KANSAS CITY & VICINITY

Workforce development Board

BOARD OF DIRECTORS MEETING

Tuesday, April 14, 2020
12:00 - 1:30 pm
Location: Zoom Meeting

AGENDA

I.	**CALL TO ORDER** **Ellen Fairchild, Chairperson**	
II.	**APPROVAL OF MINUTES | January 14, 2020**	**Tab 1**
III.	**COMMITTEE REPORT** **Budget & Oversight Committee, Robert Hughes, Jr., Chairperson Tirhas Kidane, FEC, Vice President & Chief Financial Officer** - **Action | Approval**	**Tab 2**
IV.	**FINANCIAL AUDIT PRESENTATION** **Chester Moyer, RubinBrown** **Paul Rodriguez, RubinBrown**	**Tab 3**
V.	**FINANCIAL REPORT** **Tirhas Kidane, FEC, Vice President & Chief Financial Officer**	**Tab 4**
VI.	**PRESIDENT'S WORKFORCE DEVELOPMENT REPORT/COVID-19** **Clyde McQueen, FEC - President & CEO**	**Tab 5**
VII.	**ADJOURNMENT**	

1740 Paseo Kansas City, MO 64108 (816) 471-2330
Serving the City of Kansas City, MO and the counties of Cass, Clay, Platte and Ray

MINUTES

MINUTES
Kansas City & Vicinity Workforce Development Board
January 14, 2020
12:00 pm – 1:30 pm
1720 Paseo Conference Room

Members Present	FEC Staff	Guests
Ellen Fairchild	Shelley Penn	Tina Syas
Alise Martiny	Tirhas Kidane	Charlie Bachwintz *for* Teresa King
Chris Thompson	James Bryant	Christina Davis
Clyde McQueen	Rohina Behrmann	Matt Tapp
Deborah Briggs	Sandi Lemka	Kamia Kindle
Edwin Lowndes	Andrea Robins	Kevin Truman
Ajamu Webster	Keith Kelly	Raj Anantharaman
Jacinda Raney	Franciena King	Sandra Marin
Jim Hampton	April Law	
Kimberly Beatty		
Melissa Boyd		
Robert Hughes, Jr.		
Ron Borst		
Will McCarther		

CALL TO ORDER
Ellen Fairchild, Chairperson of the Kansas City and Vicinity Workforce Development Board called the meeting to order.

MINUTES
The minutes of the October 8, 2019 meeting were unanimously approved as written.

EMPLOYER AND JOB SEEKER PRESENTATIONS
Shelley Penn briefly discussed FEC's partnership with the UMKC School of Engineering and Computer Sciences, resulting in the training course for AR/VR though the Innovation Academy. This initiative will deliver curricula to equip individuals with the skills needed to secure full-time employment with focus on relevant training courses, such as Unity Certified 3D Game Developer, Coding Boot Camps, AR/VR Industry Certifications, and Mean Stack Training, which will be taught by Adjunct Professors.

Ms. Penn introduced Kevin Truman, Dean of the School of Computing and Engineering. He provided a presentation about the school of Computing and Engineering and mentioned they have a new Chancellor, Mauli Agarwal who came to the U.S. from India about forty years ago. Mr. Agrawal is an entrepreneur and has several organizations that he has put together in biomedical materials and biomedical devices. Mr. Truman explained that he has been the Dean for the School of Computing and Engineering for the past eight years and that he had spent thirty years at Washington University in St. Louis, Missouri prior to UMKC. He also gave an overview of the school's mission statement and he further shared that the School of Computing and Engineering has grown from the fall of 2008 when he arrived, now it has about 1,800 students, and they are continuing to grow the undergraduate population and are in the process of adding

a variety of new degrees. They have the largest number of PhD's students on any of the campuses there. They have 14% of minority enrollment, but they are trying to work on that and can do a bit better. School statistics include a 23% female population while international students are primarily in the master's and doctorate program. There is an 83% retention rate; 95% of students graduate, and 80% of students intern before graduation. Approximately 78% stay in Kansas City after graduation and the other percentage ends up in Silicon Valley. They have PE Prep courses for engineers, and lots of opportunities.

Mr. Truman explained that Christina Davis, is in charge of Continuing Education in programs outside of the enterprise center. For internships, job opportunities, and training they have lots of relationships with other organizations throughout the community. They also run the engineering school for Rockhurst as well and they have a relationship with Donnelley College to try to get more Hispanics into the program; they also have lots of dual enrollment programs as well as a Math Academy.

