

So. 14 Board Meetings
Items Approved / Accepted
2009

January 13, 2009

- ▶ December 08, 2008 Board Minutes
- ▶ Financial Report December 2008
- ▶ Committee Chairpersons will remain as following:
Marketing/Public Relations: Royce Carter, Chair / Bill Jackson, Vice Chair
Adult/Dislocated Worker: Kevin Fetters, Chair / Mike Woley, Vice Chair
Program Certification/Finance: Chris Howton, Chair / Penny Valentine, Vice Chair
Planning: Ginnie Hartman, Chair / Kathy Rushing, Vice Chair
Personnel: Wayne Eichorn, Chair / Ray Cummiskey, Vice Chair
Youth Council: Wayne Eichorn, Chair
- ▶ Motion to approve the contract with Man-Tra-Con 'Creating and Implementing an Incumbent Worker Policy' was made by Chris Howton and seconded by Dean Rogan, Sr. Motion passed by roll call vote.
- ▶ Motion to approve the separation of Area 26's Local Monitoring Policy (as requested by DCEO)
Policy 23-Local Monitoring Policy
Policy 23A-Local Fiscal Monitoring Policy
Policy 23B-Local Programmatic Monitoring Policy
Policy 23C-Local Inventory Policy

Local Policy 24-Local Supporting Service Policy

Under Transportation the following was added:

For participants residing in any of the 14 counties comprising LWIA #26 and eligible to receive TAA (Trade) benefits; mileage will be reimbursed using the eligibility criteria and at the per mile rate mandated by the TAA, regardless of the funding source used for payment.

Southern 14 Fiscal Procedure Manual:

Board Member Travel & Stipend

A \$15 meal stipend and a travel reimbursement at the mileage rate established by the Federal Government (General Services Administration) shall be paid to each board member attending a Southern 14 monthly board or committee meeting.

February 10, 2009

- ▶ January 13, 2009 Board Minutes
- ▶ Financial Report January 2009
- ▶ Motion recommending hiring of Ms. Tiffany Collins for the Planner position with a starting salary of \$25,000.00 a year.

March 10, 2009

- ▶ February 10, 2009 Board Minutes
- ▶ Financial Report February 2009
- ▶ Motion recommending approval of Local Incumbent Worker Policy (No. 25) as submitted.

So. 14 Board Meetings
Items Approved / Accepted
2009

April 14, 2009

- ▶ March 10, 2009 Board Minutes
- ▶ Financial Report March 2009
- ▶ Change to Local Policy No. 24 (Supportive Services) page 2, third bullet to read “Mileage rate may be increased or decreased by a service provider for participants within their contracted counties if necessary. The rate shall not exceed the current standard mile rates established by the Internal Revenue Service”. Chris Howton brought the change to the board in the form of a motion. Motion was seconded by Bill Jackson.
- ▶ Budget modification to PY 08 administration budget to include a total amount of \$59,188.00 from special one time grants. This amount to be placed in miscellaneous line item of budget making a new administration budget total of \$402,357.00. Chris Howton brought this to the board in the form of a motion. Motion seconded by Royce Carter.
- ▶ Acceptance of the Recovery Act Adult and Dislocated Worker funds in the amount of \$1,254,697.00. Chris Howton brought this motion to the board in the form of a motion. Motion seconded by Dean Rogan, St.
- ▶ Acceptance of the Recovery Act Youth funds in the amount of \$895,475.00. Chris Howton brought this motion to the board in the form of a motion. Motion seconded by Bill Jackson.

May 12, 2009

- ▶ April 14, 2009 Board Minutes
- ▶ Financial Report April 2009
- ▶ 1.Modification to the following local policies:
 - a. Local Policy No. 5 (Dislocated Worker Needs Related Payments) – policy changed to mirror policy issued by the Department of Commerce and Economic Opportunity (DCEO).
 - b. Local Policy No. 6 (Adult Needs Related Payments) – policy changed to mirror policy issued by the Department of Commerce and Economic Opportunity (DCEO).
 - c. Local Policy No. 24 (Local Supportive Services):
 - Page 1 – All supportive services will be determined on an individual basis and may be decreased or increased based on fund availability.
 - Page 1 – Under Child Care to read:
Child care, if determined necessary per the local entities, will be reimbursed at the following rates.
 - Page 1 – first bullet to read: When Child Care Resources are obtained, WIA #26 will pay the copay to a maximum of \$250/ month. When Child Care Resources are not obtained, WIA #26 will pay, per child: 1-2 hours, \$7.50; 3-4 hours, \$10.00; 5-7 hours, 12.00; over 7 hours, \$15.00 (excluding payment to a parent or step parent of children, or persons residing in the household).
 - Page 1 addition of second bullet to read: LWIA 26 will not pay more than the usual and customary rate charged to private paying customers.
 - Page 2 under Other Supportive Services to read:
Supportive Services - Customer services for adult, dislocated workers and youth that are

