



**Executive Committee
Meeting Minutes
December 19, 2017**

Attending in person: Brad Baker, Bert Johnson, Sherri Rhuems, Leslie Abram,
Rob Copher, Kris Baldwin

Attending via phone: Mark Turnbull, Rhonda Stafford, Danielle Stafford &
Michael Oldelehr (Williams Keepers)

Topic	Discussion	Action
Meeting called to order		Brad called the meeting to order at 9 a.m.
Finance Committee & Reports	Review of financial audit was presented by Michael Oldelehr and Danielle Stafford of Williams Keepers -- Attachment 1 There were no deficiencies or findings reported.	Bert made a motion to accept the report from Williams Keepers. Rhonda seconded. Motion passed.
	Financial Statement -- Attachment 2 Rob presented financial statements and reports. Brad requested historical information in future reports to help gauge the progress of expenditures.	Mark made a motion to accept the financial reports. Rhonda seconded. Motion passed
	Contract Modification with staffing vendor to allow the transfer of a summer jobs employee to remain to work in the pre-apprenticeship project. Staff member is bi-lingual, which will help with compliance of translation and serving Spanish-speaking customers.	Bert made a motion to approve the modification and seek approval from the full board. Rhonda seconded. Motion passed
Old Business	Sherri presented as Attachment 3 letters referencing old-business topics. The letters addressed the following: <ul style="list-style-type: none"> • Programmatic Monitoring Review of TANF program (11-20-17) • Acceptance of Plan Mod (email 11/21/17) • DWD acceptance of WDB Corrective Actions (10/10/17) • One Stop Certification Location Review No Issues (11/8/17) • DWD Acceptance WDB Corrective Action WIOA Program Monitoring (11/13/17) 	
Update of WIB Required Policies	Eligible Trainer Provider System, ETPS Policy was presented as Attachment 4.	Bert made a motion to accept the ETPS policy as proposed. Mark seconded. Motion passed

Board Membership	A review of board membership and terms was presented as Attachment 5. Brad requested a work session be scheduled to look at board terms and membership in depth. Additional board members are needed, as well as officer positions that need to be filled due to recent and upcoming departures from the board.	A work session to address board membership and terms will be at 8:30 a.m. on Jan. 16 at the WIB office. Additional meetings will be scheduled as needed.
Board Meeting Schedule	Board meetings for 2018 are recommended to be conducted in the months of February, June, September and December. There will be additional executive committee meetings to fill in as needed to conduct business.	The full board will be polled to seek input on the recommended dates for meetings, as well as to gather information to help increase participation.
Adjourn		Bert made a motion to adjourn. Rhonda seconded. Motion passed. Meeting adjourned at 10:30 a.m.
Teddy Steen, WIB Secretary		