

**NEMO Workforce Investment Board (WIB)
Finance Committee Meeting
June 13, 2011**

Members Present	CLEOs	Members Absent	WIB Staff
Steve Hines	Lyndon Bode	Fred Vahle	Mark Fuqua
Jo Moncrief			Casie Baumann
Clarice Hill			Sharon Hillard
Dan Putrah			

NEMO WIB Finance Committee Chairperson Steve Hines called the meeting to order at approximately 6:00 p.m. Four members were in attendance and a quorum was established. One Chief Local Elected Official (CLEO) was also in attendance.

Casie Baumann reviewed the budget information that was previously emailed to the members. She said the WIB Executive Committee already met and approved the Planning Budget Summaries for the PY11/FY12 WIA Funding and the allocation split for PY11/FY12 which determined how much would be kept at the WIB office and how much would be given to the subcontractors. Then she reviewed the WIB office budget which was based upon the amount approved and any estimated carryover funds. The proposed budget was a decrease of \$102,000 from last year. Items of discussion were as follows:

- Casie said allowances for rent, utilities and some maintenance could be charged to the Rapid Response program funding; everything else must be a direct charged expense for the Rapid Response person.
- One staff position would be cut and salaries would decrease.
- Insurance would increase. The cost in the budget was for our current insurance plan; however, other options were being researched. The WIB may also receive a tax credit allowed to business for premiums paid for employee's health coverage. She was unsure of the amount of the credit or how it would be rewarded back to the WIB. Therefore, it was not calculated into the budget. She hoped this would help to offset some of the cost of the insurance.
- There was a discussion as to why the WIB's Unemployment Insurance had decreased.
- A question was asked about renegotiating the rate for rent. Casie said we had not asked about this but she felt the rate was very reasonable.
- It was asked if the cut in travel had been a hindrance. Casie said it was a concern. She said the new process is supposed to be easier but the state had added more and responsibilities. However, we are doing conference calls when possible.
- It was asked if the state provided any legal support for the WIB. Casie said not that she was aware of. She said we could have the state review some documents for us. We can pay for a lawyer for that but that is the extent. If we had a legal action, that wouldn't be an allowable expense.

- Casie said the WIB kept a small portion of funds to pay for purchases for the career centers. Because of the funding this year, we didn't budget to keep any funds at the WIB to pay for these purchases. She explained that with the NGCC model some of the expenses typically paid for could be cost shared with the state.
- Clarice felt the Board would question the amount of WIB staff compared to the amount of staff at the career centers. Casie reviewed the number of staff at career centers and the WIB office. She said this past year the career centers had a total of 14 staff in the NGCC model which included DWD and subcontractor staff. There were an additional 7 WIA youth staff for a total of 20 staff to provide the Adult, Dislocated Worker, and Youth services. This didn't include their administrative (financial) staff. When those were included the number may be 22. Mark said the issue was discussed last year when the budget was prepared and the Personnel Committee reviewed the number of staff and their duties and responsibilities. It was decided that the number of staff at the WIB was needed. Steve said that information was reported to the Board. Jo said even if one staff person was cut the difference in the budget wouldn't be that great. Casie said you could estimate a savings of \$40,000 for salary and fringe. Those funds would be allocated to the three centers using the allocation formula. As an example, the Kirksville Career Center would only get \$5,200. So it wouldn't be a significant amount.
- The members discussed the offering of free rent by the Kirksville Area Community College to the Kirksville Career Center and a possible offer of reduced rent in Moberly. It was noted however, that the state said the problem maintaining the centers was staff salaries. Jo said she understood that if they close one of the career centers they were going to relocate the state staff and not lay them off.
- Jo said as Secretary/Treasurer of the WIB she reviews all the bills and invoices. In doing so she has noticed that we don't seem to have any guidelines in terms of how much can be billed or when staff can bill for meals or travel expenses. She asked that the Personnel Committee be advised that she recommends the limits of \$5.00 for breakfast, \$7.00 for lunch and \$12.00 for supper. She also recommends that the WIB follow the state reimbursement level for mileage. She recommends reducing the amount mileage reimbursement for WIB staff from \$.485 to \$.37 per mile which is the current state level. She also noted that if more than one staff was going to the same location they should car pool. If they chose not to car pool, they would not be reimbursed unless they were coming from different directions. Clarice felt the cost for meals should depend on the location. She noted that it cost more to eat in areas such as Kansas City. Casie felt having a set amount for reimbursement would be easier. Casie also felt the rate should be left as it is for Private Sector Board Members when they attend conferences as long as they provide receipts. Steve felt the rate should be the same for everyone. Jeff agreed and said \$.37 for mileage seemed too low. Casie said she and Mark also felt this was low but employees could take the difference off their taxes if they itemize. Casie asked if receipts should be required; she felt they should be. Jo said the state didn't require receipts; however, since we were trying to cut expenses a huge amount, they could be required. Jo added that if the Personnel Committee didn't like the recommendation she

passed on, they were free to change it. Casie also asked for clarifications regarding travel and the direction an employee would be traveling from.

- Clarice asked about moving the WIB office to a career center. Casie said the idea was discussed last year or the year before but it never went anywhere. Only Moberly would be large enough to handle the office. The current location of the WIB was more central to the region and we would lose some of the savings we get on our travel if we were to relocate.

Casie said the budget was based on the funding information we have at this time. We may receive additional funding throughout the year.

Jo Moncrief moved that Finance Committee recommend that the PY 2011 WIB Budget be accepted. Dan Putrah seconded the motion and the motion was approved.

Respectfully Submitted,

Jo Moncrief