

**ECONOMIC GROWTH REGION 6  
WORKFORCE INVESTMENT BOARD**

**June 22, 2011  
Meeting Minutes**

**Present:** Stuart Armstrong, Ron Best, E. Roy Budd, John Carl, Gail Chesterfield, Fred Davis, Dorothy Douglass, Rhonda Duning, Mark Goldman, Rob Jeffs, Emily Jerman-Brown, Milo Miller, Jr., Sonya Paul, Kevin Polivick, Rick Taylor, and Dennis Wimer

**Absent:** Gary Barrett, Joe Evans, Tony Hart, Elizabeth Hightower, Bob Hobbs, Tim Loyd, Jim Riggle, Tim Rogers, Jerry Sprouse, Alan Terlep, Deb Tipton, Mike Toschlog, and Brad Wilson

**Others Present:** Valerie Alexander, Karen Bailey, Tracy Dishman, Jacob Everett, Stephanie Goodman, Dave Koesters, Mellisa Leaming, and Barbara Street

**OPEN SEATS:** In Process of Appointment & Certification

**EGR6 WIB Seats:** Current Fully Appointed Members = 28

**Quorum to conduct business:** Yes

**Required votes to conduct business:** Majority

**CALL TO ORDER & INTRODUCTIONS:** The meeting was called to order at 10:00 AM at the Henry County WorkOne office by Chair Rhonda Duning. Introductions were conducted.

**BOARD ORIENTATION REFRESHER:** Barbara Street conducted a board orientation refresher for the benefit of new members.

**DECLARATION OF CONFLICTS OF INTEREST:** Chair Rhonda Duning requested members to declare any conflicts of interest. None were declared.

**CONSENT AGENDA:** Stuart Armstrong made a motion to approve the Consent Agenda. John Carl seconded the motion and the motion passed unanimously. The Consent Agenda consisted of the EGR 6 WIB 04/27/11 Meeting Minutes.

**UPDATES:**

**Jacob Everett, Director of Planning & Research,** presented the board with a brief overview of the initial work that was done on the Strategic Plan through the Regional Workforce Board and how it was developed.

**Valerie Alexander, Grants & Contracts Management Director,** presented the board with the Metrics Report for April, 2011 and May, 2011.

**Dave Koesters, Director of Human Resources,** gave an update on the revised organizational chart of operations staff and management staff. He also provided a history of the process that was completed to hire current staff and gave an update on the current open positions yet to be filled.

**Mellisa Leaming, Director of Operations,** gave an explanation of our customer services, the number of individuals currently enrolled, and a general description of what the public WorkOne services have to offer. She also shared that the Workforce & Business Services/Accountability Committee are currently reviewing the performance measures and how we are doing in comparison to other regions.

**Tracy Dishman, Director of Marketing**, presented the board with a review of our industry exposure and how we currently talk to our customers, including networking events such as the annual meeting, open houses, and job fairs. Memberships and subscriptions, and the WorkOne magazine are some other examples presented as how others can learn about what we do.

### **DISCUSSION OF BOARD POLICY – RESOURCE DEVELOPMENT**

**OPPORTUNITIES:** Barbara Street discussed authorities and internal controls at the board level. Auditors and Monitors review to assure we are following the laws, but that are we also following our own policies. Resource development was also discussed and the number of ways it occurs. One of the opportunities that has presented itself is the opportunity to apply for funding to provide training to eligible veterans. Ron Best made a motion to approve application for funding to provide services to eligible veterans. Gail Chesterfield seconded the motion and the motion passed unanimously. Rick Taylor made a motion to pursue funding the Disability Employment Initiative. Fred Davis seconded the motion and the motion passed unanimously. Street provided policy options for consideration of the Board to guide staff in pursuing resources when the Board is not scheduled to meet to review. After discussion Mark Goldman made a motion to approve a policy which provides staff assurance of Board approval and acceptance of funds if the funding assists in advancing the EGR 6 Strategic Plan. Roy Budd seconded the motion and the motion passed unanimously. This policy requires specific Board approval for those funds which provide for marginal contribution to the overhead, but fall outside of the Strategic Plan.

### **COMMITTEE REPORTS AND RECOMMENDATIONS:**

**Youth Council Report/Recommendations:** Karen Bailey reported that the Youth Council met on 5/11/11 and 6/9/11 and some of the actions that have resulted:

- Youth Program Budget
- Discretionary Funds Request to SWIC
- Youth RFP
- Request waiver from DOL for the required procurement of a Youth Service Provider

**Marketing & Communications Committee Report and Recommendations:** Tracy Dishman gave a brief update on the following:

- Annual meeting proposed date
- Timeline for deciding on a new name for the WIB
- Budget
- Pence Job Fair 7/22/11

Rhonda Duning distributed some information about the new venue for this year's annual meeting.

**Workforce & Business Services Accountability Committee Report:** Mellisa Leaming provided a description of the Self-Sufficiency Policy for customers resulting in their eligibility for skills training and a description of the Priority Index plan. Fred Davis made a motion to approve the Self-Sufficiency Policy (250% poverty level), the Priority Index, and the approval of Limited Funds for Adults through September 2011 with a quarterly review. Mark Goldman seconded the motion and the motion passed unanimously.

**Budget & Administration Committee Report:** Valerie Alexander reported that the committee met on 6/8/11 and made the following recommendations:

- Controls and Delegations
- Oversight of the procurement for IT Vendor (4EOS)

Rick Taylor made a motion to approve the recommendations. Milo Miller, Jr. seconded the motion and the motion passed unanimously.

**Personnel Committee Report/Recommendations:** Rick Taylor reported that the committee met on 6/3/11 and made the following recommendations:

- Terms and conditions of WIB Staff Acquisition
- Compensation plan & job offer parameters for WIB staff
- WIB Employee Benefits system

John Carl made a motion to accept the recommendations. Roy Budd seconded the motion and the motion passed unanimously.

**Executive Committee Report/Recommendations:** Barbara Street briefly reported on the terms of WIB members and how those were set up as staggered terms. Street also reported that there is a recommendation to transfer 30% of funds from the Dislocated Worker to Adult funding stream. Fred Davis made a motion to approve the recommendation. Roy Budd seconded the motion and the motion passed unanimously.

**ELECTION OF OFFICERS:** The floor was open for nominations for chair and vice chair. Rob Jeffs made a motion to elect Rhonda Duning as Chair and Brad Wilson as Vice Chair. Roy Budd seconded the motion and the motion passed unanimously.

**State Workforce Board Association Dues:** Barbara Street reported that the dues for this membership have doubled in cost to \$1,2600.00 and gave a brief explanation of what is received in return for payment of these dues. Roy Budd made a motion to approve the payment of dues for this membership. Mark Goldman seconded the motion and the motion passed unanimously.

**CHAIR REPORT:** None

**DISCUSSION OF NEXT MEETING DATE AND AGENDA:** Street discussed the next meeting date being the annual meeting event in September. The consensus of the board was to conduct a brief business meeting prior to the annual meeting event.

**FOR THE GOOD OF THE CAUSE:** None

**ADJOURNMENT:** With no other business to be conducted the meeting was adjourned at 1:20 PM.

Respectfully submitted,

Barbara Street  
Secretary