



NEMO WORKFORCE INVESTMENT BOARD • 111 E. Monroe • Paris, Missouri 65275 • (660) 327-5127 • Fax (660) 327-5128

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**NEMO Workforce Investment Board (WIB)
FINANCE COMMITTEE MEETING
November 7, 2011**

Members Present

Jeff Anderson
Steve Hines
Jo Moncrief
Pat Poepping
Dan Putrah

CLEOs

Lyndon Bode

WIB Staff

Mark Fuqua
Sharon Hillard
Brant Long

CALL MEETING TO ORDER and ROLL CALL

The NEMO WIB Finance Committee meeting was called to order by Finance Committee Chairperson Steve Hines at approximately 5:00 p.m. Roll call was taken by WIB Secretary/Treasurer Jo Moncrief and a quorum was established.

The purpose of the meeting was to review recommendations from the Personnel Committee regarding changes to the *NEMO WIB Personnel Procedures for Administrative Entity/Grant Recipient & Fiscal Staff* regarding overtime compensation, annual vacation leave and sick leave for potential fiscal impacts to the NEMO WIB.

COMPENSATION FOR OVERTIME HOURS WORKED

Mark Fuqua said the Finance Committee was asked to review a recommendation from the Personnel Committee recommending that the compensation for overtime be changed from time and one half to straight time. Since that time it had been discovered this was not in line with the U.S. Department of Labor Fair Labor Standards Act. Mark also provided an unofficial response he received from Nia Ray, MoWIB Director, (who is also an attorney) regarding his inquiry of the issue. He said the only employee of the WIB that fell under the exempt status definition for compensation at time and one half was the Executive Director.

Pat Poepping also provided a Supreme Court ruling clarifying comp time rules that also stated that public employers may give nonexempt employees compensatory time off (or “comp time”) instead of paying overtime as long as the covered employees agree to the arrangement.

After further discussion, the Finance Committee felt the only change needed in the current language in the WIB’s Personnel Procedures of *Section II. Conditions of Employment and Employee Performance Item 1. Work Schedules and Overtime* was the removal of the following sentence: Compensatory time shall not be accrued beyond the time in which it was earned.

ANNUAL VACATION LEAVE

Jo Moncrief questioned why part-time employees should have to wait one year before receiving full benefits when full-time employees were eligible after six months. After further discussion, the following motion was made:

Jo Moncrief moved that Section III. Employee benefits for part-time employees will include only vacation, sick leave and holidays at a prorated basis and part-time employees will be eligible for benefits after completing six months of service. Jeff Anderson seconded the motion and the motion was approved.

The Finance Committee discussed the possible fiscal impact of the change in policy for annual vacation leave. It was decided that there was no fiscal impact in the change to the policy. After the discussion, the following motion was made:

Jo Moncrief moved that the accrual rate for annual vacation for employees with less than 10 years of service will be 5 hours per pay period. Employees with more than 10 years of service shall accrue 6 hours of annual leave per pay period. Employees with more than 15 years of service shall accrue 7 hours of annual leave per pay period. Annual leave for part-time employees will be prorated based on the accrual rates for full-time employees. Annual leave for employees will follow the State of Missouri’s policy not to exceed 240 hours maximum. Dan Putrah seconded the motion and the motion was approved.

SICK LEAVE

The Finance Committee discussed the recommended changes in policy regarding sick leave. After much discussion, the following motion was made:

Jo Moncrief moved that the Finance Committee accept the change to the sick leave policy to read as follows: Sick leave shall accrue at four (4) hours per pay period for full-time employees. Part-time employees shall accrue sick time on a prorated basis based on the accrual rate for full-time employees (1 day per month) not to exceed 240 hours maximum. Employees will not be compensated for unused sick leave at termination of employment. Dan Putrah seconded the motion and the motion was approved.

OTHER BUSINESS

The need to address the issues of who can sign/approve travel vouchers, timesheets, etc. in the Personnel and Financial Manuals in the absence of the Executive Director was discussed. It was decided these issues should be referred to the Personnel and Executive Committees.

Mark said the WIB received an email from Gordon Ipson saying that Northeast Power is willing to give the NEMO WIB \$3,000 in 2011 and another \$3,000 in Calendar Year 2012 to use for purchases such as GoToWebinar or GoToMeeting if the WIB Finance Committee can get investments from other stakeholders that will match that total. In the meantime, if the WIB will invoice Gordon for \$3,000 before December 1, 2011, he can get a check issued this calendar year. The second \$3,000 will need to wait until at least some of the matching investments are raised. Mark said Gordon had also stated that a portion of the investment could be used toward the purchase of On-the-Job-Training brochures for our Career Centers.

Pat talked about the conferencing software. He said the cost for the GoToMeeting software was about \$500 per year and would support about 15 users. The cost for the GoToWebinar software was about \$1,000 per year and would support up to 100 users. The GoToWebinar conferencing software also allowed users to conduct surveys, polls and some other nice things. A 30-day, free trial is available. He would like to try the software around January 1, 2012 and then make the purchase in February. He felt strongly that the WIB needed the software to conduct effective and informative committee meetings. Pat asked the Finance Committee to endorse the purchase of the software in January, 2012.

The Committee discussed how to find the matching investments. Everyone agreed that the discussion of locating outside funding sources had been going on for some time. Jo suggested asking the WIB Private Sector members if they would like to make an investment. Mark said he was going to inquire about the possibility of a small grant at the USDA office.

Dan Putrah moved that the NEMO WIB invoice Gordon's organization for \$3,000 in 2011 and purchase the conferencing software. Jeff Anderson seconded the motion and the motion was approved.

ADJOURN

Jo Moncrief moved that the meeting be adjourned and the meeting adjourned at 6:40 p.m.

Submitted by,

Jo Moncrief