



**Executive Committee
Meeting Minutes
January 21, 2020**

Committee Members Attending: Mark Elliff, Brad Baker, Stephanie Howard, Rhonda Stafford (phone)
Staff Attending: Sherri Rhuems, Kris Baldwin, Leslie Abram, Rob Copher
Guest Attending: Barbara Houser, CPA with KPM (phone)

Topic	Discussion	Action
Meeting called to order		Mark Elliff called the meeting to order at 9:09 a.m.
Financial Audit Review by KPM	Barbara Houser reviewed the financial audit report as attached and noted that there were no findings in the financial award audit and financial statements. Brad Baker asked if it was necessary to note in the report that the region changed sub-contractors. Barbara responded that it wasn't required, but it could be done if requested. Discussion followed and it was agreed that a note should be added for transparency. A final report is expected by the end of this week, with a tax return to follow for the board to review.	<ul style="list-style-type: none"> ● Motion to approve, subject to adding a note that the region's sub-contractor has changed: Brad Baker ● Second: Stephanie Howard ● Motion Passed
Partner MOU/Infrastructure Cost Agreement	Sherri Rhuems outlined the MOU that has been drafted between the WIB and the mandated WIOA partners. She reported that meetings and negotiations with the partners to develop infrastructure cost agreements based on the MOU are ongoing. She also reviewed the process used to develop the MOU and timeline being followed to complete the requirements and submit to the state, as shown in the attached MOU.	
Next Steps:	Quarterly meetings with WIOA partner decision makers will be conducted to share referrals and other information. The local plan will be published for public comment and then will be brought to the board for approval.	
Adjourn		<ul style="list-style-type: none"> ● Motion to adjourn: Brad Baker ● Second: Stephanie Howard ● Motion Passed; Meeting adjourned at 10:25 a.m.

Rhonda Stafford, WIB Secretary