

## MINUTES OF THE C-WIB SPECIAL PERSONNEL COMMITTEE

July 25, 2012

Chairman Jim Dickerson called the Special Personnel Committee to order at 10:08 a.m.

Special Personnel Committee members present included Jim Dickerson, Joyce Jones, Sarah Gallagher, Kathy Groves, Christina Spencer-Hess, Earl Horsefield, and Nancy Montgomery.

Special Personnel Committee member not present was Stacy Minnick.

C-WIB board members present included Earl Brown, Mary Hughes, Janet Kinnett, David Miller, Tina Sooter, Shauna Qualls, and John Vaughn.

Also attending was Presiding Commissioner Marvin Wright.

C-WIB staff in attendance included Executive Director Jan Vaughn and Linda Gray.

Jim Dickerson started the meeting with reiterating what the Special Personnel Committee decided last week when the committee met in Jefferson City, that was to provide the subcontractors up to 4% raise, and the committee voted to allow C-WIB employees up to 4% raise pending review of evaluations. Jim D. asked the committee if anyone disagrees with what they had decided. No one disagreed.

Jim D. asked the committee "at this point how do you want to proceed"?

Joyce Jones asked a question regarding Russ Unger's motion made at the May 23, 2012 meeting, which was the committee was to bring back a written recommendation regarding C-WIB staff raises. Joyce stated we have already gone past the thirty days and would like to know how this is going to affect everything. Jim D. stated it shouldn't. Joyce J. stated we were suppose to report back to them within thirty days. Jim D. stated we are going to report to them today. Joyce J. stated that we are five days late. Jim D. stated that is just how the calendar fell.

Earl Horsefield stated the committee also had one other stipulation, which was about the AFLAC. Christina Spencer-Hess reminded the committee they had also included putting a cap on vacation days.

Jim D. stated with that being said, how do you want to proceed. Do you want Jan Vaughn to start discussing evaluations? How would you like to do that?

Nancy Montgomery stated she thinks we need to go ahead and start with the evaluations. She asked if we have the documentation we need. Jim D. stated Jan V. brought it with her.

Jan Vaughn reported that she has the evaluations. She had them with her at the other two meetings, they were never asked for, and she did not present the written evaluations. Jan stated she has one copy and will pass them around to the committee members to let them review them. Jan stated she would like to say that everybody is different in how they evaluate

people, and she is no different. I don't imagine that any of us could evaluate this staff exactly the same.

Jan stated she has a tendency to be a little bit more on the positive side and try to talk about the good things that they have done, rather than any reaction to any kind of thing that may be in their personnel file. I have two employees that had issues in their personnel files. I followed the C-WIB personnel manual and both of those individuals passed their dates. I had no further incidence during that time, so they are off of probation. I do not bring up probationary types of information because it is irrelevant at this point. They no longer have any acts against them. Jan reported she gave a verbal report to the personnel committee when they met in May 2012.

Jan V. stated at this time she would like to give the committee a written evaluation and talk to them just a little bit about each one of the employees and then they will have an opportunity to see all of the employees appraisals, therefore the evaluations all will go back into their file. It is not out there for the public to review.

The first evaluation is on Debbie Aksoy. Jan stated she has had a little more problem in the last couple of years with Debbie's attendance. She has health issues. She has some issues of lots of pain in a couple of different places. Jan said she is not so sure that Debbie would want her to reveal where those areas are, so she will not. Nancy M. stated by law, Jan could not. Jan stated that that is good because she does not want to reveal it anyway.

Jan stated that it has kept her from work a little excessively. You will see that I am riding her to the point that I say "Debbie you need to do something about it". She has been to the doctor, don't think she hasn't, because she does and she still goes. She tells me that one of the problems that she has there is no medication that they can give that will correct it. No surgery will correct it. She is going to live with pain for the rest of her life. So she does miss work. She misses more than I would like, but I do have to try to be understanding. I have gotten on the internet myself and researched it, and cannot find where they can do anything. Jan stated she has to be somewhat tolerant or dismiss her.

Jan stated our policy in the personnel manual is that you use all of your sick leave, then you have to use vacation time. Once that is gone you are on leave without pay, which that has not happened yet to the best she can recall. She has gotten down to not having any sick leave left, but I don't think we have written her a check that had to be revised.

Nancy M. stated that it would still be an availability for work issue whether she uses her paid time or not. Jan stated we don't have those kinds of terms so she asked Nancy what she means by that. Nancy stated that it means if she is not available for work and not able to complete her essential job functions then that is an issue being detriment to the C-WIB staff, whereas everyone else has to pick up the slack where she is not able to perform her essential job functions. Any business, whether it's a written policy or not, that is a consideration you would take as Human Resources.

Jan stated we are cross trained so we do have staff that does pick up her work load while she is not there. We also can call her and we have done that. We call all of the employees if they are not there and we need to find out for instance where something is kept. Usually she has to take medication that knocks her out, so when we need to get a hold of her, first thing in the morning or later in the afternoon is best, then we can find out whatever it is we are wanting.

We have a policy if you are unable to come in you must call by 8:00 a.m. and she does call in before 8:00 a.m. if she is not going to make it in.

Earl H. asked about the HIPAA Law. If she has a certain diagnosis, you can't fire her, and must be very careful and follow all of the personnel policies. It also might be possible that she can get a disability. Nancy stated that they do not qualify for FMLA because they do not have fifty employees, so they still have to perform their essential job duties. Jan V. asked if there were any questions about Debbie?

Jan V. said she will hold onto all of the evaluations until we are done then she will pass them around but will want each of the evaluations back.

Jim D. stated he wanted to preface here, that was established at the last personnel meeting, that nothing here is personal, and with that being said, I want to agree with Jan that Debbie's absences have been a problem. We have discussed it many times and there is an availability to work issue. Jim D. said he really likes Debbie, when she is there I enjoy working with her. But that is an issue in this case. Jan V. stated Debbie has been loyal to this board and therefore it makes it very difficult. Her illness alone makes it very difficult to hold that against her, or to write her up for something she has no control over.

Joyce J. asked what does she do during the workday? Jan V. stated her job is basically doing all of the functions of toolbox. She helps the staff of the subcontractors to find people that are in toolbox. She does everything that has anything to do with toolbox. She inputs the new staff into toolbox so they can have access, and takes them out when they are to be removed, she handles anything there is to do regarding the toolbox system. She is our research person and researches incorrect data entries, as far as entries that have not been made but should have been regarding particular training clients. She also finds where our subcontractors need to go back and enter where their participants have passed a test or course or received their GED, things like that. She is not to make the changes herself, she notifies the subcontractors and they are to make their corrections.

John Vaughn asked what her length of service is? Jan V. stated she has been here since February 18, 1994.

Christina H. asked approximately how many hours of sick leave does she burn a year. Jan stated she is burning almost all that she earns on a monthly basis. Her accrual is 16 hours a month. Nancy M. stated that as of May 31st she was down to 6 hours of sick time and 34.25 hours of vacation time.

Jan V. stated that sometimes she goes over and starts using vacation time. Jan asked if there were any more questions on Debbie?

The next individual is John Bernard. John has been here since June 6, 2000. John is our IT person. He does all of our IT work in our career centers, except in the North, and all of our offices. He is kept pretty busy even in Rolla. He is also in charge of our IT services, and orders and repairs our computers. He changes the wiring a lot. One of our subcontractors will want to move a person from where they are sitting from one location to another, which always involves using/moving a lot of new wires. He does service on all of our opinion meters, even in the North (CMCA). The North has three IT staff. They do not really want to mess with our opinion meters, so when they have problems, John will go up there and work on the opinion

meter. We had an individual that came into the career center the other day, that had a medical issue, they ended up yanking all of the wires out of the opinion meter, which in turn necessitated John to go up to that career center to pick up the opinion meter and bring it back to the office, and mail it back to the company to be fixed. Whenever he receives a call, he goes to wherever it is they need help. John is very busy and has to monitor everything, even for the state. We have the state "lines" coming into our office and he has been known to assist the state. They will call him to do various things and he will help them very cooperatively.

We may have issues like we are needing more computers, or computers that are needing repaired, and he will bring them back with him to the Rolla career center if he can, to repair them. He is more at liberty to really evaluate the computer problems at Rolla than he is onsite. However, there has been times he does repair them onsite. Jan asked if there was any questions about John?

Joyce J. asked whenever John travels does he use Jan's jeep or do we pay him mileage? Jan V. stated we pay mileage. Jim D. stated that most of John's work is in the Southern part of the region. He handles everything except for the 8 counties up North, as far as IT issues. Jim stated if he remembers correctly we sent him to school. Jan stated that yes, June Franklin at LOES, sent him to school to be trained for this work. He was a laid off worker in Lebanon. He was a dislocated worker and they sent him to school to get training which he completed and then was offered this job. He has worked for us for twelve years and is very knowledgeable. There have been a few times the IT guys up in the North have a problem and they will call John and ask him how do I fix this, because they are not familiar with our programs as well as we are, so he will work with their three IT guys to help fix the problem. This is not every day, but there has been several times we have done it. Jim D. stated John does very good work and is very good to work with.

