



NEMO WORKFORCE DEVELOPMENT BOARD

111E. Monroe • Paris, Missouri 65275 • www.nemowib.org • (660) 327-5125 • Fax (660) 327-5128

NEMO WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING

June 15, 2018

**WDB
Executive Committee**

Members Present

Jim Kolve
Pat Poepping
Janice Robinson
Annette Sweet

WDB Members

Absent

Amy Bowen
Mark Chambers
Stephen Garner
Corey Mehaffy
Dan Putrah

**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 June 15, 2018 NEMO Workforce Development Board (WDB) Executive Committee Meeting to order at approximately 1:00 p.m. at the NEMO WDB office in Paris, MO.

ROLL CALL

Roll call was taken. Four 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

Annette Sweet moved to approve the agenda. Jim Kolve seconded the motion, and the agenda was approved.

APPROVAL OF MINUTES

Annette Sweet moved to approve the April 9, 2018 Executive Committee Meeting minutes. Jim Kolve seconded the motion, and the motion was unanimously approved.

REPORT ON MONITORING FROM ONE-STOP COMMITTEE

The programmatic monitoring was not completed; therefore, the One-Stop Committee didn't meet and no report was given.

REPORT ON RFQ FOR EMPLOYEE ENGAGEMENT CONSULTING

Jim said the Employer Engagement Committee approved the only proposal submitted in response to the Request for Qualifications (RFQ) which was from Growth Services Group. Diane said the RFQ was advertised in the Columbia Tribune and the Kirksville Daily Express. It was also posted on the NEMO WDB website and sent to all Board members and CLEOs to share. She also searched the internet, found nine companies that provided similar services, and sent the RFQ package to those in Missouri, Illinois and Iowa.

Annette Sweet moved that the Executive Committee recommend that the NEMO WDB approve the proposal submitted by Growth Services Group for Employee Engagement Consulting. Janice Robinson seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved that the CLEO Executive Committee recommend that the CLEOs approve the proposal submitted by Growth Services Group for Employee Engagement Consulting. Commissioner Glenn Eagan seconded the motion, and the motion was unanimously approved.

REPORT ON NEW MEMBERS FOR BOARD

Annette said Pat created a map showing where the existing members were located and where the Board was lacking members. She thought she had been assigned to contact some of the county commissioners that weren't real active to see if they could recommend anyone. She said the Board was currently in compliance but needed to be recruiting some new members for the Board. Annette said the Nominations/Recruitment Committee was trying to accomplish that by contacting individuals to see if they were interested in membership.

Sharon said the WDB had received nomination information for Michael Purol President of Poepping, Stone, Bach and Associates, Inc. All of his required paper work had been submitted to the WDB office, and his nomination would be presented at the June 18th WDB meeting. Diane said Mike McGhee at Tight 360 was still in the process of getting his paper work. There was also another gentleman from Knox County that was interested in membership and Sheree Prebe was working with him to get his required paper work. In addition, Chuck Hartman from Orscheln was also interested in membership. Wayne

mentioned the possibility of Glenn Turner as a member. Annette said she would follow up and contact the Monroe County Commission.

NEW FUNDING FOR PY18 AND INCUMBENT WORKER SET ASIDE

Diane said the incumbent worker program would be established to set aside a portion of funds (perhaps 10% of the Adult allocation) for incumbent workers. She explained that if a company saw potential in an entry level employee and would like to give them additional education/training to advance them in the company, those employees would not be required to meet the low income WIOA eligibility. This would be another way we could help employers moved people up in their companies and open up more entry level positions. Diane said the WDB hadn't done the Incumbent Worker Program before but she recommended the WDB consider implementing it. She said if the funds weren't used, they could be transferred back into the Adult program. Diane said the Board would need to decide if they wanted to proceed and she would then develop the issuance/policy for the program.

Janice Robinson moved that the Executive Committee recommend that the NEMO WDB set aside 10% of its PY 2018 Adult Funding for an Incumbent Worker Program. Annette Sweet seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved that the CLEO Executive Committee recommend that the NEMO WDB set aside 10% of its PY 2018 Adult Funding for an Incumbent Worker Program. Commissioner Glenn Eagan seconded the motion, and the motion was unanimously approved.

REVIEW OF CURRENT BUDGET AND APPROVAL OF NEW BUDGET AND SALARY RECOMMENDATIONS

The members were provided copies of the PY 2017 Admin budget as of May 30 and the proposed PY 2018 Admin budget. Diane reviewed the PY 2017 budget and said we were 95% spent not counting the carryover from last year. We were about \$54,000 under budget. She said we were trying to be very conservative this year because we were anticipating a budget cut in PY 2018. Diane reviewed the reasons for the line items that were over expended.

Diane said for formula funds (Adult, Dislocated Worker and Youth) the NE Region received a total allocation of \$1,142,300.00 which was a decrease of \$119,137.00 or 9% from last Program Year. She then presented the Admin Budget for Program Year 2018. She reviewed the total revenues, their sources, and the proposed budget. With carryover, she felt the Region would be okay.

Diane explained that the allocations were based on the unemployment rate, population and the poverty rate. Those same factors were used to allocate the funds to the subcontractors for the Job Center areas. It was noted that the subcontractors would receive a cut in funding as well. Diane recommended the splits for the funding remain the same as last year. Which was 10% admin for the WDB and 8% program funds and 64% admin and 36% program for the subcontractors. After further discussion, the following motion was made.

