

**Eastern Area Workforce Development Board**

**Board Meeting Minutes**

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

and ZOOM Video Conference

March 17, 2026

To Be Approved.....June 16, 2026

Meeting called to Order at 1:02 pm by Chair D. Davis.

**ROLL CALL**

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

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

**Board Members present Virtual:** D. Davis, T. Christesson, S. Wiest, L. Jackson, L. Melendez, R. Martinez, A. Jenks, J. Baker, J. Paletta, B. Gonzalez

**Board Members absent:** C. Huebner, R. Kuykendall, S. Pawlyshyn, K. Ferrell

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

**Guests present:** M. Hopkin, V. Gandarilla, L. Garcia, B. Vega, F. Juarez, M. Flores, C. O'Rourke, M. Gardner, C. Hollon, A. David, J. Bootzin, M. Perry, R. Van Leuven, S. Moffitt

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

*R. Martinez left the meeting at 1:04 pm, due to audio issues. Quorum was not affected.*

**WELCOME/INTRODUCTIONS**

T. Suarez introduced the guests present in person and attending via Zoom.

**REQUEST FOR WAIVERS**

No waivers were requested.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE DECEMBER 2025 MEETING MINUTES**

On a motion by T. Christesson and seconded by M. Espiritu, a motion was made to approve the

December 2025 Meeting Minutes. A roll call vote was conducted, with J. Paletta and J. Baker abstained from voting; the September 2025 Meeting Minutes were approved by majority vote.

### **ADULT/DW Contract & Youth Contract**

- Ratify Executive Committee Recommendation
- Transition Contract approvals

T. Roth reported that on March 3, 2026, the Executive Committee met in consultation with the Representatives of the One Stop and Youth Committees to review evaluation scores for the five RFP respondents. Based on this review, the Executive Committee authorized staff to award contracts to the most advantageous respondent(s): Clovis Community College for Adult and Dislocated Worker services, and Eckerd Connects for Youth services. Staff issued award notifications via email and certified mail. Respondents have until March 24, to file a protest; no indications of protest have been received to date.

B. Elias stated that transition contracts are recommended to allow the new service providers to begin hiring and onboarding activities. The transition period will run from May 1-June 30, 2026. The recommended contract amount for Clovis Community College is \$27,500, and \$23,500 for Eckerd Connects. B. Elias explained how T. Roth based these amounts by calculating from their indirect cost rates to monthly amounts and prorating accordingly. The recommended amounts are not to exceed limits.

On a motion by D. Jennings and seconded by M. Espiritu, the Board voted to ratify the Executive Committee's recommendation to award the Adult and Dislocated Worker contract to Clovis Community College and the Youth contract to Eckerd Connects, authorizing the Executive Director and A/E staff to begin contract negotiations for WIOA Title I services, and approve the transition contracts. A roll call vote was conducted, and the motion was approved.

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

- PY25/FY26 YTD Financials
- Authority to Board Chair to sign CEO Partnership Agreement
- ENMU Contract Modification
- Employee Compensation Policy
- Bylaws

T. Roth presented the year-to-date budget, highlighting proposed changes that were discussed at the Operations and Finance Committee meeting. She noted that the first change, a \$600,000 transfer from Dislocated Worker to Adult funding, had been approved at the December Board meeting and since then approved by the Department of Workforce Solutions (DWS). She explained that there is a proposed recommendation for an Adult and Dislocated Worker contract modification totaling \$60,000, consisting of \$20,000 from Adult funding and \$40,000 from Dislocated Worker funding. T. Roth stated that the projected \$46,000 carry-in for Local Administrative funds is based on the anticipated capture of Dislocated Worker Grant (DWG) funds and Community Innovation Fund(s).

T. Roth reviewed funding balances by program and reported that Adult, Dislocated Worker, and Youth programs are demonstrating strong contract spending and participant expenditures. She explained that Local Administrative funds are currently showing a negative projected carry-in based on the formula. However, the anticipated actual carry-in is approximately \$10,000. She reported that Adult participant expenditures are currently at 54% of the \$1,125,000 budgeted by the Board. Dislocated Worker expenditures are at 40%. She noted that \$150,000 is funded through DWG funding and \$275,000 is funded through the National Dislocated Worker Grant (NDWG). She reported that service provider contracts are performing well overall. Youth is slightly underspent, but this is noted as an observation and not a concern. T. Roth confirmed that all grant-required performance measures meet the waiver requirements, as well as obligation and expenditure rates. She stated that the current 28% obligation and expenditure rate, reported through February 28th, does not include February service provider contracts. When those and the March contracts are included, the Board is expected to meet the 40% expenditure rate.

B. Elias presented the CEO Partnership Agreement and explained that in June there were challenges in coordinating a meeting date that all Chief Elected Officials (CEOs) could attend. As a result, the agreement was not executed. She noted that there are no changes to the agreement itself. Approval is required to authorize the Board Chair to sign the agreement on behalf of the Board with the CEOs.

B. Elias then reviewed the ENMU contract modification. She explained that Eastern New Mexico University (ENMU) has indicated it does not wish to continue operating the Title I program contract. The modification is intended to ensure sufficient funding is available to cover accrued leave balances for affected employees. She noted that the recommended contract modification amount is not expected to be fully expended but ensures adequate budget coverage.

B. Elias presented the Employee Compensation Policy and noted that it was developed in response to monitoring conducted by the U.S. Department of Labor (USDOL) in February. She explained that the policy provides a framework to ensure consistent handling of employee compensation matters. The policy was reviewed by S. Pawlyshyn and D. Davis, due to their human resource experience and knowledge, prior to presentation for review at the Operations and Finance Committee meeting.

B. Elias also reviewed the Employee Relocation Policy, which was another policy developed in response to USDOL monitoring. She explained that the policy establishes a basic relocation framework should that be a benefit the Board wished to utilize, with a defined and modest cap.

B. Elias concluded by reviewing proposed bylaw amendments. She explained that USDOL recommended updates to include language clarifying that member terms are staggered. Current practice has newly seated board members completing the term of the member they are replacing. All board member terms staggered between even and odd years ensuring that member terms do not expire all at once. The updated language is to reflect in writing our current practice.

On a motion by A. Jenks and seconded by L. Jackson, the recommendations of the Operations and Finance Committee were approved by majority roll call vote, including R. Martinez, who rejoined the meeting at 1:22 p.m. after resolving the audio issues. B. Gonzalez abstained from the ENMU contract

modification portion of the motion, and J. Baker abstained from voting due to lack of history.

T. Roth provided a status update on the FY25 audit and reported that it has been completed and submitted to the Federal Clearinghouse.

**ONE STOP SERVICE DELIVERY COMMITTEE**

No updates.

**YOUTH COMMITTEE**

No updates.

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

**Next Meeting**

June 16, 2026

**Motion to Adjourn**

Meeting adjourned at 2:18 pm.