



NEMO WORKFORCE DEVELOPMENT BOARD

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NEMO Workforce Development Board (WDB) Executive Committee Meeting January 11, 2021

WDB Executive Committee Members Present

Corey Mehaffy Annette Sweet
Jim Kolve Allie Bennett
Janice Robinson Michael Purol

Members Absent

Stephen Garner
Mark Chambers
Kara Berlin-Bates

CLEOs present

Glenn Eagan
John Truesdel
Ryan Poston

WDB Staff Present

Diane Simbro
Sharon Hillardl

MEETING CALLED TO ORDER

Chairperson Michael Purol called the January 11, 2021 Northeast Missouri Workforce Development Board (NEMO WDB) Executive Committee Meeting to order at approximately 10:00 am. The meeting was conducted electronically through Zoom.

ROLL CALL

Six Committee members were present and a quorum was established. All members of the CLEO Executive Committee were present and a quorum was established.

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

Corey Mehaffy moved to approve the September 10, 2020 Executive Committee Meeting Minutes. Annette Sweet seconded the motion and the motion was unanimously approved.

JOB CENTER CERTIFICATION – COMPLETED

Diane said the One-Stop Certification had been completed. She noted that one of the additional things the WDB was required to do was to develop a written policy for referrals and that had been done. Job Center Certification would be required again in two years.

HANNIBAL JOB CENTER - UPDATE

Diane provided an update of the personnel issues occurring at the Hannibal Job Center. She said the State Human Resources Department was involved in the resolution. Things seem to be better there and communication issues had improved. The situation would continue to be monitored for improvements.

JOB CENTERS OF THE FUTURE DISCUSSION
Would the committee like Ken Mall to present at board meeting?

Diane said meetings with the State's Consultant Ken Mall were ongoing. OWD had been very transparent and had involved both State and local staff. She asked if the Committee would like the State's Consultant Ken Mall to provide a presentation at the next Board meeting. After discussion, the Committee decided that they would like Mr. Mall to present at the meeting.

BUDGET (DECEMBER 2020) REVIEW AND APPROVAL

Committee members were provided a copy of the WDB budget for review. Diane said because most meetings were now being conducted electronically due to COVID, there had been a significant savings in travel. The Board was on target with its expenditures.

Jim Kolve moved to approve the WDB budget as presented. Corey Mehaffy seconded the motion and the motion was unanimously approved. Commissioner John Truesdell moved that the WDB budget be approved as presented. Commissioner Ryan Poston seconded the motion, and the motion was unanimously approved.

REGION PERFORMANCE & REPORT CARD

Diane provided a copy of the Region's Performance and Report Card for PY20 Quarter 1 and reviewed the results. The active issues were:

1. Not meeting Employment Rate Qtr. 1 for Youth and Median Earnings for DW.
2. Not meeting Credential Rate for Adult and Youth and measurable skill gains for Adult, DW and Youth.
3. Not meeting 60/40 expenditure rate and not meeting Youth 20% Work Experience requirement.
4. PY19 Youth budget only 14% expended on Out-of-School Youth and not up to date on audit.
5. Low enrollments and expenditures in the MO-43 Grant.

Diane reported that most of the performance measures had significantly improved since the report was created and she felt the Quarter 2 report would reflect those improvements. She noted that the youth expenditure rate and the 20% requirement for youth work experience would be monitored monthly. She said the low expenditures in the MO-43 Grant were seen across the State but staff was continuing their efforts to enroll individuals.

CUSTOMER SURVEYS

The Committee was provided copies of the Job Center Customer Surveys for their review. All customer comments were positive. Diane noted that the number of surveys had decreased due to COVID and the Job Centers not being open to the public but they were beginning to increase.

REVIEW OF SUB-CONTRACTOR PROGRAM PERFORMANCE & EXPENDITURES

Diane provided sub-contractor performance and expenditures reports and reviewed the information with the committee. The report compared the benchmark number to be served for each program to the actual number served. She said she had hoped to see better numbers. She noted that it had been difficult to place youth in work experiences due to COVID and the fear of putting the youth at risk. In addition, BRPC was still struggling with youth enrollments and we need to figure out why. For expenditures, Diane said the sub-contractors were allowed to spend 60% on operational expenses and 40% on program expenses. Gamm, Inc. had spent 25% on operational expenses and 40% on program expenses. BRPC had spent 32% on operational expenses and 17% on program expenses. Diane said these numbers would be monitored closely and the information would be shared with the Executive Committee and the Board.

Diane said if the region was unable to expend the Youth funds by June 30 we would lose them. She noted that the region still had a lot of Dislocated Worker (DW) funds and would probably need to transfer some of those funds from the DW program to Adult program at the next meeting.

UPDATE ON FISCAL AUDITS

Diane said the independent audit being conducted by Botz, Deal & Company CPAs was still ongoing. There had been a lot of challenges and some were COVID related. We believe the audit will be completed soon. She noted that the Board had not yet voted on the extension of the Fiscal Auditing contract to Botz, Deal & Company and would need to do that at the Board meeting. Diane said we really have no choice but to extend the contract due to the late date. She also noted that Botz, Deal was the only proposal the WDB received from the last RFP.

Corey Mehaffy moved that the Executive Committee recommend that the Board approve the extension of the Fiscal Audit to Botz, Deal & Company CPAs. Jim Kolve seconded the motion and the motion was unanimously approved.

ADULT AND DISLOCATED WORKER RFP – POST FEBRUARY 12 – DUE MARCH 26

Diane said the Northeast Region would need to procure the Adult and Dislocated Worker program contracts for Program Year 2021. The Youth program contracts would need to be procured next year. She had the Adult and DW Request for Proposal almost ready. She said the State Compliance Team was preparing some language that must be added to the RFP and the WDB Directors had asked that they release this soon so they could begin their RFP processes. Her current plans are to post the RFP February 12 with a due date of March 26. She will send a copy of the RFP to the Committee for review before its release.

UPDATE ON PROGRAMMATIC MONITORING

Sharon provided information regarding the ongoing Programmatic monitoring. Participant files from April 1, 2020 to date were being monitored. No disallowed costs had been discovered. She plans to have the monitoring report completed for the One-Stop Committee's review prior to the evaluation date of the Adult and Dislocated Worker proposals and the vote on the extension of the Youth program contracts.

OTHER BUSINESS

Diane noted that the Cares Act funding had been a benefit to the region. The region received \$25,000 for PPE modifications and they were allowed to purchase the much needed equipment and software to operate remotely. The region had purchased some new laptops, software, video cameras, and mobile printers and scanners.

Diane said Jim Kolve had been instrumental in the region receiving over 23,000 protective face shields and he, Glenn Eagan and others had helped to distribute those to partners throughout the region.

Glenn asked for an update on the changes of the CLEO Consortium membership. Sharon said she had heard from 8 of the 16 CLEOs so far and the only change in representation was in Randolph County. The Randolph County Commission had been sent the necessary paperwork to complete that change. Glenn volunteered to contact those who had not responded to see if there were any changes in those counties.

Corey Mehaffy said the Missouri NE group would be meeting with legislators and others at the State Capitol January 13 and 14. Corey volunteered to provide an update of those meetings to the WDB at their January 25th Board Meeting.

BOARD MEETING – MONDAY, JANUARY 25, 2021 @ 1:00 PM

The next Workforce Development Board meeting will be held Monday, January 25, 2021 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, April 5, 2021.

ADJOURN

The meeting adjourned at approximately 11:00 am.