

# MINUTES OF THE CENTRAL REGION WORKFORCE INVESTMENT BOARD

June 22, 2016

Chairman Kathy Groves called the Board to order at 10:06 a.m.

C-WIB members in attendance were, Denise Boeckmann, Ray Crouch, T.R. Dudley, Christina Edwards, Sharon Gibson, Kathy Groves, Brian Johnson, Patrick Kelly, Matt Hurley, Matt McCormick, Vicki Nelson, Melody Nichols, Elizabeth Perkins, Susan Streit, Amy Sublett, and Betty Jo Sydenstricker, and Russ Unger.

C-WIB members absent were, Windy Johnson, Curtis Koelling, Mark Maasen, David Miller, Nancy Montgomery, Dewey Thompson, and Tammy Walker.

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

Other attendees included Sarah Porter and Kathy Hueste, Adult Education and Literacy; Gary Taylor and Steve Smith, Job Point.

## **Introduction of Guests**

Self introductions were made.

## **Recognition of New Board Members**

CWIB recognized the following new board members: Ray Crouch, Director of Manufacturing at MO-SCI Corporation; Christina Edwards, Human Resource Manager at Tan-Tar-A Resort; Mark Maasen, Owner Hydro Systems, Inc., Poly Lift and Roto Lift Boat Lifts; and Matt McCormick, Executive Director of Columbia Chamber of Commerce.

## **Approval of Agenda**

T.R. Dudley moved to amend the agenda to include the minutes of June 21, 2016, seconded by D. Boeckmann. All in favor, motion carried.

## **Minutes**

K. Groves asked if there was any discussion on the November 18, 2015 minutes. R. Unger moved to approve the minutes, seconded by A. Sublett. All in favor, motion carried.

## **Minutes**

K. Groves asked if there was any discussion on the February 23, 2016 Personnel Committee minutes. T.R. Dudley moved to approve the minutes, seconded by V. Nelson; all in favor, none opposed. Motion carried.

## **Minutes**

K. Groves asked if there was any discussion on the March 7, 2016 Evaluation Committee conference call minutes. M. Nichols moved to approve the minutes, seconded by D. Boeckmann; all in favor, none opposed. Motion carried.

**Minutes**

K. Groves asked if there was any discussion on the March 7, 2016 By-Laws Committee conference call minutes. R. Unger moved to approve the minutes, seconded by M. Nichols; all in favor, none opposed. Motion carried.

**Minutes**

K. Groves asked if there was any discussion on the March 23, 2016 Executive Committee conference call minutes. T.R. Dudley moved to approve the minutes, seconded by V. Nelson; all in favor, none opposed. Motion carried.

**Minutes**

K. Groves asked if there was any discussion on the April 19, 2016 Executive Committee minutes. T.R. Dudley moved to approve the minutes, seconded by V. Nelson; all in favor, none opposed. Motion carried.

**Minutes**

K. Groves asked if there was any discussion on the April 26, 2016 Personnel Committee minutes. V. Nelson moved to approve the minutes, seconded by P. Kelly; all in favor, none opposed. Motion carried.

**Minutes**

K. Groves asked if there was any discussion on the June 2, 2016 Personnel Committee minutes. P. Kelly moved to approve the minutes, seconded by E. Perkins; all in favor, none opposed. Motion carried.

**Minutes**

K. Groves asked if there was any discussion on the June 21, 2016 Personnel Committee conference call minutes. T.R. Dudley asked the minutes to reflect the discussion regarding executive director salary and compensation for co-directors was held during closed session. V. Nelson moved to approve the minutes as corrected, seconded by T.R. Dudley; all in favor, none opposed. Motion carried.

**Executive Director Recommendation**

T.R. Dudley moved to go into closed session, seconded by Denise Boeckmann. K. Groves asked for a roll call vote to enter into closed session pursuant to Section 610.021 of the Revised Statutes of Missouri for personnel matters. A roll call vote was taken by L. Gray to go into closed session at 10:36 a.m.

Aye: Boeckmann, Crouch, Dudley, Edwards, Gibson, Groves, Hurley, Johnson, Kelly, McCormick, Nelson, Nichols, Perkins, Streit, Sublett, Sydenstricker, Unger.

Nay: none.

Motion carried.

T.R. Dudley moved to come out of closed session, seconded by R. Unger. L. Gray took a roll call vote to come out of closed session.

Aye: Boeckmann, Crouch, Dudley, Edwards, Gibson, Groves, Hurley, Johnson, Kelly, McCormick, Nelson, Nichols, Perkins, Streit, Sublett, Sydenstricker, Unger.

Nay: none.

Motion carried.

The board returned to open session at 11:06 a.m.

### **Executive Director Recommendation**

During closed session Russ Unger moved to accept the recommendation from the Personnel Committee to hire Alexandra Blackwell as Executive Director of the Central Region Workforce Board, seconded by M. Hurley; all in favor, none opposed. Motion carried.

