

**NEMO WORKFORCE INVESTMENT BOARD  
MEETING MINUTES**

**August 18, 2008**

**PRESENT:**

**NEMO WIB MEMBERS**

Denise Bennett  
Ron Dunkle  
Kelly Hardcastle  
Terry Hughes  
Gordon Ipson  
Terri Jones  
John Liter  
Shane Mayes  
Pat Poepping  
Sonny Raines  
Bonnie Seehase  
Annette Sweet  
Joshua Tennison  
Fred Vahle

**WIB STAFF**

Mark Fuqua  
Casie Baumann  
Linda Studer  
Cyndi Johns  
Sharon Hillard

**CLEOs**

Susan Carter  
Arden Engelage  
Charles Korman  
Sean O'Brien  
Roy Sission  
Glenn Turner  
Steven Whitaker  
Alan Wyatt

**GUESTS**

Deborah Adams, DWD  
Darla Dwiggin, DWD  
JoAnn Toerper, Boonslick RPC  
Carol Fenton, Gamm, Inc.  
Rosalie Gulso, DWD  
Elaine Miller, Gamm, Inc.  
Steve Moore, DWD  
Barbara Peavler, Gamm, Inc.  
Sheree Prebe, Gamm, Inc.  
Amy Reed, Achievement Award Winner  
Maurice Reed, Award Winner's Guest  
Lana Vestal, DWD

## **INDIVIDUAL ACHIEVEMENT AWARD RECOGNITION CEREMONY**

WIB Executive Director Mark Fuqua said each of the Northeast Region's four Career Centers was asked to select one individual who had utilized the Career Center services and had shown outstanding achievements and dedication through their career advancement. A representative from each Career Center gave a brief summary of the individual they selected and the award winners were presented plaques in recognition of their achievements.

DWD Workforce Specialist Deb Adams provided information about Ricky Fuller, the Individual Achievement Award Winner from the Hannibal Career Center. Ricky lost his job due to the mass layoff at Dura Manufacturing in Hannibal, MO. He underwent dual enrollment between WIA and DWD and is now a certified structural steel welder earning wages in excess of \$24.00 per hour. Ricky was unable to attend so Deb accepted a plaque of recognition on his behalf.

Career Consultant Janeen Bradley provided information about Sara Thompson, the Individual Achievement Award Winner from the Kirksville Career Center. Sara, a single mother, applied for temporary assistance through FSD, Medicaid and food stamps and was referred to the Career Assistance Program where Career Center staff helped her to get housing, energy assistance and food bank products. She began a job search and enrolled in the Business Management / Accounting Program at Truman State University. She obtained subsidized employment at the University Extension Center and later accepted a full-time position. Sara has closed her temporary assistance case and plans to continue her education at Truman until she completes her degree. Sara was unable to attend so Janeen accepted a plaque of recognition on her behalf.

BRPC Program Administrator JoAnn Toerper provided information about Theresa Coleman, the Individual Achievement Award Winner from the Warrenton Career Center. Theresa, a single mom who lost her job due to the closure of Ameriwood Industries, had no training beyond her GED and was receiving UI benefits. Through Career Center services she began participating in career and resume guidance, enrolled in TRA and WIA and she began pursuing an Associate's Degree in Business Administration. After six months, her UI benefits ran out and she was told that she was not eligible for TRA benefits. She then applied for assistance through FSD and NECAC. She then filed an appeal with TRA to see if she could get her TRA benefits back and she eventually did. She received her Associate's Degree and is now employed with the Environmental Management Corporation in O'Fallon, MO as an Administrative Assistant. Theresa was unable to attend so JoAnn accepted a plaque of recognition on her behalf.

Career Consultant Carol Fenton provided information about Amy Reed, the Individual Achievement Award Winner from the Moberly Career Center. Amy, a mother of four children, was working as a newspaper carrier and she and her husband were receiving assistance through FSD, the Children's Division and Medicaid. She had applied for a Pell Grant and had applied and was accepted into the Associated Nursing Degree Program at Columbia College. She also received assistance through Gamm, DESE and WIA funding to help with her additional expenses. Amy graduated May 2007 with an Associate Nursing Degree from Columbia College with a 4.0 GPA. She is now working at the Moberly Regional Hospital in the Med-Surgical Department earning \$34.00 per hour. Amy was presented a plaque in recognition of her achievements.

