

Missouri Regional Skills Gap Proposal

Implementation Phase

Workforce Investment Region:	<u>Southeast / Region 11</u>
Fiscal Agent for this project:	<u>Workforce Investment Board of Southeast Missouri</u>
Amount Requested:	<u>\$250,000.00</u>
Contact Person:	<u>June O'Dell</u>
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Executive Summary

The Southeast Region conducted several meetings with consortium members during the initial phase of this project. It became apparent very early in the process that the leading concerns among employers were soft skills such as punctuality, attire, respect, desire to work, etc. Overall, it was described as a general lack of **Work Ethic**. There were many suggestions on how to improve the situation including implementing changes at the grammar school level. These were excellent suggestions and we will do what we can to voice these concerns to the school systems; however our immediate concerns are the older youth and adults in our region. So, after many discussions with consortium members and regional employers a consensus was reached on a proposed training program. The training program would greatly enhance the employability of the participants in the region and would also save employers time and money during the hiring process.

The majority of new entrants going into the workforce of Southeast Missouri are ill prepared for the reality of the workplace. Employers are spending their time and money on recruitment, training, high turnover rates and loss productivity. Regardless of type of business, location or size, the problem is universal throughout the thirteen counties of Southeast Missouri. The following is a break down of the skills gaps:

Education

- Poor communication skills
- Little knowledge in math & science
- Lack of technical skills

Social

- Inability to get along with co-workers
- Inattention to personal hygiene & grooming
- Inability to work as team member
- Poor morality & personal ethics

Work Ethic

- Poor attendance
- Lack of pride
- Lack of motivation
- Low productivity
- Lack of respect for authority
- Inability to work without supervision

Barriers

- Childcare problems
- Transportation problems
- Alcohol and/or drug problems

The proposed program would be available throughout the whole Southeast Region and be based on an already successful program that is operating in the Cape Girardeau area. The participants in this program would be involved in a strict two-week course, in which they would have to follow precise rules governing punctuality and attire. There are also expectations about their attitude and willingness to get involved in the course. They will have a stake in this process because to be enrolled in the course they must pay \$25.00. This money will be refunded to them only if they pass the course. Participants in Southeast region will be eligible for transportation assistance. The region's transportation program will be able to assist participants with the car pooling program to and from the class sites. Once the participant has successfully completed the course he/she will be awarded the Workplace Readiness Credential through a partnership with the Southeast Missouri State University Scholarship Fund for Training Certification.

Given the above, employers enthusiastically embraced the Workplace Readiness Credential program currently offered in Cape Girardeau and Sikeston. Future plans include, expanding classes offered after the two week program in the northern and southern parts of the region. This will be a partnership effort with Vo-Tech schools in those areas. The two-week program teaches workplace readiness skills and will assist employers by providing them with job applicants that have taken the initiative to prepare for a job. Employers realize that this program will identify motivated job seekers and that should translate into a motivated employee. This will reduce hiring and training costs while it simultaneously improves the region's skill level.

In conclusion, an employer supported Workforce Readiness-Credentialing Program that would have uniform standards and be offered in all thirteen counties would be an attribute to employers and a benefit to economic developers by improving the skill level of the Southeast Missouri workforce.

Section A- Proposed Project

What is the Workplace Readiness Credential Project?

This project is the culmination of months of collaboration and planning between business, industry and education designed to give those with little or no work experience, and wishing to enter the workforce, the skills necessary to obtain and sustain meaningful employment. The training begins with two weeks of "**Workplace Readiness Skills**", which are common to all types of employment, followed by a period of hard skills training.

Who Will Qualify for this Program?