He shared that they have over sixty different areas of research and he discussed the Free-Enterprise Center, which is being built on 51st and Rockhill Road and the grand opening is Fall of 2020. It is an innovation space where anyone in the Community can go and use it. Sandra Marin's role is to find connections like FEC where they can train individuals and grow homegrown talent.

Will McCarther inquired about the mission statement and inquired about how to better serve the local community. Ajamu Webster inquired about the partnership opportunities for minorities and asked if this has been part of the schools thinking. Jim Hampton inquired about having a local partner to make their company more competitive and to get that network developed. Mr. Truman provided additional information about UMKC's initiatives in response to those questions.

Ms. Penn referenced pg. 7 -10 of the board packet which provides pictures of FEC fostered partnership. She stated that a joint partnership with Yoodle was created to increase recruitment efforts and to exposure curriculum offerings. Raj Anantharaman, Founder & CFO of Yoodle explained their relationship with FEC. He shared that Yoodle had created a website for individuals who are interested in receiving information regarding training schedules and eligibility information relevant to coursework.

Rohina Behrmann explained that Soda Pop Graphics is located at 4244 Blue Ridge in Silverstein Eye Center on 5th Floor of the Blue Ridge Tower. SPG offers brand conception and internet marketing design for organizations. SPG has participated in the FEC Shark Tank Interviews for the recently trained Java Script participants and two people were selected to do an internship with their agency. Kamia Kindle, CEO/Sr. Designer and Developer discussed how the organization has been around for over fifteen years. The typical customer is someone who is starting a business but has no idea what to do. She further shared that two interns came from FEC through the partnership, and how pleased she was with intern, Tina Syas and her work done on web development, after she was properly trained. It's been a pleasant experience having the interns onboard. SPG can be found on LinkedIn or can be reached via website at www.sodapopgraphics.com.

James Bryant, Director of Career Services for FEC provided an overview of the KCI Airport Training Project. Mr. Bryant reported that the FEC Central region had 191 persons sign up; FEC Northland 98; South KC 141; and there were 430 applications noted as of December 11, 2019.

FINANCIAL REPORT

Tirhas Kidane provided a brief overview of the Financial Report for the period ending November 30, 2019.

PRESIDENT'S REPORT

Mr. McQueen discussed the Kansas City & Vicinity Local Plan Draft for the year 2020-2023. He referenced Tab 4 of the board report showing a Draft of the Plan and he explained that it's a state requirement that FEC must submit one every five years. There was a discussion regarding the Board Bylaws form on pg. 40 and the board members were asked to sign and return to Franciena King.

ADJOURNMENT

There being no further business, a motion was made to adjourn the meeting. The meeting adjourned at 1:30 pm.

COMMITTEE REPORT

MINUTES
Kansas City & Vicinity Workforce Development Board
Budget & Oversight Committee Zoom Meeting
April 7, 2020

MEMBERS PRESENT	FEC STAFF PRESENT	GUESTS
Robert Hughes, Jr.	Shelley Penn	Chester Moyer
Clyde McQueen	Tirhas Kidane	Paul Rodriguez
Ajamu Webster	Andrea Robins	
George Satterlee	LaCherl Rainey	
Spencer Fields	Sandi Lemka	
	Rohina Behrmann	
	James Bryant	
	Edgar Cooper	
	Keith Kelly	
	April Law	

CALL TO ORDER
Robert Hughes, Chairperson of the Kansas City & Vicinity Area Budget & Oversight Committee called the meeting to order.

APPROVAL OF MINUTES
Mr. Hughes motioned for approval of the minutes for the September 11, 2019 meeting and the minutes were unanimously approved as written.

FINANCIAL AUDIT PRESENTATION
Tirhas Kidane introduced the auditors, Chester Moyer and Paul Rodriguez with Rubin Brown. Mr. Moyer reported on the accounting changes and stated that the work product was received in a timely manner. Mr. Rodriguez shared that he had been a part of the FEC audit team for six years and that is has been a good working relationship. He further reported on audit as of June 30, 2019 and on the primary responsibilities of the audit and he also gave an overview of the new accounting status; the lease status, and the increase in access and liabilities. He further stated that there were no difficulties in completing the audit.

