

**Executive Committee Meeting
Monday, May 22, 2023 – 10:30 a.m.
MINUTES**

I. Call to Order

The meeting was called to order at 1:30 pm by Commissioner Kelly Owens, committee Chair. Commissioner Owens inquired if any Requests for Public Comment had been made and was advised that none had.

II. Introductions

Roll was called to identify and confirm committee members present in the room and those participating by phone. Staff and others present were identified (see end of meeting minutes for attendees). A quorum was established.

I. Topic:

Action Items:

A. Approval of CSH's New and Updated Policies & Procedures

Referring to the action item in the agenda packet, Commissioner Owens asked if any member of the committee had any questions, comments, or concerns regarding any of the policies/procedures presented. Electronic copies of the policies/procedures under review were made available to committee members prior to today's meeting.

Mr. Royce did say that he had a few concerns but that these were all addressed and resolved during an earlier discussion with Donna Doubleday (CSH President/CEO).

With no further discussion, Executive Committee Chair Owens, initiated approval of the action by outlining the procedures presented (see list attached) and calling for a motion.

- A motion was made by committee member, Raymond Royce, to approve all policies/procedures as presented.
- Motion seconded by committee member, Gary Ritter.
- Motion carried unanimously.

III. Other

There were no other matters brought before the Executive Committee.

IV. Adjourn

Committee Chair, Commissioner Owens, adjourned the meeting at 1:37 pm.

Committee members present and participating: Commissioner Kelly Owens (Chair), Yessenia Irizarry, Gary Ritter, Raymond Royce


























Committee members absent: David Royal

Public attendance: none

CSH staff present: Donna Doubleday, Ann Martin, Michele Arena, Brian Mercurio

Name



-  020-D01-0 CustomizedTrainingProcedurerev4.26.2023 markup.pdf
-  020-D01-0 CustomizedTrainingProcedurerev4.26.2023nomakeup.pdf
-  020-D01-1a CTAApplication202203fillableWordformat.pdf
-  020-D01-2a CustomizedTrainingContract7.29.2022.pdf
-  020-D11-0 WorkExperience.pdf
-  020-D14-0 DisasterDislocated Worker-Revised2022.pdf
-  020-D14-0 DisasterDislocatedWorker-Revisedmarkup.pdf
-  020-D17-0 TransitionalJobsProcedure.pdf
-  020-D17-01a TransitionalJobsTrainingPlan.pdf
-  020-D17-02a TransitionalJobsEmployerWorksiteReview.pdf
-  020-D17-03a TransitionalJobsWorksiteContract.pdf
-  020-D17-04a TransitionalJobsMonthlyProgressReport.pdf
-  020-D17-05a TransitionalJobsTrainingAmendment.pdf
-  020-D18-0 IncumbentWorkerTraining.pdf
-  020-D18-1a IncumbentWorkerRequiredDataElements.pdf
-  020-D18-2a IWTApplication2023.pdf
-  020-D18-3a IncumbentWorkerTrainingContract5.23.pdf
-  020-G03-0 JobOrders7.1.2019Revisedjuly2022markup.pdf
-  020-G03-0 JobOrders7.1.2019Revisedjuly2022nomakeup.pdf
-  020-G17-0 CustomerIntake.Initial Assessments.Guided.pdf
-  020-G17-1a RegistrationForm7.22.21.pdf
-  020-G17-1a RegistrationFormSpanish01.21.2021.pdf
-  020-G17-1b HiringEventRegistrationForm7.22.21.pdf
-  020-G17-1c Workshop Event Registration Form 7.22.21.pdf
-  020-G17-1d MSFW Desk Aid.pdf