

# NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS

## RCOG Open Board Minutes

June 24, 2021

Held in person 403 N. Market, Upstairs Conference Room and via Zoom Meeting

<https://us02web.zoom.us/j/86201498270?pwd=TDcwbWtvVkhHdW53ZDMydjFOZUxOZz09>

Meeting ID: 862 0149 8270, Passcode: 539043, Call-In Only Number: 312 626 6799

### MINUTES

#### Call to Order

Tyler Paxson, Chairman, called the meeting to order at 7:14 p.m.

#### Roll Call

There were eight members present and two members present via Zoom conferencing, constituting a quorum. Roll was called with responding members present as listed below, Danny Johnson and Paxson Crumbaker were present as guests.

#### Approve Agenda

The June 24, 2021 Agenda was previously emailed to the members and made available during the meeting. Curtis Livengood made the motion to approve the Agenda as presented, seconded by Doug Sutton. Motion approved (10 ayes; 0 nays)

#### Approve March 25, 2021 Minutes

The March 25, 2021 minutes were previously emailed to the members and made available during the meeting. Regan Nonneman made a motion to approve the March 25, 2021 minutes as presented, seconded by Bill Walker. Motion approved (10 ayes; 0 nays).

#### Approve March, April and May 2021 Treasurer's Reports

Alice Schieffer, Fiscal Officer presented the Board with revenue and expenditure reports from March 1 - May 31, 2021. Revenues as of May 31, 2021 are \$741,310.97 and Expenditures are \$626,244.31 with a net income of \$115,066.66. The May 2021 bank statement ending balance was \$29,179.58 with total cash or cash equivalents of \$478,907.91. Regan Nonneman made the motion to accept the Treasurer's Report as presented, seconded by Bill Walker. Motion approved. (10 ayes; 0 nays).

#### Committee Reports

##### Personnel Committee

The Personnel Committee update was provided by Doug Sutton. The Committee met earlier this evening. The Committee discussed and recommended to the Executive Board, to add "Bonuses" to the Employee Handbook. The WIB monitored the workforce financials in January 2021 and state the handbook needed to be updated to address policy and procedures for earning bonuses. The Bonus section will read as follows: Any bonuses paid to Regional Council staff are discretionary bonuses. They will be paid out at the sole discretion of the Regional Council Executive Board and are not promised to employees. Bonuses will only be considered if the annual budget allows and must be approved by the Executive Board of Directors". Curtis Livengood made the motion to add the bonus verbal to Section 3: Benefits of the Employee Handbook, seconded by Tom Bullock. Motion approved (10 ayes, 0 nays).

## **Paid Holidays**

Discussion was held regarding the addition of June 19<sup>th</sup> (Juneteenth) as a paid holiday to the handbook. June 19<sup>th</sup> is now a federal and state adopted holiday. Decision was made to table this discussion until the next meeting.

## **Merit Bonuses**

Discussion regarding merit bonuses to all employees for FY 21 was held. Since no salary/wage increases will occur for FY 21, a merit bonus of 4% of each staff employees annual salary/wage is being recommended due to additional CARES Act and flood projects performed in 2020-2021. Danny Johnson made the motion to approve merit bonuses for FY21, Curtis Livengood seconded. Motion approved (10 ayes, 0 nays).

## **Budget Personnel**

Budget Committee update was provided by Bill Walker with committee recommendation to approve the FY21 Revised Budget and FY22 budget. Alice Schieffer provided a summary of each budget. A motion was made by Gary Carlson to approve the FY21 Revised Budget, seconded by Regan Nonneman. Motion approved (10 ayes, 0 nays). A motion was made by Doug Sutton to approve the FY22 budget, seconded by Regan Nonneman. Motion approved (10 ayes, 0 nays).

## **Old Business**

### **Ratify May 19, 2021 Email Votes – Title VI, Work Plan, SW DO & PI Contracts**

Regan Nonneman made the motion to ratify the May 19, 2021 email votes for 1) Approve 2021 Update to the Regional Council's Title VII Plan; 2) Approve FY22 Transportation Work Plan; 3) Approve FY22 Solid Waste District Operations Contract - \$40,000; 4) Approve FY22 Solid Waste District Plan Implementation Contract - \$7,500. Doug Sutton seconded motion. Motion approved (10 ayes, 0 nays). See attached email vote documentation.

## **New Business:**

### **Approve TAC Minutes from February 22, 2021 (Action Agenda Item #3)**

The Transportation Advisory Committee met February 22, 2021. TAC is a sub-committee of the RCOG and therefore TAC minutes need approved by the RCOG board. Bill Walker made the motion to approve the February 22, 2021 TAC minutes, seconded by Regan Nonneman. Motion approved (10 ayes, 0 nays).

