



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

*Draft*

**NEMO WORKFORCE INVESTMENT BOARD  
MEETING MINUTES**

**October 17, 2011**

**PRESENT:**

**NEMO WIB MEMBERS**

Joyce Carroll  
Mark Chambers  
Beverly Gallagher  
Stephen Garner  
Clarice Hill  
Gordon Ipson  
John Liter  
Penny Miles  
Pat Poepping  
Dan Putrah  
Janice Robinson  
Diane Simbro

**WIB STAFF**

Mark Fuqua  
Brandi Glover  
Sharon Hillard  
Brant Long  
Nickie Newell  
Linda Studer

**CLEOs**

Lyndon Bode  
John Campen  
Glenn Eagan  
Stanley Pickens  
Ryan Poston  
Roy Sisson  
Glenn Turner  
Steven Whitaker  
Wayne Wilcox (by phone)

**GUESTS**

Cynthia Higgins, MERS/Goodwill  
Pat Meldrum, Gamm Inc.  
Robert Ruble, DWD  
JoAnn Toerper, Boonslick RPC  
Lana Vestal, DWD

## **NOMINATION OF NEW WIB MEMBER**

Roll call of the Chief Local Elected Official (CLEO) Consortium was taken by Clarice Hill. Nine CLEOs were present and a quorum of the Consortium was established.

Chairperson Glenn Eagan said the Consortium had received letters of support to appoint Sheryl Ferguson, Director of Kirksville Area and Technical Center in Kirksville, Missouri as a member of the Workforce Investment Board. Ms. Ferguson will fill the education criteria on the Board, and will replace Terri Jones who recently retired from the position.

Glenn Turner moved to nominate Sheryl Ferguson to the Workforce Investment Board. Stanley Pickens seconded the nomination, and the nomination was approved.

## **MEETING CALLED TO ORDER**

Chairperson Pat Poepping called the October 17, 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**

Clarice Hill took roll call. Twelve board members were present, and a quorum was established.

## **APPROVAL OF CONSENT AGENDA**

Joyce Carroll moved to approve the consent agenda. Gordon Ipson seconded the motion, and the motion was approved.

## **INTRODUCTION OF DIVISION OF WORKFORCE DEVELOPMENT (DWD) REGIONAL COORDINATOR**

WIB Director Mark Fuqua introduced Robert Ruble, the new DWD Regional Coordinator for the Northeast Region, who replaced Mike Gavura. Robert said he had worked for the State for the past 18 years, and he was looking forward to working with the Northeast Region. He had visited all of the Career Centers except Warrenton and he hoped to do that very soon. Robert said he had been sharing some of his ideas with the Functional Leaders and DWD supervisors and they seemed very receptive. He hoped to be more of an on-site presence in the region with the help of his Regional Support Team from Jefferson City. He explained that last spring the Regional Support Team learned how to run the NGCC model. Then they ran various Career Centers in their area while Career Center staff attended training. After sharing this idea with Mark the Functional Leaders and supervisors, it was decided that the Regional Support Team would run the Moberly and Kirksville Career Centers while staff attends training November 1-4.

## **COMMITTEE REPORTS**

### **• Personnel Committee**

Pat said the Personnel Committee met October 13<sup>th</sup>. Because they didn't quite have a quorum in attendance, Jo Moncrief was temporarily appointed to the Committee. Later it was discovered that was not in accordance with the WIB's bylaws, and should have had been approved by the Executive Committee or Board. So although the meeting was lengthy and a lot of action took

place, it was not a true Committee meeting. Due to those circumstances, he felt he would just bring all the action to the Board. Unfortunately, none of the Personnel Committee members were able to attend tonight's meeting. Pat reviewed some of the issues that were discussed, and said members who had an interest should join the Personnel Committee meeting when it was re-held. He said the Committees recommendations would probably be available for the December WIB meeting.

Pat said during the time that Mark was out sick, we were having some issues and the Finance Committee met and made some recommendations to the Executive Committee. One of the issues discussed at the meeting was the need to have another WIB member authorized to sign checks. Currently a check requires the signature of the Executive Director or Assistant Director (the WIB no longer has an Assistant Director) and the Secretary/Treasurer. The Finance Committee recommended that the Executive Committee authorize another WIB member (Steve Hines, Chair of the Finance Committee) to be able to sign checks. An Executive Committee meeting wasn't called because Mark returned to work and we were able to operate as normal. Pat asked the Board if they would like to act on the recommendation.

Gordon Ipson moved that the WIB authorize the Secretary/Treasurer and the Chairperson of the Finance Committee as WIB members authorized to sign checks. Penny Miles seconded the motion, and the motion was approved.

CLEO Glenn Turner moved that the WIB authorize the Secretary/Treasurer and the Chairperson of the Finance Committee as WIB members authorized to sign checks. Lyndon Bode seconded the motion, and the motion was approved.

#### **NOMINATION OF YOUTH COUNCIL MEMBERS**

Youth Council Chairperson Mark Chambers nominated the following three individuals for appointment to the Youth Council.

