

**SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.**  
**MINUTES for JUNE 12, 2018**

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**I.**

**CALL TO ORDER**

The June meeting of the Southern 14 Workforce Investment board, Inc. was held on Tuesday June 12, 2018 at the Southeastern Illinois College in Harrisburg IL.

Chairman Royce Carter called the meeting to order at 7:00 p.m.

**II. ROLL CALL**

**ABSENT**

Lori Cox  
Brad Cross  
Connie Duncan  
Jay Edgren  
Wayne Eichorn  
Kevin Fetters  
Lawrence Fillingim  
Les Hardin  
Andrea Hays  
Tim Hocking  
Chris Howton  
Vicki Mayfield  
Ginger McBride  
Dean Rogan  
Randall Rushing  
Larry Steward  
Penny Valentine  
Neil Wagner  
Dawn Williams  
Denna Williams  
Bob Wolfe  
Royce Carter

Brandi Bradley  
Lena Hicks  
Florence Simpson  
Trina Warren  
Beth Wilson  
Rick Wilson

Also in attendance: Ashley Smith Shawnee Development Council, Pam Barbee, Lyn Stephens and Sheryl Walker So.14 Board Office.

**III. Approval of the Agenda**

Motion carried by voice vote

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.  
MINUTES for JUNE 12, 2018

---

**IV. APPROVAL OF THE MARCH 2018 MINUTES**

Following a review of the March 13, 2018 Meeting minutes, *Lawrence Fillingim* made the motion to approve the March 2018 minutes, *Larry Steward* seconded the motion, Motion was carried by Voice Vote.

**V. ACCEPTANCE FINANCIAL REPORTS**

Following a review of the March, April and May 2018 financial reports as presented *Dean Rogan* made a motion to approve the financial reports with *Dawn Williams* seconded.

*Motion was carried by roll call vote as follows:*

Lori Cox (yes), Brad Cross (yes), Connie Duncan (yes), Jay Edgren (yes), Wayne Eichorn (yes), Kevin Fetters (yes), Lawrence Fillingim (yes), Les Hardin (yes), Andrea Hays (yes), Tim Hocking (yes), Chris Howton (yes), Vicki Mayfield (yes), Ginger McBride (yes), Dean Rogan (yes), Randall Rushing (yes), Larry Steward (yes), Penny Valentine (yes), Neil Wagner (yes), Dawn Williams (yes), Denna Williams (yes), Bob Wolfe (yes), Royce Carter (yes).

**VI. CHAIRMAN COMMENTS**

Chairman Carter told the board members in attendance that the PY 16 Audit was completed, accepted by the executive committee and submitted prior to the March 31<sup>st</sup> due date.

Board Office will now be sending meeting information via email link to our website to view documents. A member portal will be created that can be password protected if necessary.

Any member who would prefer to have all documents mailed to them are to notify the board office.

**VII. EXECUTIVE DIRECTOR COMMENTS**

Executive Director, Pam Barbee; advised the board members of the unofficial results of the PY 17 DCEO monitoring.

She has requested DECO to arrange WIOA Technical Assistance Training in August due to the number of new case managers for both service providers.

She told the board of the \$138,000 increase for Case Management for Trade Honeywell layoffs were certified as a Trade.

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.  
MINUTES for JUNE 12, 2018

---

She also stated the Allocations & the PY18 MOU was set to be submitted Jun 29<sup>th</sup> and July 1<sup>st</sup> respectively.

**VIII. COMMITTEE REPORTS**

**PERSONNEL COMMITTEE:**

Personnel Committee met on June 7, 2018 via conference call to review the personnel section of the PY 18 Administrative Budget. A quorum was present.

The cost of the 3% Salary increase is \$2,817- with the \$1,500 increase of incentive budget total cost of the actions will be \$4,317. This will bring the personnel portion for the administrative budget from \$129, 257 to \$133,573. There are ample funds in the budget to accommodate this increase.

The committee brought to the board in the form of a ***motion: recommendation to give the Board Office staff a 3% Salary and Increase the budget for incentive awards by \$1,500.*** Motion was brought from Committee and no second was required. A roll call vote was as follows:

Lori Cox (yes), Brad Cross (yes), Connie Duncan (yes), Jay Edgren (yes), Wayne Eichorn (yes), Kevin Fetters (yes), Lawrence Fillingim (yes), Les Hardin (yes), Andrea Hays (yes), Tim Hocking (yes), Chris Howton (yes), Vicki Mayfield (yes), Ginger McBride (yes), Dean Rogan (yes), Randall Rushing (yes), Larry Steward (yes), Penny Valentine (yes), Neil Wagner (yes), Dawn Williams (yes), Denna Williams (yes), Bob Wolfe (yes), Royce Carter (yes).

**IX. FINANCE COMMITTEE:**

The Finance committee brought three motions to the board.

*1) The committee met prior to the June 12<sup>th</sup> board meeting to discuss the PY18 Allocated Budget. A quorum was present. The committee brings to the board in the form of a **motion to accept the PY18 Allocated Budget as presented and instruct the board office to submit the DECO application. This motion was seconded by Tim Hocking.***

Roll call vote was as follows:

Lori Cox (yes), Brad Cross (yes), Connie Duncan (yes), Jay Edgren (yes), Wayne Eichorn (abstained), Kevin Fetters (yes), Lawrence Fillingim (yes), Les Hardin (yes), Andrea Hays (yes), Tim Hocking (yes), Chris Howton (yes), Vicki Mayfield (yes),

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.  
MINUTES for JUNE 12, 2018

---

Ginger McBride (yes), Dean Rogan (yes), Randall Rushing (yes), Larry Steward (abstained), Penny Valentine (yes), Neil Wagner (yes), Dawn Williams (yes), Denna Williams (abstained), Bob Wolfe (yes), Royce Carter (yes).

