

MINUTES OF THE C-WIB PLANNING COMMITTEE

January 25, 2012

Chairman Jim Dickerson called the Planning Committee to order at 10:50 a.m.

Committee members present were Jim Dickerson, Rick Robertson, Collin Brink, Patrick Kelly, and Susan Streit. In order to establish a quorum Joyce Jones was appointed to serve as an alternate on the Planning Committee for this meeting today.

Also in attendance were C-WIB members Tonette Anderson, Bill Debo, T.R. Dudley, Sharon Gibson, Harold Haldiman, Earl Horsefield, Joyce Jones, Melinda Macker, David Miller, Nancy Montgomery, Vicki Nelson, and Tina Sooter.

Other attendees included Joyce Davis of Central Missouri Community Action (CMCA), Trish Rogers of Central Ozarks Private Industry Council (COPIC), Paula Curtman of Lake of the Ozarks Employment Services (LOES), and Shari Wooldridge, Experience Works Program.

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

Minutes

Joyce Jones made a motion to approve the November 2011 minutes, and Susan Streit seconded; the Planning Committee approved the minutes as written.

NEG Disaster Grant

Paula Curtman gave an update on Miller County. There are three crews working on cleaning up debris on the roads. The workers are doing a good job. We are waiting on the DOL to approve the leasing of more heavy equipment. We have applied for an extension on this project.

Trish Rogers gave an update on Washington County. There are currently two crews working. The work in Irondale is completed. There is still a crew working in Potosi. The main concentration are the county roads. They are almost 50% completed. We have applied for an extension on this project. The budget has been submitted for next year, which starts July 1, 2012 through June 30, 2013. It is for twenty people.

DOL Training

Last week there was a three-day training held at the Rolla Career Center for a (DOL) WIA Gold Standard Evaluation Study which will be starting on February 1, 2012. This is a five-year study. We trained half of the staff on the first day and the other half of the staff on the second day. The third day of training was held in Jefferson City with the functional leaders.

Jan Vaughn reported the training went very well. There were a few "ITV" problems but John Bernard, who is our IT person, is working on fixing the issue now.

Jan explained the Central Region WIB is one of 28 randomly selected LWIA's in the nation (selected by DOL) to participate in the "Gold Standard Evaluation" (GSE) of WIA Adult and Dislocated Worker programs. Customers visiting Central Region Career Centers (or satellite offices) will be randomly assigned to one of three research groups; Core, Core and Intensive

and Full WIA. Once a client is randomly assigned to a group they remain in that group for 15 months and may only receive services allowed for that group assignment. Example: A client who is randomly assigned to Core may only receive WIA Core services for 15 months. Study intake begins in Central Region on February 1, 2012.

The U.S. Department of Labor's study of the nation's employment and training programs funded through the Workforce Investment Act (WIA) provides funding for Core, Core and Intensive, and training services available at your local one-stop Career Center. This national study will help us to learn how well these services are working and how they can be improved.

Customers who will be exempted from the study are Veteran's, METP, UI Profilers, referred by an employer for OJT, MWA, TAA, and DRJP.

Business Services Team Training

A couple of weeks ago we held a Business Services Team Training in Jefferson City, which consisted of veteran's representatives from each of our Career Centers. We also invited our functional leaders, and Cheri Tune, business representative, to attend the training.

Joyce Davis of the Columbia Career Center reported the business services team training was good. The State talked about information they have been gathering from the veteran's representatives and business representatives.

Trish Rogers of the Rolla Career Center reported the training went well. We talked about goals and how we were going to meet them.

We are starting to watch how many job orders have been entered by every staff member on the business team, and how many employer contacts are occurring. We made it clear we are going to raise the standard and we expect them to be out working with the employer community contacting more employers and entering more job orders.

Earl Horsefield remarked he would like to see a performance standard report. Mr. Dickerson reported this information is gone over every month during the oversight committee meeting. Right now, our problem is what we call the literacy/numeracy standard under the youth category. We met recently regarding this issue and we anticipate the standard to meet is 35% under that category. We project for this year we will hit 42%. We have also developed a new policy to tighten up in this category because we think we can almost get to 100%.

