

**South Central Region
Workforce Investment Board
Meeting Minutes
July 26, 2011 – 1:00 p.m.
Twin Pines Conservation Center, Winona, MO**

There were 15 members in attendance.

Those members present were: Tim Aslin, Garland Barton, Warren Bland, Walker Cole, Bill Cook, Mike Ennis, Donna Frey, Steve Halter, Anne Hutchison, Myrtle Little, Bob McKiernan, Sarah Montgomery, Johnny Murrell, Cindy Peterson and Bill Reeves.

Not in attendance: Bryan Adcock, Becky Brooks, Dave Creg, Darrell Deken, Genise Denton, Randy English, Scott Hurt, Bud Joyner, Brenda Malkowski, Brenda Smith and Mitchell Terry.

The Consortium of Chief Local Elected Officials (CCLEO) present were: the Honorable Larry Pueppke, Douglas County; the Honorable Mark Collins, Howell County; the Honorable Patrick Ledgerwood, Oregon County; the Honorable David Morrison, Ozark County; the Honorable Joe Loyd, Reynolds County; the Honorable Jeff Cowen, Shannon County; the Honorable Brian Polk, Wayne County; and the Honorable Zach Williams, Wright County.

Not in attendance: the Honorable Ed Strenfel, Butler County; the Honorable John Baliff, Carter County; the Honorable William Kennon, Ripley County; and the Honorable Fred Stenger, Texas County.

Staff members present were: Melissa Robbins, SCWIB Executive Director; Valarie Haring, Compliance Manager; Amanda Grigsby, SCWIB Special Projects Coordinator; and Jackie Roberts, SCWIB Office Clerk/Fiscal Assistant.

The meeting was called to order by Garland Barton at 1 p.m.

Roll Call

It was established by Amanda Grigsby that there was a quorum present.

Approval of Minutes

Steve Halter made a motion to approve the meeting minutes for the Feb. 22, 2011 and May 25, 2011 meetings. Bill Reeves seconded the motion. All in favor – motion passed.

Committee Reports

Youth Council

The Youth Council recommended the appointment of six new members, including Tim Aslin, Mingo Job Corps; Jim Thomas, Poplar Bluff School District; Misty Kayser, Poplar Bluff School District; Vicki Reed, Division of Youth Services; Travis Smith, Division of Youth Services; and Kris

Wilkins, former youth participant. Johnny Murrell made a motion to approve those listed to be added to the Youth Council. Steve Halter seconded the motion. All in favor – motion passed.

The Youth Council also recommended the approval of the WIA Youth Manual with minor changes made at their meeting. Myrtle Little made a motion to approve the WIA Youth Manual and the motion was seconded by Bill Cook. All in favor – motion passed.

CLEOs concurred on both motions.

Executive/Finance Committee

Attendance Policy – Melissa Robbins explained the motion was to recommend the removal of Donna Clark and Mitch Terry from the Board, but that the SCWIB had recently received a resignation letter from Donna Clark so the recommendation would be to remove Mitch Terry from the Board. Johnny Murrell made a motion to accept the recommendation to remove Mitch Terry from the Board due to lack of attendance. Bill Reeves seconded the motion. All in favor – motion passed.

Bylaws – Ms. Robbins noted the changes were made due to recommendations from Division of Workforce Development to include some items that were previously missing, other changes were due to becoming more familiar with items that should be included according to Robert's Rules of Order, and recommendations from members and staff. Cindy Peterson questioned why some counties are allotted more members. Ms. Robbins explained the requirements of membership, including mandated partners and the 51 percent requirement for private sector representatives on the Board. The private sector membership was determined by population – for every 10,000 in population the county is given one seat on the Board. After extended discussion, Steve Halter made a motion to approve the bylaws as presented. Bill Cook seconded the motion. Garland Barton opened the motion for discussion. Cindy Peterson noted that she is still uncomfortable with the private sector membership being determined by population. Garland Barton called for a vote. Bob McKiernan, Steve Halter, Johnny Murrell, Bill Reeves and Bill Cook voted yes. Warren Bland, Walker Cole, Mike Ennis and Cindy Peterson voted no. Tim Aslin, Garland Barton, Donna Frey, Anne Hutchison, Myrtle Little, and Sarah Montgomery abstained. The vote was 5 yes, 4 no. Motion passed. CLEOs concur.