Spencer Fields inquired about the adjustment entry and Mr. Rodriguez replied that the adjustment entry is related to pre-paid rent; which doesn't need to be adjusted.

Mr. McQueen added that FEC's Fiscal Department has been re-organized and the new staff protocols will be forthcoming.

A motion was made, seconded and the Financial Audit report was approved as presented.

FINANCIAL REPORT
Ms. Kidane presented the Financial Report for the period ending in February 29, 2020. She reported that the Adult Programs expenditures are at 70%, the Youth Programs expenditures are at 80 % and that there

will be new funding available in April 2020. The DLW Program budget is $529, 152 which will be used for the new UI clients. The TechHire Program is scheduled to end in June 2020; but a no cost extension is possible. She explained that the staff are working remotely contacting individuals to inform them of the resources that FEC has available and she stated that the last quarter activities will be impacted by the Covid-19 issue and there will be other programs on hold. Ms. Kidane also reviewed the FISCAL department's core operation process.

Mr. McQueen shared that FEC used the FEC building for collateral for a line of credit extension. Mr. Hughes inquired about under what circumstances would FEC need to use the line of credit. Mr. McQueen explained that the primary issue is that if funding is not dispersed in a timely manner FEC may be a need to use the line of credit to pay staff, vendors, etc. He further shared that some of the FEC staff are currently using laptops and cellphones; in order to work from home, and those staff must provide a daily and weekly report to their supervisors regarding their work assignments/duties. Also, there are FEC staff that are on the office rotation schedule and they are provided mask, gloves, and are using the social distancing rule. In addition, FEC has a call center which has received up to three hundred calls per day regarding work related issues and UI questions and he further shared that only on-line classes are available.

Ms. Kidane further reported on the Worker's Compensation Insurance dispute/increase and the audit reversal to receive the credit. She also reported that the annual state FISCAL monitoring outsourced to WIPFLI CPA has been changed to a remote review.

Mr. Hughes inquired about the reason for the increase and Mr. Webster inquired about the time frame for the refund. Tirhas replied that this is an error on the vendor's side that put FEC in the high risk category; the increase will be reversed, and that it will affect the budget if the funds are not reversed in a timely manner. She further stated that a follow-up call is scheduled for this week.

Mr. Spencer asked why FEC was in the high risk status. Mr. McQueen replied that there were several new codes used in error by the vendor that triggered the high risk entity status for FEC.

A motion was made, seconded and the Financial Report was approved as presented.

PRESIDENT'S REPORT

New Funding

Mr. Mr. McQueen reported that the KCV and EJAC Workforce Development Boards Job League Program will increase from $404,407.00 to $524.457.00 and he also gave a brief update on the HPOG Program. He stated that FEC had received an extension for the HPOG Program for $1.2 million.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:20 pm.

KANSAS CITY & VICINITY

Workforce development Board

BUDGET AND OVERSIGHT COMMITTEE MEETING
TUESDAY, APRIL 7, 2020

12:00 - 1:30 pm

Location|: Zoom Meeting

AGENDA

I. CALL TO ORDER
Robert Hughes, Jr., Chairperson

II. APPROVAL OF MINUTES | September 11, 2019 Tab 1

III. FINANCIAL AUDIT PRESENTATION Tab 2
Chester Moyer, RubinBrown
Paul Rodriguez, RubinBrown

IV. FINANCIAL REPORT Tab 3
Tirhas Kidane, FEC, Vice President /CFO

V. PRESIDENT'S REPORT Tab 4
Clyde McQueen, FEC, President /CEO

- **New Funding**
- Job League $120K
- HPOG (HITE) $1.2 million
- **COVID-19 Update**

VI. ADJOURNMENT

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FINANCIAL AUDIT FY 2020 PRESENTATION

RUBIN BROWN, LLP

- *Chester Moyer, Partner*
- *Paul Rodriguez, Manger*

See Separate Attachments

- View Point- Report to Governance
- Audited Financial Statements

Financial Report

February 29, 2020

(For Informational Purposes only)

