



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

**NEMO Workforce Development Board (WDB)
Executive Committee Meeting
March 18, 2022**

WDB Executive Committee Members Present:

Michael Purol Allie Bennett Annette Sweet
Mark Chambers Kara Berlin-Bates
Corey Mehaffy Jim Kolve

Members Absent: Allie Bennett

CLEOs Present: Chris Gamm **CLEOs Absent:** Mark Shahan
 Glenn Eagan

WDB Staff Present: Diane Simbro
 Sharon Hillard

MEETING CALLED TO ORDER

Chairperson Michael Purol called the March 18, 2022 Northeast Missouri Workforce Development Board (NEMO WDB) Executive Committee Meeting to order at approximately 1:00 p.m. The meeting was conducted electronically through Zoom.

ROLL CALL

Roll call was taken. Seven Committee members participated, and a quorum was established. Two CLEO Executive Committee Members participated and a quorum of the CLEOs was also established.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Annette Sweet moved to approve the December 8, 2021 Executive Committee Meeting Minutes. Kara Berlin-Bates seconded the motion, and the motion was unanimously approved.

CLOSED SESSION UNDER MO STATUTE 610.021 (12)

Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Annette Sweet moved to go into closed session under MO Statute 610.021 (12). Jim Kolve seconded the motion. A roll call vote was taken and the motion was unanimously approved. Commissioner Glenn Eagan

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

moved to go into closed session under MO Statute 610.021 (12). Commissioner Chris Gamm seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Corey Mehaffy moved to come out of closed session under MO Statute 610.021 (12). Mark Chambers seconded the motion. A roll call vote was taken and the motion was unanimously approved. Commissioner Glenn Eagan moved to come out of closed session under MO Statute 610.021 (12). Commissioner Chris Gamm seconded the motion. A roll call vote was taken and the motion was unanimously approved.

CUSTOMER SURVEYS

Everyone was provided copies of the Customer Survey Report to review. Diane reviewed the report and said there were no negative comments. If a negative comment were received, she would notify the Board and the issue would be investigated.

LOCAL PLAN REVISIONS & MOU/IFA REVISION – 2-YEAR REVIEW

Diane said Mark Chambers, Jim Kolve and herself had met and were still working on the revisions to the Local Plan. When completed, the Plan would be sent to the Board and CLEOs for their review. A vote to approve or disapprove would then be conducted electronically.

ANNUAL AGREEMENT FOR PY22

Diane said there were no changes to the Annual Agreement except for date revisions, operational costs and performance goals. The Agreement was sent out for review. There were no questions or comments so Mark Chambers moved to approve the Annual Agreement and Annette Sweet seconded the motion. The motion was unanimously approved.

SUSTAINABILITY PLAN FOR PY23-24-25

Diane said the Sustainability Plan was reviewed earlier. For the budget portion of the plan, she left the salaries much the same as now, but there would be no rent and phone expenses as staff would be working remotely with administrative staff located at the Kirksville and Hannibal Job Centers.

REVIEW OF SUB-CONTRACTORS PROGRAM PERFORMANCE & EXPENDITURES

Sub-Contractor Program Performance and Expenditure reports were sent to the Committee to review. Diane reviewed the reports and said the reports were also sent to the WDB and CLEOs for discussion at Monday's Board Meeting.

FISCAL AND PROGRAMMATIC MONITORING

Diane said she and Sarah would be conducting in-person Fiscal Monitoring in May. Currently, the sub-contractors are required to provide documentation for their cash requests so the majority of that monitoring had already been completed. The Programmatic Monitoring was also near completion.

YOUTH RFP

Diane said it was time to submit a Request for Proposal (RFP) for the Youth Program services. However, if the merger is approved, the contracts would only be for one year. Therefore, OWD had granted a request for waiver of the RFP of the Youth Program services for PY22. This would allow the WDB to vote to extend the contracts an additional year.

QTR 2 REPORT CARD & CURRENT PERFORMANCE STATUS

Everyone was provided a copy of the OWD Region Performance Card. Diane reviewed the report. For the time period of October-December 2021, the Region was rated as a critical situation. The current active issues for this time period are:

1. FY19 Audit not completed which was due 03/30/2020.

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

2. Behind on cost share payments to OWD.
3. Low expenditures for PY20 DW and PY21 Youth, Adult, and DW.
4. Currently behind on Dislocated Worker Credential and Adult, Youth, and Dislocated Worker Measurable Skills Gains.

Diane said Sarah had worked with the State to resolve the issue of updating the cost share payments. She expected the Dislocated Worker Credential rate and the Adult, Youth and Dislocated Worker Measurable Skills Gains measure to improve. The audit was getting nearer to completion and once the audit was up to date the region should trend towards "Risk" status.

BOARD MEETING

The next Board Meeting is scheduled for 1:00 pm Monday, March 21, 2022 and will be conducted electronically through Zoom.

SET DATE FOR NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee Meeting date was set for April 19, 2022 at 10:00 am.

ADJOURN

The meeting adjourned at approximately 2:30 pm.

CLOSED SESSION UNDER MO STATUTE 610.021 (12)

Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Annette Sweet moved to go into closed session under MO Statute 610.021 (12). Jim Kolve seconded the motion. A roll call vote was taken and the motion was unanimously approved. Commissioner Glenn Eagan moved to go into closed session under MO Statute 610.021 (12). Commissioner Chris Gamm seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Michael said the Strategic Planning Committee (Michael, Corey, Glenn and Chris) met several times to discuss the WDB 3-year Sustainability Plan. The Plan needed to reflect an estimated decrease of funds for each year. Other issues to consider were the retirement of Diane and Sharon at the end of this program year and the cost of training individuals to replace them. The Committee reviewed several options. They met with representatives of the Northwest Region WDB to discuss the possibility of merging to decrease administrative costs. He noted that the fiscal agent for the NW WDB is Northwest Community College. If the merger occurred, the Northwest Region and the Northeast Region would dissolve and a new region would be formed. Sub regions would then be formed so all areas would be represented. The Committee also met with OWD who endorsed the idea of the merger. Next, the State researched what would need to be done, if the merger were to occur. The Committee was informed that there would need to be a transition period of about one year to revise by-laws, policies, etc. Currently, the CLEOs have appointed the WDB as the region's fiscal agent. For the merger to begin, the CLEOs would need to appoint Northwest Community College as the fiscal agent for PY22. Next, the CLEOs would need to approve the intent to merge with the NW WDB. The Strategic Planning Committee felt the merger would be the best option for the region. After further discussion, the following motion was made.

Annette Sweet moved that the Executive Committee recommend that the NEMO WDB recommend that the CLEOs appoint Northwest Community College as the region's fiscal agent for PY22. Mark Chambers seconded the motion. A roll call vote was taken and the motion was unanimously approved. Commissioner Glenn Eagan moved that the CLEO Executive Committee recommend to the CLEOs that they appoint Northwest Community College as the fiscal agent for PY22. A roll call vote was taken and the motion was unanimously approved.

Annette Sweet moved that the Board support the CLEOs to make the intent to merge the Northeast Region WDB with the Northwest Region WDB. Corey Mehaffy seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Corey Mehaffy moved to come out of closed session under MO Statute 610.021 (12). Mark Chambers seconded the motion. A roll call vote was taken and the motion was unanimously approved. Commissioner Glenn Eagan moved to come out of closed session under MO Statute 610.021 (12). Commissioner Chris Gamm seconded the motion. A roll call vote was taken and the motion was unanimously approved.