

**NEMO WORKFORCE INVESTMENT BOARD  
MEETING MINUTES**

**June 22, 2009**

**PRESENT:**

**NEMO WIB MEMBERS**

Kelly Hardcastle  
Terry Hughes  
Gordon Ipson  
Terri Jones  
Penny Miles  
Sonny Raines  
Janice Robinson  
Bonnie Seehase  
Penny Schwartz  
Diane Simbro  
Joshua Tennison  
Fred Vahle  
John I. Wilson  
Clarice Young

**WIB STAFF**

Mark Fuqua  
Casie Baumann  
Brandi Glover  
Sharon Hillard  
Cyndi Johns  
Nickie Newell  
Linda Studer

**CLEOs**

John Campen  
Glenn Eagan  
Arden Engelage  
Gary Jones  
Charles Korman  
Roy Sisson  
Glenn Turner  
Wayne Wilcox

**GUESTS**

Cathy Collop, DWD  
Steve Etcher, Boonslick RPC  
Amy Goacher, Gamm, Inc.  
Barbara Peavler, Gamm, Inc.  
Sheree Prebe, Gamm, Inc.  
JoAnn Toerper, Boonslick RPC

## **MEETING CALLED TO ORDER**

Chairperson Sonny Raines called the June 22, 2009 NEMO Workforce Investment Board (WIB) meeting to order at approximately 7:00 p.m. at the Paris Senior Citizens Center in Paris, 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**

John I. Wilson made a motion to approve the consent agenda. Kelly Hardcastle seconded the motion and the motion was approved.

## **REVOTE ON YOUTH COUNCIL RECOMMENDATION TO EXTEND YOUTH PROVIDER CONTACTS FOR PY 09**

At the May 18, 2009 WIB meeting, the CLEOs voted to approved the recommendation of the Youth Council to extend the current youth provider contracts. However after that meeting, it was discovered that according to their bylaws they should have an officer present to preside over their voting process. Therefore, the CLEOs re-voted on that same recommendation.

Wayne Wilcox made a motion to accept the recommendation of the Youth Council to extend the contracts of Gamm, Inc and Boonslick RPC to provide youth services for the Northeast Region. Glenn Eagan seconded the motion and the motion was approved.

## **MONITORING COMMITTEE REPORT**

Mark said a copy of the Monitoring Committee's report was included in the WIB packet. The WIB was pleased with the outcomes and the monitoring is continuing to improve.

Linda said WIB staff reviewed program files and operations and found that the subcontractors had done an excellent job. She said the few things that were found were readily fixed.

Terri Jones, Monitoring and Continuous Improvement Committee Chairperson, read the committee's recommendation to the Board. Terri said the Monitoring and Continuous Improvement Committee met on June 11, 2009 to review the PY 2008 program and fiscal monitoring. The Monitoring and Continuous Improvement Committee has requested that the NEMO Workforce Investment Board adopt a policy regarding subcontractor use of a signature stamp. A policy to address this issue has been developed, reviewed by the DWD Financial staff and also by the NEMO Workforce Investment Board Monitoring and Continuous Improvement Committee. This policy will be implemented June 22, 2009. In addition, Gordon Ipson suggested that at a future meeting the board reevaluate at what dollar amount an item is considered equipment verses supplies. Terri also read the *Check Signing/Signature Stamp Policy* to the Board.

Terri said the Monitoring and Continuous Improvement Committee has reviewed reports of the programmatic and fiscal monitoring conducted by the NEMO Workforce Investment Board staff.

This monitoring covered activities and services provided through sub-contracts with service providers of the NEMO Workforce Investment Board for the WIA Title I-B Adult, Youth, Dislocated Worker, National Emergency Grant-Disaster, National Emergency Grant-Ortech and the Career Assistance programs. In addition, fiscal monitoring was conducted with Learning Opportunities for a grant to fund a Disability Navigator. The committee finds that the service providers have provided sufficient response to the comments and concerns noted, and recommends the suspension of further Title I-B Adult, Youth, Dislocated Worker, National Emergency Grant-Disaster, National Emergency Grant-Ortech, Disability Navigator and Career Assistance programs monitoring unless and until information warrants reinstatement of such monitoring.

Gordon Ipson made a motion to approve the recommendation of the Monitoring and Continuous Improvement Committee. John I. Wilson seconded the motion and the motion was approved.

Charlie Korman made a motion to approve the recommendation of the Monitoring and Continuous Improvement Committee. Wayne Wilcox seconded the motion and the motion was approved.

