

MEMO

TO: Northeast Region Workforce Development Board, Chief Elected Officials, and Interested Parties

FROM: Michael Purol, NE WDB Chair
Brent Stevens, WDB Director

RE: **NE WDB Business Meeting**

The Northeast Workforce Development Board will hold a quarterly business meeting at 1 PM on Monday, June 12, 2023. This meeting will be held virtually through Zoom.

Virtual:

Join Zoom Meeting

<https://us02web.zoom.us/j/84779993097?pwd=N201T0dObzFqQTBGc2NwTzRFMlh6QT09>

Meeting ID: 847 7999 3097

Passcode: 745010

One tap mobile

+13126266799,,84779993097# US (Chicago)

In accordance with Section 610.020 RSMO, the meeting will be conducted virtually; as such, there is no designated location for the meeting at which participants will gather. However, in the event that any member of the public desires to attend but is unable to participate virtually/telephonically, call access to the meeting will be made available at the WDB office located at 912 Main Street, Trenton, MO.

Northeast Workforce Development Board Business Meeting Agenda

Monday, June 12, 2023 at 1:00 PM

1:00 PM – Business meeting in open session

Roll call / Establish quorum

A. Consent Agenda

DISCUSSION on each then ACTION REQUIRED in one motion

1. Minutes of 3.20.2023 full Board meeting
2. Expenditure and Contract Performance Reports: WIOA Adult, Dislocated Worker and Youth by Sub-Recipient
3. Line-Item Budget Amendment
4. WDB Progress Report – All Funds
5. Sub-Recipient Audit Report Summary
6. Dept of Social Services Monitoring (Fiscal) (www.nemowib.org/june2023)
7. Dept of Social Services Monitoring (Programmatic) (www.nemowib.org/june2023)
8. Office of Workforce Development Monitoring (Fiscal) (www.nemowib.org/june2023)
9. PY 22 NEMO WDB Audit (KPM CPAs) (www.nemowib.org/june2023)

B. WIOA-Mandated Business

ACTION REQUIRED on each item below

1. Surplus Equipment
2. Sub-Recipient Monitoring Reports (www.nemowib.org/june2023)
 - a. Fiscal
 - b. Equal Opportunity
 - c. Programmatic

C. Updates and Other Program Business

1. Sub-recipient/Job Center Updates
 - a. Gamm Incorporated
 - b. Boonslick Regional Planning Commission
2. Closure of the Board
3. Board Member/Commissioner Updates/Open Discussion

Northeast Workforce Development Board

Minutes of Board Meeting

March 20, 2023

Held Virtually via Zoom

The Northeast Region Workforce Development Board (NEMO WDB) met virtually on Monday, March 20th, 2023. NEMO WDB Vice-Chair Allie Bennett called the meeting to order at 1:05 pm. Roll Call was conducted, and a quorum was established with 10 members present.

Board Members

| | | | | |
|---------------|---------------|----------------|------------------|---------------------|
| Allie Bennett | Annette Sweet | Michael Purol* | Stephanie Cooper | Carolyn Chrisman |
| Steve Garner | Lisa Blickhan | Mark Chambers | Jennifer Taylor | Kara Berlin Bates |
| Kristen Smith | | | | |

* Joined meeting after roll call

Commissioners

Ryan Poston – Montgomery County - Presiding
Mark Shahan – Adair County - Presiding
Curtis Wheeler – Monroe County - Presiding
Mike Whelan – Monroe County – Associate

WDB Staff

Brent Stevens Jeanie Griffin Kerry Savage Diane Simbro

Guests

| | | | | |
|-------------------|-------------|----------------|-------------|------------------|
| Dana Keller | Dawn Mowery | Erica Davis | Kim Meyer | Mandy McClanahan |
| Michelle Heiliger | Ruth Whitis | Teresa Lee | Megan Price | |

Open Session Business Meeting

Consent Agenda

NEMO WDB Vice-Chair Allie Bennett directed Board members to the consent agenda items, which included minutes from the 12/19/22 Board Meeting, Expenditures and contract performance reports, PY 22 Adult Budget Amendment, and the WDB Financial Progress Report.

