

**South Central Region
Workforce Investment Board
Meeting Minutes
Tuesday, October 25, 2011 – 1:00 PM
Twin Pines Education Center, Winona, MO**

There were 19 members in attendance.

Those members present were: Bryan Adcock, Tim Aslin, Becky Brooks, Walker Cole, Bill Cook, Dave Creg, Martha Mills (proxy for Darrell Deken), Genise Denton, Donna Frey, Steve Halter, Anne Hutchison, Myrtle Little, Brenda Malkowski, Bob McKiernan, Sarah Montgomery, Johnny Murrell, Cindy Peterson, Bill Reeves, and Brenda Smith.

Not in attendance: Garland Barton, Warren Bland, Randy English, Mike Ennis, Scott Hurt, and Bud Joyner.

The Consortium of Chief Local Elected Officials (CCLEO) was represented by: the Honorable Ed Strenfel, the Honorable Larry Pueppke, the Honorable Mark Collins, the Honorable David Morrison, the Honorable Joe Loyd, the Honorable Jeff Cowen, the Honorable Fred Stenger, and the Honorable Zach Williams.

Not in attendance: the Honorable John Baliff, the Honorable Patrick Ledgerwood, the Honorable William Kennon, and the Honorable Zach Williams.

Staff members present were: Melissa Robbins, Executive Director; Valarie Haring, Compliance Manager; and Amanda Grigsby, Special Projects Coordinator.

The meeting was called to order by Bill Reeves, WIB Vice Chair, at 1:00 p.m.

Roll Call/Introductions

Bill Reeves requested all attendees introduce themselves. It was established there was a quorum.

Approval of Minutes

Steve Halter made a motion to approve the meeting minutes from the July 26, 2011 meeting. Bill Cook seconded the motion. All in favor – motion passed.

Board Training

Melissa Robbins explained the organization of the Board and the categories each member falls into. She also explained the Youth Council and its make up.

Committee Reports

CLEO

David Morrison reported the CLEOs came to an agreement on the Chief Local Elected Official Agreement. He also reported there were several vacancies on the Board for private sector membership and encouraged Board members to reach out to their commissioner if they knew of someone who would be interested in participating.

Youth Council

Youth Council Secretary Jody James announced the Youth Council's recommendation to appoint Carla Henderson of Poplar Bluff Adult Education and Literacy to the Youth Council. Myrtle Little made the motion to appoint Carla Henderson to the Youth Council. Brenda Smith seconded the motion. All in favor – motion passed. CLEOs concurred.

Executive Committee

Fiscal Report

Ms. Robbins explained the fiscal report and that at this point the Region has expended 25% of the budget which is on target. Bill Cook made a motion to approve the fiscal report. Cindy Peterson seconded the motion. All in favor – motion passed. CLEOs concurred.

Policy/Procedure Manual

State monitors recommended changes be made to the current Policy and Procedures Manual. Ms. Robbins explained there are currently two manuals: one that governs the four employees at the SCWIB, a second for those employed through work experience or the disaster program. State monitors suggested combining the manuals into one, updating the travel policy to mimic IRS guidelines, add a credit card usage policy, and updating the drug and alcohol use policy, confidentiality and cash disbursement policy. Brenda Smith made a motion to approve the updates to the policy and procedures manual. Myrtle Little seconded the motion. All in favor – motion passed. CLEOs concurred.

Election of Officers

Chair

Cindy Peterson made a motion to nominate Garland Barton to the Chair position. Becky Brooks seconded the motion. All members voted in favor of approval of Garland Barton as Chair – motion passed.

Vice Chair

Johnny Murrell made a motion to nominate Bill Reeves to the Vice Chair position. Bryan Adcock seconded the motion. All members voted in favor of approval of Bill Reeves as Vice Chair – motion passed.

Secretary

Myrtle Little made a motion to nominate Donna Frey as Secretary. Bill Cook seconded the motion. All members voted in favor of approval of Donna Frey as Secretary – motion passed.

