

MEMO

TO: Northeast Region Workforce Development Board, Chief Elected Officials, and Interested Parties

FROM: Michael Purol, NE WDB Chair
Brent Stevens, WDB Director

RE: **NE WDB Business Meeting**

The Northeast Workforce Development Board will hold a quarterly business meeting at 1 PM on Monday, March 20, 2023. This meeting will be held virtually through Zoom.

Virtual:

Join Zoom Meeting

<https://us02web.zoom.us/j/86496824018?pwd=TIVLK0prTy9aSXFVeFNWOWhxMzdndz09>

Meeting ID: 864 9682 4018

Passcode: 397430

One tap mobile

+13126266799,,86496824018# US (Chicago)

In accordance with Section 610.020 RSMO, the meeting will be conducted virtually; as such, there is no designated location for the meeting at which participants will gather. However, in the event that any member of the public desires to attend but is unable to participate virtually/telephonically, call access to the meeting will be made available at the WDB office located at 912 Main Street, Trenton, MO.

Northeast Workforce Development Board Business Meeting Agenda

Monday, January 20, 2023 at 1:00 PM

1:00 PM – Business meeting in open session

Roll call / Establish quorum

A. Consent Agenda

DISCUSSION on each then ACTION REQUIRED in one motion

1. Minutes of 12.19.22 full Board meeting
2. Expenditure and Contract Performance Reports: WIOA Adult, Dislocated Worker and Youth by subcontractor
3. Line-Item Budget Amendment (PY 22 Adult)
4. WDB Progress Report – All Funds

B. Directors Update

1. Merger
2. Legislative Outreach
3. Audit Update

C. WIOA-Mandated Business

ACTION REQUIRED on each item below

1. Budget Transfers (Dislocated Worker to Adult)
2. Dissolution of NEMO Workforce Development Board

D. Updates and Other Program Business

1. Sub-recipient/Job Center Updates
 - a. Gamm Incorporated
 - b. Boonslick Regional Planning Commission
2. Committee Reports
 - a. Access Committee
 - b. Youth Committee
 - c. Employer Engagement Committee
3. Board Member/Commissioner Updates/Open Discussion

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 Jennifer Taylor Kara Berlin Bates Michael Purol*
McClellan

* 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

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

WIOA Expenditures through 2/28/2023

	Adult Expenditures			Dislocated Worker Expenditures			Youth Expenditures			Out-of-School Exp. Rate (50%)*
	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.	
Boonslick	78,609.56	30,800.44	39%	116,677.59	52,845.82	45%	94,498.73	48,295.19	51%	63%
+ Outstanding Participant Obligations		1,064.76			-			10,501.67		Work Experien. Exp. Rate (20%)
Total:	78,609.56	31,865.20	41%	116,677.59	52,845.82	45%	94,498.73	58,796.86	62%	16%
										Out-of-School Exp. Rate (50%)*
Gamm Inc. - Hannibal	81,469.11	50,421.13	62%	90,250.25	32,538.96	36%	104,974.66	38,876.02	37%	41%
+ Outstanding Participant Obligations		2,921.00			5,512.90			7,622.79		Work Experien. Exp. Rate (20%)
Total:	81,469.11	53,342.13	65%	90,250.25	38,051.86	42%	104,974.66	46,498.81	44%	33%
										Out-of-School Exp. Rate (50%)*
Gamm Inc. - Kirksville	81,469.12	45,774.93	56%	85,012.29	25,378.83	30%	74,539.77	33,617.02	45%	59%
+ Outstanding Participant Obligations		12,655.00			4,650.00			2,714.47		Work Experien. Exp. Rate (20%)
Total:	81,469.12	58,429.93	72%	85,012.29	30,028.83	35%	74,539.77	36,331.49	49%	3%
TOTAL NE Region	241,547.79	143,637.26	59%	291,940.13	120,926.51	41%	274,013.16	141,627.16	52%	

Comments

November 30, 2022 represents 42% of the Program Year
 Areas highlighted in red are concerns.
 Low expenditures in DW/Youth for the Region.