Alex Blackwell has been with us since September 27, 2004. She is the special projects person, and she has many of those projects. One of the special projects she works on that is very time consuming is the SPYC program which is for the summer. This year is quite different than from any other year we have ever had. We are dealing with money that we've never received like the CDBG money, we have never had the CDBG. The state's not really claimed that money. It is coming from Kansas City who has received CDBG money often, so they are the ones that are actually working with us making that money come down to us. On the other hand, the state is working with Clyde who is in Kansas City, in order to have it. The CDBG stands for Community Development Block Grant.

We also will be getting the NAP (Neighborhood Assistance Program), and those dollars have not come through like the state thought they would. We are getting more CDBG money as of yesterday, to tide us through. Jim D. stated that on Alex's behalf she basically almost always ends up with any task that nobody else is readily involved. She is a good worker. Jim stated she leads our exit process. She does the calculations along with Jan at those meetings. She is generally, in his opinion, a very talented employee.

Jan V. stated that Alex is in charge of all of our National Emergency Grant money which is an extremely time consuming grant that we get from the state. She does a wonderful job with the grant and does all the monitoring for the emergency grant and for the SPYC programs, anything that is out of the ordinary, rather than WIA, she gets them, and other duties as assigned. I think she has more duties that is assigned than anybody. She does a really good

job. I expect her to know all kinds of programmatic information. I do expect her to know about the laws of the Workforce Investment Act, the TEGLS and all of that. She is quite good.

Earl H. asked if she has written some of the grant request and things like that? Jan stated that Alex and Joe are the ones who write our RFP's.

Julia Edkin is no longer with us so we will skip over her. She moved to Pennsylvania with her husband.

Alan Galindo is the Rapid Response Coordinator. He handles all of our rapid responses. Anything that is under 50 employees (laid off workers) he is totally responsible for. Anything that is 50 employees and above the state is responsible for, but Alan goes to these meetings and presents local information. He does a lot of the employer workshops at the Rolla career center. Chris Link conducts resume classes each week, and Alan assists Chris with mock interviews for the dislocated workers, reviewing and giving feedback on their resumes. He was going to do some OJT work, but the state did a redesign of that and decided they would give us additional dollars in another way so that we could hire an OJT coordinator. Nancy M. said for the record, it appears there hasn't been that many rapid responses. Jan V. stated part of Alan's duties he does is to follow-up on all of the people who get laid off of work. He contacts them and finds out what their situation is, and he has a monthly report that he turns into the state. That report is different than the report seen here, it contains all of the individual names and what he has done with them.

Mary Hughes stated she recognizes this position requires a lot of handling of people. Jan V. stated that originally, we did not have the rapid response coordinator listing these people into the toolbox system, but Alan is responsible for all of that and enters it into the system.

Earl H. asked Jan if she knew how Alan relates to our performance standards? Jan V. stated that when we usually talk performance standards we are talking about our subcontractors meeting our program performance standards. Nancy M. asked what standards are he held to? Jan V. stated basically his job duties. Jan stated that he has been on probation once this year and that probation period time has elapsed. Jan has had no further problems during that time and so at this point he is off of probation. Jan has had no other things come to her regarding his work. Jan V. stated the State really likes Alan in the rapid response group. Jackie Johnson feels like he is one of her best regarding rapid response. He is very dedicated about getting his reports in on time and getting them whatever they want. Alan is super good at setting up the meetings with the University of Missouri. He is in charge of getting those set up as well and they come in and do some career type training with the people. He has been very heavily involved in that. Earl H. stated Alan has been very cooperative, whenever he has something that needed changed he would get it changed immediately. Nancy M. stated he is very personable.

Kathy G. asked Jan what kind of things warrants probation? Every organization is different. Jan V. stated that if she feels an individual has maybe overstepped their boundaries of their job, or has done something that could be a potential legal problem or anything of that nature, then she will bring them in and talk to them about that, and she writes it up and presents it to them and they both sign off on it that this has been discussed, we date it and they are given a 90 day probation period. This is with the first infraction. We sent out to the board members the personnel manual. Second infraction is handled like the first plus more. Consequently Jan has made some changes in how he handles his business and where he goes, and he has

been cooperative. Nancy M. asked if we utilize the employee assistance program (EAP) for counseling? Jan V. stated that we do, and in his case he did go and use all of the hours he had coming to him for free on the EAP. Jan received a report and she shared the report with Jim Dickerson.

Jan V. stated she feel like Linda Gray has been an outstanding employee. She is very dedicated in getting jobs done. She never ever really asks why or what she can and can't do. She always has her hands out asking for more work, if you have more work give it to her and she will do it. A big part of her job is, and you might not think it is a lot, but it is very time consuming listening to the tapes and trying to type those up. Jan stated she has tried to do this once years ago, and it is a real job, and when you have the ear phones on by the end of the day it is hard on your ears. She has just taken on the responsibility of WIB recertification; which was formerly completed by Kevin Stadler. She works with the commissioners to give us board members, and also works with the board members to get them recertified in order to continue to serve on the board. She is doing all the necessary paperwork, which can be a tough job, as you kind of get the story it is hard to find someone to serve in this capacity. She has to be diligent and keep contacting the commissioners. The commissioners do have trouble finding people because they have a lot of boards they have to fill with people willing to serve. Jan said Linda does do a good job.

Jim D. stated he reviews Linda's minutes after every meeting. She types them up and sends them over to me, because sometimes I say something or someone else says something that gets misinterpreted by Linda, not in a bad way, but in a "no that's not what I meant type of way", and we have been able to work together in that respect very well. Jan also reviews the minutes. Unfortunately, and Linda knows this, the worst set of minutes she has ever done was just recently, but I have to speak very well of her work, and feel like she is a pleasure to work with.

The next individual is Joe Hawkins. Joe is our newest employee. He was hired full time on September 2, 2010. Prior to this we had hired him on a temporary job to do our SPYC advertising and marketing outreach for us. Joe has a lot of writing skills. He was also on the program for COPIC, and from that program we hired him for a part-time position. He did really good in that particular job and we got a lot of notoriety from even the governor who really wanted to hire him. Jan got to say no to the governor, I think I'll offer him a job. Jan did tell Joe about it, and he had a chance if he had wanted to apply for a job with the governor, but he didn't. It was about this same time that we were supposed to have laid him off of this temporary job but we did not, because at that time, Kevin left our employment and went to work for the University. Jan visited with Jim and they decided that this might be a good opportunity to take someone existing working with us, since he had a lot of writing skills, and we could put him working on the RFP's, plans, and plan modifications. We not only get the plans from the state, we have to then turn around and give the contracts out to our subcontractors.

Earl H. asked what his title is and Jan stated it is Contracts Manager. Earl H. said that Joe is an ex-marine. Jan stated that was right, he was ex-military. We got credit for using the Show-Me Heroes Program, which was good for him and us. Joe is not perfect in this job. There is a lot to this job. The job deals with legal stuff from the state and federal government, as well as legal stuff from the subcontractors. So when you are looking at all of those things we have some issues. However, Kevin wasn't perfect either and we have to take that into consideration. Jan said that when the Department of Labor recently came we had looked at

all of the work that had been done up to that point, and we discovered that we thought there was a better way in keeping records of our contracts. Keep them in a folders identified with a cover sheet outlining everything that should be in that contract folder. We set down and wrote that up and all agreed that when DOL left we would be working on reorganizing our contract file, and we have been, it is just a slow process.

Nancy M. stated that Joe has a huge learning curve, he has only been with the company a year and nine months, and all of those things keep changing. Nancy M. asked if he would be qualified to take over the duties that Julia Edkin did? Jan V. and Jim D. said they did not think so. He is good at writing articles not a computer website. That person needs to be a computer guru who understands how to add stuff in and how you take things out. Nancy M. stated it is trainable. Jan said that Joe does not have that current skill right now.

Jim D. added that Jan has told him before that there has been an issue of performance, that she has other people look over his work before it's out of the office. Jim himself submitted a document that Joe did and it ended up having major mistakes in it, and Jim doesn't say this to down him, but he thinks this is a case where Jan is going to have to be very diligent in watching his performance. The learning curve can be dangerous when you are dealing with legal documents and documents we are submitting to the state. Nancy M. stated the learning curve is just to pay attention to detail. Jan has already referenced that there has been some problems and Jim wanted to back that up that there has been.

Jan V. stated there has been some problems. When he was with us right about a year, I did go ahead and put him on a probationary period because I wanted more from him. He has fulfilled that probationary period. His attitude has drastically improved. I think he was harder on himself than anyone else could have been. There is a lot to learn in WIA and we just don't do WIA alone. When you look at all the programs that we do, and we do a lot of things we have to write up for even what the state is doing. There is a lot going on and there is a major learning curve in this position.

Jan V. stated that she thinks he has grasped the job more, she put him with some of the other staff working a lot with even Alex. He has come through and made a major turnaround. I think he has finally figured out he can learn it, everybody has learned it and he can learn it too.

Jacque Moreland has been with us since December 16, 1991. Jim D. stated the planning committee was getting ready to start in a few minutes and he would need to leave the special personnel committee to attend the planning committee. He promised Betty Jo, the new Chairman of the planning committee he would be there since he is on the agenda. Jim D. asked Nancy M. if she would lead the discussion.

Jim D. asked Linda G. what they would be doing with the minutes? Linda G. stated that she would be staying to finish the special personnel committee and asked if he could have Alex take the minutes of the planning committee until she arrives there.