The other issue that is now coming forward is with the NGCC teams enrolling almost everyone that comes into the career center into at least Core WIA, it is going to become more difficult to meet our employment percentage that we need to make and the state knows this. The State says they have talked about this with the Department of Labor (DOL).

Joyce Jones made a motion to adjourn the committee, and Jim Dickerson seconded; there were no objections. The Planning Committee adjourned at 11:15 a.m.

MINUTES OF THE C-WIB OVERSIGHT COMMITTEE

January 25, 2012

In the absence of Committee Chair Mary Hughes, Jim Dickerson called the Oversight Committee to order at 11:16 a.m.

Committee members present were Tonette Anderson, Jim Dickerson, T.R. Dudley, Earl Horsefield, and Melinda Macker. In order to establish a quorum Joyce Jones, Vicki Nelson, and Tina Sooter were appointed to serve as alternates on the Planning Committee for this meeting today.

Also in attendance were C-WIB members Collin Brink, Bill Debo, Sharon Gibson, Harold Haldiman, Joyce Jones, Patrick Kelly, David Miller, Nancy Montgomery, Rick Robertson, and Susan Streit.

Other attendees included Joyce Davis of Central Missouri Community Action (CMCA), Trish Rogers of Central Ozarks Private Industry Council (COPIC), Paula Curtman of Lake of the Ozarks Employment Services (LOES), and Shari Wooldridge, Experience Works Program.

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

Minutes

T. R. Dudley made a motion to approve the November 2011 minutes, and Joyce Jones seconded; the Oversight Committee approved the minutes as written.

Next Generation Career Center (NGCC)

Discussion was held on the Next Generation Career Center (NGCC). Paula Curtman of the Camdenton Career Center reported the NGCC is going well. They are seeing a steady flow of customers and are in the process of revamping some of their workshops to accommodate the people that have been laid off by the Modine Manufacturing Company. The Modine plant will be laying off a total of about 300 people. These are all Trade Act claims as well as unemployment claims. Trade Act claims take a little longer but it seems to be going smoothly.

Trish Rogers of the Rolla Career Center reported the NGCC seems to be going well. The Rolla traffic has increased. It seems like the customers come in sporadically in groups. We are seeing about 120-140 people per day. The workshops are showing an increase in customers. The Adult Education and Literacy program (AEL) has shown an increase. They are continuing to see new UI claims each day. We met recently as a team to get ready for the Gold Standard Evaluation study on how better to serve the customer.

Joyce Davis of the Columbia Career Center reported the State is moving one DWD staff person to Branson, MO. The State is laying off two DWD staff, one will be given the option of staying if she would take a significant salary decrease. We were told the DWD lay off was supposed to be done through attrition, however, last week there were lay off's.

Monthly Reports

The December reports were distributed to C-WIB members in advance of the meeting. Jim Dickerson asked if there were any questions or concerns about the reports. There were none.

Mr. Dickerson reported the Camdenton Career Center is dealing with a great deal of people right now with the Modine plant layoff. The plants HR manager will be laid off on March 31.

Nancy Montgomery asked about the MERS Goodwill program. Mr. Dickerson explained the program is what used to be called the CAP program. About two years ago there was a grant competition and Goodwill received the contract for this area, as well as other areas in the state.

The state required that successful applicants have agreements with the local Workforce Investment Boards. We put out an Memorandum of Understanding (MOU), where we would serve the work ready participants. These participants have to meet certain criteria, like having their high school diploma or GED, and certain other things, then they are considered work ready.

Our three subcontractors are paid a certain amount a month for those participants once they are referred to them. Trish commented the way the program is designed is that Goodwill is to work with participants to get them work ready. They are supposed to be doing an intake and assessing the individuals personal living circumstances. They all have barriers, the majority of them are single parents with children who require child care and do not have transportation. In many of these cases they need additional education in order to become "job ready".

Goodwill's role is to assist in overcoming those barriers. Our role is to work with people they refer so they can be placed with an employer. It has been a problem, and we believe the coordination needs to be improved.

In the Lake area there is low participation rates, which means there are a lot more people that are work ready but are not being placed into jobs. We have been contacting them constantly asking them where are the work ready people they are supposed to be referring to us. We are going to have a meeting and discuss this issue. The (FSD) Family Service Department is getting ready to monitor this new system. Discussion ensued on the work ready program.

