

**South Central Region
Workforce Investment Board
Executive Committee Meeting
SCWIB Office – Conference Room
October 11, 2011 – 1:00 PM**

Attendees: Bill Reeves, Donna Frey, and Johnny Murrell.

Committee members not in attendance: Garland Barton, David Morrison, Brian Polk and Lisa Aden.

WIB Staff in attendance: Melissa Robbins, Executive Director, and Amanda Grigsby, Special Projects Coordinator.

Guests in attendance: Lisa Roark, Ozark Action, Inc., and Annie Williams, Poplar Bluff Career Center Functional Leader (via teleconference call).

Approval of Minutes: Donna Frey made a motion to approve the minutes as presented. Johnny Murrell seconded the motion. All in favor – motion passed.

Financial:

Fiscal Report – Melissa Robbins pointed out the new funding for the Missouri Disaster Jobs Program. She said there is a lot of money associated with this grant which helps with administration costs in running the office.

Ms. Robbins explained the Adult, Youth and Dislocated Worker expenditures are low. She is particularly concerned with the Youth program expenditures. She said South Central Missouri Community Action Agency (SCMCAA) has only spent around \$12,000 on the Youth Contract to this point which is due to having nobody working on the program. She explained SCMCAA bid to have their CSBG staff work with the youth and charge to that program accordingly. She said staff have been busy with back-to-school fairs and will probably be busy with energy assistance as colder weather approaches. She is concerned if they continue to share staff between programs, if one program is eating up all their time, they won't have time for the youth program. Ms. Robbins said she wanted to see the youth program turned around once it had been pulled from the Next Generation Career Center model, but hasn't seen it with SCMCAA. Ms. Robbins said this issue will be discussed in length at the Youth Council meeting. Bill Reeves suggested breaking down the fiscal report to show expenditures by both entities.

Ms. Robbins also discussed the \$2.1 million Disaster Grant. She noted it was three times the amount that has been received in formula funds and she believes the Region will spend all of that funding and exceed the amount.

Ms. Robbins said the State Parks Youth Corps program was at 82% spent. Bill Reeves questioned whether the Region would be able to use all the administration funds. Ms. Robbins

stated that in the beginning, she wasn't sure if the admin funds would cover everything for the contract timeframe so regular youth funds were used. Now that she can see that the funds will cover the admin for the entire contract, the youth funds can be transferred back and payments made with the SPYC funds.

Lisa Roark noted that obligations for the youth funds were not included and suggested those be added to the fiscal report for a more accurate snapshot of the expenditures.

Johnny Murrell made a motion to recommend approval of the fiscal report. Donna Frey seconded the motion. All in favor – motion passed.

Budget Overage – Ms. Robbins explained there was a request from Ozark Action, Inc. to cover a budget overage for the 2010 contract for the Next Generation Career Center in West Plains. Mrs. Robbins explained when OAI submitted their proposal budget for how much they needed to operate; the annual leave liability was not figured or taken into account in the budget submitted for the proposal. Mrs. Robbins recommended paying the overage as she said she believed it was a fiscal oversight and doesn't see punishing the subcontractor for the mistake. After extensive discussion, Johnny Murrell made a motion to pay the budget overage with the understanding that future oversights would not be paid. Members then continued discussion and Johnny Murrell then amended his motion to include paying the budget overage if it was an allowable cost. Ms. Robbins explained that it was allowable to reimburse any expense incurred during this grant and she would ensure that all vacation hours being requested paid were accrued under the NGCC grant. After further discussion, members came to the conclusion that they needed additional information and Johnny Murrell withdrew his motion.

Director's Report:

Ms. Robbins showed members the Division of Workforce Development's Annual Report which outlines the programs and services offered throughout Missouri and performance in the Region.

Disaster Recovery Jobs Program

Ms. Robbins explained National Emergency Grants put people affected by a disaster and get them back to work cleaning up or repairing that disaster. She explained this grant was developed to put flood and tornado victims to work cleaning up flood and tornado debris. All twelve counties in South Central Region were declared disaster areas because of the flood. Ms. Robbins pointed out that Cabool and Houston opted out of the program. The Region is projected to hire 130 to 150 participants through the program who are temporary workers not accruing benefits. Ms. Robbins pointed out that staff hired to run the program filled the office space vacated by MERS/Goodwill.

Closed Session:

Johnny Murrell made a motion to go into closed session due to pending legal issues. Donna Frey seconded the motion.

Discussion occurred on a pending legal matter.

Bill Reeves made a motion to come out of closed session and Johnny Murrell seconded.

Open Session:

Johnny Murrell made a motion to return to Open Session and Donna Frey seconded the motion.

Adjournment:

Donna Frey made a motion to adjourn and Johnny Murrell seconded.