**Executive Committee Agenda** **October 13, 2020 from 8:30am-10am**

*Zoom or Call in ONLY- 1-408-638-0968; Meeting ID 232 175 561*
https://zoom.us/j/232175561

Staff, Jenni Newby, Commissioner Kramer, Julie Mathews, Gary North, Commissioner Debone

*Meeting called to order, with quorum at 8:32am by Gary North.*

| Topic | Lead | Time | Description |
|---|---|---|---|
| Consent Agenda | Gary | 8:30am | • Ex Com minutes from September 8, 2020- *vote required*<br>**Motion:** Julie moves to approve the minutes as presented, Jenni seconds, unanimously approved. |
| Budget Modification Policy | Jamie | 8:35am | • Solicit Review and Approval of Revised Budget Modification Policy- *vote required*<br>• Solicit Approval of additional resources for contingency around office move- *vote required*<br>Discussion: Jamie reminded the group of the history surrounding this policy, which was originally implemented by choice rather than by requirement, at the time the board was created. We will still comply with all agreements between the board and the COWC regarding budget approval and governance.<br><br>**Motion:** Julie moves to accept the budget modification as presented, Jenni seconds, unanimously approved.<br><br>Discussion: Staff would like the options of accessing contingency funds to cover potential cost of transitioning to a new space if we need to cover the cost of two leases simultaneously during the move. There are $10,000 in contingency resources.<br><br>**Motion**: Jenni moves to approve allowing staff to access the contingency fund, if needed for lease and transition to a new space, Julie seconds the motion, unanimously approved. |
| | Heather/ Jessica | 8:45am | • Review and solicit feedback on new board recruitment materials |

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| Board Member Recruitment Materials | | | Discussion: Want Heather to make phone calls to board members rather than emailing the survey. Also ask about other ways to improve the board meetings.<br><br>Actions: Heather outreach to all board members before the October 2020 board meeting. |
| October Board Meeting Review | Heather | 9:05am | • Review board meeting discussion topics<br>• Discuss potential homework and board composition activity |
| | | | Discussion/Actions: We will center the discussions on the board composition compared with the population of our region. We will present on the data collected form phone calls as well as data related to our customers to highlight parallels and gaps. |
| Local Plan Update | Heather | 9:30am | • Update on Local Plan Schedule<br>• Solicit thoughts around board vote and public comment period |
| | | | Actions: Have the board vote in January, defer the second vote to the Executive Committee in February or March, following the 30 days for public comment.<br>*Add vote to board meeting agenda* |
| General Updates & Discussion | All | 9:40am | • Round-Robin Discussion<br>  ○ Board meeting and executive committee schedule (Jessica) |
| | | | Actions: Ask re: Board meeting times on calls<br><br>Gary and Heather T – we need the auditor's fraud forms completed ASAP.<br><br>Appreciation was shared for our Adult and Youth providers for the exceptional work they have done to serve people and businesses. |
| Attachments:<br>• September 8, 2020 Executive Committee Meeting Minutes<br>• Budget Modification Policy<br>• Draft Board Recruitment Materials | | | |

**Meeting adjourned at 9:48am**