

Executive Committee Meeting

August 25, 2010

5:30 p.m.

F-GI WIB Training Center, Swanton

MINUTES

Attendance: Michael Guernsey, Harold Garrett, Colleen Steen, Laz Scangas, Paul Larner, Pat Howrigan, Catherine Dimitruk

Challenges for Change

C. Dimitruk provided an update on implementation of Challenges for Change, including an RPC evaluation, 9/14 joint Boards meeting and a statewide regional services analysis. *H. Garrett moved to support up to \$2,000 towards a statewide evaluation of RPCs. C. Steen seconded. Motion carried.*

Personnel Committee Recommendations

L. Scangas moved to enter Executive Session to discuss personnel matters. P. Howrigan seconded. Motion carried. The Executive Committee left Executive session. P. Larner moved to accept the recommendations of the Personnel Committee and Personnel Committee Chair. C. Steen seconded. Motion carried.

Annual Dinner and Oscar Baker Award

The Executive Committee members discussed options for the annual dinner including timing, size, and location. C. Dimitruk will review options with staff and M. Guernsey and develop recommendation.

Revolving Loan Fund management plan- preliminary review

C. Dimitruk reported that the management plan was still in development. *L. Scangas moved to table this item. M. Guernsey postponed action until the Brownfield Steering Committee has finished its work drafting the manual.*

Internal Procedures

C. Dimitruk reviewed the internal procedures and explained the major change was to separate deposits from the Office Administrator duties in order to further segregate financial transactions. The Executive Director or Assistant Director will now make deposits. *P. Larner moved to approve the internal procedures dated 8/25/10. L. Scangas seconded. Motion carried.*

Minutes of the May 2010 Meeting

L. Scangas moved to approve the minutes. H. Garrett seconded. Motion carried.

There being no further business, *P. Larner moved to adjourn. P. Howrigan seconded, motion carried.*