



NEMO WORKFORCE DEVELOPMENT BOARD

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NEMO Workforce Development Board (WDB) Executive Committee Meeting September 10, 2020

WDB Executive Committee Members Present

Corey Mehaffy Annette Sweet
Jim Kolve Kara Berlin-Bates
Janice Robinson Allie Bennett
Mark Chambers Michael Purol

CLEOs Present

Glenn Eagan
Ryan Poston

Members Absent

Stephen Garner

CLEOs Absent

John Truesdell

WDB Staff Present

Diane Simbro
Sharon Hillard

MEETING CALLED TO ORDER

Chairperson Michael Purol called the September 10, 2020 Northeast Missouri Workforce Development Board (NEMO WDB) Executive Committee Meeting to order at approximately 3:00 pm. The meeting was conducted electronically through Zoom.

ROLL CALL

Eight Committee members were present and a quorum was established. CLEOs attending were Chair Glenn Eagan and 1st Vice Chair Ryan Poston.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mark Chambers moved to approve the June 4, 2020 Executive Committee Meeting Minutes. Annette Sweet seconded the motion and the motion was unanimously approved.

UPDATE ON RE-OPENING OF JOB CENTERS

Diane said the required accommodations had been put in place and the Job Center inspections had been completed by the State. On Wednesday, September 16, 2020, all Missouri Job Centers would be open to the public.

ONE-STOP CERTIFICATIONS RECOMMENDATION TO CHANGE MACON OFFICE TO AN ACCESS POINT

Diane said the Job Center Certification Review Team was in the process of completing interviews and would meet again next week with OWD to discuss their findings. She noted that Michael Anderson with

Delta Center for Independent Living had graciously agreed to inspect all three Job Centers for the required Accessibility Certification. She hoped to know by next week if the region's Job Centers had been certified.

Diane said the Macon Affiliate Office does not meet the regulations for certification as an affiliate site and was too small to implement the current social distancing requirements. Therefore, she recommended that the Board change its classification to an Access Point. This would require a vote of the full Board and a Local Plan Modification.

Jim Kolve moved that the Executive Committee recommend to the WDB that the Macon Affiliate site be re-classified as an Access Point and that a Local Plan modification for the change be submitted to the State. Corey Mehaffy seconded the motion and the motion was unanimously approved.

Commissioner Ryan Poston moved that the CLEO Executive Committee recommend to the CLEOs that the Macon Affiliate site be re-classified as an Access Point and that a Local Plan modification for the change be submitted to the State. Commissioner Glenn Eagan seconded the motion and the motion was unanimously approved.

HANNIBAL JOB CENTER DISCUSSION

Diane informed the Executive Committee of some personnel issues occurring at the Hannibal Job Center. She said the issues had been occurring for some time between the WIOA Functional Leader and the OWD Supervisor. These issues were causing an unhealthy work environment for all staff and had caused turnover. Meetings to discuss this had been held in the past and another meeting was held last week with Gamm Directors, the OWD Regional Manager, the Functional Leader, the OWD Supervisor and herself to discuss the issues. The need to communicate and cooperate was stressed to both individuals, and a plan has been made to review both individuals' job descriptions and update those if necessary. It was suggested that this was a personnel issue that should be handled by Gamm, Inc. Corey volunteered to be a part of the next discussion should it be necessary.

REVIEW 3-YEAR COMPREHENSIVE PLAN

Diane provided and reviewed handouts regarding operational costs of the Job Centers and WDB office. She said the Region has been told to expect a 10% reduction of funding per year in the coming years. With that in mind, she developed a budget for PY20, PY21 and PY22. She provided a copy to the Committee and reviewed the information. Diane felt the Region would have sufficient funding, with carryover, to continue to operate this year, PY20, and possibly PY21. However, there would not be sufficient funding to continue its current operations in Program Year 2022. No action was needed at this time; however, the Executive Committee should be aware of the issue and should be thinking of possible solutions.

Diane noted that the State had implemented a project called Job Centers of the Future. A consultant has been hired to review the current Job Center processes and policies to see where we may be lacking in efficiencies and to find ways we can improve. The process was just beginning and focus groups had been formed. They are conducting surveys with state and regional staff to gain their input and they will be conducting additional interviews with directors, employers and job seekers. WDB member Jim Kolve and Kathy Lambert with the State WDB and Connections to Success will be representing our region on the Task Force as well as job center staff will be invited to participate in focus groups.

POLICY REVISIONS (RECOMMENDATION TO FULL BOARD)

Diane provided and reviewed three policy revisions with the Committee and noted that the changes would be submitted as part of the Local Plan modification. The first was a change to the *Adult Priority of Service Policy*. The purpose of this policy is to define a priority of service for the WIOA Adult program operated in this region. In accordance with WIOA provision and regulations, Northeast Missouri Workforce Development Board provides workforce-related services and training to eligible participants to the broadest extent possible.

The specific change to the policy was in regard to the definition of “Other Low-Income Individuals” and is as follows:

- WIOA sec. 3(36) defines a low-income individual as someone who receives public assistance as described above or:
 - Is in a family with total family income that does not exceed the higher of—(I) the poverty line; or (II) ~~70~~ 150 percent of the lower living standard income level;
 - Is a homeless individual who meets any of the following criteria outlined in WIOA sec. 3(24)(G)

The second policy discussed was the *Firewall Policy*. The purpose of this new policy is to establish a policy to provide direction – specifically to sub-recipients, contractors, staff and members of the Northeast Missouri Workforce Development Board – in order to prevent actual, potential, or questionable conflicts of interest and provides clear separation of duties and responsibilities.

Jim Kolve moved to recommend that the WDB approve the change to the *Adult Priority of Service Policy* as presented. Corey Mehaffy seconded the motion and the motion was unanimously approved.

