



**Executive Committee
Meeting Minutes
October 10, 2017**

Attending: Brad Baker, Bert Johnson, Teddy Steen, Mark Turnball, Rhonda Stafford (phone), Sherri Rhuems, Leslie Abram, Kris Baldwin, Rob Copher

Topic	Discussion	Action
Meeting called to order		Brad
DWD Financial Review Report	Report provided as Attachment 1. Sherri reviewed basics of report noting concerns listed and the responses made. Additional review of policies on conflict of interest, conflict of interest annual attestation credit cards and procurement were discussed.	Teddy made a motion to approve policy changes to the conflict of interest policy, conflict of interest annual attestation, credit card policy and procurement policy. Second: Bert. Motion passed. Mark made a motion to accept the corrected action plan and responses as presented. Second: Teddy. Motion
Check signer	Mark agreed to be an additional check signer.	Teddy made a motion to add Mark as a check signer. Second: Bert. Motion passed.
Update of WIB Required Policies	Sherri, Kris and Rob reviewed changes made to policies outlined in Attachment 3.	Bert made a motion to adopt the changes to the policies as presented. Second: Teddy. Motion passed.
Contract Year Proposed Changes	Sherri reviewed information gained from a survey of other WIBs about their contract years. Brad lead discussion of which way was most beneficial for SW WIB.	Bert made a motion to extend our contract year through June 30, 2018, making the contracts run from July 1 through June 30 each year. Second: Mark. Motion passed.
Board Meeting Schedule	Sherri reviewed the frequency of when other WIBs have their board meetings. Committee members liked the idea of changing meetings from every other month to quarterly, but want input from the rest of the board.	Committee members asked that this be placed on the full board agenda for discussion and vote with a request of staff to determine what months would be the best time to meet based on fiscal needs.
Board Membership Status	Review and discussion of current board members and needs to be filled.	
Closed Session	Portion of the meeting is closed to discuss confidential records per RSMO 610.021, 610.022.	Bert made a motion to go into closed session to discuss a discrimination complaint. Second: Rhonda. Motion passed.
	Leslie updated the committee on a complaint.	
Open Session		Rhonda made a motion to come out of closed session. Second: Teddy. Motion passed
Adjourn		Rhonda made a motion to adjourn the meeting. Second: Teddy. Motion passed.

Teddy Steen, WIB Secretary