### **Approve One Stop Operator Contract - \$17,820 (Action Agenda Item #6)**

The RCOG was awarded the One Stop Operator contract for FY 22 in the amount of \$17,820 at the June WIB meeting. Kim Mildward is the operator of this program. Bill Walker made the motion to approve the FY22 One Stop Operator contract for 17,820, seconded by Tom Bullock. Motion approved (10 ayes, 0 nays).

### **Approve Adult (\$32,879.46) and Dislocated Worker (\$42,443.52) Contract (Action Agenda Item #7)**

The RCOG was awarded the Adult/Dislocated Worker Programs contract for \$75,322.98 at the June WIB meeting. Rita Wallinga is the operator for these programs. Curtis Livengood made the motion to approve the Adult/Dislocated Worker Programs contract, seconded by Bill Walker seconded. Motion approved (10 ayes, 0 nays).

## **Staff Reports:**

No formal reports were given. Staff Reports were provided in the board packet that were emailed to each member.

## **Executive Director's Jerri Dearmont Report:**

On June 10, negotiation meetings were held with the WIB to discuss both OSO and Adult/Dislocated Worker program budgets. The Job Center new office hours will be Tuesday-Thursday 8:30-4:30pm with Mondays and Fridays for appointments only to allow Rita time to work on files, etc. We will reach out to NWMSU to hire a Work Study person to assist Rita part-time. Youth Alliance in St. Joseph was awarded the contract to serve youth clients in our five-county region. They will be using space in our office, one day a week for a fee to assist youth clients.

Amy, Steve and Marisa (Intern) continue to work on both Holt and Worth County HMP updates. Two meetings have been held. The third and final meeting is scheduled for July. If you have questions, please let Amy know. Will begin working on the update to the AMEC plan, which is the Association of Missouri Electric Cooperatives, this is done every five years. Information will be gathered from the 47 electric coops in Missouri. The 1<sup>st</sup> draft of the plan is due to SEMA by 10/24/22.

Robin held a Grant Call for FY21 Solid Waste project. For FY22 a total of \$74,795.56 was available to award to sub-grantees. The district received 8 grant applications and five were funded. Those grants will start July 1.

American Rescue Plan – Continue to keep up on all guidelines.

Continue to work on CDBG, USDA and MoDNR projects for infrastructure projects. Hoping to add at least three grant projects to our FY 22 budget for grant administration. Most recently we have been seeing a largely increase in material costs for water, sewer, and bridge construction costs.

We are still waiting to hear when EDA will release the NOFO (Notice of Funding Opportunity) regarding funds from the American Rescue Plan. We have several potential projects that may be for these funds.

MACOG (Missouri Association Councils of Governments) Professional Development Retreat will be held in October in Hermann, MO. This retreat includes all RPC directors in the State of Missouri.

Jerri thanked her staff for doing a great job on all their programs. It can be stressful working on year end revising the year end budget and working to have the new budgets in place with not only the RCOG and RDC but other funding programs.

I'm planning to have a Staff Development/Fun Day in the future since one didn't happen this year.

RCOG and Job Center will be closed Monday, July 5 for the 4<sup>th</sup> of July holiday.

Save the Date: August 26, 2021 is the Annual Dinner to be held at Mozingo Conference Center.

Next RCOG meeting is pending.

### **Closed Session**

No closed session items.

## **Adjourn**

With no other business, Gary Carlson motioned to adjourn the meeting at 7:46 p.m., seconded by Bill Walker. Meeting adjourned (10 ayes; 0 nays).

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Tyler Paxson, Chairman

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Jack Baldwin, Secretary

### **Members Present in Person**

Tyler Paxson  
Bill Walker  
Doug Sutton  
Gary Carlson  
Lorie Carlson  
Tom Bullock  
Regan Nonneman  
Curtis Livengood

### **Staff Present**

Jerri Dearmont  
Alice Schieffer  
Kim Mildward  
Amy Dowis  
Rita Wallinga

### **Members Present via Zoom**

Jack Baldwin  
Ben Lipiec

### **Staff Present via Zoom**

Robin Davidson  
Steve Houts

### **Members Absent**

Duane Nauman  
Ryan Kingery  
Derek Brown  
Greg Book  
Shannon Sherwood  
Martin Weatherd  
Jubal Summers  
Kent Bohart  
Ben Abplanalp  
Greg Welch  
Pat Walter

### **Guest**

Danny Johnson  
Paxson Crumbaker