

**RWDB/CEO Special Meeting Minutes**  
**Conference Call**  
**June 19, 2017**

RWDB members: Kim Gee, Scott Robinson, Heidi Pringle-Bates, Lane Plugge and Jason Sherer

CEO-RWDB: Randy Hickey

CEO members: Lonnie Mayberry, Frank Waters Scott Belt for Marilyn Jo Drake and Roger Schmitz

Others in attendance: Renee Erbes - IWCC/IowaWorks, Connie Golden/ IWCC and Vicki Corbin – Board Liaison

Members absent: RWDB Members: Lori Shields, Dave Pedersen and Jim Carroll

CEO Members absent: Walter Ultman and Matt Walsh

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1. Call to Order and Roll Call – Randy Hickey  
Kim called the meeting to order. Vicki conducted roll call.
  2. Approval of the Conference Call Agenda and Conflict of Interest

*RWDB Action - Heidi Pringle-Bates made a motion to approve the Agenda; seconded by Jason Sherer; motion carried*

*CEO Action – Lonnie Mayberry made a motion to approve the Agenda; seconded by Frank Waters; motion carried*

No potential conflicts of interest were noted for this meeting's agenda.

3. Review Fiscal Year 2018 Budget  
Renee went over the 2018 Budget.
  - There will be no grant money this year.
  - Iowa Western Community College added \$25,000 to the budget
  - Board expenses will be \$6,000 and there will be no professional services expenses this year. The professional services in the past was Beth Winqvist helping out this board.
  - Communications expenses includes cell phone and Internet hot spot expenses
  - Omni Centre Rent – there wasn't a lot budgeted for rent last year.
  - WEP Wages are budgeted for this year wasn't last year.
  - Workshops – Staff will do the workshops this year so no expense budget this year.

We do not need to vote on the budget. The budget has not been approved by the State yet.

4. Approval of the Work Experience Wage Rate  
The current entry level wage is \$8 an hour and Renee would like approval to increase the entry level wage to up to \$11 an hour. It's hard to get people to participate at the \$8 wage.

*RWDB Action - Heidi Pringle-Bates made a motion to approve increasing the Work Experience Wage Rate from \$8/hr. to \$11/hr.; seconded by Kim Gee; motion carried.*

*CEO Action – Lonnie Mayberry made a motion to approve increasing the Work Experience Wage Rate from \$8/hr. to \$11/hr.; seconded by Scott Belt; motion carried.*

#### Board Liaison Agreement Review and Renewal

Before discussion on this topic Vicki Corbin recused herself. Connie Golden took notes for this section.

The reason for this discussion is there have been some members that have commented that the duties of the independent contractor have not been completed as expected.

Randy asked if all of the expectations of the Board are in the contract. Perhaps the portion on facilitating might need to be updated.

Renee pointed out the Board Liaison position not only includes taking and distributing minutes but also includes such duties as setting up meeting locations and conference calls, facilitating Board activities and advising on proper Board actions and procedures, recruiting and filling of Board vacancies (which includes the appointment paperwork).

It was discussed and agreed there should be discussion with the Chamber to determine if they want to continue as the Board Liaison and if so, the Board will go through expectations and the Board Liaison duties. If the Chamber is not interested in continuing as the Liaison, someone will need to be appointed to handle the duties on an interim basis. It was decided to table this discussion until the July RWDB/CEO meeting, as a Board meeting would be a better forum for this discussion. Kim advised that Vicki shouldn't be recused from that portion of the meeting because the Board will need her input.

*Heidi made a motion to table the discussion of the Board Liaison's responsibilities for the July meeting. Scott seconded the motion. The Board agreed.*

Additional item: Ben has on his calendar to come to the July meeting. Renee also mentioned Ben is working on a Board guide that outlines what the Board does and when. It is anticipated the July Board meeting may be a longer one, so we will need as much Board participation as possible.

*Randy made a motion to adjourn at 2:06 pm. Scott seconded the motion. The Board agreed.*