Anyone not currently enrolled in school, and willing to commit their time and effort, will qualify for the Credential Project. This region has many Teen Parents, Ex-Offenders and CAP recipients that would benefit greatly from this program. This is also an excellent opportunity for those who have lost a job through industrial/ corporate relocation, those whose government benefits have expired, and others who for whatever reason have not had the opportunity to pursue skill training. Prior to entering the program, a mandatory three and one-half hour period of time will be scheduled for pre- assessment, ensuring that student needs and interests are met during the training period. Students will undergo pre and post course testing using the Work Keys Assessment system. Student's scores will be available to employers. Student's that qualify will have two distinct training pathways open to them. The first pathway involves courses that are being taught by several partners throughout the region and include:

- Emergency Medical Technician
- Medical Insurance Billing
- Nurse Assistant
- Medical Coding
- Medical Transcriptionist
- Industrial Electricity
- Industrial Technical Skills (ITS)
- Fundamentals of Electricity
- and Electronics
- Beginning & Advanced
- Computer Aided Drafting
- General Welding
- Customer Service
- HVAC

The Second pathway is the newly developing Carpenter's Joint Apprenticeship Program (CJAP). Students who successfully complete the Workplace Readiness Credential Program will be eligible to attend CJAP training. This program will pay 100% of the training costs of for these students.

What Subjects Will Be Covered During The Workplace Readiness Program?

Qualified and experienced teachers will guide students through a logical sequence of instruction during this two-week period. The program is designed to simulate a worker's probationary period in business and industry. Topics covered will include, but not be limited to:

- Punctuality and Regular Attendance
- Projecting a Professional Impression
- Bringing Closure to Tasks
- Getting Along with Co-Workers
- Making Decisions/Problem Solving
- Working as a "Team Player"
- Working Safely
- Developing Leadership Skills
- Using the Internet to Search for Work
- Proper Telephone Skills
- Dealing with Customers
- Basic Computer Usage
- Developing a Usable Resume
- Completing Job Applications
- Job Interviewing for Success
- Learning What to Expect On-the-Job
- Acceptable Workplace Habits
- Hearing from a Guest Employer

Typical Schedule for Two-Week Workplace Readiness Skills

M	Pre-assessment (3 1/2 Hours – One Day)			F
<ul style="list-style-type: none"> • Orientation (sign-in, tour, syllabus overview, etc.) • Consist Punctuality • Maintaining Regular Attendance • Appropriate Appearance • Effective Task Completion • Interview Techniques 	<ul style="list-style-type: none"> • Mathematics • Interview Techniques 	<ul style="list-style-type: none"> • Budgeting and Investing • Exhibiting Good Inter-personal Relationships • Decision Making • Ethics Problem Solving • Team Activities • Interview Techniques 	<ul style="list-style-type: none"> • Workplace Orientation (Family Med. Leave, NACNA, CMT, LPN/RN, Leadership) • Telephone Ettiquette • Customer service • Interview Techniques 	<ul style="list-style-type: none"> • Interview Skills Great • Hires.Org Interview Techniques
<ul style="list-style-type: none"> • Resume Writing • Interview Techniques 	<ul style="list-style-type: none"> • Skills-Specific Mathematics • Interview Techniques 	<ul style="list-style-type: none"> • Budgeting and Investing Critique (1040 EZ, etc.) • Interview Techniques 	<ul style="list-style-type: none"> • Job Shadowing • Experience Interview Techniques 	<ul style="list-style-type: none"> • Mock Interviews • Consumer Behavior • Workplace Orientation (Payroll Checks, W-2s, 1040 EZ, etc.) • Interview Techniques

Upon successful completion of the Workplace Readiness Credential Program, the student will be presented with a **Credential**. Students will also have the opportunity to pursue one of several technical skills classes, each lasting two or more weeks. At the conclusion of a Technical Skills Program, the student will earn a **competency profile** attesting to his or her abilities. These two valuable documents will be used by the student in their search for entry-level employment.