Kansas City & Vicinity Workforce Development Region

FY: July 1, 2019 - June 30, 2020

As of February 29, 2020

	Contract Period	Budget	Expenditures	%	Balance
FORMULA FUNDS					
Adult Programs					
Economically Disadvantaged Adult Program	7/1/2019 - 6/30/2020	1,782,697	1,488,565	84%	294,132
Dislocated Workers Program (DLW)	7/1/2019 - 6/30/2020	951,902	422,750	44%	529,152
Subtotal Adult Programs		$ 2,734,599	$ 1,911,315	70%	823,284
Youth Programs					
WIOA Youth PY 19/20	4/1/2019 6/30/2020	1,899,625	1,527,142	80%	372,483
Subtotal Youth Programs		$ 1,899,625	$ 1,527,142	80%	$ 372,483
Subtotal Formula Programs		$ 4,634,224	$ 3,438,457	74%	$ 1,195,767
DISCRETIONARY FUNDS					
Adult Programs					
Tech Hire Initiative	7/1/2016 - 6/30/2020	4,250,000	3,470,632	82%	779,368
EPA -Browns Field	10/1/2018 - 9/30/2020	200,000	105,961	53%	94,039
DSS-Health Professions Opportunity Grants	9/30/2015 - 9/30/2020	5,184,185	4,299,174	83%	885,011
America's Promise Grant	1/1/2017 - 6/30/2020	1,380,000	1,181,624	86%	198,376
* Missouri Work Assistance-FY19-	10/1/2018 - 9/30/2019	1,271,640	760,205	60%	511,435
Missouri Work Assistance- FY20	10/1/2019 - 9/30/2020	1,357,312	564,930	42%	792,382
Dislocated ITA	7/1/2019 - 6/30/2020	75,000	-	0%	75,000
Equal Employment Opportunities	7/1/2019 - 6/30/2020	25,000	22,604	90%	2,396
HUD-Choice Grant	10/1/2018 - 9/30/2020	68,000	41,281	61%	26,719
* Sanctuary Workshop PY18	10/1/2018 - 12/31/2019	89,315	73,570	82%	15,745
Sanctuary Workshop PY19	7/1/2019 - 5/31/2020	110,000	13,172	12%	96,828
* Urban League Pre-Apprenticeship PY18	10/2/2018 - 12/31/2019	144,312	115,347	80%	28,965
Urban League Pre-Apprenticeship PY19	7/1/2019 - 5/31/2020	220,000	5,744	3%	214,256
* Suite For Hire	3/31/2019 - 12/31/2019	88,259	53,940	61%	34,320
* BTC Building Brighter Futures	3/31/2019 - 12/31/2019	88,259	18,762	21%	69,497
* Administration-	3/1/2019 - 2/29/2019	126,000	6,510	5%	119,490
* Automotive -Apprentishp DLW	3/1/2019 - 2/29/2019	1,320,000	23,428	2%	1,296,572
* DHEWD Skill UP - Closed	7/2/2018 - 9/30/2019	225,309	150,675	67%	74,634
Show Me Hero -KCV	12/1/2019 - 6/30/2020	30,000	-	0%	30,000
DSS-Skillup - KCV Region	12/1/2019 - 5/30/2020	434,558	114,869	26%	319,689
KCATA -Transportation	9/1/2019 - 8/31/2020	160,000	23,062	14%	136,938
KCMO -First Source	5/1/2019 - 4/30/2020	22,000	15,954	73%	6,046
KCMO- Jobs for Neighborhood	8/1/2019 - 7/31/2020	300,000	172,321	57%	127,679
Subtotal Adult Programs		$ 17,169,149	$11,233,763	65%	$ 5,935,385

**New Funds

* Closed

Kansas City & Vicinity Workforce Development Region

FY: July 1, 2019 - June 30, 2020

As of February 29, 2020

	Contract Period	Budget	Expenditures	%	Balance
Youth Programs					
* TANF Youth Summer Job League	7/1/2019 - 9/30/2019	319,488	193,079	60%	126,409
* Jackson County Youth Combat	5/1/2019 - 12/31/2019	15,000	14,548	97%	452
DSS-Job League - KCV	12/1/2019 - 5/30/2020	286,688	39,478	14%	247,209
Private Contribution (Other)	7/2/2019 - 6/30/2020	25,000	1,988	8%	23,012
Subtotal Youth Discretionary Programs		**$ 646,176**	**$ 249,094**	**39%**	**$ 397,082**
Other					
One Stop Cost Sharing/METP	7/2/2019 - 6/30/2020	250,000	93,881	38%	156,119
Subtotal Youth Discretionary Programs		**$ 250,000**	**$ 93,881**	**38%**	**$ 156,119**
Subtotal Discretionary Programs		**$ 18,065,324**	**$11,576,738**	**64%**	**$ 6,488,586**
Total - KCV Funds		**$ 22,699,548**	**$15,015,195**	**66%**	**$ 7,684,353**