### **RECOMMENDATION TO EXTEND CURRENT WIA TITLE I ADULT & DISLOCATED WORKER CONTRACTS**

Mark asked the Board to recommend the extension of the current WIA Title I-B Adult and Dislocated Worker contracts. He said in the past, because of the lack of individuals interested in contracting the programs in our rural area, we were granted a waiver that allowed us not to have to procure the programs. For the WIA Adult and Dislocated Worker programs this has stayed true this year. However, the WIB was notified June 18 that we will be required to issue a Request for Proposal (RFP) for our Youth programs. Mark said we have been granted a waiver to extend our current subcontractors contracts until September 30. Within these 90 days, we will be required to publicize an RFP for our Youth programs.

Casie said the Youth allocations for our subcontractors have already been approved. Now, instead of giving the subcontractors the full allotment for the Youth programs for the next year as usual, we are probably going to have to give them one fourth of the next year's allotment. She said we will probably give them the remainder of their Recovery Act Funds for the youth because the expectation is that those funds would be spent by September 30.

Sheree Prebe said the subcontractor's spending block for classroom training is in August. If they are awarded only one fourth of the Youth funding between now and September, their spending block will be gone and it will be difficult for them to spend the funds.

Casie said if for some reason another provider would be awarded the contracts in October, they would have to be given a fair portion of funds. She said the WIB could get into serious trouble if the current subcontractors were given half of next year's funding and we had different providers in October.

Fred asked if staff could look historically at when the Youth program funds are spent and use the historical percentage as an argument with the state. Mark said he was willing to ask the state any questions the Board would like. Casie said staff could look at the historical spending of the funds; however, the program operators also have to push to spend approximately \$1 million in Recovery Act Youth funds with the expectation from the State and Federal Governments that the majority (if not all) of that will be spent by September 30.

Sheree asked if the WIB could ask the state how the subcontractors should handle obligating funds for training if they are only going to have funds through September 30.

Kelly asked if the RFP could be written and sent out now. Casie said Brandi will probably start reevaluating our old RFP and making the necessary changes tomorrow. She said we would like to have the RFP out within a couple of weeks. However, we have to provide potential bidders with the amount of funding available for each Northeast sub region (Boonslick, Mark Twain and NEMO) so they can provide information on how many individuals they are going to serve and what types of services they are going to offer. In order to have that figure, we have to know how much we are obligating to Boonslick and Gamm through September 30.

Gordon asked if the WIB could request an extension and do the RFP in the winter. Mark said the Department of Labor has made it clear that there will be no more extensions. He added that we are still waiting on the issuance from the state telling us exactly what has to be in the RFP.

Casie said she would ask the state how we should do our funding obligations for school with the current contract ending September 30.

Terri Jones made a motion to extend the current WIA Title I-B Adult and Dislocated Worker contracts. Bonnie Seehase seconded the motion and the motion was approved.

Glenn Eagan made a motion to extend the current WIA Title I-B Adult and Dislocated Worker contracts. Gary Jones seconded the motion and the motion was approved.

#### **RECOMMENDATION TO EXTEND CAREER ASSISTANCE PROGRAM (CAP) SERVICE PROVIDERS FOR PY 09**

Mark asked the Board for a motion to extend the current service providers of the Career Assistance Program (CAP) for PY 09.

Gordon Ipson made a motion to extend the current service providers of the Career Assistance Program (CAP) for PY 09. John I. Wilson seconded the motion and the motion was approved.

John Campen made a motion to extend the current service providers of the Career Assistance Program (CAP) for PY 09. Charlie Korman seconded the motion and the motion was approved.

#### **WIB / CLEO AGREEMENT**

Mark said the WIB/CLEO Agreement was the same as last year, but it had to be renewed annually.

John I. Wilson made a motion to approve the WIB/CLEO Agreement. Joshua Tennison seconded the motion and the motion was approved.

Charlie Korman made a motion to approve the WIB/CLEO Agreement. Wayne Wilcox seconded the motion and the motion was approved.

#### **REGIONAL BUSINESS MARKETING/OUTREACH PLAN UPDATE**

Due to the absence of Darla Dwiggins the discussion was tabled.

## **CLEO CONSORTIUM OFFICER ELECTIONS**

CLEO Chairperson Glenn Turner said the CLEO's needed to elect their slate of officers for PY 09. Their current officers were Glenn Turner Chairperson, Sean O'Brien First Vice-Chairperson, and Gary Jones Second Vice-Chairperson.

