



MINUTES
SPECIAL EXECUTIVE COMMITTEE MEETING – Virtual
Thursday, June 1, 2022 @ 1:00 pm

Members		Members		Staff & Guests Present
Adil Khan, Chair	P	David Sorg	E	Stacy Campbell-Domineck
Katrina Lunsford	P	Sherry Sapp	P	
David McCraw	P	Gary Clark	P	

CALL TO ORDER

The meeting was called to order by Chair, Adil Khan, followed by introductions of those present.

APPROVAL OF MINUTES

Motion to approve the Executive Committee Meeting minutes of April 28, 2022, was made by Gary Clark and seconded David McCraw. There were no corrections. All voted. Motion carried unanimously.

COMMITTEE UPDATE

N/A

OLD BUSINESS

There was no old business.

NEW BUSINESS

Board Chair (Adil Khan)

Report: Board Member Attendance Compliance Report

Chair Khan directed the committee to the Board Member Attendance Compliance Report and highlighted the attendance. There were no concerns.

Report: Board & Council Meeting Dates & Times for PY2022-2023

Chair Khan directed the committee to Meeting dates and there were no concerns. Gary Clark asked if the electronic meeting notices had been sent out yet. Campbell-Domineck stated that the calendar invites will be sent out in early July.

Recommendation: Approval of CEO Travel Analysis for PY2022-223

Chair Khan directed the committee to page 8. Katrina Lunsford moved to approve the allowance for the projected travel and Gary Clark seconded. There were no questions or concerns. All voted and the motion carried unanimously.

Recommendation: Approval to CEO Request for Use of Unrestricted Funds

Chair Khan called for a motion to approve the CEO's request for use of unrestricted funds and highlighted the line items in the request. Clark made the motion to approve. Sapp seconded. Floor opened for discussion and there was no additional discussion. All voted. Motion carried unanimously.

Recommendation: Revised Schedule of Operations for PY2022-2023

Chari Khan called for a motion to approve the revised schedule as outlined on page 10 of the agenda packet. Sapp made a motion to approve, and Lunsford seconded. The floor was opened for discussion. CEO Campbell-Domineck informed the committee on the reason for the requests for the hours changing back to they were pre-COVID. Campbell-Domineck reminded the committee of the change of hours required by DEO during the time the career centers across the state were charged to assist DEO with the overwhelming number of individuals needing assistance with unemployment. She emphasized the huge change in customer walk-in traffic and the fact that is lower than it was before covid. Campbell-Domineck also emphasized the challenges with staff turnover and burnout of existing staff. There was minimal discussion. All voted and the motion carried unanimously.

Recommendation: Approval of Preliminary Budget for PY2022-23

Chair Khan called for a motion to approve the Preliminary Budget for PY2022. Sherry Sapp moved to approve the budget, followed by a second from Katrina Lunsford. The floor was opened for discussion. Chair Khan asked CEO Campbell-Domineck briefly review. CEO Campbell-Domineck reviewed the comparison and shared that the staff received the preliminary numbers unusually late from DEO and still not all allocations were sent. She reminded the committee of the process where the final budget, once all numbers were in from DEO and the previous year was closed out, will be proposed during in August. There were some questions, but no concerns. All vote and the motion carried unanimously.

Recommendation: Approval to transfer 100% of funds between WIOA Adult & Dislocated Worker

Chair Khan called for a motion to approve staff requests for the transfer. McCraw made a motion to approve, seconded by Gary Clark. There was some discussion on the process and why such a request is required. All voted. Motion carried unanimously.

Member Recognition:

Chair Khan recognized and appreciated the Executive Committee for their outstanding leadership and support during the year. The committee was informed that a small token of appreciation is in the mail since it was a virtual meeting.

President & CEO Update

CEO Campbell-Domineck provided a brief update on the Annual Meeting and the fact that Dr. Christopher Laney of EMSI Burning Glass would be the keynote speaker. She also emphasized that we have not had a speaker for our Annual Meeting in over 10 years. Chair Khan shared that he was looking forward to the meeting and knew that there had to be a huge surprise store as usual.

There was no further discussion.

Meeting adjourned at 1:28 pm