Contract Performance through 2/28/2023

Agency to Participant Cost Ratio				
		Actual	Contracted not to exceed 60%/40% Ad/dw 70%/30% Yth	
Boonslick RPC	Agency:	\$ 63,328.11	76%	60%
	Adult/Dislocated Worker Participant:	\$ 20,318.15	24%	40%
	Total	\$ 83,646.26	100%	
Boonslick RPC	Agency:	\$ 33,644.42	70%	70%
	Youth Participant:	\$ 14,650.77	30%	30%
	Total:	\$ 48,295.19		
GAMM - Hannibal	Agency:	\$ 48,818.27	59%	60%
	Adult/Dislocated Worker Participant:	\$ 34,141.82	41%	40%
	Total:	\$ 82,960.09	100%	
GAMM - Hannibal	Agency:	\$ 26,886.64	69%	70%
	Youth Participant:	\$ 11,989.38	31%	30%
	Total:	\$ 38,876.02	100%	
GAMM - Kirksville	Agency:	\$ 43,415.63	61%	60%
	Adult/Dislocated Worker Participant:	\$ 27,738.13	39%	40%
	Total:	\$ 71,153.76		
GAMM - Kirksville	Agency:	\$ 32,827.47	98%	70%
	Youth Participant:	\$ 789.55	2%	30%
	Total:	\$ 33,617.02		

Cost Per Service/Enrollment Level			
	Actual	Contracted	Percent
New Enrollments	59	45	131%
Cost Per:	\$ 1,417.73	\$ 3,979.73	
Served (New+C/O)	10	20	50%
Cost Per:	\$ 4,829.52	\$ 4,354.45	
New Enrollments	21	46	46%
Cost Per:	\$ 3,950.48	\$ 3,460.11	
Served (New+C/O)	13	32	41%
Cost Per:	\$ 2,990.46	\$ 3,034.43	
New Enrollments	27	53	51%
Cost Per:	\$ 2,635.32	\$ 2,919.57	
Served (New+C/O)	13	31	42%
Cost Per:	\$ 2,585.92	\$ 2,150.55	
Total Enrolled	143	227	63%

Comments:

Items in Red are areas of concern
Enrollments through 3/12/2023

Program Year 2022 First two Quarters (Preliminary) Through 2/14/23	Boonslick	Gamm	ENTIRE REGION	Rank (14 Boards)	State Average
ADULT - Q2 EMPLOYMENT RATE (GOAL - 77%)	100.0%	85.1%	87.1%	2	79.1%
ADULT - Q4 EMPLOYMENT RATE (GOAL - 71.5%)	100.0%	93.9%	94.2%	1	82.2%
ADULT - CREDENTIAL RATE (GOAL 78%)	0.0%	67.8%	65.5%	9	70.6%
ADULT - MEDIAN EARNINGS (GOAL - \$7600)					
ADULT - MEASURABLE SKILLS GAIN (GOAL - 62%)	53.5%	66.6%	54.8%	8	55.2%
DISLOCATED WORKER - Q2 EMPLOYMENT RATE (GOAL - 81%)	83.3%	100.0%	93.3%	1	74.8%
DISLOCATED WORKER - Q4 EMPLOYMENT RATE (GOAL 78%)	83.3%	100.0%	90.0%	2	75.7%
DISLOCATED WORKER - CREDENTIAL RATE (GOAL - 79.5%)	100.0%	57.1%	62.5%	13	70.9%
DISLOCATED WORKER - MEDIAN EARNINGS (GOAL - \$7500)					
DISLOCATED WORKER - MEASURABLE SKILLS GAIN (GOAL - 57.5%)	100.0%	44.4%	50.0%	9	53.1%
YOUTH - Q2 EMPLOYMENT/EDUCATION RATE (GOAL - 80%)	100.0%	83.3%	86.4%	5	83.2%
YOUTH - Q4 EMPLOYMENT/EDUCATION RATE (GOAL - 76%)	100.0%	91.6%	93.9%	1	75.4%
YOUTH - CREDENTIAL RATE (GOAL - 77%)	75.0%	86.3%	83.3%	4	66.4%
YOUTH - MEDIAN EARNINGS (GOAL - \$3800)					
YOUTH - MEASURABLE SKILLS GAIN (GOAL - 58%)	50.0%	37.5%	41.7%	6	30.7%

