

Chief Elected Officials (CEO) Board Minutes for April 12, 2017

1:30 p.m.

Keystone AEA, Elkader

http://www.iowawdb.gov/r1_home

Chief Elected Officials Board Present: Darrel Dolf, Ray Peterson, Jeff Madlom, Pat Murray

Present Via Conference Call: Dan Byrnes, Dave Tilkes

CEO Board Absent: John Beard, Roy Buol, Dave Baker

Others Present: Fern Rissman, Ron Axtell, Marla Loecke, and Ben Humphrey

Present via Conference Call: Gisella Aitken-Shadle

CALL TO ORDER

Chair Darrel Dolf, called the meeting to order at 1:40 p.m. A voice roll call was taken. It was noted that a quorum was present.

CEO BOARD DISCUSSION/ACTION

CEO Board: Ben Humphrey shared 4 handouts and discussed in length the board's duties. He discussed the history of the Local Board and CEO Board, membership, and responsibilities. (see handout "Chief Elected Official Agreement Under WIOA")

The CEO Board is responsible for the establishment of local board by-laws that meet WIOA final rules and are consistent with State policy for membership (see handouts). The nomination process for selection of the members, chairperson, vice chairperson should be included in the by-laws. Local board member terms should be included in the by-laws and were discussed to be 4 years and staggered so that only a portion of the board's membership terms expire in a given year. The use of technology such as conference call or web-based meetings to promote member participation was discussed. By-laws can include other items not included in the requirements. Other items that might be covered would be grounds/procedure for removal/suspension of a board member; procedure for amending by-laws; appointment of a secretary; resignation process/acceptance process; provision for conflict of interest; list of standing committees.

Some of the standing committees mentioned were:

- Eligible Provider Committee
- Disability Access Committee
- Civil Rights Committee
- Operations Committee
- Membership Committee
- Finance Committee
- Executive Committee

The *Local Board Membership Structure Under WIOA § 107(b)* was discussed (see handout). Ben Humphrey inquired when the last time the by-laws were amended. Fern stated 2002. May need to

change membership requirements. Chairperson of RWDB must be a businessperson and have policy making authority or hiring authority. Discussion of retired persons on the board. They can serve out their terms and then will have to be replaced. Have retired persons serve on standing committees so that don't lose the experience/knowledge.

If web-based meetings are held, must provide meeting place where board members can access if needed. If doing web-based or conference call, handouts should be sent out on Friday before, not brought to meeting for distribution.

CEO's will need to do recruitment for RWDB members. Ron/Marla shared the membership requirement matrix. Discussion followed about writing by-laws, CEO agreement, and recruitment. Ben will send templates for assistance. By-laws and CEO agreement should be done by July 1. Fern will send out applications for CEOs to get nominations/applications done.

FLOOR ITEMS/CLOSURE

Next Meeting: Next meeting is set for April 25, 2017, 4:30-6:30 p.m. at Keystone AEA Conference Center, Elkader, Iowa. CEO Chair Dolf suggested that the CEO Board meet at 4:00 p.m. before the regular meeting for review/possible approval of by-laws. CEOs may also need a meeting in May or June. If not able to attend in person, board members are encouraged to use the conference call option.

Adjournment: With no further business actions to come before this board, there was a motion by Murray, second by Madlom, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 3:32 p.m.

For more information regarding this meeting, please contact Penny Ingles at Keystone Area Education Agency at 563-245-1480 or pingles@aea1.k12.ia.us. The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any corrections or omissions.

Penny Ingles
Keystone AEA