- Megan Farris, Admissions Counselor, Job Corps
- Kristin Plunkett, Probation & Parole Officer II, State of Missouri
- Stacey Blodgett, AEL Coordinator, Macon Area Vo-Tech School

Joyce Carroll seconded the nominations, and the nominations were approved.

CLEO Steven Whitaker moved that Megan Farris, Kristin Plunkett and Stacey Blodgett be appointed to the NEMO WIB Youth Council. John Campen seconded the motion, and the motion was approved.

#### **PY 09 PERFORMANCE ACTION PLAN**

Linda Studer said in December 2010, the WIB received notification from DWD that we had missed the overall Dislocated Worker Performance measures and the overall Youth Performance measures due to missing the specific measure of Youth Literacy and Numeracy. WIB staff began researching the reasons for the missed performance and felt the missed overall Dislocated Worker performance measures were mostly due to the poor economic conditions. We decided that we needed to improve our services in the Career Centers. As a part of our action plan, workshops have been developed in order to skill up individuals so they will be better prepared to find and retain employment. Changes have also been made to the NGCC model to ensure that customers are better educated and more aware of the services available in the Centers.

WIB staff also researched the Youth Literacy and Numeracy performance measure and discovered issues with the way the youth were being assessed. Some were not assessed within the required timeframes. Additional problems were found with data entry or failure to enter data. These issues have been addressed and have improved. Linda reported that the NEMO Region was currently exceeding all performance measures for PY10. She provided and answered questions regarding a PY10 performance handout.

### **BUSINESS SERVICES UPDATE**

Lana Vestal, Regional Business Service Representative, presented information regarding the National Career Readiness Certificate (NCRC). The Certificate is the work-related skills credential that documents a job seeker's skills. It is composed of three WorkKeys assessments that measure skills critical to on-the-job success in the areas of applied mathematics, reading for information and locating information. The Certificate is awarded at four levels (platinum, gold, silver, and bronze) based on an individual's performance on the assessments.

Lana said when job seekers first come to the career centers they are given a short WorkKeys assessment and the Career Center staff tries to convince them of the necessity and benefits of having the credential. Being able to show employers their level of skill in these three areas has the potential to help them get a better job. Career Center staff and Lana are also marketing the credential to employers. Lana asked that WIB members help her in that regard. She asked those who saw the value of the credential to tell others. She also asked employers to utilize the NCRC and explained how they could "prefer" job seekers with the credential. There is no cost to the employer or the job seeker. Lana said if anyone would like more information, or if they would like a presentation provided they could contact her.

Lana provided a sample job announcement form and explained the various ways employers can place job orders on MissouriCareerSource.com. She challenged those with hiring authority, in their place of business, to consider using the NCRC and asked them to utilize MissouriCareerSource.com as a source for finding employees.

### **DEMOGRAPHICS OF JOB SEEKING CUSTOMERS SERVED THROUGH THE MO CAREER CENTERS**

Linda provided and reviewed a *Products Used* handout. The report indicated customers served, products used, workshops attended, resume development assistance and NGCC training data July 1, 2010 through June 20, 2011.

### **CAREER CENTER UPDATES**

- MERS/Goodwill Industries, Inc.

Cindy Higgins said she had been employed as Functional Leader of the Moberly, Hannibal and Kirksville Career Centers for three months now. They have been really busy training all of the new staff. She felt the changes were going well; staff was getting to know her and her expectations. Currently they were receiving training on the products/services. They were also learning about WorkKeys so they will be prepared once employers become more interested and start requesting the NCRC.

Cindy said some of their Career Center staff has become proficient in specific areas of their jobs. She said Sheri Schenewerk at the Kirksville Career Center provides excellent workshops to the customers. Because of this, she is sending staff from the Hannibal center to Kirksville to observe

her workshops and learn from her. She said the shadowing allows them to learn from one another and seems to be working out really well. Cindy said they are continually working toward improving the services.

- Boonslick RPC

JoAnn Toerper said they were seeing a 25% reduction in the number of people coming into the Warrenton Career Center the first quarter of the program year compared to the first quarter last year.

She reported that East Central College and Lindenwood University will be partnering with Warren County School District to provide opportunities for individuals to earn college credit. Lindenwood University will be giving grants of \$80 per credit hour for undergraduates and \$100 grants for graduate level courses for students who attend at the Warrenton site. The new Academy is located at 1037 Armory Road, Warrenton, Missouri next to Mosers. Beginning in January 2012, area residents will be able to attend college classes in the evening.

JoAnn said they are in the process of trying to write a revolving loan grant to help qualifying individuals purchase used cars to provide them with transportation to work. The cars have been donated by the Salvation Army and they are working with an organization called Righteous Rides.

She announced that their area was growing economically. They are looking forward to possible job opportunities for job seekers at Daddy Rays, Porta King, and Hunter Modular. She said staff had been busy and were working hard to improve the NGCC model.

Pat provided a handout titled *Northeast Region Missouri Career Center Staff*. He felt it may be helpful if Board members had a list of who were in the buildings and what agency they were employed by. He encouraged members to visit the local Career Centers, and he reminded everyone to continue to lobby their legislators for Workforce Development funds.