Red Box indicates the measure was failed the previous program year

Planning Budget Summary Budget Amendment

Northeast Region WDB
PY22 Adult (New Year)

Period: 7/1/2022 6/30/2024

	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	2,450.40	858.14	3,308.54
Admin Other	1,388.56	(776.15)	612.41
Admin Indirect	245.04	(81.99)	163.05
Total Admin	4,084.00	-	4,084.00
Program -Salary/Fringe	16,076.22	(6,796.79)	9,279.43
Program Other Staffing/OP	7,854.11	(4,674.66)	3,179.45
Program Indirect	176.48	(37.62)	138.86
Individual Training Accounts	5,829.17	8,036.83	13,866.00
On-the-Job Training	959.92	(959.92)	-
Participant Staffing: 35% CM S/F	3,892.96	5,301.32	9,194.28
Apprenticeships/Pre-Apprentices	360.00	(360.00)	-
Work Experience/Internships	180.00	(180.00)	-
Supportive Services	1,436.14	(329.16)	1,106.98
Total Program Services	36,765.00	0.00	36,765.00
Total Budget	40,849.00	0.00	40,849.00

Agency Costs Expenditure Rate:	34%	\$ 12,597.74
Participant Costs Expenditure Rate:	66%	\$ 24,167.26

*** 70%/30% Allowed by OWD**

Comments:

Line-items adjusted to reflect actual expenditures. Budget fully spent as of 2/28/23

WDB Director Date

WDB Chair Date

Northeast Workforce Development Board
 For the Seven Months Ending Tuesday, January 31, 2023