During closed session T.R. Dudley moved to accept the recommendation from the Personnel Committee to offer Alexandra Blackwell a starting salary of \$65K effective immediately with a caveat of an annual review, seconded by M. Nichols. A roll call vote was taken by L. Gray.

Aye: Boeckmann, Crouch, Dudley, Edwards, Gibson, Groves, Hurley, Johnson, Kelly, McCormick, Nelson, Nichols, Perkins, Streit, Sublett, Sydenstricker, Unger.

Nay: none.

Motion carried.

During closed session a vote was taken to compensate A. Blackwell and K. Stadler for the increased workload during their roles as interim co-directors. Amy Sublett moved to approve a \$5200 one-time awardment to both A. Blackwell and K. Stadler for assuming the duties of interim directors from December 2015 through June 2016, M. Hurley seconded the motion. A roll call vote was taken by L. Gray.

Aye: Boeckmann, Crouch, Dudley, Edwards, Gibson, Groves, Hurley, Johnson, Kelly, McCormick, Nelson, Nichols, Perkins, Streit, Sublett, Sydenstricker, Unger.

nay: none

Motion carried.

### **Frequency of Board Meetings**

Discussion was held on the frequency of WIB meetings and the proposal for meetings to be held during the months of January, March, May, June, September, and November. The board would meet out of sequence in June for fiscal year ending and beginning matters. K. Groves moved for the board to meet a minimum of six times in a fiscal year, seconded by V. Nelson; all in favor, none opposed. Motion carried.

### **Executive Committee Composition**

T. R. Dudley presented the changes to the bylaws as stated in the April 19, 2016 minutes. T.R. Dudley moved to include the WIB officers and private sector members, seconded by K. Groves; all in favor, none opposed. Motion carried. CWIB Bylaws will be amended to reflect this change.

### **Strategic Plan PY 2016-2020**

K. Stadler gave an update on the PY2016-2020 strategic plan. With the implementation of the Workforce Innovation and Opportunity Act, new strategic plans are required by states and local workforce areas.

The plan describes the Central Region's strategy for delivering workforce development services in the region. A notice of the plan and a link to the plan was posted on the CWIB website on May 20, 2016 and in the CWIB office. Notice of the plan and a link to the document were sent by email to board members, local elected officials, and members of the business engagement, disability, youth, and one-stop committee members. The plan is due to be submitted to the Division of Workforce Development for review by July 1, 2016.

A second component of the plan is the board's bylaws; the bylaws attestation page must be signed by board members and submitted to DWD. This ensures that all of our board members have reviewed and understand our bylaws. The attestation form will be passed around the room for board members signature at today's meeting. Final regulations are not available yet.

A vote is required by the board to approve the plan for submission. There will be ongoing modifications throughout the year.

T.R. Dudley moved to approve the PY 2016-2020 Strategic Plan, and D. Boeckmann seconded the motion. All in favor, none opposed. Motion carried.

### **Universal Challenge Course Update**

Discussion was held on the Universal Challenge Course (UCC). The WIB will continue with the course maintenance while exploring other possible options. P. Kelly moved to seek a commercial appraisal of the UCC for further evaluation, seconded by B. Sydenstricker; all in favor, none opposed. Motion carried.

The next board meeting will be held on September 28, 2016 at the UCC in Rolla, MO.

### **Election of Officers**

K. Groves asked if there were any nominations from the floor for each of the officer positions, Chairman, Vice Chair, and Treasurer. After careful consideration, the board approved the same slate of officers serve the board again for 2016.

R. Unger moved to re-elect the current slate of officers, seconded by A. Sublett. A roll call vote was taken by L. Gray.

Aye: Boeckmann, Crouch, Dudley, Edwards, Gibson, Groves, Hurley, Johnson, Kelly, McCormick, Nelson, Nichols, Perkins, Streit, Sublett, Sydenstricker, Unger.

Nay: none.

All in favor, none opposed. Motion carried by acclamation.

Officers for the 2016-2018 term

Chairman - Kathy Groves

Vice Chairman - T.R. Dudley

Treasurer - Vicki Nelson

The officers shall assume their respective office on July 1, following the election. Discussion was held on sector strategy. A hand out was provided to the board. Central Region is a nineteen county area with a diverse melting pot of different industries. We have several opportunities to focus on and to grow our sectors in different areas. We like to target the high growth and high wage industries. We can focus on the manufacturing logistics on the I-44 corridor.

Diversification fits right into the new WIOA act. There are four sector strategies in our plan, healthcare; building trades; advanced manufacturing, and transportation and logistics.

At 12:00 a.m. R. Unger moved to adjourn for lunch, seconded by T.R. Dudley; all in favor, none opposed. Motion carried.

K. Groves called the meeting to order at 12:38 p.m.

K. Groves announced Alex Blackwell accepted the offer of the Executive Director position. The board expressed their appreciation to Alex and Kevin for their dedication and service to CWIB as interim co-directors, and look forward to continued progress in the future.

