

MEMO

TO: Northwest Region Workforce Investment Board, Chief Elected Officials,
and Interested Parties

FROM: Lisa McGhee, WIB Chair
Lisa Hostetler, WIB Director

DATE: March 14, 2011

RE: Workforce Investment Board Meeting
Tuesday, March 29, 2011
Cameron Nutrition Center
Cameron, MO

The Northwest Workforce Investment Board will hold a meeting on Tuesday, March 29, 2011 at Cameron Nutrition Center, 315 E. 3rd, Cameron MO.

Directions to Cameron Nutrition Center:

From the West – Take US 36 east to I-35 Business Loop/US 69 at Cameron. Turn south onto US 69/N. Walnut Street. Travel approximately .9 miles to East 3rd Street; turn left (east) onto E. 3rd – Cameron Nutrition Center is on the left.

From the East - Take US 36 west to I-35 Business Loop/US 69 at Cameron. Turn south onto US 69/N. Walnut Street. Travel approximately .9 miles to East 3rd Street; turn left (east) onto E. 3rd – Cameron Nutrition Center is on the left.

- The Northwest WIB Youth Council will meet at **3:00 p.m.**
Youth Council Members: Scott Long; Peggy Constable-Kessaman; Lori Cordonnier; Jenny Davey; Jayme Voss; Tammy Pence; Tausha Taylor; Peggy Johnson; Sheldon Lyon; Diane Guthery; Kim Mildward; Lynette Saxton; Maggie Reeve; David Rich; Kelli Cockrell; Yvonne Wright; John Zelfiff; and Tyson Otto.
- The Executive and Program Oversight Committees will meet in joint session at **4:00 p.m.**
Executive Committee Members: Lisa McGhee; Rick Gronniger; Yvonne Wright; Priscilla Whitt; Kent Osborn; Darold Hughes; and Randy Railsback
Program Oversight Committee Members: Dr. Neil Nuttall; Daisy Workman; Peggy Ellis; Don Githens; and Penny Adams.

Please RSVP to our office by noon on Wednesday, March 23rd to indicate if you will be in attendance at the meeting. You may call 1-800-794-3535 or email Jeanie Whitney jwhitney@mail.ncmissouri.edu.

Through partnership with each local community, it is our vision that every employer will maintain a qualified, productive workforce; and that every job-seeker will have education and training opportunities throughout their lifetime, which lead to lasting, living-wage jobs commensurate with their abilities and goals.

Northwest Workforce Investment Board Meeting Agenda
Tuesday, March 29, 2011
Cameron Nutrition Center

3:00 – NW WIB Youth Council Meeting

4:00 – Executive and Program Oversight Committees Meeting (in joint session)

6:00 – Dinner

6:30 – BUSINESS MEETING

Introduction of Guests and New Board Members

Roll Call / Establish Quorum

A. Consent Agenda – **ACTION REQUIRED on each below**

1. Minutes of previous meeting – December 7, 2010 (*attached to email announcing meeting*)
2. Expenditure Report: WIA Youth (*attached to email announcing meeting*)
3. 2010 State Summer Youth Monitoring Response (*attached to email announcing meeting*)

B. Committee Reports

1. Youth Council
 - + WIA Youth proposal evaluations; contract award recommendations to Executive/Program Oversight Committee Members
2. Joint Session of Executive and Program Oversight Committees – **ACTION REQUIRED on each below**
 - + Youth RFP evaluation and contract award recommendation
 - + Draft Youth Scope of Work (*sent to Committee Members prior to meeting*)
 - + WIA Adult & Dislocated Worker monitoring reports (*sent to Committee Members prior to meeting*)
 - + Nominate two (2) new Members to the Program Oversight Committee
 - + Draft Adult/DW/Youth Supportive Services Policy (*sent to Committee Members prior to meeting*)*
 - + Draft Youth Incentives Policy (*sent to Committee Members prior to meeting*)*
 - *If Committee meeting time runs short, the Supportive Services and Youth Incentive Policies may be taken before the full Board for review

