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**NEMO WORKFORCE DEVELOPMENT BOARD**

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**NEMO Workforce Development Board (WDB)  
Executive Committee Meeting  
June 6, 2022**

**WDB Members Present:**

Michael Purol      Annette Sweet  
Jim Kolve          Steven Garner

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

**Guests Present:**

Brent Stevens  
Sarah Hudson

**WDB Members Absent:**

Allie Bennett      Mark Chambers  
Corey Mehaffy     Kara Berlin-Bates

**WDB Staff Present:** Diane Simbro  
                                 Sharon Hillard  
                                 Sarah Hudson

**MEETING CALLED TO ORDER**

Chairperson Michael Purol called the June 6, 2022 Northeast Missouri Workforce Development Board (NEMO WDB) Executive Committee Meeting to order at approximately 10:30 p.m. The meeting was conducted electronically through Zoom.

**ROLL CALL**

Roll call was taken. Four Committee members participated, and a quorum was established. Three CLEO Executive Committee Members participated and a quorum of the CLEO Executive Committee was also established.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Jim Kolve moved to approve the March 18, 2022 Executive Committee Meeting Minutes. Annette Sweet seconded the motion, and the motion was unanimously approved.

**AREA RE-DESIGNATION APPLICATION  
VOTE TO RECOMMEND ACCEPTANCE TO BOARD/CLEOs**

Diane said the NE WDB is ready to be sent to OWD following the approval of the application from NE & NW Boards and CLEOs and had been posted for public comment. The public comment period would end at the close of business June 7, 2022. Next, OWD Director Mardy Leathers would set up a meeting with the State WDB for approval before going to the Governor for his approval.

Annette Sweet moved that the Executive Committee approve and recommend that the Board approve the application for re-designation. Steven Garner seconded the motion and the motion was unanimously approved.

Commissioner Mark Shahan moved that the CLEO Executive Committee approve and recommend that the CLEO Consortium approve the application for re-designation. Glenn Eagan seconded the motion and the motion was unanimously approved.

### **REVIEW & VOTE TO APPROVE & RECOMMEND REVISED INDIVIDUAL TRAINING ACCOUNT POLICY (ITA)**

Everyone was provided a copy of the revised WDB Individual Training Account (ITA) Policy. Diane reviewed the revisions that included adding Construction to the list of targeted industry sectors, and a change in the policy for the payment of short-term trainings.

Jim Kolve moved that the Executive Committee recommend that the WDB approve the revised WDB ITA Policy. Steven Garner seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan moved that the CLEO Executive Committee recommend that the CLEOs approve the revised WDB ITA Policy. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

### **REVIEW & VOTE TO APPROVE & RECOMMEND PY22 ALLOCATIONS, STAFFING/PROGRAM SPLIT & AE/PROGRAM SPLIT**

Diane said the final PY22 allocation information was not yet available. So everyone was provided a copy of the preliminary PY22 allocations, Staffing/Program split and AE/Program split. She reviewed the allocations for Adult (\$24,822 decrease), Dislocated Worker (\$31,436 decrease) and Youth Programs (\$6,308 increase). Next, she reviewed how the allocations for the Job Centers was determined based on population, poverty and unemployment of the counties served. She also reviewed information explaining the Program split of (60% admin and 40% program) and AE split of (8% staffing and 92% program) and the preliminary totals for each Job Center and AE.

Jim Kolve moved to approve the PY22 allocations and Staffing/Program split (60%/40%) and AE/Program split (8%/92%) as presented. Steven Garner seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan moved to approve the PY22 allocations for Staffing/Program split (60%/40%) and AE/Program split (8%/92%) as presented. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

### **UPDATE ON INDEPENDENT AUDITS w/BOTZ DEAL FOR RENEWAL OF CONTRACT TO COMPLETE PY20 & PY21**

Sarah Hudson provided an update regarding the independent audits with Botz Deal. She said the audits for 2019 and 2020 had been finalized and sent to the auditor. The 2021 audit was close to being finished and will be sent to the auditor when completed. She expected to be able to submit the 2022 audit shortly after the program end.

Diane said the original contract with Botz Deal was for PY 2019 and the Board extended the contract for PY 2020. Now, the Board needed to vote on whether or not to extend for PY 2021. Sarah and Diane agreed that, with Botz Deal's current experience, it would probably be best to extend the contracts for PY 2021 and not RFP with a new auditor who would have little experience and would probably have the same past issues as Botz Deal.

It was suggested that the contract be revised to add language regarding consequences if not completed in a timely manner.

Jim Kolve moved to recommend that the WDB vote to extend the auditing contract to Botz Deal with the added language regarding consequences if not completed in a timely manner. Steven Garner seconded the

motion and the motion was approved. Commissioner Glenn Eagan moved to recommend that the CLEOs vote to extend the auditing contract to Botz Deal with the added language regarding consequences if not completed in a timely manner. Commissioner Mark Shahan seconded the motion and it was unanimously approved.

### **REVIEW OF SUB-CONTRACTORS MONITORING, PROGRAM PERFORMANCE & EXPENDITURES**

Everyone was provided programmatic monitoring reports for the WDB's sub recipients Gamm Inc. and Boonslick Regional Planning Commission and Sharon reviewed the reports for each sub recipient.

