



NEMO WORKFORCE INVESTMENT BOARD • 111 E. Monroe • Paris, Missouri 65275 • (660) 327-5127 • Fax (660) 327-5128

NEMO WORKFORCE INVESTMENT BOARD MEETING MINUTES

June 27, 2011

PRESENT:

NEMO WIB MEMBERS

Jeff Anderson
Joyce Carroll
Beverly Gallagher
Kelly Hardcastle
Clarice Hill
Penny Miles
Jo Moncrief
Pat Poepping
Dan Putrah
Janice Robinson
Bonnie Seehase

WIB STAFF

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

CLEOs

Ron Brewer
Rodney Cooper
Stanley Pickens
Ryan Poston
Roy Sission
Glenn Turner
Wayne Wilcox
(Contacted 6/28/11 by Phone)
John Campen
Arden Engelage

GUESTS

Cathy Collop, DWD
Steve Etcher, Boonslick RPC
Grover Gamm, Gamm Inc.
Mike Gavura, DWD
Patti Meldrum, Gamm Inc.
Sheree Prebe, Gamm Inc.
JoAnn Toerper, Boonslick RPC
Lana Vestal, DWD

CHIEF LOCAL ELECTED OFFICIAL INFORMATION (CLEOs)

Before the NEMO WIB meeting was called to order, CLEO Chair Glenn Turner provided information regarding the results of the May 18, 2011 NE Region CLEO meeting with DWD Director Julie Gibson.

Glenn said at the time of the meeting, he thought the WIB was in possession of letters of appointment signed by each counties full commission designating a commissioner to represent their county on the NE Region CLEO Consortium. However, this wasn't the case and we are in the process of updating those documents for all commissioners. He asked those who had not submitted the letter of appointment to do so as soon as possible.

Glenn said a copy of the 2000 CLEO Consortium Agreement was signed by each county and attested by the County Clerk. DWD now understands that this agreement is still valid because the county and not the commissioner made the agreement. He then reviewed changes that would need to be made to the CLEO bylaws which were as follows; who can serve as officers, who can sign documents for the WIB, quorum and voting requirements for major and routine business and the definitions of major and routine business. He said the bylaws would be ready for approval at the next WIB meeting.

Glenn said the CLEOs had voted to extend his term as Chairperson for two months which would expire July 16. However, the WIB would not meet again until August and for him to get the changes to the bylaws implemented he would need the additional time. Therefore, he was going to move to amend the WIB agenda to extend the election of CLEO officers.

MEETING CALLED TO ORDER

Vice Chairperson Bonnie Seehase called the June 27, 2011 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

Jo Moncrief, NEMO Workforce Investment Board Secretary/Treasurer, took roll call. Eleven board members were present and a quorum was established. Seven CLEOs were also in attendance.

APPROVAL OF CONSENT AGENDA

Glenn Turner asked to amend the agenda to include the Extension of the CLEO Officer Elections.

Pat Poepping moved to amend the WIB agenda to include the Extension of the CLEO Officer Elections. Dan Putrah seconded the motion and the motion was approved.

Jo Moncrief moved to approve the consent agenda. Joyce Carroll seconded the motion and the motion was approved.

EXTENSION OF CLEO OFFICER ELECTIONS

CLEO Chair Glenn Turner asked the CLEOs if they were in favor of extending the CLEO Officer Elections for one month. A vote was taken and all were in favor.

ONE-STOP OPERATOR

Mark Fuqua said the WIB had been working with the Division of Workforce Development (DWD) on the One-stop Operator issue and he asked Cyndi Johns to read his comments regarding the progress. Cyndi read the following comments from Mark's notes: We would like to extend (for just a few days) our existing One-stop Operators until DWD reviews how we should move forward with this issue. From conversation with Sue Sieg from DWD today, who is one of the planners assigned to our region, we were assured that beginning tomorrow she will make it a priority to help us figure out what we need to do to address this issue. Currently, our One-stop Operator is a consortium of three agencies in each Career Center location. At the Hannibal Career Center the One-stop Operator is Gamm, Inc., DWD and the Hannibal Career and Technical School. The consortium is slightly different at each career center location. For a little while, it was the preference of DWD to not operate consortiums of three agencies any longer; they preferred the One-stop Operator to be a single entity. However, Sue will be doing the research in the next couple of days so we can establish the One-stop Operators. Once we hear back from DWD, we will proceed as quickly as we can. Mark noted that it may require a conference call meeting of the Executive Committee but it shouldn't be a lengthy discussion. Part of that discussion would be defining the role of the One-stop Operator.