1. Consortium Members Involved in Implementation:

Name	Organization	Role
Buz Sutherland	Small Business Development Center	The role of consortium members will vary throughout the process, however most will be involved through referrals, instruction, mentoring and employer support.
Tim Pensel	Cape Career & Technology Center	
Larry Swindle	Workforce Investment Board	
Marvin Turner	Family Services Division	
Rhonda Bailey	East Missouri Action Agency	
Deann Briggs	Mers-Goodwill	
Scott Sattler	Division of Workforce Development	
John Moorman	Versa-Tech	
Bruce Bird	Carpenters District Council of SEMO	
Mike Seabaugh	Division of Workforce Development	
Sharon Mueller	Success Skills	
Jan McElwrath	Kennett Chamber of Commerce	
Martin Lingle	A.O. / Lakes Country	
Mindy McCormick	Heartland Support Living	
Johnny Ray Conklin	Workforce Investment Board	
Steve McPheeters	Noranda Aluminum	
Emily Modlin	Division of Workforce Development	
Terri Toombs	Family Counseling Center	
Randy Morgan	Kennett Chamber of Commerce	
Randy Ray	Family Counseling Center	
Keri Campbell	American Home Care	
Patty Webb	NHC of Kennett	
Sandy Gumm	NHC of Kennett	
Kay McDaniel	Wal-Mart	
Rhonda White	VNA Kennett	
Dolph Riggs	Riggs Building Supplies	
Morris Gray	Seigel - Roberts Automotive	
Cindy Hays	Federal – Mogul Corp.	
Sheri Graham	Parkland Health Center	
Sherry Ramsey	MOCAP	
Al Sullivan	Workforce Investment Board	
Rob Baker	East Missouri Action Agency	
Shirley Pipkens	Gilster – Mary Lee	
Donna Warner	Cap America	
David Schwartzkopf	S – R Products	

2. Businesses In The Region That Will Give Hiring Priority:

Family Counseling Center
American Home Care
NHC of Kennett
Wal-Mart
VNA Kennett
Riggs Building Supplies
Seigel - Roberts Automotive
Federal – Mogul Corp
Parkland Health Center
MOCAP
Gilster – Mary Lee
Cap America
Versa – Tech
S – R Products

3. Strategies Used To Ensure Dual Enrollment In WIA:

This program is already a successful component of the WIA service provider resources in the Cape Girardeau area. Granting of this proposal would allow participant access across the whole Southeast Region. All of the Service Provider staff would be instructed on the details of the program and become familiar with the program instructors. These instructors would travel into each service provider's area at least once each quarter to hold the above mentioned classes. Advertising and sign up for the classes would be handled by the WIB and its subcontractors.

4. Impact of this Project:

This Project will enhance the ability of participants throughout the region to find jobs and give them the necessary skills to be successful in further training activities. Participants will be given hiring consideration upon successful completion of the program. This will enable them to meet the short term goal of finding employment. During the program they will be given the tools necessary to identify the types of employment that would best suite them. They will then be able to use the knowledge and skills that they have gained from the program to further their training in their preferred field. This will then increase their opportunity to meet the long term goal of sustaining meaningful employment.

5. Structure of Proposed Training:

The training will be conducted by the contracted agent of the Workforce Investment Board in one of the region's local area education centers. This training will move throughout the region based on a schedule established by the WIB and the contractor. The participants will attend a strict two week session of classroom training and will also

be served by our service providers in order to meet the participants' OJT or apprenticeship needs.

6. Soft Skill Development:

This program will strongly emphasize the development of soft skills. The consortium feels that the potential employees in this region need these types of skills before all others. *You must learn to crawl before you can walk*, and many of the participants in this region do not have the soft skills necessary to acquire employment or to go on to higher education. By successfully completing the credentialing program a participant will have demonstrated the commitment to their future and the process of learning that many employers are looking for in an employee. During this process we will be utilizing One-Stop partner's facilities and equipment in local rural areas for training sites. Participants will have the opportunity to utilize existing WIB transportation, as available in local rural areas, at no cost to them. Finally, the WIB Manager of Business & Industry, as well as program operator's business representatives, will be promoting successful participants to local employers.

7. Role of Outside Organizations or Individuals:

There are many organizations and individuals involved in this initiative as demonstrated in parts 1 and 2 of this section. This region has many tightly knit communities and the individuals listed in this proposal often know the prospective employees. This makes them keenly aware of the prospects for the participants of this program and they have looked to make the most beneficial partnerships in order for this program to succeed. The WIB will rely on the Division of Workforce Development and their Workforce Development Specialists to help with referrals in this program. Employers in the consortium will be invited to be speaker during scheduled classes. The WIB will also rely on the Cape Girardeau Career and Technology Center, Southeast Missouri State University, and the regions other higher education centers to provide space. WIA/CAP program staff will be available to potentially assist with supportive services as needed during the training process.

