



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

NEMO WORKFORCE INVESTMENT BOARD MEETING MINUTES

August 15, 2011

PRESENT:

NEMO WIB MEMBERS

Jeff Anderson
Joyce Carroll
Mark Chambers
Stephen Garner
Kelly Hardcastle
Clarice Hill
Steve Hines
Gordon Ipson
Teresa Keller
John Liter
Jo Moncrief
Diane Noah
Pat Poepping
Janice Robinson
Bonnie Seehase
Annette Sweet
Diane Simbro

WIB STAFF

Brandi Glover
Sharon Hillard
Brant Long
Nickie Newell
Linda Studer

CLEOs

Lyndon Bode
Ron Brewer
John Campen
Rodney Cooper
Dan Colbert
Glenn Eagan
Arden Engelage
Stanley Pickens
Ryan Poston
Roy Sisson
Glenn Turner
Steven Whitaker
Wayne Wilcox
Alan Wyatt

GUESTS

Cynthia Higgins, MERS/Goodwill
Sheree Prebe, Gamm Inc.
JoAnn Toerper, Boonslick RPC
Lana Vestal, DWD

NOMINATION OF NEW WIB MEMBER

Roll call of the Chief Local Elected Officials (CLEOs) was taken by Jo Moncrief, NEMO Workforce Investment Board Secretary/Treasurer. Fourteen CLEOs were present and a quorum of the CLEOs consortium was established.

The Northeast CLEO Consortium accepted the resignations of three WIB members Fred Vahle, John I. Wilson and Penny Schwartz.

CLEO Wayne Wilcox nominated Mark Chambers from Moberly Area Community College, Moberly, Missouri as a member of the Workforce Investment Board representing education. Alan Wyatt seconded the nomination, and the nomination was approved. Mr. Chambers replaces Terry Hughes who is no longer serving in that capacity.

MEETING CALLED TO ORDER

Chairperson Pat Poepping called the August 15, 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. Seventeen board members were present, and a quorum was established.

APPROVAL OF CONSENT AGENDA

Pat said the approval of the Consent Agenda included the approval of the agenda, previous meeting minutes and the financial reports. It was noted that a request could be made to have one or more of those items removed from the Consent Agenda to be considered separately.

Gordon Ipson moved to approve the consent agenda. Jo Moncrief seconded the motion, and the motion was approved.

CHIEF LOCAL ELECTED OFFICER ELECTIONS

Because the CLEO bylaws state that CLEO officers should be from the north, middle and south areas of the Northeast Region, Glenn Turner suggested the Consortium re-elect 1st Vice Chair John Campen and 2nd Vice Chair Arden Engelage to their respective positions. He noted that he had asked two Presiding Commissioners if they would be willing to serve as Chairperson. Lyndon Bode declined; however, Glenn Eagan said he would be willing to serve. Glenn asked for other nominations from the floor and there were none.

Lyndon Bode nominated Presiding Commissioner Glenn Eagan as Chairperson for the CLEO Consortium. Wayne Wilcox seconded the nomination, and the nomination was approved.

Ryan Poston nominated Associate Commissioner John Campen as 1st Vice Chairperson and Presiding Commissioner Arden Engelage as 2nd Vice Chairperson. Stanley Pickens seconded the nominations, and the nominations were approved.

CHIEF LOCAL ELECTED OFFICIAL BY LAWS

Glenn Turner reviewed the process and the reasons for the proposed amendments to the Chief Local Elected Official's By Laws. The major changes included the following:

- The Chairperson of the Consortium must be a Presiding Commissioner
- The 1st and/or 2nd Vice Chairperson(s) may sign documents and contracts when authorized by the Consortium in the absence of the Chairperson only if he/she is a Presiding Commissioner
- Major business (amendments to the By Laws and the election of officers) requires a 2/3 vote of the CLEO Consortium
- Routine business (business not outlined as major business) requires a simple majority vote of the CLEO Consortium

Arden Engelage stated that he was opposed to the amendment change that required the Chairperson of the Consortium to be a Presiding Commissioner. He felt Associate Commissioner Glenn Turner had done an excellent job as Chair of the Consortium. He added that in some cases an Associate Commissioner may have more time to devote to the Workforce Investment Board issues than their county's Presiding Commissioner.

Glenn Turner moved to approve the amendments to the Chief Local Elected Official's By Laws. Wayne Wilcox seconded the motion. The motion was approved with three votes opposed.