### **Financial Report**

Jacque Moreland presented the budget for PY2015 as of May 31, 2016. The financial reports were distributed to C-WIB members in advance of the meeting. The budget is a little over 6.8 million. Currently we are 77% expended overall. C-WIB Administrative Entity is at 89%, GAMM is at 87%, COPIC 93%, Youth (Preferred Family Healthcare) is at 79%.

Included in the report are the Statement of Revenues and Expenditures by line item which includes the current period actual and the current year actual, and a comparison from last year to this year so you can see the increase or decrease.

Conflict of Interest forms were distributed to the Board members present today to complete, sign, and return to Jacque or Linda following today's meeting. The form should identify all business relationships and other dealings between C-WIB and its board members, key employees and other such parties with whom C-WIB conducts business. As part of C-WIB's policy, it is recommended C-WIB obtain written conflict of interest statements from board members and key employees on an annual basis.

Jacque asked if there were any questions on the financial report, there was none.

M. Hurley moved to approve the budget, seconded by D. Boeckmann; all in favor, none opposed. Motion carried.

### **Reports**

The May reports were distributed to C-WIB members in advance of the meeting. K. Groves asked if there were any questions or comments on the reports.

A brief discussion was held on the monthly reports. A question was asked regarding the WIOA Youth report and the appearance of a majority of youth served were from Linn Creek. This occurred because the Youth Program Manager data enters all youth enrollments into the system and she is housed at Linn Creek and overlooked changing her location during entry. An updated report detailing youth served by county will be sent to the board members.

A. Blackwell reported the job center building we occupy in Columbia, MO has been sold by the landlord and we have a tentative move out date of October 31, 2016. Missouri State Office of Administration (AO) is currently looking for a location. We are exploring opportunities with partner agencies to house our job center staff in the event the OA is unable to secure a new location.

CWIB has the opportunity to relocate the office in Mexico to the Advanced Technology Center which will be co-locating with the Moberly Area Community College and State Technical College. Currently they are going through some reconstruction. It would be after the Columbia move.

### **New Projects Update**

A. Blackwell reported on the Healthcare Profession Opportunity Grant (HPOG). This grant is funded through the Health and Human Services for five-years to allow additional funding for training in high-demand healthcare professions, targeted to Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals for healthcare occupations that pay well and are in high demand. This is a great opportunity to enhance the services in our region with additional support services for folks who are wanting to go into the healthcare profession.

The only WIB's operating this program are Kansas City, St. Louis, and Central Region. HPOG participants enroll in a variety of training and education programs that result in an employer or industry recognized certificate or degree. Many programs have been designed as career pathways - connecting progressive levels of education and training with employment opportunities. The program was implemented in May. We are on target with this grant. Shane Moriarity is the CWIB HPOG program manager.

The Techhire grants are not awarded yet. The Central Region partnered on two techhire grant applications. The grant is focusing on training American workers on H1B occupations. We partnered on one of these applications with Moberly Area Community College, IBM and State Fair Community College. The first grant focuses on at risk youth, 19-24 years of age with IT training. IBM and Veteran's United collaborated with the State of Missouri. We hope to know of the grant awardments by the end of June.

We partnered with the State Technical College of Missouri (MOSstart). It will be maintenance and electrical technician type jobs, and serving ex-offenders as they leave correctional facilities across the State and re-enter society. The project will also serve unemployed, dislocated and incumbent workers needing skills for employment in manufacturing occupations. MOSstart will allow us to partner with Missouri employers to provide paid internships and on-the-job training opportunities.

The first sector strategy forum is scheduled for June 29, at the Laclede Electric Building in Lebanon, MO. We will hear from the employers of their emerging workforce needs.

Flyer's were handed out on the 2016 Summer Job League and the State Parks Youth Corps. We need employers to sign up to be a summer jobs employer. We have 150 slots in Central Region. The wage is \$8.50 an hour with the maximum of 240 hours. The last day of work is October 31, 2016.

Governor Nixon is bringing back the popular State Parks Youth Corps program. It is for young Missourians ages 17-24 to gain work skills and experience. The wage is \$8.50 an hour with the maximum of 300 hours. The last day of work is October 31, 2016.

A. Blackwell reported the Owensville Independent Living Center (ILC) approached us and said they were renovating their space and would love to have someone from the job center to provide job services at the center. They will be the first non-contracted affiliate job center with the jobs.mo.gov screens available. The ILC will provide the computers, office space, and internet. They have a beautiful training room and we will train a couple of their staff to do the welcome screen. This way a person does not have to travel all the way from Owensville to Rolla to get that check mark that allows them to receive continued services. We should now be able to coordinate more services and coordinate workshops on a regular basis.

### **CWIB Chairman Report**

Kathy Groves stated she would like to have a section at each board meeting where a member speak a little about what is going on in their areas.

CWIB will set up an orientation for new board members.

The August board meeting will be cancelled and rescheduled for September 28, 2016. The meeting will be held at the Universal Challenge Course in Rolla, MO.

R. Unger made a motion to adjourn, seconded by M. Nichols. The board adjourned at 12:50 p.m.