8. Business and Customers' needs:

This program directly addresses business and customer needs. Business members of the consortium have been the driving force behind the creation of this credentialing program. They helped in the design of the curriculum and have set the standards by which a participant will be judged during the program. This is why the WIB has very high confidence that these businesses will hire successful participants. The skills that will be taught will help participants find and keep employment which directly meets their needs.

9. Key Individuals:

The key individuals throughout this process have been the WIB Chair, the president, the workforce development coordinator for Cape Girardeau Career and Technology Center and the regions career center managers. The WIB chair has connected many individuals and organizations and supported the consortium in their efforts. The president has been

the representative in the communities that the WIB has targeted participants and consortium members. The WIB relies heavily on the efforts of the regional career centers for referrals to the program. Program staff will refer existing WIA/CAP participants and recruiting others in their local rural communities. Program staff will be available to assist in the assessment process, instruction, and follow-up as well.

10. Signature Page

As a prospective recipient of federal assistance funds, the applicant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Chief Local Elected Official (CLEO)

Date

Workforce Investment Board Chair

Date

Attachment 1
Budget Page

Section B- Budget**Budget Narrative****Staff Support**

Staff Support will consist of WIB staff for financial and accounting support and the Division of Workforce Development, AO Lakes Country, East Missouri Action Agency, MERS Goodwill for additional on-site staff support. The WIB will also supply staff to provide employer follow-up by e-mail or phone.

Amount Requested	\$ 5,000.00
In-kind (Supporting Agencies)	\$18,720.00
Cash (WIB)	\$ 2,500.00

Contracts (Training, etc.)

The Workplace Readiness Credential Program and Work Keys Assessment will administer by a certificated provider of the Cape Girardeau Career and Technology Center (CCTC). Clients whom demonstrate exceptional skill or attitude will be eligible for additional funds for continuing education

Amount Requested	
Workplace Readiness	\$95,000.00
Additional Education	\$80,000.00

Travel

Travel cost will consist of three areas: staff, client, and WIB. The first area of cost is for the Workplace Credential agency travel and lodging. The second area is for travel expenses paid directly to the client or transporting agency during the training period. Third and final cost is paid by the WIB for transporting clients when training is in the area of the One Stops.

Amount Requested	
Staff\Agency	\$40,000.00
Client Travel	\$20,000.00
Cash (WIB)	\$ 2,600.00

Supplies

The WIB will set-aside \$5,000.00 for any additional supplies cost in support of the program.

Cash (WIB)	\$ 5,000.00
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Other Costs

Other Costs are monies set-aside to cover additional training expenses. These cost could consisted of additional support for clients or on-site training expenses. Training is planed to be held at the locations of the supporting agencies whom will also provide computers and staff support. Also clients who qualify for the WIA programs will eligible for additional assistance or training.

Amount Requested	\$10,000.00
In-kind (Supporting Agencies)	\$52,000.00
Cash (WIA)	\$25,000.00

Amount Requested	\$ 250,000.00
In-kind	\$ 70,720.00
Cash	\$ 35,100.00

Total	\$ 355,820.00
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Section B- Budget

- 1) The WIB is providing \$35,100.00 in cash for the support of the program. These monies will be used for staff, phone, supplies, and additional assistance or training for eligible clients.
- 2) The WIB has the full cooperation and support of all its One Stop partners and subcontractor agencies. The WIB also has the approval of local business in the support and assistance of this program.
- 3) The WIB will also provide a follow-up service with business to give us true opinion of the effectiveness of the program. This will allow us to evaluate and make adjustments if necessary to the program.
- 4) Funds for this portion of the program will come from WIA and Federal Transportation monies.
- 5) All expenses will be accounted for by the WIB accounting staff using the Sage MIP Fund Accounting Software. These funds will also be audited by our independent auditors at Stanley, Dirnberger, Hopper, & Associates, LLC, Certified Public Accountants.
- 6) Currently we are offering Workplace Credentials at Career Centers in Cape Girardeau and Sikeston. This is possible due to grants with Southeast Missouri State University and St. Louis Carpentry's Joint Apprenticeship Program. The Missouri Regional Skills Gap grant opportunity will provide immediate funds for expansion into rural areas. Without this grant funding the process of reaching outlying communities would be significantly delayed.
- 7) The WIB would hope to expand the usage of funds its current monies from Southeast Missouri State University and St. Louis Carpentry's Joint Apprenticeship Program