**New Funds

* Closed

Kansas City and Vicinity Workforce Development Region

EXPENDITURE REPORT

For the Period July 1, 2019 - Feburary 29, 2020

	Revised BUDGET FY- 2020	EXPENDITURE Dec. 1, - Feb. 29	Y-T-D EXPENDITURE	% OF BUDGET EXPENDED
Staff Cost				
Salaries	$ 3,602,039	828,164	2,251,259	62%
Fringe Benefits	1,204,487	251,719	615,771	51%
SUB-TOTAL	**$ 4,806,527**	**$ 1,079,883**	**$ 2,867,030**	**60%**
Facility				
Building Rental & Maintenace	624,720	108,515	356,240	57%
Security Services	106,497	18,613	67,546	63%
Capital Outlay-	2,500	0	856	34%
Equip. Maintenance/Lease	62,500	14,392	31,878	51%
Moving Expenses	15,000	4,560	14,360	96%
SUB-TOTAL	**$ 811,217**	**$ 146,079**	**$ 470,879**	**58%**
Supplies/Community Outreach				
Postage/Printing	30,521	6,466	22,203	73%
Supplies	81,375	29,007	66,154	81%
Telephone	122,525	36,329	85,492	70%
Advertising	24,500	5,952	7,909	32%
Membership/Publication	47,500	10,874	33,927	71%
Community Outreach/PR	24,500	12,563	31,621	129%
SUB-TOTAL	**$ 330,921**	**$ 101,190**	**$ 247,305**	**75%**
Travel/Training & Development				
Travel - Local	56,450	12,392	32,746	58%
Travel - Out of Town	47,500	9,941	24,268	51%
Staff Training	26,161	5,369	9,404	36%
SUB-TOTAL	**$ 130,111**	**$ 27,701**	**$ 66,417**	**51%**
Professional Services				
Attorney	75,000	69,502	82,484	110%
Professional Services	17,500	1,400	13,900	79%
Board Support Services/Monitoring	54,000	-	-	0%
Payroll Services	35,000	5,651	22,968	66%
Audit	35,500	28,011	30,277	85%
M I S/Technology	161,116	60,970	142,346	88%
SUB-TOTAL	**$ 378,116**	**$ 165,534**	**$ 291,975**	**77%**
Other				
Insurance	86,000	18,956	71,128	83%
Meeting/Miscellaneous	20,000	3,397	12,260	61%
SUB-TOTAL	**$ 106,000**	**$ 22,354**	**$ 83,389**	
TOTAL FEC OPERATIONS	**$ 6,562,892**	**$ 1,542,741**	**$ 4,026,995**	**61%**

	Revised BUDGET FY- 2020	EXPENDITURE Dec. 1, - Feb. 29	Y-T-D EXPENDITURE	% OF BUDGET EXPENDED
PROGRAM PAYMENTS-				
Training Suppliers & Trainees'				
Participants Payments	1,914,838	82,175	557,910	29%
Training Service Payments	5,056,205	1,027,135	1,952,346	39%
Transportation Payments	179,650	8,316	24,412	14%
SUB-TOTAL	**$ 7,150,693**	**$ 1,117,626**	**$ 2,534,668**	**35%**
G. Total	**$ 13,713,584**	**$ 2,660,367**	**$ 6,561,663**	**48%**

PRESIDENT'S WORKFORCE DEVELOPMENT REPORT/COVID-19

Workforce System Transactions in Five County Area Excluding UI Claims

Total Public Workforce Transactions
March 13, 2020 - April 10, 2020

Kansas City & Vicinity Region

State OWD

A

Row Labels	Sum of MoJobs	Sum of NL MoJobs	Sum of UI	Sum of NL UI	Sum of Reemployment	Sum of NL Reemployment	Sum of Misc	Sum of NL Misc	Sum of Employers	Sum of NL Employers	Sum of Referrals to Partners	Sum of NL Referrals to Partners	Sum of Outbound Calls	Sum of NL Outbound Calls	Sum of Outbound Emails	Sum of NL Outbound Emails
20-Mar-20																
23-Mar-20																
24-Mar-20																
25-Mar-20																
26-Mar-20																
27-Mar-20																
30-Mar-20																
31-Mar-20	4		44		9		3				1		25		21	
1-Apr-20	3		29		7		3						25			
2-Apr-20			36		5		2				0		29		12	
3-Apr-20			46		2		1						17		23	
6-Apr-20			102										48			
7-Apr-20	8		41		9		2						30		67	
8-Apr-20		2	19	17	3	2							8	14	24	27
9-Apr-20	2	2	65	23	8		4						23	10	13	44
Grand Total	**17**	**4**	**382**	**40**	**43**	**2**	**15**				**1**		**205**	**24**	**160**	**71**
Grand Total All Transaction 964																

