

# MEMO

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

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

DATE: May 24, 2011

RE: Workforce Investment Board Meeting  
Tuesday, June 7, 2011  
Cameron Nutrition Center  
Cameron, MO

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The Northwest Workforce Investment Board will hold a meeting on Tuesday, June 7, 2011 at Cameron Nutrition Center, 315 E. 3rd, Cameron MO.

***Directions to Cameron Nutrition Center:***

*From the West – Take US 36 east to I-35 Business Loop/US 69 at Cameron. Turn south onto US 69/N. Walnut Street. Travel approximately .9 miles to East 3<sup>rd</sup> Street; turn left (east) onto E. 3<sup>rd</sup> – Cameron Nutrition Center is on the left.*

*From the East - Take US 36 west to I-35 Business Loop/US 69 at Cameron. Turn south onto US 69/N. Walnut Street. Travel approximately .9 miles to East 3<sup>rd</sup> Street; turn left (east) onto E. 3<sup>rd</sup> – Cameron Nutrition Center is on the left.*

- The Executive and Program Oversight Committees will meet in joint session at **5:00 p.m.**  
**Executive Committee Members:** Lisa McGhee; Rick Gronniger; Yvonne Wright; Priscilla Whitt; Kent Osborn; Darold Hughes; and Randy Railsback  
**Program Oversight Committee Members:** Dr. Neil Nuttall; Daisy Workman; Peggy Ellis; Don Gitthens; Penny Adams; Anita Coulter; and Debb Trautloff.

**Please RSVP to our office by noon on Wednesday, June 1, 2011** to indicate if you will be in attendance at the meeting. You may call 1-800-794-3535 or email Jeanie Whitney [jwhitney@mail.ncmissouri.edu](mailto:jwhitney@mail.ncmissouri.edu).

*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.*

Northwest Workforce Investment Board Meeting Agenda  
Tuesday, June 7, 2011  
Cameron Nutrition Center

5:00 – Executive and Program Oversight Committees Meeting (in joint session)

6:00 – Dinner

6:30 – BUSINESS MEETING

Introduction of Commissioners and Guests

Roll Call / Establish Quorum

A. Consent Agenda – **ACTION REQUIRED** in one motion

1. Minutes of previous meeting – May 3, 2011 (*below*)
2. Expenditure Reports: WIA Youth and NGCC (*below*)
3. DWD Fiscal Monitoring Report (*as an email attachment with meeting announcement*)

B. Committee Reports

Joint Session of Executive and Program Oversight Committees – **ACTION REQUIRED** on each below

- ✚ WIB Administrative Budget (*sent to Committee Members prior to meeting*)
- ✚ WIA Adult & Dislocated Worker (NGCC) Contract Extensions (*sent to Committee Members prior to meeting*)
- ✚ Northwest Region Plan Modification - Planning Budget Summaries (*sent to Committee Members prior to meeting*)
- ✚ DWD Quality Assurance/Continuous Improvement Review Report (*sent to Committee Members prior to meeting*)
- ✚ Subcontractor Audit Reports (*sent to Committee Members prior to meeting*)

C. Updates and Other Business

1. Appointment of Nominating Committee for Officers of the Board – **ACTION REQUIRED**
2. Youth Incentives Policy Discussion (*tabled from March 29, 2011 meeting*) – **ACTION REQUIRED**
3. Next Generation Career Center (NGCC) Updates – **NO ACTION REQUIRED**
  - ✚ WIA Adult, WIA Dislocated Worker, Wagner-Peyser, Trade Act and WIA Youth Performance Overview Chart (*hand-out at meeting*)
4. WIA Funding Update – **NO ACTION REQUIRED**
  - ✚ Final allocation from DWD: WIA Adult funds = \$459,551 (11.27% cut compared to PY10/FY11 funding level); DW funds = \$370,633 (10.05% cut compared to PY10/FY11 funding level); Youth funds = \$548,106 (.69% cut compared to PY10/FY11 funding level)
  - ✚ Negotiations with subcontractors to maintain sufficient staffing and reduce overhead costs
  - ✚ Board meeting cost-saving measures