## **NOMINATION OF NEW WIB MEMBER**

CLEO Chairperson Glenn Turner nominated Pat Poepping from Poepping Stone Bach and Associates, Inc. as a private sector member of the Workforce Investment Board representing Marion County. Charlie Korman motioned to approve the nomination. Alan Wyatt seconded the motion and the motion was approved.

## **MEETING CALLED TO ORDER**

Chairperson Sonny Raines called the August 18, 2008 NEMO Workforce Investment Board (WIB) meeting to order at approximately 7:15 p.m. at the Jackson Brothers Banquet Facility in Moberly, Missouri.

## **ROLL CALL AND SIGNATURE SHEET**

Fred Vahle, NEMO Workforce Investment Board Secretary/Treasurer, took roll call. Fourteen board members were present and a quorum was established.

## **APPROVAL OF CONSENT AGENDA**

Gordon Ipson made a motion to approve the consent agenda. John Liter seconded the motion and the motion was approved.

## **STRATEGIC PLANNING COMMITTEE UPDATE**

Sonny said some time ago the Strategic Planning and Executive Committees completed the goals and some of the supporting objectives of the Strategic Plan. Mark and the staff have continued working on the plan and have added some measurable outcomes. On August 4 the committees met and reviewed the work Mark and the staff had done and nearly finalized the plan. However, the committees need to meet one more time and they plan to do that in September. He felt the committees will bring a completed Strategic Plan to the board for approval at the October WIB meeting. Sonny reviewed the Strategic Plan's goals and objectives that were included in the WIB packet.

## **INFORMATION ON NORTHEAST MO DEVELOPMENT PARTNERSHIP**

Mark said several months ago Gordon and Northeast Power hosted an Economic Development Summit for Northeast Missouri that was attended by several individuals. After the program was presented, they were asked if they felt there was a need to form a regional group of economic and workforce development professionals to continue the process. The response to that question was yes. At that time, a Steering Committee made up of a number of volunteers was formed. Next, a meeting at the Shelby County golf course was held to discuss the process of becoming a legal organization. Because of some of the issues that were being discussed, DWD Director Dawn Busick asked if she could attend the meeting. Becoming a 501(C) 6 was discussed and a committee was formed to continue working on that. At that same time, they discovered that DED had a Marketing Grant available for \$30,000 but they didn't have a lot of time to meet the deadline. However, a grant committee was put together and an application was prepared. Matching grant funds and in-kind services were also received from DWD, the University Extension Exceed Program and Northeast Power. The application was submitted on Friday and DED is allowing them to submit their legal formation documents at a later date.

Sonny said Mark is Chair of Northeast MO Development Partnership and he felt DWD Director Dawn Busick quickly put some money on the table because she was impressed with the direction

she saw the partnership going. In addition, he and Mark had a teleconference with Dawn a week after the meeting and she had spoken with her counterparts in IA and IL and they agreed to pursue forming a Tri State Workforce Development Board. Sonny said that puts us in position for a fairly significant Department of Labor grant. He said there are some things that must occur first and it may not happen, but it is a first step in the right direction.

### **OLD BUSINESS**

- **Update on Skilled Workforce Initiatives**

Mark said the Skilled Workforce Initiative titled *Filling the CAP Gap* that the WIB submitted was awarded. The proposal was originally submitted to include the St. Charles region. However, due to the decreased funding the state allowed for the project, the St. Charles region asked to be excluded from the proposal. The state then asked us to consider doing the project within the Northeast only and that allowed us to have \$25,000 more for our region. We did a budget revision, some shifting of some of the proposal, met the state's criteria and we were awarded that application for \$200,000. We are now in the process of sending out the RFPs for this transit service. After these contracts are awarded, we will be able to provide transportation in these rural areas for our CAP participants.