C. Updates and Other Business

1. Northwest Region Plan Modification – **ACTION REQUIRED**
 - + Submission to DWD to account for changes in service delivery (NGCC) - Lisa Hostetler
2. NW WIB Administrative Procedures Revisions (*PowerPoint presentation at meeting*) – **ACTION REQUIRED on each below**
 - + Line of Authority change to allow the Fiscal Manager to act on behalf of the Director in his/her absence
 - + WIA Adult/Dislocated Worker/Youth Programs Supportive Services Policy change - **ACTION TAKEN earlier if Committee time allowed; if not – ACTION REQUIRED in full Board**
 - + Salary Schedule change on “Grade 1” to accommodate minimum wage at \$7.25/hour
 - + Signature Authority revision to remove statement of signature stamp use
 - + Inventory Policy revision to establish ownership and authorization to purchase equipment/tangible supplies
 - + New Region-wide WIA Youth Incentive Policy – **ACTION TAKEN earlier if Committee time allowed; if not – ACTION REQUIRED in full Board**
3. Next Generation Career Center (NGCC) Updates – **NO ACTION REQUIRED on any below**
 - + WIA Adult & Dislocated Worker Workload Activity Report (*below*); WIA Performance Overview Report (*hand-out*) – Cathie Chalfant
 - + NGCC Expenditures (staffing, Career Center and participant costs) Update (*below*) – Jeanie Whitney

Continued over

Northwest Workforce Investment Board Meeting Agenda, Continued

4. Program/Project updates – **NO ACTION REQUIRED**

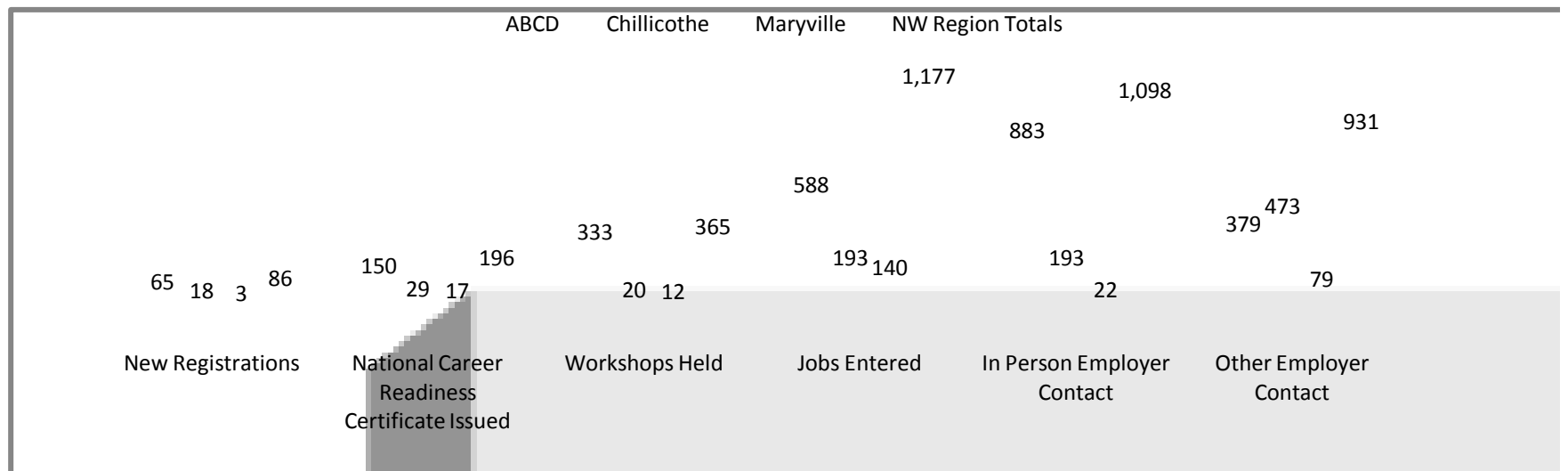
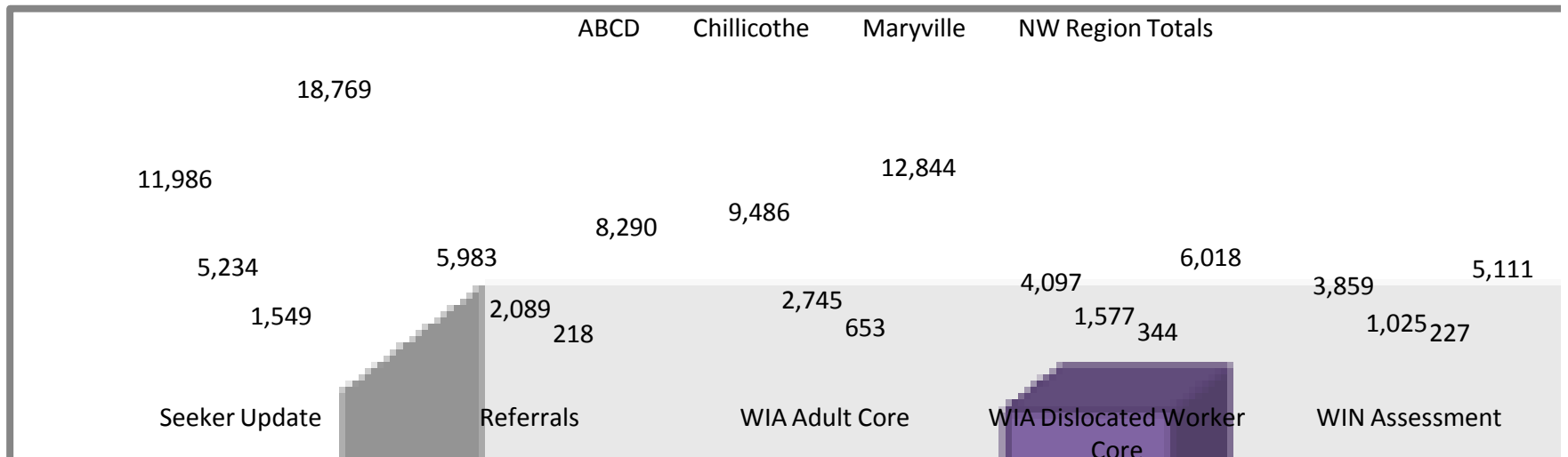
- ✦ Adult Education and Literacy – Ashlie Stacy
- ✦ Rapid Response Activities – Miranda Brummett
- ✦ Business Services – Becky Chambers
- ✦ Regional Green Labor Market Information (LMI) Project Report and Data – Kim Mildward

