



South Central **WORKFORCE** *Investment Board*

408 Washington Avenue Suite 210, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ Fax 417-257-2633 ❖ MO Relay 711

Executive Committee Meeting

1:00 PM, January 8, 2019

Conference Call or 408 Washington Ave, West Plains; Room: Hanger

Call In Number 1-877-594-8353 Participant Code 59964688

Agenda:

- Approval of Minutes (10/9/18 & 12/7/18).....*Action Needed*
- Policy
 - Retirement.....*Action Needed*
- Request for Proposal (RFP)
- Risk Assessment
- WIOA Performance: Adult, Dislocated Worker, and Youth
- DWD Monitoring 11/27/18; Financial Update
- Personnel Matters.....*Action Needed*

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South Central Workforce Investment Board is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.



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January 8, 2019 Executive Committee Meeting Minutes

Committee Members Present: Garland Barton, Board Chair; Johnny Murrell, Board Treasurer; Zach Williams, CLEO Consortium Chair, and Mark Collins

Committee Members Absent: Steve Halter, Lisa Aden, Becky Brooks, and Jeff Cowan

Guests Present: Vanae Emerick, Board Executive Director.

Call to Order: Garland Barton called the meeting to order at 1:09 pm.

Approval of Minutes: Johnny Murrell made a motion to approve minutes from October 9, 2018 and December 7, 2018. Zach Williams seconded. All in favor, motion passed.

Retirement Policy: Garland Barton informed the board of the change to pay retirement benefit monthly instead of quarterly. Johnny Murrell made a motion to approve policy update. Zach Williams seconded. All in favor, motion passed.

Request for Proposal: Vanae Emerick reviewed the DRAFT proposal for One-Stop/Program Operator. Explained a RFP will be issued for One-Stop Operator/Program Operator and a separate RFP will be issued for Youth Program. Garland Barton appointed members to the Proposal Evaluation Committee per SCWIB Bylaws which includes Johnny Murrell- Proposal Evaluation Committee Chairman, Becky Brooks, Lisa Aden, Robin Thomas, Zach Williams, Jeff Cowan, and Mark Collins. Johnny Murrell made a motion to move the Request for Proposal matter to the Proposal Evaluation Committee. Zach Williams seconded. All in favor, motion passed.

Risk Assessment: Vanae Emerick informed the board SCWIB board staff are required to complete a Risk Assessment annually on all subrecipients. The risk assessment establishes level of financial risk and how often fiscal monitoring should be conducted. Division of Workforce Development is also required to complete a risk assessment on their subrecipients, therefore SCWIB will have a risk assessment completed by DWD on an annual basis as well.

WIOA Performance: Vanae Emerick presented Final Numbers reported to Department of Labor report for Py 17 July 1, 2017 to June 30, 2018, as well as PY 18 Frist Quarter Report.

Financial: Vanae Emerick informed the board the final financial report from the DWD Fiscal Monitoring that took place on 11/27/18 should be received by the end of January 2019 per Dawn Schaperclaus with DWD Financial Team. Garland Barton informed the board the during the DWD Monitoring, as well as the onsite CPA review with Welch, Couch, and Company it was learned that starting 7/1/17 the reports from MIP Accounting System do not reconcile with the Contract Progress Report (CRP), which is submitted to the state documenting actual expenditures. Johnny Murrell made a motion to contact Jeff Welch with

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Benefits Policy 10-02

Original Approval: 04-09-2012

Revised: 01-01-2019

Current Policy Effective Date: 04-09-2012

Reviewed:

Subject: Retirement

1. Purpose: The South Central Workforce Investment Board participates in a 403(b) plan so that employees may save a portion of their earnings for retirement. The South Central Workforce Investment Board also offers 5% retirement benefit to eligible employees.
2. Eligibility: Regular full-time employees are eligible for the retirement benefit. More detailed eligibility requirements can be found in the summary plan description.
3. Substance:
 - Employees may elect to make regular contributions to the plan up to the maximum amount allowed by federal law.
 - If there are any inconsistencies between this handbook and the summary plan description, the summary plan description shall govern.
 - The 5% is calculated based on your current approved monthly wage or salary.
 - The retirement benefit is paid at the end of each **month**.
4. Contact: Please direct comments or questions regarding this policy to Vanae Emerick, Executive Director at 417-257-2630 or email vemerick@scwib.org
5. Attachments: None

