



**DuPage Workforce Innovation Board Executive Committee Meeting Minutes
September 23, 2020
7:30am-9:00am
Virtual Meeting**

Call to Order/Roll Call

- Chair Tiffany Rotondo called the meeting to order at 7:35am

Members Present

Ian Hardie	Joe Cassidy
Mary Keating	Tamryn Hennessy
Tiffany Rotondo	Jane Clark
Kate Wollensak	

Others Present

Jamie Brown

Public Comment

- There was no public comment

Approval of the July 22, 2020 minutes

- Motion to approve by Mary Keating
- Second by Kate Wollensak
- All ayes via roll call, motion **APPROVED**

Youth Incentive Policy

Jamie reviewed the Youth Incentive Policy. The policy has been amended to include language regarding the time frame in which youth are eligible for an incentive.

- Motion to approve by Joe Cassidy
- Second by Jane Clark
- All ayes, via roll call vote, motion **APPROVED**

Complaint and Grievance Policy

Jamie reviewed the Complaint and Grievance Policy. Member Keating suggested amending language in the policy to state that the Title I Director or his/her designee can serve as the grievance officer.

Additionally, the LWIB Chair or his/her designee can serve as the Local Hearing Officer.

- Motion to approve with amended language by Mary Keating
- Second by Kate Wollensak
- All ayes, via roll call vote, motion APPROVED

OSO Reports

The group reviewed and discussed the OSO reports. The OSO will submit the following reports:

- Business Services Survey Report & Updates
- Referral Report
- Partner Survey Report

Slate of Officers

Jamie informed the group that the new Slate of Officers/Executive Committee will be presented to the full Board at the meeting next month. The nominating committee has agreed upon the following slate for approval:

Chair- Kate Wollensak
Vice- Chair- Jane Clark
Secretary- Ian Hardie
Treasurer- Joe Cassidy

Members at Large:
Mary Keating
Tamryn Hennessy
Tiffany Rotondo

Adjournment

The meeting was adjourned at 8:36am