

Eastern Area Workforce Development Board

CEO Meeting Minutes

June 22, 2026

To Be Approved.....December 14, 2026

Meeting called to Order at 2:01 pm by Lead CEO Clay Kiesling

ROLL CALL

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

CEO's present: C. Kiesling, F. Madrid, M. Chavez, V. Marquardt, R. Taylor, M. Gallagher

CEO's absent: *D. Dowell, T. Dixon*

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

Board Members present: R. Martinez, S. Pawlyshyn, B. Gwartney, B. O'Hare, R. Kuykendall

Guests present: M. Perry, A. Pepper, C. Kirlin

It was noted that a quorum was present.

WELCOME/INTRODUCTIONS

T. Suarez introduced the guests attending via Zoom.

AUGUST 2025 MEETING MINUTES

On a motion by V. Marquardt and seconded by C. Kiesling, a roll call vote was conducted on the approval of the August 2025 Meeting Minutes. M. Gallagher abstained. C. Kiesling, V. Marquardt, R. Taylor, and M. Chavez voted yes. F. Madrid had not yet entered the meeting.

PY26/FY27 BUDGET

T. Roth provided an overview of the upcoming PY26/FY27 program and fiscal year budget. She reported that approximately \$1.5 million in carry-in funds are anticipated for the upcoming year, representing funds that have already been awarded but remain unexpended. She also noted that the Board received a \$300,000 Community Innovation Award, for which activities have not yet begun, allowing those funds to carry forward into the upcoming program year. In addition, T. Roth explained that the legislative award was originally estimated at approximately \$300,000 when the budget was prepared, but confirmation has since been received that the award will total \$523,000. With the increased legislative funding, the total anticipated PY26/FY27 budget is approximately \$5.7 million. She noted that the increase does not change the budget allocations that have already

been developed.

T. Roth reported that approximately \$328,000 has been budgeted for One-Stop Memorandum of Understanding (MOU) billing to support operations at the seven One-Stop Centers located in Ruidoso, Carlsbad, Roswell, Artesia, Alamogordo, Clovis, and Hobbs. She further explained that service provider contracts have been awarded in the amounts of approximately \$1.1 million for the Adult and Dislocated Worker programs, \$1 million for the Youth program, and \$231,000 for One-Stop Operator services. In addition, approximately \$868,000 has been budgeted for Board operations, staff, software subscriptions, and information technology support throughout the Eastern Area. T. Roth noted that approximately \$1.4 million is anticipated for direct participant expenditures, primarily supporting Individual Training Accounts at community colleges, On-the-Job Training for employers, and supportive services.

M. Gallagher of Eddy County asked whether there had been a percentage change in the overall budget. T. Roth explained that the Board experienced approximately a 10 percent reduction in WIOA funding as a result of reduced federal allocations to the state, which flowed through to the local workforce boards. She added that Secretary Nair was actively involved during the legislative session in securing the additional legislative appropriation, and that the \$523,000 legislative award helped offset the federal funding reduction.

On a motion by M. Gallagher and seconded by M. Chavez, a roll call vote was conducted on the approval of the PY26/FY27 Budget. M. Gallagher, C. Kiesling, V. Marquardt, R. Taylor, and M. Chavez voted yes. F. Madrid had not yet entered the meeting.

FISCAL AGENT AGREEMENT

B. Elias provided an update on the Fiscal Agent Agreement, explaining that the agreement between the Chief Elected Officials and the Eastern Area Workforce Development Board outlines the Board's role as the fiscal agent for workforce funds. She noted that the agreement presented is identical to the version approved last year.

On a motion by R. Taylor and seconded by M. Gallagher, a roll call vote was conducted on the approval of the Fiscal Agent Agreement. M. Gallagher, C. Kiesling, V. Marquardt, R. Taylor, and M. Chavez voted yes. F. Madrid had not yet entered the meeting.

BOARD TERM RENEWALS

B. Elias provided an overview of the Board term renewal process, noting that members nominated and approved by the Chief Elected Officials serve two-year terms. She explained that, in order to maintain the current Board membership, the Chief Elected Officials must approve the extension of those seats whose terms are ending.

On a motion by V. Marquardt and seconded by R. Taylor, a roll call vote was conducted on the approval of the Board Term Renewals. F. Madrid entered the meeting at 3:52 PM during discussion of this item. M. Gallagher, C. Kiesling, V. Marquardt, R. Taylor, M. Chavez, and F.