After a discussion around each of the items in the consent agenda, a motion was made by Annette Sweet and seconded by Stephanie Cooper to approve the consent agenda. The motion passed with no opposition.

Director's Update

1. Merger

Director Stevens shared a progress update on the merger of the Northeast and Northwest Workforce Development Boards. He stated the State WDB approved the merger and sent the

recommendation to Governor's Office. A letter has since been received from the Governor's office approving the merger. He stated everything is on track to be effective July 1, 2023.

2. Legislative Outreach

Director Stevens shared with the group information about a recent visit in Jefferson City where he met with representatives from North Missouri. The purpose of this visit was to educate the representatives on the work being done in the Region. He also shared that the WDB Directors across the state are working on a proposal to request State of Missouri general revenue funds to help support the work being done throughout the State.

3. Audit Update

Director Stevens shared that the Board has received preliminary information regarding the PY 21 Audit, which is being conducted by KPM CPAs. Fiscal Manager Jeanie Griffin explained information regarding the two findings that will be in the report. The first finding deals with Sub-recipient monitoring, and the second finding is for Allowable Costs/Cost Principals. Director Stevens stated he expects the full report to be submitted to the Board later this week. He stated an executive committee meeting may need to be held next week to approve the audit.

Mandated Business

1. Director Stevens presented a request to transfer \$25,000 from the FY 23 Dislocated Worker Budget to the Adult Program. He stated this transfer would allow the region to serve more of the customers who are visiting the Job Center currently. With low unemployment rates, the Job Centers are not seeing many participants eligible for the Dislocated Worker program.

A motion was made by Mark Chambers and seconded by Lisa Blickhan to approve the budget transfer as presented. The motion passed with no opposition.

2. Executive Director discussed with the Board the next piece of action for the Board to complete the merger is to agree to dissolve the current Northeast Missouri Workforce Development Board. Dissolving the Board effective June 30, 2023 would allow the new Board to take responsibility of the new region effective July 1, 2023. Director Stevens shared the NEMO WDB would still be responsible for the workforce region through the end of the Program Year (June 30, 2023)..

A motion was made by Carolyn Chrisman and seconded by Annette Sweet to dissolve the NEMO WDB effective June 30, 2023. The motion passed with no opposition.

3. A draft nonprofit reinstatement letter was presented by Director Stevens. It was mentioned this letter will be submitted with the 990s to reinstate NEMO WDB Inc. as a nonprofit.

A motion was made by Annette Sweet and seconded by Corey Mehaffy to approve the submission of the reinstatement letter. Through discussion, the Board was informed the nonprofit status was revoked due to the delinquency of filing the tax documents. It was also noted there are additional costs that will be incurred to reapply, but the Board has received funding from OWD to cover those costs as part of the transition. The motion passed with no opposition.

Updates and Other Program Business

1. Reports were presented to the Board on Job Center updates from Erica Davis, Hannibal Job Center; Ruth Whitis, Kirksville Job Center; and Dawn Mowery, Warrenton Job Center. Each of the reports outlined what is happening in the respective Job Center.

2. The following committees' reports were shared with the Board: Access Committee, Youth Committee, and Employer Engagement Committee.

No discussion was had during the open discussion.

A motion was made by Carolyn Chrisman and seconded by Michael Purol to adjourn the meeting.

