

Eastern Area Workforce Development Board

Board Meeting Minutes

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

and ZOOM Video Conference

June 16, 2026

To Be Approved.....September 15, 2026

Meeting called to Order at 1:01 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, J. Paletta, B. Gonzalez

**Board Members present Virtual:** D. Davis, T. Christesson, S. Wiest, L. Jackson, R. Martinez, A. Jenks, J. Baker, S. Pawlyshyn, B. O’Hare, K. Ferrell

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

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

**Guests present:** B. Guerrero, F. Juarez, V. Gandarilla, M. Hopkin, C. Koone, J. Bootzin, K. Damron, C. Loya, B. Silvers, C. Hollon, A. Pepper

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

**WELCOME/INTRODUCTIONS**

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

**REQUESTS FOR WAIVER**

B. Gonzales, B. Gwartney, S. Pawlyshyn, D. Davis, M. Espiritu, J. Paletta, D. Jennings requested waivers for potential WIOA participants.

**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.

## **APPROVAL OF THE CONSENT AGENDA**

- March 2026 Meeting Minutes
- Renewing Membership - 2 year terms
- Open Meetings Act Resolution for 2026-2027
- PY26 Meeting Schedule
- Acceptance of the PY26 Grant Agreement
- PY26 Monitoring Schedule
- Code of Conduct and Conflict of Interest Policy Reaffirmation
- CEO Partnership Agreement

On a motion by T. Christesson and seconded by S. Pawlyshyn, a motion was made to approve the Consent Agenda. A roll call vote was conducted, and the Consent Agenda was approved by majority vote.

## **APPROVAL OF THE ONE STOP OPERATOR CONTRACT**

B. Elias explained that the One Stop Operator contract requires approval by the board and CEOs and is, therefore, a separate agenda item. She explained that the PY26 contract is a continuation of the current procurement to ENMU-Ruidoso. B. Elias also noted that this is the last year of this procurement and the contract will be re-procured for PY27-PY29.

On a motion by B. Gwartney and seconded by T. Christesson, the Board voted to approve the One Stop Operator Contract. A roll call vote was conducted, and the motion was approved.

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

- PY25/FY26 YTD Financials
- Proposed PY26FY27 Budget
- Proposed PY26FY27 Admin Budget
- Cost Allocation Plan
- Fiscal Agent Agreement
- Authorize the Chair to accept State Legislative Funds and any similar funds that may become available.

T. Roth presented the year-to-date operating budget and reviewed funding balances by program. She reported that the Adult, Dislocated Worker, and Youth programs continue to demonstrate strong contract spending and participant expenditures. T. Roth reviewed projected carry-in balances and noted that PY 25 expenditures remain on track. Adult participant expenditures are currently at 80 percent, while Dislocated Worker participant expenditures are at 61 percent. She explained that Individual Training Accounts (ITAs) account for the majority of participant expenditures.

T. Roth reviewed service provider contract performance and reported that the Adult/Dislocated Worker, Youth, and One Stop Operator contracts are performing well. She noted that some contract funds may be returned at the end of the contract period due to staffing challenges and savings realized through

the Infrastructure Funding Agreement (IFA).

T. Roth reviewed grant-required fiscal performance measures and reported that the Board is currently at 43.62% for the required 60/40 training expenditure measure. She further reported that 86.38% of current year funding has been obligated and 56.56 percent has been expended. B. Elias noted that Dislocated Worker Grant (DWG) funding is not included in the 60/40 calculation and that inclusion of those expenditures would significantly increase the percentage. T. Roth stated that approximately \$190,000 in Dislocated Worker participant expenditures cannot be counted toward the measure due to grant requirements.

On a motion by K. Ferrell and seconded by D. Jennings, the recommendations of the Operations and Finance Committee were approved by majority roll call vote.

T. Roth provided a status update on the annual audit. She reported that the Board met the May 7 deadline established by the State Auditor's Office for submission of the audit contract. The Board is currently under contract with Baker Tilly, with an anticipated audit opening date of October 1. REDW is expected to begin closing activities at the end of August, and no issues are anticipated at this time.

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

- Adult/DW Contract Recommendation

B. Gonzalez reported that the committee reviewed the Adult and Dislocated Worker scope of work based upon the successful RFP response submitted by Clovis Community College. Based on its review, the committee recommended approval of the Adult and Dislocated Worker contract with Clovis Community College.

On a motion by M. Espiritu and seconded by D. Jennings, the Adult and Dislocated Worker Contract recommendation was approved by majority roll call vote.

- Updates

B. Gonzalez reported that B. Elias presented information regarding a potential partnership opportunity with New Mexico State University (NMSU) related to a produced water project. B. Elias explained that the Agriculture Department at NMSU approached the Board regarding participation in a proposed three-year grant initiative. She stated that the first year would focus on planning and curriculum development, while the remaining two years would provide funding for training activities.

B. Elias further explained that she encouraged NMSU to consider developing both post-secondary and apprenticeship pathways to create multiple entry points into the career field. B. Gwartney asked whether there were any concerns associated with the project. B. Elias responded that reporting and participant tracking across multiple institutions would likely require significant planning and coordination, including the development of a universal application and tracking process.

#### **YOUTH COMMITTEE**

- Youth Contract Recommendation

D. Jennings reported that the committee reviewed the Youth scope of work based upon the successful RFP response submitted by Eckerd Connects and recommended approval of the Youth services contract.

On a motion by B. Gonzalez and seconded by J. Paletta, the Youth Contract recommendation was approved by majority roll call vote.

The youth committee had no further updates.

J. Baker joined the board meeting at 1:30pm after all voting items were completed.

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

**Next Meeting**

September 15, 2026

**Motion to Adjourn**

Meeting adjourned at 2:05 pm.