

AGENDA
Thursday, May 23, 2019

7:00pm – Regional Council OPEN Board Meeting
RCOG Office, 114 West Third Street, Maryville, MO 64468
Posted May 17, 2019

- I. Call to Order
- II. Roll Call
- III. Approve Agenda
- IV. Approve March 28, 2019 Minutes
- V. Approve March and April 2019 Treasurer’s Report
- VI. Old Business
 - a. Update on Executive Director Search
 - b. Discuss Rent
 - c. Discuss Workforce Development Budget
- VII. New Business
 - a. Approve FY’ 20 Solid Waste District Operations Contract (Action Agenda Item #1)
 - b. Approve FY’ 20 Solid Waste Plan Implementation Contract (Action Agenda Item #2)
 - c. Approve February 2019 TAC Minutes (Action Agenda Item #3)
 - d. Approve List of Transportation Needs, Requested by MoDOT (Action Agenda Item #4)
 - e. Approve FY’ 20 Transportation Work Plan (Action Agenda Item #5)
 - f. Approve New Gentry County TAC Member, Mike Sager (Action Agenda Item #6)
 - g. Approve Blueprint Grant Scores (Action Agenda Item #7)
- VIII. Staff Reports
- IX. Interim Director’s Report
- X. Closed Session (If needed)
(The board of directors of the Northwest Regional Council of Governments may vote to close the meeting pursuant to RSMo 610.21 (1), 610.021 (2), or 610.021 (3))
- XI. Adjourn

*If you require any accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify this office at 660.582-5121 no later than 48 hours prior to the commencement of the meeting.

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS
RCOG Open Board Minutes
May 23, 2019, 7:00pm

RCOG Conference Room, Maryville, MO

Call to Order

Lorie Carlson, Chairperson, called the meeting to order at 6:56 pm in the Regional Council Conference Room in Maryville, MO.

Roll Call

There were 7 members present, constituting a quorum.

Approve Agenda

No business items were added to the agenda. Gary Carlson made a motion to accept the meeting agenda as presented, seconded by Bob Stiens. Motion passed (7 ayes; 0 nays).

Approve March 28, 2019 Minutes

The March 28, 2019 minutes were previously emailed to the members and made available during the meeting for review. Adam Stanton made a motion to approve the March 28, 2019 minutes, seconded by Bob Stiens. Motion approved (7 ayes; 0 nays).

Approve March and April 2019 Treasurer's Reports

RCOG Fiscal Officer, Alice Schieffer reported the agency ended the month of April with cash on hand of \$291,899.02. The agency ended the months of March and April with a surplus. However, the agency is currently showing a deficit overall for the year. This is expected to change as grant administration funds are received for services rendered by the agency in May and June. Regan Nonneman made a motion to accept the March and April 2019 Treasurer's Reports seconded by Gary Carlson. Motion approved (7 ayes; 0 nays).

Old Business

Executive Director Search

Alice reported that the agency received ten resumes for the Executive Director position. Resumes from the candidates were sent out to the Personnel Committee and staff to review. Each member of the personnel committee and staff were asked to score each applicant based on a rating sheet provided. The rating sheets have been turned back in and reviewed by Alice. Based on the ratings from the Personnel Committee and staff, two candidates were selected to continue in the process. Alice polled the group to determine an interview date. Candidates will be interviewed on the evening of Tuesday, May 28. Alice has prepared interview questions and rating sheets for the interviews. The first interview is scheduled for 6 pm and the second is scheduled for 8 pm. Dinner will be provided to board and staff participating in the evening. No action was taken.

Tyler Paxson entered the meeting at 7:02 pm. 8 members of the board were present and a quorum for the meeting was maintained.

Discussion on Rent

Alice reported that she was hoping the RCOG could be charged more rent by the Development Corporation due to costs associated with repairing the building in FY19. Alice looked at allocating the rent based on square footage or indirect cost models. Workforce Development occupies 69% of the usable building space, while EDA occupies 7%, Transportation 10%, Solid Waste 5% and Grant Administration 7%. This seemed to be the fairest way to allocate the cost. This was her plan until workforce development budgets were released for the upcoming year. The programs would not be able to handle the \$6,000 per year rent. Alice now plans to charge Regional Council programs, \$6,000 per year for rent by utilizing the indirect cost method. This will allow the Development Corporation to have funds for building repairs. No action was taken.

Discussion of Workforce Development

Alice reported that the Northwest Workforce Development Board released preliminary budget allocations for subcontractors. Initially, the Regional Council was anticipating a \$23,000 shortfall from last year's budget. However, the State of Missouri and the region received supplemental Adult funding that reduced the deficit to ~\$9,000. After cutting some of the expenses in the programs, Alice has reduced the shortfall even further to ~\$3,600. The outlook for workforce development programs could improve as there is the potential for the TANF Summer Jobs Program. Another possibility is the Disaster Recovery Job Funds, to assist counties with flooding, if counties elect to participate in the program and are approved by USDOL. In addition, RCOG staff submitted two foundation grants that potentially could make up the difference in funding. No action was taken.

