



Minutes – COWIB Executive Committee – DRAFT

Special Meeting – April 18, 2018

Members Present: Richard Brown (Chair), Darci Williams (Co-Chair), Theresa Stewart (Co-Chair), Tim Yaciuk, Alan Geiger, Carla Johnston 6

Members Absent: Jack Bryant, Steve Saxon, Rick Myers 3

COWIB Staff: Eddie Foreman, Bill Bryant, Vicki Murray 3

Guests: 0

A notice of this Special meeting was filed with the office of the Oklahoma County clerk on April 16, 2018. The agenda was properly posted at the COWIB offices on April 16, 2018, at 11:30 a.m. CDST.

1. Call to Order, Welcome and Introduction

Richard Brown called the meeting to order at 10:38 a.m. CDST. The meeting convened in the Gordon Cooper Technology Center, Skylab III, 2 John C Bruton Blvd, Shawnee, OK 74801

A quorum was declared to be present and the meeting was called to order¹.

2. Approval of Minutes

Motion was made by Theresa Stewart to approve the minutes as presented; second offered by Alan Geiger; a decision was called for. VOTE: All Aye; motion carried.

3. Proposed Executive Session

Motion was made by Tim Yaciuk to enter into Executive Session; second offered by Theresa Stewart; a decision was called for. VOTE: All Aye; motion carried.

4. Back in Regular Session from Executive Session

5. Report and Proposed Actions from Executive Session

The Executive Session resulted in three proposed actions:

a) COO position

Motion was made by Theresa Stewart to open a Chief Operating Officer (COO) position immediately; Eddie Foreman will post the opening where appropriate; second offered by Tim Yaciuk; a decision was called for. VOTE: All Aye; motion carried.

b) Salary Survey and Job Descriptions

Motion was made by Theresa Stewart to have Eddie Foreman acquire a service provider who will conduct a salary survey and review, update and/or write job descriptions as needed. Foreman will put this service out to bid as soon as possible. Second offered by Tim Yaciuk; a decision was called for. VOTE: All Aye; motion carried.

c) Compliance Officer

Motion was made by Theresa Stewart for Eddie Foreman to outsource any program compliance issues until the salary survey was completed. Foreman will post the Compliance Officer position as necessary and appropriate; second offered by Alan Geiger; a decision was called for. VOTE: All Aye; motion carried.

¹ A majority of Executive Committee members in attendance at a properly posted meeting shall constitute a quorum. Vacancies on the Executive Committee shall not be considered for purpose of determining a quorum.

6. Public Comment

There was no public comment.

7. New Business

Bill Bryant was recognized and commended for his years of work and dedication to COWIB and to workforce development throughout the state.

8. Adjourn

Motion was made by Tim Yaciuk to adjourn this special Meeting of the COWIB Executive Committee; second was offered by Theresa Stewart. VOTE: All Aye; motion carried.

Meeting was adjourned at 11:13 a.m. CDST.

The next meeting will be convened on May 16, 2018, at 3:00 p.m. in the COWIB office, Centennial Business Center, Suite 135, 3815 N Santa Fe Ave, Oklahoma City, OK 73118.

Minutes prepared by Vicki Murray

Richard Brown