- **Update on Search for Business Retention Specialist**

Mark said we were told that our Business Retention application would not be funded through the Skilled Workforce Initiatives. However, the state will approve the Business Retention Specialist position out of our Flexible Staffing funds. We have been doing interviews the last three to four weeks and we have offered the position to Amy Hodges from the Perry/Paris rural area. Her first day was today, and both she and Casie will attend Business Retention training the next two days in Jefferson City. Mark said he believes Amy is very energetic and task oriented and he is really looking forward to working with her.

### **SEARCH FOR RAPID RESPONSE COORDINATOR**

Mark said Cindy Hultz submitted her resignation about 30 days ago. We have advertised that we are looking for a Rapid Response Coordinator. We have received several resumes and we are reviewing those now. We will start doing interviews within the next few days and we hope to have that person back on board soon. Fortunately, we are not dealing with any large layoffs right now. We have had a couple of very small plant closures and we are doing okay. Linda serves as the backup Rapid Response Coordinator and she is doing a very good job.

### **FLEXIBLE STAFFING FUNDS**

Mark said the Flexible Staffing funds are three \$50,000 pots of money that have been made available to the WIBs for the past two years to be use to employ staff. To be awarded these funds, we must submit a Scope of Work and budget to the Division of Workforce Development for approval. He said part of the Flexible Staffing funds is designated for the Rapid Response Coordinator and we just talked about using another portion to employ the Business Retention Specialist. Mark asked the board to consider using the remaining \$50,000 Flexible Staffing portion as an opportunity to hire a Youth and Innovations Coordinator to help with the youth in our region. He said the WIB had a Youth Coordinator for a couple of years in the past when funding was available. A job description and salary range was provided in the WIB packet for their review and consideration. After further discussion, Sonny asked for a motion on the issue.

Gordon Ipson made a motion to approve the use of the Flexible Staffing funds to hire a Youth/Innovations Coordinator. Shane Mayes seconded the motion. A vote was taken on the motion and the motion was approved.

Susan Carter made a motion to approve the use of the Flexible Staffing funds to hire a Youth/Innovations Coordinator. Steven Whitaker seconded the motion and the motion was approved.

Gordon Ipson made a motion to accept the Youth and Innovations Coordinator's job description and salary range with one addition to the qualifications of the job description. He asked that it be added to the qualifications that the individual have or be able to obtain a MO drivers license. Shane Mayes seconded the motion.

JoAnn said she was fortunate to be able to attend a Youth Summit in Washington DC about 3 weeks ago and there were representatives from youth programs not necessarily funded by WIA from 26 different states and Canada. She said her vision for the region is not just to work with funding from WIA, but to learn what else we can do for this region with the youth as a whole and to find different funding sources.

Annette asked if the Youth and Innovations Coordinator had to be housed at the WIB office. She thought this requirement would limit the applications. Mark said the coordinator may not have to be in the office every day but the WIB office would need to be their central location. Although this may limit the pool, this would be a new position for all of us and we would all be learning. Casie said the Paris office was central to the region, and the office had been rearranged to suit our needs.

Terri asked if the WIB would get the full \$50,000 for the position. Casie said that would depend on when the individual was hired; we should probably get at least three fourths of it. Terri said assuming there will be an option for renewal next year, she felt it would be good for the coordinator to spend this first year traveling to outlying areas to learn what is going on and to see what the youth need in the specific communities. Sheree encouraged coordination between the Youth Coordinator and career center staff.

Concern was expressed about the funds for the position being "soft money" and whether or not the WIB would receive the funds again next year. Gordon said Goal # 1 of our Strategic Plan is to find other funding resources besides WIA. If we can get the grant and get the person on board by spring and we are starting to show some progress, we as a board need to be working to make sure there are resources available to keep the coordinator on board if we think it is valuable.

Ron Dunkle called for a vote on the motion on the floor. A vote was taken on the motion and the motion was passed.

Sean made a motion to accept the WIB's recommendation for the Youth and Innovations Coordinator's job description and salary range. Alan seconded the motion and the motion was approved.

