Eastern Area Workforce Development Board
Meeting Minutes
In-person Location: 220 N. Main St., Roswell, NM 88201
and ZOOM Video Conference
September 15, 2026

To Be Approved……………………………………………………December 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: M. Espiritu, D. Jennings, J. Paletta

Board Members present Virtual: D. Davis, R. Kuykendall, S. Wiest, L. Jackson, R. Martinez, J. Baker, S. Pawlyshyn, K. Ferrell, B. Gonzales, K. Damron

Board Members absent: *C. Huebner, A. Jenks, B. O'Hare, B. Gwartney*

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

Guests present: C.Kirlin, C. O'Rourke, C. Kiesling, V. Gandarilla, M. Hopkin, C. Koone, J. Bootzin, B. Silvers, B. Weiss, L. Garcia, M. Gardner, M. Anaya, M. Perry, R. Pazos, R. Espinoza

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
None at this time.

APPROVAL OF THE AGENDA
On a motion by M. Espiritu and seconded by D. Jennings, a motion was made to approve the agenda. A roll call vote was conducted, and the agenda was unanimously approved by roll call vote.

APPROVAL OF THE JUNE 2026 MEETING MINUTES
On a motion by K. Ferrell and seconded by B. Gonzales, a motion was made to approve the June 2026 meeting minutes. A roll call vote was conducted, and the minutes were unanimously approved by roll

call vote.

APPROVAL OF THE OPERATIONS AND FINANCE COMMITTEE RECOMMENDED ACTIONS

- EOY PY25/FY26
- YTD Financials PY26/FY27
- BAR – Budget PY26/FY27

The Operations and Finance Committee recommended approval of the financials as presented, including the proposed Budget Adjustment Request (BAR).

On a motion by D. Jennings and seconded by M. Espiritu, the recommendations of the Operations and Finance Committee were unanimously approved by roll call vote. J. Paletta joined the Board meeting at 1:10 p.m. and was included in the vote.

T. Roth provided an update on the annual audit. She reported that Baker Tilly is conducting the audit and that the final trial balance and adjusting journal entries are due by September 30. She stated that all indications are that the Board will meet the deadline. Baker Tilly anticipates completing the audit by the end of October, with an exit conference expected in mid-November. T. Roth reported that there are currently no perceived issues with completing the audit according to this timeline.

ONE STOP SERVICE DELIVERY COMMITTEE

- EAWDB Policy 01-20 Adult/Dislocated Worker Eligibility
- EAWDB Policy 03-18 Electronics Record
- EAWDB Policy 08-18 Assessments

V. Davis presented policies that had been edited and updated and were recommended for approval by the One Stop Service Delivery Committee. The policies included the Adult/Dislocated Worker Eligibility Policy, Electronic Records Policy, and Assessments Policy. B. Gonzalez confirmed that the committee had reviewed and approved the recommended policy changes for presentation to the Board.

On a motion by D. Jennings and seconded by J. Paletta, the recommended policy changes were unanimously approved by roll call vote.

- Updates

V. Davis had no further updates.

YOUTH COMMITTEE

- EAWDB Policy 02-20 Youth Eligibility
- EAWDB Policy 03-20 Work Experience
- EAWDB Policy 01-18 Youth Services

D. Jennings reported on minor changes to the youth policies. He stated that the updates had been presented to the Youth Committee and approved for recommendation to the Board.

On a motion by D. Jennings and seconded by M. Espiritu, the recommended youth policy changes were unanimously approved by roll call vote.

D. Jennings provided an update on the committee's work related to different types of on-the-job training and apprenticeship programs for individuals in the area. He reported that Eckerd Connects has been bringing specialized tools and resources into the program. A demonstration is planned for the next Youth Committee meeting, and a recording will be shared.

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

Note: Technical issues resulted in the In-Person meeting losing ZOOM contact. A quorum was still present in ZOOM including the board chair. The meeting was concluded and adjourned by the board chair.

Next Meeting
December 15, 2026

Motion to Adjourn
Meeting adjourned at 1:59 pm.