

TO: EDD

FROM: Sara Gutiérrez, JTIP Program Manager
Job Training Incentive Program

SUBJECT: Monthly Board Meeting

DATE: October 1, 2018

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 **Friday, October 12, 2018**. Please see the attached agenda.

The meeting will be held at the following location:

**Joseph M. Montoya Building
Bid Room (Lobby)
1100 S. St. Francis Drive
Santa Fe, NM 87505**

If you have not yet confirmed your attendance, or if you have any questions, please call Sara Gutiérrez at 827-0249. 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.

Attachment: Agenda