

Northeast Workforce Development Board
Minutes of Board Meeting
December 19, 2022
Held Virtually via Zoom

The Northwest Region Workforce Development Board (NW WDB) met virtually on Monday, December 19th, 2022. NEMO WDB Secretary/Treasurer Jim Kolve called the meeting to order at 1:04 pm.

Roll Call was conducted, and a quorum was established with 8 members present.

Board Members

Annette Sweet	Corey Mehaffy	Carolyn Chrisman	Jim Kolve	Steve Garner
Lydia McClellan	Jennifer Taylor	Kara Berlin Bates	Michael Purol*	

* Joined meeting at 1:40

Presiding Commissioners

Glenn Eagan – Shelby County
Luther Green – Knox County
Ryan Poston – Montgomery County

WDB Staff

Brent Stevens	Jeanie Griffin	Kerry Savage	Diane Simbro
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Guests

Dana Keller	Dawn Mowery	Erica Davis	Kim Meyer	Mandy McClanahan
Ruth Whitis	Teresa Lee			

Open Session Business Meeting

Director Stevens recognized commissioners whose terms are up. Glenn Eagan was present at the meeting and gave his thanks to the Board and staff for the work being done. He stated he has enjoyed being a part of the Board. He mentioned his support of the merger with the Northwest region and felt it was a good thing for the programs.

Consent Agenda

NEMO WDB Secretary/Treasurer Jim Kolve directed Board members to the consent agenda items, which included minutes from the 9/19/22 Board Meeting, minutes from the 9/26/22 executive committee meeting, Expenditures and contract performance reports, WDB progress report, Planning Budget Summaries, and an OWD Plan Modification Approval Letter.

After a discussion around each of the items in the consent agenda, a motion was made by Corey Mehaffy and seconded by Annette Sweet to approve the consent agenda. The motion passed with no opposition.

Mandated Business

1. The new member approval was tabled due to a lack of quorum from the commissioners.
2. Director Stevens presented the FY 19, 20, 21, and 22 990's as prepared by Botz and Deal.

A motion was made by Annette Sweet and seconded by Corey Mehaffy to approve the 990s as presented. The motion passed with no opposition.

3. A draft nonprofit reinstatement letter was presented by Director Stevens. It was mentioned this letter will be submitted with the 990s to reinstate NEMO WDB Inc. as a nonprofit.

A motion was made by Annette Sweet and seconded by Corey Mehaffy to approve the submission of the reinstatement letter. Through discussion, the Board was informed the nonprofit status was revoked due to the delinquency of filing the tax documents. It was also noted there are additional costs that will be incurred to reapply, but the Board has received funding from OWD to cover those costs as part of the transition. The motion passed with no opposition.

4. Director Stevens presented the Board with copies of the audits for FY 19, 20, and 21. It was noted these audits were completed by Botz and Deal in accordance with their contract, but the audits are being issued without an opinion. It was also noted that no significant findings were present in the audit reports.

A motion was made by Annette Sweet and seconded by Kara Berlin Bates to accept the audit reports. A friendly addendum to the original motion was made by Corey Mehaffy to accept the audits and request in writing from the state that the audits will be accepted by the state. It was approved by Annette Sweet and Kara Berlin Bates to amend the original motion to be to Approve the audits as presented and request the state put in writing they will accept the audits without an opinion issued. The motion passed with no opposition.

5. An engagement letter from KPM CPAs was presented to the Board. This engagement letter is for KPM CPAs to complete the FY 22 audit of NEMO WDB Inc. The engagement letter indicated a cost estimate between \$15,000 and \$25,000 to complete the audit. Director Stevens let the Board know that the previous Auditor the Board voted to complete the

audit, Botz and Deal, declined the offer. Director Stevens stated he reached out to multiple audit firms to seek their services but was turned down due to timing requirements.

A motion was made by Corey Mehaffy and seconded by Jim Kolve to approve KPM to serve as the auditor for the FY 22 audit. A question was asked if this was within the procurement guidelines since bids were not sought. Director Stevens explained the emergency procurement guidelines allowed by the policy. The motion passed with no opposition.

6. Director Stevens presented the Board with a proposal for the disbursement of carry-over funds.

A motion was made by Corey Mehaffy and seconded by Michael Purol to approve the disbursement of the carryover fund as proposed. The motion passed with no opposition.

Updates and Other Program Business

1. Reports were presented to the Board on Job Center updates from Erica Davis, Hannibal Job Center; Mandy McClanahan, Kirksville Job Center; and Dawn Mowery, Warrenton Job Center. Each of the reports outlined what is happening in the respective Job Center.
2. The following committees' reports were shared with the Board: Access Committee, Youth Committee, and Employer Engagement Committee. Each committee supplied a written report in the Board packet.
3. Director Stevens presented the contract performance letters provided in the Board Packet that were sent to both sub-recipients. The purpose of these letters was to show how each sub-recipient performed in accordance with their contract. Corrective action plans were also shared with the Board.
4. Director Stevens presented the Board with his report. This report included a year in review for the Northeast Region. He also updated the Board on the change of Director for the State Office of Workforce Development.
5. No discussion was had during the open discussion

A motion was made by Michal Purol and seconded by Jim Kolve to adjourn the meeting.

The meeting adjourned at 2:19 PM