



## **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](http://www.nemowib.org)

### **NEMO Workforce Development Board (WDB) Executive Committee Meeting April 5, 2021**

#### **WDB Executive Committee Members Present**

Corey Mehaffy	Annette Sweet (late)
Jim Kolve	Allie Bennett
Janice Robinson	Michael Purol
Stephen Garner	Kara Berlin-Bates

#### **Members Absent**

Mark Chambers

#### **CLEOs present**

Glenn Eagan  
Ryan Poston

#### **WDB Staff Present**

Diane Simbro

### **MEETING CALLED TO ORDER**

Chairperson Michael Purol called the April 5, 2021 Northeast Missouri Workforce Development Board (NEMO WDB) Executive Committee Meeting to order at approximately 1:00 pm. The meeting was conducted electronically through Zoom.

### **ROLL CALL**

Eight Committee members were present and a quorum was established. Two Executive Committee members were also present.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

Janice Robinson moved to approve the January 11, 2021 Executive Committee Meeting Minutes. Corey Mehaffy seconded the motion and the motion was unanimously approved.

### **3-YEAR SUSTAINABILITY**

Diane reviewed the current budget and the estimated budget for the 3-year sustainability based on preliminary numbers. She explained that with carryover funds she felt the budget would be sufficient for PY21 and that it would still be okay for PY22. However, the funding would not be sufficient for PY23. After discussion, it was decided that the Executive Committee would form a small Ad Hoc Committee to review the numbers and develop some options. The continued reduction of funding and the continuation of audits was also discussed, and the following motion was made.

Corey Mehaffy moved that Michael Purol, Glen Eagan and he serve on an Ad Hoc Committee to discuss and develop options regarding the sustainability of the WDB. Jim Kolve seconded the motion, and the

motion was unanimously approved. Commissioner Ryan Poston moved that Michael Purol, Glen Eagan and Corey Mehaffy serve on an Ad Hoc Committee to discuss and develop options regarding the sustainability of the WDB. Commissioner Glenn Eagan seconded the motion and the motion was unanimously approved.

### **BOARD ORIENTATION POLICY**

Diane said OWD Issuance 11-2020 Local Workforce Development Board Membership and Orientation Requirements and Recertification Procedures was recently released. The new Issuance requires the regions to develop a policy outlining their new board member orientation process. Local WDBs must create and submit their new member orientation policy, meeting the criteria outlined in the issuance, to OWD by April 30, 2021. She explained that although board member training had been provided in the past, it was not required. Now, the board is required to do a new board member orientation for all new members and to provide board training annually. Diane said she updated the training PowerPoint that was used in the past to meet the guidelines of the issuance. She said OWD is also adding in the Composition Roles/Responsibilities of the MO WDB but they will provide that information. Diane said the WDB Issuance would be presented to the full Board for approval at its next meeting. After the Board approves the policy, it will be sent to the State for approval. She said the training for new board members would probably need to be done in two, 2-hour sessions and the training for the full board could probably be done in one, 2-hour session. She said one of the regions was going to record their training and allow new board members to view the training at their convenience and provide a Q&A afterwards. She felt this would be best but she would not start working on the video until the policy was approved by the State.

### **PRE-APPRENTICESHIP GRANT & NEW HIRE**

Diane said she applied for a Pre-Apprenticeship Grant Tier 1 & 2. However, she had not heard whether or not the grant was awarded. She said previously the Board had approved hiring an additional staff person. Due to COVID and the lack of a means to train someone, no one had been hired. If the Pre-Apprenticeship Grant is awarded, we would have an additional \$25,000 and those funds combined with the EO funds could be used to hire an individual full time for one year. This person would work with worked based programs such as Incumbent Worker, Apprenticeships, On-the-Job Training, work experience and work directly with employers. They could also help with Equal Opportunity and learn compliance from Sharon while she is still with us to help train. She noted that Sharon had not given her a retirement date but she would not be with us forever. If Sharon would decide to retire, the position could be sustainable. Diane said she was working on the job description for the position and she plans to post the opening as soon as we hear if we are awarded the Apprenticeship grant.

### **BOARD MEMBERS ATTENDANCE PER WDB BY-LAWS**

Diane said the By-Laws would need to be approved at the April Board meeting. Currently the By-Laws state that any member of the Board that is absent from three consecutive Board Meetings, either regular or special, shall be considered for expulsion. Expulsion of any member shall require an affirmation vote of two thirds of the membership present and constituting a quorum. Board attendance for PY20, meeting locations and virtual and in-person meetings were discussed. NECAC's attendance policy was reviewed. After discussion, the following motion was made.

Jim Kolve moved that the By-Laws be revised to adopt a documented procedure for removing or keeping members on the Board. Janice Robinson seconded the motion and the motion was unanimously approved. Diane will update the By-Laws and they will be presented to the Board for approval.