	Program Budget	Prior YTDs	Prior Month YTD	Current Month	Total Program YTD	Budget Remaining	
Miscellaneous Revenue	\$0.00	\$0.00	(\$14,295.43)	\$0.00	(\$14,295.43)	\$14,295.43	
General Revenue	(1,801,584.34)	0.00	(381,770.71)	(109,170.97)	(490,941.68)	(1,310,642.66)	
Total Revenue	(1,801,584.34)	0.00	(396,066.14)	(109,170.97)	(505,237.11)	(1,296,347.23)	
66323 WDB Admin Salaries/ Frindge	64,568.20	0.00	8,776.45	4,688.89	13,465.34	51,102.86	
66324 WDB Admin Other Operational	27,056.98	0.00	763.13	852.29	1,615.42	25,441.56	
66325 WDB Admin Indirect	12,091.82	0.00	2,900.24	498.27	3,398.51	8,693.31	
66360 WDB Admin Other Operational	3,051.40	0.00	(27,793.38)	0.00	(27,793.38)	30,844.78	
66361 WDB Program Other Operational	1,689.69	0.00	1,689.69	0.00	1,689.69	0.00	
66363 WDB IS Salaries/ Fringe	4,143.16	0.00	1,708.39	491.89	2,200.28	1,942.88	
66364 WDB IS - Other Operational	1,827.51	0.00	381.63	110.91	492.54	1,334.97	
66365 WDB IS Program Indirect	271.38	0.00	20.76	39.24	60.00	211.38	
66370 WDB Admin Salaries/ Fringe	16,065.33	0.00	16,065.33	0.00	16,065.33	0.00	
66371 WDB Program Salaries/ Fringe	8,440.78	0.00	8,440.78	0.00	8,440.78	0.00	
66373 WDB OS Program Salaries/ Fringe	8,142.60	0.00	418.55	454.05	872.60	7,270.00	
66374 WDB OS Program Other Opt.	4,614.14	0.00	137.91	102.38	240.29	4,373.85	
66375 WDB OS Program Indirect	814.26	0.00	31.14	36.22	67.36	746.90	
66383 WDB Program Salaries/ Fringe	79,286.34	0.00	18,167.70	2,706.19	20,873.89	58,412.45	
66384 WDB Program Other Operational	523,379.88	0.00	84,818.56	32,963.65	117,782.21	405,597.67	
66385 WDB Program Indirect	2,168.58	0.00	112.76	164.96	277.72	1,890.86	
66388 Career Center Expense	46,093.26	0.00	5,600.03	3,167.96	8,767.99	37,325.27	
66393 WDB OS Salaries/ Fringe	2,351.85	0.00	2,351.85	0.00	2,351.85	0.00	
66394 WDB OS Other Operational	464.22	0.00	464.22	0.00	464.22	0.00	
66506 Program Indirect	959.61	0.00	959.61	0.00	959.61	0.00	
66530 Sub-Recipient Salary/ Fringe	351,573.79	0.00	140,572.94	21,148.84	161,721.78	189,852.01	
66531 Sub-Recipient Other Agency Opt.	79,428.48	0.00	19,081.91	3,303.57	22,385.48	57,043.00	
66532 Classroom Occupation Trng/ ITA	149,307.48	0.00	37,472.26	31,307.50	68,779.76	80,527.72	
66533 On-The-Job Training	10,248.65	0.00	870.38	0.00	870.38	9,378.27	
66534 Supportive Services	23,493.51	0.00	5,888.89	1,412.86	7,301.75	16,191.76	
66535 Apprenticeship/ Pre-Apprentice	6,640.00	0.00	0.00	0.00	0.00	6,640.00	
66537 Work Experience	42,885.59	0.00	17,176.86	3,361.78	20,538.64	22,346.95	
66539 Participant Staff	59,808.15	0.00	16,810.57	2,388.45	19,199.02	40,609.13	
66550 IS Sub-Recipient Salary/ Fringe	66,751.77	0.00	23,319.95	4,163.60	27,483.55	39,268.22	
66551 IS Sub-Recipient Oth Agency Opt.	8,010.43	0.00	3,695.76	808.69	4,504.45	3,505.98	
66552 IS Classroom Occup Trng/ ITA	2,500.00	0.00	0.00	0.00	0.00	2,500.00	
66554 IS Supportive Services	3,168.44	0.00	0.00	0.00	0.00	3,168.44	
66556 IS Work Experience Staffing	3,675.37	0.00	2,292.42	250.79	2,543.21	1,132.16	
66557 IS Work Experience	23,829.00	0.00	5,870.89	3,623.04	9,493.93	14,335.07	
66562 IS Other Part. Cost/ Incentives	1,550.00	0.00	50.00	1,025.00	1,075.00	475.00	
66570 OS Sub-Recipient Salary/ Fringe	96,542.15	0.00	36,779.83	3,941.65	40,721.48	55,820.67	
66571 OS Sub-Recipient Oth Agency Oper	10,553.43	0.00	5,865.31	834.98	6,700.29	3,853.14	
66572 OS Classroom Occup Trng/ ITA	19,650.00	0.00	8,500.00	0.00	8,500.00	11,150.00	
66574 OS Supportive Services	4,792.24	0.00	0.00	0.00	0.00	4,792.24	
66576 OS Work Experience Staffing	4,457.04	0.00	1,057.00	116.01	1,173.01	3,284.03	
66577 OS Work Experience	22,328.59	0.00	1,719.48	827.17	2,546.65	19,781.94	
66582 OS Other Part. Cost/ Incentives	1,700.00	0.00	500.00	0.00	500.00	1,200.00	
66606 Admin Indirect	1,209.24	0.00	1,209.24	0.00	1,209.24	0.00	
Total Expenses	1,801,584.34	0.00	454,749.04	124,790.83	579,539.87	1,222,044.47	32%
Total Program	0.00	0.00	58,682.90	15,619.86	74,302.76	(74,302.76)	