Janice Robinson moved to approve the recommendation of the allocations based on the splits of 10% admin for the WDB and 8% program funds and 64% admin and 36% program for the subcontractors. Annette Sweet seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved to approve the recommendation of the allocations based on the splits of 10% admin for the WDB and 8% program funds and 64% admin and 36% program for the subcontractors. Commissioner Glenn Eagan seconded the motion, and the motion was unanimously approved.

Diane presented a spreadsheet she and Corey Mehaffy had worked on that included staff salary ranges gathered from the other WDB Regions. She said the Northwest, South Central and West Central Regions were the most comparable to the Northeast Region. It was noted that the NE Region had the lowest paid staff in the state. Diane said she based the budget on \$5,000 increase for the Committee to evaluate;

however, there were more funds available if they wished to increase that number. After further discussion, the following motion was made.

Annette Sweet moved to approve the recommendation of the Admin Budget with a 5% staff salary increase. Janice Robinson seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved to approve the recommendation of the Admin Budget with a 5% staff salary increase. Commissioner Glenn Eagan seconded the motion, and the motion was unanimously approved.

CHANGE TO JOB DESCRIPTIONS

Diane said she needed to update the salary ranges of the job descriptions and she would like to make some changes in the language of the Equal Opportunity Officer Job description. She explained that the EO responsibilities would always be the first priority of the EO Officer.

CHANGE TO CREDIT CARD POLICY AND ACCOUNTING POLICY

Diane said during the DWD audit, they recommended a change be made to the Credit Card Policy to include the following language:

- **Authorized users include the Operations/Program Coordinator and the Executive Director. Upon the termination of either of the authorized users, the credit card will be cancelled and reissued based on the staffing change and the approval of the Executive Committee.**

Annette Sweet moved to approve the revision to the Credit Card Policy as presented. Jim Kolve seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved to approve the revision to the Credit Card Policy as presented. Commissioner Glenn Eagan seconded the motion, and the motion was unanimously approved.

Diane said the third party auditor made a recommendation that the following change be made to the Accounting Policy:

- **~~All payments will be made by check.~~ Payments will be made by either check or electronically. All checks must be pre-numbered and should be marked with a ~~ninety (90)~~ sixty (60) day limit for honoring that check. Outstanding checks for more than sixty (60) days will be voided and an investigation of that voided check will be made by the Fiscal Officer before a replacement check will be reissued.**

Janice Robinson moved to approve the revision to the Accounting Policy as presented. Annette Sweet seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved to approve the revision to the Accounting Policy as presented. Commissioner Glenn Eagan seconded the motion, and the motion was unanimously approved.

UPDATE ON CONTRIBUTIONS FROM COUNTY COMMISSIONS

The members were provided an update of the Match Fund Account. Diane reviewed the contributions received from the County Commissions to the Match Fund Account. She said she would send an invoice to Kami Mohn at Northeast Power who had promised to send the WDB a donation as well.

INDEPENDENT AUDIT & DWD FISCAL AND PROGRAMMATIC AUDITS

A copy of the independent third-party audit had been emailed to the Board Members and CLEOs for their review. Diane reviewed the findings and the corrective actions in response to the audit findings. Diane said the auditor (Judy Ward) would teleconference into Monday's Board meeting and present her audit findings.

USDOL AUDIT

Diane said USDOL planned to audit the NE Region in August. The WDB had received a 15 page document of things they would be auditing.

REVIEW OF SUB-CONTRACTORS PROGRAM PERFORMANCE

Diane said data was still being uploaded into the State's data performance system and she was unable to pull accurate performance reports to share with the Committee. She noted that the Region would not be held accountable for performance until 2020. However, staff would be more attentive to performance this next Program Year because PY 2018 performance would be reflected in PY 2020.

UPDATE ON MoRAP APPRENTICESHIP-RIBBON CUTTING

Diane provided an update regarding the MoRAP Apprenticeship Program and the Ribbon Cutting at Tight 360. She said the event was well attended and things were going well at the company.

CWR – WARREN, LINCOLN, AND KNOX

Everyone was provided a handout regarding the area counties' Certified Work Ready Community efforts. Diane said she attended the Knox County Celebration Event Wednesday night. Currently Adair, Knox, Randolph and Warren were certified. Several other counties were very close.

BOARD TRAINING – AUGUST OR SEPTEMBER

Diane said she was working with the State to organize a Board training session to be held in August or September. The State would be sending her an outline of what they could offer and it could be modified to meet the WDB's needs. The plan was to schedule four hours for the training session during the day. They felt it would be best to have two hours of training in the morning, provide lunch, and have two hours training in the afternoon. Glenn suggested using the Match Funds for any expenses involved with the meeting.

TALENT FOR TOMORROW TASK FORCE/MAWD BOARD

Diane said she had been appointed to the Talent for Tomorrow Task Force and would start her duties later this month. An email would be sent out regarding the Regional Summit Meetings for the Talent for Tomorrow Task Force and anyone was welcome to attend. She had also been appointed to the MAWD (Missouri Association of Workforce Development) Board. As part of the Board, she said she would request that a track for Board Members be offered next year at the MAWD Conference in Branson.

OTHER BUSINESS

Glenn suggested that he, Diane, Don Patrick and Janice schedule a meeting in Bowling Green to discuss NECAC's marketing practices.

ADJOURN

Annette Sweet moved that the meeting be adjourned. Janice Robinson seconded the motion, and the meeting adjourned at approximately 3:00 p.m.

Submitted by,

Janice Robinson