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Michelle Lujan Grisham • Governor
Alicia Keyes • Cabinet Secretary

TO: EDD

FROM: Patrick Gannon, JTIP Program Manager
Job Training Incentive Program

SUBJECT: Monthly Board Meeting

DATE: December 3, 2021

This memo is to inform you that JTIP requests will be acted upon at the next Job Training Incentive Program's Board meeting, which is scheduled for **December 10, 2021**.

JTIP Virtual Board Meeting

Microsoft Teams meeting

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If you have not yet confirmed your attendance, please email me or if you have any questions, please call me at (505) 467-9655. In accordance with the JTIP Policy Manual; Board Requirements: "Actions of the Board will be binding only when a minimum of three board members and one designated proxy vote is present."

Thank you.

Patrick Gannon
JTIP Program Manager