REVIEW OF WIB BY LAWS

A copy of the Workforce Investment Board's By Laws was sent to all WIB members prior to the meeting for their review. Pat said there were no changes to the By Laws and that the annual review was a requirement of the WIB's Local Plan. He asked everyone to sign the By Law Attestation sheet documenting their review before leaving the meeting. Pat also said if anyone had any recommendations for changes to the By Laws, they should refer them to the By Laws Committee Chairperson Clarice Hill.

COMMITTEE REPORTS

• One-Stop Committee (One-Stop Operator Designation)

The One-Stop Committee met on July 29, 2011 to discuss the issue of One-Stop Operator Designation. The following motion was presented from the One-Stop Committee.

Jo Moncrief moved that the NEMO Workforce Investment Board approve the One-Stop Operator Designation Roles and Responsibilities as signed by the consortium of required One-Stop Partners which states that the Functional Leader of each Missouri Career Center and their employer of record be designated and certified as the One-Stop Operator for the Moberly, Hannibal, Kirksville and Warrenton Missouri Career Centers. The One-Stop Committee also recommends that the NEMO Workforce Investment Board Chairperson be authorized to sign this agreement. Janice Robinson seconded the motion. After discussion, the motion was approved.

Commissioner Glenn Turner moved that the recommendation of the One-Stop Committee be approved. Commissioner Stanley Pickens seconded the motion, and the motion was approved.

CAREER CENTER UPDATES

- **Introduction of Functional Leaders**

Linda Studer introduced Cindy Higgins, from MERS/Goodwill Industries, who is the Functional Leader for the Missouri Career Centers at Hannibal, Kirksville and Moberly. Linda said Cindy was hired in early July. She is originally from La Plata, but is in the process of moving to Moberly. Linda said MERS/Goodwill had also fulfilled their contract for staffing requirements and hired the other three staff for the career centers. Since about day one, WIB staff has had the new staff, except for the individual hired last Friday, in training at least two days a week. Staff also attended three full days of training at central office in Jefferson City. While there Cindy had the opportunity to experience a Quarterly Regional Functional Leader Training where she met with Functional Leaders throughout the state. Linda said WIB staff would continue weekly training until there was no longer a need. In addition, training would be scheduled for events as processes changed. Linda said things were going well overall, and the career centers were busy getting individuals ready to go to school.

Linda introduced JoAnn Toerper, from Boonslick Regional Planning Commission who is the Functional Leader for the Missouri Career Center at Warrenton. She said JoAnn had been a Functional Leader at the Warrenton Career Center since the beginning of the Next Generation Career Center (NGCC) model last year. In addition, JoAnn has served as supervisor at the Warrenton Career Center for several years. JoAnn also attended the Quarterly Regional Functional Leader Meeting in Jefferson City which is always a great opportunity to share and gain information.

JoAnn said she was looking forward to an exciting year. The big buzz word right now was the National Career Readiness Certificate (NCRC). She encouraged those who were not familiar with the NCRC to contact a career center to find out more. JoAnn said the Warrenton Career Center was seeing a rise in job orders. They were entering them into the system as quickly as possible and working to match them with job seekers. Unfortunately, she was unsure how long this would last.

OTHER BUSINESS

- **Introduction of New WIB Staff**

Pat introduced Brant Long who was recently hired as the Fiscal Officer for the Workforce Investment Board.

- **Demographics of Job Seeking Customers Served Through the MO Career Centers**

Linda Studer reviewed the Demographics of Job Seeking Customers Served through the MO Career Centers report. She explained that the report contained counts of individuals enrolled and that reports of each time an individual received a service was not available. The last column of the report contained information regarding the number of individuals taking advantage of the workshops provided at the career centers. It was asked if the information could be provided by individual counties. Some individuals felt this may be too much information. Linda said she would try to provide some different data at the next meeting using the same report and format.

REVIEW OF WIB MEMBERSHIP

Pat said the name tags for tonight's meeting were now color coded. The name tags for CLEOs were green, public board members were yellow, private sector board members were gold, and

WIB staff were white. He suggested individuals mix the colors up as they choose where to sit at the next WIB meeting and get to know one another.

Three maps were provided to the Board members. Pat reviewed each of the maps. Some of the things the maps indicated were the NEMO Region's counties, CLEOs, WIB facilities, public and private members (active, inactive and resigned). Everyone was asked to check the maps for accuracy and some corrections were noted.