Madrid voted yes. The motion carried unanimously.

CEO PARTNERSHIP AGREEMENT

B. Elias explained that the CEO Partnership Agreement outlines the respective roles and responsibilities of the Board and the Chief Elected Officials and clarifies the separation of those responsibilities. She noted that the agreement must be renewed annually and that the Chief Elected Officials received the agreement in advance for review. No proposed changes were submitted.

On a motion by M. Gallagher and seconded by V. Marquardt, a roll call vote was conducted on the approval of the CEO Partnership Agreement. The motion carried unanimously.

ONE STOP OPERATOR CONTRACT

B. Elias explained that there have been no changes to the One-Stop Operator contract. She noted that the contract must be renewed annually and approved by the Chief Elected Officials. She further explained that the upcoming year is a procurement year and that an RFP will be issued in January. If no proposals are received, sufficient time will remain to issue a second RFP so that a recommendation can be presented at the March meeting.

On a motion by V. Marquardt and seconded by M. Gallagher, a roll call vote was conducted on the approval of the One-Stop Operator contract. The motion carried unanimously.

NOTE REGARDING QUORUM AND VOTING PARTICIPATION

F. Madrid joined the meeting at 3:52 PM during the Board Term Renewals discussion. Prior to his arrival, roll call votes were conducted on the August 2025 Meeting Minutes, PY26/FY27 Budget, and Fiscal Agent Agreement with the members present at that time.

F. Madrid participated in the roll call votes for the Board Term Renewals, CEO Partnership Agreement, and One-Stop Operator Contract. After completion of those items, the Board attempted to include him in the earlier roll call votes; however, due to technical and audio connectivity issues, he was unable to participate in those prior votes.

AD HOC COMMITTEE – CEO AGREEMENT

B. Elias explained that the CEO Agreement has not been updated in several years and recommended establishing an Ad Hoc Committee of Chief Elected Officials to review and recommend revisions to the agreement. She noted that the membership of the Chief Elected Officials has changed significantly since the agreement was last modified and that it would be beneficial to ensure the language continues to reflect their expectations. C. Kiesling and V. Marquardt volunteered to serve on the Ad Hoc Committee to review the CEO Agreement.

UPDATES

B. Elias discussed the requirement for local workforce boards to maintain a four-year Local Plan and explained that the Board is now completing the required two-year update. She noted that the update primarily includes revisions to labor market information and economic conditions, while the overall goals and strategies generally remain unchanged unless significant economic shifts require modifications.

B. Elias reported that Clovis Community College was selected as the successful respondent for

the Adult and Dislocated Worker programs. She also shared that Eckerd Connect, a nonprofit organization with extensive experience operating WIOA programs and Job Corps centers, was selected as the successful respondent for the Youth program. She explained that ENMU-Ruidoso, which has served as the Adult and Dislocated Worker provider since 2004 and the Youth provider since 2019, determined that its continued growth would not allow it to continue serving in those capacities. However, ENMU-Ruidoso will continue serving as the One-Stop Operator, although the organization indicated it may choose not to submit a proposal when that contract is competitively procured.

B. Elias provided an update on the audit process, noting that the organization remains current and that all required materials have been submitted on time. T. Roth added that internal audit preparation will begin on August 1, followed by submission to REDW on September 1, and then to Baker Tilly, the Board's auditor, on October 1. B. Elias encouraged greater participation by the Chief Elected Officials in the Board's committees, including the Youth Committee, Operations and Finance Committee, and One-Stop Delivery Committee. R. Taylor expressed interest in serving on the Operations and Finance Committee. B. Elias shared that additional funding opportunities may become available and, if awarded, a revised budget may be presented at the December Board meeting. She also reported that the NMSU Agricultural Extension Service is developing a grant proposal related to produced water, initially focused on the Permian Basin but expected to expand into additional counties. The project includes desalination training and is planned as a three-year partnership involving NMSU, Southeast New Mexico College, and New Mexico Junior College. B. Elias also shared that the Eastern Region now has a HUD-funded program. She explained that Local 412 applied for a YouthBuild program to provide pre-apprenticeship opportunities for youth. She noted that the program would provide valuable opportunities for young people in the region.

NEXT MEETING

December 14, 2026 at 3:30pm.

MOTION TO ADJOURN

Meeting adjourned at 4:19pm.