**Next Meeting – September 6, 2011 in Cameron**

**CONSENT AGENDA DOCUMENTS**

**Workforce Investment Board  
Meeting Minutes  
May 3, 2011**

**Countryside Hall, Cameron**

The Northwest Region Workforce Investment Board (WIB) met Tuesday, May 3, 2011, at Countryside Hall, Cameron, MO. There were twenty-four (24) Board Members, two (2) Presiding Commissioners, twenty-one (21) guests and three (3) WIB staff present. Those present included the following:

Board Members

Kent Osborn	Don Gitthens	Rick Gronniger	Lisa McGhee
Kim Ireland	Darold Hughes	Anita Coulter	Priscilla Whitt
Chad Boyd	Danah Fowler	Dave Leyland	David Bell
Randy Railsback	Connie Epperson	Yvonne Wright	Neil Nuttall
Debb Trautloff	John Zeliff	Scott Long	Peggy Ellis
Penny Adams	Bill Caldwell	Tom Bliss	Tye Parsons

Presiding Commissioners

Eva Danner Horton, Livingston County Commissioner

Harold Allison, DeKalb County Commissioner

Guests

Heather Swymeler, Access II	Licha Kelley-King, Access II	Deanna Brown, Access II
Rhonda Ewing, Youth Alliance	David Rich, Youth Alliance	Robin Hammond, Youth Alliance
Vicki Corwin, Access II	Tammy Pence, Access II	Janis Arn, Mo-Kan
Jenny Osborn, CAP St. Joseph	Katie Barnes, CAP St. Joseph	Lynette Saxton, CAP St. Joseph
Tyson Otto, GHCAA	Tim Rockhold, GHCAA	Maggie Reeve, CSI
Kayla Kempton, Mo-Kan	Janice Spearman, Mo-Kan	Judy Bagley, Pearl's II Eden for Elders
Roger Lenander, Youth Alliance	Lynette Wheeler, Youth Alliance	Steve Holdenried, Youth Alliance

WIB Staff

Jeanie Whitney	Lisa Hostetler	Miranda Brummett
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Judy Bagley, Administrator at Pearl's II Eden for Elders, Princeton, MO was introduced as a guest and potential Mercer County Business Representative on the Workforce Investment Board.

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

**CONSENT AGENDA**

*Motion was made by Dr. Neil Nuttall, seconded by Don Gitthens to approve minutes from the March 29, 2011 meeting. The motion passed by voice vote.*

**OTHER**

1. Lisa Hostetler provided Board Members an explanation for revisiting the PY11/FY12 WIA Youth Services contract proposals and vote from March 29, 2011 WIB meeting. Hostetler indicated that the Northwest sub-region vote for Northwest Missouri Regional Council of Governments of 15 'yes' votes, 2 'no' votes, and 7 abstentions is an unequivocal majority. The Green Hills sub-region vote for Access II Independent Living Center of 10 'yes' votes, 6 'no' votes, and 8 abstentions is in question, as is the vote for the ABCD sub-region for St. Joseph Youth Alliance with 9 'yes' votes, 5 'no' votes, and 10 abstentions.

Based on review of Robert's Rules of Order and the NW WIB By-Laws, as well as Parliamentarian and legal opinions, the Board will be given the opportunity to either confirm that the vote on March 29<sup>th</sup> is valid (confirm the contract awards for the two [2] sub-regions in question as noted above), or reconsider and re-vote.

Board Member Scott Long asked if the vote to confirm or reconsider should happen by sub-region; answer in the negative. *Kent Osborn made a motion to confirm the vote of March 29, 2011; second by Yvonne Wright. Motion failed on roll-call vote with eight (8) 'yes' votes, thirteen (13) 'no' votes, and two (2) abstentions (Dave Leyland and Tom Bliss).*

*Motion to reconsider the vote; hear presentations by the 5 proposers (representing 2 sub-regions in question); and vote by sub-region (Green Hills and ABCD sub-regions separately) was made by Yvonne Wright, seconded by Rick Gronniger. Motion passed by roll-call vote with 23 'yes' votes, zero (0) 'no' votes, and no abstentions.*

The Green Hills sub-region proposers were called to the floor to make presentation. Tyson Otto for Green Hills Community Action Agency and Heather Swymeler for Access II Independent Living Center gave presentations of their respective proposals.