Jan V. stated the next evaluation is on Jacque Moreland. The state raves about how good Jacque is. Julie Gibson says that Jacque is one of the best in the state. When the Department of Labor (DOL) was here they were very impressed that Jacque knew the law and the DOL praised her. The state auditors praised Jacques work also.

Earl H. stated he has purposely made mistakes and Jacque caught them. She is very good at her job. Jan V. stated that when the state has problems their staff come to Jacque for her opinion. The state has recommended to other regions for training for their fiscal people. The other regions say great things about Jacque. The board changes how they want to see reports often. The board reports are revised to satisfy what the current board wants.

Earl H. stated Jacque keeps the reports perfect and up to date. Jan V. stated Jacque prefers to do her job alone.

Jan V. distributed the written employee evaluations to the personnel committee members. The committee reviewed the written evaluations. Jan V. stated she did want all of the evaluations back after they have been reviewed.

Joyce J. asked what a TEGL was and Jan stated it was "Training and Employment Guidance Letter", which is from the Department of Labor. Nancy M. asked if there was anyone cross trained for Jacque's job? Jan V. stated Denise Boeckmann helped train Jacque years ago, and did the job that Jacque does in SDA9 under the (JTPA) Job Training Partnership Act, and if needed in an emergency she could be a back-up for Jacque. Nancy stated that it would be a good idea to cross train someone for her job.

Jan V. stated that John helps Jacque with bank reconciliations, and Alex helps with the bank deposits and other fiscal activities.

Jan V. stated that all three of the subcontractors work with the same software system that Jacque does, which makes it easy to share their reports into our system.

Nancy M. asked if the committee wanted to consider COLA for individual employees?

Mary H. stated her concern: Doesn't the COLA need to be presented to the whole board? Earl H. said no, there has been discussions about this.

Discussion was held on how the committee wants to discuss the increases. Straight across the board or individually? Joyce J. stated individually.

Debbie Aksoy: Joyce Jones suggested two percent. Christina Spencer-Hess made a motion for a two percent raise, and Sarah Gallagher seconded; all in favor, motion carried.

John Bernard: Joyce Jones suggested four percent. Christina Spencer-Hess made a motion for a four percent raise, and Kathy Groves seconded; all in favor, motion carried.

Alex Blackwell: Christina Spencer-Hess made a motion for a four percent raise, and Sarah Gallagher seconded; all in favor, motion carried.

Alan Galindo: Nancy Montgomery made a motion for a two percent raise, and Christina Spencer-Hess seconded; all in favor, motion carried.

Linda Gray: Joyce Jones made a motion for a four percent raise, and Sarah Gallagher seconded; all in favor, motion carried.



Joe Hawkins: Joyce Jones made a motion for a three and one-half percent raise, and Earl H. seconded; all in favor, motion carried.

Jacque Moreland: Joyce Jones suggested four percent. Sarah Gallagher made a motion for a four percent raise, and Joyce Jones seconded; all in favor, motion carried.

Mary H. asked if this raise was a COLA only? Nancy M. stated yes.

Nancy M. asked Jan Vaughn to please leave the room so the committee could discuss her. Jan V. left the room.

Mary H. asked the committee "how are you all making judgments? The committee responded based on what Jan said. Mary H. stated then that is a Merit raise.

Christina Spencer-Hess made a motion to call the raises a "performance based raise" not a Merit raise, and Sarah Gallagher seconded; all in favor, motion carried.

Nancy M. asked the committee about discussing Jan Vaughn. David Miller asked who evaluated Jan? Nancy M. stated Jan's evaluation has not been done yet. Earl H. stated the committee should put it off then. Christina Spencer-Hess made a motion to table the issue of Jan Vaughn's performance based raise until Jim Dickerson evaluates her, Sarah Gallagher seconded; all in favor, motion carried.

Nancy M. read what the special personnel committee would propose to the budget committee:  
Presenting up to 4 percent bucket raise for the subcontractors.  
AFLAC benefit eliminated.  
Put a CAP on the vacation hours (proposing they cannot exceed 240 hours).  
Performance based raises for C-WIB staff to board.  
No cost of living raise (COLA)  
Nancy would report it to the board.

Earl Brown stated the performance based raises voted are up to 4 percent. The committee discussed how it would be presented to the board. A board member stated this is public information if the board wants to know the percentages given to each employee. Christina Spencer-Hess stated she did not think it was our place to tell them in an open meeting, she thought it should come from Jan V.

Sarah Gallagher made a motion to adjourn with Earl Brown seconding the motion; and there were no objections. The Special Personnel Committee adjourned at 11:00 a.m.

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

July 25, 2012

Committee Chair Betty Jo Brooks called the Planning Committee to order at 10:54 a.m.

Committee members present were Collin Brink, Betty Jo Brooks, Jim Dickerson, Patrick Kelly, Janet Kinnett, and Susan Streit.

Also in attendance were C-WIB members Denise Boeckmann, Bill Debo, T.R. Dudley, Harold Haldiman, Melinda Macker, Vicki Nelson, Shauna Qualls, Jinny Ryle-Kaemmerer, Tina Sooter, and Russ Unger.

C-WIB members who arrived later on, after the Planning Committee was in progress were Earl Brown, Sarah Gallagher, Kathy Groves, Earl Horsefield, Mary Hughes, Joyce Jones, David Miller, Nancy Montgomery, Christina Spencer-Hess, and John Vaughn.

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), Presiding Commissioners Marvin Wright and Gary Jungermann, Callaway County Commissioner Doc Kritzer, and Darin Preis.

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

### **Minutes**

Tina Sooter did not attend the May 23, 2012 meeting. Jim Dickerson made a motion to approve the May 2012 minutes with correction, and Janet Kinnett seconded; the Planning Committee approved the minutes with correction.

### **NEG Disaster Grant Update**

Jim Dickerson called on Trish Rogers and Paula Curtman to give an update on the NEG program.

Trish Rogers gave an update on Washington County. They were approved for an additional year, which is through June 30, 2013. They were allocated a total number of fifty people for the two years. Currently we have placed a total of thirty two people. There are two crews working for the county road district. There are also employees that are assigned to the city of Potosi. Presiding Commissioner Marvin Wright stated they are very happy with the work provided by the crews. It has allowed them to do work they couldn't get done. They are glad for the assistance.

Paula Curtman gave an update on Miller County. Currently there are two crews working in Miller County. We have employed a total of twenty eight people. Currently there are fourteen people still working. Miller County appreciates the work done.

### **DOL Gold Standard Evaluation Update**

Jim D. stated since our last board meeting the study team subcontracted by Department of Labor (DOL) visited the region. They were in Rolla, Camdenton, Columbia, Cuba, and in Howard County. Basically they were wanting to see our operation to see how the study was

being done, to see people being enrolled into the study and how that was being done. Jim D. met with them in Camden for about an hour and talked with them about the WIB and how it is organized and those types of items. Jim D. felt like the visit went very well. We are getting more customers who are getting the CORE only services because of the study. If you recall, when I met with them in Washington, DC, they wanted to raise the percentage because they were concerned that our enrollments were so low at that point in time, but the enrollments have picked up and we think it is going very well at this point in time. Alex B. stated she has seen the enrollments start to go up with our new year of funding, which is what we told them would happen. We had tried to hold them off on raising our percentage until we started seeing the new year's money and put folks into training. That has made the enrollments grow in the other two study groups.

### **SPYC 2012 Grant Update**

Jim D. reported on the State Parks Youth Corp program (NAP-SPYC 2012 Program) We basically have used up the CDBG money we were allocated for that program. There is a second pot of money to enroll kids at the state parks. The program started May 1, 2012 and ends on June 30, 2013. Jim asked the functional managers to give an update on where they are in this program.

Paula Curtman reported they have served a total of twenty eight youth in the program. Joyce Davis commented that they were notified by Alex yesterday that any youth enrolled from this point forward could only use 200 hours. Joyce said they have a couple of youth enrolled but they are not supposed to start until August which would leave them with only a couple more slots to fill.

Alex B. stated that any of the youth that the functional managers have already committed to, or have signed paperwork on for four hundred hours, they can go ahead and start them. Alex needs to know how many that will be so she can do the budget adjustment.

Trish Rogers has thirty five youth working with a total of fifty slots to fill. We are still putting kids on pretty much every day. It looks like it will be no problem meeting that goal. Everything has gone smoothly.

Patrick Kelly mentioned that on his family vacation this year met a young person who had been on the program and she was very well spoken and educated and she was very thankful and appreciative for the opportunity.

### **RFP's-NGCC/UCC/Mobile Lab**

Jim D. stated he will be discussing the RFP item during the full council meeting.

### **LWIB Membership Recertification**

Jim D. stated it is time for the board to be reconstituted and for the commissioners to either reappoint the current board members or select another person. He will be having Linda Gray send out some forms to the board members to work with their commissioners. If you wish to be reappointed or if you do not wish to be reappointed we need to know to approach that a little differently in your particular case. This is something that the state does every two years. The state has kind of flipped the switch on the budget time to do it. They have been kind of slow in flipping that switch, but they have flipped it now. So just like all the other WIBs in the state, we will be going through a recertification process. Please be watching for that material, it is something that is required by law and regulation and we go through it periodically.

