



***NEMO WORKFORCE DEVELOPMENT BOARD***

111E. Monroe • Paris, Missouri 65275 • [www.nemowib.org](http://www.nemowib.org) • (660) 327-5125 • Fax (660) 327-5128

**NEMO WORKFORCE DEVELOPMENT BOARD**

**EXECUTIVE COMMITTEE MEETING**  
(Conference Call Available)

**June 3, 2019**

**WDB  
Executive Committee  
Members Present**

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

**WDB Members  
Absent**

Darin Arnsmeier  
Kara Berlin-Bates  
Janice Robinson

**CLEO  
Executive Committee  
Members Present**

Glenn Eagan  
Ryan Poston (phone)  
John Truesdell

**WDB Staff  
Present**

Diane Simbro  
Sharon Hillard

**Guests**

Ethan Schneider

## **MEETING CALLED TO ORDER**

Chairperson Corey Mehaffy called the June 3, 2019 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. Five NEMO WDB Executive Committee members were present or on the phone and a quorum was established. Three CLEO Executive Committee members were present or on the phone and a quorum was also established.

## **APPROVAL OF AGENDA**

Annette Sweet moved to approve the agenda. Stephen Garner seconded the motion, and the agenda was approved.

## **APPROVAL OF MINUTES**

Jim Kolve moved to approve the April 8, 2019 Executive Committee Meeting minutes with the correction indicated by Corey Mehaffy. Annette Sweet seconded the motion, and the motion was unanimously approved.

## **REVIEW OF REGION AND SUB-CONTRACTOR 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 except credential attainment rate. She explained that part of the failure to meet the credential attainment rate was due to the past requirement under NGCC which placed all individuals in the measure even if they were only receiving core services. As these individuals drop out of the measure, she felt the credential rate would increase and it may improve before the end of the program year.

## **ONE-STOP COMMITTEE REPORT & RECOMMENDATION TO EXTEND CONTRACTS**

Chairperson Stephen Garner said the One-Stop Committee met on June 3<sup>rd</sup> and reviewed the PY18 Programmatic and Fiscal monitoring of the WIOA Title I Adult, Dislocated Worker, and Youth Programs. The Committee discussed the monitoring comments and the corrective action plans which included staff training that had already been completed and additional training needed. After the review and discussion, the Committee voted to recommend that the NEMO WDB approve the PY18 Programmatic and Fiscal monitoring contingent upon corrections being made and recommend extension of the contracts for PY19.

Annette Sweet moved to accept the PY18 Programmatic Monitoring for Adult, Dislocated Worker and Youth as presented contingent on corrections being made, and to recommend the extension of the PY19 Adult and Dislocated Worker contracts to both Gamm, Inc. and Boonslick Regional Planning Commission. Jim Kolve seconded the motion and the motion was unanimously approved.

Commissioner John Truesdell moved to accept the PY18 Programmatic Monitoring for Adult, Dislocated Worker and Youth as presented contingent on corrections being made, and to recommend the extension of the PY19 Adult and Dislocated Worker contracts to both Gamm, Inc. and Boonslick Regional Planning Commission. Commissioner Ryan Poston seconded the motion and the motion was unanimously approved.

**NEW FUNDING FOR PY19 AND 3 YEAR COMPREHENSIVE PLAN &  
DISCUSSION ON STAFFING/PROGRAM SPLIT – NEW ANNUAL AGREEMENT**

Diane said the Northeast Region received a 15% reduction of funding the Program Year 2019. They were also told to expect additional 15% reductions of funding for Program Years 2020 and 2021. Currently DWD cost shares the cost of the staffing for the Functional Leaders. We have been informed that DWD will no longer cost share this expense. Our current funding splits are 10% to the WDB and 8% Program funds to the WDB. For PY18 the sub-contractors were allowed 64% for administration and 36% program costs. We have been informed that the sub-contractors we will only be allowed 60% for administration and 40% for program costs for PY19. We were told to expect the sub-contract split to be 50% for administration and 50% for program costs beginning PY20. Diane noted that DWD currently cost shares a portion of the Job Center costs. DWD plans to RFP for a Consultant to see how they can best use their funding. They will be considering several options and they may be looking to close some of the Job Centers.

