



***NEMO WORKFORCE DEVELOPMENT BOARD***

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**NEMO Workforce Development Board (WDB)  
One-Stop Conference Call Committee Meeting  
March 20, 2017**

**Members Present**

Pat Poepping  
Dan Putrah  
Annette Sweet  
Stephen Garner

**Members Absent**

Dennis Gill  
Diane Noah

**CLEOs Absent**

Wayne Wilcox

**WIB Staff Present**

Brandi Glover  
Diane Simbro

**Meeting Called to Order**

One-Stop Committee Chairperson Pat Poepping called the March 20, 2017 One-Stop Committee meeting to order at approximately 5:00 p.m. at the M.W. Boudreaux Visitor's Center in Perry, MO.

**Roll Call**

Roll call was taken. Six members were present, and a quorum was established.

**Approval of Minutes**

Steve Garner moved to approve the February 14, 2017 Meeting Minutes. Annette Sweet seconded the motion, and the motion was approved.

**Review Final Monitoring Reports**

Pat announced that Larry Markway was no longer the Functional Leader for the Hannibal Job Center and Cindy Higgins was now the Interim Functional Leader. Brandi noted that she had been informed that MERS would begin interviewing for the Functional Leader position very soon. However, they would most likely hold off hiring until after the Adult and Dislocated Worker contracts were awarded.

The Committee was provided copies of the Adult and Dislocated Worker Programmatic final monitoring reports for each subcontractor for their review. All findings had been corrected and this was the final report. Brandi said since the reports were last presented to the Committee, they had been reviewed with the subcontractors and some of the findings had been removed. Diane Simbro explained the findings that were removed and the reasons for the removals. It was asked if the subcontractors knew in advance which files were going to be monitored. The number of files monitored was discussed. It was suggested that the total number of files we selected our sample from be added to the report.

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Annette asked if the files monitored included all the people that wandered in looking for a job. She wanted to know how many people staff was dealing with, new and carryover. The monitoring process, regarding the reason for and the order in which the monitoring was conducted by the State monitors and the WDB staff, was also discussed. Brandi said the State monitors the Regions to ensure compliance and to see if we do a good job monitoring our subcontractors. The State's sampling, as required by DOL, may be a little different from ours. They look at a much smaller sample size.

It was asked how this year's monitoring compared to last year's. Brandi said several service note issues were found in this year's monitoring. Staff wasn't entering the detail required by the State. The State came down harder on the regions for these errors and, as a result, we came down harder on the subcontractors. Diane Simbro said more findings were also discovered this year because full-file monitoring was done and several of the issues were paperwork. Brandi said the subcontractors have a checklist they use to try to ensure nothing is missed in the hard files. She also noted that the Northeast Region had experienced little disallowed costs compared to other regions.

Brandi was asked to rate the performance of the subcontractors. She said all of the subcontractors were very passionate about their clients and had good customer service. She rated them all a B and said there was always room for improvement. Boonslick had good strengths in administrative review. They had less state staff and more WIOA staff. Hannibal and Kirksville were about even. Both were good on customer service. Gamm was best in getting youth.

**Request for Proposal (RFP)  
PY17 One-Stop Operator, WIOA Adult & DW Programs Update**

Brandi said there was a large turnout for the RFP Q&A and she reviewed the list of agencies that attended. She said she had several pages of questions and hadn't finished answering all of the questions at this time. How to evaluate agencies that the Committee members weren't familiar with was discussed. It was noted that the proposers should include their experience and history in their proposals. It was asked if there was a way to find out if any proposers had lost contracts in other regions and why.

The RFP schedule was discussed. Final submissions are due at the WDB office on March 31, and they will be opened that day. Staff will review the packages to see if anything is missing. The proposals will be placed in Dropbox on Monday, April 3 and the link will be sent to the Committee members. The link should be sent to Annette at her business email. Steve Garner will pick up hard copies of the proposals at the WDB office. Committee members should have their evaluations returned to the WDB office by COB April 12. The One-Stop Committee will meet at 10:00 a.m. on April 18 at the WDB office to finalize their recommendation(s).

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**Other Business**

Brandi reminded everyone that after the RFP review they would need to get started on the One-Stop Certification and she asked for more volunteers. Pat said he had volunteered Annette for the Kirksville team.

**Adjourn**

Dan Putrah moved that the meeting be adjourned. Dennis Gill Seconded the motion and the meeting adjourned at approximately 5:50 p.m.

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