STATE OF NEVADA
GOVERNOR'S WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, March 18, 2026 - 2:00 p.m.

The GWDB Executive Committee held a public meeting on Microsoft TEAMS.

Audio Conference Number: +1 775-321-6111
Phone Conference ID: 404 237 608#

1. Call to Order - Opening Remarks

Chair Soderberg called the meeting to order at 2:00 pm.

2. Roll Call

Tiffany Vazquez, OWINN, called roll and confirmed quorum.

Members Present
Don Soderberg, Chair
Edward Estipona, Vice Chair
Scott Black, Councilman
Robert Benner
Natalie Brown
Tony Machabee
Suzanne Oetjen
Marchele Sneed

Absent
Jerrie Merritt

Others present
Kara Abe
Tiffany Vazquez

3. First Public Comment

Chair Soderberg read the notice into the record as follows: "This is the first opportunity for public comment. No action may be taken upon a matter raised under this public comment period unless the matter itself has been specifically included on the agenda as an action item, we will impose a three-minute time limit. Please clearly state and spell your full name to provide public comment on this agenda via telephone. The number is (775) 321-6111. When prompted, enter the phone conference ID 404 237 608#."

There were none.

4. Approval of January 21, 2026, meeting minutes – (For possible action)

Chair Soderberg called for a motion to approve the meeting minutes. It was moved by **Tony Machabee** and seconded by **Councilman Scott Black.** The motion carried.

5. State Compliance Policy (SCP) Revisions - (For possible action)

- **1.0 Membership of Local Workforce Development Boards**
- **2.3 Youth Standing Committee**

Chair Soderberg acknowledged Kara Abe to present two non-substantiative state compliance policies that have been revised to be presented to the committee for approval.

Kara Abe, ESD Program Chief, WISS, stated that the non-substantive changes presented bring the WIOA state compliance policies up to date.

SCP 1.0 – Membership of Local Workforce Development Boards
This policy outlines how local workforce boards are established and governed under WIOA. It clarifies that the governor sets statewide membership criteria that the chief elected officials appointed members through an established nomination process. The policy highlights the requirements that business representatives must have significant hiring or decision-making authority and that each board must be chaired by a business representative to ensure strong private sector leadership. Current revisions focus on compliance updates, refreshed federal references and formatting improvements.

SCP 2.3 – Youth Standing Committee
This policy explains that while WIOA does not require a youth council, local workforce development boards may establish a standing youth committee to support youth program planning, oversight and service delivery. Federal guidance encourages boards and chief elected officials to use a standing youth committee for this purpose, and existing youth councils may serve in this role if they meet the criteria. Revisions to this policy update the terminology to align with the code of federal regulations

Chair Soderberg called for a motion to approve the SCPs. It was moved by **Councilman Scott Black** and seconded by **Tony Machabee.** The motion carried.

6. New Business from Executive Committee Members and Next Steps - (Discussion/Informational only)

Tony Machabee inquired about the next steps to set up a tour of the Truckee Meadows Community College (TMCC) campus to discuss their workforce development initiatives for the June 18th meeting.

Vice Chair Estipona asked if Dr. Alexander knew about the tour.

Tony Machabee verified and added that Gretchen Sawyer was also on the email.

Marchele Sneed preferred to have a tour of the facility on Thursday morning, June 18th. The full board meeting will be at Nevadaworks that afternoon.

Tony Machabee asked if Friday, March 20th was a good day to set up a meeting with Amber as a pre-tour conference to confirm details.

Marchele Sneed added that Natalie Brown is on the committee and could make the connection and set things up if needed.

Natalie Brown confirmed if any assistance is needed to let her know.

Chair Soderberg asked if there were any members who came in after roll call.

Tiffany Vazquez confirmed Vice Chair Estipona present.

Robert Benner marked himself present.

7. Second Public Comment

There were none.

8. Adjournment

Chair Soderberg called for a motion to adjourn. It was moved by **Councilman Scott Black** and seconded by **Marchele Sneed.** The motion carried. The meeting was adjourned at 2:13 pm.