

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.
MINUTES for March 9, 2021

I. CALL TO ORDER

The September meeting of the Southern 14 Workforce Investment Board, Inc. held on Tuesday, March 9, 2021, at Southeastern Illinois College in Harrisburg, IL. And via Zoom technology.

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

II. ROLL CALL

Brad Cross
Connie Duncan
Jay Edgren
Kevin Fetters
Andrea Hays
Lena Hicks
Tim Hocking
Ginger Harner
Chris Howton
Beth Rister
Neil Wagner
Chad Wargel
Trina Warren
Dawn Williams
Denna Williams
Rick Wilson
Beth Wilson
Royce Carter

ABSENT

Brandy Bradley
Quinn Edwards
Wayne Eichorn
Dorene Ewell
Dean Rogan
Flo Simpson
Larry Steward

Also in attendance: Angie Peyton WADI, Pam Barbee, Rita Steele, and Lyn Stephens, from So.14 Board Office.

III. APPROVAL OF THE DECEMBER 2020 MINUTES

Following a review of the December 2020 Board Meeting minutes, *Chris Howton motioned* to approve the December 2020 minutes. *Brad Cross* seconded the motion carried by Voice Vote.

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IV. ACCEPTANCE EXPENSES REPORT FOR DECEMBER 2020, JANUARY & FEBRUARY 2021

Following a review of December 2020 and January and February 2021 financial reports, *Ginger Harner* made a motion to approve the financial reports with *Rick Wilson* seconded.

The motion was carried by roll call vote as follows: Brad Cross (yes), Connie Duncan (yes), Jay Edgren (yes), Kevin Fetters (yes), Andrea Hays (yes), Lena Hicks (yes), Tim Hocking (yes), Chris Howton (yes), Ginger Harner (yes) Beth Rister (yes), Neil Wagner (yes), Chad Wargel (yes), Trina Warren (yes), Dawn Williams (yes), Denna Williams (yes), Beth Wilson (yes), Rick Wilson (yes), Royce Carter (yes)

V. CHAIRMAN COMMENTS

Chairman Carter announced that he would not be a candidate for the position of Chair at the end of the current term. He informed the board the state monitoring had been completed with satisfactory results. Chairman Carter thanked all the board members and office staff for their support and hard work for Southern 14. And reminded members that we need new board members, so if you have

VI. EXECUTIVE DIRECTOR COMMENTS

Director Barbee told the board members that only three Trade clients are left from the Airtex and Honeywell layoffs. They will finish this summer. She told the board that our mid-year review was very positive. She informed the board the state was working on a few COVID-related grants. There would be an increase in dislocated worker funds. Director Barbee has been attending Port of Cairo zoom meetings, and even though five years in the future, there will be a Job Fair in late April of 2021. She reminded the board that it was time once again for the MOU for the One-Stop Center.

VII. COMMITTEE REPORTS:

OVERSITE COMMITTEE met via conference call on February 10, 2021. Arlyne Stroman with Botsch and Associates presented to the Audit Committee for the period ending June 30, 2020. The auditors noted no findings or concerns. A quorum was present, so we bring the following from the Committee in the form of a motion: Accept the Audit for the period ending June 30, 2020, as presented; a second was not required, the motion carried by Voice Vote.

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EXECUTIVE COMMITTEE: Reviewed the Executive Directors' employee evaluation. They gave the Executive Director high marks for meeting her 2020 goals despite dealing with COVID-19 disruptions.

PERSONNEL COMMITTEE: Met February 23, 2021, a quorum was present, so we bring the following from the Committee in the form of a motion:

Motion #1 - Accept the employee evaluations as presented and award the annual incentive: Stephens and Walker \$1,750 each and Barbee \$4,000 from the administrative budget, and Steele \$1,750 from the programmatic budget. Committee Chair Kevin Fetters brought the motion, no second was required, *the motion was carried by roll call vote as follows:* Brad Cross (yes), Connie Duncan (yes), Jay Edgren (yes), Kevin Fetters (yes), Andrea Hays (yes), Lena Hicks (yes), Tim Hocking (yes), Chris Howton (yes), Ginger Harner (yes) Beth Rister (yes), Neil Wagner (yes), Chad Wargel (yes), Trina Warren (yes), Dawn Williams (yes), Denna Williams (yes), Beth Wilson (yes), Rick Wilson (yes), Royce Carter (yes)

Motion #2 - Make changes to the employee's holiday schedules and update the Personnel Policy to reflect the changes: Replace the currently observed holidays of Lincoln's and Washington's Birthdays with President's Day. Replace the presently observed holiday of Good Friday and the Friday after Thanksgiving with two additional personal days. Correct the statement concerning holidays that fall on weekends to reflect holidays that fall on Saturday or Sunday will be observed on the following Monday. Additionally, holidays falling on Friday will be observed on Friday; however, it is the employee's responsibility to flex their time within the pay period containing the holiday, ensuring that the time work does not exceed 40 hours in any week. Committee Chair Fetters brought the motion; no second required, the vote carried by Voice Vote.

Motion #3 - Increase the number of accumulated vacation days from 25 days to 45 days and update the Personnel Policy to reflect the change. Committee brought the motion, a second not required, Voice Vote carried the motion.

I. SERVICE PROVIDER COMMENTS:

Denna Williams presented a Shawnee Development Council update. Career Planners attended Jim Potts WIOA Eligibility and DCEOs Case Notes Training. Currently, there are sixteen people in the Work Experience and have sixteen on the waiting list. They have eighty-two client registrants. SDC is involved with the Port of Cairo Job Fair. The former client, now SDC employee Sandy Jones was chosen as the SDC Illinois Association of Community Action Agencies (IACAA) Family of Distinction.

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Angie Peyton from Wabash Area Development Presented a success story of Kimberly Hill, a young widow with three teenage sons. She became a Work Experience worker at WADI. Kimberly gained self-confidence, and with that independence, she was offered and accepted as an Outreach Worker for Wayne County. Ms. Peyton also presented client totals for the current quarter, and she noted that offices are still closed for client walk-ins, but they make every effort to serve clients remotely.

VIII. OTHER BUSINESS

None

IX. ADJOURNMENT

Kevin Fetters made the motion to adjourn, seconded by Chad Wargel, Carried via Voice Vote. The meeting adjourned at 7:21 p.m.

Minutes Approved by _____ Date _____