- 2) ***The committee makes a motion to accept the modification restoring the funding to the PY 17 Allocated Budget*** as presented and instruct the board office to submit the DECO application. ***Kevin Fetters seconded the motion.***

Roll call vote was as follows:

Lori Cox (yes), Brad Cross (yes), Connie Duncan (yes), Jay Edgren (yes), Wayne Eichorn (abstained), Kevin Fetters (yes), Lawrence Fillingim (yes), Les Hardin (yes), Andrea Hays (yes), Tim Hocking (yes), Chris Howton (yes), Vicki Mayfield (yes), Ginger McBride (yes), Dean Rogan (yes), Randall Rushing (yes), Larry Steward (abstained), Penny Valentine (yes), Neil Wagner (yes), Dawn Williams (yes), Denna Williams (abstained), Bob Wolfe (yes), Royce Carter (yes).

- 3) The committee makes ***a motion to the full board to accept the PY18 Admin Budget as presented.*** This motion was brought by the committee, seconded by Dean Rogan

Roll call vote as follows:

Lori Cox (yes), Brad Cross (yes), Connie Duncan (yes), Jay Edgren (yes), Wayne Eichorn (yes), Kevin Fetters (yes), Lawrence Fillingim (yes), Les Hardin (yes), Andrea Hays (yes), Tim Hocking (yes), Chris Howton (yes), Vicki Mayfield (yes), Ginger McBride (yes), Dean Rogan (yes), Randall Rushing (yes), Larry Steward (yes), Penny Valentine (yes), Neil Wagner (yes), Dawn Williams (yes), Denna Williams (yes), Bob Wolfe (yes), Royce Carter (yes).

**X. OVERSIGHT COMMITTEE**

The Oversight committee met prior to the June 12 board meeting to review and select the firm to complete the PY17 Fiscal audit. After reviewing the 4 submitted responses to the RFP. Each response was scored using an evaluation Instrument by Director Pam Barbee the committee reviewed the evaluations and committee chair Chris Howton, made a ***motion for the board to accept the proposal made by Botsch and Associates CPAs LLC at a cost of \$6,600. No second required.***

Motion was carried by roll call vote as follows:

Lori Cox (yes), Brad Cross (yes), Connie Duncan (yes), Jay Edgren (yes), Wayne Eichorn (yes), Kevin Fetters (yes), Lawrence Fillingim (yes), Les Hardin (yes),

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.  
MINUTES for JUNE 12, 2018

---

Andrea Hays (yes), Tim Hocking (yes), Chris Howton (present), Vicki Mayfield (yes), Ginger McBride (yes), Dean Rogan (yes), Randall Rushing (yes), Larry Steward (yes), Penny Valentine (yes), Neil Wagner (yes), Dawn Williams (yes), Denna Williams (abstained), Bob Wolfe (yes), Royce Carter (yes).

**XI. POLICY AND PLANNING**

The Policy and Planning Committee Chair Ginger McBride made *a motion for the board to accept the requested corrections and or changes to the local plan*: Adult Priority of Service, Code of Conduct, Fraud Awareness and Incident Reporting, On-the-Job training (OJT) and Program Exit and Follow-up services. The Committee made the Motion, a second is not required.

Roll call vote:

Lori Cox (yes), Brad Cross (yes), Connie Duncan (yes), Jay Edgren (yes), Wayne Eichorn (yes), Kevin Fetters (yes), Lawrence Fillingim (yes), Les Hardin (yes), Andrea Hays (yes), Tim Hocking (yes), Chris Howton (yes), Vicki Mayfield (yes), Ginger McBride (yes), Dean Rogan (yes), Randall Rushing (yes), Larry Steward (yes), Penny Valentine (yes), Neil Wagner (yes), Dawn Williams (yes), Denna Williams (abstained), Bob Wolfe (yes), Royce Carter (yes).

**XII. ONE-STOP COMMITTEE**

The One-Stop committee met via conference call on June 12, 2018 to discuss the PY18 MOU. A quorum was present. The committee brings to the full board a *motion to accept PY18 MOU with the changes as presented*. Motion was from the committee no second was required.

Roll call vote as follows.

Lori Cox (yes), Brad Cross (yes), Connie Duncan (yes), Jay Edgren (yes), Wayne Eichorn (yes), Kevin Fetters (yes), Lawrence Fillingim (yes), Les Hardin (yes), Andrea Hays (yes), Tim Hocking (yes), Chris Howton (yes), Vicki Mayfield (yes), Ginger McBride (yes), Dean Rogan (yes), Randall Rushing (yes), Larry Steward (yes), Penny Valentine (yes), Neil Wagner (yes), Dawn Williams (yes), Denna Williams (yes), Bob Wolfe (yes), Royce Carter (yes).

**XIII. OTHER BUSINESS**

None

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.  
MINUTES for JUNE 12, 2018

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**XIV. ADJOURNMENT**

Les Hardin made a motion, and Larry Steward seconded to adjourn the meeting at 7:53 p.m.

Minutes Approved by \_\_\_\_\_ Date \_\_\_\_\_