



# 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, July 9, 2019

Conference Call or 408 Washington Ave, West Plains; Room: Hanger  
Call In Number 1-877-594-8353 Participant Code 59964688

### Agenda:

- Call to Order
- Roll Call
- Approval of Minutes (4/9/19 ).....*Action Needed*
- PY 19/20 Budget.....*Action Needed*
- Operational Plan
- OzSBI Lease.....*Action Needed*
- Work Ready Communities
- Director's Report
- Proposal Evaluation Committee Report.....Johnny Murrell

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Auxiliary aids and services are available upon request to individuals with disabilities.



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## April 9, 2019 Executive Committee Meeting Minutes

Committee Members Present: Garland Barton, Board Chair; Johnny Murrell, Board Treasurer; Zach Williams, CLEO Consortium Chair, Jeff Cowen, CLEO Consortium Vice- Chair, Mark Collins, Robin Thomas- via phone, and Steve Halter- via phone

Committee Members Absent: Lisa Aden and Becky Brooks

Guests Present: Vanae Emerick, Board Executive Director.

Call to Order: Garland Barton called the meeting to order at 1:04 pm.

Approval of Minutes: Jeff Cowen made a motion to approve minutes from 1/8/19, 2/8/19, 2/13/19, and 3/1/19 following correction changes due to misspelling of his last name. The correct spelling is Cowen. Zach Williams seconded. All in favor, motion passed.

Vanae Emerick presented the independent Audit Report June 30, 2018 and 2017, which was completed by Welch, Couch, & Company. A copy of the audit was provided to those in person. Vanae noted pages 19 and 23 respectively to inform the board a Significant Deficiencies based on the Condition: The expenses reported by the accounting records for individual grants did not reconcile to the expenses reported on the CRP reports. SCWIB responded with a Correction Action Plan indicating "Management has reconciled all months in the fiscal year ended June 30, 2018 as well as all subsequent months in the fiscal year ending on June 30, 2019. SCWIB also responded with a DRAFT Fiscal Policy to present in today's meeting identifying the process for a check and balance to be established ensuring the systems are reconciled monthly.

Fiscal Policy: Vanae Emerick presented the Fiscal Policy, which establishes a process for a check and balance be in place monthly to ensure systems reconcile. Discussion followed and requested changes be made to include MIP in the subject line, replace should with will be, # 6 direct comments to Executive Director and remove specific name & email. Johnny Murrell made a motion the revised policy consistent with edit recommendation be approved. Jeff Cowen seconded. All in favor, motion passed.

WIOA Performance: Vanae Emerick presented performance currently for Adult, DW, and Youth WIOA Programs. Credential attainment in all programs were a bit behind. The Executive Committee requested that Vanae inform the current contractors they would like more information regarding reasons why performance is lower in this area and strategies being used with participants to help them achieve credential attainment. Vanae also provided a report regarding Return on Investment of Workforce programs (including Wagner Peyser & WIOA) and of the total individuals served the estimated annual earning in millions for the region totaled \$45.8

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Financial: Vanae Emerick presented the Budget Report through March 31, 2019, the Obligation Report through March 31, 2019, and Cost of Services provided by funding sources by Sub-recipient. The Executive Committee requested that Vanae inform the current contractors they want the upcoming board presentations to include accurate figures regarding obligation projections through 6/30/19. Garland Barton discussed if funds were not going to meet the 80% obligation requirement the board may have to consider a Special Project. The Special Project would be identified as a regional need and funds would be spent appropriately on participants. ResCare provided an updated obligation report effective 3/22/19, which was provided in today's meeting materials. Ozark Action and South Central Missouri Community Action reported their obligations remain the same as reported during Executive Committee Meeting on 3/1/19.

Financial Monitoring Report: Vanae Emerick and Donna Smith reviewed the Financial Monitoring Report received by Division of Workforce Development dated April 4, 2019 regarding the On-site Visit: November, 27-30, 2018. Vanae explained 3 Concerns were identified, listed on pages 3 & 4; No Comments. Concerns & Comments listed on the DRAFT included 2 Concerns; 8 Comments. The final report includes Executive Summary & Content from pages 5- 14. Starting at the bottom of the page 14-16 is a follow-up report from monitoring June 25-27, 2019. All items resolved & implemented. Vanae & Donna provided additional information regarding the 3 Concerns & how staff are currently working on resolving them:

1. Establishing & Applying Indirect Cost Rate. Staff explained it was known at the time of the monitoring this was a requirement and have been working with DWD to received guidance and technical assistance. Reported staff have had two conference calls with DWD Financial, will attend Financial Round Table Training on 4/23/19 and Indirect Cost Rate proposal is due on 4/30/19.
2. Include performance based language in future Youth Contracts. Vanae explained the Youth Committee has been working on establishing benchmarks and will complete this during their next meeting on 4/23/19. The language will be included in the contacts starting 7/1/19.
3. Unliquidated Obligations. Donna explained she did acknowledge to DWD she was unsure how to do this properly and they were incorrectly reported in June 2018. However, DWD informed her the correction she made were accurate and her report was accepted in September 2018. Page 15, of the final report indicates the region meeting obligations as of September 2018 due to the fact obligations had been reported correctly. Donna & Vanae explained a request had been emailed to DWD Financial asking for clarification on why this item is listed as a Concern.

