



NEMO WORKFORCE DEVELOPMENT BOARD

111E. Monroe • Paris, Missouri 65275 • Tel: 660.327.5125 • Fax: 660.327.5128 • TTY: Dial 7-1-1
www.nemowib.org

NEMO Workforce Development Board (WDB) Executive Committee Meeting June 4, 2020

WDB Executive Committee Members Present

Corey Mehaffy Annette Sweet
Jim Kolve Kara Berlin-Bates
Janice Robinson
Mark Chambers

CLEOs Present

Glenn Eagan
John Truesdell
Ryan Poston

Members Absent

Stephen Garner
Darin Arnsmeier

WDB Staff Present

Diane Simbro
Sharon Hillard
Beth Whelan

MEETING CALLED TO ORDER

Chairperson Corey Mehaffy called the June 4, 2020 Northeast Missouri Workforce Development Board (NEMO WDB) Executive Committee Meeting to order at approximately 3:00 p.m. The meeting was conducted electronically through Zoom.

ROLL CALL

Roll call was taken. Six Committee members were present and a quorum was established. CLEOs attending were Chair Glenn Eagan, 1st Vice Chair Ryan Poston and 2nd Vice Chair John Truesdell.

APPROVAL OF AGENDA

Jim Kolve moved to approve the Executive Committee Meeting Agenda. Mark Chambers seconded the motion and the motion was unanimously approved.

APPROVAL OF MINUTES

Jim Kolve moved to approve the April 14, 2020 Executive Committee Meeting Minutes. Janice Robinson seconded the motion and the motion was unanimously approved.

UPDATE ON COVID READINESS PLAN – REOPENING OF CENTERS

Diane said at this time, no Job Centers were open to the public. Two WIOA staff were working at the Hannibal Job Center, two WIOA staff were working at the Kirksville Job Center and all WIOA staff were working at the Warrenton Job Center. The State was in the process of evaluating the Job Centers to determine what safety precautions and modifications needed to be taken and what PPE needed to be purchased in order to re-open to the public. Currently a COVID Readiness Plan is being developed for Job Centers that includes social distancing, installing Plexiglas, purchasing PPE and hiring a temporary person to manage crowd control at each Job Center. Because the Warrenton and LaBelle offices were not owned

by the State, they needed to develop their own COVID Readiness Plans and submit them to the State for approval before opening. She said the State will provide \$25,000 to help with the modifications and PPE for those centers. The State is also providing all PPE and Plexiglas, etc. needed for the State owned / leased centers. She said the Macon office was too small to allow for social distancing and a process would begin to change its classification to an Access Office only.

Corey asked if it would be necessary to require individuals visiting the non-state owned centers to sign a waiver before entering. Diane was unsure. Corey said he would send her a copy of their waiver as an example.

UPCOMING BOARD / CLEO SUMMIT

Diane said the upcoming Board and CLEO Summit would be held June 23, 2020 from 10:00 to 12:00. She said CLEO Chair Glenn Eagan and Board Chair Corey Mehaffy should have received an invitation from OWD Director Mardy Leathers. She said she also forwarded the invitation to the upcoming WDB Chair Michael Purol.

REGION PERFORMANCE & REPORT CARD

Everyone was provided a copy of the Region Performance and Report Card. Diane said this was a quarterly report card where the State, as a whole, and all regions were evaluated based on performance. Risks and promising practices were evaluated and each region was given a status of Concern, Threat, Crisis or Promising Practice (practices to share and celebrate). The State had a status of Threat and the Northeast Region had a status of Concern. The top three issues for the Northeast Region were:

1. The Job Centers not open to the public has impacted program enrollments and service delivery.
2. Not meeting performance for Dislocated Worker (DW) Employment Qtr. 4.
3. Not meeting required expenditure percentage for Adult and DW.

Promising Practice(s) were:

1. Board has increased training efforts with sub-recipients.
2. Significant improvements to monitoring.
3. Responded early and quickly to COVID to ensure safety of staff and set up remote operations.

REVIEW OF SUB-CONTRACTORS PROGRAM PERFORMANCE & EXPENDITURES

The Committee was provided Performance and Expenditure Reports prior to the meeting for their review. The report showed performance percentages for the State, for all 16 WDB Regions and for each NE Region Job Center. Diane reviewed the performance report and said the Northeast Region had met all of its performance measures. The Hannibal Job Center was down some on the Employment Quarter 4 performance measure and the Dislocated Worker Credential performance measure. She said the report would be uploaded to DOL July 15. Before that date, staff would be checking for missing data to improve these measures. This would be beneficial to the performance of the Region and the State overall. The region has up to one year from the exit date to enter the Credential Attainment measure. If the region didn't make a performance measure two years in a row, they would be subject to sanction. Diane said enrollments for Dislocated Workers (DW) was low. To help increase the enrollments, we are now co-enrolling TRADE Act individuals into the DW Program. She said there used to be a 5-year limit for enrolling individuals into the DW Program. The policy has now been changed to remove that limit and this should help with enrollments.