Budget Line Item and Cost Breakdown

Budget Category and Cost Breakdown	Amount Requested	Amount From Other Sources <small>*Identify sources and whether these funds are in-kind or cash.</small>	Total Funding Budgeted for this Category
Staff Support	\$5,000.00	\$21,220.00	\$26,220.00
Contracts(Training, etc.)	\$175,000.00	.00	\$175,000.00
Travel	\$60,000.00	\$2,600.00	\$62,600.00
Supplies	\$0.00	\$5,000.00	\$5,000.00
Other Costs	\$10,000.00	\$77,000.00	\$87,000.00
Total Costs	\$250,000.00	\$105,820.00	\$355,820.00

Attachment 2
Project Timeline

Section-C

Project Timeline

Proposed Project Period (Please circle one): 12 Months 24 Months 36 Months

The Proposed Project Timeline for this program will be **18 Months**

Milestones	Timeline	Anticipated Amount to be Expended
Start Up 2 Classes	January 1, 2006 – March 31, 2006	
3 Classes	April 1, 2006 – June 30, 2006	
4 Classes	July 1, 2006 – September 30, 2006	
3 Classes	October 1, 2006 – December 30, 2006	
4 Classes	January 1, 2007 – March 31, 2007	
4 Classes	April 1, 2007 – June 30, 2007	

Attachment 3 Project Outcomes

11. Individuals To Be Trained

The anticipated number of individuals the region plans to train is a total of 200. The goal is to have 20 classes with 10 in each class. The anticipated outcome is to have successful participants who find employment, maintain that employment, and seek out opportunities to further their training and education.

12. Number of Persons Trained in Funding Periods

During the initial funding period (January 1, 2006 through June 30, 2006) we anticipate training approximately 50 individuals as there will be initial start-up and recruiting time needed. The next funding period (July 1, 2006 through June 30, 2007) will see an increase of approximately 150 in individuals trained as the successes of previous trainees creates enthusiastic momentum in the areas of One Stop Operators, program staff, employers, and the public in general.

13. Projected Performance

Our local WIB and One Stop partners both share the philosophy of promoting a state of economic well being by helping to create a skilled, diverse, motivated, and adaptable workforce. By promoting and providing training we can narrow the gap between skills desired by employers and those possessed by employees. This will help to create a higher quality standard of life for our region.

Section-D**Project Outcomes**

Outcome	Performance Target	Verification
Increase soft skills resulting in qualified job seekers.	200	Workplace Readiness Credential
Sustained employment	200	Staff and local career center's follow-up quarterly with trainee and employer using a spreadsheet tracking system.

Attachment 4
Final Skills Gap Report

Section-E

Final Skills Gap Report

Skills Gap- Cover Letter

To: Division of Workforce Development
421 East Dunklin Street
Post Office Box 1087
Jefferson City, Missouri 65102-1087

Attn: Mr. Rod Nunn, Director

Re: Southeast Missouri Regional Skills Gap Initiative

Dear Mr. Nunn,

Attached for your review is the Southeast Missouri Regional Skills Gap Initiative. As stated in the Report Guidelines, the report addresses the following:

How the planning consortium was formed

Describe the skills gaps and how they were identified

Identify the strategies to address the skills gaps and how they were developed

Include planning consortium participation documentation

It is hoped that this report meets the criteria of the Division of Workforce Development, but in the event you should have any questions, or should require any additional information, please do not hesitate to contact the undersign.

