

**Job Training Incentive Program (JTIP)**  
**Open Meetings Act Resolution**

**WHEREAS**, the Job Training Incentive Program board met virtually on this 12<sup>th</sup> day of November; and

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the Job Training Incentive Program board to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE, BE IT RESOLVED BY THE JOB TRAINING INCENTIVE PROGRAM BOARD THAT:**

1. All meetings shall be held at either the New Mexico Economic Development Office located at 1100 S. St. Francis Drive in Santa Fe, New Mexico or as indicated on the meeting notice.
2. Unless otherwise specified, regular Job Training Incentive Program board meetings shall be held on the second Friday of each month. The alternate date, which is used when a meeting on the second Friday is not viable (a quorum cannot be achieved, holiday, etc.), is the third Friday of the month as indicated on the attached Schedule A. The agenda shall be available to the public at least seventy-two (72) hours in advance of a meeting posted on the Job Training Incentive Program's website at <https://edd.newmexico.gov/business-development/edd-programs-for-business/job-training-incentive-program/>
3. Notice of regular meetings other than those described in Paragraph 2 will be given seven days in advance of the meeting date. The meeting notice will include a copy of the agenda or information on how a copy of the agenda may be obtained and the meeting access information. If not included in the notice, the agenda will be available at least seventy-two (72) hours before the meeting and posted on the Job Training Incentive Program's website at <https://edd.newmexico.gov/business-development/edd-programs-for-business/job-training-incentive-program/>
4. Special meetings may be called by the Chair or a majority of the members upon three days notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at

least seventy-two (72) hours before the meeting and posted on the Job Training Incentive Program's website at <https://edd.newmexico.gov/business-development/edd-programs-for-business/job-training-incentive-program/>.

5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Job Training Incentive Program will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members with twenty-four hours prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the Job Training Incentive Program will notify the Attorney General's Office.
6. For the purposes of regular meetings described in Paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted on the Job Training Incentive Program's website at <https://edd.newmexico.gov/business-development/edd-programs-for-business/job-training-incentive-program/>. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
7. For the purposes of special meetings and emergency meetings described in Paragraphs 4 and 5, notice requirements are met if notice of the date, time, place and agenda posted on Job Training Incentive Program's website at <https://edd.newmexico.gov/business-development/edd-programs-for-business/job-training-incentive-program/>. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
8. In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a meeting, please contact Judi Sandoval at 505-827-0307 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Patrick Gannon, JTIP Program Manager at 505-470-3572 if a summary or other type of accessible format is needed.
9. The Job Training Incentive Program board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15- 1(H) of the Open Meetings Act.
  - (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Job Training Incentive Program board and taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
  - (b) If a closed meeting is conducted when the Job Training Incentive Program board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate

under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

- (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure
- (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Job Training Incentive Program board in an open public meeting.

Passed by the Job Training Incentive Program board on this \_\_\_th day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
PRINTED NAME (CHAIR, JOB TRAINING INCENTIVE PROGRAM)

\_\_\_\_\_  
SIGNATURE (CHAIR, JOB TRAINING INCENTIVE PROGRAM)

\_\_\_\_\_  
DATE

## SCHEDULE A

Regular meetings of the Job Training Incentive Program (JTIP) shall be held on:

July 16, 2021

August 13, 2021

September 17, 2021

October 8, 2021

November 12, 2021

December 10, 2021

January 14, 2022

February 11, 2022

March 11, 2022

April 8, 2022

May 13, 2022

June 10, 2022