Charlie Korman made a motion to re-elect the current slate of officers for PY 09. Wayne Wilcox seconded the motion and the motion was approved.

## **WIB OFFICER ELECTIONS**

Due to the absence of Jo Moncrief, Chairperson of the Nominating Committee, Clarice Young spoke on behalf of the committee. Clarice said the Nominating Committee met and the current WIB officers agreed to be nominated in their current positions for PY 09. She said the current officers were Fred Vahle, Secretary/Treasurer, Bonnie Seehase, Vice-Chairperson and Virgil "Sonny" Raines, Chairperson.

John I. Wilson made a motion to re-elect the current slate of officers for PY 09. Gordon Ipson seconded the motion and the motion was approved.

## **FINANCE COMMITTEE RECOMMENDATION/APPROVAL OF WIB STAFFING BUDGET**

Due to the absence of Mary Dickey, Chairperson of the WIB Finance Committee, Fred Vahle read the following recommendation of the committee.

Fred said the Finance Committee reviewed the proposed WIB budget and salary raises for PY 09. They voted to approve the PY 09 Budget with the CAP Coordinator's salary at \$30,000 and a 3 percent COLA for the remaining staff positions.

Charlie asked who the current CAP Coordinator was. Sonny said it was Cyndi Johns. Gordon asked why there was such a large increase in Unemployment Insurance (UI). Casie explained that the rate varies based on the number of claims the WIB has had. She said for a long time the WIB had no claims, and the rate was very low. However in the past couple of years, some staff have been let go and that has affected the rate.

John I. Wilson made a motion to approve the Finance Committee's recommendation for the WIB's staffing budget. Kelly Hardcastle seconded the motion and the motion was approved.

Gary Jones made a motion to approve the Finance Committee's recommendation for the WIB's staffing budget. John Campen seconded the motion and the motion was approved.

## **RECOMMENDATION TO EXTEND CURRENT ONE-STOP OPERATOR CONSORTIUM AGREEMENTS**

Mark explained that the One-stop Operator Consortium Agreements have to be renewed on an annual basis.

Gordon Ipson made a motion to extend the current One-stop Operator Consortium Agreements. Bonnie Seehase seconded the motion and the motion was approved.

Charlie Korman made a motion to extend the current One-stop Operator Consortium Agreements. Wayne Wilcox seconded the motion and the motion was approved.

## **NEXT-GENERATION JOBS TEAM UPDATE**

Brandi gave an update on the Next-Generation Jobs Team. She said to date the region had 371 youth enrolled into the program. Approximately 275 of those youth were either working, enrolled in a Work Readiness Class, or are in the process of being matched to a job. Brandi said our subcontractors were doing an excellent job and we were way above our planned numbers. She felt we would be on target to expend our funds by September 30.

Brandi said the Northeast Region was first in the state for getting youth enrolled into the program, and we ranked first in the state in meeting our enrollment percentage goal. Our region has already enrolled over our target numbers. The region currently ranked fifth in the number of youth enrolled statewide behind Kansas City, St. Louis (city and county), and the Central Region (Columbia and Jeff City). Brandi gave recognition and credit for the success of the program thus far, to all the subcontractor staff at Gamm and Boonslick who has been out there working extra hours to see this gets done.

Mark agreed that the sub-contractors were doing an unbelievable job. He said the efforts that have been put forth have not gone unnoticed, and that DWD Director Julie Gibson was also very proud of the accomplishments of the Northeast Region regarding the summer youth program.

## **NOMINATION OF NEW MEMBER TO THE YOUTH COUNCIL**

Brandi said WIB member Penny Schwartz had expressed an interest in becoming a member of the Youth Council. She said the Youth Council would like to nominate her as member and asked for the Boards approval.

Kelly Hardcastle made a motion to accept the nomination of Penny Schwartz as a member of the Youth Council. Joshua Tennison seconded the motion and the motion was approved.

Glenn Eagan made a motion to accept the nomination of Penny Schwartz as a member of the Youth Council. Gary Jones seconded the motion and the motion was approved.

## **OTHER BUSINESS**

- **Governor's Conference on Economic Development**

Sonny encouraged everyone who could attend to fill out the application for the Governor's Conference on Economic Development that was included in their WIB packet. He said the conference fee and travel, for Private Industry Board members, would be paid by the WIB. All who plan to attend were asked to fill out the application and return it to the WIB Office as soon as possible so reservations could be made.