Jim Dickerson made a motion to adjourn the committee, and Susan Streit seconded; there were no objections. The Planning Committee adjourned at 11:03 a.m.

## MINUTES OF THE C-WIB OVERSIGHT COMMITTEE

July 25, 2012

Committee Chair Mary Hughes called the Oversight Committee to order at 11:07 a.m.

Committee members present were Earl Brown, Jim Dickerson, T.R. Dudley, Sarah Gallagher, Earl Horsefield, Melinda Macker, and Shauna Qualls.

Also in attendance were C-WIB members Collin Brink, Betty Jo Brooks, Denise Boeckmann, Bill Debo, Kathy Groves, Harold Haldiman, Joyce Jones, Patrick Kelly, Janet Kinnett, David Miller, Nancy Montgomery, Vicki Nelson, Rick Robertson, Jinny Ryle-Kaemmerer, Tina Sooter, Christina Spencer-Hess, Susan Streit, Russ Unger, and John Vaughn.

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), Presiding Commissioners Marvin Wright and Gary Jungermann, Callaway County Commissioner Doc Kritzer, and Darin Preis.

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

### **Minutes**

T.R. Dudley made a motion to approve the May 2012 minutes, and Sarah Gallagher seconded; the Oversight Committee approved the minutes as written.

At the April 2012 Board meeting the Board voted and approved to include the statement "The CWIB Board is extremely worried about the work overload of our staff. We are worried about their health and the future of their careers and would like to go on record that the Board is concerned" into the minutes of all future Board meetings. The motion was made by T.R. Dudley to have the statement included into all future Board meeting minutes, and was seconded by Earl Horsefield, the Board approved the motion.

### **Monthly Reports**

The May reports were distributed to C-WIB members in advance of the meeting. Mary Hughes asked if there were any questions or concerns about the reports.

Mary stated she is glad that we receive the board meeting minutes at home. It saves a lot of time being able to review the minutes ahead of time and thanked the staff because she knows it has taken a lot of time in sending them.

Mary H. asked the question "how is the information used from the opinion meters"?

Joyce Davis stated they go over the information with their staff and check for increases or declines, and what might have brought that about. It helps us see how the customer feels and how they have been treated. They have had a lot of trouble with the opinion meter in Columbia. They have had some issues with the wiring.

Mary H. stated it has been her observation that in some instances the machines are not working and other times they are, which concerns her that we are not getting the same approximate kind of information all the time.

Trish Rogers stated that it has been a problem for them at Fort Leonard. However, John Bernard does a system check and is always right there to help us. Some of those machines are getting older and go down.

Joyce D. stated that their opinion meter machine in Columbia is a new machine. It was not the machine but the wireless was not working, it would not work with that system. It had to be a direct line. The state would not let us get on that. Our IT department at CMCA has installed a new line, so we should have better numbers for you each month.

Mary H. asked if there were any further discussion about the reports? There was none. Mary asked if there was anything the functional managers wanted to say about the clients at the career centers?

Paula C. stated the LOES staff are seeing the Reemployment Services (RES) customers. The staff seem to be handling that fine.

Trish R. said they are seeing a decline as far as people who have been on for months and months, that they are dropping off because they no longer have benefits available. She stated they are seeing people who go to work on a daily basis, which is good, and they are writing OJT contracts.

As far as the extended benefits claimants coming in, those individuals are being directed by the state to come in at certain times on Tuesday through Friday. Many of these people call and want to reschedule their appointments, then they will come in on Monday when they had previously scheduled to come in on Tuesday, which creates additional traffic for staff. The staff try to set up their mandatory food stamp clients on alternate days. On the busy days she will pull staff that are trained to assist with these clients.

Mary H. asked if there were any other comments. Nancy M. commented she and Trish put together a job fair. There were 27 employers that participated and about 230 plus applicants. We saw a lot more seriousness. In previous years we had about 400 people with about 50% serious in looking for a job and now about 95% were serious in looking for a job. Trish's staff did about 75% of the work and they did an excellent job, and this was on top of their duties.

Mary H. asked if we have graduates coming in looking for help in the job market, and do we work with the MS&T college placement office? Trish R. stated yes on a daily basis. We work closely with MS&T not only for assisting those graduates who are attending graduation and finding jobs while they are going to school. We also assist them with the jobs.mo.gov website, and several of the other websites for the clients looking for jobs that are outside our area.

T.R. Dudley asked Trish what type of degrees are we seeing that people are needing help? Trish stated it is the engineering degree but mainly people are coming in to access the services and on-line applications. We are also seeing college students who are coming in and accessing what we call the Career Ready 101, which is basically preparing for interviews.

Mary H. asked if there were any comments regarding the rapid response report? It looks like there has been some layoffs but nothing more frequent than in the past. Jim D. stated that the largest layoff they are dealing with right now is with the Modine Manufacturing plant with about 300 employees that have been laid-off. It was a Trade Act lay-off, which means it was Trade Act certified by the DOL. It is going well. They are being mostly served by the Camdenton career center with the Lebanon career center seeing some also.

Patrick Kelly asked about the career center report. The MIB in Audrain county reflects a total of 35 people laid off. That was a temporary slowdown and those people are back to work. The report is a little deceiving in showing that number laid off, which is not true in this case.

Mary H. asked Patrick to write it down so we could give the information to Alan G. Sarah Gallagher asked if we had any information about the Indeeco Company in Booneville. The company is relocating to Monroe City. There is about 60 employees involved and she would be interested to know if any of the employees are relocating with the company, and maybe how many if any are taking early retirement. Mary H. asked Sarah to write the question down and we will give it to Alan G.

T.R. Dudley stated they had a major company shut down in his town and they relocated in Kansas City. The work the rapid response team does is amazing. When you see the report broken out, they ask these employees what their goals are. Some people want to get more education, some were thinking about opening their own businesses. We get this report and see these numbers but to see it really broken out like that is good. It really helps those people who are dislocated.

Mary H. stated it takes a lot of skill to do this. Shauna Qualls stated there are some agencies that partner with other agencies. The Division of Employment Security has to have theirs also. Discussion was held on the rapid response system process. T.R. Dudley stated until you see that whole process and how it works, it is hard to just sit here and read a piece of paper. It really is an amazing process.

Jim Dickerson made a motion to adjourn the committee, and Nancy Montgomery seconded; there were no objections. The Oversight Committee adjourned at 11:24 a.m.

## MINUTES OF THE C-WIB BUDGET COMMITTEE

July 25, 2012

Committee Chair Bill Debo called the Budget Committee to order at 11:45 a.m.

Committee members present were Denise Boeckmann, Bill Debo, Jim Dickerson, Harold Haldiman, Jinny Ryle-Kaemmerer, David Miller, Nancy Montgomery, Vicki Nelson, Tina Sooter, Russ Unger, and John Vaughn.

Also in attendance were C-WIB members Collin Brink, Betty Jo Brooks, Earl Brown, T.R. Dudley, Sarah Gallagher, Kathy Groves, Earl Horsefield, Patrick Kelly, Mary Hughes, Joyce Jones, Janet Kinnett, Melinda Macker, Shauna Qualls, Rick Robertson, Susan Streit, and Christina Spencer-Hess.

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), Presiding Commissioners Marvin Wright and Gary Jungermann, Callaway County Commissioner Doc Kritzer, and Darin Preis.

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

### Minutes

Jinny Ryle-Kaemmerer attended the May 23, 2012 meeting but her name was omitted from the minutes. Jim Dickerson made a motion to approve the May 2012 minutes with correction, and John Vaughn seconded; the Budget Committee approved the minutes with correction.

Jim D. made a motion to amend the agenda for the special personnel committee to give a report. Bill Debo stated we might wait on that report. Nancy M. made a motion to give the presentation now. Jim D. stated there was already a motion on the floor it just needed a second and then they needed to vote on it. Nancy M. seconded the motion. Bill D. stated he thinks we need to have some discussion on it first. We have not had time to look at it.

Shauna Q. asked for the motion to be repeated as they could not hear on the back row due to the fan. Jim D. stated the motion was to amend the agenda for the special personnel committee to make its report to the budget committee. Shauna asked if we need a vote on it and Bill D. stated we need to discuss it first.

Nancy M. stated the special personnel committee is prepared to propose to make recommendations. Jinny Ryle-Kaemmerer asked what kind of discussion was Bill calling for? Whether it should be allowed?

Bill D. stated that whether it should be allowed right now, the committee just got out of the meeting and they have not seen anything from them at all. They gave us some minutes here just now. We have not had time to discuss anything or look at anything.

Bill D. stated he thinks they need to put it in writing and bring it to us and let us look at it. Bill asked if the report was in writing? Nancy M. stated she could put it on the white board if that is



what he would want. Bill D. stated he would like it in writing in his hands. He stated that this is what Russ U. wanted last time, for the motion to be in writing.

Jim D. stated to Bill D. that his motion wasn't for the budget committee to make a decision, it was to allow the committee to make a report to the budget committee. After the minutes of that meeting are prepared, those can be provided to the budget committee.

Bill D. stated he would allow the committee to vote on it if they want to. Mary H. stated she thinks it is timely that we hear the report.

Bill stated he would allow it and asked if all were in favor? The committee was in favor except for committee members Bill Debo and Harold Haldiman who opposed.