Proposal Evaluation Committee report: Johnny Murrell reported the Proposal Evaluation Committee recommends to award the Youth Contract to Ozark Action, Inc. for 6 western counties, including Douglas, Howell, Texas, Oregon, Ozark, and Wright and to award the Youth Contract to South Central Missouri Community Action Agency for the 6 eastern counties including Butler, Carter, Reynolds, Ripley, Shannon, and Wayne. Johnny Murrell reported the Proposal Evaluation Committee recommends to award the One Stop Contract to Ozark Action, Inc. for 6 western counties, including Douglas, Howell, Texas, Oregon, Ozark, and Wright and to award the One Stop Contract to South Central Missouri Community Action Agency for the 6 eastern counties including Butler, Carter, Reynolds, Ripley, Shannon, and Wayne. Steve Halter made a motion to accept the Proposal Evaluation's recommendation. Jeff Cowen seconded. All in favor, motion approved.

Johnny Murrell made a motion to adjourn the meeting at 2:43 pm. Zach Williams seconded. All in favor, motion approved.

	WIB Admin	WIB Program	Job Center	OAI	SCMCAA	
<b>Youth</b>						
Carry Over						\$ -
Redistribute Carry Over						\$ -
Youth PY 19	\$ 507,644.00	\$ 50,744.00	10,900.00	\$ 223,000.00	\$ 223,000.00	\$ 507,644.00
Youth Budget	\$ 507,644.00	\$ 50,744.00	10,900.00	\$ 223,000.00	\$ 223,000.00	\$ 507,644.00
<b>80% Obligated by 6/30/20</b>	\$ 40,595.20	\$ 8,720.00	\$ -	\$ 178,400.00	\$ 178,400.00	\$ 406,115.20

	WIB Admin	WIB Program	Job Center	OAI	SCMCAA	
<b>Adult</b>						
Carry Over						\$ -
Redistribute Carry Over						\$ -
Move from DW 19	\$ 539,359.00	\$ 53,935.00	45,424.00	\$ 40,000.00	\$ 200,000.00	\$ 539,359.00
ADULT PY19/FY20	\$ 539,359.00	\$ 53,935.00	45,424.00	\$ 40,000.00	\$ 200,000.00	\$ 539,359.00
Given to Subs						\$ -
Adult FY19						\$ -
Move from DW 19	\$ 539,359.00	\$ 53,935.00	45,424.00	\$ 40,000.00	\$ 240,000.00	\$ 80,000.00
Adult Budget	\$ 539,359.00	\$ 53,935.00	45,424.00	\$ 40,000.00	\$ 240,000.00	\$ 619,359.00
<b>80% Obligated by 6/30/20</b>	\$ 43,148.00	\$ 36,339.20	\$ 32,000.00	\$ 192,000.00	\$ 192,000.00	\$ 495,487.20

	WIB Admin	WIB Program	Job Center	OAI	SCMCAA	
<b>DW</b>						
Carry Over						\$ -
Redistribute Carry Over						\$ -
Move to Adult 19	\$ 498,641.00	\$ 49,864.00	13,777.00	\$ 35,000.00	\$ 200,000.00	\$ 498,641.00
DW PY19/FY20	\$ 498,641.00	\$ 49,864.00	13,777.00	\$ 35,000.00	\$ 200,000.00	\$ 498,641.00
DW FY 19						\$ -
Move to Adult 19	\$ 498,641.00	\$ 49,864.00	13,777.00	\$ 35,000.00	\$ 160,000.00	\$ (80,000.00)
DW Budget	\$ 498,641.00	\$ 49,864.00	13,777.00	\$ 35,000.00	\$ 160,000.00	\$ 418,641.00
<b>80% Obligated by 6/30/20</b>	\$ 39,891.20	\$ 11,021.60	\$ 28,000.00	\$ 128,000.00	\$ 128,000.00	\$ 334,912.80
<b>Over All Budget By Above Funds</b>	\$ 1,545,644.00	\$ 154,543.00	\$ 70,101.00	\$ 75,000.00	\$ 623,000.00	\$ 1,545,644.00

Budget Breakdown PY19-FY20



## Office Space Options

June 28, 2019

Dear Vanae,

I thought I would recap our discussion regarding SCWIB's office space at OzSBI. First and foremost I want you to know that we are glad SCWIB is here and we want to work with you to insure that SCWIB continues to be a long-term tenant of the incubator.

While our clients are entrepreneurs who we help start or grow a businesses, they typically remain a tenant of the incubator for a time period of three to five years. SCWIB is what we consider an anchor tenant of the incubator. An organization complimentary to the mission of OzSBI that is allowed to reside in the incubator indefinitely. Anchor tenants are important to OzSBI's revenue model, as they provide consistent income. I mention this, because SCWIB's role here is important to our viability.

