



## **NEMO WORKFORCE DEVELOPMENT BOARD**

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### **NEMO Workforce Development Board (WDB) Executive Committee Meeting May 7, 2021**

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

Annette Sweet      Kara Berlin-Bates  
Jim Kolve            Allie Bennett  
Stephen Garner  
Michael Purol

#### **Members Absent**

Mark Chambers  
Janice Robinson  
Corey Mehaffy

#### **CLEOs Present**

Glenn Eagan

#### **CLEOs Absent**

Ryan Poston  
John Tracy

#### **WDB Staff Present**

Diane Simbro

#### **CLEOs Absent**

Ryan Poston  
John Tracy

### **MEETING CALLED TO ORDER**

Chairperson Michael Purol called the May 7, 2021 Northeast Missouri Workforce Development Board (NEMO WDB) Executive Committee Meeting to order at approximately 2:00 pm. The meeting was conducted electronically through Zoom.

### **ROLL CALL**

Six Committee members were present and a quorum was established. One Executive Committee member was also present.

### **REVIEW AND APPROVAL OF CPA APPROVAL OF FISCAL SERVICES**

Information regarding the proposal received from Wilson and Toellner CPA to provide the NEMO WDB's fiscal operations was provided to everyone for review. Michael explained that because the WDB's Fiscal Officer has resigned and due to the WDB's outstanding audit and another audit that will be due shortly, it was critical that the Executive Committee move forward with its decision on whether or not to accept their proposal fairly quickly.

Michael said Glenn Eagan, Diane Simbro and he had met with Wilson and Toellner via Zoom and reviewed their proposal. He said he was impressed with their knowledge of our fiscal system and what needs to be done to move things forward. They are asking for a 3-year contract and we believe that we can sustain the expense of this 3-year plan. However, after that meeting he received a phone call from Cindy Hultz with Mark Twain Regional Council of Governments. Cindy has some past experience with the WDB and she reached out to let us know that they would be interested in helping. Michael said he discussed this with both Glenn and Diane and they felt this may be a good option after we get all of our current issues resolved. He said the CPA firm is experienced with WIOA regulations and they have provided this service for other WDB's in the past. If the Committee decides it would like to ask for a formal proposal from Mark Twain

Regional Council of Governments, that would delay us and we are already out of compliance. Due to our circumstance and based on the experience of Wilson and Toellner, Michael felt we should accept their proposal. Glenn agreed and said he was impressed with the presentation from the CPA firm and he felt they know what they are doing.

Diane reviewed the cost of hiring the CPA firm. To complete the payroll and AP software setup and training, there would be a one-time cost of \$600. To get our PY 18 audit finished there would be an estimated cost of up to \$5,000. She said the completion of the past due audit is critical and Wilson and Toellner have a person on their team that used to work with Botz Deal our current auditor. This is a big plus, and she has already reached out to them to see how she can assist in completing the PY18 audit. Afterward, we can either continue with our current auditor for the FY19 audit or we can try to find someone else. The FY 19 audit has to be completed by September 30. She said the contract with Botz was \$10,600 and we have paid them \$5,000 and we owe them \$5,600. OWD has recommend we consider Evers and Company for the next audit.

Diane said Wilson and Toellner CPA worked for the West Central Region for about a year until the region hired their own dedicated fiscal officer. They also stepped in to help the Central Region and the Southwest Region when they had need of their services. They use MIP, which is our software system, and they know WIOA regulations. The amount of experience they have is hard to find. Diane said she hadn't been able to contact Cindy to discuss her offer to help.

Diane said to hire Wilson and Toellner for our fiscal services it would cost \$4,750 per month this year. Beth's salary plus fringe was around \$55,000 so it wouldn't cost the WDB more to go with them than it would cost to replace Beth. She said with the CPA firm's help we could finish up the PY18 audit with Botz Deal and even though the WDB voted to extend their contract for another year, their manager has told us that they would not hold us to that. If we chose not to extend, we would need to hire another auditor. We may want to consider Evers and Company who the State suggested for the next audit. She said we would be hiring Wilson Toellner or the fiscal operations only and the firm was also offering direct deposit and electronic accounts payable through this fee.

Jim Kolve moved that the NEMO WDB go forward an accept the proposal submitted by Wilson Toeller for the WDB's fiscal services. Steven Garner seconded the motion and the motion was unanimously approved.

Glen suggested that another meeting be set up with Ryan Poston to review the proposal. The CLEO Executive Committee would then vote on whether or not to accept the proposal at that time.

### **REVIEW OF ANNUAL AGREEMENT**

Diane said Michael, Glenn and she signed the OWD Subrecipient Annual Agreement and return it to OWD. The only changes were in Sections 5 and 6. OWD has built in some incentives out of their 15% discretionary funding. This allows us to get some additional funds if we meet certain criteria. Also, due to the amount of paperwork involved in completing an OJT with employers, they are going to allow us to charge that cost direct to the line item that goes to participant costs. In the past, we had to charge that expense to program salaries, staffing and fringe. Now when working with an employer to do an OJT contract, we can charge 1.5 hours to that line item. There were no other changes but she wanted to make sure everyone reviewed the agreement. She will send the Agreement to the Board for their review as well.

### **ADJOURN**

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

**ZOOM MEETING WITH RYAN POSTON, GLEN EAGAN, MICHAEL PUROL  
AND DIANE SIMBRO ON 5/10/2021**

Diane reviewed the proposal submitted by Wilson and Toellner to conduct the WDB's fiscal services. She said Glenn and Michael and she also visited with the CPA firm out of Sedalia. She reviewed their past experience regarding WIOA operations and the MIP software and their past services for other WDB Regions.

Michael reviewed the WDB's current audit issues and said the CPA firm looks like it would be the best for us. There is a cost to their services but we need some experts in here. He said he also got a call from Cindy with Mark Twain Regional Council of Governments. Cindy worked with the Board in the past and he explained her offer to help. He said Diane, Glenn and he discussed this option and although Cindy knows how the programs operated in the past, we are so far behind in completing our audits that they were all in agreement that we do the deal with the CPA firm. Mark Twain may be a very good partner for us if we don't find our own fiscal officer in the future.

Diane explained that the CPA firm would not be the auditor but they would be working with our current auditor to complete the outstanding and upcoming audits. She explained that one of the ladies on their team has a pre-existing relationship with the auditor and that would be beneficial. After the PY18 audit was completed, the WDB would go out for bids to see who will continue as our auditor. She then explained the costs involved. She said it would cost \$600 to get the firm access to our system. A cost of \$5,000 to get the PY18 audit completed and approximately \$5,000 to get the next audit going. We can afford this due to not having any travel this year. It would be a one-time expense to get them going and then we would have the monthly expense for their services. The cost would be almost exactly what Beth was earning. The CPA firm will also do direct deposit for payroll and a monthly accounts payable. They WDB Executive Committee has approved this we are now presenting this to the CLEO Executive Committee for your approval.

Commissioner Ryan Poston moved to that the WDB accept the proposal submitted by Wilson Toellner for the WDB's fiscal services. Commissioner Glenn Eagan seconded the motion and the motion was unanimously approved.

The meeting was adjourned.