Nancy M. reported the special personnel committee met this morning and their recommendations are:

- 1) There be a 4 percent bucket amount given to the subcontractors to utilize as a raise for their employees
- 2) A motion to eliminate the C-WIB AFLAC employee benefit. That is an "over the top ancillary benefit" of \$13,500 annually, our reasoning behind that is that it is an over the top ancillary benefit. That \$13,500 should be used in a better form, as to employ probably at least a "half a person" to be put maybe with the subcontractors.
- 3) A motion to put a CAP on the number of vacation hours they are currently accruing (the Cap we are proposing is they cannot accrue more than 240 hours). Currently the number of hours have to be reduced by June 30, 2013. An explanation of that is if they have 400 hours of vacation between now and June 30, 2013 they have to reduce those vacation hours to get the reduction down to 240 hours by June 30, 2013.
- 4) A 4 percent C-WIB salary raise pending a review of documentation. We reviewed the documentation this morning, and our recommendations are a 2 - 4 percent increase. We have that itemized, at this time we haven't determined whether you want to review that information. What we would suggest is that we pass it, and then that allows Jan to give her employees the information prior to preparing it Thursday. We want to make sure they understand what we are doing. We did not review Jan's. We did not have her evaluation performance done. We had to leave the meeting for another meeting so it was tabled for the next meeting. Nancy asked if there were any questions.

Shauna Q. asked if they were talking raise based on performance, and not a cost of living raise? Nancy stated yes, it is a performance based raise not a COLA.

Denise Boeckmann asked if the subcontractors raises would be based on performance also?

Nancy M. stated they could give up to 4 percent raise based on performance. They can give someone a 1, 2, 3, or 4 percent raise, just up to 4 percent. The subs may not need the whole 4 percent, based upon what percent they give.

Nancy said they would only get the amount that was used, if they did not use the whole 4 percent it would come back.

Tina Sooter asked them to explain for clarification; why was the raise not coming from their board? Shouldn't their board recommend the raises and decide what amounts are given?

Nancy stated that their board would approve the amounts, but the money had to be allocated from us first. At this time the subcontractor boards have not recommended any raises, they are waiting for funding from us.

Tina S. asked is this not part of their current contract? Nancy M. stated no. They will still have to go to their board for approval, we will just have to have the funds available.

Earl Horsefield stated that he thought we were giving the subcontractors the money for raises or to hire additional help. Why would we just let them give a 1, 2, 3 or 4 percent raise, when they could just pick the 4 percent and take all the money. Earl stated he thought that we were just going to give them the money and let them spend it the way they want, whether they hire someone or not.

Several board members said that's not what was intended.

Bill D. stated may I point out that you are all way out of bounds. The minutes said that the motion that Russ U. made was to discuss the pay raises and COLA issue, and report back to the full board, nothing about contractors; taking stuff away from the employees, that is all that the motion was for. You all are out of bounds because that is all you were suppose to discuss. You did not go into closed session. That is not what you were supposed to discuss. If you want to discuss the pay raises and COLA, that is fine, but that is not what you all are discussing, you are discussing everything else. Your report is unacceptable. If you want to bring this up in an open meeting that is fine.

Nancy M. stated "I believe that we have latitude to discuss anything that's the matter of..."

Bill D. stated "what does that have to do with their pay raises"? The contractors have nothing to do with the staff's pay raises, nothing. They are contractors of ours, they are not employees of ours. Nancy stated their funding comes from us. Bill stated that is for their board to request it from us. If they want to ask something, then at the end of their fiscal year it is time to do it.

Harold Haldiman stated that it should be in their budget if they are wanting to give their people raises. It should be included in their budget, it shouldn't be for us to give it to them. If they put it in their budget, then yes we should give it to them.

Jim D. stated it was his understanding that the committee is recommending this board go forward and tell the subcontractors that this board is willing to fund up to a 4 percent raise.

Bill D. stated "Jim you are still out of line". Jim D. stated that then the subcontractors, or their boards, however they want to do it, they are the ones who will give the raises. We have nothing to say about the raise other than the up to 4 percent. Nancy said right.

Mary Hughes asked a question. She was an observer in this morning's personnel committee meeting, and asked why did the committee decide to forego any discussion about the cost of living when you gave them the merit only?

Nancy M. stated because we believe that's the way that we should determine as to what type of raises we were going to give.

Mary stated she thought other companies had been giving out cost of living raises. A board member stated that was irrelevant. Earl H. stated the DOT just laid off 1500 people so he knows they are not giving out raises. Mary apologized if she misspoke.

Mary stated that what she meant is, it is not just something that is a matter of performance, it is what is going around in our economy, and if we think they deserve raises and we have the money, then why can't we give it to them?

Nancy M. stated that in this economy the most prevalent way of giving any type of increase is by performance. The economy is dictating that we can't just give across the board cost of living raises just because they haven't gotten anything in the past 3 years. That is irrelevant, we have to go forward from this point. We can't go backward.

Mary H. stated that she thought she had just received a 4 percent cost of living raise from her state retirement. Shauna Q. asked how much? Mary thought it was between 3-4%. Shauna said it was a 2% raise. The Governor allowed a 2% salary merit increase for the state workers effective July 1 of this year.

Mary stated that she thinks we need to maintain that our staff should be adequately paid. Nancy stated that our staff is adequately paid. With the salary raise she did a comparison statewide and they are more than adequately paid. They are not going to leave because you are not paying them well enough.

Mary H. stated that she cannot be reassured about that.

Earl H. asked Jacque Moreland "are we correct in reading the print out that we got that shows every line item of peoples salary, is it true that the contractors receive \$1500 per person for AFLAC as part of their salaries"? He asked Jacque if that is how she reads it as part of their salary rather than employee paid? Jacque said that part of the C-WIB AFLAC is employee paid. Earl stated he asked about the subcontractors? Jacque stated she did not know about the subs as she does not do theirs.

Trish Rogers stated that two or three years ago her board voted to put a cap on the sick leave, because sick leave in some cases was being accrued way beyond six months. Our (COPIC's) board voted to cap the sick leave and they voted to provide a short term disability policy in place of that. Our AFLAC is \$50 per person.

Bill Debo said that they are still out of bounds. The AFLAC has nothing to do with what the committee was charged with to do. That is a benefit the C-WIB received years ago in lieu of salary, are you going to take that away from them too?

Bill Debo asked the board to get back to what we are suppose to be doing. We are supposed to be discussing their salaries and the cost of living increase, and asked if they had any more report on that? There is nothing else he wants to hear about.

Russ Unger said "so it was a 4% on the C-WIB employees as a salary increase, is that correct? Nancy M. stated it is "up to 4%". It is between 2 and 4%. It is a performance evaluation raise.

Denise Boeckmann asked who gave the evaluations? Nancy stated Jan Vaughn did and she gave the presentation to them during the meeting. We had written evaluations and we also asked verbal questions and she gave verbal information.

Bill Debo stated the report has been heard and if there is no further discussion we will go onto the next order of business. There was no further discussion.

Bill D. asked Jacque to give the financial report. Nancy M. asked what are we doing? Bill stated the report has been heard. We have already approved the minutes of the May meeting. He asked Jacque to present the monthly financials.

### **Monthly Financials**

Jacque Moreland presented the budget for PY2011 as of June 30, 2012. The first page is our overall budget this year. The budget is about 8.5 million. We are 72% expended overall. C-WIB Administrative Entity is at 77%, CMCA is at 89%, COPIC 72%, LOES 61%. The reason that the Administrative Entity, COPIC, and LOES is so low is because of the NEG storm grant money is included in our overall amount. Starting about a year and a half ago the amount was 3.7 million, that is in our contract and our budget so we are allowed to carry that over until June of 2013.

The second page is the extension of our ARRA funding which was all expended. We only carried over around \$10,000 on this year.

The next couple of pages are the report amounts that Jacque has been presenting which shows our expenditures by line item. It is a Statement of Revenues and Expenditures report from June 1, 2012 through June 30, 2012.

The next pages reflect what Patrick Kelly had said about doing a comparison from last year to this year. I didn't really have any direction so I went ahead and did that, it shows you what we spent as of June 30, 2011 and then June 30, 2012.

This year we report our funds to the state a little differently than we have in the past, because now we have to break down the salary line item for the subcontractors whereas we did not have to before. Jacque went down to the bottom and put down how much COPIC, LOES, and CMCA spent on salary and other items, and all their operating expenses from one year to the next.

Earl asked what caused that change? Jacque stated that up until this year we just reported Admin and Program amounts to the state, but we have always had our subcontractors break it out by supportive services, work experience, OJT, classroom training, and then other services. The Governor's office kept wanting additional information so the state changed the Contract Progress Reports (CPRs), and now we have to report by fund, by year, all of those line items. Salary and Fringe is now separate from other program services which is where your operating cost are charged.

Shauna stated that last time she asked someone how many vehicles the corporation has? Jacque stated there is the Mobile Lab, Jan, Trish, Paula, and Joyce's vehicles. Mr. Dickerson has a Jeep and Impala. There is a tow dolly. COPIC has the Mobile Lab that we license and insure, and they have two box trailers they use for the NEG Grant and LOES has two smaller trailers.

Shauna asked that the paperwork that is in front of them right now where would we find those items? Jacque stated it would be under equipment maintenance, but only for Jan and Mr. Dickerson that would be reported on page 1, the subcontractors would pay their own and that would be included under other program services.

