

**Chief Elected Officials
(Hybrid) Meeting Minutes
April 24, 2023**

The Chief Elected Officials meeting was called to order at 7:16 p.m. by Chairman James Duffy. Roll Call was taken.

Name	Present	Absent	Name	Present	Absent
James Duffy	X		Michael McEmery	X	
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	X		LaDon Trost		X

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

Approval of Meeting Minutes

Kerwin Paris motioned to approve the February 27, 2023 Meeting Minutes. Motion was seconded by Wayne Reising. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Michael McEmery		
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	X		LaDon Trost		

Business Meeting

Approval of the PY 2023 Memorandum of Understanding (MOU)

Carrie presented the PY 23 Memorandum of Understanding (MOU) to members. She said that this year we did a complete rewrite of the narrative document. The rewrite, she said, needs to be done every 3 years. Carrie noted that the MOU budget is revised and approved on an annual basis. Carrie told members that this year a consultant, Jeff Marcella, did the entire project and she said that it went very smoothly. She told members that partners were very receptive to an outside negotiator doing this project.

After discussion, Wayne Reising motioned to approve the PY 2023 Memorandum of Understanding (MOU) narrative and budget. Motion was seconded by Keane Hudson. Roll Call vote was taken.

Name	Present	Absent	Name	Present	Absent
James Duffy	X		Michael McEmery	X	
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	X		LaDon Trost		X

Motion carried.

Request approval for any grant modifications (if necessary)

Carrie said that at this time there is no other modifications that need to be addressed.

Other Business

Jim informed members that the next CEO Meeting will be held on June 26 following the BEST Board of Director's Meeting.

Public Comments


None

Adjournment

With there being no further business, the CEO Meeting was adjourned at 7:23 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:

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Wayne Reising
Secretary

**Chief Elected Officials
(Hybrid) Special Meeting Minutes
May 8, 2023**

The Chief Elected Officials meeting was called to order at 5:30 p.m. by Chairman James Duffy. Roll Call was taken.

Name	Present	Absent	Name	Present	Absent
James Duffy	X		Michael McEmery	X	
Chris Flikkema	X		Kerwin Paris	X	
Keane Hudson			Wayne Reising	X	
Steven Malavolti			LaDon Trost		X

PROXY: Keene Hudson to Jim Duffy; Steven Malavolti to Wayne Reising

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

Business Meeting

Approval to Submit an Initial Grant Application for PY 23 (July 1, 2023 – June 30, 2024) once Allocations are Received

Carrie asked permission to submit an initial grant application for PY 23 funds once we receive local allocations. Michael McEmery motioned to enter into a grant application process for the WIOA formula grant funds once allocations are received. Motion was seconded by Wayne Reising.

Carrie informed members that the WIOA grants are good for a 2-year cycle so although we don't have funds yet for PY 23 we are using funds from PY 22 to carry our programs and services. She told members that each year local workforce areas need to enter into an application process with DCEO to receive the funds. Carrie noted that the local workforce area receives the allocation from the state and the amount received is not negotiable. Carrie also pointed out that the Chief Elected Officials need to approve and sign off on these funds, so a paper trail is needed.

Carrie told members that if the local workforce area receives the allocations, she will report the information at the next CEO meeting.

Other Business

Jim Duffy asked Carrie for an update on the Finance Director position. Carrie reported that Jessica has applied for it and she has talked with Jessica and Annette and established a structure and timelines. Carrie told members that the Accountant position will be posted. Annette has agreed to stay on as long as needed. Carrie said that Jessica has been learning a lot more about the position and the application that was just approved will be one of the first things that Annette works with Jessica on.

Public Comments


None

Adjournment

With there being no further business, the CEO Meeting was adjourned at 5:41 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:

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Wayne Reising
Secretary