



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)

April 8, 2019

**WDB
Executive Committee
Members Present**

Darin Arnsmeier (phone)
Kara Berlin-Bates
Jim Kolve
Dan Putrah
Janice Robinson (phone)
Annette Sweet

**WDB Members
Absent**

Mark Chambers (phone)
Stephen Garner
Corey Mehaffy

**CLEO
Executive Committee
Members Present**

Glenn Eagan
John Truesdell

**CLEOs
Not Present**
Ryan Poston

**WDB Staff
Present**

Diane Simbro
Sharon Hillard

MEETING CALLED TO ORDER

Vice Chairperson Darin Arnsmeier called the April 8, 2019 NEMO Workforce Development Board (WDB) Executive Committee Meeting to order at approximately 3:20 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

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

APPROVAL OF MINUTES

Jim Kolve moved to approve the December 10, 2018 Executive Committee Meeting minutes. Janice Robinson seconded the motion, and the motion was unanimously approved.

REVIEW OF BUDGETS / GRANT SPENDING-REGION & SUB-CONTRACTORS

Diane reviewed the budget reports that were provided to everyone. She noted that we were over on the Public Notice expense due to underestimating what would be needed. We were also over on Miscellaneous and Career Center Purchases. This was due to a bookkeeping error and would be corrected. Overall the budget was 35% spent and should be 80% obligated by June 30. Expenditures by program / grant information was also provided.

REVIEW OF REGION AND SUB-CONTRACTOR PERFORMANCE

Performance Reports were sent to the Committee. Diane reviewed the reports that included Quarter 3 PY18 performance by the State, Region, and individual Job Centers. She also compared the Quarter 3 PY18 Regional Performance to similar regions in the State. She said we were doing very well. The only performance indicator that we were behind on was our Credential Rate for Adult and Youth.

MARKETING USING UNRESTRICTED FUNDS

Diane said over the past years, Northeast Power had invested \$3,000 per year to the WDB to be matched by other unrestricted funding. To help meet that match, some of the counties had provided contributions. In addition, the Board elected to ask for Match Fund donations at each of the Board meetings so individuals could also provide a donation. Because WIOA funding is restricted to certain allowable costs, these funds are to be used for expenses not allowed by WIOA.

Glenn said out of concern that our regions Job Centers should be better marketed, he, Diane and others met with NECAC staff to discuss the possibility of partnering to market their agencies. As a result of that meeting they would like \$2,500 of the Match Funds to be set aside to be used for that purpose. The members discussed how the marketing would be accomplished, how to measure the effect of the marketing, and other concerns. After their discussion, the following motion was made:

Dan Putrah moved to recommend to the Board that \$2,500 of the Match Funds be set aside for marketing purposes. Annette Sweet seconded the motion, and the motion was unanimously approved. Commissioner John Truesdell moved to recommend to the CLEOs that \$2,500 of the Match Funds be set aside for marketing purposes. Glenn Eagan seconded the motion, and the motion was unanimously approved.

CHANGE OF MEETING TIME DISCUSSION

The Committee discussed changing Board meeting times to better accommodate Board Members and CLEOs. After much discussion, it was decided to recommend that the Board try meeting at 3:00 p.m. for their June 17, 2019 Board Meeting.

APPROVAL TO HIRE

Diane said in the past, the State allocated \$50,000 to the regions to offset their cost for an Equal Opportunity Officer. We were told last year that we would only receive \$25,000 through December. However, the State did change their mind and awarded us the remaining \$25,000 for the position. Our Equal Opportunity Officer Shelia Jurgsmeyer resigned the position in December and we were waiting to see if we were going to receive \$50,000 for Program Year 2019 before we permanently filled that position. Diane said there was an individual from Monroe City that may be interested in the position. She would like to hire this person on a part-time basis this summer working 24 to 30 hours per week at a wage of \$15.00 to \$16.00 per hour to see if the position was going to be a fit for her and the WDB. After further discussion, the following motion was made:

Jim Kolve moved to approve the hiring of an individual this summer on a part-time basis at the rate of \$16.00 per hour. Dan Putrah seconded the motion, and the motion was unanimously approved. Commissioner John Truesdell moved that the CLEO Executive Committee approve the hiring of an individual this summer on a part-time basis at the rate of \$16.00 per hour. Commissioner Glenn Eagan seconded the motion, and the motion was unanimously approved.

REVIEW AND VOTE TO RECOMMEND TO ACCEPT RFP FROM AUDITOR

Diane said the recent Request for Proposals for Auditing Services was sent to approximately 12 agencies, the full Board, and the CLEOs. The Board received one response which was from Botz, Deal and Company, P.C. Diane said she had several conversations with them and checked their references. Their references spoke highly of them and one of their references was NECAC. Diane reminded the Committee that the contract would be for one year with the possibility of two, 1-year extensions. The Committee was provided copies and asked to evaluate their proposal. After further discussion, the following motion was made:

Dan Putrah moved to recommend that the Board approve the proposal submitted from Botz, Deal and Company, P.C. for auditing services. Annette Sweet seconded the motion, and the motion was unanimously approved. Commissioner John Truesdell moved to recommend that the CLEOs approve the proposal submitted by Botz, Deal and Company, P.C. for auditing services. Commissioner Glen Eagan second the motion, and the motion was approved.

MAWD CONFERENCE APRIL 24-26 WITH PRE-CONFERENCE TRAININGS ON APRIL 22 & 23

Diane said WDB Staff would be attending the Missouri Association for Workforce Development (MAWD) Conference and pre-conference session in Branson, MO and would be out of the office the afternoon of April 22 through April 26. She noted that MAWD was also providing some sessions that may be educational for WDB and CLEO members. The cost of the conference was \$275 and \$300 to register for the conference and MAWD membership.

UPDATE ON EVENTS AND PROJECTS

Diane said staff had been busy working to establish apprenticeships with several employers. She said the Northeast Correctional Facility was interested in establishing an Agriculture Work Release Program for incarcerated individuals. Lincoln County Probation and Parole was providing a 2-week intense skills training program through Connections to Success. On the last day of the course individuals will have a

graduation ceremony and will be introduced to employers. Many of them will have jobs upon release. She noted that Connections to Success currently had a 100% success rate with this program.

Diane said the WDB was working with Vocational Rehabilitation, Learning Opportunities and others to organize a Reverse Job Fair for individuals with disabilities. She provided everyone with a flyer regarding the job fair which will be held Thursday, June 6, 2019 from 9am to noon at the Hannibal LaGrange University in Hannibal, MO. Manufacturing events including an Hour of Coding event were also being planned for October. Diane said presentations regarding Incumbent Worker Training were being provided to local employers. She noted that there is a Workforce Group in Hannibal that Corey has taken the lead of that will meet April 26th. Suzanne Richards will be presenting information on Apprenticeships and Pre-apprenticeships at the meeting.

ADJOURN

Dan Putrah moved that the meeting be adjourned. Annette Sweet seconded the motion, and the meeting adjourned at approximately 5:00 p.m.

Submitted by,

Janice Robinson