Discussion ensued at the end whether we needed a separate line item for those expenses and Jacque stated those are the line items we are dictated to have for our audit. That line item also includes other equipment maintenance such as copy machines, opinion meters, etc. Those vehicles are considered equipment.

Shauna Q. asked if that meant that the people who had those vehicles could only use them for business related purposes to the purpose of the C-WIB. Jacque stated correct. For Jan and Mr. Dickerson, C-WIB only. For the subcontractors anything for their agencies.

Harold Haldiman asked why does Jim D. have two vehicles? He does not need but one. Someone said one was wrecked. Jim D. stated no, one is not wrecked. We buy used state vehicles at state price. When Jim got the impala, we kept the jeep at Camdenton. The jeep is a four-wheel drive and is used now, and will be used this winter to get people to work who have problems in bad weather.

Shauna Q. asked if it was for people who work at that office? Jim D. said yes, at the career center.

Vicki Nelson asked "is that not their responsibility to get to work"? Jim D. said it is, but we have times when it is necessary.

Denise Boeckmann stated that most places do not have a company car. The subcontractors and you have personal vehicles. Is this like you pay so much a month and use it for yourself, or are you driving it to the office and back, because in most places the government guidelines are that if you use it from your personal residence to the office you are paying so much a month back for personal usage, because if not I would assume they would be parked at the office to be used for your visiting everywhere.

Jim D. stated when Jan and I got our vehicle originally, and that was many years ago, we only lived within 2 miles from the career center. The board didn't feel like the vehicle would be safe in the parking lot at Rolla. In Camdenton Jim's vehicle got vandalized at the career center the first week. So the board bought a carport and they placed those at our residence and that is where they were parked. Those vehicles never leave the driveway unless they are going to a career center, WIB meeting, or one of Jan's TEAM meetings, and to Jefferson City when we are meeting with the state, and things like that. They are not used for personal use in any way whatever.

Bill D. asked Jim D. if one of the first vehicles he got was ever wrecked? Who was riding in it?

Shauna Q. stated that back in February or March someone gave a report on making a visit to Fulton MO, to look at the Smithsonian exhibit of the Churchill memorial. How did those people get there? Jan V. stated she drove the company car and was asked to attend as she was representing the company at that particular event. Mary H. stated she asked Jan to attend to have a presence at the event for the C-WIB, which was work related. Shauna stated the

exhibit was on how the United States of America worked. How did that help anyone get work? Mary stated that members of the local labor union were there as well. They were asked to attend the event by Mary and they were on the job that day. Shauna Q. said she didn't think that was according to the guidelines Denise was talking about.

Denise Boeckmann asked about the subcontractors having a vehicle. Is that correct that the subcontractors are provided a vehicle also?

Joyce Davis commented that the vehicle she has is parked at the office. I drove it here today and will go back.

Denise Boeckmann asked if there were mileage logs for backup? Denise stated that it is just a wonderful fringe.

Jacque stated that Joyce gave her the logs for the vehicle when she was doing her monitoring.

Vicki Nelson stated she thinks this is so totally out of proportion. She thinks we have almost turned this into a petty thing. If we have a director that wants to go to Fulton for one day for one thing, I don't think that is totally relevant. What dollar amount would that be?

Shauna Q. stated there are specific laws that apply to state and federal funding. That could be abuse.

Vicki N. asked how petty have we become? This whole thing is blown up and very petty. She is the director.

Nancy M. stated that she thinks this is just one example of using the vehicles in ways that it should not be.

Shauna Q. stated there should be a report made to the board. Jan V. stated they did know because she did make a report on it at a board meeting. Shauna Q. stated that was afterwards. Jan V. stated of course it was afterwards, she could not make a report on it before.

Bill asked if there were any more questions on the budget? If not, he would entertain a motion to approve the budget.

Sarah Gallagher commented why some of these questions are being asked. Times have changed, certainly since she has been on the board, times have changed in the economy and basically changed everywhere. I don't know of a company that is not looking at the details of their budget and assessing whether or not that it is an appropriate expenditure being it is federal or state dollars. This is not personal, this is not about anything except our board having oversight over what is legal, what is proper, and what is economical in terms of the times in which we are living in. It has nothing to do with any person, it has to do with the way the board is run. She thinks the board quite frankly, has been silent about a lot of questions for a long time and all we are doing is bringing them up and I think we have a perfect right to do that. Bill Debo and Mary Hughes agreed.

Bill Debo stated he would entertain a motion to approve the financial budget. Jim Dickerson made a motion to approve the financial budget, and Russ Unger seconded; there were no objections. Motion carried.

Jim Dickerson made a motion to adjourn the committee, and Russ Unger seconded; there were no objections. The Budget Committee meeting adjourned at 12:10 p.m.

# MINUTES OF THE CENTRAL REGION WORKFORCE INVESTMENT BOARD

July 25, 2012

Chairman Jim Dickerson called the Board to order at 12:55 p.m.

Committee members present were Denise Boeckmann, Collin Brink, Betty Jo Brooks, Earl Brown, Bill Debo, Jim Dickerson, T.R. Dudley, Sarah Gallagher, Kathy Groves, Harold Haldiman, Earl Horsefield, Mary Hughes, Joyce Jones, Patrick Kelly, Janet Kinnett, Melinda Macker, David Miller, Nancy Montgomery, Vicki Nelson, Shauna Qualls, Rick Robertson, Jinny Ryle-Kaemmerer, Tina Sooter, Christina Spencer-Hess, Susan Streit, Russ Unger, and John Vaughn.

Other attendees included Joyce Davis of Central Missouri Community Action (CMCA), Trish Rogers of Central Ozarks Private Industry Council (COPIIC), Paula Curtman of Lake of the Ozarks Employment Services (LOES), Presiding Commissioners Marvin Wright and Gary Jungermann, Callaway County Commissioner Doc Kritzer, Darin Preis, and Jim Lovelace.

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

## Minutes

Jim Dickerson stated the board should have in front of them the May and June Special Meeting 2012 minutes. If there are no additions or corrections to the minutes he will entertain a motion to approve them.

Russ Unger stated he had some corrections. On the May 23, 2012 minutes the paragraph will be corrected to read: "Russ Unger asked can we have a motion, and has it been seconded, to give the nine C-WIB employees a four percent pay raise? Russ was told yes and he called for a vote on the question".

On the June 21, 2012 special meeting minutes the paragraph will be corrected to read: "and part of the motion that Russ has put before us".

Shauna Qualls stated she has a correction for the June 21, 2012 special meeting minutes, the paragraph will be corrected to read: "on the May 23rd meeting".

Jim D. asked if there were any other corrections?

Earl H. asked about committee lists. He said how are we supposed to know what committee we are on anymore because we don't get any committee list to know if they have been changed. He thinks that is really bad communication because we don't know what we are supposed to be doing and who does what.

Earl said he has never heard of the evaluations committee before and he has been on this board for many years. We need to be getting guidance on what we can and cannot do, for instance, I think that Mary Hughes was in total agreement with this board that Jan had the authority to go to that meeting, because it is job related and it is more or less marketing. We don't hold conferences anymore. I don't hear of many people going to National conferences anymore. This is not a state agency. This is an organization set up because there is people in



this country that needs jobs and especially the real people who are supposed to be running this board, 51% is people who are private industry are in charge of this group. I am really upset when people who vocalize and put their perspective on this board. Your perspective is fine to help us get jobs, but your perspective is not our board. Our board is people who are hiring and pulling people to work. We are doing such a good job, we are among the top 20 in the country. I think that deserves a little leeway in what we do with our money.

Jim D. stated to Earl he appreciated his comments but we have some other hands up. Linda has full committee lists and he will ask her to send one out to all of them, and whenever a committee changes.

Shauna Q. stated she just wanted to make a comment to Earl. You personally do not know the background and qualifications of all of us who are not private members of this board. There are state members and we also know what state laws are in certain situations, and we have a right to bring those to the attention of this board. As far as marketing, marketing is wonderful and great, but you have to have an audience to market to. There are different remnants and different laws regarding the regulation of corporations that have to meet state and federal guidelines, so some of us do know a few things about those too.

Russ Unger stated this kind of goes along the lines of what Earl was saying. Is there a way since we have new board members, and there are things I don't know, that maybe in the next one or two meetings we can have a training session to where we go over everything. Not to get into minute detail of everything but just so we can ask more questions about the process and learn a little bit more about that.

Russ Unger made a motion to approve the minutes, and Sarah Gallagher seconded. The board minutes were approved with corrections.

Mary Hughes stated the board voted to initially approve a raise, did we ever have a vote to rescind it? Jim D. stated that was Russ U. motion to appoint a committee to review it. Shauna stated there was a vote taken at that special committee to freeze everything at the time.

Jim D. asked if there were any other discussion? If not, all in favor say aye, motion passed, none opposed.

Earl Horsefield asked a question. We have an audit that we pass every year. Is there any kind of audit as to whether or not we are obeying all the state and federal laws. Earl stated he personally goes to Jan or Jim if he has a question, and asked do they go to the state if they have a question?