5. Legislative Update – **NO ACTION REQUIRED**

- ✦ Senate Democrats introduced their version of a year-long continuing resolution on March 4th in an effort to counteract the devastating cuts proposed by the House in HR1. The bill mainly preserves the funding in Workforce Investment Act.
- ✦ The funding levels in the Senate bill are dramatically different than those contained in the measure approved last month by the House of Representatives. Therefore, the House and Senate will need to negotiate a compromise bill.
- ✦ On March 11th, House Appropriations Chairman Hal Rogers introduced a Continuing Resolution (CR) to fund the federal government at current rates for three weeks – until April 8 – while cutting \$6 billion in spending. The legislation (H.J. Res 48) is the second short-term funding extension to prevent a government shutdown while Congressional negotiations continue on a long-term plan to keep the government running through the end of the fiscal year.
- ✦ The cuts in H.J. Res 48 include funding rescissions, reductions, and program terminations. The bill also eliminates earmark accounts within the Agriculture, Commerce/Justice/Science, Financial Services/General Government, and Interior subcommittee jurisdictions.
- ✦ All of the spending cuts in this legislation were also included in H.R.1 – which was passed by the House – and many of these reductions and terminations were supported by President Obama in his annual budget requests.
- ✦ The House is not going to simply agree to the Senate levels so we must continue our education and outreach efforts to both chambers.

Next Meeting – June 7, 2011 in Cameron

NW REGION WIA ADULT & DW WORKLOAD ACTIVITY REPORT: July 1, 2010 thru February 24, 2011



WIA Adult funding PY09/FY10 = \$442,824.45 (ABCD sub-region at 50% = \$221,412.23; GH sub-region at 32% = \$141,703.82; NW sub-region at 18% = \$79,708.40)

WIA DW funding PY09/FY10 = \$352,279.00 (ABCD sub-region at 50% = \$176,139.50; GH sub-region at 32% = \$112,729.28; NW sub-region at 18% = \$63,410.22)

