

Called to order 9:03am

Present: Cara Nielsen, Amy Ridenour, Karma Fitzgerald, Katie Mathias, Kimber Russell

Staff: Emily Straubhar

- Not present: Kristi Keeler & Kevin Bailey
- Proxy: Amy for Kevin, Kimber for Kristi

Karma moved to approve meeting minutes

Cara seconded

*Katie – discussion regarding changes to bylaws notes in August meeting minutes which were already approved. Discussion tabled.*

Minutes approved.

### **Bylaws discussion:**

Proposed Changes:

- Proxy discussion – 24 hours or more notice has been challenging as last minute things come up
  - After much discussion the committee decided not to make changes to the Proxy notice section and continued to monitor over the next year to determine if there is still a concern.
- Program manager to executive director title change
  - A question came up regarding the bylaws noting Emily's position as Executive Director versus Program Manager. Bylaws need to be consistent with the Department of Labor. The commission can call Emily the executive director. But it was determined that we should not make the change in the bylaws.
- Travel reimbursement section
  - Discussed that travel reimbursement should go in the policy manual versus in the bylaws. No changes to the bylaws here.
- As there are no recommended changes, bylaws do not need to be approved at the commission meeting.

### **Review current commission term limits:**

- Kimber pulled up who is terming off, we're in good position, but with Kimber terming off she wanted to bring up term limits. Open for discussion:
  - Katie noted that leadership could include chairing this committee and that would meet the bylaws. Cara noted that committee chairs are on the

executive committee so that should be OK. Kimber can remain on the commission.

- We also discussed changes to position as we've had commission members change industry representation (from nonprofit to business for example)
- Karma noted we could use better representation from magic valley and Cascade/McCall area
- Emily will get commissioner roster updated
- Discussion only, no vote or actions taken.

**Financial Assistance Fund update:**

- Emily did a lot of outreach, but hasn't heard back from anyone. She put something together based on Iowa. Emily will share it with the committee allowing for two weeks for feedback/track changes.

Meeting adjourned at 10am.