The meeting adjourned at 1:54 PM

WIOA Expenditures through 4/30/2023

| | Adult Expenditures | | | Dislocated Worker Expenditures | | | Youth Expenditures | | | |
|---------------------------------------|--------------------|------------|--------|--------------------------------|------------|------------|--------------------|------------|------------|--------------------------------|
| | Budget | Expenses | % Exp. | Budget | Expenses | % Exp. | Budget | Expenses | % Exp. | Out-of-School Exp. Rate (50%)* |
| Boonslick | 78,609.56 | 42,186.72 | 54% | 116,677.59 | 61,298.07 | 53% | 94,498.73 | 54,452.42 | 58% | 62% |
| + Outstanding Participant Obligations | | 30,758.29 | | | 3,732.80 | | | 4,349.06 | | Work Experien. Exp. Rate (20%) |
| Total: | 78,609.56 | 72,945.01 | 93% | 116,677.59 | 65,030.87 | 56% | 94,498.73 | 58,801.48 | 62% | 22% |
| | | | | | | | | | | Out-of-School Exp. Rate (50%)* |
| Gamm Inc. - Hannibal | 81,469.11 | 52,707.96 | 65% | 90,250.25 | 46,292.47 | 51% | 104,974.66 | 51,945.19 | 49% | 38% |
| + Outstanding Participant Obligations | | 7,178.60 | | | 556.05 | | | 8,942.22 | | Work Experien. Exp. Rate (20%) |
| Total: | 81,469.11 | 59,886.56 | 74% | 90,250.25 | 46,848.52 | 52% | 104,974.66 | 60,887.41 | 58% | 33% |
| | | | | | | | | | | Out-of-School Exp. Rate (50%)* |
| Gamm Inc. - Kirksville | 81,469.12 | 65,384.12 | 80% | 85,012.29 | 38,734.76 | 46% | 74,539.77 | 39,159.51 | 53% | 54% |
| + Outstanding Participant Obligations | | 5,295.00 | | | 825.00 | | | 2,714.47 | | Work Experien. Exp. Rate (20%) |
| Total: | 81,469.12 | 70,679.12 | 87% | 85,012.29 | 39,559.76 | 47% | 74,539.77 | 41,873.98 | 56% | 2% |
| TOTAL NE Region | 241,547.79 | 203,510.69 | 84% | 291,940.13 | 151,439.15 | 52% | 274,013.16 | 161,562.87 | 59% | |

Comments

April 30, 2023 represents 83% of program year. (67% expended to meet 80% by 6/30/2023)

Areas highlighted in red are concerns.

Low expenditures in DW/Youth for the Region.

Contract Performance through 4/30/2023

| Agency to Participant Cost Ratio | | | |
|----------------------------------|---------------------------|------------|--|
| | | Actual | Contracted not to exceed 60%/40% Ad/dw 70%/30% Yth |
| Boonslick RPC | Agency: \$ 73,452.20 | 71% | 60% |
| Adult/Dislocated Worker | Participant: \$ 30,032.59 | 29% | 40% |
| | Total \$ 103,484.79 | 100% | |
| Boonslick RPC | Agency: \$ 35,452.59 | 65% | 70% |
| Youth | Participant: \$ 18,999.83 | 35% | 30% |
| | Total: \$ 54,452.42 | | |
| GAMM - Hannibal | Agency: \$ 55,081.47 | 56% | 60% |
| Adult/Dislocated Worker | Participant: \$ 43,918.96 | 44% | 40% |
| | Total: \$ 99,000.43 | 100% | |
| GAMM - Hannibal | Agency: \$ 35,376.49 | 68% | 70% |
| Youth | Participant: \$ 16,568.70 | 32% | 30% |
| | Total: \$ 51,945.19 | 100% | |
| GAMM - Kirksville | Agency: \$ 50,010.91 | 48% | 60% |
| Adult/Dislocated Worker | Participant: \$ 54,107.97 | 52% | 40% |
| | Total: \$ 104,118.88 | | |
| GAMM - Kirksville | Agency: \$ 38,369.96 | 98% | 70% |
| Youth | Participant: \$ 789.55 | 2% | 30% |
| | Total: \$ 39,159.51 | | |

Comments:

Items in Red are areas of concern

| Cost Per Service/Enrollment Level | | | |
|-----------------------------------|-------------|-------------|-------------|
| | Actual | Contracted | Percent |
| New Enrollments | 99 | 45 | 220% |
| Cost Per: | \$ 1,045.30 | \$ 3,979.73 | |
| Served (New+C/O) | 11 | 20 | 55% |
| Cost Per: | \$ 4,950.22 | \$ 4,354.45 | |
| New Enrollments | 24 | 46 | 52% |
| Cost Per: | \$ 4,125.02 | \$ 3,460.11 | |

| | | | |
|------------------|-------------|-------------|------------|
| Served (New+C/O) | 17 | 32 | 53% |
| Cost Per: | \$ 3,055.60 | \$ 3,034.43 | |

| | | | |
|-----------------|-------------|-------------|------------|
| New Enrollments | 31 | 53 | 58% |
| Cost Per: | \$ 3,358.67 | \$ 2,919.57 | |

| | | | |
|------------------|-------------|-------------|------------|
| Served (New+C/O) | 16 | 31 | 52% |
| Cost Per: | \$ 2,447.47 | \$ 2,150.55 | |

| | | | |
|----------------|------------|-----|------------|
| Total Enrolled | 198 | 227 | 87% |
|----------------|------------|-----|------------|

Attachment 11

Planning Budget Summary Budget Amendment

Northeast Region WDB

PY22 DW

Period: 7/1/2022

6/30/2024

| | Original Budget | Line-Item Amendment | Revised Budget |
|-------------------------------------|--------------------|------------------------|-------------------|
| Admin Salary/Fringe | 3,466.20 | 726.14 | 4,192.34 |
| Admin Other | 1,964.18 | (752.81) | 1,211.37 |
| Admin Indirect | 346.62 | 26.67 | 373.29 |
| Total Admin | 5,777.00 | 0.00 | 5,777.00 |
| Program -Salary/Fringe | 24,242.54 | 757.67 | 25,000.21 |
| Program Other Staffing/OP | 9,533.44 | (2,497.71) | 7,035.73 |
| Program Indirect | 249.54 | (42.75) | 206.79 |
| Individual Training Accounts | 5,434.02 | 578.98 | 6,013.00 |
| On-the-Job Training | 1,849.17 | (1,849.17) | - |
| Participant Staffing: 35% CM S/F | 6,570.49 | 5,393.48 | 11,963.97 |
| Apprenticeships/Pre-Apprenticeships | 1,000.00 | (1,000.00) | - |
| Work Experience/Internships | 1,420.00 | (1,420.00) | - |
| Supportive Services | 1,698.80 | 79.50 | 1,778.30 |
| Total Program Services | 51,998.00 | (0.00) | 51,998.00 |
| Total Budget | 57,775.00 | (0.00) | 57,775.00 |

| | | |
|-------------------------------------|-----|--------------|
| Agency Costs Expenditure Rate: | 62% | \$ 32,242.73 |
| Participant Costs Expenditure Rate: | 38% | \$ 19,755.27 |

* 70%/30% Allowed by OWD

Comments: Line-item adjustments needed to reflect actual expenditures.
Fully spent with 3/31/2023 reporting.

Brent Stevens 05 / 10 / 2023
WDB Director Date

Michael J. Purol 05 / 10 / 2023
WDB Chair Date

Northeast Workforce Development Board
WIA
For the Ten Months Ending Sunday, April 30, 2023

| | Program Budget | Prior YTDs | Prior Month YTD | Current Month | Total Program YTD | Budget Remaining |
|--|-------------------|---------------|--------------------|------------------|----------------------|---------------------|
| Miscellaneous Revenue | \$0.00 | \$0.00 | (\$14,295.43) | \$0.00 | (\$14,295.43) | \$14,295.43 |
| General Revenue | (1,801,584.34) | 0.00 | (665,336.42) | (107,749.31) | (773,085.73) | (1,028,498.61) |
| Total Revenue | (1,801,584.34) | 0.00 | (679,631.85) | (107,749.31) | (787,381.16) | (1,014,203.18) |
| | | | | | | |
| 66323 WDB Admin Salaries/ Fringde | 66,152.48 | 0.00 | 24,445.72 | 4,307.18 | 28,752.90 | 37,399.58 |
| 66324 WDB Admin Other Operational | 25,528.02 | 0.00 | 3,456.84 | 1,090.97 | 4,547.81 | 20,980.21 |
| 66325 WDB Admin Indirect | 12,036.50 | 0.00 | 4,993.37 | 1,467.28 | 6,460.65 | 5,575.85 |
| 66360 WDB Admin Other Operational | 3,051.40 | 0.00 | (27,793.38) | 0.00 | (27,793.38) | 30,844.78 |
| 66361 WDB Program Other Operational | 1,689.69 | 0.00 | 1,689.69 | 0.00 | 1,689.69 | 0.00 |
| 66363 WDB IS Salaries/ Fringe | 4,143.16 | 0.00 | 3,247.46 | 270.23 | 3,517.69 | 625.47 |
| 66364 WDB IS - Other Operational | 1,827.51 | 0.00 | 705.71 | 118.74 | 824.45 | 1,003.06 |
| 66365 WDB IS Program Indirect | 271.38 | 0.00 | 138.69 | 20.22 | 158.91 | 112.47 |
| 66370 WDB Admin Salaries/ Fringe | 16,065.33 | 0.00 | 16,065.33 | 0.00 | 16,065.33 | 0.00 |
| 66371 WDB Program Salaries/ Fringe | 8,440.78 | 0.00 | 8,440.78 | 0.00 | 8,440.78 | 0.00 |
| 66373 WDB OS Program Salaries/ Fringe | 8,142.60 | 0.00 | 1,474.60 | 172.77 | 1,647.37 | 6,495.23 |
| 66374 WDB OS Program Other Opt. | 4,614.14 | 0.00 | 362.62 | 75.91 | 438.53 | 4,175.61 |
| 66375 WDB OS Program Indirect | 814.26 | 0.00 | 112.57 | 12.92 | 125.49 | 688.77 |
| 66383 WDB Program Salaries/ Fringe | 79,489.84 | 0.00 | 26,718.84 | 3,876.26 | 30,595.10 | 48,894.74 |
| 66384 WDB Program Other Operational | 522,622.43 | 0.00 | 123,281.03 | 27,182.23 | 150,463.26 | 372,159.17 |
| 66385 WDB Program Indirect | 2,125.83 | 0.00 | 590.55 | 84.69 | 675.24 | 1,450.59 |
| 66388 Career Center Expense | 45,908.67 | 0.00 | 14,749.38 | 3,924.14 | 18,673.52 | 27,235.15 |
| 66393 WDB OS Salaries/ Fringe | 2,351.85 | 0.00 | 2,351.85 | 0.00 | 2,351.85 | 0.00 |
| 66394 WDB OS Other Operational | 464.22 | 0.00 | 464.22 | 0.00 | 464.22 | 0.00 |
| 66506 Program Indirect | 959.61 | 0.00 | 959.61 | 0.00 | 959.61 | 0.00 |
| 66530 Sub-Recipient Salary/ Fringe | 352,127.96 | 0.00 | 199,508.34 | 20,031.47 | 219,539.81 | 132,588.15 |
| 66531 Sub-Recipient Other Agency Opt. | 77,872.81 | 0.00 | 29,051.84 | 945.29 | 29,997.13 | 47,875.68 |
| 66532 Classroom Occupation Tmg/ ITA | 149,886.46 | 0.00 | 108,900.26 | 17,054.00 | 125,954.26 | 23,932.20 |
| 66533 On-The-Job Training | 6,849.48 | 0.00 | 870.38 | 0.00 | 870.38 | 5,979.10 |
| 66534 Supportive Services | 23,573.01 | 0.00 | 10,909.07 | 1,327.91 | 12,236.98 | 11,336.03 |
| 66535 Apprenticeship/ Pre-Apprentice | 5,640.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,640.00 |
| 66536 Transitional Jobs | 1,550.00 | 0.00 | 1,550.00 | 0.00 | 1,550.00 | 0.00 |
| 66537 Work Experience | 41,492.42 | 0.00 | 25,722.64 | 1,425.00 | 27,147.64 | 14,344.78 |
| 66539 Participant Staff | 65,174.80 | 0.00 | 25,149.52 | 5,449.50 | 30,599.02 | 34,575.78 |
| 66550 IS Sub-Recipient Salary/ Fringe | 66,751.77 | 0.00 | 37,054.93 | 4,322.62 | 41,377.55 | 25,374.22 |
| 66551 IS Sub-Recipient Oth Agency Opt. | 8,010.43 | 0.00 | 5,625.44 | (11.26) | 5,614.18 | 2,396.25 |
| 66552 IS Classroom Occup Tmg/ ITA | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 |
| 66554 IS Supportive Services | 3,168.44 | 0.00 | 0.00 | 0.00 | 0.00 | 3,168.44 |
| 66556 IS Work Experience Staffing | 3,675.37 | 0.00 | 2,617.96 | 0.00 | 2,617.96 | 1,057.41 |
| 66557 IS Work Experience | 23,829.00 | 0.00 | 17,480.73 | 2,603.26 | 20,083.99 | 3,745.01 |
| 66562 IS Other Part. Cost/ Incentives | 1,550.00 | 0.00 | 1,075.00 | 0.00 | 1,075.00 | 475.00 |
| 66570 OS Sub-Recipient Salary/ Fringe | 96,542.15 | 0.00 | 48,414.04 | 2,292.32 | 50,706.36 | 45,835.79 |
| | | | | | | |
| 66571 OS Sub-Recipient Oth Agency Oper | 10,553.43 | 0.00 | 7,217.71 | (131.88) | 7,085.83 | 3,467.60 |
| 66572 OS Classroom Occup Tmg/ ITA | 19,650.00 | 0.00 | 8,500.00 | 1,056.03 | 9,556.03 | 10,093.97 |
| 66574 OS Supportive Services | 4,792.24 | 0.00 | 0.00 | 0.00 | 0.00 | 4,792.24 |
| 66576 OS Work Experience Staffing | 4,457.04 | 0.00 | 1,797.16 | 0.00 | 1,797.16 | 2,659.88 |
| 66577 OS Work Experience | 22,328.59 | 0.00 | 4,749.29 | 193.77 | 4,943.06 | 17,385.53 |
| 66582 OS Other Part. Cost/ Incentives | 1,700.00 | 0.00 | 700.00 | 0.00 | 700.00 | 1,000.00 |
| 66606 Admin Indirect | 1,209.24 | 0.00 | 1,209.24 | 0.00 | 1,209.24 | 0.00 |
| Total Expenses | 1,801,584.34 | 0.00 | 744,559.03 | 99,161.57 | 843,720.60 | 957,863.74 |
| | | | | | | |
| Total Program | 0.00 | 0.00 | 64,927.18 | (8,587.74) | 56,339.44 | (56,339.44) |