Nancy Montgomery commented that one of the disappointments she has with this committee is we should start inviting employers to our meetings. There are issues employers are unaware of. Mr. Dickerson reported that almost every year we have held three employer meetings in the region. When we have the meetings, the board members are invited to attend the meeting in their respective area. We have found these meetings to be very beneficial to the employers because they are not usually aware of all the services that are available through the Career Centers.

Trish Rogers reported we will be having an employer forum for the youth next week.

T.R. Dudley made a motion to adjourn the committee, and Tonette Anderson seconded; there were no objections. The Oversight Committee adjourned at 11:43 a.m.

MINUTES OF THE C-WIB BUDGET COMMITTEE

January 25, 2012

Committee Chair Bill Debo called the Budget Committee to order at 11:44 a.m.

Committee members present were Bill Debo, Jim Dickerson, Harold Haldiman, David Miller, Nancy Montgomery, Vicki Nelson, and Tina Sooter.

Also in attendance were C-WIB members Tonette Anderson, Collin Brink, T.R. Dudley, Sharon Gibson, Earl Horsefield, Patrick Kelly, Joyce Jones, Melinda Macker, Rick Robertson, and Susan Streit.

Other attendees included Joyce Davis of Central Missouri Community Action (CMCA), Trish Rogers of Central Ozarks Private Industry Council (COPIC), Paula Curtman of Lake of the Ozarks Employment Services (LOES), and Shari Wooldridge, Experience Works Program.

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

Minutes

Harold Haldiman made a motion to approve the November 2011 minutes, and Vicki Nelson seconded; the Budget Committee approved the minutes as written.

Monthly Financials

Jacque Moreland presented the budget for PY2011 as of December 31, 2011. The budget is at 6.2 million. We are 45% expended overall. C-WIB Administrative Entity is at 49%, CMCA is at 43%, COPIC 44%, LOES 48%.

Jacque Moreland presented the ARRA FY2009 budget as of December 31, 2011. The ARRA funds are completely gone. We had \$10,124 in the ARRA/OJT/NEG that we carried over for this year. The program ended November 30, 2011.

Jacque presented a four page Statement of Revenues and Expenditures report from December 1, 2011 through December 31, 2011.

Nancy Montgomery would like to see the supplies column broken down each month by line item if over \$100. Jacque explained it was for office supplies, things for the board meetings, that sometimes it could consist of two hundred or more items.

Mr. Dickerson thought we could do this for Nancy but didn't think the rest of the board members wanted the supplies column broken down.

Bill Debo asked if there were any questions or concerns on the financial statement. There was none.

Vicki Nelson made a motion to approve the financial budget as presented to the committee, and Harold Haldiman seconded; there were no objections.

Jan Vaughn presented a handout today with C-WIB's email and web link addresses to facebook and YouTube. It is a great way to stay connected. If any C-WIB board member is interested in creating an email account, you may contact Julia Edkin or Alex Blackwell for assistance. We have had about 350 hits on our website in a two week period.

Jim Dickerson made a motion to adjourn the committee, and Vicki Nelson seconded; there were no objections. The Budget Committee adjourned at 11:50 a.m.

MINUTES OF THE CENTRAL REGION WORKFORCE INVESTMENT BOARD

January 25, 2012

Chairman Jim Dickerson called the Board to order at 12:37 p.m.

Committee members present were Jim Dickerson, Tonette Anderson, Collin Brink, Bill Debo, T.R. Dudley, Sharon Gibson, Harold Haldiman, Earl Horsefield, Joyce Jones, Patrick Kelly, Melinda Macker, David Miller, Vicki Nelson, Tina Sooter, and Susan Streit.

Other attendees included Joyce Davis of Central Missouri Community Action (CMCA), Trish Rogers of Central Ozarks Private Industry Council (COPIC), Paula Curtman of Lake of the Ozarks Employment Services (LOES), and Shari Wooldridge, Experience Works Program.

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

Minutes

Bill Debo made a motion to approve the November and December 2011 minutes, and T.R. Dudley seconded; the Board approved the minutes as written.

Planning Committee

Jim Dickerson reported the minutes of the November 2011 meeting were approved. Discussion was held on the NEG Disaster Grant, which is in Washington and Miller County.