So. 14 Board Meetings
Items Approved / Accepted

2009

May 12, 2009 cont.

necessary to enable WIA eligible individuals, who cannot afford to pay for such services, to participate in authorized WIA activities. Such services include but are not limited to transportation, vehicle insurance and repairs, clothing and shoes, child and dependent care, referrals to medical services (payment of medical services such as physicals or shots when related to training or employment), eye glasses and dental procedures, linkages to community services, housing and utility assistance.

- Page 2 addition of Classroom Based Stipends for Youth to read:
Classroom Based Stipends For Youth
At a minimum, stipend policies should be based on the following components:
 - 1) Stipends are allowable expenditures for unpaid work experience when the provision of stipend is included in the individual service strategy.
 - 2) Calculate the stipend by multiplying class hours times minimum wage less FICA and Medicare, or for example: 7 hours x (\$8.00-(8.00 x .0765)) = \$51.73.
 - 3) Successful participation in and completion of the classroom based activity must occur for the stipend to be paid. Stipend pay should reflect the current minimum wage as regulated by the Internal Revenue Service. The stipend may be increased or reduced to a lower rate by the service provider.

- Page 3 addition of Work Maturity Bonus and High School Diploma/GED Bonus for Youth to read:
Work Maturity Bonus for Youth
An individual may qualify for a \$25.00 work bonus if they consistently score about average on four out of seven questions on the supervisor's evaluation forms. In addition this must be done on 60% of all supervisor evaluations. This bonus will be checked at the end of June and December of each year. The Service Provider will monitor the individual's progress and will issue the incentive bonus once it is attained.

- High School Diploma/GED Bonus for Youth
Once the individual receives their High School Diploma/GED they will be eligible to receive a one time bonus of \$25.00. The ROE, School Contact Person, or Service Provider Case Manager will attain proof of the Diploma/GED and let the appropriate Service Provider know of the attainment of the bonus for processing of the check.

Mr. Howton requested the board be made aware of one (1) change made to policy no. 24 during the committee meeting; under 'Other Supportive Services' Line 1 should read 'Supportive Services – Customer services for adult, dislocated workers youth that are necessary to enable WIA eligible individuals,'

- d. New Local Policy No. 26 (Summer Youth Worksite Approval Policy) to read:
The Southern 14 Workforce Investment Board, shall use the following criteria for the purposes of determining the allow ability of a public or private, company, agency or organization to act as a worksite for summer youth employment:
To be eligible as a worksite for summer youth employment activities, the worksite may not have employees laid off, currently or within the preceding three months, in the occupation that the youth would be placed in to work.

So. 14 Board Meetings
Items Approved / Accepted
2009

May 12, 2009 cont.

Chris Howton brought the modifications of Local Policy 5, Policy 6, Policy 24 and the addition of Policy 26 to the board in the form of a motion. Motion was seconded by Ken Pettijohn. Motion carried by voice vote.

2. Approval of three new programs offered by West Kentucky Community & Technical College in Paducah, KY as follows:

Air Condition Technology
Health Physic (Radiologic Technologist/Technicians)
Industrial Maintenance Technology

Chris Howton brought this to the board in the form of a motion. Motion was seconded by Jack Dunker. Motion carried by voice vote, with 1 opposed vote (Royce Carter).

Royce Carter made a recommendation to the board for the staff to look at the list of priorities of items to get prices and capability of purchasing such items and bring that list back to the board at the June meeting.

A motion was made by Wayne Eichorn and seconded by Ken Pettijohn to go into executive session.

A motion was made by Dean Rogan, Sr. and seconded by Les Hardin to come out of executive session.

