



NEMO WORKFORCE DEVELOPMENT BOARD

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NEMO WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING

(Conference Call Available)

September 11, 2019

WDB

**Executive Committee
Members Present**

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

**WDB Members
Absent**

Darin Arnsmeier
Kara Berlin-Bates

CLEO

**Executive Committee
Members Present**

Glenn Eagan
John Truesdell

**Executive Committee
Members Absent**

Ryan Poston

**WDB Staff
Present**

Diane Simbro
Sharon Hillard

MEETING CALLED TO ORDER

Chairperson Corey Mehaffy called the September 11, 2019 NEMO Workforce Development Board (WDB) Executive Committee Meeting to order at approximately 2:30 p.m. at the NEMO WDB office in Paris, MO.

ROLL CALL

Roll call was taken. Six 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

Annette Sweet moved to approve the agenda. Mark Chambers seconded the motion, and the agenda was approved.

APPROVAL OF MINUTES

The minutes from the last meeting had not been sent to the Committee and will be approved at the next Executive Committee meeting.

TRANSITION TO DEPARTMENT OF HIGHTER EDUCATION

Diane reminded everyone that the Division of Workforce Development was in the process of transitioning to the Department of Higher Education. The transition was confusing and would require several policy changes but she hoped that it would benefit the region and that we would have more effective outcomes.

Corey provided some information regarding the Fast Track Workforce Incentive Grant which is a new financial aid program that addresses workforce needs by encouraging adults to pursue a certificate, degree, or industry-recognized credential in an area designated as high need. The program will open doors for a segment of the population that is sometimes not eligible under the WIOA programs to get training and participate meaningfully in the workforce.

LOCAL PLAN ISSUANCE

Diane said updated guidance would be coming from DWD on the required elements, format, and submission process for updating the Region's Local Plan. The Local Plan will have to be completed in the spring and it has to be approved by July 1, 2020. The update will require more Board and Board Committee involvement. More guidance should be available soon.

MOU/INFRASTRUCTURE PROCESS

Diane said when the Region was monitored by the Department of Labor (DOL), it was discovered that the Region's MOU was not in compliance with WIOA. She reminded the Committee that all the regions had used a MOU template that was developed by DWD. Due to DOL's finding, the MOU's would have to be re-done. WIOA requires each Local WDB to develop a MOU for the delivery of programs and services, and the sharing of costs, in the One-Stop Delivery System for its Local Workforce Development Area. The Region's Chief Elected Official (CEO) must approve this MOU, and all required Partners must sign. One of the components of the MOU is a negotiated Infrastructure Funding Agreement (IFA), or infrastructure cost-sharing agreement, for the operation of the One-Stop Centers. This agreement details how every required One-Stop Partner will contribute to non-personnel operating costs. Every required Partner must help subsidize the infrastructure operating costs of the One-Stop Center(s) with cash, non-cash, or third-party in-kind contributions. This was not specifically stated in the previous MOU and must be completed in the updated MOU.

Diane said DWD had just updated the MO Comprehensive and Affiliate Job Center Certification Evaluation and Criteria policy. The WDB will have until June 30, 2020, to complete the evaluations and

submit their certification determinations. The Job Center Certification Committee will consist of the Board Chair or their designee, a core WIOA partner representative, a required WIOA partner representative, and a representative from the Office of Workforce Development (OWD) Regulatory Compliance Team.

REVIEW OF SUB-CONTRACTOR PROGRAM PERFORMANCE

Everyone was provided a copy of the most recent performance report for their review. Diane said the region was doing well in all performance measures. Overall, the region was only in the red on the Adult Credential rate performance measure. The performance rosters were being reviewed to see where the numbers could be improved, and she felt the percentages would continue to improve.

INDEPENDENT AUDIT UPDATE – PY17

Diane provided an update regarding the WDB's PY17 independent audit. She said the preliminary draft had been sent to the review team. She noted that they were still contacting the WDB office with questions. As soon as the audit team completed their review, the audit should be ready to submit. She noted that the new WDB auditor for PY18 was ready to begin but couldn't do so until the PY17 audit was completed.

DISCUSSION OF FISCAL ASSISTANCE FROM CPA

Diane said because of issues in other Workforce Development Regions, the State was hiring an outside CPA firm to do their fiscal auditing. She was concerned that with the continuing changes in the law for Federal grant reporting that we too may miss something. She noted that the West Central Region had hired a CPA and had no issues with their PY17 audit. She said the Northeast Region could not hire a full time CPA with its limited budget. However, she and Beth had contacted a CPA firm to ask if they might be able to provide some training regarding Indirect Cost and periodically review some of our financials. They were still in the discussion phase of what they could provide for what price but they were very willing to provide some assistance. She estimated that this would cost between \$17,000 and \$20,000.

It was suggested that she ask the CPA firm for a proposal regarding the training cost and ask if they would be willing to answer questions on an hourly or monthly fee. Diane said she would send out the various scenarios they had submitted regarding the training for all to review.

REVIEW OF BUDGET AND APPROVAL OF NEW BUDGET

The Committee was provided copies of the budget for their review. Diane noted that the budget she sent to everyone did not reflect the cost of the CPA training. Glenn asked if pay increases for staff were reflected in the budget. Diane said due to the decrease in funding they were not. However, if the funding situation improved they could be considered at a later date.

REPLACEMENT MEMBERS FOR BOARD

Sharon said the Family Support Division was appointing a new member, Shyla Brauch, to the WDB that would be replacing the recently appointed Sutarrah Campbell. This appointment would need to be approved by the CLEOs at the September Board meeting. She provided an update on the number of business and required partners now serving on the WDB and noted that the Board was in compliance with its membership requirements. She also provided information regarding counties that did not have any representation on the Board. Annette Sweet stated that she had contacted some of the counties that were not represented and asked that they look for interested business individuals that may be interested in serving on the Board.

OTHER BUSINESS

It was noted that the electronic vote for CLEO officers had been completed and approved. The new CLEO Officers are Glenn Eagan – Chair, Ryan Poston – 1st Vice Chair, and John Truesdell – 2nd Vice Chair. This will be announced at the September 16th Board Meeting.

Diane provided an update on the services being provided to re-entry individuals, the status of the pork producer's project, and the planning of reverse job fairs in the region.

ADJOURN

The meeting adjourned at approximately 4:00 pm.

Submitted by,

Janice Robinson