



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
August 24, 2011**

Members Present	CLEOs	Guests	WIB Staff
Steve Hines	Glenn Eagan	Gordon Ipson	Linda Studer
Jo Moncrief			Brant Long
Clarice Young			Sharon Hillard
Pat Poepping			
Joyce Carroll (by phone)			

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 8:30 a.m. Roll call was taken by WIB Secretary/Treasurer Jo Moncrief and a quorum was established.

CHECK SIGNING PROCEDURES

REQUIRED SIGNATURES, TIME SHEET AND TRAVEL VOUCHER APPROVAL

Steve said the purpose of the meeting was to discuss the check signing procedures and the lack of an official policy to accommodate the process with the Executive Director out of the WIB office.

Brant Long explained that under the current policy a check requires two signatures. One must be an original signature of either the Executive Director or the Assistant Director. Currently, the WIB has no Assistant Director and the Executive Director is ill and unavailable. The second signature can be a WIB member and can be an original signature or a stamped signature. We currently have stamps for Jo Moncrief, the current WIB Secretary/Treasurer, and Clarice Young (now Clarice Hill) who previously served as Secretary/Treasurer for the WIB.

Steve said he understood there was an emergency declared last week due to a couple of checks that needed to be signed, and he asked who gave permission for the checks to be signed. Pat Poepping said he and Glenn Eagan gave permission to deviate from the normal procedures so the checks could be processed. Brant explained that the two checks were processed by using Jo

Moncrief's original signature and Clarice Young's signature stamp. He said the same procedure was used to process the checks on August 15, 2011. However, a financial policy was found later that described the correct process that should have been followed. He felt the Division of Workforce Development (DWD) would be okay with what had been done under the circumstances. Brant said we wanted to make sure we had a temporary solution in place in case Mark was out for a while. But in the future, it would be a good idea to have a backup person at the WIB office that was able to sign the checks.

Jo asked if DWD had a recommendation. Brant said he had spoken to DWD and as long as there was a separation of duties, they weren't overly concerned. They said they would monitor whatever policy was approved by the WIB. After further discussion, the following motions were made.

Jo Moncrief moved that the Executive Committee be authorized to name an Acting Director and authorize one member of the Workforce Investment Board to sign checks in the absence of the Executive Director and Assistant Director. The Acting Director will have the authority to handle only administrative issues but not personnel decisions. Clarice Hill seconded the motion and the motion was approved. CLEO Glenn Egan agreed with the recommendation.

Jo Moncrief moved that the Finance Committee recommend to the Executive Committee that Linda Studer be named the Acting Director and Steve Hines be named the authorized WIB Member. Clarice Hill seconded the motion and the motion was approved. CLEO Chair Glenn Eagan agreed with the motion.

MILEAGE AND REIMBURSEMENT RATES

Jo said over the past year or so she had noticed some difference in what the WIB approves for reimbursement for staff and what the State authorizes. Considering current financial issues, she felt changes needed to be made in what we pay for, how much we pay for it and when we pay for it. She said she spoke to Casie Baumann about this several months ago. She had said it was on her list of things to do and unfortunately she didn't get to it.

Jo said she was asked to approve Nickie's travel reimbursement last week and she made some significant changes based on what she felt was current WIB policy. However, she also had some suggestions/recommendations as to what the WIB pays for expenses for travel. She felt the Finance Committee could discuss these suggestions and make a recommendation to the Personnel Committee as this was part of their responsibility.

Jo said currently the WIB authorizes \$.485 per mile for mileage reimbursement and the state reimbursement is only \$.37 per mile. Since all WIB programs are funded through government money she felt what the WIB authorizes should be the same as what the state authorizes. Currently state employees are only reimbursed for meals if they are working more than a 12 hour day or overnight. She felt the guidelines for meal reimbursement needed to be changed, and the

guidelines for mileage reimbursement needed to be more specific regarding when and from where staff would be reimbursed.

Nickie's reimbursement for mileage and meals was discussed. Jo said Nickie lives in Canton and drives to Paris and then drives to Rapid Response activities. Her commute to work is approximately 68 miles. However, in one instance she came to Paris in the morning and then went to Louisiana for a Rapid Response activity and then left from Louisiana to go home. Based on her interpretation of the current policy she didn't feel it was the WIB's responsibility to pay her the full reimbursement for mileage from Louisiana to Canton because she has a 68 mile return home commute anyway. So she subtracted 68 miles from the miles claimed from Louisiana to Canton because that was the distance Nickie would have traveled had she been at Paris to home. Jo said in order to get her check processed Nickie temporarily okayed the adjustment. However, Nickie notified Jo that she disagreed with the adjustments, and Jo told her that she would bring it up to the Board. Jo said she felt that based upon the WIB's expenses and the lack of funds a sentence needed to be added to the mileage reimbursement section of the Personnel Procedures and that the Finance Committee should recommend to the Personnel Committee that the mileage reimbursement take into account the employee's commuting distance to and from work when determining reimbursement for work activities.

