

**NEMO Workforce Investment Board (WIB)
Personnel Committee Conference Call Meeting
November 18, 2011**

Members Present

Kelly Hardcastle
Pat Poepping
Diane Noah
Diane Simbro

Guests

Jo Moncrief

WIB Staff

Sharon Hillard
Linda Studer

The WIB Personnel Committee Conference Call meeting was called to order at approximately 10:00 a.m. The purpose of the meeting was to review the *NEMO WIB Personnel Procedures for Administrative Entity/Grant Recipient & Fiscal Staff*. The Committee reviewed the procedures manual and made the revisions they felt were necessary. Some of the issues discussed were mileage and meal reimbursement, annual vacation, and sick leave. The following motion was made:

Diane Noah moved that the Personnel Committee recommend that the NEMO Workforce Investment Board approve the revised *NEMO WIB Personnel Procedures for Administrative Entity/Grant Recipient & Fiscal Staff*. Diane Simbro seconded the motion, and the motion was approved.

Diane Simbro moved that the meeting be adjourned. Diane Noah seconded the motion, and the meeting adjourned at approximately 11:00 a.m.

Respectfully Submitted,

Jo Moncrief