I understand that SCWIB is under unprecedented budget restraints. I and my board of directors want to work with you to make it affordable for SCWIB to continue at OzSBI. With that in mind, I wanted to present a few options.

Option 1: SCWIB can continue to reside in its current Office 210. The rent will stay flat at the \$1350/month rate. The new lease will be from August 1, 2019 to July 31, 2020. This lease includes utilities, a conference table and four chairs, and five free uses of the board room per month and one free use of the conference room a year.

Option 2: If Restoring Hopes opts to expand their office and create an adjoining office with Office 210, we request that SCWIB move into Office 220. This space is larger and has two interior offices. The rent will be the same as Office 210, at \$1350/month. SCWIB has the option of subleasing one of the interior offices. OzSBI would need to vet and approve the person subleasing, prior to them moving in. OzSBI will help with the cost of this move.

Option 3:

SCWIB relocates to Office 250B, which is the back half of 250. OzSBI will create a private entrance into this space. The lease will be \$900/month. SCWIB can keep its current mailing address for the time being, so no changes would need to be made letterhead, business cards, etc.

Your current lease also provides three Toshiba phones and one phone line. SCWIB may continue using this system until April of 2020. In May of 2020, the Toshiba phone system will no longer be supported, making it virtually ineffective. Therefore, we will need to have a discussion about switching SCWIB to the VOXO phone system. The advantage to this system is that it is one flat fee of \$35/month and no long distance charges. Another advantage is that it is hosted remotely, so is not affected when the fiber connection is lost, as was last Monday when a tree fell knocking out the city fiber connection.

I want to work with you and your board to come up with an office solution that best meets your needs. After meeting with your board, let me know what questions they have and how you would like to proceed. We appreciate your flexibility and look forward to SCWIB continuing to be a part of OzSBI.

Sincerely,

Heather W. Fisher

## Director's Report

- PY 19 Budget- Public Notice/Comment Period thru 7/31/19
  - Moving \$80,000 from DW to Adult
- DWD Updates & Changes
- WIB Issues- Central & SLATE
- Headshots Cancelled for 7/23/19- several members can't attend
- New Board Members
- Contracts w/ OAI & SCMCAA- Effective 7/1/19
- Funding Updates
  - Summer Job League
  - Opioid Grant
  - SkillUp
  - DRJP- ended 6/30/19
  - MORAP- extended 12/31/19
- WIOA Local Plan- Expired 6/30/2020
  - Begin negotiations to develop MOU & IFA w/ required partners
- Do you want OAI & SCMCAA to report out at board meeting on 7/23/19?
- All staff Training; 7/12/19
- A Nice Note from DWD.....

The PY 19 Annual Agreement includes the requirement to turn in a Comprehensive Plan addressing these areas:

- 1) a proposed budget for the next fiscal year
- 2) a written staffing plan detailing current staffing levels and proposed staffing levels including staff salaries and benefits, at both the administrative and participant service levels
- 3) a full list of centers, including central office, with previous year participant volume, projected new year participant volume
- 4) a plan for ensuring services to participants are not disrupted if any reductions in staff or locations are proposed
- 5) a full list of all programs and services, WIOA and otherwise, delivered at each center
- 6) a sustainability plan for region operations over the next three (3) program years that shall serve as a contingency plan in the event that unforeseen, fiscal challenges arises
- 7) a section explaining how the plan was developed, how it will be reviewed and modified on an ongoing basis, and the process for implementation if required

## Missouri Minimum Board Membership Requirements=23

Minimum Required Partners=6	
Adult Education and Literacy	Joan Wright
Economic Development	Johnny Murrell
Higher Education	Dennis Lancaster
Temporary Assistance for Needy Families	Jody James
Vocational Rehabilitation	Robin Thomas
Wagner Peyser	Jennifer Taylor

Labor Representatives≥20%	
Labor	Kenny Loury
Labor/Apprenticeship	William "B.J." Wear
Community Based Organization	Bryan Adcock
Community Based Organization	Jim McFarland
Community Based Organization	Lisa Aden

Business Representatives≥51%	
Butler	Becky Brooks-McLane Transport
Butler	Steve Halter-Poplar Bluff COC
Butler	Ryan Hampton- Mid Continent Steel
Douglas	Roger Fleeman- Walmart
Howell/Oregon	Garland Barton- DRS Technologies
Howell	Mary Sheid-Physical Therapy Specialist Clinic
Ozark	Kerrie Zubrod- Century Bank of the Ozarks
Reynolds	Melinda Hathcoat- Baker Products
Ripley	Warren Bland-Town and Country
Shannon	Mike Ennis-*Small Business-Eminence Manufacturing
Texas	Chris Oravec- L& R Industries
Wright	Danetta Rogers-Progressive Ozark Bank
Carter/Oregon/Wayne	<i>Vacant</i>