NGCC Expenditures through 2-28-11

	NGCC Integrated Staffing					
	Adult			Dislocated Worker		
	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.
MOKAN -Staffing	213,716.25	81,712.73	-	-	69,482.44	71%
Career Center Exp.	58,775.28	12,194.10	-	-	9,819.90	37%
Participant Exp.	102,959.18	45,677.00	44%	93,426.40	45,784.56	49%
TOTAL	375,450.71	139,583.83		93,426.40	125,086.90	
GHRPC -Staffing	109,245.54	41,761.07	-	-	35,118.12	70%
Career Center Exp.	33,740.51	5,885.61	-	-	4,760.16	32%
Participant Exp.	84,893.88	36,402.66	43%	60,592.89	26,637.42	44%
TOTAL	227,879.93	84,049.34		60,592.89	66,515.70	
NW -Staffing	79,370.50	23,828.38	-	-	20,500.34	56%
Career Center Exp.	41,762.34	6,032.11	-	-	4,739.51	26%
Participant Exp.	35,065.31	11,144.39	32%	29,833.50	3,522.20	12%
TOTAL	156,198.15	41,004.88		29,833.50	28,762.05	
Total Staffing	402,332.29	147,302.18	-	-	125,100.90	68%
Total Career Center	134,278.13	24,111.82	-	-	19,319.57	32%
Total Participant	222,918.37	93,224.05	42%	183,852.79	75,944.18	41%
NW TOTAL	759,528.79	264,638.05		183,852.79	220,364.65	

* Staffing and Career Center budgets are shown in the Adult column, but expenditures are allocated between the Adult and Dislocated Worker funding streams; these figures represent 67% of program year completed.

Agency to Participant Cost Ratio		
YTD Agency Costs	\$ 315,834.47	65%
YTD Participant Costs	\$ 169,168.23	35%
YTD Expenditures	\$ 485,002.70	100%

Workforce Investment Board Meeting Minutes December 7, 2010

PC's Elkhorn Steakhouse

The Northwest Region Workforce Investment Board (WIB) met Tuesday, December 7, 2010, at PC's Elkhorn Steakhouse, Chillicothe, MO. There were seventeen (17) Board members, ten (10) guests and four (4) WIB staff present. Those present included the following:

Board Members

Kent Osborn	Don Gitthens	Rick Gronniger	Lisa McGhee
Darold Hughes	Anita Coulter	Priscilla Whitt	Kim Critten
Randy Railsback	Debbie Heldenbrand	Neil Nuttall	Debb Trautloff
John Zeliff	Scott Long	Peggy Ellis	Bill Caldwell
Tom Bliss			

Guests

Kim Mildward, NWRCOG	Tyson Otto, GHCAA	Connie Epperson, DWD – Chillicothe
Becky McAtee, GHRPC	Tye Parsons, NWRCOG	Charlotte Bashford – DWD – Chillicothe
Maggie Reeve, CSI	Janice Spearman, Mo-Kan	Becky Chambers, DWD – St. Joseph
Danah Fowler, Fowler Trucking – Milan, MO		

WIB Staff

Jeanie Whitney	Lisa Hostetler	Cathie Chalfant	Miranda Brummett
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Prior to dinner, the Executive and Program Oversight Committees met in joint session.

Danah Fowler was introduced as a guest and potential new NW WIB member. Ms. Fowler is co-owner of Fowler Trucking, Milan, Missouri. She has been nominated to represent the Sullivan County Business Sector on the WIB.

BUSINESS MEETING – Roll call was taken and a quorum was established.

CONSENT AGENDA

Motion to approve consent agenda, including minutes from the September 7, 2010 meeting, and Expenditure Reports for the WIA and ARRA Programs was made by Rick Gronniger, seconded by Tom Bliss. The motion passed by voice vote with no abstentions.

COMMITTEE REPORTS

By-Laws Committee

1. The By-Laws Committee met by conference call on October 26, 2010. Those present included Lisa McGhee (WIB Chairperson); Anita Coulter; David Bell; Tom Bliss; Peggy Ellis; Scott Long; and Kim (Rardon) Critten. On that call, Committee members reviewed results of the Board member survey and discussed the proposed changes to the By-Laws resulting from survey responses. The proposed changes to the By-Laws include: Article IV –

Organization of the Board, numbers 4.4 (new) and 4.7 (addition); Article V – Meetings, number 5.2 (revision); Article VI – Attendance, number 6.1 (new); Article IX – Committees, number 9.1.e (revision). The By-Laws, with potential revisions highlighted, were sent to all Board members via email on October 29, 2010 for their review.

2. To fully address each potential change, in-depth discussion ensued at the Board meeting. The recommended changes state that elected Business Sector representatives of the Board must have substantial management authority; detail the procedure for resignation of a Board member; indicate the Board meeting frequency (at least quarterly or as needed); state that Member attendance is a requirement to retain a seat on the Board; and expand the By-Laws Committee to include at least two (2) members from each sub-region plus the WIB Chairperson. *Tom Bliss made a motion to approve the By-Laws changes as presented; Kim Critten seconded the motion, motion passed by roll-call vote.*
3. Board members also agreed that we will hold meetings in a central location (Cameron); will continue to meet the first Tuesday of the quarter (March, June, September and December); and will continue to hold meetings in the evening. These recommendations are an attempt to improve Board member attendance and engagement. Following discussion, and on behalf of the By-Laws Committee, *Peggy Ellis made a motion to approve the recommendations; Scott Long seconded the motion, motion passed by roll-call vote.*

Joint Session of Executive/Program Oversight Committees

1. The Executive/Program Oversight Committee members reviewed Youth program monitoring reports, which included fiscal and programmatic monitor of WIA Youth, State Parks Youth Corps, and Missouri Summer Jobs Programs. On behalf of the Committee, *Don Gitthens made a motion to approve the financial monitoring report for all Youth programs as presented, Darold Hughes seconded the motion. Motion passed by roll-call vote with two (2) abstentions (Scott Long and Randy Railsback).*
2. On behalf of the Committee, *Neil Nuttall made a motion to approve the WIA Youth programmatic monitoring report, Rick Gronniger seconded the motion. Motion passed by roll-call vote with two (2) abstentions (Scott Long and Randy Railsback).*
3. On behalf of the Committee, *Darold Hughes made a motion to approve the State Parks Youth Corps and Missouri Summer Jobs programmatic monitoring reports, Neil Nuttall seconded the motion. Motion passed by roll-call vote with two (2) abstentions (Scott Long and Randy Railsback).*
4. A revised Sunshine Law Resolution & Open Meetings policy was presented. The only revision to the policy (established July, 2004) is inclusion of language directing requestors of WIB meeting records to the proper authority and statement about the timeframe in which requests for open meeting records will be fulfilled. On behalf of the Committee, *Peggy Ellis made a motion to approve the revised Sunshine Law Resolution & Open Meetings policy. Bill Caldwell seconded the motion and the motion passed by voice vote.*
5. A new WIA Complaint & Grievance Policy, required by DWD, was discussed. While the WIB and subcontractor staff have been following procedure, a written policy was never in place. After review, *Rick Gronniger made a motion to approve the WIA Complaint & Grievance Policy. Peggy Ellis seconded the motion and the motion passed by voice vote.*
6. Miranda Brummett presented the newly updated Northwest WIB Youth Council membership roster. After discussion, *Kent Osborn made a motion to approve the Youth Council Membership roster. Darold Hughes seconded the motion and the motion passed by voice vote.*

OTHER:

1. Cathie Chalfant presented the Career Center customer count; no action was required nor taken.
2. An update of Next Generation Career Center service delivery model was presented by Lisa Hostetler. Of particular interest was discussion of adding the WIA Youth program services to the Next Generation Career Center model. After discussion, an Ad Hoc Committee was appointed to address the pros and cons of adding Youth and releasing a Request for Proposals as such. The recommended Ad Hoc Committee includes: Scott Long, Randy Railsback, John Zeliff, Tom Bliss, Lisa McGhee and WIB staff Jeanie Whitney, Cathie Chalfant, Miranda Brummett and Lisa Hostetler. *Rick Gronniger made a motion to approve the Ad Hoc Committee membership. Scott Long seconded the motion and the motion passed by voice vote.* Later, Yvonne Wright joined that Committee. WIB staff will arrange a date and time for the Committee to meet by conference call; a discussion points document will be prepared in advance of the call so members can be prepared, after discussion, to make a recommendation to the full Board for their electronic vote.
3. Program and project updates were provided by DWD and subcontractor staff.
 - a. Becky Chambers gave brief report of the Northwest Business Services activities.
 - b. Kim Mildward presented a report of the upcoming Green Jobs Summit to be held December 16, 2010 from 11 a.m. to 2 p.m. in St. Joseph. All were invited to attend.
4. Board member recruitment activities were discussed by Lisa Hostetler. She reported that there are vacant Business Sector Representative seats in Grundy, Mercer, Nodaway, Putnam and Sullivan Counties. Recruitment activities have begun, with potential new Board members identified for Mercer and Sullivan Counties. Recruitment will continue until all vacant seats have been filled. Hostetler also noted that as a result of recent elections, nine (9) of the 18 current County Commissioners will be replaced. Board and CLEO development opportunities were discussed and will commence during the first quarter of 2011.

