

MINUTES OF THE C-WIB PERSONNEL COMMITTEE

May 21, 2012

C-WIB member Harold Haldiman called the Personnel Committee to order at 10:07 a.m.

Committee members present included Harold Haldiman, Mary Hughes, Joyce Jones, and Stacy Minnick along with WIB member Bill Debo. C-WIB staff in attendance included Jan Vaughn and Jacque Moreland

S. Minnick made a motion to close the session and M. Hughes seconded the motion. Harold Haldiman read the following statement:

Central Region Workforce Investment Board, pursuant to Section 610.021 of the Revised Statutes of Missouri, may close this meeting, its records and its votes for actions concerning legal actions, causes of action or litigation involving the Central Workforce Investment Board and confidential or privileged communications between the Central Region Workforce Investment Board or its representatives and its attorneys; leasing, purchase or sale of real estate by the Central Region Workforce Investment Board where public knowledge of the transaction might adversely affect the legal consideration therefore; hiring, firing, disciplining or promoting an employee of the Central Region Workforce Investment Board; and individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Harold Haldiman did a roll call vote to close the session: H. Haldiman – yes, M. Hughes – yes, S. Minnick – yes, and J. Jones – yes. At 10:08 a.m the committee members agreed to meet in closed session. The committee asked C-WIB staff to stay for the closed session.

J. Vaughn told the committee that it had been almost three (3) years since the personnel committee had met. Part of this was due to the fact that our sub-contractors were not allowed to give raises, therefore; the WIB staff was not allowed to have raises. H. Haldiman indicated that we might lose staff if we don't acknowledge them. J. Vaughn presented the committee members with a spreadsheet with current salary amount, a proposed 3% cost of living increase, and additional amounts for individual staff members based upon their duties and how critical they are to the daily operations. J. Vaughn then talked about staff including their duties, time off and their pay scale. J. Vaughn did not propose any increases for herself.

J. Jones was concerned that we have not had a Personnel Committee meeting since 2009. S. Minnick wants to evaluate staff annually. She recommended meeting in April of each year even if raises cannot be offered at that time. H. Haldiman stated that the committee should get together regularly and "take care of staff", so they don't leave employment.

The committee asked J. Vaughn and J. Moreland to leave the meeting at 10:35 and asked them to return at 10:54 a.m.

S. Minnick informed J. Vaughn that the committee has voted to raise the cost of living increase from 3% to 4% and that they had recommended increases of varying amounts above J. Vaughn's recommendation for staff including the executive director, J. Vaughn. The

committee also wants to make sure that a Personnel Committee meeting will be held in April of each year.

M. Hughes made a motion to come out of closed session and Joyce Jones seconded; a roll call vote was taken with H. Haldiman – yes, M. Hughes – yes, S. Minnick – yes, and J. Jones – yes. The Personnel Committee came out of closed session at 11:07 a.m.

H. Haldiman read the statement that he will present to the full council at the May 23, 2012 board meeting asking for their acceptance of the Personnel Committee recommendations.

Harold Haldiman read: *"The Personnel Committee met on May 21st at the Jefferson City Career Center to review C-WIB staff performance. The Executive Director was asked to attend and she presented her evaluations of the staff."*

Based on the review, the Personnel Committee approved a four percent Cost of Living increase for all staff to cover the last three years when staff went without any increase. Also based on the recommendation of the Executive Director the staff were given an increase in their wage to compensate for lost increases in past years and to reward services and loyalty to the board.

The Personnel Committee also discussed the Executive Director's performance and in appreciation also approved the same Cost of Living increase.

The Personnel Committee asks that the CWIB approve the four percent Cost of Living increases and the wages as approved by the Personnel Committee. Any CWIB member may contact Jan or Jacque to obtain the amount of wage approved for the staff by calling 1-800-638-1401. To respect individual privacy the amounts will not be announced in an open meeting".

M. Hughes made a motion to adjourn with J. Jones seconding the motion; and there were no objections. The Personnel Committee adjourned at 11:15 a.m.