

## **MINUTES OF THE C-WIB EXECUTIVE COMMITTEE**

April 27, 2011

The Youth Council meeting was held prior to the Executive Meeting. The report will be discussed during the Executive Committee meeting.

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Chairman Jim Dickerson called the Executive Committee to order at 11:10 a.m.

Executive Committee members present were Jim Dickerson, Harold Haldiman, Earl Horsefield, Mary Hughes, W.D. Hunter, Joyce Jones, Janet Kinnett, Vicki Nelson, Rick Robertson, Susan Streit, and Tina Sooter.

Other attendees included Joyce Davis of Central Missouri Community Action (CMCA), Trish Rogers of Central Ozarks Private Industry Council (COPIC), and Paula Curtman of Lake of the Ozarks Employment Services (LOES), Debbie Akright, Division of Youth Services, and Kyla Weaver of the Tailor Institute.

C-WIB staff in attendance included Jan Vaughn, Alex Blackwell, Linda Gray, and Jacque Moreland.

### **Next Generation Career Center**

Jim Dickerson asked the Functional Managers if they have an update on the NGCC issues in their respective Career Centers.

Trish Rogers of the Rolla Career Center reported the NGCC seems to be going well. The traffic is down quite a bit at the Rolla and Fort Leonard Wood Career Centers; however, they are seeing many new unemployment claims. Participation in the workshop classes is down which is probably due to an increase in the gas prices. There is still participation in the computer classes.

They have started doing an optimal resume class with good customer participation. A new job specialist has been hired at the Rolla Career Center. She has been contacting employers and writing OJT (on-the-job) contracts.

Paula Curtman of the Camdenton Career Center reported they are busy with the NGCC. The State DWD visited the Career Center a couple of weeks ago and everything seems to be going fine. They are starting a workshop one night a week for those people who are having a hard time finding a job.

Joyce Davis of the Columbia area reported they are short on staff right now. They have one position open at the Columbia Career Center and two positions open at the Jefferson City Career Center. The staff is busy and working hard. We have been told the state will not be replacing the Division of Workforce Development (DWD) staff positions.

Their traffic numbers have been going up for the last two months. People who have been unemployed for a long time seem to be taking more of an interest in the workshop classes. They are having people sign up for the workshops and then not showing up for them. They are doing more workshops in the community to do more outreach.

In Mexico, they are doing more workshops in the community on behalf of the Career Center and provide the services away from the office as more of a community outreach.

Mary Hughes inquired about the Opinion Meter report. Mr. Dickerson reported most of the Opinion Meter machines have been replaced. The machines are computerized and it appears that when the machines lose power, it wipes out the data. We will look into finding a way to capture the data.

Jan Vaughn and Jim Dickerson recently had a meeting with Julie Gibson, DWD Director. Based on Julie's over reaction on the federal budget cuts, she has been pushing very hard for us to start closing some of our county offices. One of the offices is in Salem and the other two are in Osage and Moniteau counties. We have not agreed to this. The State feels it is not hard for someone to drive to the Career Centers, but we feel it is when the current price of gas is so high. So far, the budget cuts we are incurring are deep, but not devastating.

The State used to get 15% allocation to Missouri. In the last appropriations bill the state was cut to 5% and DOL mandated the differences to WIA regions. It is our feeling the state is pushing hard on the locals to recapture some of the money that they lost. The state is telling us they will not be replacing the DWD staff at our offices, but at the same time, they are replacing them at their central office.

### **2011 SPYC Program**

Mr. Dickerson asked the Functional Managers to give an updated report on the SPYC program in their respective Career Centers. This is our Summer Youth State Park program.

Paula Curtman of the Camdenton and Lebanon area reported they have eight youth enrolled into jobs. They are right on target with their hiring.

Joyce Davis of the Columbia and Jefferson City area reported they have four youth that are working and nine others that have pending start dates. The biggest challenge right now is that in the Jefferson City area the parks are saying they are too busy to conduct interviews. If the kids do not get an interview soon they will start looking for jobs elsewhere. There are a couple of worksites in the Jefferson City area that are a little challenging. They want high skilled workers for the financial positions.

Trish Rogers of the Rolla Career Center reported they have eleven youth working at the state parks. The Career Centers are having a difficult time finding youth for the jobs if they have a long drive time because of the high gas prices. We are going to try to pay a travel stipend of \$5 a day, for as long as we have the funding.

The state parks want to stagger their hiring dates. Our goal is to have all of our sixty youth placed into jobs and working by June. Last year, the parks purchased steel-toe boots for the youth. The youth did not like to wear them. The parks do not require them for other employees. Alex Blackwell stated the contract does not state the boots are required. We have fifty youth that can work 400 hours and ten that can work 480 hours.

### **Stand-In Cost for Board & Caucus**

Jacque Moreland explained that Stand-In Cost is a cost we can use in case we have disallowed costs. Disallowed costs are not allowed to be paid back with federal funds. People who volunteer their time can be counted as stand-in costs.

We received some stand-in cost when we ran the summer youth program. Trish Rogers had several youth that worked at Missouri S&T and while we may have paid \$8/hour, Missouri S&T

wanted to pay \$10/hour and they reimbursed COPIC by paying the difference. This difference was considered to be a Stand-In Cost for COPIC and therefore C-WIB.