New Business

Approve FY'20 Solid Waste District Operations Contract (Action Agenda Item #1)

This is the standard contract that the Regional Council receives each year to administer the Northwest Missouri Solid Waste Management District. This contract is in the second year of a five-year contract in the amount of \$40,000. The grant supports the daily operations of the solid waste district. Bob Stiens made a motion to approve the FY '20 Solid Waste District Operations Contract, seconded by Gary Carlson. Motion approved (8 ayes; 0 nays).

Approve FY'20 Solid Waste District Plan Implementation Contract (Action Agenda Item #2)

This is an annual contract that the agency received to provide educational services for the Solid Waste District. Plan Implementation funds will be used to plan, schedule and conduct an education event to promote recycling education. The event will be held to educate 3rd and 4th grade elementary students from schools within Region A. This project will cover the cost of waste recycling experts to instruct the children to reduce, reuse and recycle. Transportation reimbursement and other event costs will be covered. The education event will be at NWMSU with school children being bussed to the site. A second event will provide a chance for middle school students to go on a nature walk with a guide at Mozingo Lake in Maryville to learn about the relationship between recycling and the natural lake habitat. Plan Implementation funds will

also be used to support HHW outreach and for press releases and the website. This year the focus will be on school districts with greenhouses. The FY '20 contract is in the amount of \$7,500. Bob Stiens made a motion to approve the FY '20 Plan Implementation Contract, seconded by Regan Nonneman. Motion approved (8 ayes; 0 nays).

Approve February 2019 TAC Minutes (Action Agenda Item #3)

TAC is an advisory committee to the Regional Council and can only make recommendations for approval to the Board. The minutes for the February 2019 TAC meeting were recommended for approval. Adam Stanton made a motion to approve the February 2019 TAC meeting minutes, seconded by Tom Bullock. Motion approved (8 ayes; 0 nays).

Approve List of Transportation Needs, Requested by MoDOT (Action Agenda Item #4)

If Governor Parson's Bridge Plan is approved, MoDOT will need to back-fill the STIP as bridges will be removed for the list. Shannon Kusilek provided a list of potential projects to TAC for their consideration. The revised list of projects recommended by TAC after approved from the Regional Council Board will be combined with Mo-Kan Regional Planning, Green Hills Regional Planning Commission and the MPO lists. Together, the planning groups will prioritize the list to ~\$16 million in funding. All the projects considered by the TAC were bridges in the five-county area and fairly evenly distributed. Some projects in the Holt County area were removed due to receiving flood recovery funding.

In addition to the back-fill list, the TAC was asked to prioritize an unmet needs list at the request of MoDOT's Director McKenna. This list will appear in a different part of the STIP that is shown to legislators. The list will be ~\$30 million in projects. Under this plan, each county was able to list 50 miles of resurfacing projects. The remainder of the list was projects throughout the region. However, a cell in the spreadsheet was not calculating correctly. Upon discovering the error, Gary Carlson and Amy worked on adding more projects. They focused on Highway 136. Regan Nonneman made a motion to approve the TAC Backfill and Unmet Needs Lists, seconded by Bob Stiens. Motion approved (8 ayes; 0 nays).

Approve FY' 20 Transportation Work Plan (Action Agenda Item # 5)

Each year the Regional Council drafts a Work Plan for its MoDOT contract. The draft is complete. There are no major changes in the plan. This plan is developed in conjunction with Green Hills Regional Planning Commission, Mo-Kan Regional Council and MoDOT. The Work Plan has five tasks: Administration, Regional Transportation Plan, Core Activities, Public Education, and Information/Meetings/Professional Development. The Regional Council will receive \$64,705.48, which will cover 80% of the costs. The Regional Council will match 20% or \$16,176.37. Gary Carlson made a motion to approve the FY' 20 Transportation Work Plan, seconded by Adam Stanton. Motion approved (8 ayes; 0 nays).

Approve New Gentry County TAC Member, Mike Sager (Action Agenda Item #6)

Amy asked for approval to appoint Mike Sager to the TAC board to represent Gentry County. Bob Stiens made a motion to approve Mike Sager as the new Gentry County TAC Member, seconded by Regan Nonneman. Motion approved (8 ayes; 0 nays).