Following presentations, *Kent Osborn made a motion to vote on contract awards for the Green Hills sub-region by ballot; seconded by Rick Gronniger. Motion passed by roll-call vote with 23 'yes' votes, zero (0) 'no' votes and no abstentions.*

Board Chair Lisa McGhee appointed Board Members Peggy Ellis and Rick Gronniger as Tellers for the ballot voting process, with Priscilla Whitt as Chairperson of Tellers. Twenty-two (22) Board Members received ballots; Scott Long (as Board Member with a conflict of interest) did not receive a ballot. Chairperson of Tellers read the Tellers' Report; Chair Lisa McGhee reported the result of the vote to the full Board. There were sixteen (16) votes for Green Hills Community Action Agency, six (6) votes for Access II, with one (1) abstention as noted above. Twelve (12) votes were required to reach majority. Contract award for the PY11/FY12 WIA Youth Services to Green Hills Community Action Agency for the Green Hills sub-region with 69.5% of votes was confirmed.

The ABCD sub-region proposers were called to the floor to make presentation. Lynette Saxton for Community Action Partnership of Greater St. Joseph, Kayla Kempton for Mo-Kan Regional Council, and Rhonda Ewing for St. Joseph Youth Alliance gave presentations of their respective proposals.

Following presentations, *Kent Osborn made a motion to vote on contract awards for the ABCD sub-region by ballot, with the top 2 vote-getters being voted on if a second vote is required to achieve majority; seconded by Yvonne Wright. Motion passed by roll-call vote with 21 'yes' votes, zero (0) 'no' votes and two (2) abstentions (Dave Leyland and Tom Bliss).*

Tellers distributed ballots to twenty-one (21) Board Members; Dave Leyland and Tom Bliss (as Board Members with conflicts of interest) did not receive ballots. Chairperson of Tellers read the Tellers' Report; Chair Lisa McGhee reported the result of the vote to the full Board. There were seven (7) votes for Community Action Partnership of Greater St. Joseph, three (3) votes for Mo-Kan Regional Council, and eleven (11) votes for St. Joseph Youth Alliance with two (2) abstentions as noted above. There was no majority reached (12 votes were required).

Ballots were distributed again to twenty-two (22) Members with Community Action Partnership of Greater St. Joseph and St. Joseph Youth Alliance on the ballot. Mo-Kan was removed as the bottom vote-getter; Board Member Tom Bliss, representing Mo-Kan, was allowed a ballot vote. Chairperson of Tellers read the Tellers' Report; Chair Lisa McGhee reported the result of the vote to the full Board. There were eight (8) votes for Community Action Partnership of Greater St. Joseph and thirteen (13) votes for St. Joseph Youth Alliance with one (1) abstention (Dave Leyland). Twelve (12) votes were required to reach majority. Contract award to St. Joseph Youth Alliance for the ABCD sub-region with 56.5% of votes was confirmed.

WIB Chair Lisa McGhee thanked the bidders for their work preparing proposals and thanked Board Members for their diligence during the proposal review and contract award process.

Meeting was adjourned.