YOUTH COUNCIL RECOMMENDATION FOR PY 11 YOUTH PROVIDER CONTRACTS

Brandi Glover provided the Youth Council's recommendation for Youth Council Chairperson Terri Jones who was not present. She said the Youth Council met on June 16, 2011 to discuss the extension of the Youth Provider Contracts. Brandi explained that the current Youth Contracts were implemented in 2009 for one year with the option of two one year extensions and this was the last year the contracts could be extended. She said the Youth Council was concerned with Boonslick RPC and the number of youth being served and the rate of expenditures. They would like to see the number being served increase and that funds are expended evenly year-round to alleviate issues meeting expenditure requirements at the end of the year. The Youth Council was also concerned with Gamm, Inc. with the number being served through the Hannibal Career Center and they would like to see the number of youth served in the Hannibal area increase. These issues were discussed with each provider and both providers assured the Council they would see these concerns addressed. The Youth Council made the following recommendations:

- Recommend Gamm, Inc. serve as the program operator for the WIA Title 1-B Youth programs for PY11 in the NEMO and Mark Twain sub regions of Northeast Missouri.
- Recommend Boonslick RPC serve as the program operator for the WIA Title 1-B Youth programs for PY11 in the Boonslick sub region of Northeast Missouri.

Pat Poepping moved that the NEMO WIB approve the recommendation of the Youth Council to extend the Youth Provider contracts for PY11 for Gamm, Inc. and Boonslick RPC. Jo Moncrief seconded the motion and the motion was approved.

Ron Brewer moved that the CLEOs approve the recommendation of the Youth Council to extend the Youth Provider contracts for PY11 for Gamm, Inc. and Boonslick RPC. Stanley Pickens seconded the motion and all were in favor.

EXECUTIVE AND PERSONNEL COMMITTEE MEETING UPDATE

Bonnie said the Executive Committee met on June 8, 2011. There were two main items of discussion; the Planning Budget Summaries for PY11 / FY12 WIA Funding and Allocations for PY11 / FY12. Both items were approved as presented.

The WIB Executive Committee also met on June 23, 2011 to discuss a request to appeal the selection of WIA contractor for functional leadership and staffing for the sub regions of Hannibal, Moberly and Kirksville. After careful review of the appeal request and of the process and procedures of the Request for Qualifications (RFQ), the NEMO WIB Executive Committee voted to deny the request to appeal. The Committee also reviewed a letter submitted by Gamm, Inc. requesting the opportunity to address the NEMO WIB at the June 27, 2011 WIB meeting. The Executive Committee voted to respectfully deny that request.

There was a question about whether or not the full Board needed to approve the decision of the Executive Committee. Bonnie said the Executive Committee had the authority to make decisions for the WIB and often makes decisions for the Board especially when we are pressed for time at the end of the program year. She added that the Executive Committee reviewed all the information, found no grounds for the appeal, and agreed with the decision the full Board made at the previous meeting.

FINANCE COMMITTEE RECOMMENDATION

- **Approval of WIB Staffing Budget PY11**

Vice Chair of the Finance Committee Dan Putrah said the NEMO WIB Finance Committee met on June 13, 2011 to review the proposed budget for the NEMO WIB office for PY 2011. After that review and discussion, the NEMO WIB Finance Committee voted to recommend that the PY 2011 WIB Staffing budget be accepted.

Kelly Hardcastle moved that the recommendation of the Finance Committee be approved. Jeff Anderson seconded the motion. The motion passed with one vote opposed.

