

EXECUTIVE COMMITTEE

**Friday, November 8, 2019
2:30 pm**

SPECIAL MEETING MINUTES

Prepared by Lawrence Thoo; reviewed and approved by Monique Melchor.

Staff present: Kathryn Azevedo, Monique Melchor, Lawrence Thoo

I. CALL TO ORDER & QUORUM VERIFICATION

Present: Joe Flynn, Chair; Susan Koepp-Baker via telephone at 616 Kay Springs Ct, Morgan Hill; Steve Preminger

Absent: None

Chair Joe Flynn called the meeting to order at 2:30 pm. Ms. Koepp-Baker stated for the record that she was able to hear clearly other members of the committee and staff present, that the agenda was posted in a publicly visible manner at her location, and that the location could be accessed by members of the public but none were present.

II. PUBLIC COMMENT

None.

III. CONSENT ITEMS

Mr. Preminger moved, Ms. Koepp-Baker seconded, and the committee unanimously approved the acceptance of:

- A. Fiscal Year 2019 Year-End (June 30) Financial Status Report**
- B. August 31, 2019 Financial Status Report**
- C. Labor Market Overview as of September 30, 2019**

IV. BUSINESS ITEMS

A. Old Business

1. Executive Committee Minutes Approval

Action: Mr. Preminger moved, Ms. Koepp-Baker seconded, and the committee unanimously approved the minutes of the September 19, 2019 Executive Committee meeting.

B. New Business

1. FY 2019–20 Program Operating Budget Reconciliation

On behalf of Finance Manager Joy Salandanan, Director Monique Melchor reported on the reconciliation of the Fiscal Year 2019–20 Program Operating Budget.

Action: Ms. Koepp-Baker moved, Mr. Preminger seconded, and the committee

unanimously approved the committee's recommendation that the Board accept staff's proposed adjustments to the Fiscal Year 2019–20 Program Operating Budget as follows: i) Re-budget \$185,352 in additional carry-over *program* funding and \$10,621 in *administrative* funding from FY 2018-19, thereby amending the estimated carry-over funding as of March 31, 2019 that was included in the June 2019 Board-approved Program Operating Budget for FY 2019-20; ii) Increase funding by \$122,660 in the WIOA Rapid Response operating budget compared to estimated funding; and iii) Include a Summary of Discretionary Funding, both new and carry-over, in the amount of \$2,216,299.

2. Amendments to the Board By-Laws

Strategic Engagement Manager Lawrence Thoo reviewed the proposed amendments to the By-laws, describing how the amendments will i) provide compliance with the requirements of §14402 of the California Unemployment Insurance Code; ii) add the June 16, 2016 Board approved delegation of approval authority to the Executive Committee; and iii) clarify and streamline standing committees.

Action: Mr. Preminger moved, Ms. Koepp-Baker seconded, and the committee unanimously approved the committee's recommendation that the Board approve the By-Laws as amended.

V. ADJOURNMENT

Chair Flynn adjourned the meeting at 2:45 pm.