Last week there was a three-day training held at the Rolla Career Center for a DOL evaluation study which will be starting on February 1, 2012. The U.S. Department of Labor's study of the nation's employment and training programs funded through the Workforce Investment Act (WIA) provides funding for Core, Core and Intensive, and training services available at your local one-stop Career Center. This national study will help us to learn how well these services are working and how they can be improved.

A Business Services Team Training was held recently in Jefferson City, which consisted of veteran's representatives from each of our Career Centers. Also attending the training were Jim Dickerson, Jan Vaughn, the functional leaders, Alex Blackwell, and Cheri Tune, DWD business representative.

We met recently regarding the literacy/numeracy standard under the youth category. We anticipate the standard to meet is 35%. We project for this year we will hit about 42%.

Oversight Committee

The minutes of the November 2011 meeting were approved. The monthly reports were reviewed. Discussion was held on the traffic report, Trade Act, and the Next Generation Career Center (NGCC). Things seem to be going smoothly and there is a steady flow of customers at the Career Centers. Discussion was held on the MERS Goodwill program.

The State is laying off a few DWD staff at some of the Career Centers. We were told the DWD lay off was supposed to be done through attrition, but last week there were lay off's.

Budget Committee

Bill Debo reported the minutes of the November 2011 meeting were approved. Jacque Moreland presented the financial budget for PY2011 as of December 31, 2011, and the ARRA FY2009 budget as of December 31, 2011.

Bill Debo stated he is not in favor of Jacque going to all the extra work of breaking down the office supplies column when she is already extremely busy in her job. Mr. Dickerson agreed but said he is always open to providing whatever a board member requests. He asked the board members present for their view on this matter.

Joyce Jones commented she is not in favor of the breakdown as it would require more of Jacque's time and she thinks it is a waste of time and paper for a breakdown of "office supplies".

Vicki Nelson responded she did not feel it was necessary and would be very time consuming. If a board member wants to view a breakdown of the office supplies, they can individually go to Jacque's office to view them.

T.R. Dudley stated the information is, and always has been, available for review by board members. An individual board member can take the time to go and view these themselves.

Harold Haldiman agrees with the rest of the board members present that if a board member wants to review a breakdown of office supplies they can do it individually. Jacque is extremely busy in her job and does not have the extra time this would require.

Collin Brink and Susan Streit agrees, if a board member wishes to review this they can make an appointment with Jacque to review it.

Mr. Dickerson asked the board members if this was a unanimous consensus. The Board members present agreed. The board does not want to get into micromanagement of office supplies. The information is available for individual board members to review if needed. Please contact Jacque at her office to make an appointment.

Earl Horsefield wanted to give the C-WIB staff a big thank you for all they do in marketing. They have been doing a wonderful job that saves the board time and money.

Mr. Dickerson reported that with the DOL study we are currently doing, we are concerned that the other regions, especially those regions that neighbor ours, understand what the study is all about. We have asked Alex Blackwell and Julia Edkin to develop a webinar that can be sent to the other regions where we can train those other regions on how to handle those customers when they show up at the Career Centers.

Jan Vaughn stated that we are going to be email "blasting" to everyone in the State of Missouri what this study is all about. Everyone at the State level will be able to see the presentation. Alex and Julia are working on it now.

Chairman's Report

Mr. Dickerson did not have anything new to report.

Jan Vaughn reported that during the first week in January, she and Mr. Dickerson will be attending the National Workforce Association meeting held in Washington, D.C. Also attending the conference is Board members Patrick Kelly and Collin Brink. Presiding Commissioner Kenneth Kunze of Moniteau County will also be attending the conference. Jan reported they will be taking a tour of the White House. They have an appointment to meet with Senator Blunt, and the aid for Senator Clair McCaskill, to discuss Workforce issues. We are making a diligent effort to meet with our congressional people.

Jan Vaughn reported Senator McCaskill's office has agreed to meet with the (TEAM) Training Employment Administrators. This has never happened before and is a real plus.

Mr. Dickerson will be spending one full day with David Bradley, the Lobbyist for the Worforce association. We hope to get some more insight from him on Workforce issues.

Harold Haldiman made a motion to adjourn the committee, and there were no objections. The Board meeting adjourned at 1:02 p.m.