



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO Workforce Development Board (WDB)
Executive Committee Meeting
September 13, 2021**

WDB Executive Committee Members Present:

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

Members Absent: Allie Bennett

CLEOs Present: Chris Gramm
Glenn Eagan
Mark Shahan

WDB Staff Present: Diane Simbro
Sharon Hillard

MEETING CALLED TO ORDER

Chairperson Michael Purol called the September 13, 2021 Northeast Missouri Workforce Development Board (NEMO WDB) Executive Committee Meeting to order at approximately 2:00 p.m. The meeting was conducted electronically through Zoom.

ROLL CALL

Roll call was taken. Eight Committee members were present, and a quorum was established. CLEOs attending were Chair Chris Gamm, 1st Vice Chair Mark Shahan and 2nd Vice Chair Glenn Eagan.

APPROVAL OF AGENDA

Jim Kolve moved to approve the Executive Committee Meeting Agenda. Annette Sweet seconded the motion, and the motion was unanimously approved.

APPROVAL OF MINUTES

Jim Kolve moved to approve the June 7, 2021 Executive Committee Meeting Minutes. Mark Chambers seconded the motion, and the motion was unanimously approved.

REVIEW OF PY21 CONTRACTS / PERFORMANCE, EXPENDITURES, and BENCHMARKS

Reports regarding the PY21 contracts/performance, expenditures and benchmarks were provided to everyone. Diane reviewed the expenditure rates for each subrecipient for period ending June 30, 2021. Gamm spent 64% on operations and 106% on program. She explained that overage on program was

because she told them to go ahead and spend because BRPC was underspending. BRPC spent 78% on operations and 43% on program. Diane also reviewed the Benchmark Report that showed whether or not the subrecipients met the benchmarks set for them at the beginning of the Program Year.

Diane said the PY21 contracts were sent to the subrecipients. She noted that the benchmarks for PY21 were based on the percentage of funds each subrecipient receives. Gamm, Inc. has returned their signed contracts but she has not yet received the signed contracts from Boonslick Regional Planning Commission.

REQUEST OF TRANSFER DISLOCATED WORKER FUNDS TO ADULT

Diane submitted a request to transfer \$185,000 from the Dislocated Worker Program to the Adult Program. She explained the reason for the request and said the transfer would require a Plan Modification which would take approximately 60 days to be approved. After discussion, the following motion was made.

Jim Kolve moved to recommend that the Board approve the request to transfer \$185,000 from the Dislocated Worker Program to the Adult Program. Janice Robinson seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan moved to recommend that the CLEOs approve the request to transfer \$185,000 from the Dislocated Worker Program to the Adult Program. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

REVIEW OF BUDGET

The Committee was provided copies of the budget for their review. Diane said the WDB had approximately \$60,000 in carryover of admin funds from the last program year. As of the end of August, the admin funds were approximately 25% spent and all the budget line items were on target. The Match Fund Account was also reviewed. After discussion, the following motion was made.

Jim Kolve moved to approve the WDB Budget as presented. Janice Robinson seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan moved to approve the WDB Budget as presented. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

REGION PERFORMANCE & REPORT CARD

The Committee was provided copies of the Quarterly Report Card received from OWD. Last quarter the NE Region had a rating of "Critical". The top five issues were FY19 audit not completed, failing 60/40 expenditure rate requirement, low expenditures for PY19 and PY20 Youth and Dislocated Worker (DW) and failing performance goal for DW median earnings. The current active issues are FY19 audit not completed, failed PY20 DW median earnings performance, Show Me Heroes funding unspent, low expenditures for PY Youth and DW and failed PY 60/40 expenditure rate. The Region received a rating of "Risk". The Region is on track to meet PY20 60/40 expenditure rate and could trend towards "Risk" status if performance improves with the Show Me Heroes and PY20 Youth and DW Programs. Once FY19 audit is completed and submitted, it could trend to "Observe" status. Promising practices noted were hired accounting agency to conduct financial duties and engaging with neighboring regions to collaborate on initiatives.

PROGRAMMATIC MONITORING UPDATE

Sharon Hillard provided a programmatic monitoring update. She said 21 random files were selected from the Adult, Dislocated Worker, DW Grant and Youth programs for review. From those, the region had five data element fails. Programmatic monitoring was ongoing. To date, 89 files had been monitored for the Adult, DW and Youth programs. The main issues noted were case note errors, activity posting errors and skills gaps not defined on the Employment Plan/Individual Service Strategy. Sharon said case management errors were decreasing and she felt staff was working very hard to improve.

UPDATE ON INDEPENDENT AUDIT

Diane said Sarah, with Wilson Toellner, CPA says that they plan to have the FY19 audit completed by September 30th. She also reported that working with the accounting agency to conduct the financial duties was going well.

BOARD TRAINING FOR NEW MEMBERS PLUS

Diane said we need to have a Board Training for new members of the Board and anyone that would like to attend the training again would also be invited. The Board Training meeting was set for January 10th. Whether or not this would be an in-person meeting or virtual is to be decided.

SET DATE FOR STRATEGIC PLANNING COMMITTEE

Diane said the Strategic Planning Committee needed to set a date to discuss sustainability of the Board due to the cuts in funding. Sara with Wilson Toellner, CPA and Diane are happy to assist with providing any needed information. It was decided that the meeting would be held at the Hannibal Job Center. The date of the meeting was set for 10:00 a.m. Wednesday, October 13th.

DISCUSS ADDITION OF PRIVATE BUSINESS TO BOARD

Diane said the WDB has several Board members who were not attending. She was going to send those members letters asking if they wished to remain on the Board. She said the Board's policy states that if a member misses three consecutive meetings, they may be removed from the Board. She said if any of the business members were removed, they would have to be replaced in order for the WDB to be in compliance with its membership. She said currently businesses were showing more interest in workforce and this might be a good time to try to recruit some employers. Diane said she would contact Annette and they would talk some more about how the Board might increase its membership.

LOCAL PLAN TO BE UPDATED / REVISED BY MARCH 1, 2022

Diane said the NE Region Local Plan does not have to be re-written until 2024. However, the Local Plan must be revised and submitted to OWD by March 1, 2022. She asked for volunteers to help with that revision. Glenn Eagan volunteered to assist.

OTHER BUSINESS

Diane asked if the Commissioners had any information regarding the ARPA funds. Mark said they haven't been given the final ruling yet. They had half of the funds sitting in the bank right now. Glenn said the Shelby County Commissioners would be meeting September 3rd to discuss the applications they have received. However, they still needed more detail on how the funds can be spent. Glenn said Shelby County is looking at requests from daycare facilities, health care and the fire departments. Chris said Pike County's funds were going to be used to finish its rural water system.

Diane said Wonda Hart had contacted all of the counties to request an application to see if the WDB could get some help due to its loss of revenue. She was told that the counties didn't have any applications ready yet. She asked if Wonda needed to make those calls again to request applications? Glenn said Shelby County had their applications ready. Diane said she would ask Wonda to make those calls again.

Glenn asked if Northeast Power would be investing in the Match Fund account again this year. Diane said staff would be sending them an invoice soon.

Diane provided an update of some changes in her life that would be requiring her to use some of her accrued sick and vacation time when necessary. She asked the Board to let her know if any changes should be made.

SET DATE FOR NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee Meeting date was set for December 6, 2021. Diane said she would send out a poll to see how many individuals would attend the meeting if it were held in person and a Christmas luncheon was provided.

ADJOURN

Janice Robinson moved that the meeting be adjourned. Jim Kolve seconded the motion and the meeting adjourned at approximately 3:25 pm.