Approve Blueprint Grant Scores (Action Agenda Item #7)

At the TAC meeting on Tuesday Night (May 21), grant applications were scored for the Northwest Missouri Coalition for Roadway Safety (Blueprint). Each year the region receives funding from the state based on the number of traffic accidents in the region. Approximately, \$80,000-\$90,000 was allocated for this year. The budget committee set aside \$50,000 for grants. The grant call was opened and received \$75,000 worth of requests. TAC scored seven applications from our five-county area. Gary Carlson made a motion to approve the TAC Blueprint scores, seconded by Adam Stanton. Motion approved (8 ayes; 0 nays).

Staff Reports

Rita reported on the following items: Rita and Julia have been working to increase the number of paid work experiences for WIOA and TANF Summer Job Programs. Julia is learning her job duties and is doing well. Julia has been meeting with school counselors by phone to promote services. Rita and Julia recently attended the MAWD Conference. This gave them ideas to write two local foundation grants for a new program, Northwest Aspire and a Pop-Up Job Center model to help provide services in Atchison, Gentry, Holt and Worth counties. Recently, the agency's WIOA Youth files were part of the DWD state monitoring process. Rita and Julia are working on the corrections and response to the report. In addition, the Department of Labor will be in St. Joseph to monitor the WIOA Youth Program in June. Staff will attend a meeting on June 13-14 to prepare for the visit. The Job Center will be closed on the days of the meeting.

Kim reported on the following items: A date for the meeting between Lisa Hostetler, Dr. Klaver and the County Commissioners has been confirmed for June 19, 2019, from 11 am to 1 pm at the Nodaway County Administration Building. Lunch will be provided. Please RSVP the number of commissioners from each county that will be attending, so we have an accurate lunch count. The Northwest Missouri Workforce Development Board released the June 4 meeting packet. The agenda is long. Kim will offer a conference call to go through the packet with the County Commissioners who are interested on June 3 and June 4. Atchison and Holt Counties are eligible to participate in the Disaster Recovery Jobs Program. Kim will talk with the affected communities. Kim and Rita are working on a Job Fair for June 18 from 1 pm to 4 pm in the New Commons area of the Technical School. She is working with NCED, the Maryville Chamber and Northwest Missouri State on tours for National Manufacturer's Day. Kim is working on environmental reviews for the City of Skidmore, Counties of Gentry and Worth **Counties**. The goal is to have these environmental reviews completed by mid-July. King City's Environmental Review is completed. Westboro did not receive their Engineering Services Report Grant.

Amy reported on the following projects: Amy helped with a couple of Roadway Safety Events at South Nodaway and Jefferson C-123 High Schools. She assisted with the Safe Spring Break event at Northwest Missouri State University. She wrote narratives for the Mound City Bridge and Fairfax Streets CDBG applications. Joint TAC Training is on June 7 in St. Joseph. Please RSVP for the meeting. Amy has been planning two Road Safety Assessments for June 12. They will be reviewing two locations: Highway 71 Bypass and South Avenue and Highway 136 in front

of the Maryville Treatment Center. She participated in the kickoff conference call for the BUILD Grant.

Alice reported on the following: Alice has been working on next year's budget. It is looking much better than at this time last year. She continues to complete monthly and quarterly reports. Amy and Alice can now access the system for the BUILD grant. She has been assisting with Transportation and Workforce programs.

Interim Executive Director's Report

Jerri Dearmont reviewed the list of grants the agency is administering. State funding for Regional Planning Commissions will be increased next year by \$100,000. Our state funding share should be approximately \$13,000. This funding is used as match for other projects. Two NAP Tax Credit Applications were completed. There is the possibility of administrative contracts with both projects. A Workforce Training Initiative Grant, which is a NAP and CDBG combo, was also submitted by a local agency that could bring administration dollars into the Regional Council. Burlington Junction wants assistance with a wastewater project. They are working with USDA. A LMI Survey for CDBG funding is being conducted to determine eligibility. The agency has recently purchased several new chairs and a Smart TV for the conference room. We have also purchased a de-humidifier to help with moisture. The tension arm on the front door was replaced and several widows have been sealed/caulked to prevent rain from blowing through the windows.

Closed Session

No closed session.

Adjourn

With no other business, Adam Stanton motioned to adjourn the meeting at 7:56 pm, seconded by Gary Carlson. Meeting adjourned (8 ayes; 0 nays).

Lorie Carlson, Chairman

Regan Nonneman, Secretary

Members Present

Bob Stiens
Adam Stanton
Regan Nonneman
Lori Carlson
Gary Carlson
Tom Bullock
Tyler Paxson
Jubal Summers

Members Absent

Curtis Livengood
Doug Sutton
Ryan Kingery
Derek Brown
Martin Weatherd
Duane Nauman
Greg Book
Jack Baldwin
Ben Lipiec
Pat Walter
Ben Abplanalp

Staff Present

Jerri Dearmont
Alice Schieffer
Kim Mildward
Amy Dowis
Rita Wallinga