



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
(Conference Call Available)

December 10, 2018

**WDB
Executive Committee
Members Present**

Mark Chambers (phone)
Stephen Garner
Jim Kolve
Corey Mehaffy
Janice Robinson

**WDB Members
Absent**

Darin Arnsmeier
Dan Putrah
Annette Sweet

**CLEO
Executive Committee
Members Present**

Glenn Eagan
Ryan Poston
Wayne Wilcox

**WDB Staff
Present**

Diane Simbro
Sharon Hillard

MEETING CALLED TO ORDER

Chairperson Corey Mehaffy called the December 10, 2018 NEMO Workforce Development Board (WDB) Executive Committee Meeting to order at approximately 3:00 p.m. at the NEMO WDB office in Paris, MO.

ROLL CALL

Roll call was taken. Four NEMO WDB Executive Committee members were present or on the phone 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. Stephen Garner seconded the motion, and the agenda was approved.

APPROVAL OF MINUTES

Jim Kolve moved to approve the September 17, 2018 Executive Committee Meeting minutes. Stephen Garner seconded the motion, and the motion was unanimously approved.

REPORT ON MONITORING/PERFORMANCE FROM ONE-STOP COMMITTEE

One-Stop Committee Chair Stephen Garner reported that the One-Stop Committee met prior to the Executive Committee to review the PY 2017 Programmatic Reports. The Committee discussed the comments and it was noted that several of the issues were the result of conversion to the State's new data system and staff turnover. It was also noted that training had occurred on some of the issues and that WDB staff plans to provide on-going, monthly training to the subcontractor staff. After the review and discussion, the Committee voted to approve the PY 2017 Programmatic Monitoring.

REVIEW OF INCUMBENT WORKER POLICY

Diane said she had sent the NEMO WDB's Incumbent Worker Policy to the State staff for approval. Once she received their approval, it would need to be approved by the Board and CLEOs. She noted that three companies were currently interested in Incumbent Worker training. She explained that with the Incumbent Worker Program there was no income eligibility for individuals and employers must pay a match depending on the number of employees they have. She said the program is a great opportunity for employees to get the training they need for company promotions and as they move up the ladder, employment opportunities will be opened for additional job seekers.

REVIEW OF BUDGET WITH ADJUSTMENTS FOR HEALTH INSURANCE AND SALARIES

Diane said she planned to update the WDB Staffing budget to account for the change in healthcare cost and Sheila resigning but now the WDB had been notified that it will receive an additional \$25,000 for the Equal Opportunity (EO) position this year. She said the Board does need another staff person to help with the EO responsibilities and she would like to find someone that would be a good fit for the Director's position in future years. She felt there was no point in adjusting the budget at this time. The current budget was reviewed and it was noted that the line item expenditures were on target.

CHANGE TO ACCOUNTING AND PERSONNEL POLICIES

Everyone was provided copies of the suggested changes to the NEMO WDB Accounting and Personnel Policies. Diane said the changes to the policies were a result of the findings of the recent Division of Workforce Development Fiscal audit. The changes to the Personnel Policy included, a NEMO WDB Policy on Acceptable Use of Electronic Resources and updating the NEMO WDB Administrative Organizational Chart. Changes to the Accounting Policy included updating language to reflect that the Administrative Entity (AE) must maintain an accounting system which meets all current requirements of

the Uniform Guidance, 2 CFR 200.302 and the Generally Accepted Accounting Principles (GAAP) applicable to the agency, i.e. GAAP promulgated by the Financial Accounting Standards Board (FASB) for Non-Governmental Entities and the Governmental Entities, and adding language that states that employees will be required to sign the Drug-Free Workplace Policy (Attachment 11) and will be required to sign the Policy on Acceptable Use of Electronic Resources (Attachment 16). After the review and discussion of the policy changes, Janice Robinson moved to approve the changes to the Accounting and Personnel Policies as presented. Stephen Garner seconded the motion, and the motion was unanimously approved. Commissioner Wayne Wilcox moved to approve the changes to the Accounting and Personnel Policies as presented. Commissioner Ryan Poston seconded the motion, and the motion was unanimously approved.

REPORT ON DWD FISCAL, USDOL AND PROGRAMMATIC AUDITS

Diane said a letter from DWD regarding the NEMO WDB's corrective action submitted in response to the concerns identified in the DWD PY17 Quality Assurance Programmatic Monitoring report had been received. DWD found the documents provided in the response August 14 and the Case Note training documentation provided on August 31 acceptable and no further response was required.

Diane also reviewed the U.S. Department of Labor (DOL) compliance review report received in response to the recent DOL compliance audit. She reviewed the findings and the responses submitted to date. She said DOL found the WDB Memorandum of Understanding (MOU) with the required partners unacceptable. She explained that the template used for the MOU was developed by the State and the State was working to address that finding.

REVIEW OF SUBCONTRACTORS PROGRAM PERFORMANCE

NE Region performance information was provided to everyone. Diane reviewed the performance numbers and noted that the State's new data management system pretty much determined the performance numbers for the Regions. During performance negotiations, she tried to get some of the NE Region's measures lowered but was unsuccessful. However, she thought the negotiated numbers should be workable for the region. She reviewed the current indicators and said it appeared that we were doing okay on most of the measures. She noted that December's data, which would be for the 2nd quarter, was incomplete. Once that was updated, she felt the NE Region's performance numbers would improve.

BOARD TRAINING – SURVEY RESULTS

Diane said the survey results regarding the September Board training indicated that everyone enjoyed the training. They found it valuable and they were interested in learning more about the programs. She said she would like to set up another Board training for February 2019 for anyone who wished learn more and for new WDB and CLEO members. She would send a Doodle Poll to everyone see if they were interested and to select a date for the training.

OTHER BUSINESS

It was noted that the CLEOs Bylaws had been updated to reflect new quorum requirements. The CLEOs had voted electronically on the change and it was unanimously approved.

Corey announced that he would have a change in positions in the near future. He has accepted the position of Executive Director of Northeast Missouri Economic Development Council effective January 2, 2019.

ADJOURN

The meeting adjourned at approximately 4:30 p.m.

Submitted by,

Janice Robinson