We have never had an audit exception where we have had to pay back money. The Feds are really pushing us to have that in case something ever happens and we cannot use federal funds to pay it back. A form was passed around to be filled out and signed by the Board members present. The prevailing wage right now for Missouri is \$18.57/hour. A form will be handed out at every meeting for the board members to sign.

### **Youth Council Meeting**

The Youth Council meeting was held prior to the Executive Meeting. A presentation was given by Kyla Weaver from the Tailor Institute located in Cape Girardeau, Missouri. The Institute is dedicated to providing tailored services to individuals with autism who exhibit areas of giftedness.

The staff works with individuals diagnosed with high functioning autism (HFA) and Asperger's Syndrome to help identify savant skills or extraordinary talents and develop them into employable skills. The staff works to develop strategies and provide support to help these individual overcome social, communication, and sensory deficits.

The staff receives referrals from family, schools, or other agencies. Initial interviews and assessments help to determine if a potential participant meets the criteria of the program. Training and Skill Development is provided to the participants.

Building from identified savant skills, career opportunities are explored. Staff searches to locate complimentary matches. Employers in the community are presented with the opportunity to employ participants of the Institute.

The goal of the Tailor Institute is to develop strategies and services to help these extraordinary people achieve greater independence and become contributing members of society. The Institute's mission is to create full and meaningful lifestyles for these remarkable individuals by creating social and occupational opportunities where none currently exists. To visit their website go to [tailorinstitute.org](http://tailorinstitute.org).

Mr. Dickerson commented the presentation was very good and useful. He has asked Alex Blackwell to send a message out to all of our Functional Leaders to inform them of the services, and how they can access them. It is a very specialized service for a very specialized portion of our customer base.

### **Contract Amendments**

Jan Vaughn and Jim Dickerson had a meeting with Julie Gibson, DWD Director. The State wants to RFP the staff at the Career Centers. This would mean Trish, Paula, and Joyce would be on the sideline because everybody would be working for C-WIB.

We have consistently asked them what possible benefit they would achieve by doing this. Mr. Dickerson has yet to receive a satisfactory answer. Julie Gibson said we were the only region in the state not doing this.

Mr. Dickerson stated he has seen it cause problems in other regions in the state. He takes the position that we are carrying more than our fair share in the State of Missouri. This model has

always worked so why would we want to change it if they cannot point out to us what we would gain.

We have a nineteen county region and one person cannot make that work. We have to have others in supervisor capacities. The state told us if we would make certain changes in our contracts they would go along with it. Mr. Dickerson asked them to submit a list of changes they think we should make and we would let them know which ones we might consider and which ones we will not.

The state promised us they would have the list to us by the next day. That meeting was on April 12, and we still do not have a list. Jan emailed the state yesterday and asked them about it, but never received a response.

Mary Hughes asked what is it the state wants us to do. Mr. Dickerson explained the state essentially wants everyone in every County office, and every Career Center would be working for C-WIB. Some of the other regions told Mr. Dickerson that last year some of the subcontractors fought with them all of the time, and could not get them to perform. They felt like that was helping their situation. We have not had that kind of history. If we have had any problems with any of the subcontractors over the last twenty years, we would just pull the plug on them, as we did with MOCA years ago.

We have a good relationship with our subcontractors. We carry more than our load in the state as far as customers served and performance.

### **Conflict of Interest Policy**

Mr. Dickerson amended the agenda to include the Conflict of Interest Policy. Jan Vaughn reported we have developed a policy that defines a conflict of interest. A "conflict of interest" is a situation in which a person has an interest sufficient to influence, or appear to influence, the objective exercise of his or her official duties. Each board member will need to sign a conflict of interest form each year and disclose on the form if they have a conflict of interest.

- A. The officers and members of the Central Region Workforce Investment Board shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors or operators of the Workforce Investment system. No officer or member shall receive any bonus or additional wages due to the cost savings for the company by using the WIA program and saving the members' employer or themselves money.
- B. No officer or member shall participate in the selection, award, or administration of a purchase or contract with a vendor where to his/her knowledge, any of the following has a financial interest in that purchase, contract:
  1. The officer, member or employee;
  2. Any member of their immediate family;
  3. Their partner;
  4. An organization in which any of the above is an officer, director or employee;
  5. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment.
- C. Disclosure: Any possible conflict of interest shall be disclosed by the person or persons concerned.

- D. Board Action: When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room during the vote of the Board. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board, excluding the person(s) concerning whose situation the doubt has arisen. That person shall not be counted in the quorum.
- E. Record of Conflict: The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) was (were) not present during the final discussion or vote and did not vote on the matter.

Mary Hughes stated this is a standard procedure for Board members.

Jan Vaughn asked if there were any questions, and there were none. Our auditors want to include this in our audit for next year, so we will be meeting their requirements as well.

The form was handed out to each Board member present to complete and sign. Completed forms should be returned to C-WIB staff. The Board members not present at today's meeting will be given the form at the next Full Council meeting on May 25, 2011.

### **Monthly Reports**

Mr. Dickerson asked if there were any questions regarding the monthly reports other than what we previously discussed. There were no questions.

Mr. Dickerson did an interview with a local newspaper and then did an interview with channel 8 in Columbia concerning the reduction in traffic at the Career Centers.

Jan Vaughn reported we would have two short film presentations at the Board meeting in May. The presentations are on success stories. One from the Rolla area and one from the Lebanon area.

Janet Kinnett made a motion to adjourn the meeting, and there were no objections; the Executive Committee adjourned at 11:50 p.m.