NGCC Manual – Ms. Robbins noted recommended changes to the NGCC manual. Changes included increased training limits for classroom training limits, allowing clients to keep their Pell Grant to pay for their expenses, and changes to the supportive service policy. Bill Reeves made a motion to approve the NGCC manual. Warren Bland seconded the motion. All in favor – motion passed.

Approved Training Programs – Ms. Robbins reviewed the requirements recommended for approved training programs to ensure clients are trained in areas they will be able to find a job in after completing that program. Warren Bland made a motion to approve the recommendation to adopt the criteria for training programs as presented. Bill Cook seconded the motion. Garland Barton called for discussion. Walker Cole questioned whether the \$8/hour

could be changed to a generic phrase such as minimum wage. Ms. Robbins explained it could not be listed as minimum wage because it must meet the region's negotiated performance level wage, but that it could be changed to the "negotiated performance level wage" to keep the SCWIB from having to change it. Warren Bland withdrew his motion. Walker Cole made a motion to adopt the criteria for approved training programs with the change from \$8/hr to the negotiated performance wage. Steve Halter seconded the motion. All in favor – motion passed.

Drug Testing – There has never been a policy to drug test the SCWIB's employees, but now that work experience participants are now employees of the WIB, it is recommended to drug test all employees to ensure quality candidates. Steve Halter questioned if that expense had been factored into the budget. Ms. Robbins said it had been factored into the future budgets. Walker Cole questioned if there were ongoing tests planned. Ms. Robbins said the request is only for a pre-employment drug test. Garland Barton pointed out there must be standards set for the drug tests. Ms. Robbins said there were no standards set. Bill Reeves made a motion to accept the recommendation to require all employees of the WIB, including administrative staff and clients, be required to complete pre-employment drug testing. Walker Cole seconded the motion. All in favor – motion passed.

Budget – Melissa Robbins presented the budget which included one to one and one-half new positions to hire to work with the disaster grant and potential increases for WIB staff salaries. Bill Cook made a motion to approve the 2011-2012 budget as presented. Cindy Peterson seconded the motion. All in favor – motion passed.

CLEOs concurred on all committee items.

Operation Jump Start

A presentation on the Ozarks Small Business Incubator and Operation Jump Start program was given by Toney Aide and Heather Fisher.

Business Services Report

Business Services Representative Brenda Owens discussed the Work Ready program and the NCRC and its benefits to businesses and clients.

Board Training

Melissa Robbins explained the basic documents of the Workforce Investment Board, including the CLEO Agreement, WIB Bylaws, and CLEO/WIB Agreement. Each of these documents set the roles and responsibilities of the WIB members and CLEOs, and the process in which business takes place.

CLEO Report

David Morrison reported there were six new members added to the Board, including public sector representatives Brenda Malkowski of Missouri State University – West Plains, and Tim Aslin of Mingo Job Corps; and private sector representatives Sarah Montgomery of Woodpro Cabinetry, Texas County; Rebecca Brooks of McLane Transport, Butler County; Dave Creg of Mid

Continent Nail Corporation, Butler County; and Genise Denton of VA Medical Center, Butler County.

Other business

The next WIB meeting will be held at 1 p.m. Oct. 25, 2011 at Twin Pines Conservation Center in Winona.

Adjourn

The meeting was adjourned by Garland Barton.

Respectfully submitted by Amanda Grigsby, SCWIB Special Projects Coordinator.

Garland G. Barton, Chair

Donna Frey, Secretary