

**NEMO WORKFORCE INVESTMENT BOARD  
MEETING MINUTES**

**March 16, 2009**

**PRESENT:**

**NEMO WIB MEMBERS**

Kelly Hardcastle  
Steve Hines  
Gordon Ipson  
John Liter  
Jo Moncrief  
Pat Poepping  
Sonny Raines  
Janice Robinson  
Penny Schwartz  
Diane Simbro  
Annette Sweet  
Joshua Tennison  
John I. Wilson  
Clarice Young

**WIB STAFF**

Mark Fuqua  
Casie Baumann  
Brandi Glover  
Sharon Hillard  
Amy Hodges  
Cyndi Johns  
Nickie Newell  
Linda Studer

**CLEOs**

Lyndon Bode  
Susan Carter  
Glenn Eagan  
Gary Jones  
Charles Korman  
Sean O'Brien  
Roy Sission  
Glenn Turner  
Steven Whitaker  
Alan Wyatt

**GUESTS**

Cathy Collop, DWD  
Darla Dwiggin, DWD  
John Dwiggin, Macon County Commissioner  
Steve Etcher, Boonslick RPC  
Mike Gavura, DWD  
Amy Goacher, Gamm, Inc.  
Patti Meldrum, Gamm, Inc.  
Jo Moore, Evers & Company CPA  
JoAnn Toerper, Boonslick RPC  
Barbara Peavler, Gamm, Inc.  
Sheree Prebe, Gamm, Inc.  
Lana Vestal, DWD  
Wayne Wilcox, Randolph County Commissioner

## **MEETING CALLED TO ORDER**

Chairperson Sonny Raines called the March 16, 2009 NEMO Workforce Investment Board (WIB) meeting to order at approximately 7:00 p.m. at the Paris Senior Citizens Center in Paris, Missouri.

## **ROLL CALL AND SIGNATURE SHEET**

Roll call was taken by Clarice Young. Fourteen board members were present and a quorum was established.

## **APPROVAL OF CONSENT AGENDA**

John I. Wilson made a motion to approve the consent agenda. Gordon Ipson seconded the motion and the motion was approved.

## **PY 07 AUDIT**

Jo Moore auditor for Evers & Company CPA reviewed the WIB's PY 07 audit report. She said the first couple of pages of the audit report contained the *Auditor's Opinion Letter* of the board's financial statement. This tells the WIB the audit was done in accordance with generally accepted accounting and government auditing standards. Jo said the *Opinion Letter* also states that the financial statements were fairly presented in all material respect. She said that was considered an unqualified or clean opinion and the term unqualified was as good as it gets from an auditors perspective.

Jo said the report contained a *Statement of Activities* which shows the WIB's income and expenses. The expenses were indicated by the WIA and TANF programs categories along with another category that encompassed some of the smaller programs the WIB was involved with. Notes to the financial statements were also provided. Jo said there was no equity within the organization. This was normal because the WIB's funding sources expect the WIB to pay out all of the money that they provide in funds. She said the report contained a *Schedule of Federal Expenditures* that showed by program how much was spent, and additional required letters that talked about compliance.

Jo said a *Schedule of Findings and Questioned Costs* was also included in the report. There were two items they noted as financial statement related findings and both were noted in last year's audit. One of the findings was because of a change in auditing standards. She explained that the auditing industry issued a statement on auditing standards #112 regarding internal control over the financial reporting process. This means that the entire document with the exception of the letters that are on the auditor's letterhead should be prepared by the organization that is being audited and if it isn't, that is a deficiency in the internal control process. Therefore, they noted in the WIB's report that they, as the WIB's auditors, had prepared the document. Jo said their firm audits over 100 not-for-profit and government organizations and 5 or less of those clients produce the document internally. She said to be able to do this it pretty much requires the organization to have a CPA on staff because the preparer needs to have access to all of the new pronouncements that are being issued. Jo explained that although they see this a lot with their clientele, they still have to report this to the organization. She said the WIB would have to

determine if they wanted to increase or train their staff to be able to prepare these documents. Pat Poepping asked if WIB staff could prepare this portion of the report, how much this would save the WIB in dollars. Jo said about \$1,500.

Jo said they issued a separate letter of suggestions and some of their suggestions had already been addressed. They suggested that the person who has control over the signature stamp be someone other than an authorized check signer. They suggested that the WIB's indirect cost allocation plan be examined to make sure that how the WIB is allocating its costs is truly in accordance with its plan. They suggested from last year (this was already being implemented) that electronic transfers be included with the check register that is being approved by the treasurer.

Annette Sweet asked if the deficiency they found was going to make any difference on the handling of grant money. Jo said she didn't think so. The issue came up last year and she spoke to a representative of DWD and they indicated that it would not have any impact. She assumed that would be the same this year and if those comments were not going to affect the WIB's funding source her advice would be not to worry about it.

Annette Sweet made a motion to approve the audit. Pat Poepping seconded the motion and the motion was approved.

### **STATUS OF THE REGION**

Sonny said we have a couple of challenges facing us that we ought to be concerned about. He said the lines at our career centers are long and the needs are great. The service providers are few and we face some challenges in terms of the quality and the depth of service we provide to our recipients. He said it is important to know how well we are doing or where we are falling short and he asked everyone to provide any feedback they heard regarding the services to Mark.

Sonny said the economic crisis may be an opportunity to deal with the lack of high school diplomas in the region. He said although WIA funding doesn't fund the GED program directly, we have a voice with the state. Sonny said if we look at availability and make sure we have the resources in the right places we may be able to help eliminate the high school dropout rate of the 20 to 40 year old workforce in our region.

Sonny said it appears we are going to be receiving more training dollars to train individuals and we need to consider what we are training them for. When we start getting jobs back, we need to consider what types of jobs these will be and what training we need to make available to control our cost and best use our funds. We also need to talk with the community and 4-year colleges and vocational education schools in our region to develop necessary training. He said he and Mark plan to talk to employers to see what they want and need.

Patti Meldrum said she got a breakout of the federal stimulus dollars and she thought it was unfortunate that there are billions of dollars targeted to education and not one dime to adult education, GED and Literacy programs. She said their GED program in Hannibal was full. Sonny challenged the board to make their voice heard in Jefferson City and said he has asked Mark to take a look at what other states are doing in this area.

Mark thanked the subcontractors, front line and WIB staff for all the work they have been doing. He said the lines are long in the career centers and they have been working as fast and as hard as they can and he appreciated everything they have been doing.

Mark provided a handout titled *State of the Region Report* that showed national, state and county unemployment rate comparisons, the percentage of industries affected by recent layoffs or closures, temporary assistance information and the traffic flow in the region's career centers. He reviewed the county unemployment rates and said in some cases the numbers were staggering. Mark said the layoff and closure information showed that the layoffs in the auto industry had a huge affect in the region. The data also showed that last month was the first time the state of Missouri ever topped a million people on food stamps. Mark said the current traffic counts in our career centers indicate that we will well exceed our total of almost 67,000 last year.

Mark talked about Senate Bill #465 that was filed a few weeks ago by Senator Pearce from the Warrensburg area. He said the bill proposes that Workforce Development be placed back under the Department of Labor and no longer be under the umbrella of the Department of Economic Development. Mark said he thought everyone would agree that Economic Development and Workforce Development needs to be hand in hand and this was not where they would want this system to go. He said he didn't feel the bill had a lot of support and he had talked to a lot of people since then and didn't feel the bill was going to grow any legs. However, that didn't mean it couldn't be tacked onto something at the end of the day and go right through. He asked anyone who had an opportunity to talk to their senator.

