

**JOB TRAINING INCENTIVE PROGRAM
MONTHLY BOARD MEETING**

Joseph M. Montoya Building
Bid Room (Lobby)
1100 S. St. Francis Drive
Santa Fe, NM

MEETING SUMMARY OF April 17, 2020

ATTENDEES:

Board Members

Board Members Absent

JTIP Staff Present

Sara Gutiérrez, Program Manager
Patrick Gannon, Marketing Coordinator

Guests

I. Introductions

The meeting convened at _____ am. The introduction of board and staff followed.

II. Approval of the Agenda

_____ made a motion to approve the agenda as amended. _____ seconded the motion. Motion passed.

III. Amendment(s)

IV. Proposals

V. Approval of the Minutes

a. March 13, 2020 – JTIP Board Meeting

A motion to approve the minutes for the meeting on March 13, 2020 was made by _____ and seconded by _____. Motion passed.

VI. Fiscal Update – Ms. Gutiérrez reviewed the fiscal report and mentioned the projects in the pipeline, etc.

VII. Other (Discussion Items)

VIII. Adjourn

A motion to adjourn was made by Chairman Roper and seconded by _____. The motion passed and the meeting adjourned at _____ pm.