



***NEMO WORKFORCE DEVELOPMENT BOARD***

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**NEMO WORKFORCE DEVELOPMENT BOARD**

**EXECUTIVE COMMITTEE  
CONFERENCE CALL MEETING**

**April 9, 2018**

**WDB  
Executive Committee  
Members Present**  
Amy Bowen  
Mark Chambers  
Stephen Garner  
Jim Kolve  
Pat Poepping  
Dan Putrah  
Janice Robinson  
Annette Sweet

**WDB Members  
Absent**  
Corey Mehaffy

**CLEO  
Executive Committee  
Members Present**  
Glenn Eagan  
Wayne Wilcox

**CLEO  
Executive Committee  
Members Not Present**  
Ryan Poston

**WDB Staff  
Present**  
Diane Simbro  
Sharon Hillard

## **MEETING CALLED TO ORDER**

Chairperson Pat Poepping called the April 9, 2018 NEMO Workforce Development Board (WDB) Executive Committee Meeting to order at approximately 10:00 a.m. at the NEMO WDB office in Paris, MO.

### **ROLL CALL**

Roll call was taken. Eight NEMO WDB Executive Committee members were present and a quorum was established. Two CLEO Executive Committee members were present and a quorum was also established.

### **APPROVAL OF AGENDA**

Jim Kolve moved to approve the agenda. Dan Putrah seconded the motion, and the agenda was approved.

### **APPROVAL OF MINUTES**

Jim Kolve moved to approve the September 12, 2017 minutes with a correction noted in the last paragraph under the heading of "Review and Approval of Revised Personnel Procedure Manual" and the October 3, 2017 minutes with a correction to the date. Dan Putrah seconded the motion, and the motion was unanimously approved.

### **REVIEW OF COMMITTEES/STRUCTURE & ASSIGNMENTS**

Everyone was given a proposed NEMO WDB Committee Structure list to review. Pat said if approved the Committee Structure list would take effect July 1, 2018. The list included the addition of a Nominations/Recruitment Committee that would be responsible to recruit private business members and to nominate annually a slate of officers. The list also showed new additions to the Youth Committee, the proposed officers for the coming year and how the addition of the additional committee would affect the Executive Committee.

Janice Robinson moved that the Executive Committee recommend that the NEMO WDB approve the proposed NEMO WDB Committee Structure list as presented. Mark Chambers seconded the motion, and the motion was unanimously approved.

### **MONITORING UPDATE**

Diane provided an update regarding subcontractor monitoring. She said Sharon Hillard had been working on the Youth monitoring. Due to the change of the case management system it had been a slow process. Most of the comments noted to date were the result of issues of conversion to the new system and proper case noting for the opening and closing of activities. WDB staff would next begin monitoring the Youth Summer Jobs program, Adult and Dislocated Worker Programs. She hoped all monitoring would be completed sometime in May.

### **EMPLOYER ENGAGEMENT COMMITTEE RECOMMENDATION TO PROCEED WITH PARTNERING WITH GROWTH SERVICES GROUP**

Employer Engagement Committee Chairperson Jim Kolve said Corey Mehaffy with the Growth Services Group (GSG) had requested to partner with the NEMO WDB in offering a program called BR+E22 to area employers. The program was designed to work with employers in expanding profit and productivity through employee engagement. The Workforce Development Board was asked to sponsor GSG and introduce them to area employers to get them engaged in the program. GSG would do the marketing of the program. Diane said because Corey was also a WDB member, she wanted to ensure that there would be no conflict of interest if the Board partnered with the GSG. Therefore, she contacted the State and was informed that because no other entity in the area was offering the same type of service to employers it would not present a conflict of interest. It was recommended that Diane ask for that information to be sent to her in writing. It was noted that the WDB's responsibility would be to invite employers that

expressed an interest in hearing about what GSG had to offer to meet with the company. After further discussion, the following motion was made.

Annette Sweet moved that the Executive Committee recommend that the NEMO WDB partner with the Growth Services Group. Jim Kolve seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved that the CLEO Executive Committee recommend that the NEMO WDB partner with the Growth Services Group. Commissioner Glen Eagan seconded the motion, and the motion was unanimously approved.

It was stated that other members of the Board should be informed that should they have a project where they would like to partner with the Board they could do so providing they followed the same process.

### **YOUTH PROVIDERS RFP/YOUTH COUNCIL RECOMMENDATION**

The NEMO WDB received two proposals in response to its Request for Proposals (RFP) for the Youth Program Services. They were from the WDB's current providers Gamm, Inc. and Boonslick RPC. Information regarding those proposals was provided to everyone for review. Discrepancies in the budget proposal information were discussed. It was noted that the budgets could be negotiated after the proposals were approved.

On behalf of the Youth Council, Chairperson Mark Chambers moved that the NEMO WDB approve the Youth Council's recommendation to award the WIOA Youth Service Programs for the Kirksville and Hannibal Career Center areas to Gamm, Inc. contingent on budget negotiations. Mark also moved that the NEMO WDB approve the Youth Council's recommendation to award the WIOA Youth Service Programs for the Warrenton Career Center area to Boonslick Regional Planning Commission contingent on budget negotiations. Annette Sweet seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved that the CLEO Executive Committee approve the Youth Council's recommendation to award the WIOA Youth Service Programs for the Kirksville and Hannibal Career Center areas to Gamm, Inc. contingent on budget negotiations. Wayne also moved that the CLEO Executive Committee approve the Youth Council's recommendation to award the WIOA Youth Service Programs for the Warrenton Career Center area to Boonslick Regional Planning Commission contingent on budget negotiations. Commissioner Glenn Eagan seconded the motion, and the motion was unanimously approved.