**Next Meeting – June 7, 2011 in Cameron**

## Youth Expenditures through 4/30/11

	Youth - 80%		
	Budget	Expenses	% Exp.
<b>St. Joe CAP - Carryover</b>	9,967.37	9,967.37	100%
New PY /FY	235,953.00	157,557.26	67%
TOTAL	245,920.37	167,524.63	68%
<b>CSI - Carryover</b>	14,525.82	14,525.82	100%
New PY /FY	84,943.00	47,187.64	56%
TOTAL	99,468.82	61,713.46	62%
<b>GHCAA- Carryover</b>	29,177.69	29,177.69	100%
New PY /FY	151,010.00	101,877.74	67%
TOTAL	180,187.69	131,055.43	73%
<b>* includes SPYC match</b>			
<b>St. Joe CAP - SPYC 85%</b>	15,676.91	15,676.91	100%
TOTAL	15,676.91	15,676.91	100%
<b>CSI - SPYC 85%</b>	2,375.51	2,375.51	100%
TOTAL	2,375.51	2,375.51	100%
<b>GHCAA- SPYC 85%</b>	11,605.16	11,605.16	100%
TOTAL	11,605.16	11,605.16	100%
<b>GHRPC- Carryover</b>	N/A	N/A	N/A
New PY /FY	N/A	N/A	N/A
TOTAL	N/A	N/A	N/A
<b>NW - Carryover</b>	N/A	N/A	N/A
New PY /FY	N/A	N/A	N/A
TOTAL	N/A	N/A	N/A
<b>WIB - Carryover</b>	3,250.81	3,250.81	100%
New PY /FY	80,030.16	47,840.00	60%
TOTAL	83,280.97	51,090.81	61%
<b>Total Carryover</b>	<b>86,579.27</b>	<b>86,579.27</b>	<b>100%</b>
<b>Total New PY/FY</b>	<b>551,936.16</b>	<b>354,462.64</b>	<b>64%</b>
NW TOTAL	638,515.43	441,041.91	69%

84% of program year

= Carryover funds - must be 100% spent by 6/30th

= New funds - PY/FY together must be 80% spent by 6/30th

# NGCC Expenditures through 4-30-11

NGCC Integrated Staffing						
	Adult			Dislocated Worker		
	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.
<b>MOKAN -Staffing</b>	262,961.25	98,584.42	-	-	90,103.38	72%
Career Center Exp. (St. Joe/Cameron)	58,775.28	13,122.15	-	-	12,859.36	44%
Participant Exp.	102,959.18	54,821.25	53%	93,426.40	55,872.18	60%
<b>TOTAL</b>	<b>424,695.71</b>	<b>166,527.82</b>		<b>93,426.40</b>	<b>158,834.92</b>	
<b>GHRPC -Staffing</b>	122,322.08	52,214.40	-	-	47,894.41	82%
Career Center Exp. (Trenton, Chilli, Bethany)	33,740.51	6,869.91	-	-	5,701.58	37%
Participant Exp.	84,893.88	48,404.74	57%	60,592.89	41,449.53	68%
<b>TOTAL</b>	<b>240,956.47</b>	<b>107,489.05</b>		<b>60,592.89</b>	<b>95,045.52</b>	
<b>NW -Staffing</b>	79,370.50	29,483.39	-	-	27,412.02	72%
Career Center Exp. (Maryville/Mound City)	41,762.34	17,094.18	-	-	13,431.15	73%
Participant Exp.	35,065.31	15,232.29	43%	29,833.50	8,755.50	29%
<b>TOTAL</b>	<b>156,198.15</b>	<b>61,809.86</b>		<b>29,833.50</b>	<b>49,598.67</b>	
<b>Total Staffing</b>	<b>464,653.83</b>	<b>180,282.21</b>	-	-	<b>165,409.81</b>	<b>74%</b>
<b>Total Career Center</b>	<b>134,278.13</b>	<b>37,086.24</b>	-	-	<b>31,992.09</b>	<b>51%</b>
<b>Total Participant</b>	<b>222,918.37</b>	<b>118,458.28</b>	<b>53%</b>	<b>183,852.79</b>	<b>106,077.21</b>	<b>58%</b>
<b>NW TOTAL</b>	<b>821,850.33</b>	<b>335,826.73</b>		<b>183,852.79</b>	<b>303,479.11</b>	

\* Staffing and Career Center budgets are shown in the Adult column, but expenditures are allocated between the Adult and DW funding streams (84% of program year has passed).

Agency to Participant Cost Ratio		
YTD Agency Costs	\$ 414,770.35	65%
YTD Participant Costs	\$ 224,535.49	35%
YTD Expenditures	\$ 639,305.84	100%