



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**  
 November 19, 2020 @ 10:00 am

Members			Members			Staff & Guests Present	
Adil Khan, <b>Chair</b>	P		David Sorg	P		S. Campbell-Domineck	
Katrina Lunsford	P		Sherry Sapp	P		Luz Heredia	
David McCraw	P		Gary Clark	P		Janice Sewell	

**CALL TO ORDER**

Chair Khan called the meeting to order at 10:00a followed by introductions of those present.

**APPROVAL OF MINUTES**

Motion to approve the Executive Committee meeting minutes for May 21, 2020 was made by Katrina Lunsford, seconded by Sherry Sapp. There were no corrections. All voted. Motion carried unanimously.

**ACCEPTANCE OF CONSENT AGENDA**

McCraw made a motion to accept the Consent Agenda, seconded by Katrina Lunsford. All voted. Motion carried.

**OLD BUSINESS:** N/A

**COMMITTEE EDUCATION:** N/A

**Board Chair Reports and Recommendations (Adil Khan)**

**Report: Board Member Attendance Compliance Report**

Chair Khan directed the members to page 7 for review of the board member attendance compliance report for information purposes only. There were no questions.

**Recommendation: Approval of Revised Schedule of Operations for PY2020**

Chair Khan directed the members to page 8 for the revised schedule of operations for review and approval. Changes to the schedule were noted. Gary Clark made a motion to approve the revised schedule, seconded by Sherry Sapp. Chair Khan opened the floor for discussion. Chair Khan reminded the members of the need for approval by the board as outlined in the Grantee-Sub-Grantee Agreement with DEO and emphasized it is not the intent or desire of the board to manage operations as this responsibility rests with the President & CEO. All voted. Motion carried.

**Update: Board Member Resignations – Ronald Bryant**

Chair Khan directed the members to page 9 for the board member resignation letter due to deployment to Afghanistan. Gary Clark offered comments regarding the need and process to replace Mr. Bryant with someone from Draken as the company represents a critical industry we need to have on the board. CEO Campbell-Domineck explained the process and Mr. Clark volunteered to reach out to a representative at Draken.

**Recommendation: Approval of 2% increase in employer 401K contribution**

Chair Khan directed the members to the recommendation for approval of a 2% increase in the employer 401K contribution. Gary Clark made a motion to approve the 2% increase in employer 401K contribution was made by Gary Clark, seconded by David McCraw. Chair Khan opened the floor for discussion. There was some discussion, no concerns. All voted. Motion carried unanimously.

**Report: Update on Status of CEO Corporate Priorities**

Chair Khan directed the committee to pages 11-14 for review of the CEO's update of the completion of some of the corporate priorities during 1<sup>st</sup> quarter. Chair Khan commended CEO Campbell-Domineck on the work completed in the midst of the pandemic. There were no questions.

**Recommendation: Approval to Issue Performance Incentive for CEO for 1<sup>st</sup> Quarter**

Chair Khan directed the committee to the recommendation for awarding the CEO Incentives in accordance with our President/CEO Evaluation and Compensation Administration Policy. Based on the accomplishments aligned with the CEO Corporate Priorities during the quarter, Chair Khan recommended for approval a \$3,500 incentive for the 1<sup>st</sup> Quarter. Gary Clark made a motion to approve the Chair's recommendation and Katrina Lunsford seconded. Floor opened for discussion. There was no discussion. All voted. Motion carried unanimously.

**Recommendation: Approval of Final Budget PY2020**

Chair Khan directed the members to page 16 for the final budget for PY2020. The final budget usually presented and approved in the August Board meeting was not prepared to present at the time. Chair Khan explained that the Finance/Audit committee would normally have recommended the budget for approval however, there was no meeting this quarter due to a delay in audit completion. Therefore, this committee is the first to entertain approval of the final budget. Gary Clark made a motion to approve, seconded by David Sorg. Chair Khan opened the floor was opened for discussion. There was no further discussion. All voted and the motion carried unanimously.

**Report: Budget Variance Report & Comments for 1<sup>st</sup> Quarter of PY2020**

Chair Khan directed members to pages 17-18 for the Budget Variance Report. There were no questions.

**Report: Unrestricted Funds Report for 1<sup>st</sup> Quarter of PY2020**

Chair Khan directed members to page 19 for review of the unrestricted funds report. There were no questions.

**Workforce Performance Council (Gary Clark)**

**Ratification: Approval of New Training Provider – Fleet Force (formerly NBI) effective 7/1/2020**

Gary Clark directed the members to the recommendation on page 20 brought forth on behalf of the Workforce Performance Council to ratify the action of staff to approve Fleet Force as an eligible training provider. Chair Khan opened the floor for discussion. Sherry Sapp asked if she needed to abstain from voting since she used to work for the company. CEO Campbell-Domineck stated it was not necessary. All voted. Motion carried unanimously.

**Recommendation: Approval of One-Stop Operator Compliance Report 1<sup>st</sup> Quarter PY2020**

Gary Clark brought forth the recommendation on behalf of the Workforce Performance Council to approve the One-Stop Operator Compliance Report on pages 21-29 of the Executive Committee packet. Chair Khan opened the floor for discussion. CEO Campbell-Domineck reminded the committee that this report requires quarterly review of the board to ensure compliance as One-Stop Operator and to provide updates on the activities related to the partners. There was no further discussion. All voted and the motion carried unanimously.

**Recommendation: Approval of Direct Provider of Services Report 1<sup>st</sup> Quarter PY2020**

Gary Clark brought forth the recommendation on behalf of the Workforce Performance Council to approve the Direct Provider of Services Report on pages 30-34 of the Executive Committee packet. Chair Khan opened the floor for discussion. CEO Campbell-Domineck reminded the committee that this report also requires quarterly review of the board. There was no further discussion. All voted and the motion carried unanimously.

**Youth Development Council (Katrina Lunsford)**

There were no recommendations for approval brought forth by this council.

**Public Comment - None**

Meeting adjourned at 11:30a