Wayne Wilcox moved that the CLEOs adopt the recommendation of the Finance Committee as approved by the WIB. Ron Brewer seconded the motion. The motion passed with one vote opposed.

A question was asked about the position of the assistant director and if it was still applicable. It was stated that the WIB voted to establish the position at a previous WIB meeting several years ago. Chair of the Personnel Committee Kelly Hardcastle said the Committee reviewed the subject of staffing at the WIB Office about six months ago. He said WIB members can't be at the Paris office every day so they must rely on the recommendation of the Executive Director they hired. The Executive Direction has indicated that they need to keep the staff person they are now losing but they don't have the funding to do so. Therefore, the staffing is where it needs to be financially but they actually need more staff. Kelly said if the Executive Director tells him the staff is needed, he stands behind what he has to say. CLEO Chair Glen Turner said in the

past six months, he has had the opportunity to visit the WIB office quite often. He assured the Board that the WIB staff was always busy, and he agreed with Kelly.

STATUS OF CAREER CENTERS

Mark said at this time all four career centers Hannibal, Moberly, Kirksville and Warrenton are open and scheduled to remain open.

WIB OFFICER NOMINATIONS

Nominations Committee Vice Chairperson Jo Moncrief read an email Gordon Ipson asked to be read to the WIB regarding the WIB officer nominations. Jo then said the WIB Nominations Committee met on June 17, 2011 to discuss possible candidates for WIB officers for Program Year 2011. The Committee voted to recommend the following slate of officers:

- Pat Poepping – Chairperson
- Gordon Ipson – Vice Chairperson
- Jo Moncrief – Secretary Treasurer

Jo said it was noted that the WIB's bylaws state that we must make an attempt to ensure that no two officers will be from the same regional area. To ensure that an attempt is made, the Committee also recommends that the WIB Vice Chairperson asks for officer nominations from the floor.

Bonnie asked if there were any other nominations from the floor. There were none.

Jeff Anderson moved to accept the recommendation of the WIB Nomination Committee for WIB officers for PY 2011. Joyce Carroll seconded the motion and the motion was approved.

OTHER BUSINESS

- **Demographics of Job Seeking Customers Served Through The Missouri Career Centers**

Linda Studer provided two reports regarding the demographics of job seeking customers served through the Missouri Career Centers titled *Northeast Region Customers Served* and *Work Load Activities*. She then reviewed the reports in detail. The reports contained information for each career center and definitions for seeker workload activities. She explained that the two systems that feed the data were the case management system (staff entered information) and the performance system. The report was for activities from July 1, 2010 through June 27, 2011.

CONFIRMATION OF NEXT MEETING DATE & LOCATION

- Approval of Tentative WIB Meeting Dates for PY11

Joyce Carroll moved to approve the list of tentative WIB Meeting dates for Program Year 2011. Jo Moncrief seconded the motion and the motion was approved.

The next NEMO Workforce Investment Board meeting is scheduled for August 15, 2011 at 7:00 p.m. The location will be announced.

ADJOURN

Pat Poepping moved to adjourn the meeting. Beverly Gallagher seconded the motion and the meeting adjourned at approximately 7:55 p.m.

Submitted by,

Jo Moncrief

ADDITIONAL CLEO VOTING INFORMATION

On June 28, 2011 CLEO Chairperson Glenn Turner contacted John Campen and Arden Engelage by phone to determine how they wished to vote on the following issues that were presented at the June 27, 2011 WIB meeting.

- On the motion to extend the Election of the CLEO Officers for one month/until the next WIB meeting.
 - John Campen – Yes
 - Arden Engelage – Yes
- On the motion that the CLEOs approve the recommendation of the Youth Council to extend the Youth Provider contracts for PY11 for Gamm, Inc. and Boonslick RPC.
 - John Campen – Yes
 - Arden Engelage – Yes
- On the motion to adopt the recommendation of the Finance Committee as approved by the WIB and approve the WIB Staffing budget.
 - John Campen – Yes
 - Arden Engelage – Yes

Signed By: