



NEMO WORKFORCE DEVELOPMENT BOARD

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NEMO Workforce Development Board (WDB) Executive Committee Meeting April 14, 2020

WDB Executive Committee Members Present:

Corey Mehaffy Annette Sweet Janice Robinson
Stephen Garner Jim Kolve Kara Berlin-Bates

Members Absent: Mark Chambers
 Darin Arnsmeier

CLEOs Present: Glenn Eagan **CLEOs Absent:** Ryan Poston
 John Truesdell

WDB Staff Present: Diane Simbro
 Sharon Hillard

MEETING CALLED TO ORDER

Chairperson Corey Mehaffy called the April 14, 2020 Northeast Missouri Workforce Development Board (NEMO WDB) Executive Committee Meeting to order at approximately 3:00 p.m. The meeting was conducted electronically.

ROLL CALL

Roll call was taken. Six Committee members were present, and a quorum was established. CLEOs attending were Chair Glenn Eagan and Vice Chair John Truesdell.

APPROVAL OF AGENDA

Jim Kolve moved to approve the Executive Committee Meeting Agenda. Steve Garner seconded the motion, and the motion was unanimously approved.

APPROVAL OF MINUTES

Steve Garner moved to approve the September 11, 2019 Executive Committee Meeting Minutes. Jim Kolve seconded the motion, and the motion was unanimously approved.

NOMINATIONS COMMITTEE REPORT

Chairperson Annette Sweet provided an update for the Nominations Committee. Annette said the Committee met earlier and decided on a slate of individuals to contact to see if they would be willing to serve as WDB Officers for PY 2020. Corey said he had contacted Michael Puro and he said he would be willing to accept the nomination as WDB Vice Chair. Janice Robinson said she would be willing to accept

the nomination as WDB Secretary/Treasurer. Annette said the Committee would also be contacting other individuals to see if they would be willing to serve on the Board.

ONE-STOP COMMITTEE REPORT

One-Stop Committee Chair Steve Garner said the Committee met earlier and discussed the PY 18/19 performance and PY 19 expenditures. The Committee also reviewed the PY19 Programmatic and Fiscal Monitoring. All reports were approved as presented. Steve said the Committee also voted to recommend that the Workforce Development Board approve the extension of the current sub-contractor contracts for the Adult and Dislocated Worker Programs for PY 2020.

COVID-19 UPDATE

Diane provided an update on the Covid-19 response. She said the State had already, or was in the process of, removing all State staff from the Job Centers. WIOA staff has been provided laptops, phones and internet connection and has also been given the choice of whether to work from home or in the office. The Kirksville Job Center had chosen to work at the office but was unable to do so due to the inability to acquire a key and access code. Hannibal Job Center staff had chosen to work from home. Warrenton Job Center staff had chosen to work in the Job Center. State staff at the Warrenton Job Center also wanted to work at the Job Center but this was still being discussed.

Diane said due to COVID-19, staff was taking approximately 100 phone calls per day. No Job Center staff had been sick due to the virus. In addition, a regional WIOA and State Staff update call was being conducted once a week to provide updates on services being provided and issues that needed to be resolved. She noted that the State has asked the regions to provide Recovery Plans by Friday that show how they plan to provide services to their areas through this pandemic.

PY20 LOCAL PLAN UPDATE

Diane said the PY20 Local Plan had been submitted to the State and the State was beginning its review. She was waiting to hear their comments.

ELECTRONIC VOTE FOR LOCAL PLAN AND NEW/REVISED POLICIES REPORT

Diane provided a copy of the Electronic Voting results regarding the Board's approval of the PY20 Local Plan and the new/revised policies. For the Local Plan and Policies approval, the WDB had 15 yes votes and 6 no responses. For the Local Plan and Policies approval, the CLEOs had 12 yes votes and 2 no responses.

TRANSFER OF DISLOCATED WORKER FUNDS TO ADULT FUNDS

Diane said after further review of the funding and taking into consideration the increase in Dislocated Workers due to COVID-19, she would like to delay the recommendation to transfer some of the Dislocated Worker funding to the Adult Program.

APPROVAL OF BUDGET PY19 THROUGH MARCH 31, 2020

The Committee was provided a copy of the current budget for their review. Diane reviewed the budget and answered any questions. She said the budget was pretty much on target. There was an increase in the cost of conference calling due to COVID-19 but it could be offset by the decrease in expenditures in the travel line item. She noted that the cost of contract labor had increased due to upgrading staff computers to Windows 10. The Committee was in consensus that the budget was on target.

APPROVAL OF MOU/INFRASTRUCTURE FOR PY 2020 -2024

The Committee was provided a copy of the MOU/Infrastructure for PY 2020-2024. Diane said the MOU was developed using a templet from the State and was quite lengthy. The MOU had been sent to the State

and we were waiting on their soft approval. As a part of the MOU, we are now in the process of negotiating infrastructure costs with our partners.

Annette Sweet moved to approve the Memorandum of Understanding PY 2020-2024 as presented. Jim Kolve seconded the motion, and the motion was unanimously approved. CLEO John Truesdell moved to approve the Memorandum of Understanding PY 2020-2024 as presented. CLEO Glenn Eagan seconded the motion, and the motion was unanimously approved.

