

# Southern 14 Workforce Investment Board, Inc.

Items Approved/Accepted

2014

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## **March 11, 2014**

- December 2013 Board Minutes
- Financial Reports for December 2013, January and February 2014
- Procure three quotes and purchase computer server equipment up to \$2,500 and to transfer \$1,000 from the office budget miscellaneous category to the equipment category.

## **June 10, 2014**

- March 2014 Board Minutes
- Financial Reports for March 2014, April 2014 and May 2014
- Amend agenda to include Ad-Hoc Audit Committee Report
- Shawnee Development Council, Inc., Wabash Area Development, Inc., and Mid 5 Employment & Training, Inc. as providers for Youth Services in LWIA #26 for the period of July 01, 2014 through June 30, 2015.
- Approved to submit Supplemental PY13 DW funding in the amount of \$23,682.
- Approved to submit the PY14 Summer Youth Employment Program grant to serve 265 youth for a total of \$2,361,817 for the period of June 1, 2013 through October 31, 2014.
- Approved changed to the So. 14 Fiscal Procures Manual and local policies No. 2, No. 4, No. 7, No. 10, No. 20, No. 24, No. 25, No. 27, and No. 30 to reflect current DCEO policy.
- Approved to submit PY14 Allocated Grant in the amount of \$1,459,257 for Adult, Dislocated Worker and Youth programs for the contract dates July 01, 2014 through June 30, 2015.
- Office Assistant be put on 90-day probation due to poor performance, and terminated if no improvement within the 90 day probation and no salary increase.
- 4% salary increase (to be effect 7/1/2014) as well as an incentive bonus of \$1,000 (to be paid in June 2014) for both Kim Jacobs and Pam Barbee based on excellent performance evaluations
- PY14 So. 14 LWIB Admin Budget
- PY13 Fiscal Audit

## **September 09, 2014**

- June 2014 Board Minutes
- Financial Reports for June 2014 and July 2014
- Change Personnel Policy XI #3 Employee Benefit to read 'Each full time employee shall receive a \$2,000.00 (net of payroll tax deductions) per year as a retirement benefit.
- Remove Victoria Taylor (office assistant) from extended probationary status and retain her employment effective September 10, 2014 on the recommendation by Pam Barbee.
- Increase office assistant positions work hours form 12 hours per week (24 hours per pay period) to 20 hours per week (40 hours per pay period effect September 15, 2014)

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- Change title of CFO (Chief Financial Officer) to Executive Director and title of Monitor to Program & Board Compliance Manager/EO Officer.
- Increase short term ITA training cap from \$4,500 to \$6,892 to enable SDC (Shawnee Development Council, Inc.) client to attend a railroad conductor program through MODOC in Marion.

### **December 09, 2014**

- September 2014 Board Minutes
- Financial Reports for August 2014, September 2014, October 2014 and November 2014
- Youth funding allocations modified to 50% in school youth and 50% out of school youth
- Board Officers for 2015: Chairman-Royce Carter, Vice Chairman-Randall Rushing and Secretary/Treasurer- Karen Weiss