
INVESTMENT BOARD • 111 E. Monroe • Paris, Missouri 65275 • (660) 327-5127 • Fax (660) 327-5128
Pat Poepping, Chairman • Mark Fuqua, Executive Director
www.nemowib.org

NEMO WORKFORCE INVESTMENT BOARD

EXECUTIVE COMMITTEE

MEETING

November 22, 2011

MEMBERS:

WIB EXECUTIVE MEMBERS

Mark Chambers
Clarice Hill
Steve Hines
John Liter
Jo Moncrief
Pat Poepping

CLEO EXECUTIVE COMMITTEE

John Campen (by phone)
Glenn Eagan

WIB STAFF

Mark Fuqua
Sharon Hillard
Brant Long

MEETING CALLED TO ORDER

Chairperson Pat Poepping called the November 22, 2011 NEMO Workforce Investment Board (WIB) Executive Committee meeting to order at approximately 5:00 p.m.

ROLL CALL

Six members of the NEMO WIB Executive Committee were present and a quorum was established. Two members of the CLEO Executive Committee were present and a quorum was established.

APPROVAL OF EXECUTIVE COMMITTEE MEETING MINUTES

Jo Moncrief moved to approve the June 8, 2011 and June 23, 2011 Executive Committee Meeting minutes. Clarice Hill seconded the motion, and the motion was approved.

REVIEW AUTHORITY OF EXECUTIVE COMMITTEE

Everyone was provided a copy of the NEMO WIB's Bylaws. Because some of the members were new to their position on the Executive Committee, the authority of the Committee was reviewed. It was noted that the WIB's bylaws state that the appointment of Ad Hoc Committees (or special taskforce groups) may be made by the Chairperson with the approval of the Executive Committee only. The members felt that the Bylaws Committee may wish to consider revising this statement to provide this authority to the full Board as well.

**DISCUSS FINANCE COMMITTEE'S RECOMMENDATION
TO CREATE & APPOINT AN ACTING DIRECTOR**

The following motion was presented to the Executive Committee from the Finance Committee:

That the NEMO WIB direct the Executive Director to appoint a staff person to serve as the Acting Director in his/her absence when he/she is out of the office on a case-by-case basis. The Acting Director shall have the authority to sign checks and handle only administrative issues in the absence of the Executive Director. The Acting Director will not have the authority to handle personnel decisions.

It was asked if the Executive Director could appoint a different person each time or whoever was available. Pat said that was the intent. It was also asked if the appointment of the Acting Director should go to the full Board, and the Committee decided it should.

John Liter moved that the NEMO WIB direct the Executive Director to appoint a staff person to serve as the Acting Director in his/her absence when he/she is out of the office on a case-by-case basis. The Acting Director shall have the authority to sign checks and handle only administrative issues in the absence of the Executive Director. The Acting Director will not have the authority to handle personnel decisions. Mark Chambers seconded the motion.

Steve Hines said we never know when accidents may happen and he asked if the Executive Director/Mark should go ahead and name an individual as the Acting Director in the event that something was to happen. Mark said he would name an individual so they would be on standby.

A vote was taken on the motion, and the motion was unanimously approved by the WIB and CLEO Executive Committees.

REVIEW CHANGES TO FINANCIAL MANUAL

The Committee was provided copies of the proposed revisions to the WIB Financial Management Procedures. After the review of the procedures the following motion was made.

Jo Moncrief moved that the NEMO WIB approve the modifications to the Financial Management Procedures. Steve Hines seconded the motion. The motion was unanimously approved by the WIB and CLEO Executive Committees.

The Committee discussed whether or not this issue needed to go to the full Board and they felt it was not necessary for the full Board to take action on this issue.

APPROVAL OF WIB COMMITTEE STRUCTURE

Pat provided everyone a copy of the WIB Committee Structure and information regarding Virtual Job Fairs.

Jo Moncrief moved to remove Bonnie Seehase from the Personnel and Bylaws Committees. Clarice Hill seconded the motion, and the motion was approved.