Treasurer

Bryan Adcock made a motion to nominate Johnny Murrell as Treasurer. Bill Cook seconded the motion. All members voted in favor of approval of Johnny Murrell as Treasurer – motion passed.

CLEOs concurred with the appointment of all members.

State Parks Youth Corps

Amanda Grigsby explained this was the second year for the State Park Youth Corps (SPYC) program which served 56 youth in 53 slots at the following state parks: Current River State Park in Shannon County, Grand Gulf State Park in Oregon County, Johnson's Shut-Ins State Park in Reynolds County, Lake Wappapello State Park in Wayne County and Sam A. Baker State Park in Wayne County. Youth worked 400-480 hours. Youth were dual enrolled into the WIA Youth program so they could be served in the year-round youth program if they needed additional services after completing SPYC. She explained there were a few youth that were still working and would finish their hours by Nov. 30 when the program ended. Bill Reeves pointed out that the program was 87% spent and questioned whether the funds would be used completely. Ms. Robbins indicated that they would be used by Nov. 30. Bryan Adcock questioned whether the program would continue the next year. Ms. Grigsby indicated that at this point it was unknown, but believed if funding was available the program would continue next year.

Missouri Disaster Recovery Jobs Program

Meagan Haring and Melissa Robbins presented a video on the Missouri Disaster Recovery Jobs Program. Ms. Robbins explained the program covers the entire southern region of Missouri. She said there are 130 job openings in South Central Region and those positions are being filled by those affected by the disaster or the long-term unemployed.

Business Services Report

Brenda Owens explained the services that are available to businesses through the Missouri Career Centers.

WorkReady Missouri

Ms. Owens explained this program is geared toward those that have been on unemployment for extended periods of time that may not have the skills necessary to reenter employment. She said the participant works at a business three days a week for six weeks which allows them to continue to look for employment. Ms. Owens said it's a win-win situation for both the employer and participant in that the employer is getting additional help without having to pay a salary and the employer provides a service to the person on unemployment in that they are helping refresh the participant's skills. Ms. Owens reported that of 18 participants, 10 have gone on to find full-time employment through this program.

National Career Readiness Certificate

Ms. Owens explained that when businesses are looking to relocate to an area, the first thing they want to know is if there is a skilled workforce. The National Career Readiness Certificate was developed to show employers what a person can actually do in the areas of applied math,

locating information and researching information. Ms. Owens said this assessment service is provided to any Missouri resident over the age of 18 at the Missouri Career Centers. She explained businesses are able to use this information to place employees into appropriate positions that fit their skills and abilities.

On-The-Job Training

Ms. Owens explained this program allows the region to reimburse up to 50% of an employee's wage during the training phase. The program is geared toward employers interested in finding someone that meets their expectation and gives the employer financial assistance while they train the participant.

Work Opportunity Tax Credit

Ms. Owens said this program benefits employers if they hire someone that has been on unemployment for the past six months. She said in the first year of employment, the employer can save \$2,400 tax incentives on the employee's wages.

Shared Work

Ms. Owens said this program was created with the Department of Labor. She explained it provides financial assistance to employers that may be close to laying off employees. The program offers financial assistance to the employer, paying for the fifth day of wages while the employer pays for the other four days.

Show-Me Heroes

Tom McLean, Veterans Representative of the West Plains Career Center, explained the Show-Me Heroes program. He said the program was initiated by Governor Nixon in 2010 and employers sign up and pledge to support to Missouri veterans. Mr. McLean said the pledge is to give veterans a chance at employment when a hiring opportunity opens. The Flag of Freedom award is now being given for the first veteran hired by employers that have made the pledge.

DWD Annual Report

Ms. Robbins said the DWD Annual Report is a document the state puts together. She said copies of the document have not been printed and delivered yet, so it will be reviewed at the next meeting.

Adjournment

Bob McKiernan made a motion to adjourn the meeting. All in favor – motion passed.