Linda Studer said the current policy states that the mileage reimbursement will start occurring either from the WIB office or the employee's home, whichever location is closest to the destination.

Gordon said he agreed that the WIB needed to look at changing the policy and that a recommendation should be made to the Personnel Committee to review and develop a revised policy, but for now, we should comply with the existing policy.

Pat provided information regarding the Federal rate for mileage and meal reimbursements. He said his employees receive the Federal rate for reimbursement and they say it costs them to drive their own cars and they would rather drive the company car. He felt the rate they pay their employees wasn't really out of reason. Pat said it may be that the state was under-paying their employees.

Brant said Nickie has to travel almost every day as a part of her job and she was hired under the current policy and expected to be reimbursed for her mileage. If the reimbursement rate is changed, she may decide she can't afford to do the job. After further discussion, the following motion was made.

Jo Moncrief moved that the Finance Committee recommend that the Personnel Committee amend the Personnel Procedures related to travel cost for mileage and meal reimbursements. Clarice Hill seconded the motion and the motion was approved. CLEO Glenn Eagan agreed with the motion.

Jo moved that the Finance Committee recommend to the Personnel Committee that the mileage and meal reimbursements follow the State rates and that meal reimbursements only be provided

when an employee is working more than a 12 hour day or traveling overnight and mileage reimbursement be based only to and from the employee's assigned place of work. Clarice Hill seconded the motion and the motion was approved. CLEO Glenn Eagan agreed with the motion.

OTHER BUSINESS

Pat asked WIB staff to gather information regarding meal cost/caterers for the meal at the M. W. Boudreaux Visitor Center for the December 5th WIB meeting. It was noted that the Paris Senior Center charges \$9.00 per meal and nothing for the use of the building if they provide the meal. Pat said he would like to keep the cost about the same, and provide at least the same quality meal.

Pat said he would like to complete the research and be in a position to purchase the WIB conferencing software by the December WIB meeting. He thought the cost of the software would be approximately \$100 per month, and he asked if anyone had any concerns. Brant was concerned that the purchase wasn't feasible with the current budget of \$4,000 for WIB meetings and travel. He said the budget line item was the same as last year and the reports ran through May, with the WIB only attending WIB meetings and having the meal provided by the Senior Center, showed the budget almost expended. He added that another WIB meeting was held in June that was not included in the report. He was asked if some of the cost could come from the budget line item for the phone. Brant said he would have to review the numbers. Steve thought the numbers were pretty close and didn't believe it would be possible. Brant said we have certain areas where we know it is going to be very difficult for us to stay within the budget and function.

Gordon said instead of talking about dividing up a shrinking pie the Committee needed to look at what other WIBs were doing as far as additional funding sources. He suggested searching for outside funding sources, grant applications, and asking corporate partners for investments. As an example, he said when he and Pat were touring the career centers they found there were publications regarding the WorkKeys program that were used by the functional leaders when talking with employers that needed to be reprinted. Since his employer Northeast Power serves 13 of our 16 counties he can justify paying for 13/16 of the cost to reprint the brochure. He felt there were other corporations that may be able to justify small amounts to make up for our shrinking budget.

Pat asked Brant to gather the cost for the board and committee meetings so he could see where we were financially. Gordon asked to see what it cost last year versus what was budgeted and what is currently budgeted for this year.

Pat asked for an update regarding the bank signatures. Brant said the WIB needed to decide if they wanted to leave Clarice on the signature card since she is no longer the Secretary/Treasurer and her stamp is Clarice Young and her name is now Clarice Hill. Casie Baumann and Fred Vahle need to be removed from the signature card. He noted that names can't just be removed from the card. A new card must be issued and everyone will have to sign with original signatures. He said with Mark being ill there may be an issue of getting his signature on the card. Gordon volunteered to drive around and get signatures if necessary.

DRAFT

Glenn Eagan suggested having the WIB committees meet before the WIB meetings to save funds. He understood this would not be an option for the Youth Council or the Executive Committee. Gordon said the committees could meet around 5:30 p.m. prior to the WIB meeting.

Pat mentioned having an Executive Committee meeting Monday to address the motions presented by the Finance Committee. Brant mentioned that payroll could be done under the current emergency policy Pat and Glenn had already implemented and Jo volunteered to drive to the WIB office to sign the checks. Pat then decided to let the Personnel Committee meet first. Linda clarified that she had no responsibilities as Acting Director until the Executive Committee approved the recommendation of the Finance Committee. The Committee said that was correct. Sharon asked if there were any dates for any meetings yet, and she was told there were none.

ADJOURN

The meeting adjourned at 10:10 a.m.

Submitted by,

Jo Moncrief