Total Public Workforce Transactions
March 13, 2020 - April 10, 2020

Kansas City & Vicinity Region

Full Employment Council

B

Row Labels	Sum of Walk-In Turned Away Traffic	Sum of NL Walk-In Turned Away Traffic	Sum of Total Phone Calls Received	Sum of NL Total Phone Calls Received	Sum of Phone Calls Missed/ Message Left/ Hangup	Sum of NL Phone Calls Missed/ Message Left/ Hangup	Sum of Calls Made to Clients (Followup)	Sum of NL Calls Made to Clients (Followup)	Sum of Document Dropoff/ Pickup	Sum of NL Document Dropoff/ Pickup	Sum of EMAILS Received	Sum of NL EMAILS Received	Sum of EMAILS Sent	Sum of NL EMAILS Sent	Sum of WP Reg.	Sum of NL WP Reg.	Sum of Reg. for Work shops	Sum of NL Reg. for Work shops	Sum of Job Matching	Sum of NL Job Matching	Sum of Place-ments	Sum of NL Place-ments	Sum of Work #s	Sum of NL Work #s	Sum of Referrals to Counselors	Sum of NL Referrals to Counselors	Sum of Files in Processing (Eligibility)	Sum of NL Files in Processing (Eligibility)	Sum of Files in Processing (Enrollment)	Sum of NL Files in Processing (Enrollment)
20-Mar-20	49		7																											
23-Mar-20	96		7																											
24-Mar-20	35		38		20		68																		3		2			
25-Mar-20	29	0	117	6	58	2	40	34		0															2	4	7	0		
26-Mar-20	25	0	170	17	15	4	50	28		0				20				5		5		30			3	3	3	0		
27-Mar-20	23	0	159	14	27	0	133	44		0			3					4				20			4	1	0	2		
30-Mar-20	33	0	93	74	60	10	113	65		0			16	7				2	2	8		20			2	1	1	0		
31-Mar-20	27	0	75	79	59	15	110	60	1	0	31	2		5					1	5	3	10			3	2	0	0		
1-Apr-20	23	0	110	90	100	3	135	74		0		1		5				4	3	20		37			6	1	3	0		
2-Apr-20	20	0	84	57	53	23	113	59		0	10								2					2	3	2	0	0		
3-Apr-20	8	0	117	81	88	29	125	84		0		3		8					1						6	3	0	5		
6-Apr-20	13	2	97	74	20	12	94	54		0			24	6	3			1	4	9	1		1			2	0	1		
7-Apr-20	15	1	191	75	185	16	142	76	2	0		6	27	4	1	1		4	3	18					2	7	3	1		
8-Apr-20	11	0	190	80	0	12	153	52	2	0	31	7		2	4	1		2	6	1	8	1			23		3	4	0	3
9-Apr-20	21	0	233	75	162	3	168	53	2	0	30	4	87	5	2		2	2	7		6	1	15		1	1	6	5	0	3
Grand Total	**428**	**3**	**1688**	**722**	**847**	**129**	**1444**	**683**	**7**	**0**	**102**	**23**	**157**	**42**	**30**	**2**	**2**	**4**	**33**	**17**	**79**	**6**	**132**	**1**	**26**	**1**	**43**	**35**	**19**	**15**

Grand Total All Transactions : 6720

Kansas City & Vicinity Total Transactions 964 + 6720 = 7684

C

Eastern Jackson County Transactions

DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

Mardy Leathers, Director — Office of Workforce Development

Job Center Daily Call Log Spreadsheet

DATE: 3/20/20-4/09/20	OWD	Independence	FEC	DATE 03/20/20-4/02/20
MOJOBS	142		86	YTD
UInteract	419		602	YTD
Re-employment Services	121		60	YTD
Miscellaneous (i.e. hours, phone numbers)	281		128	YTD
Employers	51		54	YTD
Referred to Partner Staff	27		257	YTD
Outbound Calls/E-mails	468/361		194	YTD
YTD Calls Totals DATE: 3/20/20-4/09/20	1,509		1,381	YTD
External- Walk-ups Inquiries for UI/Misc.		206		YTD Walk Ups- As of 3/25 to 4/02

1,509 (DHEWD) + 1,381 (FEC Staff's)-Daily calls + 206 Walk-Up Inquiries=3,096

- Supervisors tally all the worksheets at end of each day, provide aggregate totals via Daily Call Log spreadsheet.
- Email to Melissa.Woltkamp@dhewd.mo.gov EVERY DAY!