Clarice Hill moved to add Jo Moncrief to the Personnel Committee. Mark Chambers seconded the motion, and the motion was approved.

Pat talked about the Virtual Job Fair information he provided and said he would like the WIB to create a Virtual Job Fair Taskforce to investigate whether or not the WIB should offer a Virtual Job Fair in the region. He discussed the group of individuals he had asked to work on the taskforce. It was noted that Lana Vestal had been mistakenly left off the list.

Mark Chambers talked about software Moberly Area Community College (MACC) had purchased called E-Recruiting that was similar to the software used for the virtual job fair. He said they have approximately 40 area employers participating. It allows students to post their resumes online and employers can pull those resumes at their convenience and set up interviews. They are now trying to market to IBM and other national companies. He would be doing additional training after Thanksgiving, and he offered to keep the WIB informed on its progress. Mark was also added to the WIB Virtual Job Fair Taskforce.

Steve Hines moved that the WIB create the Virtual Job Fair Taskforce as presented with the additions of Lana Vestal and Mark Chambers. John Liter seconded the motion, and the motion was approved.

BUDGET STATUS REPORT / NE POWER COOPERATIVE INVESTMENT

Brant Long provided and reviewed the WIB Administrative Financial Report for July 1, 2011 through October 21, 2011. Brant said the expenditures were pretty much on target. He said he would try to distribute the report to the Board on a monthly basis.

Pat provided a copy of the email communication from Gordon Ipson regarding Northeast Power Cooperative's investment in the NEMO WIB Region of a total of \$6,000. The Committee discussed the required match for the investment. Mark and Pat thought Gordon had stated that there must be a match for the second investment of \$3,000. However, because Gordon was out of town, they would have to wait until his return for clarification.

Mark said he was going to contact a couple of individuals regarding possible matching investments. He was unsure if the WIB could use an in-kind investment. Glenn Eagan suggested Mark also contact Chariton Valley.

Steve said each county would only have to raise \$187.50 to match the \$3,000. Everyone agreed that the match was attainable. Pat said he would like the Finance Committee to take the lead on gathering the matching investments. It was agreed that a separate line item in the budget needed to be created to track the expenditures, and that the Board needed to determine the best use of the funds. The Committee discussed purchasing On-the-Job Training brochures for the Career Centers and the purchase of the GoToMeeting conferencing software. It was noted that Northeast Power Cooperative had requested to receive an invoice for the first \$3,000 before December 1, 2011, and to receive an invoice for the second \$3,000 in 2012.

Clarice Hill moved that the NEMO WIB accept the investment from Northeast Missouri (NE) Electric Power Cooperative and invoice the organization before December 1, 2011. Jo Moncrief seconded the motion. The motion was unanimously approved by the WIB Executive and CLEO Executive Committees.

COMMITTEE PROCEDURES

Committee procedures were discussed. Pat said according to Robert's Rules of Order ex-officio members of the WIB's Committees (if they are members of the WIB) can vote. He asked that committee Chairs start and end the meetings on time. He asked that the meeting agendas be arranged by priority. He said if all the topics hadn't been discussed but it was time to end the meeting, to end it anyway. Pat said the meetings should be about one to one and one half hour maximum. He would like issues to be brought forth with a motion to keep things moving. He said face-to-face meetings were good, but conference call meetings work for some meetings as well. He asked that the committee Chairs remember to ask if anything had been missed before they adjourn the meeting.

Pat said he preferred not to have any meetings other than the December 5th Board meeting during the holiday season.

ACTIONS ANTICIPATED OF EACH COMMITTEE FOR PY 2011

Pat reviewed the actions he anticipates of each WIB Committee. Some of those are as follows:

Youth Council – Pat would like the Youth Council (YC) to be more active. He would like the WIB Executive Director to attend the YC meetings as much as possible. He would like a YC report to be provided at every WIB meeting.

Nominations Committee – Pat said the Committee needed to start identifying a Vice Chair for the next Program Year. The Committee should be prepared to report at the March WIB meeting. He noted that the WIB's Bylaws state that the nominations for officers are to be sent to the Board seven days prior to the March WIB meeting.

