

**Executive Committee Meeting
Southern Illinois Workforce Development Board
MAN-TRA-CON Corporation, Marion, Illinois
March 23, 2016 11:00 AM
SPECIAL MEETING**

MINUTES

Attending in Person: SIWDB Chair Mary Roe, Deb Jackanicz, Cary Minnis, Milton Maxwell, Rex Cusumano
Teleconferencing: Terance Henry, Angela Holmes
Members Absent: None
Others present: Kathy Lively, Staff; Tammy Kirk, SIWDB Secretary

I. Call to Order – Chair Roe called the meeting to order at 11:05 am. with a quorum present.

II. Orders of the Day

a. Approval of Minutes 3/11/16 (Attachment A) – Committee

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

b. SIWDB Bylaws (Attachment B) – Committee

- i. The committee examined the bylaws. Mr. Minnis made a motion to accept the bylaws as presented with a review after six months. Seconded by Mr. Henry. A roll call vote was taken and the motion passed unanimously.
- ii. The committee suggested the following possible changes for discussion at the six month review of the bylaws:
 - Percentage needed for a quorum
 - Alternate Designee term for length of the member’s term vs 11 months
 - Adding verbiage to Article III Section 3 to better define terms. Suggested: Following the initial placement of the board with staggered terms, all appointments will be for a 2 year term. (Replacements are for the remainder of the term per section 4)
 - Examine the meaning and use of the word “ratify”
- iii. The committee looked at the bylaw summary for the board and suggested edits.

c. Miscellaneous

- i. Regional Plan Update – Ms. Lively provided the committee with an in depth update on the regional plan and upcoming expectations.
- ii. Timeline of Spring deadlines was provided to the committee
- iii. Mr. Cusumano requested to examine the E&O policy

- iv. The committee discussed removing a few board members who have not been in attendance. A letter will be designed and a list of potential members for removal sent to the committee for consideration.
- v. Discussed how to improve meeting attendance. A Survey Monkey will be sent to the board with meeting day/time options. Discussed meeting more often.

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 Mr. Cusumano. The motion passed the committee and the meeting was adjourned at 12:23 pm.

Members of the Committee:

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