# Executive Committee Meeting Minutes

August 22, 2014

In attendance: Keith Greenarch (Chair), Sandy Ogburn, Rene Cummins, Kay Miley, Ping Miller, Will Miller (SILC office)

Called to order by Keith at 10:10 AM

## IL Summit Agenda

* Has been updated and is posted on NCSILC homepage
* Will: Several more members have requested reimbursement for an additional night at IL Summit. Most members who are staying at the hotel are from out of town, and the summit starts at 9:00 AM in Raleigh on Thursday. The SILC Office has funds budgeted for this and will include the request for two nights lodging for IL Summit in his upcoming email to the Finance Committee (an email requesting a final budget adjustment for FY2014 will be sent next week).

## October SILC meeting update

* Keith: Kay takes over as SILC Chair on Oct. 1 and will be in office for the SILC meeting in Greenville. Kay will take the lead on forming an agenda and other planning for this meeting.

Keith: meeting with Elizabeth Bishop on Tuesday (Aug. 26). Plans to discuss I&E & SS reimbursement funds. Goal is to get SILC office funded by these funds. Hopes to free funds used to fund SILC office for SPIL goals.

## Needs Assessment--working toward next State Plan

* Brad Williams provided training and needs assessment outline during his visit at the July NCSILC meeting.
* The Executive Committee needs to decide where we will go and when for public forums. The goal is to have the public forums completed by this time next year.

## Committee Changes

Several members have completed their terms on the SILC, and Boards and Commissions has appointed new members to the SILC (Ricky Alewine and Deja Barber). This will necessitate some changes to committee assignments.

Keith: Rene will Chair the SPIL-Writing Committee. She will contact the SILC office if she needs help from them. If she does not need their help, then this is up to her discretion. She alone should chair this committee. Rene is the veteran person in the state on SPIL-writing. There needs to be just one person handling delegation of duties, etc. for SPIL writing. Rene will form the committee herself with members of her choice.

* Rene: The next SPIL must be written solely by CILs and SILC. There will be changes for the next SPIL due to passage of WIOA. Rene is staying on top of federal rules and regs.

## Membership Committee Update--Sandy Ogburn/Keith Greenarch

* Sierra was the Membership Chair, but her term has expired. Keith has taken Sierra's position on the committee and has appointed Sandy Ogburn Chair of the committee.
* Sandy O.: The Membership Committee has interviewed Lacey Coward, Paige Harper and Krista Hunsuck. Both Krista and Lacey have been endorsed by the committee for membership. The Governor's office has made 6 appointments. We will submit applicants endorsed by committee to the SILC for vote by email.

## Finance Committee – Wrapping up FY2014

* Ping: The Finance Committee implemented a budget adjustment in early August. The committee will look at the budget again next week to 1. Consider one final adjustment, and 2. Approve up to 9 members for an extra night in the Holiday Inn Downtown to attend the IL Summit.
* Will: The SILC Office is doing its best to forecast costs of IL Summit and hopes to achieve a $0 balance for Part B funds by September 30.

## Other business

* Rene: suggested that work of committees be moved up to morning of Friday SILC meetings. Also suggested that ex officio reports be kept to 10 minutes.

Everyone thanked Keith for a fantastic job as SILC Chair.

Meeting adjourned by Keith Greenarch.

Next teleconference: TBA

Minutes by Will Miller