

**Southwest Iowa Local Workforce Area
CEO Meeting Minutes
November 8, 2021**

CEOs in attendance:

Dennis Brown (CLEO), Merlin Dixon, Dan Christensen, Jerry Walker

Absent: Dean Robins, Ron Landphair, Ron Fitzgerald, Charla Schmid

Board staff present: Michelle Wilson

Quorum: No. No actionable items this meeting.

Meeting was called to order at 7:18 pm by CLEO Dennis Brown.

1. Minutes: Without a quorum, the August minutes were not approved.
2. Agenda: Dan moved to approve the agenda; Jerry seconded. Motion passed unanimously.
3. Budget: Reviewed budget and expenditure report.
4. Other Business: Michelle shared with the group that Don Keast has opted to not renew his board term, which expires in 2021. There is currently 1 labor and 1 business position open. The group discussed recruitment strategies, with members each identifying potential members that are in in-demand industries, and will follow up at the next meeting.

There is currently a need for additional administrative support for the board, in order to complete the requisite tasks. Dan suggested that Erica at Southern Iowa RC&D might be a good candidate. Michelle will check the draft firewall policy to ensure there is no conflict of interest, and will email the group regarding her findings.
5. Next Meeting: The group agreed to meet quarterly following the regularly-scheduled board meeting.
6. Adjournment: Dan moved to adjourn; Merlin seconded. Motion carried. Meeting adjourned at 8:07 pm.