Training and Employment Guidance Letters (TEGLs) and applicable state and federal policies.

On a motion by T. Christesson and seconded by B. Gonzales, the recommendations by the Youth committee were approved by unanimous roll call vote.

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

#### **Next Meeting**

March 17, 2026

#### **Motion to Adjourn**

Meeting adjourned at 2:24 pm.