Audit Report Summary

PY 22-23

The following Audit report summary is provided for informational purposes. Compliance requirements have been reviewed and expenditures reconciled as noted.

Boonslick Regional Planning Commission, Warrenton for the period ending 6/30/2022. No findings. Expenditures have not been reconciled. There are a few discrepancies between those expenditures noted in the audit report and WDB records. BRPC staff are working with the auditor to resolve the issues. Audit report was not submitted to Federal Audit Clearinghouse within required time frame (Issued date: 11-3-2022; submitted to FAC: 3/24/2023).

Gamm Incorporated, LaBelle for the period ending 6/30/2022. Audit report has been issued, but not approved by the Gamm Board of Directors and not submitted to the WDB yet. Gamm is exempt from Federal Single Audit Report Requirements as defined in Uniform Guidance, Part 200, as federal expenditures are less than \$750,000. We are expecting to receive a copy no later than June 30, 2023.

WDB Suplus Equipment 1/2023

| WIB Tag # | DESCRIPTION | MANUFACTURER | SERIAL # | ACQUISITION DATE | ACQUISITION COST | ASSIGNED TO | Ann Insp = ok Surplused X | Condition P-F-G-E | Apraised Value | Location Code |
|-----------|------------------------------|--------------|--------------------------------|------------------|------------------|-------------------|------------------------------------|----------------------|----------------|---------------|
| 1226 | UbiDuo Set 1226/1227 | UBI DUO | 1226:2200435 & 1227:2200649 | 11/30/2007 | 1,576.00 | Job Center Closet | 2b X | Poor | \$0 | Warrenton |
| 1243 | Smart Board | n/a | T5-610 | 5/30/2008 | 1,756.00 | Basement | 2b X | Poor | \$0 | Warrenton |
| 1244 | Smart Board Mobile Stand | none | M5600 | 5/30/2008 | 577.00 | Basement | 2b X | Poor | \$0 | Warrenton |
| 1245 | Speaker phone w/ connector | | J8081202044B | 5/30/2008 | 549.39 | IT Room | 2b X | Poor | \$0 | Warrenton |
| 1306 | LOGITECH TLECONFERENCE PHONE | Logitech | 1423LZ0BYEB8 | 6/30/2014 | 1,199.00 | IT Room | 2b X | Poor | \$0 | Warrenton |

\$0

Bobbi Weekley 4/13/2023

Signed by: _____ Date

Owner/Computer Help Consulting
Title/Company