Meeting was adjourned.

Next Meeting – March 1, 2011 in Cameron

Youth Expenditures through 2/28/11

	Youth - 80%		
	Budget	Expenses	% Exp.
St. Joe CAP - Carryover	9,967.37	9,967.37	100%
New PY /FY	235,953.00	119,205.45	51%
TOTAL	245,920.37	129,172.82	53%
CSI - Carryover	14,525.82	14,525.82	100%
New PY /FY	84,943.00	29,056.40	34%
TOTAL	99,468.82	43,582.22	44%
GHCAA- Carryover	29,177.69	29,177.69	100%
New PY /FY	151,010.00	76,908.51	51%
TOTAL	180,187.69	106,086.20	59%
St. Joe CAP - SPYC 85%	15,676.91	15,676.91	100%
TOTAL	15,676.91	15,676.91	100%
CSI - SPYC 85%	2,375.51	2,375.51	100%
TOTAL	2,375.51	2,375.51	100%
GHCAA- SPYC 85%	11,605.16	11,605.16	100%
TOTAL	11,605.16	11,605.16	100%
GHRPC- Carryover	N/A	N/A	N/A
New PY /FY	N/A	N/A	N/A
TOTAL	N/A	N/A	N/A
NW - Carryover	N/A	N/A	N/A
New PY /FY	N/A	N/A	N/A
TOTAL	N/A	N/A	N/A
WIB - Carryover	3,250.81	3,250.81	100%
New PY /FY	80,030.00	26,128.92	33%
TOTAL	83,280.81	29,379.73	35%
Total Carryover	86,579.27	86,579.27	100%
Total New PY/FY	551,936.00	251,299.28	46%
NW TOTAL	638,515.27	337,878.55	53%

67% of program year
 = Carryover funds - must be 100% spent by 6/30th
 = New funds - PY/FY together must be 80% spent by 6/30th



Workforce Investment Board
Northwest Region
www.nwwib.org

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Jeanie Whitney
Cathie Chalfant
Miranda Brummett
Ashlie Stacy

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Penny Adams
David Bell
Tom Bliss
Bill Caldwell
Terry Campbell
Gary Carlson
Anita Coulter
Kim Critten
Virgil Davison
Gene Dinwiddie
Peggy Ellis
Don Gitthens
Rick Gronniger
Debbie Heldenbrand
Darold Hughes
Kim Ireland
Richard Kirkpatrick
Mike Laurence
Dave Leyland
Scott Long
Lisa McGhee
Dr. Neil Nuttall
Kent Osborn
Mike Palmer
Randall Railsback
Ned Seymour
Deb Trautloff
Mary Kay Vochatzer
Kim Warren
Lisa Weil
Priscilla Whitt
Daisy Workman
Yvonne Wright
John Zeliff

March 9, 2011

Mark Runyan, Lead Senior Monitor
Financial Management Section
Division of Workforce Development
P.O. Box 1087
Jefferson City, MO 65102-1087

Dear Mark;

The following represents our response to the concerns noted in our financial monitoring review of the Missouri Summer Youth Employment Program.

Concern #1 – NWWIB and their subcontractors must E-verify all participants/employees within three business days of the first day of paid work, per the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA).

