



INVESTMENT BOARD • 111 E. Monroe • Paris, Missouri 65275 • (660) 327-5127 • Fax (660) 327-5128
Fred Vahle, Chairman • Mark Fuqua, Executive Director
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NEMO WORKFORCE INVESTMENT BOARD

EXECUTIVE & PERSONNEL COMMITTEE

CONFERENCE CALL MEETING

April 18, 2011

MEMBERS:

WIB EXECUTIVE MEMBERS

Kelly Hardcastle
Terry Hughes
Gordon Ipson
Clarice Hill
Terri Jones
Bonnie Seehase
Fred Vahle

CLEO's

Glenn Turner

WIB PERSONNEL COMMITTEE MEMBERS

Kelly Hardcastle
Diane Noah
Bonnie Seehase

WIB STAFF

Mark Fuqua
Casie Baumann
Sharon Hillard

MEETING CALLED TO ORDER

Chairperson Fred Vahle called the April 18, 2011 Executive and Personnel Committee conference call meeting to order at approximately 10:00 a.m.

ROLL CALL

Seven Executive and three Personnel Committee members were present. A quorum of each of the committees was established. One Chief Local Elected Official (CLEO) was present.

APPROVAL OF AGENDA

Gordon Ipson moved to approve the agenda. Clarice Hill seconded the motion and the motion was approved.

APPROVAL OF MARCH 3, 2011 EXECUTIVE/FINANCE & PERSONNEL AND MARCH 8, 2011 EXECUTIVE & ONE-STOP COMMITTEE MEETING MINUTES

Kelly Hardcastle made a motion to approve the March 3, 2011 Executive, Finance and Personnel and the March 8, 2011 Executive and One-Stop Committee Meeting minutes. Terri Jones seconded the motion and the motion was approved.

REVIEW OF WIB STAFFING

WIB Director Mark Fuqua was unable to talk so he emailed his input regarding Cyndi Johns' employment prior to the conference call meeting. He said Cyndi was very instrumental in getting the recent NGCC RFQ out. She currently serves as the WIB's Equal Opportunity (EO) officer and just attended a meeting to bring area EO officers up to date on the many changes being made to the EO requirements. He requested that she be allowed to continue to serve as the WIB's EO Officer and incorporate those changes into the WIB's policy. Other projects he would like Cyndi to continue to work on were updating the WIB's One-Stop Partner MOU and Resource Sharing Agreements and the board orientation. Mark said there was more than enough work for Cyndi to do and funding was available for her salary through June. Committee member Jo Moncrief, who was unable to attend, submitted her thoughts by email and stated that she was in agreement with Mark.

Gordon Ipson asked about the cross training plans for the EO position. Casie said she and Mark had discussed this and they were looking at asking Brandi Glover to take on that responsibility.

Kelly Hardcastle moved to extend Cyndi Johns' employment through June 30, 2011 on the basis on Mark Fuqua's recommendation. Clarice Hill seconded the motion and the motion was approved.

CLEO Chairperson Glenn Turner concurred with the motion to extend Cyndi Johns' employment through June 30, 2011 on the basis of Mark Fuqua's recommendation.

PROCUREMENT REVISION

A copy of the procurement guidelines with the noted revisions was provided to the Committee prior to the meeting. Casie said the WIB's procurement guidelines hadn't been revised in some

time and due to the recent RFQ, it was necessary that language for the RFQ process was included in the guidelines. After some discussion, the Committee noted two additional changes to make to the guidelines. Those changes were as follows:

- Page 6, B. The following statements should be in bold type: Criteria for awarding service or purchasing contracts may be classified as the lowest price and best service or equipment. The person making the bid award shall prepare a written-initialed analysis for each bidder and clearly define the reasons for selection.
- Page 10, #19 Statement should be changed as follows: The right to reject or accept any or all bids, if it is in the best interest of the program;

Gordon Ipson moved to approve the procurement revisions with the additional two changes. Terri Jones seconded the motion and the motion was approved.

CLEO Chairperson Glenn Turner concurred with the motion to approve the procurement revisions with the additional two changes.

MEETING ADJOURNED

The meeting adjourned at approximately 10:25 a.m.

Submitted by,

Jo Moncrief