

Area 7 Workforce Investment Board
Policy Committee Meeting Minutes
September 13, 2004

At 9:40 a.m., Chair Dr. Betty Young called the meeting to order and welcomed those present.

Members present: Chuck Fuller, Kay Reiter, Jan Wasson, Dr. Betty Young, Tony Quatman
Suzanne Alexander, Lynn Shock, and Trish Garrison

Others present: Tracy Taylor

Chair Young reviewed the agenda and suggested that after discussing Mission and Vision someone might step forward to take on the Vice Chair role.

Agenda Items

- Mission And Vision
- Select Vice-Chair
- Review Bylaws
- Executive Director Limitations
- Clark State Personnel Policies
- Mandated Policies

Mission & Vision

The committee focused on a mission and vision statement for the Area 7 Board. After discussion, a decision was made that the mission and vision could be talked about as one. Chuck Fuller made a motion to recommend the following mission statement to the Area 7 Workforce Investment Board (WIB) for their consideration. Seconded by Jan Wasson. The motion to recommend passed unanimously.

Mission Statement – The Area 7 Board’s mission is to remove barriers and align programs and services to achieve and sustain economic prosperity.

Vice Chair

Dr Young asked if any member of the Board would be willing to act as Vice Chair of the Committee. Kay Reiter agreed to accept the responsibility.

Bylaws

The Area 7 WIB Bylaws currently in effect were reviewed to make the changes needed to address the realignment of the Area 7 Workforce Delivery Area. Chuck Fuller made a motion for the Policy Committee to recommend approval of the revised Bylaws (copy attached) to the Area 7 Board. Seconded by Kay Reiter. The motion to recommend passed unanimously.

Committee action items:

- Kay Reiter will forward a copy of a conflict of interest form to Trish Garrison.
- Trish Garrison will inform Board members that they are no longer represented by the Attorney General.
- Suzanne Alexander will research representation for the Board.

Mandated Policies

Suzanne Alexander updated the Committee on the mandated policies that the Area 7 WIB needs to act on so the local areas can obtain certification for their one-stops:

- Document notice of invitation for public comment on Area 7 Plan. Comments due to Trish Garrison by September 17, 2004.
- Signatures for the Area 7 Plan had to be collected again, as the plan was lost by the State.
- Plan needs to be revised to reflect Clermont County's status.
- Designation of one-stop operators.
- Define the roles and responsibilities of the One-Stop Operators. Describe oversight process and procedures.

Staff action item:

- Trish Garrison will draft a letter to Bruce Madson; Deputy Director of Workforce Development, listing the items that Area 7 understands will block certification for the one-stops and ask for written notification of any additional items by September 22, 2004.
- Trish Garrison will develop the needed policies based on Committee discussion.
- Trish Garrison will write a position description for the Executive Director to include oversight and monitoring responsibilities.

Committee action items:

- The Committee will ask the Board to pass resolutions approving:
 - The Revised Area 7 Five Year Plan
 - Designation of One-Stops.
 - Roles and responsibilities of the Area 7 One-Stop Operators
 - The Board Committee structure
 - The role of local Workforce Policy Boards
 - The Executive Director's responsibilities

Personnel Policies and Executive Director Limitations

Chair Dr. Young suggested that a sub-committee be formed to review the Clark State Personnel Policies and write the policies for Area 7 Board personnel, write evaluation procedures, and review the limitations of the Executive Director. Jan Wasson, Suzanne Alexander and Trish Garrison were appointed to the sub-committee by Dr. Young.

Next meeting

The next meeting was scheduled for November 8, 2004 at the Allen County Center for Employment and Training, Lima, Oh.

There being no further business, the meeting was adjourned at 3:00 p.m. by the Chair.