### **NATIONAL EMERGENCY GRANT**

Mark said the WIB has been working with Boonslick to get National Emergency Grant funds so we can get people started doing cleanup from the recent flooding. We were finally given the approval to go ahead and use regular formula dollars to pay individuals and then we will be reimbursed when the emergency funds get here. Individuals were to begin the cleanup process

this morning. He said there is some interest in help with flood cleanup in the Canton area as well. However, these funds can only be used for the cleanup of public property. Canton had a very limited amount of damage on public property so they are still looking into that situation.

### **REPORT ON WORKFORCE AND/OR LABOR ISSUES BY COUNTY**

Roy Sission, CLEO from Pike County, said he visited with the mayor of Clarksville and they have cleared away all of the sandbags from the flood and that was good. Most of the County's budget has been spent on rock, but other than that, everything was going fine.

Kelly Hardcastle said there is another Regional Economic Development Group within the Northeast Region which he chairs called the East Central Missouri Development Association and it includes the counties of Lincoln, Warren and Montgomery. He said one of the struggles he has as an economic developer is that the region has no workforce study to prove what kind of workforce it has. He would like the WIB to work to put together a workforce study that can be provided to or placed on our website to show to site selectors and employers. This study should include workers that are traveling outside the counties as well as those that are coming inside the counties. Kelly said the workforce study could be used to learn how we need to better educate our workforce and it would be a valuable tool for our economic developers.

Charlie Korman, CLEO from Montgomery County, said the county is still the land of promise. They have a research facility that is nearing completion and will be opening up and employing people shortly and Supreme Cuisine is adding about an acre of refrigeration to a building that was vacated by another company just last year.

Arden Engelage, CLEO from Warren County, said things had slowed down a little, they were losing some jobs and their sales tax was pretty low. However their crops looked good, the weather was good and the August election was over.

Alan Wyatt, CLEO from Macon County, said they have completed most of the repairs on their roads due the all the flooding they had in June and July and things were looking pretty good.

Susan Carter, CLEO from Randolph County, said that due to the weather they have been hauling a lot of rock. Their sales tax is up about 10 percent from last year and they are still building houses. A few of the developments that have been discussed have not come to pass but they are still talking about those. They have a new Director of Economic Development and things look very positive.

Steven Whitaker, CLEO from Ralls County, said that by Friday the Salt River should be 100 percent back in its banks. The second Dura plant is going to be closed by the end of the year. General Mills has almost completed their big addition and they are advertising for help. He asked that career center staff do what they could to help get the Dura people employed there. Orscheln Farm and Home has put in a store in Monroe City and a station and camp ground west of Perry was just recently purchased and is now open for business.

Glenn Turner, CLEO from Monroe County, said the county is still waiting on the declaration from the President regarding the recent flooding. As of today, the county had approximately \$3 million worth of damage to its road and bridge network. Internet has declared bankruptcy. Year-to-date the county sales tax is up about \$48,000. However, the road and bridge tax on new vehicle purchases and license renewal is down and everything else is down \$23,000.

## **OTHER BUSINESS**

- **DWD Bulletin / Workforce Weekly**

Mark said copies of the DWD Bulletin / Workforce Weekly would be placed on a back table for everyone to pick up. If anyone was interested in receiving the weekly newsletter, information on how to receive it was provided on the back page. If they would like to receive a copy but did not have access to email, they could contact the WIB office and other arrangements could be made.

Shane said he was informed Wednesday morning of a \$10 million Department of Labor (DOL) grant which is a technology based learning initiative. They quickly pulled up the data to put the proposal together. It will be a million dollar program (\$500,000 from DOL and \$500,000 from private investment match). He said Mark and Cyndi, the Southwest and Central Missouri WIBs, and the State were helpful in putting things together.

### **CONFIRMATION OF NEXT MEETING DATE & LOCATION**

The next NEMO Workforce Investment Board meeting was scheduled for October 20, 2008 at 7:00 p.m. The location will be announced.

### **ADJOURN**

Ron Dunkle made a motion to adjourn the meeting. Gordon Ipson seconded the motion and the meeting adjourned at approximately 8:30 p.m.

Respectfully submitted,

Fred Vahle