

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS
RCOG Open Board Minutes
June 25, 2020
Conference Room, Nodaway County Administration Building, Maryville, MO

Call to Order

Lori Carlson, Chairperson, called the meeting to order at 7:27 pm at the upstairs Conference Room of the Nodaway County Administration Building in Maryville, MO.

Roll Call

There were ten members present, constituting a quorum. (7 in-person and 3 Zoom).

Approve Agenda

No additions were made to the meeting agenda. Gary Carlson made a motion to approve the agenda as presented, seconded by Jack Baldwin. Motion approved (10 ayes; 0 nays).

Approve February 27, 2020 Minutes

The February 27, 2020 minutes were previously emailed to the members and made available during the meeting. Tyler Paxson made a motion to approve the February 27, 2020 minutes as presented, seconded by Regan Nonneman. Motion approved (10 ayes; 0 nays).

Approve February 2020, March 2020, April 2020, and May 2020 Treasurer's Reports

Alice Schieffer, Fiscal Officer, presented the Board with revenue and expenditure reports for February 2020, March 2020, April 2020, and May 2020. She reviewed the most recent month with the Board. At the end of May, the total agency cash on hand was \$327,528.08. Alice reviewed the revenue and expense reports. The end of May, revenues received were 74% of 92% received. Expenses at the end of May 84% of the 92%. Based on the revenue and expenses for May 2020, the agency's net income is \$6,697.47. Jack Baldwin made a motion to accept February 2020, March 2020, April 2020, and May 2020 Treasurer's Reports as presented, seconded by Gary Carlson. Motion approved (10 ayes; 0 nays).

Committee Reports

Personnel Committee

Last year, board member Doug Sutton asked the Regional Council to amend the Staff Handbook to include Employee Service Awards for fulltime staff members. Alice Schieffer developed a Service Award Policy to recognize the service of employees in 5-year intervals. The proposed Service Award was reviewed by the Personnel Committee. Jack Baldwin, as Personnel Committee Chair, recommended that the Board approve the Service Award Policy as presented to the Committee and the Board. Bob Stiens seconded the motion. Motion approved (10 ayes; 0 nays).

Firewall Policy for the One-Stop Operator

The Regional Council contracts to perform services under WIOA, which include One-Stop Operator, Adult, Dislocated, and Youth programs with the Northwest Workforce Development Board (NWWDB). The contracts are managed by two separate individuals in the organization; therefore by federal law, there are specific tasks and responsibilities that the One-Stop Operator is not able to participate in related to the development of Request for Proposals, contracts or performance negotiations outside of those that pertain to the One-Stop Operator. The NWWDB asked that the Regional Council create a Firewall Policy. Alice Schieffer drafted a policy. The NWWDB has reviewed the draft policy and was found to meet their requirements. The policy was approved as part of New Business, Item F, see below.

Budget Committee

Approve FY'20 RCOG Revised Budget

Bob Stiens, Chair of the Budget Committee asked Alice to review with the Board the FY'20 revised budget. The majority of the changes to the budget were related to CDBG funding the agency will not receive by the end of June 2020 but will be carried forward to FY '21. The workforce development participant expenditures were lower than anticipated earlier in the year. Likewise, the expenses were also reduced as well. The Regional Council will end the year with a \$3,391 surplus. Bob Stiens, as Budget Committee Chair, recommended that the Board accept the revised budget, seconded by Jack Baldwin. Motion approved (10 ayes; 0 nays).

Approve FY'21 RCOG Budget

Bob Stiens asked Alice to review with the Board the FY'21 proposed budget. Alice explained that she met with Jerri several times to develop the new year's budget, which will begin on July 1, 2020. This year Jerri and Alice agreed to put together a conservative budget. Alice started with the revenue side of the budget. Based on where projects are at in their development and administration, Alice anticipated \$112,746 in grant administration revenue. This includes CDBG, NAP Tax Credits, and the BUILD project for the City of Maryville. All other projects, except EDA CARES Act funding, are regular revenue streams for the agency. Total Operating Revenues anticipated including In-Kind Match for FY'21 is \$845,662.