Response: Four of the forty-five E-Verification documents reviewed were not E-Verified with the three business days. They included:

- **B. Wilson** – Paperwork received in Finance per date stamp on 7/28/10. Everified that day. (documents attached)
- **S. Lynch** – Random audit of files revealed Everify had not been done. (documents attached)
- **K. McIntosh** – Paperwork received in Finance per date stamp on 5/25/10. (documents attached)
- **C. Blake** – Some confusion as to whether he needed to be E-Verified because he had been E-Verified 3/11/2010 for previous employment with us. He was then rehired on 7/13/10. To be on the safe side, it was redone, even though it was after the three day period. (Copies attached)

Concern # 2 – NWWIB and their subcontractors must ensure participants timesheets are accurately completed and hours worked are reported correctly, which ensures the participants are paid the correct amount. As part of the corrective action plan, NWWIB and their subcontractors need to provide proof the participant's pay was corrected.

Response: The following represents the discrepancies noted in the monitoring report and the assurance from staff that the participant's timesheets were corrected and that the participant's were paid the correct amounts.

- Three instances were noted where the total number of hours worked did not match the total hours recorded on the timesheet, but they were paid the correct number of hours worked. **Bell - 08/13/10 Ck #4045; Brown - 08/13/10 Ck#4051; Gill – 07/02/10 Ck #21652**
1. **Bell – 8/13/10 Ck 4045:** Finance staff verified this with the timesheet in the Finance file, which was correct. Calculations showed it was 26.75 hours instead of 27.25. Timesheet was corrected, initialed by participant and paid the correct

amount. (documents attached)

2. Brown – 8/13/10 Ck 4051: Finance staff verified this with the timesheet in the Finance file, which was correct. Calculations showed participant worked 24 hours, not 24.5 as recorded on the timesheet. It was corrected, initialed by participant, and that is what was paid. (documents attached)
3. Gill – 7/2/10 Ck 21652: Finance staff verified this with the timesheet in the Finance file, which was correct. Calculations showed participant worked 28.5 hours, not 30.5 as recorded on the timesheet. Timesheet was corrected, initialed by participant and was paid for 28.5 hours. (documents attached)

- The remaining five* instances were because of errors in amounts paid.

1. Participant #6694 was shorted 0.25 hour on their paycheck, resulting in the customer being underpaid by \$1.82. **Johnson – 08/13/10 Ck #4067**

Johnson – 8/13/10 Ck 4067: Finance staff verified this with the timesheet in the Finance file, which was correct. Calculations show he worked 73 hours, not 73.25. Timesheet was corrected, initialed by participant and paid for 73 hours. He was not shorted .25. (documents attached)

2. Participant #3026 was overpaid for an additional hour, resulting in the participant being paid \$7.25 more. **McRelly – 08/13/10 Ck #4071**

McRelly – 8/13/10 Ck 4071: Finance staff verified this with the timesheet in the Finance file, which was correct. Calculations showed he worked 74.25 hours, not the 73.5 recorded on the timesheet. Timesheet was corrected, initialed by the participant and paid for 74.25 hours. He was not overpaid. (HOWEVER, the email says he was overpaid by an hour. This would be incorrect – if I would have gone by the original hours on the timesheet, he would have been overpaid by .75, not an hour). (documents attached)

3. Participant #2807 was shorted 0.25 hour in regular pay and 3.25 hours in overtime pay, resulting in the participant being shorted \$37.18. **Mondaine – 08/13/10 Ck #22016**

Mondaine – 8/13/10 Ck 22016: Finance staff verified this with the timesheet in the Finance file, which was correct. Calculations showed 82.25 hours not 85.75 hours as recorded on the timesheet. Timesheet was corrected, initialed by the participant and paid for 82.25 hours. Participant was not shorted. (documents attached)

4. Participant #5064 was shorted 0.50 hr on their paycheck, resulting in the participant being underpaid by \$3.63. **Starr – 08/13/10 Ck #4079**

Starr – 8/13/10 Ck 4079: Finance staff verified this with the timesheet in the Finance file, which was correct. Calculations showed 73 hours worked not 73.5 as recorded on the timesheet. The timesheet was corrected, initialed by participant and was paid for 73 hours. Participant was not underpaid by \$3.63. (documents attached)

*while five were noted in the report, only 4 were mentioned.

After reviewing all these noted issues, it appears that the copies in the participants file were not the correct copies. The copies on file in the finance department had already been corrected and paid correctly. The WIB will work with subcontractor fiscal and program staff to ensure that the corrected copies are being maintained in both locations.

Sincerely,

Lisa Hostetler, Director