

**Chief Elected Officials  
Zoom Meeting Minutes  
August 23, 2021**

The Chief Elected Officials meeting was called to order at 7:07 p.m. by Chairman James Duffy. Roll Call was taken.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Steve Malavolti	X	
James Duffy	X		Kevin Reibel	X	
Randy Freeman			Wayne Reising	X	
Don Hill			Marilyn Shippert	X	

**PROXIES:** Randy Freeman to Steve Malavolti, Don Hill to Robert Albrecht

**OTHERS PRESENT:** Carrie Folken, Jo Ann Johnson, Annette Pace

Approval of Meeting Minutes

Marilyn Shippert motioned to approve the June 28, 2021 Meeting Minutes. Motion was seconded by Wayne Reising. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steve Malavolti	X	
James Duffy	X		Kevin Reibel	X	
Randy Freeman	X		Wayne Reising	X	
Don Hill	X		Marilyn Shippert	X	

Motion carried.

**Business Meeting**

Request to modify the Apprenticeship Grant

Carrie informed members that during the recent DCEO Monitoring visit, one of the monitors reviewed the Apprenticeship Grant that will expire on December 31, 2021 and recommended that the budget be adjusted to reflect a more realistic budget. Carrie explained that when the grant was originally written and applied for, funds were put in line items for meeting expenses and travel. Since COVID, staff are not able to use the funding in those line items so it is being recommended to revise the budget to include a more realistic budget. In regards to the outcomes, Carrie told members that they are going as planned. Carrie requested that a modification to the Apprenticeship Grant be submitted to DCEO that will revise the budget and extend the grant through March 31, 2022. Wayne Reising motioned to approve the request to modify the Apprenticeship Grant as presented. Motion was seconded by Kevin Reibel. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steve Malavolti	X	
James Duffy	X		Kevin Reibel	X	
Randy Freeman	X		Wayne Reising	X	
Don Hill	X		Marilyn Shippert	X	

Motion carried.

Request to establish Trade Grant (20-661004)

Annette informed members that the current Trade Grant will end on September 30, 2021 and requested to establish a Trade Grant for Program Year 2020 beginning October 1, 2021. Marilyn Shippert motioned to authorize Annette to establish the Trade Grant for PY 20. Motion was seconded by Wayne Reising. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steve Malavolti	X	
James Duffy	X		Kevin Reibel	X	
Randy Freeman	X		Wayne Reising	X	
Don Hill	X		Marilyn Shippert	X	

Motion carried.

Request approval for any grant modifications (if necessary)

Carrie reported that there were not any additional grants at this time that required modification. She said that this item will remain on all future agendas just in case a request would be needed.

NCI Works Membership Update

Carrie informed members that Bill Keene's appointment to NCI Works was certified by DCEO and we now have a certified workforce board.

Other Business

Jim mentioned to Carrie that he received correspondence from DCEO regarding the monitoring findings and asked if any action had been taken about the findings. Carrie responded that we will have 10 days to formally respond to them for all of the items they identified. Carrie noted that staff were told that the files were easy to go over and the findings are more oversight and clerical errors in nature. Carrie said that the monitoring review went well and there were no fiscal monitoring findings.

Updated Membership List

Jim pointed out his title was wrong on the list. Jo Ann will update.

Jim informed members that the next meeting is scheduled for October 25, 2021.

Public Comments

None

Adjournment

With there being no further business, Robert Albrecht motioned to adjourn. Motion was seconded by Kevin Reibel. Motion carried. Meeting adjourned at 7:17 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in cursive script that reads "Wayne Reising". The signature is written in black ink and is positioned above the printed name and title.

Wayne Reising  
Secretary