Alice moved to the expenditure side of the budget. EDA has invited the Regional Council to submit a non-competitive application for EDA Cares Act monies in the amount of \$400,000 to be spent over a two-year period to help the region recover from the economic impacts of COVID-19. The first year we anticipate spending \$190,519 of the money awarded. With this grant award, contractual services will be higher than usual. All other expenses are typical. Estimated expenses, including in-kind match, is estimated at \$747,144, leaving a surplus of \$98,518. Bob Stiens, as Budget Committee Chair, recommended that the Board accept the revised budget, seconded by Jack Baldwin. Motion approved (10 ayes; 0 nays).

Old Business

Ratify Vote USDA Rural Business Development Grant-Holt County Port Feasibility Study, emailed March 24, 2020.

The Board was asked to vote by email on a Rural Business Development Grant application offered through USDA to help fund a feasibility study for Holt County on a closed port outside of Craig, Missouri. The application forms were approved by email vote. Jack Baldwin made a motion to ratify the vote on the USDA Rural Business Development Grant application, seconded by Gary Carlson. Motion approved (10 ayes; 0 nays).

Ratify Vote Solid Waste District Operations Contract, emailed May 19, 2020-\$40,000

The Board was asked to vote by email to approve a \$40,000 contract for the Solid Waste District Operations. These contracts can be approved annually for five years. This is the third year. The contract was approved by the Solid Waste Board in April 2020. Bob Stiens made a motion to ratify the vote for the Solid Waste District Operations Contract in the amount of \$40,000, seconded by Jack Baldwin. Motion approved (10 ayes; 0 nays).

Ratify Vote Solid Waste Plan Implementation Contract, emailed May 19, 2020-\$7,500

The Board was asked to vote by email to approve a \$7,500 annual contract for the Solid Waste District Plan Implementation. The contract was approved by the Solid Waste Board in June 2020. The Regional Council will use the funds to plan, schedule and conduct a conference to promote recycling in Region A. Regan Nonneman made a motion to ratify the vote on the Solid Waste Plan Implementation Contract in the amount of \$7,500, seconded by Jack Baldwin. Motion approved (10 ayes; 0 nays).

Ratify Vote City of Craig's Grant Administration Contract, emailed May 19, 2020-\$3,200

The Board was asked to vote by email to approve a \$3,200 contract for grant Administration for the City of Craig's CDBG flood project. The project will allow the City of Craig to purchase and replace grinder pumps damaged by the 2019 flood. Regan Nonneman made a motion to ratify the vote on the City of Craig's Grant Administration Contract, seconded by Jack Baldwin. Motion approved (10 ayes; 0 nays).

New Business

Approve One-Stop Operator Contract Amendment for FY'20-Adult and Dislocated (\$23,144)

The Regional Council has performed the role of the One-Stop Operator for the Northwest Workforce Development Board for the past three years. The Northwest Workforce Development Board has approved a one-year contract extension of this contract for \$23,144. Kim will continue to fulfill the role for the Regional Council. Next year this contract will be bid out. Regan Nonneman made a motion to approve the One-Stop Operator Contract Amendment, seconded by Jack Baldwin. Motion approved (10 ayes; 0 nays).

Approve WIOA Contract Amendments-Adult (\$36,682.22), Dislocated Worker (\$55,898.11) and Youth (\$43,495.01) for FY'21

The Regional Council has been a workforce development program operator for more than 25 years. Recently, the Northwest Workforce Development Board extended our contracts for one additional year. Contracts for WIOA Adult, Dislocated, and Youth program services will be up for bid in January 2021. Bob Stiens made a motion to approve the Adult, Dislocated, and Youth Contracts for the one-year extension, seconded by Jack Baldwin. Motion approved (10 ayes; 0 nays).

Approve Jeffrey Meyer as a New Voting TAC member representing Atchison County and the City of Tarkio.

The Atchison County Commission has requested that Jeffrey Meyer be approved as a TAC member representing the City of Tarkio. Jack Baldwin made a motion to approve Jeffrey Meyer's appointment to TAC as a voting member, seconded by Regan Nonneman. Motion approved (10 ayes; 0 nays).

Approve February 18, 2020 TAC Minutes

The Transportation Advisory Committee (TAC) is a permanent subcommittee of the Regional Council. The Regional Council Board should ratify any decisions made by the Committee. The February 18, 2020 TAC minutes were previously emailed to the members and made available during the meeting for review. Jack Baldwin made a motion to approve the February 18, 2020 TAC minutes, seconded by Regan Nonneman. Motion approved (10 ayes; 0 nays).