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

Diane reviewed the sub-contractor expenditures by program and job center. As of March 30, 2020, Youth Work Experience expenditures were at 29.3% and the requirement is 20%. As of March 30, 2020, Out-of-School expenditures were at 50.3% which meets this Program Years requirement per the waiver received by the State. However, if the State does not receive the waiver for PY2020, the requirement will be 75%.

REVIEW OF REGION AND SUB-CONTRACTOR PERFORMANCE

Diane presented information regarding PY18/19 Performance. The report showed performance percentages by region, job center and performance measure. Diane said the Northeast Region had exceeded its performance requirements and was doing very well. She noted that the Hannibal Job Center had not met the Employment 4th Quarter and Dislocated Worker Credential performance requirements. She noted that measures were being taken to increase the number of Dislocated Workers enrolled and discussions on how to increase these performance percentages were taking place. Corey and Diane spoke about the opportunity for more training in the Hannibal region.

BOARD STAFF RAISES

The Committee was provided staff salary information for all the Workforce regions. It was noted that the Northeast Region staff did not receive an increase in wages for PY19. WDB staff salary information was provided and information was provided to show the increase in salary costs if the Board were to approve a PY 2019 Cost of Living Wage (COLA) increase of 2.8%, if they were to approve a PY 2020 COLA of 1.6% or if they were to approve a COLA increase combining the years which would be 4.4%. After discussion the following motion was made.

Jim Kolve moved to approve a 4.4% COLA increase for WDB staff for Program Year 2020. Annette Sweet seconded the motion, and the motion was unanimously approved. CLEO John Truesdell moved to approve a 4.4% COLA increase for WDB staff for Program Year 2020. CLEO Glenn Eagan seconded the motion, and the motion was unanimously approved.

OTHER BUSINESS

The Committee reviewed and approved the agenda for the April 20, 2020 WDB Meeting.

ADJOURN

The meeting adjourned at approximately 4:00 p.m.

PY18/19 PERFORMANCE REPORT

Diane presented information regarding PY18/19 Performance Report. The report showed performance percentages by region, job center and performance measure. Diane said the Northeast Region had exceeded its performance requirements and was doing very well. She noted that the Hannibal Job Center had not met the Employment 4th Quarter and Dislocated Worker Credential performance requirement. She noted that measures were being taken to increase the number of Dislocated Workers enrolled and discussions on how to increase these percentages were taking place. Corey and Diane spoke about the opportunity for more training in the Hannibal region.

Diane also presented information regarding PY19 Adult and Dislocated Worker services provided. She also presented information regarding PY19 3rd Quarter Youth Services Provided. The report showed services provided to youth by region, and by each job center. She said individuals were provided services specific to their needs; however, the region is required to provide all 14 elements to participants. She noted that some of the elements were either not being provided much or not at all. She said discussion were taking place on ways to provide all of the required services.

REVIEW OF PY19 PROGRAMMATIC MONITORING

The Committee was provided PY19 Programmatic Monitoring Reports for both Gamm, Inc. and Boonslick Regional Planning Commission. Sharon reviewed the information. She noted that training would be provided to staff as indicated in the reports. She stated that overall subcontractor staff had less errors than in the previous years' monitoring.

to approve the PY19 Programmatic Monitoring Reports as presented. Steve Garner seconded the motion, and the motion was unanimously approved.

REVIEW OF PY19 FISCAL MONITORING

The Committee was provided PY19 Fiscal Monitoring Reports for both Gamm, Inc. and Boonslick Regional Planning Commission. Beth reviewed the information. Beth said Gamm, Inc. had no issues, everything was up to date and they were in compliance. She said BRPC struggled a little due to their software and the need to understand it a little better. She said there were some questions on how expenses were being charged and that they needed to update some of the verbiage in their policies. She said she has several discussions with the BRPC Fiscal Officer regarding their July and August expenditures due to the months being combined. Diane noted that it was discovered that the expense for daily coffee was being charged and this was not allowable. She also said the overall expenditures for postage and copies was also being look at as these expenses seemed to be excessive.

Dennis Gill moved to approve the PY19 Fiscal Monitoring Reports as presented. Steve Garner seconded the motion, and the motion was unanimously approved.

REVIEW OF PY19 PROGRAM EXPENDITURES

Diane said the region is required to obligate 80% of its funds by June 30 or it would have to give the funds back to the state. While the region was doing well in meeting its expenditure requirements for most of the programs, it was having some difficulty in meeting its expenditure rate in the Dislocated Worker Program.

She has asked for the sub-contractors to submit a report for their expenditures/obligations by the end of today. She felt the region would meet its requirements.

Diane reviewed the expenditures for administrative and participant cost and for the In-School Youth (ISY) and Out-of-School Youth (OSY). She said the region was spending more on the ISY and needs to find ways to serve more OSY.

Corey Mehaffy moved to approve the expenditure reports as presented. Janice Robinson seconded the motion, and the motion was unanimously approved.