



# Board of Directors Meeting Minutes (Att. 1) December 18, 2018

### Private/Business Sector Members

- √ Brad Baker, US Bank (Chairman)  
Alan Brady, CFI
- √ Mark Elliff, Carthage Chamber of Commerce
- √ Stephanie Howard, Carthage Water & Electric Plant  
Jeff Meredith, Monett Area Chamber of Commerce
- √ Tom Sears, Arvest Bank  
Jane Sligar, New York Life Insurance
- √ Rhonda Stafford, RBC Horizon, Inc.  
Gary Turner, City of Sarcoxie

### Public Sector Members

- Chris Baker, Intl. Brotherhood of Electrical Workers
- Corin Berryhill, Carpenters Union Apprenticeship
- √ Julie Carter, Missouri Div. of Workforce Development
- √ Shiloh Cooper, Preferred Employment Services  
Linda Dishman, Joplin Schools
- Kiersten Shamhart, Missouri Vocational Rehabilitation
- √ Melissa Smith, Crowder College
- √ Teddy Steen, Ascent Recovery

Guests: WIB staff; Preferred Family Healthcare staff;  
partner staff; DWD staff

C = Conference call participation  
P = Proxy Representation

TOPIC	DISCUSSION	ACTION
<b>Call to Order and Recognitions</b>	<ul style="list-style-type: none"> <li>● Brad Baker called the meeting to order with introductions of members and guests, including new member Tom Sears.</li> <li>● Sherri announced that the WIB received the Missouri Association of Manufacturing One Source Alliance Award</li> </ul>	
<b>Consent Agenda Approval of Previous Board Meeting Minutes Sept. 18</b>	<ul style="list-style-type: none"> <li>● Provided as Attachment 1</li> </ul>	<ul style="list-style-type: none"> <li>● Motion to approve September minutes: Mark</li> <li>● Second: Teddy</li> <li>● Motion Passed</li> </ul>
<b>Finance Committee &amp; Reports</b>	<ul style="list-style-type: none"> <li>● Financial audit and reports provided as Attachments 2 and 2.1 presented by Stephanie.</li> </ul>	<ul style="list-style-type: none"> <li>● Motion to approve: Rhonda</li> <li>● Second: Melissa</li> <li>● Motion Passed</li> </ul>
<b>Finance Committee &amp; Reports</b>	<ul style="list-style-type: none"> <li>● Brad announced that the contract with the CPA firm that conducts WIB audits will expire this year and there will need to be an RFP created for the board to vote on at the next meeting.</li> </ul>	

TOPIC	DISCUSSION	ACTION
<b>Board Governance</b>	<ul style="list-style-type: none"> <li>● Brad announced that the board needs to vote on new officers at the next board meeting. Any board member interested should email Sherri Rhuems. Check signers also are needed.</li> <li>● Sherri explained that we have openings for board members and that the need is greatest for members from small businesses.</li> </ul>	
<b>WIOA Mandates</b>	<ul style="list-style-type: none"> <li>● Revisions to the region's WIOA plan were provided as Attachment 3 and reported by Kris Baldwin.</li> </ul>	<ul style="list-style-type: none"> <li>● Motion to approve: Stephanie</li> <li>● Second: Rhonda</li> <li>● Motion Passed</li> </ul>
<b>WIOA Mandates</b>	<ul style="list-style-type: none"> <li>● Leslie Abram presented the DWD state EO monitoring report of the Southwest Region provided as Attachment 4.</li> <li>● Kris announced the need for a new staffing contract for Job Center services as of July 1, 2019. PFH will not submit a bid.</li> </ul>	
<b>Policy Revisions</b>	<ul style="list-style-type: none"> <li>● A Work Experience Program policy was created to formalize and standardize processes for the program, as provided in Attachment 5. Brad asked for a revision to clarify that the pay rate for WEPs was based on the Missouri minimum wage, not the federal minimum wage.</li> </ul>	<ul style="list-style-type: none"> <li>● Motion to approve as revised: Mark</li> <li>● Second: Teddy</li> <li>● Motion Passed</li> </ul>
<b>Policy Revisions</b>	<ul style="list-style-type: none"> <li>● Revisions to the Harassment, Discrimination &amp; Retaliation Policy were presented by Leslie as part of Attachment 5.</li> </ul>	<ul style="list-style-type: none"> <li>● Motion to approve: Rhonda</li> <li>● Second: Mark</li> <li>● Motion Passed</li> </ul>
<b>Policy Revisions</b>	<ul style="list-style-type: none"> <li>● Revisions to the Accommodation Policy were presented by Leslie as part of Attachment 5</li> </ul>	<ul style="list-style-type: none"> <li>● Motion to approve: Rhonda</li> <li>● Second: Stephanie</li> <li>● Motion Passed</li> </ul>
<b>WIB Quarterly Report</b>	<ul style="list-style-type: none"> <li>● Closure of Vatterott College on Dec. 17 was discussed. WIB and partners will be joining to help students and employees take next steps.</li> <li>● New carpet is being installed and some walls are being painted at the Joplin Job Center. The new parking lot is complete and being used by staff and customers.</li> <li>● The WIB's current CLEO is retiring and a new one will be needed. Preliminary work is being done to have a new one in place.</li> <li>● Sherri reviewed upcoming and recent past events put on by the WIB and Job Centers.</li> <li>● Tom "Bubba" Evansco presented a client success story video showing how the WIB, Job Center, employers and partner agencies worked together to help a client turn his life around.</li> </ul>	

TOPIC	DISCUSSION	ACTION
<p><b>Member Roundtable</b></p> <ul style="list-style-type: none"> <li>● Tom: Still learning about the WIB and willing to help recruit new board members.</li> <li>● Teddy: Ascent Recovery has received \$20,000 toward the realization of a community center for recovery support.</li> <li>● Sherri: Training for new board members will start early next year.</li> <li>● Shiloh: Funding for services to help kids in foster care has been cut, but they are looking to hire a new employee to work with that program.</li> <li>● Julie: The Skill Up Program ends May 31.</li> <li>● Leslie: The region is planning its first-ever Build My Future in Southwest Missouri career expo and hiring event for April 11. Sponsors are needed.</li> <li>● Bubba: The Healthcare Career Expo and hiring event is scheduled for Jan. 15 Exhibitors are set, but there's still space for employers.</li> <li>● Melinda Carrico: Two more check signers are needed for financial documents.</li> <li>● Troy Roland: Missouri Enterprise is partnering with the Job Center to conduct beginning manufacturing training, followed by a job fair. The training will be Jan. 29 to Feb. 1 at the Job Center. The Veterans Community Involvement Workshop will be at the Job Center on Jan. 7</li> <li>● Starla Payton: The region is expecting more WEP and OJT placements.</li> <li>● Mary Tappana: DWD is emphasizing a training program called Empower for employees. After state staff have completed the training, it will be available to partner staff.</li> <li>● Pam Regan: The summer jobs program is winding down and the region is on track for expenditures. Youth enrollments are increasing and a youth career manager job currently is open.</li> <li>● Leah Barber: Appreciative of the great things happening in the Southwest Region.</li> </ul>		
<p><b>Adjourn</b></p>	<ul style="list-style-type: none"> <li>● Next board meeting: Tuesday, March 19, 2019</li> </ul>	<ul style="list-style-type: none"> <li>● Motion to Adjourn: Melissa</li> <li>● Second: Stephanie</li> <li>● Motion passed</li> </ul>
<p><b>Secretary Signature</b></p>		