



Special Meeting - Executive Committee Minutes
09/16/2026 3:30 PM CDT to 4:30 PM CDT
Workforce Solutions Rural Capital Area

1. Welcome: Executive Committee Chair

Presented By Frank Leonardis

- Frank Leonardis noted that Kyle let them know ahead of time of his absence and had provided information to Paul and Diane in advance of the meeting.

Attendance was reviewed at the outset of the meeting, with Kyle having declined the invite and Nikki the only member not yet present, while participants engaged in informal conversation as they waited for all attendees to join; during this time, Frank Leonardis reiterated that Kyle had already provided information to Paul and Diane in advance, ensuring the committee had the necessary context despite his absence.

2. Roll Call

Presented By Frank Leonardis

Members Present

Rene Flores, Margaret Lindsey, Alfonso Sifuentes, Frank Leonardis, Tim Ols, Nikki Stallings

Members Absent

Kyle Swartz

3. WNI Collaboration Agreement

Presented By Diane Cook

The chair introduced the collaboration agreement with workforce networking in the Burn Atlanta counties as the central agenda item, explaining that additional questions had emerged after the first meeting; Diane responded by compiling and distributing a document that addressed the board's questions, clarified the purpose and responsibilities associated with the agreement, and followed up with further information on Monday to ensure members had the detail needed for informed discussion.

- Frank Leonardis opened the floor for questions and discussion regarding the proposed collaboration agreement, noting that a board vote is required for approval and that a previous attempt to pass this did not succeed.
- Discussion regarding governance, financial separation, and HR responsibilities, confirming that each organization will maintain separate boards and financial records, and that Workforce Network Inc.'s executive director will handle their personnel matters.
- Diane Cook clarified that the collaboration aims to provide operational support to Workforce Network Inc. while they build their own infrastructure, referencing successful case studies from other organizations.
- Discussion confirmed that Workforce Solutions will act as a professional employment organization (PEO) for Workforce Network Inc., with employees classified separately in the system but receiving the same benefits, and all costs covered by grants.

- Diane Cook explained that certain philanthropic activities and their associated costs will remain entirely separate in Workforce Network Inc.'s financial records to maintain donor clarity.
- Liability and insurance issues were discussed, with Diane Cook confirming that workers' compensation insurance will be provided under the new arrangement, likely at a lower cost, and that disclaimers will be used to limit liability for employee actions.
- Paul Fletcher confirmed that Workforce Network Inc. employees (seven in total, including the executive director) will be included in the health insurance pool, which may lower costs
- There was discussion about community perceptions of Workforce Network Inc., with consensus that the organization is well-regarded and has built positive momentum, particularly in workforce development initiatives.
- Paul Fletcher stated that, if approved, the collaboration is planned to start on October 1, aligning with the beginning of the fiscal year.
- It was confirmed that the executive committee has the authority to approve the agreement without requiring full board approval.
- Motion was made by Nikki Stallings - Motion to accept the operation agreement. Second by Rene Flores- Motion seconded.
- Decision - Motion to accept the operation agreement carried following a vote.
- The executive committee will receive formal updates on the progress and implementation of the new initiative at each of its meetings, initially every other month, to ensure oversight and alignment with expectations.
- Action Item - Paul Fletcher and Diane Cook will provide regular progress updates to the executive committee as the initiative moves forward.
- Accountants will maintain a separate set of books for the new initiative, with monthly closings to facilitate performance monitoring.
- There was a suggestion to invite representatives of the new initiative, including their executive director Emily, to a future board meeting or the upcoming board retreat for introductions and to provide the general board with context.
- Diane Cook confirmed that representatives will attend the upcoming board retreat.

4. Announcements & Other Business - NONE

5. Schedule a Date & Time for the next Committee Meeting

Presented By Frank Leonardis

- Confirmation of the next meeting date on October 14th
- Final remarks and expressions of gratitude exchanged among participants, marking the close of the meeting.

6. Adjourn