

Executive Committee Meeting
Southern Illinois Workforce Development Board
MAN-TRA-CON Corporation, Marion, Illinois
February 1, 2016 12:00 PM

MINUTES

Attending in Person: SIWDB Chair Mary Roe, Deb Jackanicz, Cary Minnis, Terance Henry
Teleconferencing: Angela Holmes, Rex Cusumano
Members Absent: Milton Maxwell
Others present: Kathy Lively, Staff; Tammy Kirk, SIWDB Secretary

I. Call to Order – Chair Roe called the meeting to order at 12:03 pm. As a quorum was not met at the start of the meeting, the assembly suspended voting until Mr. Henry arrived and the quorum was met.

II. Orders of the Day

a. Approval of Minutes 11/25/15 (Attachment A) – Assembly

A motion was made to approve the minutes from the previous meeting by Mr. Cusumano. The motion was seconded by Mr. Minnis. No questions regarding the motion were raised. The motion passed unanimously.

b. SIWDB Bylaw Decisions (Attachment B) – Assembly

i. Percentage for Quorum (Page 11)

The assembly determined a 33% quorum requirement to be reasonable for standing committee meetings, and a 51% quorum requirement to be reasonable for both executive committee meetings and board meetings. Ms. Lively informed the committee that both standards would be permissible under the Open Meetings Act, and Robert's Rules of Order.

ii. Member Termination for Attendance Deficiency (Page 6)

The assembly decided to amend the bylaws to state that a member may be removed from the board, with the consent of the CLEO's, should he or she miss two consecutive board meetings.

iii. Absentee Voting

1. Second Location Issue

Ms. Lively informed the assembly that the new Open Meetings Act extends second location privileges to workforce areas that are 4,500 square miles or more. This workforce area is only 2,500 square miles. Therefore, meetings can only be constituted from now on from a single location, with a quorum present.

2. Proxies

The assembly decided to abandon the concept of proxy voting in favor of adopting a system which would allow members to appoint alternates for themselves to serve a period of 11 months. Ms. Lively and Ms. Kirk offered to draft language clarifying this new system, to be presented at the next meeting.

iv. Vision Statement (Page 1)

The assembly decided to review the vision statement, for deliberation at a later time.

v. Longevity Requirements

The assembly determined that there should not be any specific requirement regarding time-in service for a board member to become an officer of the board.

vi. Approval of the Bylaws

The assembly decided to raise the requirement to approve new bylaws to a 51% vote, and determined that members should be given no less than three days' notice before a meeting concerning the approval of new bylaws.

c. *NAWB Forum 2016 – Kathy Lively*

Ms. Lively extended an invitation to the members of the executive committee to accompany her to the NAWB Forum being held in the Hilton in Washington, D.C. from March 13-15.

d. *MOU – Mary Roe*

The assembly discussed designating Ms. Melanie Arthur as the impartial individual for the negotiation of infrastructure costs. A motion to contract with Ms. Arthur was made by Ms. Jackanicz. The motion was seconded by Ms. Holmes. The motion was passed unanimously.

e. *Regional Plan Update – Kathy Lively*

There will be a two-day meeting in Springfield to address the regional plan with a consultant provided by DCEO.

f. *Miscellaneous Business*

After the quorum was met, a motion was made by Mr. Cusumano to approve the above recommendations for changes to the bylaws. The motion was seconded by Ms. Holmes. The motion passed unanimously.

III. Matters from the Floor – None.

IV. Recognition of Guests – None.

V. Adjournment – A motion was made by Mr. Minnis to adjourn the meeting as all business for the day had been completed. The motion was seconded by Ms. Jackanicz. The motion passed the assembly and the meeting was adjourned at 12:52 pm.

Members of the Committee:

Mary Roe – Chair	Angela Holmes – 1 st Vice Chair	Rex Cusumano – 2 nd Vice Chair
Terance Henry – 3 rd Vice Chair	Debra Jackanicz – 4 th Vice Chair	Cary Minnis – Treasurer
Milton Maxwell – Parliamentarian	Kathy Lively - Staff	Tammy Kirk – SIWDB Secretary