

MINUTES OF THE CENTRAL REGION WORKFORCE INVESTMENT BOARD

June 24, 2015

Chairman Bill Debo called the Board to order at 10:00 a.m.

C-WIB members in attendance were Tom Bastian, Denise Boeckmann, Bill Debo, T.R. Dudley, Kathy Groves, Harold Haldiman, Earl Horsefield, Windy Johnson, Patrick Kelly, David Miller, Nancy Montgomery, Vicki Nelson, Elizabeth Perkins, Diane Spieker, Susan Streit, Amy Sublett, Betty Jo Sydenstricker, Dewey Thompson, Pat Thurston, and Russ Unger.

C-WIB members absent were Collin Brink, Sharon Gibson, Joyce Jones, Jinny Ryle-Kaemmerer, Christina Spencer-Hess, Stacy Minnick, Matt Hurley, and Tammy Walker.

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

Other attendees included Presiding Commissioner Kenneth Kunze.

Introduction of Guests

Approval of Agenda

H. Haldiman made a motion to approve the agenda, and A. Sublett seconded the motion. Motion carried.

Minutes

B. Debo asked if there was any discussion on the March 25, 2015 minutes? V. Nelson made a motion to approve the minutes, and D. Thompson seconded; all in favor, motion passed.

B. Debo asked if there was any discussion on the April 6, 2015 and April 20, 2015 minutes? D. Thompson made a motion to approve the minutes, and A. Sublett seconded; all in favor, motion passed.

B. Debo asked if there was any discussion on the May 11, 2015 minutes? S. Streit made a motion to approve the minutes, and B. Debo seconded; all in favor, motion passed. Amy Sublett, Division of Workforce Development (DWD) abstained from voting due to a conflict of interest.

WIOA Planning Report

D. Thompson reported the focus of this committee is about doing a much better job of assessment of what our economic needs are here and businesses in our communities and what are we doing to build better pathways into those high demand types of jobs in our region.

The Board's committee structure will change but it will be more streamlined and effective. Each committee will be responsible for their own planning and oversight. The new legislation allows people who are not necessarily a voting member of the board to still sit on these committees. This will be very helpful with partners we should be dealing with in building better and stronger systems to address our customers' needs.

The last couple of meetings has been focused on defining what these committees are, and after today's meeting with the approval of the Board's By-Laws, we can start moving forward in these committee structures to do the work that needs to be done for the WIB's Plan that needs to be submitted to the State by February 2016.

Jan reported that the CWIB released a Request for Proposal (RFP) that was written by the Southeast Missouri WIB, for the procurement of a consultant to provide services to all Missouri workforce regions and the Division of Workforce Development (DWD). Following the evaluation and awardment of the contract, the consultant will provide guidance on developing sector strategies and local strategic plans.

By-Laws Committee Report

L. Gray asked if everyone had reviewed the proposed By-Laws that was sent to them? Discussion was held on the proposed revisions to the WIB By-Laws. The revisions were made to better align with the new WIOA law. Some changes include the insertion of the WIOA law, composition of the Board, committee structure, the Board going to quarterly meetings, the Executive Committee comprised of the Officers of the Board, and eliminating the Secretary position.

Bill Debo, CWIB Chairman, stated he has been on the board for twenty plus years and he has decided to step down. Per CWIB By-Laws, effective July 1, 2015, Kathy Groves, Vice Chairman will assume the vacated seat of Chairman. Kathy appointed T.R. Dudley to fill the seat of Vice Chairman. Vicki Nelson currently holds the Treasurer position.

The July Board meeting will be cancelled. The next board meeting will be held on August 26, 2015. L. Gray gave an update on the board composition. We have been diligently working on getting the WIOA Board in place. The names and required information has been submitted to the State for approval. Effective July 1, 2015 the new WIOA Board will be in place, so there will be some new faces at our August Board meeting.

L. Gray asked if there were any questions, there was none. B. Debo asked if there was a motion to accept the proposed By-Laws presented today? K. Groves made a motion to accept the By-Laws, and P. Thurston seconded the motion. Amy Sublett, Division of Workforce Development (DWD), abstained from voting due to a conflict of interest. B. Debo asked if there were any further discussion, there was none. All in favor; none opposed. Motion carried to accept the By-Laws presented today.

Plan Modification

K. Stadler reported a plan modification is presented to the board at this time every year that consists of receiving the formula funding allocations for the Adult, Youth, and Dislocated Worker Programs that are distributed to the board from the Division of Workforce Development for the next program year. Planning Budget Summaries will be prepared and submitted to DWD.

A handout was given to the board members that shows current funding compared to last year's funding. Discussion was held on the plan modification. A vote is required from the board to incorporate the new funds into the budget planning process.