### **UPCOMING ECONOMIC DEVELOPMENT TRAINING**

Gordon provided information regarding the upcoming Economic Development Training Workshop being offered by the Missouri Economic Development Council and the Missouri University Extension and sponsored by the NEMO Workforce Investment Board. It will be held November 9, 2011 from 9:00 a.m. to 3:30 p.m. at Fiddlesticks in Hannibal, Missouri. Topics will include Introduction to Economic Development, Organizing and Funding Economic Development, Primary Economic Development Strategies, Marketing for Economic Development and The Roll of Community and Workforce Development in Economic Development. There is no charge for the workshop, but interested individuals need to register. Lunch will be provided. For more information contact Linda Studer at the WIB office or contact Gordon to register.

### **CHAIRMAN'S REPORT**

NEMO WIB Chair Pat Poepping reported regarding the following issues:

- He was pleased that WIB Director Mark Fuqua was back, and happy to hear that he had gotten an "all clear" regarding his cancer.
- He discussed the Board's membership and the need to ensure that each county was represented by a private business member.

- He would like the Bylaws Committee to meet to review the WIB bylaws. Some of the items he would like them to look at are the number of committees, what constitutes a quorum for a committee meeting, and officer succession.
- He noted that the WIB's bylaws state that the Nominating Committee should report to the Board in March so he would like that Committee to ensure that happens.
- He felt the 10% allowed for administrative fees was an issue and wasn't enough. He said some may argue that too much was spent on administrative fees but all of the Board Chairs and Directors were telling him 10% wasn't enough. They have stated that none of them are surviving on 10% administrative fees.
- He is being careful to ensure that we have enough money, but he hasn't forgotten about trying to find a way to conduct the WIB meetings by web conferencing.
- He wanted to see a more complete youth report at the WIB meetings. He said the Youth Council is the only committee required by WIA. We don't want to forget about the youth, and he has asked Mark to attend all of the Youth Council meetings.
- He announced that Gamm, Inc. was going to have an Open House Thursday, October 27 in celebration of their 25<sup>th</sup> Anniversary.
- In order to learn a little more about the Board members, he may ask WIB staff to survey the members regarding how many have email accounts, access to internet, and how many have and are proficient with computers.
- At the statewide meeting of Board Chairs, they discussed that the WIBs throughout the state meet at different times of the day. A lot of the WIBs meet during the day. He said people don't like night meetings, and we may need to look at changing our meeting time.
- He announced that the next WIB meeting and every meeting for the rest of the program year would hopefully be held at the Boudreaux Visitor Center at the Clarence Cannon Dam and would be catered. This would allow for better seating, a projector, etc. Staff is in the process of making the arrangements. There will be no charge to use the facility; however, we will have to pay to have the meal catered. Sharon said it would be very important for those attending to RSVP for the meeting in order to keep costs down and so meals would be available for everyone. Gordon said the Boudreaux Center wouldn't be cheaper but he thought everyone would like being around the same table and having the ability to access a projector and screen. Gordon said we are looking into outside sources to supplement our funding. He said we were one of the few WIBs in the state that has no outside funding beyond WIA and we needed to change that. Gordon said this would be one of the issues the Finance Committee would be looking into. The ability to do phone conferencing at the Boudreaux Center was discussed and Pat said that would be researched before the meeting.

### **OTHER BUSINESS**

- Gordon provided information regarding the *Fall in Love with Northeast Missouri* day at the Capitol scheduled for February 13 and 14. This would be an opportunity to showcase what is available in Northeast Missouri, and an opportunity to get in front of the legislators to talk about the issues we feel are important. A reception would be held the evening of February 13<sup>th</sup> at the Capitol Plaza Hotel and on the morning of the 14<sup>th</sup> the Northeast Missouri group would be introduced on the floor of both the House and the Senate. There is a registration fee for the event and the cost for the vest is \$10 and an additional \$5 for the logo.
- Gordon said Missouri Partnership, the public/private partnership that works to attract new jobs and business investments to the state, has a group of individuals that serve as Vice Presidents of business recruitment. Whenever a new staff member comes on board, all of the

regions of the state are asked to provide a Fam (familiarization) Tour of what we have to offer in our region. The last one occurred in June and included a stop at the NEMO WIB office to showcase our capabilities in workforce development as an asset for recruiting businesses. Another Fam Tour will be taking place October 18 for Client O'Neil and it will also include a stop at the NEMO WIB office. Several individuals, including House members and Senator Munzlinger, will be participating in the tour as it works its way around the region over the next two days.

- Gordon announced that Macon has and Shelby County would soon be starting an entrepreneur program. Macon has produced a resource guide for entrepreneurs and they are in the process of finding a building incubator.

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

The next NEMO Workforce Investment Board meeting is scheduled for December 5, 2011 at 7:00 p.m. The location will be announced.

#### **ADJOURN**

Joyce Carroll moved to adjourn the meeting. Clarice Hill seconded the motion and the meeting adjourned at approximately 8:30 p.m.

Submitted by,

Jo Moncrief