Total Transactions

7,684 + 3,096 = 10,693

Total Layoffs

September 1, 2019 – April 1, 2020

Date Rec'd	Company Name	Location (s)	WIA Region	Type of Notice	Layoff or Closing Date	# Affected	ETT Meeting Date	Address	Zip	Job Classifications	Type of Business	Union
07/08/19	Pioneer Services	Kansas City	Kansas City & Vicinity	closure	9/1/19-10/11/19	89		4700 Bellview Ave #300	64112	collectors, accounts receivable agents, human resources specialists, and customer service agents	Finanical Serivces	n/a
09/23/19	Sedexo	Kansas City	Kansas City & Vicinity	closure	11/08/19	96		2401 Gillham Rd	64108	food services, cooks, management	Food service & facilities management co	
10/02/19	Cerner Corperation	Kansas City		layoff	12/01/19	79		10234 Marion Park Drive & 3315 N Oak Trwy	64137	patient account specialists and admin	Health Care IT support	
10/17/19	Union Pacific Locomotive shop	Kansas City	Kansas City & Vicinity	closure	10/17/19	89		4801 Garner Ave	64120	electricians, machinists, fireman and material handlers	diesel locomotive shop	Sheet Metal Hall 2; 2902 Blue Ridge Blvd; KC MO 64129
12/05/19	EXL Service	Lee's Summit	Kansas City & Vicinity	layoff	01/31/20	82		777 NW Blue Parkway, sutie 3200	64086	roadside agents, quality control, management	service - roadside assistance	
10/11/19	Haldex	Blue Springs	Kansas City & Vicinity	closure	12/31/20	154	1-8-20; 3-4-20;	2400 NE Coranado Dr	64029	manufacturing & assembly, administration, and management	manufacturing - brakes and brake systems	n/a
03/25/20	Lidia's	Kansas City	KCV	layoff	03/17/20	94	n/a	101 W 22nd St, Kansas City, MO	64108	food services and management	restaurant	n/a
03/27/20	Crossroads Hotel	Kansas City	KCV	layoff	03/17/20	151	n/a	2101 Central St, Kansas City, MO	64108	customer service, retail and retail management, food services and food services management	hotel	n/a
03/27/20	Adam's Mark Hotel	Kansas City	KCV	layoff	03/17/20	138	n/a	9103 E 39th St, Kansas City, MO	64133	customer service, retail and retail management, food services and food services management	hotel	n/a
03/27/20	AutoAlert	Kansas City	KCV	layoff	03/26/20	200	n/a	114 W 11th St, Kansas City	64105	customer service, IT, and sales	IT	n/a
07/11/19	Charming Charlie	KC	KC and Vicinity	closure		12		8720 NW Prairie View Rd	64153	retail sales and management	retail - women's clothing and accessories	
07/25/19	State Street Corp	KC	KC and Vicinity	layoff	Summer 2019	25		801 Pennsylvania Ave	64105	Unknown, State Street is a financial services business	financial services	
07/29/19	Caronelt Eye Care	KC	KC and Vicinity	closure	Summer 2019	3		1004 Carondelet Dr; #400	64114	medical office associates	Healthcare - eye care	
09/26/19	Brown's Furniture	Blue Springs	KC and Vicinity	closure	Fall 2019	3		825 SW 40	64015	retail sales	retail - furniture	
10/03/19	YMCA	Blue Springs	KC and Vicinity	closure	10/30/19	80		1300 SE Adams Dairy Pkwy	64014	recreation and fitness instructors and administration	Gym & community center	
10/07/19	Yanfeng	Riversid e	KC and Vicinity	layoff	Fall 2019	42		4110 NW Helena	64150	assembly, production, management	manufacturing - automotive interiors	
11/06/19	Motherhood Maternity	Indepen dence	KC and Vicinity	closure	12/01/19	3		18813 East 39th St. S	64057	retail	retail - maternity clothing	
11/06/19	Black Dirk	KC	KC and Vicinity	closure	11/07/19	15		5070 Main St	64112	food services	restaurant	
11/22/19	Fred P. Otts	KC	KC and Vicinity	closure	11/22/19	12		4770 JC Nichols Pkwy	64112	retardant workers	restaurant	
12/06/19	Rockstar Burgers	Kansas city	KC and Vicinity	closure	12/01/19	20		1611 Genessee St	64102	Restaurant workers	restaurant	
12/30/19	Hogshead	KC	KC & Vicinity	closure	01/05/20	30		4743 Pennsylvania Ave	64112	food services	restaurant	
12/30/19	Flowerama	Indepen dence	KC & Vicinity	closure	12/31/19	3		16502 E. US Hwy 40	64055	retail sales, florists	retail - florist	
01/06/20	Hallmark Cards	KC		layoff	02/29/20	325		2501 McGee Tfkwy	64108	retail design & sales	Retail - greeting cards, home accents and décor	
01/06/20	Lindt (AKA Russel Stover)	KC	KC & Vicinity	layoff	01/31/20	10		4700 Grand Ave	64112	corporate sales	retail - candy	