Diane said based on all of this information the Regions were asked to put together a 3-Year Comprehensive Plan detailing how they plan to provide services with these reductions. At this time, she didn't know how much funding the Region would receive for the Summer Jobs League and SkillUP Programs. Under these circumstances, she didn't think it would be wise to hire the part-time individual for the WDB Office that was discussed at the last Executive Committee Meeting. She has asked that the sub-contractors put together a 3-Year Plan for each of their Job Centers and she will put together the same for the WDB office. Based on that information she will develop the 3-Year Comprehensive Plan to submit to the state. She hopes to have this completed by Friday and she will send the Executive Committee a copy for their review. She said any and all comments would be appreciated. She plans to submit the plan to the State on Monday.

**REVIEW OF CURRENT BUDGET AND APPROVAL OF NEW BUDGET**

The Committee was provided a copies of the budget allocation for each Job Center and the tentative WDB budget based on Py19 funding allocations. Diane said the State did give us \$82,000 in addition to our allocations and she included that in the budget. She also included estimated funding for the Summer Jobs League program and the SkillUP program. She noted that the WDB would only receive \$25,000 for the Equal Opportunity (EO) position. She was also going to request some additional discretionary funds for a project with the Department of Corrections. She said the WDB office should be okay in PY19. Several options were discussed as possible ways to consider to trim the budget along with submitting for other grant possibilities.

Annette Sweet moved to accept the tentative allocations and WDB budget as presented. Mark Chambers seconded the motion, and the motion was approved.

**REVIEW OF BOARD BY-LAWS**

Everyone was provided a copy of the WDB By-laws for review. The Executive Committee reviewed the By-laws and no changes were recommended.

**REVIEW OF WDB/CLEO AGREEMENT**

Everyone was provided a copy of the WDB / CLEO Agreement. Diane explained that the only changes made were to the beginning and ending dates. No changes were recommended by the Committee.

**REPLACEMENT MEMBERS FOR BOARD**

Nominations Chair Annette Sweet said she tried to get some individuals interested in membership. She was considering contacting the County Commissioners to ask that they look for some private business individuals. The members discussed the requirements for membership and possible individuals to contact to see if they may be interested.

## **INDEPENDENT AUDIT & DWD FISCAL & PROGRAMMATIC AUDITS**

Diane said we were in the hot seat with our audit. She explained that the individual who performs our audit for the auditing firm is located in Sedalia, MO. This individual asked for information to begin the audit in December 2018 and it was sent to her. Staff assumed that she was working on the audit. However, after we spoke with her we discovered that she hadn't received any of the documentation. She also said that it was now tax season and she wouldn't have time to work on our audit until after April 15. After much research, it was discovered that she had received our documentation but that it had gone to her junk mail.

Diane said due to our audit being late, DWD has listed us as high risk. We will remain on that listing until our audit is completed. They are aware that we are working on the audit and when it is finished we will be out of hot water. She noted that the Department of Labor and DWD had already audited us and we were okay. She also noted that due to other issues happening statewide, DWD has decided to conduct Fiscal and Programmatic auditing of the regions four times per year.

### **TRANSFER OF MONEY FROM THE DISLOCATED WORKER PROGRAM TO THE ADULT PROGRAM**

Diane said the region is allowed to transfer funds from the Dislocated Worker Program to the Adult Program. The process for the transfer of funds includes providing justification and posting a Plan Modification. She noted that this process may take approximately 90 days. Currently the region had adequate funds in the Adult Program. However due to the low unemployment rate and few Dislocated Worker's requiring services, more funding would be needed for the Adult Program. Therefore, she recommended that the Committee recommend the transfer of \$100,000 from the Dislocated Worker Program to the Adult Program.

Jim Kolve moved that the Committee recommend that the WDB submit a Plan Modification to transfer \$100,000 from the Dislocated Worker Program to the Adult Program. Annette Sweet seconded the motion, and the motion was unanimously approved.

Commissioner John Truesdell moved that the CLEO Executive Committee recommend that the a Plan Modification to transfer \$100,000 from the Dislocated Worker Program to the Adult Program be submitted. Glen Eagan seconded and motion, and the motion was unanimously approved.

### **COMMITTEE STRUCTURE DATES/TIME/LOCATION FOR PY19 BOARD MEETINGS**

The Committee was provided a copy of the current Committee Structure. They reviewed the lists of individuals on each committee and recommended changes. Diane said she would make those changes and the Committee Structure would be voted on at the June 17, 2019 WDB meeting.

### **OTHER BUSINESS**

The Committee reviewed the list of WDB meeting dates for Program Year 2019. They were as follows: September 16, 2019, December 16, 2019, April 20, 2020 and June 15, 2020.

### **ADJOURN**

Annette Sweet moved that the meeting be adjourned, and the meeting adjourned at approximately 4:30 pm.

Submitted by,

Janice Robinson