Pat mentioned that the Workforce Investment Act (WIA) says that 51% of the Board must be from the private sector. The need to replace inactive members, replace members that had resigned, and gain more private business representation from the northern counties was discussed. Gordon supplied a list of possible candidates for membership. Pat said it was up to the CLEOs to nominate individuals for the Board. He noted that it would be good to get the positions filled relatively soon because Northeast Power had offered to host a Board Orientation Training. Gordon said he and Mark Fuqua were going to be working on the Board Orientation Training, but the WIB needed to get the new members appointed first so the training wouldn't have to be held twice.

REPORT ON RECENT VISITS TO CAREER CENTERS

Gordon said after Pat and he were appointed Chair and Vice Chair they decided to visit the Career Centers. He said the Career Centers were all doing a good job and they all have Welcome, Skills and Jobs teams. Although they didn't all have the same thing, there was something good in each center. He noted that Warrenton has a 55" screen that scrolls all the job openings in the area for everyone to see, and their computer search screen has a welcome screen that is well organized so individuals can easily find the information they need. He said Hannibal has some great workshops and offers GED classes in the same building. Kirksville didn't have their 55" screen up yet, but they are getting it. They are housed in a building owned by Moberly Area Community College (MACC) and it is a good fit. Staff at the youth office in Macon work at the Career Center two days a week; however, they spend most of their time working in the field visiting the schools, etc. Moberly has their 55" screen up and they are starting to scroll those jobs. Gordon talked about the need to scroll jobs for areas outside the NEMO region such as Quincy, Iowa and Columbia to serve participants who live along our regional borders. He also talked about the need to find outside funding sources to provide additional funding for some of the needs they discovered, such as laptops. Gordon urged Board members to visit at least one Career Center. He said it is an eye-opening experience and Career Center staff really appreciates the Board taking an interest in what they are doing.

Cindy Higgins said the Moberly Career Center was one of the few sites chosen as a pilot project for a computerized interview software program called Interview Stream. Through the use of computer software, employers can come in and choose an interview person, logos to place behind the interview person, and questions they wish to ask the job seekers. The job seekers come in and sit in front of the computer and are asked the questions the employer previously chose through the computer system by the individual the employer previously chose. The job seeker can practice with 10 to 20 questions before beginning the actual interview. After all the job seekers have completed their interviews, the employer has the opportunity to view the interviews at his/her leisure via the web. Cindy said they have had a really good response and a couple of employers are interested in using the program. She said she may do a presentation of the software for the Board at a future meeting.

WIB COMMITTEE STRUCTURE

Brandi Glover said August 15-19 was National Workforce Week of Action which had been proclaimed to promote an increased interest in workforce training and to help keep more funds from being cut from Workforce Development. To do our part, the NEMO WIB had asked our local television stations to visit our area Career Centers to do some interviews. They plan to be at the Hannibal Career Center on Wednesday to interview Pat and Cindy, at the Warrenton Career Center on Thursday to interview JoAnn, and at the Kirksville Career Center on Friday to interview Gordon. She said Board members could also help by sending a letter to their legislator. She would be emailing all the members with website information so they could send a regenerated letter to their legislator.

Pat thanked those who agreed to chair a committee. He addressed the committee chairs and said when committees consider issues he would like them to come to the Board with a motion and a second so the issues would be ready for Board discussion. Since the area the Northeast region covers 8,500 square miles discussion was held on how to bring everyone together for committee meetings and the cost of doing so. Pat said we were thinking about purchasing web conferencing software to assist with or to allow us to hold some of the meetings online. He asked anyone who had any ideas on what type of software to purchase to contact him or the WIB office. He would like the software to be simple but be able to do polling and white boarding. Jeff Anderson suggested doing a hybrid of the two and holding the meeting at different locations around the region (having the groups gather at different sites). Locations that may have conference capabilities were discussed.

Joyce Carroll moved that the Committee Structure List be approved. Jo Moncrief seconded the motion and the motion was approved.

CONFIRMATION OF NEXT MEETING DATE & LOCATION

The next NEMO Workforce Investment Board meeting is scheduled for October 17, 2011 at 7:00 p.m. The location will be announced.

ADJOURN

Kelly Hardcastle moved to adjourn the meeting. Dan Colbert seconded the motion and the meeting adjourned at approximately 8:30 p.m.

Submitted by,

Jo Moncrief