Approve Draft of FY'21 Transportation Work Plan

The Regional Council updates the Transportation Work Plan annually and submits to the MACOG Transportation Committee and MoDOT for approval. The work plan outlines the services to be provided by the Regional Council as a Transportation Planning Partner to MoDOT. The agency is currently waiting on its notice to proceed from MoDOT. It is expected to be granted before July 1, 2020. Tyler Paxson made a motion to approve the Draft of the FY'21 Transportation Work Plan, seconded by Jack Baldwin. Motion approved (10 ayes; 0 nays).

Firewall Policy for the One-Stop Operator

The policy was discussed under the Personnel Committee report. No revisions were made to the policy. Bob Stiens made a motion to approve the Firewall Policy for the One-Stop Operator as presented, seconded by Regan Nonneman. Motion approved (10 ayes; 0 nays).

Staff Reports

Staff reports were included in the packet. No formal reports were given at the meeting.

Executive Director's Report

Jerri briefed the Board on several projects the staff has been working on since the last meeting. A decision has been made to add an Administrative Assistant/Solid Waste Planner to the agency's staff. The application deadline has passed. Jerri and Alice conducted two interviews earlier in the week. The two will meet to decide who to offer the position to early next week.

EDA has offered all regional planning commissions the opportunity to apply for a non-competitive round of CARES Act funding to help region recovery from the impacts of the Coronavirus. The Regional Council has submitted its plan and hopes to be awarded funding by July 1, 2020.

The Missouri Job Center has been closed to the public since late March 2020 due to the Coronavirus. The Office of Workforce Development and Northwest Workforce Development Board has scheduled job centers in the region to reopen on July 22, 2020, tentatively. Before our Job Center opens, it will be inspected by State officials.

The City of Craig's CDBG grant to replace grinder pumps was the first 2019 CDBG flood grant funded in the state. The Regional Council has worked with affected communities to submit four more applications for funding. The agency is also working on several more CDBG flood projects that we hope to submit soon. Funding is awarded on a first-come, first-serve basis.

Jerri and Kim continue to work with the Atchison County Levee District and several other federal and state partners to create a new setback levee alignment for L-536 near the Atchison and Holt County line. The U.S. Army Corps of Engineers has started to repair breaches on the levee that will not impact the new alignment.

Jerri, Amy, and Alice have been working with Gentry, Holt, and Worth Counties on the application process for entities wishing to access funding received by the counties under the CARES Act. Application packets have been distributed to the counties. Staff will be meeting with each county commission to review the material.

The 2020 Annual Dinner will be held Thursday, September 24 at Mozingo Lake Conference Center. More details to come.

Closed Session

Jack Baldwin entertained a motion to go into Closed Session at 8:09 pm for personnel discussion, seconded by Gary Carlson. Roll Call vote: Jack Baldwin, Gary Carlson, Lorie Carlson, Tyler Paxson, Regan Nonneman, Ben Lipiec, Bob Stiens, Pat Walter, Bob Stiens, and Jubal Summers. Motion passed (10 ayes; 0 nays).

Regan Nonneman entertained a motion to end Closed Session at 8:20 pm and into regular session, seconded by Tyler Paxson. Roll Call vote: Jack Baldwin, Gary Carlson, Lorie Carlson, Tyler Paxson, Regan Nonneman, Ben Lipiec, Bob Stiens, Pat Walter, Bob Stiens, and Jubal Summers. Motion passed (10 ayes; 0 nays).

Adjourn

With no other business, Gary Carlson motioned to adjourn the meeting at 8:25 pm, seconded by Tom Bullock. Meeting adjourned (10 ayes; 0 nays).


Lorie Carlson, Chairman


Regan Nonneman, Secretary

Members Present

Lori Carlson
Bob Stiens
Ben Lipiec*
Regan Nonneman
Tyler Paxson
Tom Bullock
Gary Carlson
Pat Walter*
Jubal Summers*
Jack Baldwin

Staff Present

Jerri Dearmont
Alice Schieffer
Amy Dowis
Kim Mildward

Members Absent

Curtis Livengood
Martin Weatherd
Adam Stanton
Doug Sutton

Ryan Kingery
Duane Nauman
Greg Welch
Shannon Sherman

Derek Brown
Greg Book
Ben Abplanalp

*Attended by Zoom