Jim Kolve moved to recommend that the WDB approve the *Firewall Policy* as presented. Annette Sweet seconded the motion and the motion was unanimously approved.

The third policy discussed was the *Adult and Dislocated Worker Work Experience policy*. This is a new policy that outlines the requirement for the program and establishes the number of hours allowed for Adult and Dislocated Worker Work Experience.

Jim Kolve moved to recommend that the WDB approve the new policy *Adult and Dislocated Worker Work Experience* as presented. Corey Mehaffy seconded the motion and the motion was unanimously approved.

Commissioner Ryan Poston moved to recommend that the CLEOs approve the change to the *Adult Priority of Service Policy* and approve the *Adult and Dislocated Worker Work Experience Policy* and the *Firewall Policy* as presented. Commissioner Glenn Eagan seconded the motion and the motion was approved.

REVISION OF BUDGET / CHANGE IN COMPENSATION FOR DIANE SIMBRO

A copy of the revised WDB budget was presented to the Committee. Diane explained that due to her upcoming eligibility for Medicare and because the WDB has so few employees it would no longer be allowed to provide her medical insurance coverage. However, the law did allow for the WDB to increase her salary in the amount of \$4,860.00 to supplement her for the cost of her medical coverage. This change in the budget would be effective October 1, 2020 and would be an overall savings to the Board. The revised budget was a reflection of those changes.

Jim Kolve moved to approve the Budget revision as presented to raise Diane Simbro’s salary in the amount of \$4,860.00 to supplement her for the change in medical insurance coverage effective October 1, 2020. Corey Mehaffy seconded the motion and the motion was unanimously approved.

Commissioner Ryan Poston moved to approve the Budget revision as presented to raise Diane Simbro’s salary in the amount of \$4,860.00 to supplement her for the change in medical insurance coverage effective October 1, 2020. Commissioner Glenn Eagan seconded the motion and the motion was approved.

UPCOMING BOARD / CLEO SUMMIT

Diane said the upcoming Board and CLEO Summit was scheduled for September 29, 2020 at 10:00 am. The meeting would be held virtually due to the COVID pandemic. Commissioner Glen Eagan, Board Chair Michael Puro and she would be attending. The meeting would involve a review of Board requirements and policies.

REGION PERFORMANCE & REPORT CARD

Diane provided a copy and reviewed the Region's Performance and Report Card for PY19 Quarter 4. The top three issues were:

1. New to the incumbent worker training process.
2. Low expenditures and enrollments in the MO43 grant.
3. Failed DW employment Q4.
- 4.

The Region's "Promising Practices" were:

1. Innovative service delivery.
2. Ongoing training established with staff.

The Region's overall status was rated as a "Concern".

REVIEW OF SUB-CONTRACTOR PROGRAM PERFORMANCE & EXPENDITURES

Diane provided reports and reviewed information regarding each sub-contractor's expenditures for PY19 / FY20. The report compared the benchmark number to be served for each program to the actual number served per quarter. She said we would have liked to have seen higher numbers for the Adult, Dislocated Worker and Work Experience categories; however, due to COVID, we lost a couple of months of being able to improve those numbers. She said this information would be recorded quarterly for each sub-contractor and would be shared with the Executive Committee and Board.

MONITORING & TRAINING PLAN FOR PY20

Diane said we have started providing weekly trainings to the WIOA and State staff through Zoom every Thursday afternoon at 1:00. We are using this time to provide updates, discuss issues, provided policy training and required EO trainings. We just finished our last training schedule and she is in the process of preparing the next schedule. Since the Job Centers are the hub for services to individuals, it is important that all staff are very familiar with the services available in our region through our partner agencies. So we have decided to ask our partners to provide information regarding their services during these weekly trainings. She is in the process of contacting some of the partners to see if they are agreeable and when they might be available so she can develop the training schedule accordingly.

Diane said OWD monitors each region quarterly and the region is required to provide a response to each quarter's findings. OWD has just completed their 1st Quarter PY20 monitoring and our response has been submitted. Copies of this was provided to the Committee. In house, we are conducting ongoing programmatic monitoring of each subcontractor for all programs. This has been helpful in addressing errors in a timelier manner and to know when and where additional training is needed. It was noted that new programs are being implemented and requirements change frequently. Staff is aware of the need for accurate data entry and is working hard to decrease errors.

REVIEW OF INDEPENDENT AUDIT & DWD FISCAL AND PROGRAMMATIC AUDITS

Diane said the independent audit being conducted by Botz, Deal & Company CPAs was ongoing. We hope to have this completed by the end of this month. She said the Committee was provided copies of all the programmatic and fiscal monitoring conducted by the state, the WDB response to those monitorings and the monitoring approval notifications from the State for their review.

Diane said the State hired an auditor, WipFli, to conduct their monitoring this year and the process went really well. There were two minor issues. 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. She noted that WipFli also provided a 3-day training to our staff and sub-contractor staff that was very appreciated.

OTHER BUSINESS

Jim had some questions about the information Diane had provided regarding Job Center traffic. He wanted to know if the call numbers included outgoing as well as incoming calls. Diane said that question had been asked of the State and they were working to further define those numbers so they would be more useful. She noted that staff was still receiving calls regarding UI but the number of calls had decreased.

BOARD MEETING – MONDAY, SEPTEMBER 21 MEETING TIME

The next Workforce Development Board meeting will be held Monday, September 21, 2020 at 1:00 pm. The meeting will be conducted through Zoom.

SET DATE FOR NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee Meeting was scheduled for Monday, January 11, 2021 at 1:00 pm.

ADJOURN

Corey Mehaffy moved that the meeting be adjourned. Annette Sweet seconded the motion and the meeting adjourned at approximately 4:40 pm.