Diane reviewed the Expenditure Report. She said if we don't have our funding spent or obligated by the required date we could lose it. She said for In-School Youth (ISY) Gamm was 62% spent operational and 79% spent for participants and BRPC was 99% spent operational and 53% spent for participants. For OSY Gamm was 34% spent operational and 30% spent for participants and BRPC was 32% spent operational and 2% spent for participants. She said the dollars spent operational versus participant was a concern. Per contract, the subcontractors were allowed to spend 60% for operational cost and 40% for participant cost and they needed to budget within those percentages. She said we need to develop a plan going forward.

We will have to set some benchmarks and review expenditures each quarter to ensure we are meeting our expenditures and staying within the allowed percentages for program versus participant. She felt all Adult funds would be expended but she was also concerned about the Dislocated Worker expenditures.

MONITORING AND TRAINING PLAN FOR PY2020

The Committee was provided a copy of the Programmatic and Fiscal Monitoring and Training Plan for PY 2020. Diane said plans are to hold bi-monthly calls with staff and include a training component on each agenda. Trainings would include subjects of performance, data entry and various monitoring issues, the Local Plan, and Equal Opportunity.

INDEPENDENT AUDIT & OWD FISCAL AND PROGRAMMATIC AUDITS

Diane said the independent audit conducted by Botz, Deal & Company CPAs was ongoing. They hope to have this completed by the end of July. The audit conducted by the State's auditor went really well. There were two minor concerns. First, we currently use an Excel database to track inventory and they would like the inventory to be recorded in the WDB's MIP accounting system. Secondly, they asked that before cash draws are submitted to the State, that they be approved by the Executive Director. Diane said no response was required but the process was in place to draft an addendum to the WDB Financial Manual to make those changes.

3-YEAR COMPREHENSIVE PLAN

Diane said the Region had a 10% reduction in PY20 funding and the State has asked us to submit a plan of how we will continue to provide WIOA services for the next three years based on that reduction of funds and with an expectation of a continued 10% reduction per year in funding. She has hoped to have this completed in time to discuss with the Committee but she did not.

DISCUSSION ON STAFFING / PROGRAM SPLIT

Diane said allocations to the Region were determined based on the population, unemployment rates and poverty rates in the area. The region received a 10% reduction in funding for PY20. The WDB office portion was based on the same splits as last year of 10% admin for the WDB and 8% program funds. The funding was then allocated to the subcontractors based on the same indicators of population, unemployment rates and poverty rates for each county they service with 60% of the funds allowed for administration and 40% for program. The allocation information would be presented at the full Board meeting for discussion and approval.

REVIEW OF CURRENT BUDGET AND APPROVAL OF NEW BUDGET

Diane provided an updated PY19 AE Budget showing year-to-date expenses and percentage spent for each line item. She reviewed the budget saying that we were 64% spent and whatever carryover we had would help to compensate for the 10% reduction in funding we have been allocated for PY20. She also provided a PY20 AE Budget based on the PY20 allocations and estimated carryover for their review. She said she estimated the expenses and made cuts to line items to allow for the 10% reduction in funds. She also applied funding we should receive from the separate grants we have been awarded. She felt we would be okay again this year and would be able to stay within the budget.

Beth said the WDB had a total of \$27,867.34 in discretionary funds. Glenn said if needed these funds could be used to offset some expenses.

REVIEW OF WDB / CLEO AGREEMENT

The Committee was provided a copy of the WDB / CLEO Agreement for review. Diane said nothing was changed in the Agreement except the begin and end dates. The Agreement would need to be presented at the full Board meeting and approved by the WDB and CLEOs. It would then need to be submit to the State with the Region's Local Plan.

REPLACEMENT OF MEMBERS FOR BOARD

Diane said the CLEOs would need to vote on two new candidates at the June 15, 2020 WDB Meeting. The two candidates were Donny Carroll who was being appointed by OWD to represent Wagner Peyser. Mr. Carroll would be replacing Bryan Barnes who had retired. The other candidate was Stephanie Cooper with Douglass Community Services and would represent business.

COMMITTEE STRUCTURE

The Committee reviewed the updated WDB Committee Structure and discussed the changes. The updated Committee Structure will be presented at the June 15, 2020 WDB Meeting for approval.

DATES / TIME / LOCATION FOR PY20 BOARD MEETINGS

The Committee was provided a list of possible meeting dates for PY20 to submit to the full Board for approval at the June 15, 2020 meeting. Dates discussed were September 21, 2020, January 25, 2021, April 19, 2021 and June 21, 2021.

OTHER BUSINESS

The Committee reviewed and approved the agenda for the June 15, 2020 WDB Meeting. The meeting will be held virtually through Zoom at 1:00 pm.

ADJOURN

The meeting adjourned at approximately 4:45 p.m.