Jim D. stated yes, and every year in addition to what we call the financial monitoring, which is the state DWD people coming in and looking at all of Jacques records. They write up a report and they have either comments about things or if they are more concerned about something, it is called a concern. If it is called a concern we have to respond to it. We also in addition to the fiscal monitoring have programmatic monitoring. They will come in and look through a bunch of files. They have now expanded that and are looking at the career center operations and things of that nature, and they also produce a report that talks about any comments or concerns they might have. For instance one item the regional monitoring team came up with was we were using social security numbers on what we call our half-sheet at some of the locations. They did not want us using them, they wanted us to use a application ID. So we stopped it at all of the

locations. These people that monitors on a regular annual basis. We get a copy of the report as does Caucus Chairman Kenneth Kunze from Moniteau County, and if there is something serious in there, which there hasn't been to that degree, then we talk about it and then talk about our response. They do look at if you are complying with the regulations and things of that nature.

Shauna Q. stated that in addition, and she is not saying this board is subject to it, but could be at any given time, there are other state agencies that conduct audits that are outside of programs associated with this board. For example, her own agency audits unemployment insurance, they randomly pull every employer in Missouri as a possible candidate to be audited. That means this corporation could be audited by my agency. They could audit this corporation. There are lots of agencies and they are all administering certain state and federal laws specific to their own programs, that this board could be subject too. I am not saying it is or will be but it has the potential.

Earl asked if the 501 were under different laws and regulations, and are we educational? Jan V. stated we are 501-C3, nonprofit.

Shauna Q stated that the 501-C3 is subject to being audited by other state agencies.

Earl H. asked for years and years we were under a different regime than we are now. Each county is liable for their own county. Jim stated correct.

### **Election of Officers**

Earl Brown reported to the board members that there are ballots in front of them with the nominees for office on them. There is also a box marked other, where we can have nominations from the floor or you could put your choice in. Earl stated he has talked with Collin Brink about this, he is a lawyer and he said that it is a matter of public record and we should probably sign these ballots. You can fold them and we will pick up one from each individual to make sure no one submits two.

Collin B. stated to the board members to print your name, not sign your name, as you probably could not read his handwriting.

Shauna Q. stated some people she recognizes but some people she does not know. Could they very briefly give us a background of these candidates? Earl B. stated let's let the candidates speak. Shauna Q. stated it would help some of us as informed voters.

Earl Brown spoke on behalf of Patrick Kelly since he is not here today. He works at the City of Mexico for the Water Department. Shauna Q. asked if he was in the supervisor/management department? A board member stated yes.

Vicki Nelson asked if we could under "other" maybe nominate someone else or let them speak? The board members agreed.

Shauna Q. nominated Collin Brink for 1st Vice Chairman. Bill Debo stated the nominees would need to be private sector. Shauna Q. asked if our by-laws say all of the officers need to be from the private sector? Jim D. stated not all of the officers have to be private, but the Vice Chair does have to be private, because they are in position to serve as Chairman if they are needed or called upon.

Earl Brown asked if there were any other nominations that someone wanted to make public? Vicki Nelson nominated Denise Boeckmann for Treasurer.

Shauna Q. asked if Russ Unger could run as Vice Chairman? It was stated no, because Russ represents organized labor.

Jim D. stated the ones who could run for Vice Chairman are: T.R. Dudley, Sarah Gallagher, Jinny Ryle-Kaemmer, Denise Boeckmann, Vicki Nelson, Tina Sooter, Rick Robertson, John Vaughn, Betty Jo Brooks, and Harold Haldiman.

Mary Hughes nominated T.R. Dudley for the office of 2nd Vice Chairman. Shauna Qualls nominated Sarah Gallagher for 1st Vice Chairman.

Nancy M. made a motion for the nominations to cease, and Sarah Gallagher seconded. Motion carried.

All of the nominees gave a brief description of their background.

Earl Brown asked the board members to mark their ballots and to print their name at the bottom. He asked for a volunteer to assist with picking up the ballots and to count the votes.

Assisting Earl Brown in picking up and counting the ballots were board member Russ Unger, Presiding Commissioner Gary Jungermann, and Commissioner Doc Kritzer.

T.R. Dudley made a suggestion. He thought it might be a good idea if maybe once a year we could pass around a sheet and people could say what committees they would like to serve on or if they would like to step up to a leadership position. He thinks this would help with the nominating committee because they wouldn't have to go around saying, hey would you take this or that position. We would know who wanted to step up to a leadership position. Jim D. thought that was a good idea.

Earl Brown presented the election results:

*Officers for the 2012-2014 term*

Chairman – Jim Dickerson

1st Vice Chairman – Sarah Gallagher

2<sup>nd</sup> Vice Chairman – T.R. Dudley

Treasurer – Denise Boeckmann

Secretary – Tina Sooter

Jim D. gave congratulations to everyone. He stated that from his heart he wanted to sincerely thank everyone.

Shauna Q. asked when do these positions take effect? Jim D. stated right now, effective immediately.

## **Planning Committee**

Betty Jo Brooks reported the planning committee met and the minutes of the May 2012 meeting were approved with corrections.

Paula and Trish gave a report on the NEG Disaster Grant and said it was doing well.

An update was given on the Department of Labor (DOL). They recently visited our Region and were in Rolla, Camdenton, Columbia, Cuba, and in Howard County. Basically they were wanting to see our operation to see how the study was being done, to see people being enrolled into the study and how that was being done.

Jim D. reported on the State Parks Youth Corp program (NAP-SPYC 2012 Program) We basically have used up the CDBG money we were allocated for that program, but there is a second pot of money to enroll kids at the state parks.

Paula Curtman, Trish Rogers, and Joyce Davis gave an update on the SPYC program and said everything is going smoothly.

## **Oversight Committee**

Mary Hughes reported the minutes of the May 2012 meeting were approved as written.

Discussion was held on the monthly reports and how the information from the opinion meters is used.

The clients coming into the career centers seems to be steady right now. Discussion was held on UI benefits. As far as the extended benefits claimants coming in, those individuals are being directed by the state to come in at certain times on Tuesday through Friday. Which creates additional traffic for staff.

Discussion was held on the Rapid Response Report. Sarah Gallagher and Patrick Kelly both had questions about the report and Mary asked them to write their questions down and they would be given to Alan Galindo.

## **Budget Committee**

Bill Debo reported the minutes of the May 2012 meeting were approved. Jacque Moreland presented the financial report to the Board and the report was approved. Bill D. stated that Nancy M. could give her report now on the special personnel committee.

Nancy reported:

A motion that we would approve up to a 4 percent bucket amount to be given to the subcontractors to utilized for raises for their employees.

A motion to eliminate the AFLAC employee benefit for the C-WIB employees.

Put a CAP on the number of vacation hours currently accrued -the cap will be at 240 hours- the number of hours held currently must be reduced by June 30, 2013.

A motion made to approve up to 4 percent C-WIB raises, a variation of between 2-4 percent based on a performance raise. On the discussion of Jan, we did not have her evaluation from Jim D., so Jan's will be tabled for action at next meeting.

Jan Vaughn asked Jim D. if she could ask a question to the special personnel committee? Jim D. said to go ahead.

Jan V. stated to the special personnel committee that she feels like she is going to go back and tell her staff that they got an increase of anywhere from 2%-4%. However, she is at a loss in explaining to them a couple of things.

Since our money for our vacation is put into an "accrual account", an escrow account so to speak, and it is always there for the vacation, so it is not like going into money that we currently have in our budget, it has already been set aside. I would like some explanation given on why we would be limited to 240 hours since our personnel book goes along with the state's guidelines, with one exception, in that they did not have anything for 15 or more years of service.

This takes us back to the beginning of an employee's time with the state, at the beginning level. Not for anyone who has served for a long time.

My question is, what is the penalty that we have incurred that would take our time back to 240 hours?

The second question being, they are going to say this to me so I have to say it to you, that is what I feel like. The "taking away" of our AFLAC of \$125, was a raise given by this board in lieu of a raise. This was what we got in lieu of a raise several years ago.

It is like a penalty to the staff, and whether you agree with that or not, I know this is what the staff are going to say to me. I feel confident that they will. I haven't talked with them yet about this obviously, but what is the reasoning behind that in the fact that we are not in the tight money crunch, so what kind of reasoning was behind the thoughts of penalizing the staff for these two things?

Nancy Montgomery stated we were not thinking of it as penalizing at all. This is general standard operating procedure in the private sector in that 240 hours is the maximum. Everybody needs to take vacation, as Mary has expressed for the mental welfare of all of the employees. That's part of taking your vacation and taking that kind of rest and relaxation. Nancy stated she doesn't understand the reasoning behind not taking a vacation when an employee has an inordinate amount of vacation.

Nancy M. stated as the board determined, standard operating procedure is generally 240 hours. We determined that.

Vicki Nelson asked "on how many years"? Her thoughts are if the more years you have in, the more time you get and are allowed to accrue. This has been how it is wherever I've worked in the private sector. Sick leave was the same.

Nancy M. stated that in her corporation you can accrue up to 240 hours, and it states very clearly in their handbook the reason they want you to take a vacation is so that you can be refreshed when you come back in. That was the reasoning behind that.

As far as the AFLAC was concerned. I can't even imagine that was considered a raise. Those are benefits, and if you communicated that to your staff I think that was a miscommunication. A

benefit is not a raise. A benefit is something the company offers and can be given and taken away at any time. It is not a raise.

Tina Sooter stated it sounds like it was given in "lieu of" a raise.

