## **LWDB- Executive Committee Meeting Minutes**

October 25, 2023 10:00am - 11:00pm

**I. Welcome**

A. **Call to Order**

Chair called the meeting to order at 10:02 am

B. **Attendance**

Executive Committee Members in attendance: David Miller, Rochelle Shanta, Ryleigh

 Aubuchon, James Bruzzi

 Staff in Attendance: Jeremy Flowers, Lisa Grannis, Adam Garrard

 Guests: Jessica head

 Quorum exists.

C. **Approval of Meeting Minutes**

[**08.23.2023 minutes-lwdb-executive-committee-meetingpdf.pdf**](https://drive.google.com/file/d/1T9CA81-4-3NiSvEXXXYCHCKapBXKAHB6/view?usp=share_link)

 Motion to approve the 08/23/2023 LWDB Executive committee meeting minutes was made by

 James Bruzzi, 2nd motion to approve was made by Ryleigh Aubuchon.

**II. Reports**

A. **Financial Report**

 July and August Financial Reports

 Approval Recommended

[**PY23/FY24 Budget VS Actual through August 2023**](https://docs.google.com/spreadsheets/d/17zwWaPloD1wsJg2MrUdp-zYBrITAV8j2/edit?usp=share_link&ouid=110207343240429862902&rtpof=true&sd=true)

 Lisa explained the Budget vs Actual report.

 Motion to approve was made by David Miller, 2nd was made by James Bruzzi.

**III. New Business**

1. **FY24 Budget**

 Review and Approval Recommended.

 [PY23/FY24 Budget](https://docs.google.com/spreadsheets/d/17zwWaPloD1wsJg2MrUdp-zYBrITAV8j2/edit?usp=share_link&ouid=110207343240429862902&rtpof=true&sd=true)

 Lisa explained the Budget and the changes made by DES in regards to the WBL

 program funding. She recommended a percentage change in the allocations of

 Executive director and Administrative Officer salary to Administration expenses.

 Motion to approve the PY23/FY24 Budget was made by David Miller, 2nd was made by

 James Bruzzi. All approved.

1. **Incumbent Worker Training Policy and Procedures**

 [Incumbent Worker Training Policy 09.11.2023.pdf](https://drive.google.com/open?id=11VnMJA6Sk9VXmZyEJ5msddFdlVVEWnAU)

 [NEAZ\_Incumbent Worker Training (IWT)\_Pre-AwardChecklist 10.25.2023](https://drive.google.com/open?id=1DULo67Na4K-iptKq9SiKokDeqx__cDfR)

[Fillable.pdf](https://drive.google.com/open?id=1DULo67Na4K-iptKq9SiKokDeqx__cDfR)

[Incumbent Worker training (IWT) Contract 10.25.2023 fillable.pdf](https://drive.google.com/open?id=1A_E13bdad6zwg_zc3RVBdgRZDGnoyuqX)

Review and Approval Recommended.

James Bruzzi made the motion to approve the IWT policy and procedures/forms with the recommended updates made. Rochelle Shanta made the 2nd motion.

All approved.

1. **OSO Contract**

Discussion

[OSO Contract](https://docs.google.com/document/d/1240pKWQkw3sfYMaZ0kAmwlbzYIaHUSeP/edit?usp=share_link&ouid=110207343240429862902&rtpof=true&sd=true)

Jeremy explained the updates to the OSO contract.

All agreed to begin the process of research and the contract process.

**V. Closing**

A. Action Items

 1. Next Executive Committee Meeting - December 27 - reschedule?

 All agreed that December 27 was acceptable for the next meeting.

**VI. Adjournment**

The meeting was adjourned at 11:04 to move to the Bi-Monthly meeting.