Diane presented information regarding program performance and expenditures. She noted that policy requires that a corrective action plan be developed for all reoccurring monitoring, performance and expenditure issues and a plan would be developed for review at the Board meeting. Diane said the One Stop met earlier and voted to recommend the approval of the Monitoring, Program Performance and Expenditure Reports as presented. These would be presented to the Board and CLEOs for approval at the June 20, 2022 meeting.

### **VOTE ON RECOMMENDATION FROM ONE STOP COMMITTEE FOR RENEWAL OF ADULT AND DISLOCATED WORKER CONTRACTS**

Diane said the WDB requested and was granted a waiver to not RFP the Adult and Dislocated Worker contracts for PY22 due to the transition of the Board. In addition, the One Stop Committee met earlier and voted to recommend the extension of the current Adult and Dislocated Worker Contracts to Gamm, Inc. and Boonslick Regional Planning Commission (BRPC).

Annette Sweet moved to approve the recommendation of the One Stop Committee to recommend the extension of the PY22 Adult and Dislocated Worker Contracts to Gamm, Inc. and BRPC. Jim Kolve seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan moved to approve the recommendation of the One Stop Committee and to recommend the CLEOs vote to extend the PY22 Adult and Dislocated Worker Contracts to Gamm, Inc. and BRPC. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

### **VOTE ON RECOMMENDATION FROM YOUTH COUNCIL FOR RENEWAL OF YOUTH CONTRACTS**

Diane said the Youth Council would be meeting on Thursday, June 9 and would vote on whether or not to recommend the extension of the Youth Contracts. This issue would be voted on at the June 13, 2022 WDB Meeting.

### **REVIEW AND VOTE ON CURRENT BUDGET & APPROVAL OF NEW BUDGET**

Diane reviewed the preliminary Admin budget for PY22 and the current Admin budget for PY21. She explained that the report for the current PY21 budget was for July 1, 2021 through April 20, 2022. Overall the Admin budget was 77% spent. She noted that the WDB Office would officially close on June 30, 2022 but will pay rent through July 31 so all of the WDB furniture, equipment, and files can be moved. Sharon would be retiring June 30<sup>th</sup> and Diane would continue as an independent contractor for a short while. She also noted that they were still working on how to handle the non-WIOA funds to ensure they were spent in the Northeast counties, and due to the issues with the MIP software she was unsure of the correct amount of the non-WIOA funds. Sarah Hudson would also work for a short while during the transition period.

Jim Kolve moved to approve the current budget as presented with the change noted by Diane. Annette Sweet seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan move to approve the current budget as presented with the change noted by Diane. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

**REVIEW AND VOTE TO RECOMMEND  
CLEO CONSORTIUM AGREEMENT, CLEO BYLAWS, & WDB BYLAWS**

Diane reviewed the CLEO Consortium agreement, CLEO Bylaws and the WDB Bylaws noting the revisions to each document.

Jim Kolve moved to approve the revised WDB Bylaws as presented. Annette Sweet seconded the motion and the motion was unanimously approved.

Commissioner Glenn Eagan moved to approve the CLEO Consortium Agreement and CLEO Bylaws as presented. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

**COMMITTEE STRUCTURE**

Diane reviewed the revised WDB Committee Structure. Revisions included adding Jim Kolve to the Youth Council Committee to promote registered apprenticeships/pre-apprenticeships. The Committee Structure would be presented to the Board for approval at the June 13<sup>th</sup> meeting.

**ITEMS FOR REVIEW AND DISCUSSION**

- **OWD Compliance Monitoring**

Diane said the OWD Compliance Monitoring Report was received, corrections were made and the required training was completed. An official report would be forthcoming.

- **State Fiscal Monitoring**

Diane said the Fiscal Monitoring was completed and comments to the monitoring had been submitted to Wipfli. She noted that the audit was difficult this year but she felt they have all the needed information at this time. She will discuss some of the issues on the report with the State and work to provide additional documentation to answer their concerns.

- **Customer Service Surveys**

Everyone was provided copies of the Customer Survey Report to review. Diane noted that more surveys were received through additional collection of State Staff at the Job Fairs. She noted that there was one negative comment. The issue was resolved and the comment was removed.

- **SLATE OF CLEOs FOR CLEO OFFICER NOMINATION**

Diane said the slate of CLEO Officers would remain the same and would be presented for vote at the June 13<sup>th</sup> WDB meeting. She noted that Commissioner Chris Gamm plans to retire soon and a replacement for him would be appointed at the time.

- **SLATE OF WDB MEMBERS FOR WDB OFFICER NOMINATION**

Diane said the slate of WDB Officers would remain the same as well and would be presented for vote at the June 13<sup>th</sup> Board Meeting.

- **MEETING DATES FOR PY22 WDB MEETINGS**

Suggested dates for the PY22 WDB Meetings were September 19, 2022; December 19, 2022; March 20, 2023; and June 12, 2023.

Jim Kolve moved to approve the dates as suggested. Annette Sweet seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan moved to approve the dates as suggested. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

**OTHER BUSINESS**

It was noted that the next WDB Meeting would be held Monday, June 13, 2022 at 1:00 pm at the Home Town Bank in Hannibal with a virtual option.

## **ADJOURN**

Jim Kolve moved that the meeting be adjourned. Annette Sweet seconded the motion and the meeting adjourned at approximately 12:15 pm.