### **REVISION OF WDB BY-LAWS**

Everyone was provided a copy of the NEMO WDB By-Laws with the proposed changes for review. Pat explained that due to the addition of the Nomination/Recruitment Committee the By-Laws needed to be updated. Therefore, Article 7.7 was added to the By-Laws to include the committee and its responsibilities.

Annette Sweet moved that the Executive Committee recommend that the NEMO WDB approve the addition of Article 7.7 to the NEMO WDB By-Laws. Jim Kolve seconded the motion, and the motion was unanimously approved.

### **PLAN MODIFICATION/TRANSFER MONEY FROM DW TO ADULT**

A WIOA expenditure report showing remaining balances in each WIOA contact was provided to everyone. Diane said the region had only \$89,590.18 remaining in Adult Funding and would run out before the end of the program year. However, because we hadn't had a lot of Dislocated Workers requesting assistance, we had an excess of Dislocated Worker funding. She said the region was allowed to transfer 100% of its Dislocated Worker Funding to the Adult Program if needed with Board approval. She noted that a Plan Modification which required a 30-day public comment period was also required. She asked that the Executive Committee approve recommending that the NEMO WDB transfer the remaining balance of the FY17 and PY17 Dislocated Worker Funding to the Adult Program.

Jim Kolve moved that the Executive Committee recommend that the NEMO WDB approve the transfer of the remaining balance of the FY17 and PY17 Dislocated Worker Funding to the Adult Program. Mark Chambers seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved that the CLEO Executive Committee recommend that the CLEOs approve the transfer of the remaining balance of the FY17 and PY17 Dislocated Worker Funding to the Adult Program. Commissioner Glenn Eagan seconded the motion, and the motion was unanimously approved.

### **CONTRIBUTIONS FROM COUNTY COMMISSIONS**

Diane said she had spoken with Kami Mohn at Northeast Power and they were willing to continue the contribution/investment to the WDB for the match funds. She asked the best time to send letters to the County Commissions requesting donations for the match. The CLEO's said the best time to send the letters would be in November right after Thanksgiving. Glenn said Shelby County had put the donation into its budget but they would need a request for the funds and a statement of what the funds are being used for.

### **REVIEW OF SALARY INFORMATION**

The review of salary information was tabled until the next meeting.

### **MoRAP APPRENTICESHIP GRANT**

Diane said the State had set aside some funds to increase area apprenticeships. So on behalf of the region, she applied for a MoRap Apprenticeship grant for \$184,000 and was awarded the amount of \$100,000. She said the region would not realize much of an impact from the grant but it was a great opportunity for individuals in the area. Tight 360 Tool and Machine Company in Jonesburg, MO will be the training provider. They are going to focus on veterans, justice-involved individuals and individuals with disabilities. The training will cover seven operations. Tight 360 will do the training and pay the individual's wages, and the grant funds will help to purchase the needed software. Diane said there was a press release from the Governor's office last week about the project and there would be a ceremony to kick everything off next week. She noted that the region was working on another Apprenticeship grant in the Hannibal area for child development.

### **REVIEW OF BUDGETS**

Everyone was provided a budget report. Diane said we should be about 75% spent and as of March 31 we were pretty much on target. She also spoke about the opportunity to acquire some in-house training on the WDB's accounting software (MIP) at a cost of \$1,300 plus expenses.

### **INDEPENDENT AUDIT UPDATE & UPCOMING DWD AUDIT**

Everyone was provided a copy of the audit report. Diane said there were two findings in the audit. The first was a cash management issue regarding a total of \$95,000 in cash advances provided to a subcontractor that wasn't used and reimbursement checks continued to be issued with no adjustment for the advances for a period of time. The second regarded expenditures for the TANF Summer Job League 2016 program. It appears that the expenditures were overstated by \$15,000. Diane then reviewed the internal controls that have been established to ensure that these errors do not happen in the future.

Diane said DWD was scheduled to conduct fiscal monitoring of the WDB in about two weeks. DWD would also be conducting the region's programmatic monitoring soon. The WDB would also undergo a Workers Compensation Audit in the near future.

## **REVIEW OF SUBCONTRACTORS PROGRAM PERFORMANCE**

Diane said all of the data had not been fully converted into MoPerforms yet so she was unable to produce reports for the Committee to review.

### **OTHER BUSINESS**

Glenn Eagan said he had contacted Doug Drake and he was not interested in a position on the Board. He had also left messages for John Campen but had no response so he assumed he was not interested. Diane said one of the gentlemen who manages Tight 360 was interested in becoming a member. They were just deciding on which one it would be.

Diane said they were working on the budget numbers for PY18 but nothing had been released. She had heard there would be at least a 10% cut. She said the subcontractors were performing well. However, enrollment numbers were low across the board. Staff was doing a lot of marketing to try to increase the numbers. She announced that the State was pretty sure we were going to get the Summer Job League program again this PY year. She said a referral program had been put in place with Vocational Rehabilitation to refer individuals to the Job Centers and we would be partnering with them in offering assistance to individuals. Diane said Sheila and Beth helped with an event for seventh and eighth graders in Kirksville hosted by Polly Matteson from Truman State University. The region is in the process of planning two youth events as well. One will probably be during the school year and the other in the fall. Flyers for the Missouri Work Ready Community Event in Warren County to celebrate their designation as a certified Work Ready Community were provided to everyone.

Pat said the April 16 WDB meeting would be an in-person meeting. He invited everyone to visit the WDB's website and review its updates. He welcomed Beth Whelan as a new staff person of the WDB and he announced that Shelia Jurgesmeyer had turned in her 9-month notice.

### **ADJOURN**

Dan Putrah moved that the meeting be adjourned. Janice Robinson seconded the motion, and the meeting adjourned at approximately 11:40.

Submitted by,

Janice Robinson