



South Central  
**WORKFORCE**  
*Investment Board*

408 Washington Ave., Suite 210, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ Fax 417-257-2633 ❖ MO  
Relay 711

**Committee for Inclusion Meeting**  
**1:00pm, 9/11/219**  
**Call- In: 877-594-8353, participant code is 59964688**

**Agenda:**

- Approval of Minutes-09/04/19
- Inclusion Event's 2019

**Next Meeting Date- Tuesday, 9/17/19 at 9:00am**

September 11, 2019

Partner of **americanjobcenter** network

South Central Workforce Investment Board is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.



**SCWIB Committee for Inclusion  
September 11, 2019 Meeting Minutes**

**Attendees:** Robin Thomas (Chair), Don Harris, Teri Ebel, Wanda Wallace, Cathy Hicks, and Vanae Emerick

Robin called the meeting to order at 1:04 PM

Don made a motion to approve minutes from 09/4/2019. Crystal seconded. All in favor.

**October Inclusion Event:** Discussion was had for the upcoming 2019 Fall Inclusion events

**Date/Time (confirmed):**

- West Plains, Thurs., 10/ 10/19; 9 AM- 12 PM; Ozarks Small Business Incubator
- Poplar Bluff, Tues., 10/15/19; 9AM-12PM; Poplar Bluff Chamber of Commerce

**Event Name (confirmed):** *Beyond Barriers: Supporting Mental Health in the Workplace*

**Event Theme (confirmed):** Mental Health and Substance Abuse issues in the workplace

**Schedule (confirmed):**

- 8-9 AM Set Up (U-shape; resource table at the back for agencies brochures, info sheets, flyers); committee supplies decorations, if possible
- 9-9:30 AM Registration table out front manned by one person
- 9:30-10:30 AM Robin (MC) welcomes and explains housekeeping info; Vanae presents opening remarks and Opioid Grant info; Main Presenter
- 10:30-11 AM Brunch and Networking
- 11-12 PM Panel Discussion with questions from the audience (Facilitator: Jennifer Taylor)

**Presenters:**

- National Alliance on Mental Health (NAMI): Robin has reached out to national level who suggested local people be presenters. They have not responded to Robin's calls/contacts. She will pursue.
- Missouri Institute for Mental Health: Robin contacted Jessica and Nicholas (per suggestion from Don) but they are unable to be there; Don suggests contacting Duane Shumack, lead Employment Specialist at the central office or Sandy Counselor from the St. Louis area
- Vocational Rehabilitation Mental Health Liaison?
- Panelists:
  - Royal Oaks: Corporate HR Director, Wendy Green (HR Director-WP), employee
  - Crystal will see if she has an employer for the panel

- Panel questions will be determined 1-2 weeks prior to the events when we have the all of the panelists; questions will be provided to panelists prior to the event
- Additional panelists? Share panelists for both events?

**Marketing/Event Materials and Outreach:**

- Save the Date cards distributed by Robin, John and Teri through email and in person
- John and Teri email employers, make personal contacts, announce at Chambers of Commerce, etc.
- Jennifer will see if Sheila Cloud can pull additional employer list from MOJobs
- MOJobs e-Blast, if possible
- Flyer will be created by Valerie when we have presenters; may end up to be a generic flyer
- Jennifer will bring name plates and markers for participants at the events

**Food Sponsors:**

- West Plains- Preferred Family Healthcare/Diana Weaver sponsors brunch for 25-40 people (number to be determined 7-10 days prior to the event, depending on registration numbers)
- Poplar Bluff-Preferred Family Healthcare/Angie Tibbs?
- Simple food that facilitates networking

**Follow Up:**

- Robin created paper survey for participants to complete prior to leaving the event

**Action Items**

- Everyone: table decorations/candy
- Robin
  - Presenters/more panelists
  - MH county statistics to be shown on a PPT loop in the background prior to the start and during the brunch
  - Depths of Despair video
  - Speaker/Panelists photos/bios/philosophy/quotes for PPT and/or agenda
- Valerie
  - Event Flyer
  - Event Agenda
  - Candy-will the SCWIB provide for both events?
- Jennifer
  - Check with Sheila Cloud about employer email list
  - Bring name plates and markers
  - Facilitate panel
- Teri/John
  - OUTREACH - Distribute materials

Adjourned at 1:45 PM

**Next phone meeting: 9/17/19, 9:00am.**