Sincerely,

Carl F. McGoldrick
Manager, Business & Industry Services
Workforce Investment Board of Southeast Missouri

Missouri Regional Skills Gap Initiative

Re: Skills Gap Planning Phase

How the planning consortium was formed: The WIB staff, (Mr. Ken Boyer, President & Chief Operating Officer, Ms. June O'Dell, Manager of Special Projects, Assistant to the President, Mr. Warren Skinner, Manager of WIA Compliance and Mr. Carl McGoldrick, Manager of Business and Industry Services), designated employers, business organizations, economic development representatives, technical schools and community colleges, labor unions and community action service providers throughout the 13 counties of Southeast Missouri formed the planning consortium (see attached **Skills Gap Consortium Participation**). Dr. Stanley J. Stough, Professor, Department of Management and Marketing, the Harrison College of Business at Southeast Missouri State University, volunteered his services to act as a facilitator to conduct the March 9, 2005, meeting in Cape Girardeau.

Describe the skills gaps and how they were identified: The skills gaps that were identified were done using the following Brainstorming Format:

Step 1: Carl McGoldrick made Introductions and a brief statement to explain the purpose of the Skills Gap Initiative and what was expected of the planning consortium.

Step 2: Dr. Stough introduced the Brainstorming Process and moved the planning consortium into groups. Once in groups, Dr. Stough instructed the planning consortium to identify as many skills gaps in the labor force as they could.

Step 3: Each group had a recorder who recorded and numbered the skills gaps in each group.

Step 4: Each group discussed the skills gaps to reach consensus on their list. Each recorder then listed their skills on flip charts.

Step 5: Each group was then given adhesive dots to vote on all listed skills gaps from all groups.

Step 6: All votes were tallied to determine those skills gaps that received the most votes.

The following was the outcome of the vote:

<u>Skills Gap</u>	<u>Votes</u>
Lack of desire/motivation	14
The 3 R's	13
Accountability/responsibility	11
Lack of work ethic	10
Inability to follow instructions	8
Customer service skills	8

Desire to learn	8
Lack of respect for authority	7
Attitude adjustment	7
Written communication skills	6
Continual learning	5

Identify the strategies to address the skills gaps and how they were developed: The strategies to address the skills gaps are to offer a Workplace Readiness-Credentialing Program throughout the 13 counties of Southeast Missouri. This two-week program is currently offered by the Cape Girardeau Career & Technology Center in both Cape Girardeau and Sikeston and has been successful in providing employers with motivated job applicants. The program begins with a mandatory pre-assessment to determine that students have the necessary academic skills for a successful outcome. Qualified and experienced instructors then guide the students through a logical sequence of instruction to simulate a worker's probationary period in business and industry. Topics covered will include, but not be limited to:

- Punctuality and regular attendance
- Projecting a professional impression
- Bringing closure to tasks
- Getting along with co-workers
- Making decisions / problem solving
- Working as a team player
- Working safely
- Developing leadership skills
- Proper telephone skills
- Dealing with customers
- Basic computer usage
- Developing a usable resume
- Completing job applications
- Job interviewing for success
- Learning what to expect on the job
- Acceptable workplace habits
- Using the internet to search for work
- Hearing from a guest employer
- Grammar
- Mathematics
- Budgeting and investing
- Job shadowing experience

Upon successful completion of the Workplace Readiness Credential Program, the student will be presented with a Credential.

This program is currently funded by a Department of Labor grant obtained by Southeast Missouri State University's School of Polytechnic Studies and supplemented by the Workforce Investment Board of Southeast Missouri. Based upon the enthusiastic reception this program has received from the private and public sectors, additional funding to expand this program would be contingent upon workforce development grants and contributions from local economic development organizations, educational institutions and the employer community. It is important to mention that employers were advised that their "buy in" on this initiative would be critical to its success and must be supported by their recognition of the Credential as a preference to hire.

Include planning consortium participation documentation: The following is a list of all meeting dates and locations:

<u>Meeting Dates</u>	<u>Locations</u>
March 9, 2005	Marquette Tower 338 Broadway St. Cape Girardeau, MO. 63701
April 20, 2005	Marquette Tower 338 Broadway St. Cape Girardeau, MO. 63701
May 25, 2005	Cuff McCormick Steak House 305 Independence Ave. Kennett, MO. 63857
June 23, 2005	Rosener's Restaurant State Highway 67 Park Hills, MO. 63601

The following agenda was used at the planning meetings on April 20, 2005, May 25, 2005, and June 23, 2005:

1. Introduction of WIB staff and invited participants
2. Overview of the Missouri Skills Gap Initiative
3. The following questions were asked of the participants to determine what skills they found lacking in the workforce.