PY 18 First Quarter Report

	num Employment Q2 Adult	Employment Q2 Adult	Goal 69%	num Credential Adult	Credential Adult	Goal 45%	num Skill Gains Adult	Skill Gains Adult	No Goal
	Actual	Actual	% Achieved for Selected	Actual	Actual	% Achieved for Selected	Actual	Actual	% Achieved for Selected
10-South Central Region	169	79.0%	114.5%	24	25.5%	56.7%		0.0%	
POPLAR BLUFF JOB CENTER	102	78.5%	113.7%	5	17.9%	39.7%		0.0%	
DONIPHAN									
ELLINGTON									
PIEDMONT									
VAN BUREN									
WINONA									
WEST PLAINS JOB CENTER	65	81.3%	117.8%	14	25.9%	57.6%		0.0%	
ALTON	1	100.0%	144.9%						
AVA		0.0%	0.0%		0.0%	0.0%			
GAINESVILLE				3	37.5%	83.3%			
HOUSTON	1	100.0%	144.9%	2	100.0%	222.2%		0.0%	
MOUNTAIN GROVE		0.0%	0.0%					0.0%	

PY 18 First Quarter Report

	num Employment Q2 DW	Employment Q2 DW	Goal 69%	num Credential DW	Credential DW	Goal 60%	num Skill Gains DW	Skill Gains DW	No Goal
	Actual	Actual	% Achieved for Selected	Actual	Actual	% Achieved for Selected	Actual	Actual	% Achieved for Selected
10-South Central Region	21	75.0%	108.7%	31	88.6%	147.6%		0.0%	
POPLAR BLUFF JOB CENTER	4	66.7%	96.6%	25	96.2%	160.3%		0.0%	
DONIPHAN									
ELLINGTON									
PIEDMONT									
VAN BUREN									
WINONA									
WEST PLAINS JOB CENTER	16	76.2%	110.4%	6	66.7%	111.1%		0.0%	
ALTON	1	100.0%	144.9%						
AVA									
GAINESVILLE									
HOUSTON									
MOUNTAIN GROVE									

PY 18 First Quarter Report

	num Employment Q2 Youth	Employment Q2 Youth	Goal 73%	num Credential Youth	Credential Youth	Goal 61.5%	num Skill Gains Youth	Skill Gains Youth	No Goal
	Actual	Actual	% Achieved for Selected	Actual	Actual	% Achieved for Selected	Actual	Actual	% Achieved for Selected
10-South Central Region	11	68.8%	94.2%	8	66.7%	108.4%		0.0%	
POPLAR BLUFF JOB CENTER	1	50.0%	68.5%	1	100.0%	162.6%		0.0%	
DONIPHAN	1	100.0%	137.0%	2	100.0%	162.6%		0.0%	
ELLINGTON									
PIEDMONT	1	100.0%	137.0%					0.0%	
VAN BUREN									
WINONA	2	50.0%	68.5%	1	50.0%	81.3%		0.0%	
WEST PLAINS JOB CENTER	3	100.0%	137.0%	4	57.1%	92.9%		0.0%	
ALTON	1	100.0%	137.0%					0.0%	
AVA								0.0%	
GAINESVILLE								0.0%	
HOUSTON	1	50.0%	68.5%					0.0%	
MOUNTAIN GROVE	1	50.0%	68.5%					0.0%	