Patti said she met with Senator Shoemyer who called the Governor's office while she was there and no one in that office had any intention of backing or supporting the bill. Later Senator Shoemyer told her that he had spoken to Senator Pearce and Senator Pearce said he just wanted dialogue to open up between the Department of Labor and Workforce Development. Patti said she thought he was just trying to send a message. She said the other part of the bill that may get some support was a provision that said if UI statewide reached six percent they would call a halt to the in-person 4-week reporting which is where we are seeing a lot of the traffic in the career centers. Patti said this is an attempt to cut down on some of the traffic.

Mark said the Executive Committee had a conference call meeting concerning the 4-week UI reporting because DWD had asked each region to give them some feedback on whether or not they felt it was good, bad or otherwise. He said the program operators were contacted and asked about the issue and almost everyone said that they agreed with suspending the 4-week in-person reporting temporarily. However many of them felt that once we get over this hurdle, it is still a very good requirement because it gives the job seeker an opportunity to meet face-to-face with a case manager to discuss other issues they may have. The Executive Committee agreed with that and we submitted that opinion to the state. Mark said our understanding was that DOL actually asked the question but currently he didn't know that anything was going to be done with it.

Mark said a couple of weeks ago DWD Director Dawn Busick resigned and left the office. We now have a new director who started today. Her name is Julie Gibson. He said he hoped to meet her at the WIB Director's meeting later this week.

Mark said no one knows the answers about the stimulus funding yet. He speaks with DWD several times a week and everybody is asking where is the stimulus money and what is it going to do. He said the board may also be aware that there is a lot of talk about a summer youth program. Communities have contacted us and asked about this but we have no answers at this time. He said he didn't think DWD or DOL has any answers yet. We are concerned that when the state gets answers, they have 30 days to get information to us and then when we get our summer youth program established the summer will be well on its way. Mark said Gamm and Boonslick are doing everything as proactively as they possibly can. They have been looking at possible worksites and trying to look at additional staff that will be needed.

Mark said because of time constraints on some issues, he and Sonny wanted to let everyone know that they may have to call the Executive Committee in on a rather quick notice to make some decisions. He said when we get these additional funds we will have to do a plan modification that will have to be publicized on our website and there is a process we will have go through. It would be very difficult to bring the full board together weekly or every two weeks to make some of these decisions. Sonny said he thought the Executive Committee would approve the budget changes etc. and then report back to the board at the next full board meeting. Mark said 2009 is going to be a really challenging year and we are all going to do everything we can to make it successful.

### **STATE UPDATE**

Mike Gavura, from the Division of Workforce Development said the new DWD Director Julie Gibson hopes to have her senior staff in place by the end of this week or the first of next week. He said when Mark Bauer was appointed the Interim Director they started having marathon meetings on the stimulus funding that is coming down and he was sure they were informing Ms. Gibson on what has been taking place.

Mike said he didn't have a lot of information to give regarding the stimulus funding. He said customers served under the funding would be tracked separately from our normal customers and that would be a challenge. He said it was nice to get this shot in the arm and be able to serve more people and he expected to receive more guidance in the near future. Mike asked if there was a way to tie GED as an education component to the summer youth program to better serve the youth.

### **REVISIONS TO FINANCIAL MANUAL**

Casie said the recommended changes to the Financial Manual could be found in Section 2 of the WIB packet. The revisions were due to the way staff manages the processes to account for the position of assistant director. She explained that those duties needed to be outlined in the revisions saying that in place of the Executive Director, the Assistant Director can do specific duties. Casie said with the addition of new staff, we also felt like those new positions needed to be incorporated to spread duties out to help with more financial accountability for the internal control separation of duties. She said in their yearly monitoring of us, DWD made a couple of recommendations and we added those in the manual as well. She said the Finance Committee met and discussed the revisions and after some discussion, they voted to recommend the revisions to Financial Manual.

Gordon Ipson said the remaining paragraphs on Page 1 should be renumbered after the recommended deletion of Paragraph 1. Casie said that would be corrected. She also said that DWD had been given a draft copy of the revisions to see if they had any recommendations or concerns about any of the changes before it went to the Finance Committee or the board and the monitors had no issues or concerns.

