



NEMO WORKFORCE DEVELOPMENT BOARD

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

WDB Executive Committee

Annette Sweet
Jim Kolve
Stephen Garner
Michael Purol

Members Present

Mark Chambers
Allie Bennett
Janice Robinson

Members Absent

Kara Berlin-Bates
Corey Mehaffy

CLEOs Present

Glenn Eagan

CLEOs Absent

Ryan Poston

WDB Staff Present

Diane Simbro
Sharon Hillard

MEETING CALLED TO ORDER

Chairperson Michael Purol called the June 7, 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. One Executive Committee member was also present.

APPROVAL OF AGENDA

Jim Kolve moved to approve the agenda. Mark Chambers seconded the motion and the motion was approved.

APPROVAL OF MINUTES

Jim Kolve moved to approve the April 5, 2021 and May 6, 2021 Executive Committee Meeting minutes. Annette Sweet seconded the motion and the motion was approved.

NEW HIRE

Diane said Lawonda Hart had accepted the position of Project Manager for the WDB. Wonda's responsibilities will include working with the MO Apprentice Ready Project, Equal Opportunity Officer and assisting with compliance monitoring. She was currently receiving training and she hoped to have her in the field by July 1.

REVIEW OF SUB-CONTRACTORS PROGRAM PERFORMANCE & EXPENDITURES

Sub-contractor performance and expenditure information was provided to everyone prior to the meeting. Diane reviewed the information. For performance as of May 29th, the region had either met or achieved 90% of its goals. She then reviewed the information by Job Center. For Dislocated Worker Measurable

The NEMO Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Skills Gains, the Kirksville Job Center had 86.3%. They would need 1 more to come out of the red and she felt they would be successful. The Warrenton Job Center was in the red in three measures. For Adult Credential, they were at 71.7% and would need 2 more to be successful. For Employment 2nd Quarter Youth, they were at 57.7% and would need 3 more. For Credential Youth, they were at 86.6% and would need 2 more. Diane did not feel they would be successful in bringing those measures out of the red.

Diane said she was not able to provide an updated subcontractor expenditure report through May yet because the Warrenton Job Center had not submitted their information and their Fiscal Officer was on medical leave.

SLATE OF OFFICERS FOR CLEOS

The CLEO Consortium slate of officers to be presented for nomination at the June 21st Board Meeting is as follows:

Presiding Commissioner Chris Gamm – Chair

Presiding Commissioner Mark Shahan – 1st Vice Chair

Presiding Commissioner Glen Eagan – 2nd Vice Chair

BOARD ORIENTATION AND BOARD RECERTIFICATION

Diane said Board Orientation and Board Recertification had to be done every two years. These documents had been submitted to OWD. OWD had some questions/issues. These questions/issues were addressed and an approval should be forthcoming. Currently, the Board membership was 51% business and 49% partners. She said it would be good to have more business members added, and she asked those who might know of a possible candidate to contact her.

WIPFLI FISCAL MONITORING

Diane said WipFli was the firm hired by OWD to conduct the Fiscal Monitoring of the regions on their behalf. They had completed their audit of the NE Region. She has already responded to the couple of corrective actions/best practices they noted in NE Region's audit.

OWD COMPLIANCE MONITORING

Diane said the OWD Compliance Monitoring Report was received. She responded to a couple of corrective actions in the report. She had not heard back from OWD on whether or not they accepted her response. She noted that the region needed to take care that it shows continuous improvement.

INDEPENDENT AUDIT & FISCAL UPDATE

Diane said the WDB's new Fiscal Officer started June 1st and the transition was taking place. She will help them with the coding and State reconciliation for a few months. They have started working on the audit. She will invite them (Sarah) to the June WDB meeting.

3-YEAR COMPREHENSIVE PLAN

Diane reviewed budget information projections for PY21, 22 and 23 based on the current budget and estimated carryover. She felt the budget would be okay for PY21 and PY22 but the budget would not be sustainable for PY23. The subcontractors also submitted their sustainability plans to the WDB. She felt Gamm would be okay this year but they may have to consider possible staff reductions and staff working part time in PY22. Boonslick submitted their plan late and she hadn't had time to review it yet. She informed the Committee that she had been contacted by OWD and they have no plans to replace their Wagner Peyser person at the Warrenton Job Center. The Job Center would no longer be considered a Comprehensive Center and would be an Affiliate Center only. OWD had agreed to continue the cost sharing but they would go from two full-time employees (FTE) to one.

The Committee reviewed the performance and costs for each Job Center and the cost per participant for each subcontractor. It was decided that Diane should talk with BRPC Director Chad Eagan about the issues and let him know that performance improvements and reductions in costs must be made.

PY21 ALLOCATIONS, STAFFING/PROGRAM SPLIT (60/40) AE/PROGRAM SPLIT (8%/92%)

Diane said allocations to the Region were determined based on the population, unemployment rates and poverty rates in the area. She reviewed the reductions in funding for each program. She said the WDB office portion of funds is 10% for admin 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 allocations and split would be presented to the Board for approval.

REVIEW OF CURRENT BUDGET AND APPROVAL OF NEW BUDGET

The Committee was provided copies of the current WDB budget and the PY21 proposed WDB budgets. Diane reviewed the expenses and said the WDB was 67% overall spent as of May 31st and the Match Funds total was \$25,971. The proposed PY21 WDB budget would be presented to the Board for approval at the June 21st Board meeting.

WDB DOCUMENTS

Annual Agreement, WDB/CLEO Agreement, Consortium Agreement, CLEO By-Laws, WDB By-Laws

The Committee members were provided copies of the Annual Agreement, WDB/CLEO Agreement, Consortium Agreement, CLEO By-laws, and WDB By-laws to review. Diane reviewed any changes that had been made to the documents and said the documents would be presented to the WDB at the June meeting for approval.

COMMITTEE STRUCTURE

The Committee was provided copies of the updated WDB Committee Structure to review. Diane reviewed the document and noted any changes. She said the Committee Structure would be voted on at the Board meeting and could be reviewed again at the Board's first PY21 Board meeting.

CUSTOMER SERVICE SURVEYS

Job Center Customer Surveys were provided to the Committee for review. Diane said Job Center traffic was beginning to increase, and a negative comment was seldom received.

PY21 ADMINISTRATION RAISES

Administrative raises for the WDB staff were discussed. A 1.3% COLA raise was suggested. It was the consensus of the Committee to recommend the 1.3% COLA raise at the June Board Meeting. Commissioner Glenn Eagan was in agreement to make that recommendation.

DATES/TIME/LOCATION FOR PY21 BOARD MEETINGS

The following list of WDB Meeting dates for PY21 was presented: September 20, 2021, December 20, 2021, March 21, 2022 and June 20, 2022. The suggested dates will be presented at the June Board Meeting for approval.

ADJOURN

Jim Kolve moved that the meeting be adjourned. Annette Sweet seconded the motion and the meeting adjourned at 2:50 pm.