Curent Year Analysis	
Current Year Funds Available	
WIOA New Year	1,337,004.00
WIOA Carryover	244,580.34
TANF DSS New Year	215,000.00
RESEA/ DES	5,000.00
	1,801,584.34

STATE CAPITOL
201 W. CAPITOL AVENUE, ROOM 216
JEFFERSON CITY, MISSOURI 65101



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Michael L. Parson

GOVERNOR
STATE OF MISSOURI

February 1, 2023

Missouri Department of Higher Education and Workforce Development
Missouri Workforce Development Board
P.O. Box 1087
Jefferson City, MO 65102

Dear Chair Toenjes:

Workforce development remains a top priority for the State of Missouri. Local area support with workforce development partners across the state is imperative in supporting that mission. To that end, the Missouri State Workforce Development Board is committed to continual improvement to maximize effectiveness and ensure efficient operations through its state planning process and other work.

Accordingly, as the Governor of the State of Missouri, I am pleased to approve a request to merge the Northeast Local Workforce Development Area and Northwest Local Workforce Development Area into one local area, to be known as the North Missouri Local Workforce Development Area and governed by the Workforce Development Board of North Missouri.

I am proud of the collaborative efforts of the State Workforce Development Board and the affected two local workforce development areas in putting forth this request. This historical change will allow workforce development efforts to continue in serving citizens of North Missouri in the most efficient way possible.

Sincerely,

A handwritten signature in blue ink, reading "Michael L. Parson".

Michael L. Parson
Missouri Governor

Transfer of Funds Request

The Northeast Region Workforce Development Board would like to request a transfer of **\$25,000** from FY23 Dislocated Worker to Adult program. This transfer represents just **12%** of the FY23 DW Budget and is within the limit to not require a plan modification. These funds will be used to cover projected participant costs for tuition, books and fees (ITA's) in the amount of \$19,244.33 as well as supportive services consisting primarily of transportation assistance in the amount of \$5,755.67.

Expenditures as of January 31, 2022 for the PY22/FY23 DW program are reported at **12.09%**, while the PY22/FY23 Adult program is reporting a **23.57%** expenditure level. We do not anticipate that the amount of this transfer will affect the funds that continue to be available to serve the unemployed workers in this area.

Planning Budget Summary Budget Amendment

Northeast Region WDB
FY23 DW

Period: 10/1/2022 6/30/2024

	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	13,771.20	-	13,771.20
Admin Other	7,803.68	-	7,803.68
Admin Indirect	1,377.12	-	1,377.12
Total Admin	22,952.00	-	22,952.00
Program -Salary/Fringe	96,903.98	-	96,903.98
Program Other Staffing/OP	38,096.22	-	38,096.22
Program Indirect	991.56	-	991.56
Individual Training Accounts	21,736.07	(10,500.00)	11,236.07
On-the-Job Training	6,090.02	(6,090.02)	-
Participant Staffing: 35% CM S/F	26,281.95	-	26,281.95
Apprenticeships/Pre-Apprenticeships	4,000.00	(4,000.00)	-
Work Experience/Internships	5,680.00	-	5,680.00
Supportive Services	6,795.20	(4,409.98)	2,385.22
Total Program Services	206,575.00	(25,000.00)	181,575.00
Transferred to Adult			
Individual Training Accounts	-	19,244.33	18,744.33
Supportive Services	-	5,755.67	5,554.29
Total Transfer	-	25,000.00	24,298.62
		12%	205,873.62
Total Budget	229,527.00	0.00	228,825.62

Agency Costs Expenditure Rate:	66%	\$ 135,991.76
Participant Costs Expenditure Rate:	34%	\$ 69,881.86

* 70%/30% Allowed by OWD \$ 205,873.62

Comments: Request to transfer \$25,000 from DW to Adult.

Brent Stevens 03 / 07 / 2023

 WDB Director Date

 WDB Chair Date