Mr. Eichorn brought a motion before the board that the board will cover 100% of the employee's insurance coverage from period May 1, 2009 thru April 30, 2010 to be reviewed prior to April 30, 2010. Motion seconded by Dean Rogan, Sr. and passed by roll call vote

A motion was made by Dean Rogan Sr. and seconded by Wayne Eichorn to modify the Personnel Policies under XI. Employee Benefits to read: The board will contribute 100% of the employee's portion of the insurance costs. Insurance coverage will be reviewed on or before April 30th annually.

June 09, 2009

- May 12, 2009 Board Minutes
- Financial Report May 2009
- Modify the Personnel Policies under XI. Employee Benefits to read: The board will contribute 100% of the employee's portion of the insurance costs. Insurance coverage will be reviewed on or before April 30th annually.
- Give the chairman permission to review and sign the Local Plan Modification which will include the stimulus package.
- Move \$47,393.00 from PY'08 Dislocated Worker funding to PY'08 Adult funding.
- Equipment items requested and presented to the board by the Marketing Committee be approved.

So. 14 Board Meetings
Items Approved / Accepted
2009

July 14, 2009

- June 09, 2009 Board Minutes
- Financial Report June 2009
- Medical Technology/Clinical Lab Science Program at SE MO Hospital College of Nursing and Health.
- Local Policy No. 25, Change 1 (Incumbent Worker Policy) to more accurately reflect DCEO's policy.

August 11, 2009

- July 14, 2009 Board Minutes
- Financial Report July 2009
- Wabash Area Development, Inc., Shawnee Development Council, Inc. and Mid-5 Employment & Training, Inc. be approved as providers of Youth Services. Motion was seconded by Less Hardin.
- A motion was made by Chris Howton and seconded by Ken Pettijohn to approve and accept the PY'09 Budget as presented.
- A motion was made by Chris Howton to approve the PY'09 Admin budget as presented. Motion was seconded by Ken Pettijohn.

September 08, 2009

- August 11, 2009 Board Minutes
- Financial Report August 2009
- A motion was made by Chris Howton and seconded by Bill Jackson to approve the addition of three (3) industries, Natural Resources and Mining, including logging; Agricultural Production; and Green Jobs to the Incumbent Worker Training Policy No. 25, Change 2.
- A motion was made by Chris Howton and seconded by Mike Woley to increase the Individual Training Account (ITA's) amounts as follows:
 - Short term (20 credit hours or less) increase to \$4,000
 - Long Term (21 credit hours or more) increase to \$8,500
 - Associate Degree increase to \$11,000
 - Bachelor Degree (completed within 95 credit hours) increase to \$15,500
- A motion was made by Wayne Eichorn and seconded by Kevin Fetters to provide a one time performance incentive of \$3,000 net for each full time employee.

October 13, 2009

- September 08, 2009 Board Minutes
- Financial Report September 2009
- Motion made by Wayne Eichorn and seconded by Jack Dunker to give Ms. Bonnie Smith an incentive bonus of \$500.00.

So. 14 Board Meetings
Items Approved / Accepted
2009

November 10, 2009

- October 13, 2009 Board Minutes
- Financial Report October 2009
- Motion was made by Ken Pettijohn and seconded by Kevin Fetters to approve changing Insurance Companies from UniCare to Blue Cross/Blue Shield with a \$71.00 monthly increase until April 30, 2010.
- A motion was made by Chris Howton and seconded by Jack Dunker to approve the PY'08 fund transfer.....the PY'09 reallocated funds and transfer.....the ARRA extra Dislocated Worker funds and transfer.....
- A motion was made by Chris Howton and seconded by Jack Dunker to approve the PY'09 High Speed Internet Grant in the amount of \$57,231.00 and the M.I.P. Accounting Training in the amount of \$1,700.00.

December 08, 2009

- November 10, 2009 Board Minutes
- Financial Report November 2009
- Motion to approve the PY'08 Audit as presented. Motion was seconded by Mike Woley and carried by voice vote.
- Proposed in the form of a motion the following slate of Board Officers for 2010:
Chairman, Wayne Eichorn
Vice-Chairman, Dawn Williams
Secretary/Treasurer, Penny Valentine
Royce Carter made a motion to close nominations and elect the slate by acclimation.
Chris Howton seconded the motion for the 2010 slate of board officers. Motion carried by voice vote.