Youth FY16 Adjustments
CPR's

Start 4/1/2016 - 6/30/2018

Total Budget \$ 577533.00

	Budget	6/30/17	7/17	17-Aug	17-Sep	17-Oct	17-Nov	17-Dec	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	Total thru June 2018	Should BE	Difference
Admin	\$ 30,000.00	\$ 25,260.35	\$ 2,315.52	\$ 503.43	\$ 748.64	\$ 962.88								\$ 28,573.05	\$ 25,531.58	\$ (3,041.47)	
Admin Salary/Fringe	\$ 27,753.30	\$ 15,177.92	\$ 2,463.23	\$ 952.21	\$ 1,455.64	\$ 1,790.55	\$ 753.18	\$ 1,290.55	\$ 2,259.05	\$ 2,061.89		\$ 3,515.39	\$ 3,515.39	\$ 13,488.50	\$ 16,942.65	\$ 3,454.15	
Admin Other							\$ 260.40							\$ 57,239.47	\$ 57,624.22	\$ 384.75	
Need																	
In-school																	
IS Sal/Fringe	\$ 10,000.00	\$ 23,497.22	\$ 74.91	\$ 1,195.54	\$ 6,949.00	\$ 4,892.00	\$ 827.47							\$ 26,635.49	\$ 26,635.49	\$ -	
IS Other Staffing	\$ 10,000.00	\$ 6,676.63	\$ 159.25	\$ 1,046.77	\$ 7,000.00	\$ 3,110.00								\$ 8,874.90	\$ 8,874.90	\$ -	
Occ Skills Trng	\$ 10,000.00	\$ 18,750.00												\$ 18,750.00	\$ 18,750.00	\$ -	
IS Work Exp	\$ 10,000.00	\$ 11,833.59	\$ 249.50	\$ 2,150.47	\$ 379.24	\$ 120.40								\$ 14,054.18	\$ 14,054.18	\$ -	
IS Work Exp Staffing	\$ 10,000.00	\$ 2,425.02	\$ 132.27	\$ 324.05	\$ 363.35	\$ 151.15								\$ 2,998.82	\$ 2,998.82	\$ -	
IS OIT	\$ 10,000.00	\$ -												\$ -	\$ -	\$ -	
IS Supp Serv	\$ 10,000.00	\$ 2,076.20	\$ 226.00	\$ 914.17	\$ 702.05	\$ 795.89								\$ 4,777.62	\$ 4,777.62	\$ -	
IS Other Dire Part. Costs	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -								\$ 100.00	\$ 100.00	\$ -	
IS Indirect	\$ 50,004.00	\$ -	\$ 337.63	\$ (1,443.09)	\$ -	\$ (95.23)	\$ 2,798.49							\$ 1,587.52	\$ 1,587.52	\$ -	
In-School	\$ 125,004.00	\$ 65,258.86	\$ 1,170.76	\$ 3,117.92	\$ 2,836.35	\$ 1,721.68	\$ 3,625.96							\$ 77,778.53	\$ 77,778.53	\$ -	
Out-School																	
OS Sal/Fringe	\$ 24,500.00	\$ 85,668.50	\$ 4,516.87	\$ 6,945.75	\$ 3,599.70	\$ 1,300.14								\$ 101,203.56	\$ 101,203.56	\$ -	
OS Other Staffing	\$ 24,500.00	\$ 31,193.00	\$ 1,342.05	\$ 1,597.40	\$ 1,381.65									\$ 41,374.18	\$ 41,374.18	\$ -	
OS Occ Skills Trng	\$ 24,500.00	\$ 83,284.44	\$ (2,800.00)	\$ 7,963.16	\$ 42,016.80									\$ 95,596.70	\$ 95,596.70	\$ -	
OS ITA	\$ 24,500.00	\$ -	\$ -	\$ -	\$ -									\$ -	\$ -	\$ -	
OS Work Experience	\$ 75,000.00	\$ 66,085.22	\$ 7,146.08	\$ 12,372.52	\$ 2,154.87	\$ 1,314.07								\$ 93,833.72	\$ 93,833.72	\$ -	
OS WE Staffing	\$ 25,000.00	\$ 16,514.18	\$ 1,113.96	\$ 1,503.74	\$ 1,097.55	\$ 989.93								\$ 20,595.60	\$ 20,595.60	\$ -	
OS OIT	\$ 24,500.00	\$ -	\$ -	\$ -	\$ -									\$ -	\$ -	\$ -	
OS Supportive Serv	\$ 24,500.00	\$ 63,203.63	\$ 2,901.36	\$ 5,121.10	\$ 2,064.20	\$ 3,147.29								\$ 80,416.49	\$ 80,416.49	\$ -	
OS Other Part Costs	\$ 24,500.00	\$ 3,700.00	\$ 510.00	\$ 1,860.00	\$ 4,370.00	\$ 4,276.00								\$ 9,110.00	\$ 9,110.00	\$ -	
OS Pay for Performance	\$ 24,500.00	\$ -	\$ -	\$ -	\$ -									\$ -	\$ -	\$ -	
OS Indirect	\$ 98,775.70	\$ 349,648.97	\$ 15,130.27	\$ 31,457.37	\$ 40,269.17	\$ 5,624.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 442,130.25	\$ 442,130.25	\$ -	
OS	\$ 394,775.70	\$ 455,346.10	\$ 21,089.28	\$ 36,038.93	\$ 43,135.52	\$ 7,783.46	\$ 4,379.14	\$ 4,379.14	\$ 2,259.05	\$ 2,061.89	\$ -	\$ 3,515.39	\$ -	\$ 577,148.25	\$ 577,533.00	\$ 384.75	
Total Overall on CPR's	\$ 577,533.00	\$ 455,346.10	\$ 21,089.28	\$ 36,038.93	\$ 43,135.52	\$ 7,783.46	\$ 4,379.14	\$ 4,379.14	\$ 2,259.05	\$ 2,061.89	\$ -	\$ 3,515.39	\$ -	\$ 567,772.43	\$ 577,533.00	\$ (9,760.57)	
MIP														\$ 9,126.88	\$ 9,126.88	\$ -	
Difference														\$ 16,563.65	\$ 16,563.65	\$ -	