

MEMO

FROM: Gregg Roberts, WDB Chair
Brent Stevens, WDB Director

DATE: July 10, 2023

RE: WDB of North Missouri Executive Committee Meeting

The Workforce Development Board of North Missouri Executive Committee will conduct a business meeting on Tuesday, July 18, 2023. This meeting will be held virtually via Zoom beginning at 4:00 PM

4:00 PM Meeting in open session (agenda below)

In accordance with Section 610.020 RSMO, the meeting will be conducted virtually; as such, there is no designated location for the meeting at which participants will gather. However, in the event that any member of the public desires to attend but is unable to participate virtually/telephonically, call access to the meeting will be made available at the WDB office located at 912 Main Street, Trenton, MO.

Join Zoom Meeting

<https://us02web.zoom.us/j/85352830098?pwd=TEpxQTFDK1F1d0YrbzFseHZZVEZzZz09>

Meeting ID: 853 5283 0098

Passcode: 350593

One tap mobile

+13126266799,,85352830098# US (Chicago)

Dial by your location

• +1 312 626 6799 US (Chicago)

Meeting ID: 853 5283 0098

**Workforce Development Board of North Missouri
Business Meeting Agenda**

Tuesday, July 18, 2023 at 4:00 PM

4:00 PM – Executive Committee meeting in open session

Roll call / Establish quorum

- A. Dept of Social Services NE Monitoring/Payment of Questioned Costs**
(Report Attached to email)
- B. Surplus Equipment** (Page 2)
- C. Planning Budget Summaries**
- D. Administrative Policy Recommendations** (<https://wdbnorthmo.org/policies>)

<i>A-1 Board Member Orientation</i>	<i>A-13 Drug-Free Workplace</i>
<i>A-2 Confidentiality</i>	<i>A-14 Inventory</i>
<i>A-3 Conflict of Interest and Code of Conduct</i>	<i>A-15 Use of Technology</i>
<i>A-4 Financial Management and Accounting Procedures</i>	<i>A-16 Record Retention</i>
<i>A-5 Procurement</i>	<i>A-17 Public Access to Record</i>
<i>A-6 Fraud, Waste, and Abuse</i>	<i>A-18 Non-Discrimination, Harassment, and Retaliation</i>
<i>A-7 Salary Schedule</i>	<i>A-19 Reasonable Accommodations</i>
<i>A-8 Credit Card</i>	<i>A-20 Accessibility (LEP)</i>
<i>A-9 Program Income</i>	<i>A-21 Complaint and Grievance</i>
<i>A-10 Signature Authority</i>	<i>A-22 Safety/Disruptive Customers</i>
<i>A-11 Staff Travel</i>	<i>A-23 Sub-State Monitoring</i>
<i>A-12 Meals, Snacks, and Beverages</i>	

- E. Program Policies Recommendations** (<https://wdbnorthmo.org/policies>)

<i>P-1 Adult Priority of Service</i>	<i>P-7 Supportive Services</i>
<i>P-2 Veterans Priority of Service</i>	<i>P-8 Locally Defined Barriers (Youth)</i>
<i>P-3 Co-Enrollment/Integration of Services</i>	<i>P-9 Basic Skills Assessment</i>
<i>P-4 Failure to Register for Selective Service</i>	<i>P-10 Youth Incentive</i>
<i>P-5 Individual Training Account</i>	<i>P-11 WIOA Participant Follow Up</i>
<i>P-6 Work-Based Learning</i>	<i>P-12 Local Eligible Training Provider List</i>

- F. Open Discussion**
- G. Adjourn**

WDB Suplus Equipment 1/2023

WIB Tag #	DESCRIPTION	MANUFACTURER	SERIAL #	ACQUISITION DATE	ACQUISITION COST	ASSIGNED TO	Ann Insp = ok Surplused X	Condition P-F-G-E	Appraised Value	Location Code
1226	UbiDuo Set 1226/1227	UBI DUO	1226:2200435 & 1227:2200649	11/30/2007	1,576.00	Job Center Closet	2b X	Poor	\$0	Warrenton
1243	Smart Board	n/a	T5-610	5/30/2008	1,756.00	Basement	2b X	Poor	\$0	Warrenton
1244	Smart Board Mobile Stand	none	M5600	5/30/2008	577.00	Basement	2b X	Poor	\$0	Warrenton
1245	Speaker phone w/ connector		J8081202044B	5/30/2008	549.39	IT Room	2b X	Poor	\$0	Warrenton
1306	LOGITECH TLECONFERENCE PHONE	Logitech	1423L20BYE88	6/30/2014	1,199.00	IT Room	2b X	Poor	\$0	Warrenton



_____ \$0

Bobbi Weekley 4/13/2023
Signed by: Date

Owner/Computer Help Consulting
Title/Company

Planning Budget Summary Budget Amendment

North Region
PY23 Adult

Period: 7/1/2023 6/30/2025

	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	6,120.00	-	-
Admin Other	2,225.00	-	-
Admin Indirect	398.00	-	-
Total Admin	8,743.00	-	-
Program -Salary/Fringe	45,213.54	-	-
Program Other Staffing/OP	15,061.53	-	-
Program Indirect	286.00	-	-
Individual Training Accounts	9,527.54	-	-
On-the-Job Training	4,460.00	-	-
Work Experience/Internships	400.00	-	-
Incumbent Worker Training	600.00	-	-
Pre-Apprenticeships/Reg. Apprent.	-	-	-
Supportive Services	3,141.39	-	-
Total Program Services	78,690.00	-	-
Total Budget	87,433.00	-	-

