



# South Central **WORKFORCE** *Investment Board*

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

## **Executive Committee Meeting**

**1:00 PM, October 9, 2018**

**Conference Call or 408 Washington Ave, West Plains; Room: Hanger**

**Call In Number 1-877-594-8353 Participant Code 59964688**

### **Agenda:**

- Approval of Minutes.....*Action Needed*
- WIOA Performance; Adult, Dislocated Worker, and Youth- Update
- Fiscal -Update
- Program Budget- Update
  - WIOA
  - MO-42/DRJP- Update
- Administrative Budget.....*Action Needed*
- Policies
  - Follow-up.....*Action Needed*
  - Conflict of Interest.....*Action Needed*
- Work Ready Communities- Update
- Committee for Inclusion: 3<sup>rd</sup> Annual Event- Info
- Legal Services of Southern Missouri- Info
- SkillUp- Info

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



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**October 9, 2018 Executive Committee Meeting Minutes**

Committee Members Present: Garland Barton, Board Chair (via phone); Johnny Murrell, Board Treasurer; Becky Brooks, Board Vice-Chair and One Stop Committee Chair (via phone); Zach Williams, CLEO Consortium Chair, Jeff Cowan, CLEO Consortium Vice-Chair, Mark Collins, and Lisa Aden (via phone)

Committee Members Absent: Steve Halter

Guests Present: Vanae Emerick, Board Executive Director.

Call to Order: Garland Barton called the meeting to order at 1:05 pm.

Approval of Minutes: Lisa Aden made a motion to approve minutes from July 10, 2018. Becky Brooks seconded. All in favor, motion passed.

WIOA Performance- Adult & Dislocated Worker: Vanae Emerick presented reports on number of individuals served. ResCare and Ozark Action will present on performance during full meeting on October 23, 2018.

Fiscal: Vanae Emerick presented Board Report, total grant award amounts, and expenditures to date. Vanae explained SCWIB received a Monthly Statement from MO Division of Employment Security dated 9/18/18 informing the company of interest due in the amount of \$32.47 for failure to file on time 1/2018 quarter. State of Missouri will not waive interest charges, therefore SCWIB processed for payment. Vanae Emerick also explained Federal Form 941 for 2017: Employer's Quarterly Federal Tax Return for Tax had not been filed on time for 3<sup>rd</sup> quarter 2017, 4<sup>th</sup> quarter 2017, or 1<sup>st</sup> quarter 2018.

Administrative Budget: Vanae Emerick made the recommendation that Donna Smith successfully met performance expectations during her first 6 months of employment with SCWIB and therefore salary should be increased by \$2,000. Becky Brooks made a motion to approve administrative budget as presented with salary increase of \$2,000 for Donna Smith to go in effect starting 11/4/18 pay period. Jeff Cowan seconded. All in favor, motion passed.

Policies: Vanae Emerick reviewed the Follow-Up policy. Jeff Cowan made a motion to approve policy. Mark Collins seconded. All in favor, motion passed. Vanae Emerick reviewed the Conflict of Interest policy. Becky Brooks made a motion to approve policy. Jeff Cowan seconded. All in favor, motion passed.

Work Ready Communities: Vanae Emerick provided an update that Texas County and Ozark County recently became certified and received their Work Ready Community proclamation. The counties not yet participating include: Carter, Oregon, Shannon, Reynolds, and Wright.

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Committee for Inclusion: Vanae Emerick invited all to attend the committee's 3<sup>rd</sup> Annual Inclusion Event; West Plains- 10/11/18 and Poplar Bluff- 10/16/18.

Legal Services of Southern Missouri: Vanae Emerick provided information about Legal Services request to have an attorney housed in the Poplar Bluff Job Center. Attorney services would be free in exchange for office space, desk, chair, and WiFi. Request was made to determine if office space is available at the Poplar Bluff Center because the attorney would expect to have a walled in, closed office for confidentiality purposes.

SkillUp: Vanae Emerick discussed a SkillUp grant would soon be received by SCWIB and these funds are to be used before WIOA funds.

Lisa Aden made a motion to adjourn the meeting at 2:38 pm. Johnny Murrell seconded.

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Steve Halter, Secretary