Do your workers lack the necessary education to do the job?
Do you have problems with worker's accountability and attendance?
Does the attitude of your workers meet with your satisfaction?

Are your worker's customer service skills acceptable?
Do your workers lack the social skills to work as team members and cooperate with co-workers and management?
Do you have any problems with drugs in the workplace?
Is your turnover rate acceptable?
Do you have any problems with generational issues in the workplace?
Is your workforce proactive and productive?

4. At the end of the meeting a discussion was held on the merits of a workplace readiness credential program.

Skills Gap Consortium Participation:

First Meeting – March 9, 2005, Cape Girardeau

Name	Organization
Buz Sutherland	Small Business Development Center
Mike Myer	Associated Electric Coop
Steve McPheeters	Noranda Aluminum
Chauncy Buchheit	SEMO Regional Planning
Tim Pensel	Cape Career & Technology Center
Brenda Holdiness	Delta Area Economic Opportunity Corp
Larry Swindle	Workforce Investment Board
Bev Hickam	Mineral Area College
Jan McElwrath	Kennett Chamber of Commerce
Nancy Jernigan	United Way of Southeast Missouri
Loretta Welter	Family Services Division
Rhonda Bailey	East Missouri Action Agency
Deann Briggs	Mers-Goodwill
Mitch Robinson	Cape Girardeau Area MAGNET
Scott Sattler	Division of Workforce Development
David Dupont	Division of Workforce Development
John Moorman	Versa-Tech
Steve Duke	Bootheel Regional Planning Commission
Connie Duke	Bootheel Regional Planning Commission
John Singleton	Black River Electric Coop
Bud Joyner	Three Rivers Community College
Tom Sutterer	Perry County Commissioner
Bruce Bird	Carpenters District Council of SEMO

Second Meeting – April 20, 2005, Cape Girardeau

Rhonda Bailey	East Missouri Action Agency
Bud Joyner	Three Rivers Community College
Mike Seabaugh	Division of Workforce Development
Sharon Mueller	Success Skills
Jan McElwrath	Kennett Chamber of Commerce
Martin Lingle	A.O. / Lakes Country
Corrie White	Delta Area Economic Opportunity Corp
Steve Sitton	Southeast Missouri State University
Larry Swindle	Workforce Investment Board
Mindy McCormick	Heartland Support Living
Johnny Ray Conklin	Workforce Investment Board
Bruce Bird	Carpenters District Council of SEMO
Deann Briggs	Mers-Goodwill
Steve McPheeters	Noranda Aluminum

Third Meeting – May 25, 2005, Kennett

Emily Modlin	Division of Workforce Development
Terri Toombs	Family Counseling Center
Randy Morgan	Kennett Chamber of Commerce
Randy Ray	Family Counseling Center
Keri Campbell	American Home Care
Patty Webb	NHC of Kennett
Sandy Gumm	NHC of Kennett
Kay McDaniel	Wal-Mart
Rhonda White	VNA Kennett
Dolph Riggs	Riggs Building Supplies
Larry Swindle	Workforce Investment Board
Morris Gray	Seigel - Roberts Automotive
Jan McElwrath	Kennett Chamber of Commerce
Marsha Blanchard	Kennett Area Higher Education Center
Freddie Graham	Kennett Chamber of Commerce
Cindy Hays	Federal – Mogul Corp.

Fourth Meeting – June 23, 2005, Park Hills

Sheri Graham	Parkland Health Center
Sherry Ramsey	MOCAP
Al Sullivan	Workforce Investment Board
Rob Baker	East Missouri Action Agency
Troy Steele	Dept. of Corrections
Shirley Pipkens	Gilster – Mary Lee
Donna Warner	Cap America
Larry Swindle	Workforce Investment Board
John Moorman	Versa – Tech
David Schwartzkopf	S – R Products

Letters of Support
(attached to hard copies)