Agency Costs Expenditure Rate:	77%	\$ 60,561.07
Participant Costs Expenditure Rate:	23%	\$ 18,128.93

Comments:

Brent Stevens

07 / 13 / 2023

WDB Director

Date

WDB Chair

Date

Planning Budget Summary Budget Amendment

North Region
FY24 Adult

Period: 10/1/2023 6/30/2025

	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	21,427.00	-	-
Admin Other	12,893.00	-	-
Admin Indirect	1,392.00	-	-
Total Admin	35,712.00	-	-
Program -Salary/Fringe	181,226.60	-	-
Program Other Staffing/OP	60,379.60	-	-
Program Indirect	1,170.00	-	-
Individual Training Accounts	38,238.22	-	-
On-the-Job Training	17,840.00	-	-
Work Experience/Internships	1,600.00	-	-
Incumbent Worker Training	2,400.00	-	-
Pre-Apprenticeships/Reg. Apprent.	5,989.00	-	-
Supportive Services	12,565.58	-	-
Total Program Services	321,409.00	-	-
Total Budget	357,121.00	-	-

Agency Costs Expenditure Rate:	76%	\$ 242,776.20
Participant Costs Expenditure Rate:	24%	\$ 78,632.80

Comments:

Brent Stevens

07 / 13 / 2023

WDB Director

Date

WDB Chair

Date

Planning Budget Summary Budget Amendment

North Region

FY24 Dislocated Worker

Period: 10/1/2023

6/30/2025

	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	28,280.00	-	-
Admin Other	10,281.00	-	-
Admin Indirect	1,838.00	-	-
Total Admin	40,399.00	-	-
Program -Salary/Fringe	203,813.43	-	-
Program Other Staffing/OP	67,635.81	-	-
Program Indirect	1,324.00	-	-
Individual Training Accounts	43,691.51	-	-
On-the-Job Training	18,798.00	-	-
Work Experience/Internships	3,120.00	-	-
Incumbent Worker Training	3,900.00	-	-
Pre-Apprenticeships/Reg. Apprent.	6,334.54	-	-
Supportive Services	14,982.71	-	-
Total Program Services	363,600.00	-	-
Total Budget	403,999.00	-	-

Agency Costs Expenditure Rate:	75%	\$ 272,773.24
Participant Costs Expenditure Rate:	25%	\$ 90,826.76

Comments:

Brent Stevens 07 / 13 / 2023

WDB Director

Date

WDB Chair

Date

Planning Budget Summary Budget Amendment

North Region

PY23 Dislocated Worker

Period: 7/1/2023

6/30/2025

	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	7,775.00	-	-
Admin Other	2,828.00	-	-
Admin Indirect	505.00	-	-
Total Admin	11,108.00	-	-
Program -Salary/Fringe	57,919.00	-	-
Program Other Staffing/OP	18,445.49	-	-
Program Indirect	365.00	-	-
Individual Training Accounts	11,734.62	-	-
On-the-Job Training	5,302.00	-	-
Work Experience/Internships	880.00	-	-
Incumbent Worker Training	1,100.00	-	-
Pre-Apprenticeships/Reg. Apprent.	-	-	-
Supportive Services	4,225.89	-	-
Total Program Services	99,972.00	-	-
Total Budget	111,080.00	-	-

Agency Costs Expenditure Rate:	77%	\$ 76,729.49
Participant Costs Expenditure Rate:	23%	\$ 23,242.51

Comments:

Brent Stevens 07 / 13 / 2023

WDB Director

Date

WDB Chair

Date

Planning Budget Summary Budget Amendment

North MO WDB Region
PY 22 Youth

Period: 7/1/2023 6/30/2025

	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	47,096.00		
Admin Other Operational Costs	17,123.00		
Admin Indirect	3,061.00		
Total Admin	\$ 67,280.00		
IS Program -Salary/Fringe	82,238.25		
IS Program Other Operational Costs	13,592.69		
IS Program Indirect	551.00		
IS Occupational Skills Training	-		
IS Work Experience	40,293.78		
IS Work Experience Staffing	9,547.50		
IS On-the-Job Training	-		
IS Pre-Apprenticeships	-		
IS Internships/Job Shadowing	-		
IS Supportive Services	5,450.00		
IS Other Direct Part. Costs (Incentives)	4,650.00		
Total In-School Youth	156,323.22		
OSS Program -Salary/Fringe	191,336.52		
OSS Program Other Operational Costs	122,486.05		
OSS Program Indirect	1,653.00		
OSS Occupational Skills Training	26,199.08		
OSS Work Experience	52,448.90		
OSS Work Experience Staffing	11,747.50		
OSS On-the-Job Training	18,900.00		
OSS Pre-Apprenticeships	-		
OSS Internships/Job Shadowing	-		
OSS Supportive Services	15,281.73		
OSS Other Direct Part. Costs (Incentives)	9,150.00		
Total Out-of-School Youth	449,202.78		
Total Program Services	\$ 605,526.00		
Total Budget	\$ 672,806.00		

Agency Costs Expenditure Rate:	72%	\$ 433,152.51
Participant Costs Expenditure Rate:	28%	\$ 172,373.49

In-School Expenditure Rate:	26%	\$ 156,323.22
Out-Of School Expenditure Rate:	74%	\$ 449,202.78
Work Experience Expenditure Rate:	22%	\$ 132,937.68

Brent Stevens 07/13/2023

WDB Director Date

WDB Chair Date