

# MEMO

TO: Northwest Region Workforce Investment Board, Chief Elected Officials,  
and Interested Parties

FROM: Lisa McGhee, WIB Chair  
Lisa Hostetler, WIB Director

DATE: June 17, 2011

RE: Executive Committee Meeting  
Tuesday, June 21, 2011  
Conference Call

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The Executive Committee of the Northwest Workforce Investment Board will hold a meeting by conference call on Tuesday, June 21, 2011 at 9 a.m.

## Executive Committee Meeting Agenda Tuesday, June 21, 2011

Roll Call

### BUSINESS MEETING

1. Fiscal monitoring of GHCAA WIA Youth Program
2. PY11/FY12 WIA Youth Program contract discussion

*Through partnership with each local community, it is our vision that every employer will maintain a qualified, productive workforce; and that every job-seeker will have education and training opportunities throughout their lifetime, which lead to lasting, living-wage jobs commensurate with their abilities and goals*

# Workforce Investment Board Executive Committee Meeting Minutes June 21, 2011; 9:00 a.m.

## Conference Call

The Executive Committee of the Northwest Region Workforce Investment Board (WIB) met by conference call at 9:00 a.m. on Tuesday, June 21, 2011. There were six (6) Committee Members, one (1) other Board Member, one (1) Presiding Commissioner, and three (3) WIB staff present on the call. Those present included the following:

### Executive Committee Members

Kent Osborn                      Lisa McGhee                      Darold Hughes                      Priscilla Whitt                      Randy Railsback  
Yvonne Wright

### Board Members

Neil Nuttall

### Presiding Commissioners

Eva Danner Horton, Livingston County Commissioner

### WIB Staff

Lisa Hostetler                      Jeanie Whitney                      Miranda Brummett

**BUSINESS MEETING** – Roll call was taken and a quorum established.

### Executive Committee Report

1. Executive Committee Members discussed a letter from the Missouri Attorney General to Green Hills Community Action Agency CEO Scott Long and GHCAA Board Members. The letter indicates concerns related to possible lack of attention to financial matters and potential budget shortfalls; that possible budget shortfalls may have caused Green Hills to improperly spend funds from government contracts and restricted donations; and a concern that members of the GHCAA Board of Directors are not receiving the information necessary to adequately address these issues.

The relationship between the NW WIB and GHCAA was discussed. The NW WIB provides Workforce Investment Act (WIA) funding to GHCAA for the WIA Youth Program. NW WIB Fiscal Manager Jeanie Whitney confirmed to Executive Committee Members that prior annual fiscal monitoring conducted by the WIB has not revealed any issues. Whitney did, however, note that the cost allocation method used by GHCAA has been discussed with GHCAA administration. A test of the newly invoked GHCAA cost allocation plan will be performed by Whitney during a monitoring visit the last week of June, 2011. No action was required nor taken.

2. Executive Committee members then discussed the impending new contract with GHCAA for the PY11/FY12 WIA Youth Program, beginning July 1, 2011. The options mentioned were to re-bid the Green Hills sub-region Youth Program or extend the existing GHCAA contract on a contingency basis. Executive Members agreed that the best way to proceed is to enter into a new, standard contract with GHCAA and conduct enhanced monitoring to ensure WIA funds provided to GHCAA are used for their intended purposes. No action was required nor taken.

The conference call meeting was adjourned at 9:41 a.m.