



NEMO WORKFORCE DEVELOPMENT BOARD

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NEMO WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING

September 12, 2017

WDB

Executive Committee

Members Present

Stephen Garner
Jim Kolve (by phone)
Corey Mehaffy
Pat Poepping
Dan Putrah
Janice Robinson

WDB Members

Absent

Mark Chambers
Amy Bowen

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 September 12, 2017 NEMO Workforce Development Board (WDB) Executive Committee Meeting to order at approximately 2:00 p.m.

ROLL CALL

Roll call was taken. Five NEMO WDB Executive Committee members were present and a quorum was established. Two CLEO Executive Committee member present and a quorum of the CLEO Executive Committee was also established.

APPROVAL OF AGENDA

Dan Putrah moved to approve the agenda. Stephen Garner seconded the motion, and the agenda was approved.

APPROVAL OF MINUTES

Stephen Garner moved to approve the June 19, June 26, and June 30, 2017 Executive Committee meeting minutes. Dan Putrah seconded the motion, and the motion was approved.

REVIEW & APPROVAL OF REVISED PERSONNEL PROCEDURE MANUAL

Committee members were provided copies of the updated Personnel Procedure Manual and its attachments. Diane said most of the revisions were due to changes in the law and to comply with State policy. The Committee reviewed the revisions, provided input and made additional revisions. Some of the revisions included the following:

- Inserting NEMO Board reserves the right to run a background check or credit check, with the employee's permission, if they deem necessary for the position
- Applicants will be asked to complete a demographic questionnaire voluntarily
- Applications of persons applying and not selected shall remain on file for a period of six months
- No person will be discriminated against because of race, color, sex, sexual orientation, gender identity...
- A timesheet will be completed each pay period, signed by the employee, and approved by the Director or his/her designee
- Regarding disciplinary reprimands: Benefits for the employee will continue during the probation period, with exception to vacation and sick pay accrual
- Regarding hazardous conditions: At the discretion of the Executive Director, employees may be authorized to work from a remote site
- Failure to timely report an accidental injury within 24 hours could result in loss of Workers' Compensation benefits to the employee

After the review, the following motion was made.

Dan Putrah moved to approve the Personnel Procedures Manual and attachments as amended. Corey Mehaffy seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved to approve the Personnel Procedures Manual and its attachments as amended. Corey Mehaffy seconded the motion, and the motion was unanimously approved.

REVIEW & APPROVAL OF REVISED ACCOUNTING PROCEDURE MANUAL

Committee members were provided copies of the updated Accounting Procedure Manual. Diane reviewed the revisions to the policy. Some of the revisions included revisions to reflect changes in the law naming Sharon Hillard as Acting Director to help with check processing and updating the financial duties/functions chart. After the review, the following motion was made.

Dan Putrah moved to approve the Accounting Procedures Manual as presented. Janice Robinson seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved to approve the Accounting Procedures Manual as presented. Corey Mehaffy seconded the motion, and the motion was unanimously approved.

REVIEW & APPROVAL OF COMMERCIAL INSURANCE QUOTATIONS

Diane said on July 26 she sent out a request for quotes for the WDB's commercial insurance. To date, she had only received quotes from two vendors and one of the two was incomplete. She reviewed the quotes from Hawkins Insurance Group in Shelbina, MO and Hollida Insurance Agency, LLC in Poplar Bluff, MO. After the review the following motion was made.

Cory Mehaffy moved to accept the quote from Hollida Insurance Agency. Janice Robinson seconded the motion, and the motion was approved.

Commissioner Wayne Wilcox moved to accept the quote from Hollida Insurance Agency. Commissioner Glenn Eagan seconded the motion, and the motion was approved.

REVIEW OF SALARY INFORMATION

Diane provided salary information to the Committee she had gathered from other Missouri WDB Regions, an O*NET 2017 report and a Willis Towers Watson 2016 Compensation Survey Report. It was mentioned that commitments for salary increases had already been made to Diane Simbro and Michelle House. Diane said Michelle's six month anniversary date would be November 1 and Sheila Jurgesmeyer's would be December 1. A salary increase of 3% was discussed for the remaining staff. It was asked if staff evaluations had been given. Diane said she had given Sharon an evaluation and would recommend increasing her salary. Sheila had not yet reached her 6-month anniversary date and an evaluation hadn't been given.

Dan Putrah moved that Sharon Hillard be given a 3% salary increase retroactive to July 1, 2017 to include a catch up on her simple IRA match. Jim Kolve seconded the motion, and the motion was approved.

Commissioner Wayne Wilcox moved that Sharon Hillard be given a 3% salary increase retroactive to July 1, 2017 to include a catch up on her simple IRA match. Commissioner Glenn Eagan seconded the motion, and the motion was approved.

It was noted that salary ranges for the NEMO WDB staff should be discussed at the next Executive Committee meeting. Corey mentioned adopting a way to reward length of time served and still protect the salary range for the hiring of new personnel. It was decided that he and Diane would bring recommendations to the next meeting.

DISCUSSION OF STAFF PERSONAL CELL PHONE REIMBURSEMENT

Diane asked the Board to consider a \$40 per month personal cell phone reimbursement for staff. She explained that with the demands of technology, staff is now required to keep in contact by cell phone with her, each other and sub-contractor staff. Corey mentioned that if staff were to be reimbursed, their personal cell phone would be subject to the Sunshine Law. Diane said this would be added to the Personnel Policy and all staff would be required to sign the Cell Phone Policy.

Corey Mehaffy moved that NEMO WDB Staff be provided a personal cell phone reimbursement of \$40 per month beginning October 1, 2017. Janice Robinson seconded the motion, and the motion was approved.

Commissioner Wayne Wilcox moved that NEMO WDB Staff be provided a personal cell phone reimbursement of \$40 per month beginning October 1, 2017. Commissioner Glenn Eagan seconded the motion, and the motion was approved.

REVIEW OF BUDGET

A copy of the PY17/Fy18 Budget was provided to the Committee. Diane said she just received the information and had not had the opportunity to review it for errors. However, it appeared that we had \$41,258.37 in carryover.

REVIEW OF PROGRAM PERFORMANCE

Diane said the new system 4th quarter performance information was still incorrect so she provided 3rd quarter performance information for review for the region and each job center.

Diane said Harbor Freight had used the services at the Job Center in Kirksville and was very impressed. One-Stop Certification Certificates had been received for the Hannibal and Warrenton Job Centers. However, the State had chosen to come back and conduct a review of the Kirksville Job Center. She didn't feel this would be a long process as the State would be doing Summer Job League monitoring the same day. Diane said on August 24th the Functional Leaders and DWD Supervisors, Brian Barnes and herself met at the WDB office to discuss best practices. It was a very productive meeting. Brian Barnes was impressed and plans to suggest other regions do the same.

REVIEW COMMITTEES/STRUCTURE & ASSIGNMENTS

A copy of the revised NEMO WDB Committee structure was provided to everyone. Pat said this should be put on the agenda for the next full Board meeting for approval.

UPDATE OF UPCOMING YOUTH PROVIDER RFP & SCHEDULE

Diane said a Request for Proposal (RFP) had to be posted for the Youth Program this program year. She felt the timeline used for the Adult and Dislocated Worker Program RFP would be good. She added that the Youth Council would evaluate the proposals and make a recommendation to the Board for approval.

ADJOURN

Janice Robinson moved that the meeting be adjourned. Corey Mehaffy seconded the motion, and the meeting adjourned at 4:00 p.m.

Submitted by,

Janice Robinson