

Minutes

LWDB Executive Committee Meeting

📅 Wed September 23rd, 2020

🕒 11:00am - 1:00pm MDT

📍 Show Low City Hall/Zoom <https://us02web.zoom.us/j/86523093157>

👤 **In Attendance**

Call Meeting to Order

Meeting called to order at 10:02 AM by Woody Cline.

LWDB Executive Committee Members in attendance via Zoom Teleconference: Woody Cline, Gary Moore, Gail Campbell, Elizabeth Flake, John Sorensen.

Staff Members in attendance: Stephanie Ray, Jimi Hammond, Kathleen Smith, Jeremy Flowers, Anthony Burgan

Budget Report

Discussion: Review of YTD Budget Summary

Stephanie provided updates on the YTD Budget Summary.

Review Revised Bylaws

Recommended Action: Approve LWDB Bylaws which reflect changes to Board Terms and Composition as Approved by the full LWDB at the September 3, 2020 meeting.

Recommended Action: Approve Revised CEO and LWDB Partnership Agreement to reflect changes to Board Composition as Approved by the full LWDB at the September 3, 2020 meeting.

The Executive Committee reviewed the proposed bylaws revision intended to change the board member terms from 3-year terms to 2-year terms as approved at the September 3, 2020 LWDB meeting. The change to the number of business representative seats is addressed in the CEO/LWDB Partnership Agreement but the LWDB did not specifically approve a change to this document at the September 3, 2020 meeting. Discussion ensued regarding the Executive Committee's approval and the process to gain full LWDB approval. It was determined that should an approval be done today, it will require ratification by the full LWDB.

Decision: Gail Campbell made a motion to approve the LWDB Bylaws which reflect changes to Board terms and Composition as approved by the full LWDB at the September 3rd, 2020 Meeting. Gary Moore seconded the motion. Motion was passed unanimously.

Decision: John Sorensen made a motion to approve the Revised CEO and LWDB Partnership Agreement to reflect changes to Board Composition with the final approval contingent upon ratification by the full LWDB. Gail Campbell seconded the motion. The motion was passed unanimously.

Review Lease with Gila County for Admin Office Space

Recommended Action: Approve Lease with Gila County for Admin Office Space in the Globe Comprehensive Job Center

During the MOU/IFA revision process, it was determined that the space utilized for LWDB staff in the Globe Comprehensive Job Center should be addressed apart from the IFA since the IFA is between program partners. The recommended solution is a lease agreement between the LWDB and Gila County. A draft was presented to the Executive Committee for review.

Decision: John Sorensen made a motion to approve the lease with Gila County for Admin Office Space in the Globe Comprehension Job Center. Elizabeth Flake seconded the motion. Motion was passed unanimously.

Review MOU/IFA

Discussion Item Only

Stephanie provided updates on the MOU/IFA development and approval process. The partners have participated in the development of the documents and agreed to the drafts as presented. They have been forwarded to the DES Policy and Fiscal teams for compliance review.

Review Job Center Certification Parts I and II

Discuss action plan for completion of Job Center Certification for Job Centers that are not currently open to public/accessible for site visit and staff interviews.

Stephanie provided updates, informing the Executive Committee that per DES, the focus of the policy team is on LWDB Certifications and that the Job Center Certification will not be part of the LWDB Certification process this year. Further, DES intends to release a revised Job Center Certification Tools in January 2020; until then this process is on hold.

Next Meeting Date: LWDB Executive Committee Meeting October 28, 2020

Recommended Action: Adjourn Meeting

Meeting was adjourned at 10:30am.