- **Southern Growth Conference**

Sonny said he and Mark attended the Southern Growth Conference in Biloxi, Mississippi, and it was probably the most outstanding conference he has ever attended. They spent two days with five governors and some time with T. Boone Pickens on the subject of energy. Sonny said he came home with a better perspective about the role that employment in the energy sector is going to mean in the Northeast Region. He said they listened to individuals speak about the heavy issues of power generation, sources of power and the U.S. energy plan. They got several good insights on some of the issues we are facing. He felt as the Board moves ahead strategically in the next two years, we are going to have to ensure that we have training and development opportunities in the energy field for people in our 16 counties. Sonny said everywhere you look there are energy issues, and that is going to be more and more important to our region.

- **Future WIB Meeting Structure**

Sonny said beginning with the August WIB meeting the Board would structure the focus of its meetings around the goals and objectives of the Strategic Plan. He said there are a lot of things we haven't discussed as far as future plans and things we need to be doing. Sonny said he hoped to make better use of the Board member's talent in developing the workforce and opportunities for our workforce in the coming years.

- **Monroe City Job Fair**

A packet of information regarding the Monroe City Job Fair was provided to the Board members. Mark said the Monroe City Job Fair was a tremendous success. It was community driven and everyone participated. Participants included colleges, business, Mark Twain Regional Planning Council, Career Centers, the WIB, etc. He said the WIB sent out over 300 letters to individuals who had been recently affected by a closure or layoff in our area. Over 200 people went through the door, and a lot of applications were filled out that day. He said a pre survey was given at the Rapid Response meeting that showed that 48 percent of those surveyed were interested in job training. In addition, an Opinion Meter survey was conducted at the Career Fair that showed that out of 95 individuals surveyed 46 individuals were interested in job training, 37 were interested in additional education and 44 were interested in access to additional employers. Mark said the Career Fair was organized, marketed, and conducted very well. He complimented Jackie Pangborn, with Monroe City, for doing an excellent job of keeping everything on target.

Glenn agreed that the Job Fair was put together well. He mentioned that he wore two hats that day as he represented both an employer seeking to employ individuals and a County Commissioner. He said he would probably recommend 12 of the applications he received and would highly recommend 6 of them.

Nickie reviewed the information provided in the information packets regarding the fair. Some of the information provided included a list of committee members who helped to organize the event, handouts given to job seekers that provided tips on what to do at the fair and a map on where to find employers and resources, and a list of exhibitors. Nickie said the committee members were a diverse group and what they brought to the table was what helped to make the fair a success. She said there were a total of 48 vendors. It seemed like the application tables were always occupied and based on the Opinion Meter survey, 72 percent of those surveyed applied for a job at the fair.

- **Pace Layoff/Closure**

Nickie also reviewed questions from the last WIB meeting regarding Pace industries. She said the last Rapid Response meeting with Pace had been held. She provided information that showed the number of dislocated workers by county affected by the closure and the years of service based on 169 completed informational sheets.

- **Temporary Facility to Accommodate Dislocated Workers**

Mark said he recently met with DWD Director Julie Gibson and individuals from the St. Charles, St. Louis and Jeff/Frank Regions. One of the topics they discussed was the Chrysler dislocated workers. He said DWD is opening up a temporary facility in Fenton, MO to help assist these dislocated workers. They will probably be meeting again in Warrenton in the next few days to discuss the possibility of setting up a temporary office in Wentzville or Troy. The state is waiting on a zip code list to indicate where most of the dislocated workers will come from. Because of the high numbers we will be dealing with, DWD is coming to the table with some

stimulus dollars to open temporary facilities and furnish some staff to help handle these numbers. He said he thought the second shift at General Motors had 985 individuals. Mark said he talked with Steve Etcher prior to the WIB meeting and Steve thinks we will have several Chrysler individuals in our area.

**APPROVAL OF TENTATIVE WIB MEETING DATES FOR PY 09 &  
CONFIRMATION OF NEXT MEETING DATE & LOCATION**

John I. Wilson made a motion to approve the tentative WIB meeting dates for PY 09. Bonnie Seehase seconded the motion and the motion was approved.

Glenn Eagan made a motion to approve the tentative WIB meeting dates for PY 09. Gary Jones seconded the motion and the motion was approved.

There was a question about a meeting in September because of the Youth RFP. Sonny said it would probably be done with the Executive Committee.

The next NEMO Workforce Investment Board meeting was scheduled for August 17, 2009 at 7:00 p.m. The location will be announced.

**ADJOURN**

The meeting adjourned at approximately 7:45 p.m.

Respectfully submitted,

Fred Vahle