Pat Poepping made a motion to approve the revisions to the Financial Manual with Gordon's recommendation of renumbering the paragraphs. John I. Wilson seconded the motion and the motion was approved.

Lyndon Bode made a motion to approve the revisions to the Financial Manual with Gordon's recommendation of renumbering the paragraphs. Gary Jones seconded the motion and the motion was approved.

## **AUDIT REQUEST FOR PROPOSAL**

Casie said about every three years the WIB sends out a Request for Proposal (RFP) for the audit services. The RFP was sent out in November 2008 and it was due January 2009. We sent it to 23 audit firms, published it in 5 newspapers and we received 1 proposal. She explained that the RFP is for one year with the option of two one year extensions so there is a possibility that we can have the same audit firm for three years. Casie said the Finance Committee reviewed the proposal submitted by Evers and Company who is our current audit firm and voted to accept the proposal and research other options to see if the WIB may want to RFP before the first one year renewal.

Sonny asked what newspapers the notice was posted in. Casie said it was posted in both daily and weekly newspapers and the RFP was mailed to CPA firms in the areas of St. Louis, Kansas City, Quincy, Jefferson City, Sedalia and maybe Springfield. She said we do require that the firms have previous WIA auditing experience. She did not bring the information with her but she believed the cost of the first year's auditing was \$12,000.

John I. Wilson made a motion to approve the recommendation of the Finance Committee to accept the proposal submitted by Evers and Company and research other options to see if the WIB may want to RFP before the first one year renewal. Clarice Young seconded the motion and the motion was approved.

Sean O'Brien made a motion to approve the recommendation of the Finance Committee to accept the proposal submitted by Evers and Company and research other options to see if the WIB may want to RFP before the first one year renewal. Charlie Korman seconded the motion and the motion was approved.

## **REVISED PY 08 BUDGET**

Casie said the Revised PY 08 Budget was in Section 3 of the WIB packet. Most of the budget was the same as the WIB received in June. She explained that the initial budget was approved based on guesstimated figures and then reviewed the funding sheet which showed the funding that was received since the initial budget was approved. Next Casie reviewed the following page which showed the change to the actual staffing budget which was to account for additional funding the WIB received and the addition of two staff. She said with the increase in staff there was an increase in mileage, travel, postage, phone, copies etc. Casie said another reason for the high cost of travel was due to the economic situation and the Rapid Response Coordinator had been very busy. She said the WIB also had funds available that are not budgeted in a contingency fund that had increased as well.

Casie said the Finance Committee met and discussed the revisions and she read the following statement: The budget was revised to reflect actual instead of estimated funding as well as additional funding. The budget was also revised to reflect the addition of two staff positions which brought their own funding. Due to the increase in staff other office expenses have also increased. After some discussion the committee voted to accept the PY 08 budget revisions.

Kelly Hardcastle made a motion to accept the Revised PY 08 Budget. Gordon Ipson seconded the motion and the motion was approved.

Susan Carter made a motion to accept the Revised PY 08 Budget. Gary Jones seconded the motion and the motion was approved.

## **REGIONAL BUSINESS MARKETING/OUTREACH PLAN UPDATE**

Darla Dwiggin provided a handout titled *Northeast Region Business Marketing/Outreach Plan Summarized Changes*. She said the latest revision of the plan was sent out in the WIB packet. Darla said since the plan had been brought to the WIB in April 2004 it had been ongoing. She felt we were very lucky or ahead of the curve in that regard because some regions had chosen not to develop a plan or had developed a plan and just put it on a shelf.

Darla said what the business team members were bringing to the WIB this time was Phase III of the plan. It was a revision the group felt they needed to present to the WIB so they could archive some of the old material and have a fresh start so the plan wouldn't get too big and cumbersome. They also felt it was time they let the WIB take a look at the plan again. Darla said the handout she provided summarized the actual changes in the plan and board could take the information with them to review and bring it back for further discussion at the next meeting. She would be available if anyone had any questions and they could email or call her.