P. Kelly asked how the additional \$456,392.00 funds would be spent. Jan said additional computers would be purchased for IT upgrades, it would be used for program services including an increase in supportive services to help more participants. Supportive services may be authorized for Uniforms, or specified types of clothing needed during job search, training participation and for employment; emergency food; housing related expenses including a one-time rental payment or house payment, a one-time utility payment or a deposit to activate service; transportation assistance, and assistance with childcare are some of the services provided.

The board requested a budget be prepared on how the funding would be used. The budget is to be presented at the August Board meeting.

J. Vaughn discussed CWIB possibly funding a labor basin study. The study would not only be for Phelps County but for the whole region. It will look at not only the unemployed but the underemployed. There are a lot of changes going on in the economy. There has been quite a few job fairs taking place with many employers that are looking to hire. The committees need to get together to decide what kind of a project that the WIB would want to participate in.

D. Miller made a motion to accept the Plan Modification; and D. Thompson seconded the motion. Amy Sublett, Division of Workforce Development (DWD), abstained from voting due to a conflict of interest. Motion carried.

Monthly Financials

Jacque Moreland presented the budget for PY2014 as of May 31, 2015. The budget is a little over 7 million. Currently we are 69% expended overall. C-WIB Administrative Entity is at 99%, GAMM is at 80%, COPIC 83%, Youth (AO) is at 47%.

Included in the report are the Statement of Revenues and Expenditures by line item which includes the current period actual and the current year actual, and a comparison from last year to this year so you can see the increase or decrease. Discussion was held on the financial report. Jacque added a page at the end of the report that reflects the carryover funds along with our new funds.

H. Haldiman made a motion to approve the financial budget as presented to the committee, and D. Miller seconded; there were no objections.

The Board discussed having the financial report included in the board meeting packet that is emailed out to the board members prior to the board meeting. N. Montgomery made a motion to receive the financial report before the board meetings in order to have time to review it. D. Miller stated the report is to be sent out at least seven days in advance of the next Board meeting and seconded the motion; all in favor, motion carried to email the financial report to the board members 7 days in advance of the board meeting.

Monthly Reports

The May reports were distributed to C-WIB members in advance of the meeting. Chairman Bill Debo asked if there were any questions or concerns on the monthly report. There was none.

New Projects Update

A. Blackwell reported there are two new projects we are working on. One is the Childcare Pilot Program with the Children's Division of Family Services and be piloted in all Central Region

Career Centers. The program will help the participants receive faster child care assistance determination. This may bring more people into the career centers in order to complete an FSD child care assistance application in which case we can offer other career center services as an added benefit to them. The first planning meeting is scheduled in August.

A. Sublett reported the Division of Family Services has a lot of Temporary Assistance for Needy Families (TANF) funding. The Missouri General Assembly passed Senate Bill 24 which determined people being cut off from their benefits quicker and there is an increased emphasis on these individuals finding work.

The other project is a five-year grant funded through the Health and Human Services to allow additional funding for healthcare occupations.

Discussion was held on the Summer Youth Corp program and the State Parks Youth Corp program. Under WIOA the youth criteria and eligibility is changing and it will be easier to qualify.

Executive Director's Report / CWIB Chairman Report

J. Vaughn reported that Cheri Tune, Workforce Coordinator for the Division of Workforce Development and very active in Central Region, has been named by the Missouri Economic Developmental Council (MEDC) as the 2015 Governmental Member of the year. Cheri has recently been named the director of the Certified Work Ready Communities Program at the Missouri Department of Economic Development. She will begin that role July 1. Her replacement is Nathan Beville and he will start on July 1, 2015. He will be housed out of Columbia.

Jan discussed the Equal Opportunity (EO) issues and the efforts CWIB is making. There is a lot to the EO issues, and our EO officer, Paul Dibello is doing a great job. All the regions get \$50,000 to handle the EO person's wage, benefits, and travel. When it is all done we hope our state passes with flying colors and are no longer being looked at closely by the Department of Labor.

The Division of Workforce Development (DWD) has implemented a training program statewide. The goal is to send new employees for standardized training, and current employees who need a refresher course.

The Board thanked Bill Debo for his many years of dedicated service. T.R. Dudley commented the Board owes Bill a debt of gratitude for getting the board through a difficult time.

As of August 1, 2015 the new terminology for the Career Centers will be Missouri Job Center. We will then be in line with the National Job Centers mandate.

D. Miller asked if there was a succession plan in place for the Executive Director position. David encouraged there be a short term and long term succession plan in place for the Board. Jan stated she has identified K. Stadler and A. Blackwell as co-assistant director's. K. Stadler is Assistant Director of Administration, and A. Blackwell, is Assistant Director of Programs. They make a great team and work together very well and will be strong leaders for the board upon her retirement.

The next meeting is scheduled for August 26, 2015 at the Universal Challenge Course (UCC) in Rolla, MO.

Bill Debo stated he would entertain a motion to adjourn. D. Thompson made a motion to adjourn, and D. Miller seconded the motion. The board adjourned at 12:05 p.m.