

**Chief Elected Officials  
Special Meeting Minutes  
Monday, March 20, 2017**

The Chief Elected Officials meeting was called to order at 5:50 p.m. by Vice-Chairman Jim Duffy.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Steve Malavolti	X	
James Duffy	X		Kevin Reibel	X	
Randy Freeman		X	Ron Smith	X	
Kim Gouker	X (late)		Jim Wentling		X

**OTHERS PRESENT:** Pam Furlan, Kathy Day, Jo Ann Johnson

Approval of Meeting Minutes

Steve Malavolti motioned to approve the February 27, 2017 Meeting Minutes. Motion was seconded by Kevin Reibel and carried.

**Business Meeting**

Approval of the Memorandum of Understanding (MOU)

Kathy disseminated to members an updated copy of the Budget for the One Stop Center in Ottawa. She told members that the budget consists of the infrastructure costs and system wide costs. The tentative budget for infrastructure is \$54,367.28. This cost includes facilities, technology and marketing costs for the One Stop Center. Kathy then told members that the Shared Delivery System Costs is budgeted at \$139,618.00 for the One Stop Center. Part of that costs, she said includes \$69,500.00 which includes staff costs, board meeting costs, errors and omission insurance, marketing services, board member training as well as other costs related to workforce board functions. After reviewing the detailed budget, Kathy told members that the total that BEST, Inc. will be contributing towards the One Stop is \$51,952 for System Costs and \$19,769.92 for Infrastructure Costs or a total of \$71,721.92. Kathy told members that the balance owed by BEST, Inc. to the System Cost is about \$2,000. Kathy informed members that the partners are continuing to work through the budget. Kathy told members that the One Stop budget will be reviewed on a quarterly basis with all partners. Kevin Reibel motioned to approve the MOU Cost Sharing Agreement. Motion was seconded by Robert Albrecht. Kathy noted that the State required Partners to meet every 2 weeks to negotiate this process. She said that the State has submitted new forms to submit the cost information, but the numbers should not be affected. Motion carried.

### Approval of the Local and Regional Plans

Pam informed members that the Local and Regional Plans are available for public review and comment through April 13, 2017. She told members that if any comments are received they will be incorporated into the final document that will be brought to the CEOs for final approval at their April meeting. Pam stated that if members wanted to approve the Local and Regional Plans tonight, they could do so recognizing that comments may be received. After discussion, Kevin motioned to approve the Local and Regional Plans with the caveat that they can be modified to include any comments that are received during the Public Review period. Motion was seconded by Robert Albrecht and carried.

### Approval of the Indirect Cost Rate (Select 10% Di Minis Rate)

Kathy informed members that because our funding is federal we do not need to have an Indirect Cost Rate established. However, she said, by not having one will limit our application for other grants. After attending many training sessions, Kathy told members that BEST, Inc. has the option to either establish an Indirect Cost Rate or 10% Di Minis Rate. Kathy recommended that the 10% De Minis Rate be accepted for BEST, Inc. Steve Malavolti motioned to approve the recommendation to adopt a 10% De Minis Rate. Motion was seconded by Kevin Reibel and carried.

### Approval to participate in the development a Conflict of Interest Policy

Kathy informed members that with the new rules and regulations, there are many firewalls that need to be in place with fiscal, programs, workforce boards and one stop operator. She told members that a local workforce area has contracted with Melanie Arthur to develop a boiler plate of the conflict of interest's policies that will be required. Kathy noted that some other local workforce areas have joined in this effort to help offset some of the costs associated with the development of these policies. Kathy recommended that BEST, Inc. also become a part of this project. She told members that although the costs have not been determined, it may be about \$3,000 depending on how many local areas join in the effort. After discussion, Kevin Reibel motioned to approve Kathy's request to participate in the development of a Conflict of Interest Policy with other local workforce areas. Motion was seconded by Robert Albrecht and carried. Kathy told members that she would provide additional information at the next meeting.

### Other Business

None

### Public Comments

None

Adjournment

With there being no further business, Kim Gouker motioned to adjourn. Motion was seconded by Steve Malavolti and carried. Meeting adjourned at 6:25 p.m.

Jo Ann Johnson

Approved by:

*Kevin Reibel*

Kevin Reibel  
Secretary