### **BUDGET (MARCH 2021) 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. We also decided not to renew our contract with Stamps.com and there would be a savings in postage. We had a savings in our fiscal software because we decided to go to the cloud. She said Aaron Schmidt

would be providing us an estimate for the updating of our phone system and computer network system and she felt we would be able to stay within our budget to make those updates. Overall the budget was 54% spent and we were doing well.

### **REGION PERFORMANCE & REPORT CARD**

The Committee reviewed the Region Performance & Report Card for PY20 quarter two. She said the Northeast Region had moved from a threat to crisis status.

Diane reviewed the results. The active issues were:

1. Not meeting 60/40 (70/30) expenditure rate requirement. Not meeting 50% OSY requirement. Diane said these issues had been discussed with the subcontractors and we need to serve more clients.
2. Low expenditures for PY19 and PY20 Youth, Adult, and DW. Issue has also been discussed with the subcontractors and we need to serve more and spend more.
3. Low expenditures and enrollments in MO43. Diane said this is the grant we received for BRPC to assist with the flooding damage repairs. It has been difficult getting people enrolled and a request has been submitted to the state to increase the wage per hour for individuals to see if this would help with enrollments. She has not heard back from the state yet.
4. FY19 audit not completed. Diane said this is our most serious issue and staff was working to get this completed. She reviewed the issues we were having with our auditor and explained that this audit should have been completed March 31, 2020. After much discussion, Corey volunteered to contact the auditor to see if there was anything he could say that might speed up the process. Diane said she has contacted the State about doing an emergency procurement if the Board wishes to go with a different auditor once this audit is completed. She has also gathered a list of auditors that are currently auditing other WDB regions.
5. Not meeting performance for DW Median Earnings. Diane felt we should be able to meet this goal.

### **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 are trying to do whatever they can to increase those numbers.

### **REVIEW OF SUB-CONTRACTOR PROGRAM PERFORMANCE & EXPENDITURES**

Diane reviewed the sub-contractor performance and expenditures reports. The Adult performance goals were achieved. Dislocated Worker median earnings need to improve. Youth performance goals were at 100% except for employment quarter 2; however, we met 92% of the goal and that was acceptable. She also reviewed Wagner Peyser performance which was okay.

### **FISCAL AND PROGRAMMATIC MONITORING**

Diane said the programmatic monitoring reports for Gamm and BRPC had some comments but no concerns. Overall, there were improvements. She felt the continuous monitoring by WDB staff and quarterly monitoring by the State had helped us to find errors more quickly therefore, decreasing the number of errors.

Diane said the fiscal monitoring was okay. BRPC did have many fiscal issues. Some of those were things such as paying state sales tax and buying coffee for staff with WIOA funding which is not allowed. Staff has been made aware of these issues and they should not happen in the future.

### **EXTEND CONTRACTS FOR YOUTH FOR ONE YEAR**

Diane said the Youth Council will meet Thursday, April 8 and vote on whether or not to recommend that the Board extend the subcontractors Youth contracts for PY21. They will then make their recommendation to the Board at the April 19 Board Meeting.

## **ADULT AND DISLOCATED WORKER RFP**

Diane said the Adult and Dislocated Worker Request for Proposal (RFP) was posted on the website and sent to approximately 135 agencies. Of those, approximately 45 are currently providing workforce related services. However, the WDB only received two proposals and those were from BRPC and Gamm. The proposals were opened on April 2<sup>nd</sup> and they have been sent to the One-Stop Committee for review and evaluation. The One-Stop Committee can either recommend that the Board accept or reject either or both of the proposals. If a proposal is rejected, the Board will need to send out another RFP and begin again.

## **OTHER BUSINESS**

The current WDB officers were asked if they would be willing to serve another year and all agreed. That slate of officers is as follows:

Chair – Michael Puro

Vice Chair – Allie Bennett

Secretary/Treasurer – Janice Robinson

Diane said the regions are allowed to expend 60% of their funding for operational cost and 40% for participant costs. She submitted a waiver request to the State requesting that the NE Region be allowed a 64/36% split. She just received notification that the State has granted us a 65/35% split for PY21. She recommended that we budget for a 64/36% split and this would allow us a buffer if we weren't able to make the 65/35%. She said the Board would need to vote on this at the June meeting.

Diane said the CLEOs would need to present their slate of officers for PY21 at the April or June meeting.

## **BOARD MEETING – MONDAY, APRIL 19, 2021 @ 1:00 PM - ZOOM**

The next Workforce Development Board meeting will be held Monday, June 21 at 1:00 pm. The meeting will be conducted through Zoom. As usual there will be several items to vote on so we will try to get all of the documents to everyone early so they have ample time to review before the meeting.

## **SET DATE FOR NEXT EXECUTIVE COMMITTEE MEETING**

The next Executive Committee Meeting was scheduled for Monday, June 7, 2021 at 1:00 pm.

## **ADJOURN**

Jim Kolve moved that the meeting be adjourned. Steve Garner seconded the motion and the meeting was adjourned.