South Central Region
Workforce Investment Board
Executive Committee Meeting
SCWIB Office – Conference Room
October 17, 2011 – 3:00 PM

Attendees: Johnny Murrell

Attendees via telephone conference call: Donna Frey and David Morrison.

Committee members not in attendance: Garland Barton, Bill Reeves, Brian Polk and Lisa Aden.

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

Policy and Procedure Updates

Melissa Robbins explained there were a few changes recommended by the state monitors. A separate policy and procedures manual was created for work experience clients and the state monitors suggested updating the manual used for the WIB employees so one policy could be handed out. She said they also suggested updating the travel policy to mimic IRS guidelines, adding a confidentiality and credit card usage policy, and updating the cash disbursement policy. Johnny Murrell questioned the change in mileage going from the state rate to federal rate. Ms. Robbins said the monitors proposed going to one type of policy. She said the WIB has tried mimicking the state as much as possible. She said the WIB can follow the state on mileage and some on meals, but with rental reimbursements and other travel items, the WIB can't because the state uses trip optimizer and other programs that the WIB doesn't have. Ms. Robbins also pointed out that by following the IRS guidelines, it would allow the WIB to not have to deal with all the receipts that are currently needed for monitoring and go to a per diem system. Ms. Robbins explained per diem rates are figured by the location and the employee would receive 75% of per diem the first and last day of travel and 100% the day they were at the location all day. Johnny Murrell questioned if someone were to stay with a friend, would they get reimbursed for a hotel room and get to pocket that money. Ms. Robbins explained the WIB office would be direct billing the hotel costs so employees would not receive the per diem for that expense.

Bill Reeves joined the conference call which made a quorum. David Morrison questioned whether Bill Reeves had reviewed the documents sent prior to the meeting. Bill Reeves said he had and that he had no issues with the changes or additions of policy and procedures.

David Morrison made a motion to recommend the approval of the policy and procedures as presented. Johnny Murrell seconded the motion. All in favor – motion passed.

Adjournment

Donna Frey made a motion to adjourn the meeting. David Morrison seconded the motion. All in favor – motion passed.