Sonny said when the board looked at the plan in August 2007 he was impressed. However, he thought the board may have been a little remiss in not hearing from her to see if they were really walking the talk. He asked that she come back to the board in August and talk about where we are on the plan and what is happening. Darla said the action items had been reworked; however, they hadn't really changed that much. She said she would bring the plan back to the board and let them know how the documentation was going on the different action items and goals.

## **YOUTH COUNCIL UPDATE & NEW MEMBER NOMINATION**

Brandi introduced herself and said she had been on staff a little over four months now. She said Adult Education and Literacy (AEL) are very important to us and she and Mark had attended a few meetings with the state directors and local and regional AEL coordinators. A meeting had been held in Hannibal a short while back to discuss how to strengthen partnerships and communicate better to refer clients. They are also exploring possibilities to get more GED classes and increase enrollment and she is doing an assessment of all the GED sites in our region to figure out where all the service sites are located.

Brandi said to strengthen awareness of the WIB she has joined some different regional groups. One of those groups is the AEL Advisory Committee in Macon. She has also been working on some presentations about the youth program and has attended a couple of community colleges to get her face out there and market the program. In addition, she has been researching grant opportunities to see what the WIB can apply for to bring in more funds.

Brandi said the Youth Council has its Strategic Plan in its draft stage and she would have it ready for the WIB to approve at the next board meeting. She reviewed the Strategic Plan's goals and committees the Youth Council has identified.

Brandi said no one from the Youth Council was able to attend tonight's meeting so on behalf of the Youth Council she asked to nominate two new members to the Youth Council. Her first nomination was Denise Bennett who is a WIB member and will represent Economic Development on the Youth Council. Her second nomination was Laura Melling a youth from the Boonslick region.

Annette Sweet made a motion to accept the two nominations to the Youth Council. Jo Moncrief seconded the motion and the motion was approved.

Glenn Eagan made a motion to accept the two nominations to the Youth Council. Charlie Korman seconded the motion and the motion was approved.

### **STRATEGIC PLAN UPDATE**

Mark said when we began working with Iowa, Illinois and Missouri through the Tri State Summit which was an offshoot of the regular Tri State Summit, the Department of Workforce Development was looking at the possibility of creating a Tri State WIB with those organizations applying for a Regional Innovations Grant. He said he has had discussions with Blanch Shoup and folks in those states and there is an interest to proceed. However with the change in directors and administration, he didn't know what the current status of this was.

Mark said Brandi talked about how she is working on a presentation that several of us will be using out in the public. To go along with that, we have designed a tracking system to track those presentations so we can know where they were given and who to and know how well we are marketing the WIB.

Mark said he is currently Chair of the Missouri Partnership and they have had a few meetings. They are meeting again Wednesday for a day long process of evaluating and deciding where they want to go or what they want to be when they grow up and how they are going to do that. He said Gordon would be the facilitator for the meeting.

Gordon said the meeting would be held at the Father Buhman center in Shelbina at 9:30 a.m. They expect to be finished no later than 3:00 p.m. and lunch is being provided. The purpose is to put together an action plan for the Northeast MO Development Partnership Regional Group. By the end of the day they will have the basics of a written work plan for a 10-year period as to where the group sees the Development Partnership going. Gordon said before they know what it is going to cost to implement they need to know what it is they want to do. Once they know what they want to do then they will be able to decide what kind of resources both financial and human they will need in order to get it done. He said the Northeast MO Development Partnership has come a long way since the steering committee last June. It is now a legal entity, they have a number of standing committees, it received a \$30,000 matching Marketing grant from the state and a number of marketing activities are under way. The real question is as Mark said, "What do they want to be when they grow up." So they are going to be looking at a 10-year work plan as to what the region wants to do in the areas of comprehensive development. Gordon said anyone was welcome to attend the meeting just let him, Mark, Denise Bennett or Robert Harrington know as soon as possible.