Bylaws Committee – Pat said the Bylaws needed to be reviewed. Several issues needed to be considered, and the committee needed to meet sometime after the first of the year.

Strategic Planning Committee – It was stated that the committee needed to meet to review the WIB's Strategic Plan. It hadn't met since 2009.

One-stop Committee – Pat said the committee needs to start being active after the first of the year. It needs to review how the subcontractors are performing.

Monitoring/Continuous Improvement Committee – Pat felt the Monitoring/Continuous Improvement Committee’s responsibilities overlapped with the One-Stop Committee responsibilities. He spoke about combining the two committees. However, some of the members felt the responsibilities of the two committees didn’t overlap.

Personnel Committee – Pat said the Personnel Committee had been very active lately reviewing the WIB’s Personnel Procedures.

Finance Committee – Pat said the Finance Committee had also been very busy, and their responsibilities were ongoing.

GOTOWEBINAR CONFERENCING SOFTWARE

Pat provided information regarding the GoToWebinar Conferencing software, and said the Finance Committee had already voted to purchase it. He proposed that the WIB begin the 30-day, free trial of the software in January, 2012 and purchase the software in February, 2012.

Clarice Hill moved that the NEMO WIB invoice Northeast Missouri Electric Power Cooperative for \$3,000 by December 1, 2011 to purchase the GoToWebinar Conferencing software, and that the WIB go on record thanking Northeast Missouri Electric Power Cooperative for their generous investment. Jo Moncrief seconded the motion. The motion was unanimously approved by the WIB Executive the CLEO Executive Committees.

WIB MEETING TIME?

Pat said at the October WIB meeting he mentioned that some of the WIBs throughout the state meet at different times of the day and have reported that this has been very successful. After his statement, he was told by several individuals that they were in favor of not having night meetings. He felt staff should conduct a survey of Board members to determine their preference for meeting times sometime in January.

Conducting committee meetings at 5:00 p.m. before the Board meetings was also discussed. Pat said a small meeting room was available off to the side of the conference room at the Boudreaux Visitor’s Center. The Private Sector Board members who were present indicated that being able to meet by 5:00 p.m. for a committee meeting may not be possible for them. The Public Sector members were in favor of the 5:00 p.m. meetings.

WIB STAFF AT ALL MEETINGS?

Pat said it was asked at the Finance Committee meeting if all WIB staff needed to be present at all WIB meetings. The question arose from a discussion about comp time. He asked for input regarding the issue. Steve felt the staff should have some input; however, if Mark felt it wasn’t necessary for someone to be there it should be his call. Jo said if staff wasn’t giving a report it may not be necessary for them to present. Mark Fuqua said he felt it was an opportunity for staff to interact with the Board. He said questions could be asked that staff may be able to answer in more detail. Pat said he wasn’t in favor of staff not being present; he was only asking because the question had been asked.

EXECUTIVE DIRECTOR'S COMMENTS

Mark Fuqua said the WIB was notified today (November 22, 2011) that the Department of Economic Development had approved training assistance for five of the region's employers through the Missouri Customized Training Program.

- Ardent Outdoors, Macon - \$12,000 (15 workers)
- General Mills, Hannibal - \$25,000 (75 workers)
- Kraft Foods, Kirksville - \$30,000 (100 workers)
- UTI, Moberly - \$20,000 (55 workers)
- On-Shore Technology, Macon - \$25,000 (33 workers)

Mark Chambers said MACC received a grant from the state to offer a couple of their educational programs virtually so individuals in the region can take the classes online. One of the classes they are planning to offer is their Medical Lab Tech class. They already have the virtual software, and it is now a matter of rewriting the curriculum so the class can be done virtually. Mark said they are already doing this with some other classes. He believes the Medical Lab Tech classes will start either in the summer or fall of 2012.

MEETING ADJOURNED

The meeting adjourned at 6:30 p.m.

Submitted by,

Jo Moncrief