Jan Vaughn stated the reason it was given was that it was not a raise, it was "in lieu" of a raise, and it was because we have had two of our staff who have passed away due to cancer. This is also to be able to get a cancer policy and to also have something in case they cannot work. We have had several women who are single that have worked for our agency and they do not have a spouse to fall back on to pay their living cost. So this has allowed staff to have something to fall back on if they cannot work. That is for the \$125, most of us do have something over the \$125 and they have to pay for that themselves.

Jan is trying to explain how it occurred so you will understand why I've got to probably give some sort of justification and I think they will think in fact that it is some sort of a penalty and wonder they are penalized when you did in fact then give them a raise this year.

Nancy Montgomery stated that is up to Jan to communicate that to them. Jan stated she will first have to understand it Nancy and she is sorry but she don't understand it.

Shauna Q. stated she wanted to talk about the annual leave that she said was the state's annual leave? Jan stated it was for the DWD. Shauna stated that 240 hours is for under 10 years and over 10 years it goes to 288 hours and 15 years it goes to 336 hours. Jan stated that is correct. You are taking everybody down to the beginning level.

Jim D. said his comment about all of this is it has not been approved by the board yet. We are talking about a committee report, and it won't go into effect until this board approves it. So he doesn't think anything needs to be explained to anybody except for that committee report. It will not be implemented until its approved by this full board.

Nancy M. stated this won't come before the full board again until the September meeting right? and Jim D. stated probably so.

Jan V. stated that wasn't well understood. Jim D. stated that's the way it's got to be. The description of the process is that it goes to the budget committee and then it goes to the full board.

Sarah Gallagher stated that there are things we are discussing that are kind of coming out here now, that I don't think I fully understood that it was communicated to the employees that they were getting that AFLAC in lieu of a raise. In which case, that is some verbiage we were not privy too. That opens up another kind of discussion.

Jim D. stated the committee might even change its report and Sarah G. stated that's right. Jim D. said nothing is in concrete until the full board votes on the proposal.

Shauna Q. stated that proposal report should be in writing. Jim D. said yes, the committee report will be in writing.

A board member stated the recommendation will be in writing and Jim D. said right.

Bill Debo stated he wants it in the meeting minutes that the committee went beyond what they were supposed to do, which was the motion that Russ Unger made. The committee did things that were not put into that motion, and he wants it entered into the minutes. Jim D. said it should be in the minutes but he will make sure of that.

### **RFP's**

Jim D. stated everyone should have copies of it by now. You will recall the description of the RFP process the last time around, that the RFP has to be approved by the state. Shauna Q. corrected Jim it is DWD. Jim D. stated correct.

The RFP that you have in front of you has been approved by the state with the following changes which they called and told me at 11:00 o'clock yesterday with that discussion.

On page 5 on item E at the top, the minimum hours of operation for each Missouri Career Center are 8:00 a.m. to 4:30 p.m., Monday through Friday. They want you to agree to insert state facilities will be open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Because all of our state leased facilities are open from 8 to 5, and that is from the Governor's instructions.

Earl H. asked what are those locations. Jim D. stated all of them except for Camdenton and Rolla.

On page 7 you might recall in our last RFP there was a chart pertaining to the career centers that had staff numbers on it. They want the numbers pertaining to the career centers only, not to the satellite offices, inserted into the RFP. The reason for that is we expect new bidders, and there may be new bidders and they wouldn't understand how many staff people to be proposing in the bid. Jim said that was fine and he agreed to that, the only thing he will say about that is that some of our current contractors indicated to him that some of those numbers are wrong, and if that's the case we need to authorize that correction also, because we don't want to sit around and reduce staff at our career centers.

Shauna Q. asked a question. Jim D. had said Camdenton and Rolla are not state facilities. Are they privately owned facilities? Jim D. said correct. Shauna Q. asked who owns them?

Jim D. stated his family owns the one in Camdenton, and he wanted to tell them he has answered this question so many times. Jim D. said that at the time the workforce program was located in that building and I was not on this board and was not involved in the decision, I had nothing to do with it. It is basically owned by partnership that is owned 80% by my father.

Jim D. asked Trish who own the one in Rolla, and Trish said they do not know who the exact owner is. The company that manages it is Central Reality. We think there is more than one actual owner of the complex, but they only know of Central Reality.

Joyce Davis reported the one in Mexico is not a state facility either. Jim D. stated the state tried to close the Mexico facility and we stepped in and leased that building directly. Shauna asked "we who" and Jim D. stated C-WIB and CMCA.

On page 8 under item D at the bottom of the page, and that is to add a bullet that says "staff travel and or training reimbursement.

Earl H. asked what is the red lettering? Jim D. stated it was some of her originals and some copies. So the red print is to change the form from what we got earlier? Jim D. said yes it is a change, just the opposite.

Earl H. asked about what the blank was for on page 9. Jim D. stated we have that number and we are going to insert it.

On page 18, which is the evaluation section, and they want big changes to that which I don't disagree with.

M) They want 30 points allocated to the actual monetary amount of the bid.

N) Then 35 points will be done according to the experience the bidding agency in the field of workforce development.

O) Then 35 points would be according to the experience of the staff proposed in the bid.

All the other bullets P-U will come out. Jim stated we are just going to have 3 categories for evaluation.

Jim D. stated that other than that, that is all the changes the state asked us to make. We are going to go back, as you might notice some words run together, it's a technology thing, and we are going to make those maintenance corrections, but those are the only corrections we are going to make other than what I told you.

Shauna Q. asked if she could ask a couple of questions. Jim D. said sure. Shauna stated on page 8, the 3rd bullet, the 3rd line, it talks about a comprehensive plan of action. Is that to be something like a corrective action plan?

Jim D. stated yes.

Shauna Q. asked on page 9 second bullet from the very bottom says "Accounts Payable services are contingent on available funding". Jim D. said yes. Shauna asked what if funding is not available. Jim D. stated that all of our contracts write that if our funding drops or is eliminated, that we can pull that contract. That is language for accounts payable. It is not something that we anticipate, but it is something the state wants to have in there.

Shauna Q. stated that it just seems that usually the red print is very crucial and most of that talks about accounts payable. I just wanted clarification.

Jim D. stated that under the previous RFP, all of the fiscal functions would have been operated out of C-WIBs fiscal office.

Shauna Q. stated that she does think this kind of allows for a breach of contract, only for payroll purposes. Is there something on the other services that are included in here?

Jim D. stated no, but our contracts do say the same language. He wanted to finish on what he was saying about the fiscal functions. The other RFP would have had all fiscal services done by the C-WIB fiscal office. I talked to Jacque and she thought she would have to add one more person. This proposal would allow the subcontractors fiscal operation to remain in place. This board obviously has the right to do it either way, and I told the state I was going to say that to you and I just did.



Shauna Q. asked so what is in here is somewhat similar to what they, the contractors, are currently doing under whatever existing contract? Right now at this point in time? Jim D. stated right.

Earl H. asked if this is what Julie Gibson wants? Jim D. stated it is what Julie Gibson has approved.

Jim Dickerson asked if there was a motion on this RFP? Christina Spencer-Hess made a motion to approve the RFP, and Russ Unger seconded the motion. Jim D. asked if there was any discussion?

Bill Debo asked about page 6. It says the Functional Leaders will report directly to the Central Region Workforce Investment Board. This process will continue throughout the length of the contract unless the Board delegates or changes that responsibility. Does this mean they will not report to Jan Vaughn? Jim D. stated that is correct.

Bill Debo asked is not that her job? She is the Executive Director. Jim D. stated that was done by intention, due to the current situation. Many of the board members asked Bill what page that was on and he said page 6.

Bill D. stated if that is the case why do we even have an Executive Director. Jim D. stated she has plenty to do without having to do that.

Vicki Nelson stated so why is it being changed? She is just trying to understand. Who had they answered to before?

Shauna stated this is making it where they go to the board, the copy you got in June did not include that.

Jim D. asked if there were any other questions?

Earl H. stated he would like to see a description of Jan's duties, because he would think the title of Executive Director means to give them directions, is this correct? Jim D. said yes that is correct, except for the functional leaders.

Jim D. asked if there were any other discussion? If not all in favor aye, opposed nay. The board members who stated they were opposed were Bill Debo, Joyce Jones, Harold Haldiman, Vicki Nelson, and Denise Boeckmann. Motion passed.

Nancy M. asked if we could allocate some money for a new PA system. The speakers we have are not very good.

Shauna Q. asked if there could be an introduction of today's guest. Jim D. introduced our guest. Presiding Commissioner Gary Jungermann and Commissioner Doc Kritzer from Callaway County, Presiding Commissioner Marvin Wright from Washington County, and Jim Lovelace, President and CEO of JobPoint, and Darin Preis, Executive Director of CMCA.

## **Chairman's Report**

Mr. Dickerson said there was nothing new to report that was not already discussed in today's individual committee meetings. Sarah Gallagher made a motion to adjourn. The Board meeting adjourned at 2:20 p.m.

<sup>1</sup> On April 24, 2013 K. Groves made a motion to approve the Special Committee Meeting minutes of July 25, 2012 as corrected. B. Debo asked if there were any discussion or objection to approving the minutes? Hearing no objections, B. Debo stated the minutes of July 25, 2012 are approved.