Mark said the Energy Workforce Consortium is an organization that is being put together. They are looking at this as a statewide organization that can funnel training opportunities and needs. He said this is still a little new but they have a lot of participation. Their next meeting is at Linn Tech and he is on that Advisory Team. They have had one initial meeting with DOL to discuss increasing the apprenticeship programs that are available in this area.

Mark said he, Sonny and Gordon were meeting with Pat Poepping to discuss several issues. They are looking at the possibility of additional tools or services available through the server that is housed at Adams County. By the next board meeting they hope to be able to talk about extending or increasing some of the counties that were involved in the original Tri State Summit.

### **4-WEEK UI REPORTING**

This issue was discussed under Status of the Region.

## OTHER BUSINESS

- **Retirement Plan Clarification**

Mark said in discussions of the WIB's Retirement Plan it had sometimes been referred to as a 410 K or stated that the Simple IRA was like a 401 K. During a conversation with Fred Vahle, Fred asked that he clarify that a Simple IRA is very different than a 401 K.

- **Rapid Response Update**

Nickie said since she first met the board members in October, she had been very busy. To bring everyone up to date, she included a detailed list of Rapid Response activities in the WIB packet. She said she visited some of the job sites more than once to provide some follow up types of services. Nickie said there had been quite a few employers who hadn't taken advantage of the Rapid Response services. She said about 13 out of the 58 companies on the pie chart information that was handed out earlier didn't allow any Rapid Response services for their workers. Nickie said these dislocated workers will in time probably figure out where to go to link up with services and their unemployment insurance but we could help to shorten that process. She said she is getting to as many as she can but there are still people falling through the cracks and all she can do is encourage employers to let her come in. Nickie asked anyone who hears of a company that is laying workers off or closing, to please contact or have the employer contact the WIB office so that she can talk with the employer and try to arrange a Rapid Response meeting with the workers to link them up with services.

Nickie added that several of the companies that had closed had been food service businesses and some of the businesses had been reopened as new businesses.

Glenn suggested Nickie contact the county commissioner of the area if she had difficulty getting an employer let her assist workers, to see if he/she could persuade the employer to see the importance of the service.

- **Business Retention Update**

Amy said she was hired in August and has the ball rolling now. Currently she is working on three community bill of health projects. She and the economic developers are working together by gathering lists of businesses to survey in their communities. From that information they can see what their community strengths are and what they need to work on to develop a better business environment. Right now they are working in Shelby County. They are about half way through the process with 30 businesses completed. Next week they will go into Macon and the week after that they will be in Montgomery City. They hope to conclude the surveys in the spring.

Amy said she has also been working with Missouri Enterprise which is another tool available to Business Retention and they are completing two surveys with them. They are also working with some businesses in the Warrenton area. They did some e-Synchronist meetings last year to inform the board and economic development about the e-Synchronist program and those meetings went very well. This spring she will be attending the Hartland Economic Development course for more training. Amy asked anyone who heard of any business that might be having problems to please call the WIB office. She said it would be great to know about them so we could get out there and see if there was anything we could do to help those companies. Mark said we had the Business Retention Early Warning Network team (BREW) available and if we can be notified in time to get an opportunity to bring the team together, there may be something we can do.

Sonny said he was concerned about how we were going to know if the Business Retention program was working for us. He understood that Amy hadn't had time to have any great success as of yet, but at some point we had to figure out a method of evaluation to see whether the program was working. Mark said we were working on ways to evaluate the success of the program.

**CONFIRMATION OF NEXT MEETING DATE & LOCATION**

The next NEMO Workforce Investment Board meeting was scheduled for May 18, 2009 at 7:00 p.m. The location will be announced.

**ADJOURN**

Annette Sweet made a motion to adjourn the meeting. Gordon Ipson seconded the motion and the meeting adjourned at approximately 8:37 p.m.

Respectfully submitted,

Fred Vahle