1/22,20	Pier 1 - KC area	Lees summit & 2 KC locations	KC & Vicinity	closure	04/01/20	35	n/a	1712 NW Chipman Rd; Lees Summit; 1011 W. 136th St; KC; 8530 N Evanston Rd, KC		retail sales, management	retail - home décor, gift items	
01/22/20	Nuts & Bolts	Indepen dence		closure	04/01/20	10	n/a	3844 S Nolad Rd	64055	retail sales, management	retail - home & hardware	
02/14/20	Roll on logistics	KC	KC & Vicinity	layoff	02/28/20	3	n/a	1201 Quebec St		administration	logistics	
03/02/20	Gordmans	KC; Indepen dence	KC & Vicinity	closure	05/31/20	60	n/a	309 NE Englewood Rd; Kansas City, MO 64118; 13500 E. US Hwy 40, Independence, MO 64055		retail and retail management	retail - home goods & clothing	
03/11/20	HyVee Fulfillment Center	KC	KCV	closure	05/06/20	583	starting 3/16/20	8700 Elmwood Ave, Kansas City, MO 64132	64132	CDL drivers, delivery drivers, clerks, inventory, logistics, order selectors, stocking, and shipping and receiving	retail grocery	no
03/19/20	Salty Iguana	Indepen dence		closure	03/19/20	60	n/a	117 E. US Hwy 40	64055	food service and management	restaurant	
03/20/20	Chuy's	KC area		layoff	3/191/20	75	n/a			food service	restaurant	

03/26/20	Blip Roasters	Kansas City	KCV	layoff	03/17/20	15	n/a	1101 Mulberry St, Kansas City	64101	retail, customer service, and retail management	restaurant	n/a
03/21/20	Goodwill MOKAN	Kansas City	KCV	layoff	03/21/20	unknown	n/a	440 SW. Ward Road, Lee's Summit, MO 64081 9740 N. Cedar Avenue, Kansas City, MO 64157 800 E. 18th Street, Kansas City, MO 64108 4824 N. Oak Trafficway, Kansas City, MO 64118 1800 N. Corrington Avenue, Kansas City, MO 64120	multiple	retail and retail management	retail	n/a
03/17/20	Faurecia	Blue Springs	East Jackson	layoff	03/17/20	unknown	n/a	2005 NE Jefferson St, Blue Springs	64029	assembly	manufacturing (Ford supplier)	n/a
03/20/20	Indepenence Center	Indepen dence	East Jackson	layoff	03/20/20	unknown	n/a	18801 East 39th St S, Independence	64057	retail	mall	n/a

Pre-Corona Virus Activity
Customer Service Transactions

PY 2019 Achieved Performance by Location
Quarter 3

	Employment Q2 Adult	Employment Q2 DW	Employment Q2 Youth	Employment Q4 Adult	Employment Q4 DW	Employment Q4 Youth	Credential Adult	Credential DW	Credential Youth
All Location	109.0%	109.7%	101.4%	116.4%	113.5%	110.4%	152.2%	142.8%	77.0%
01-Northwest Region	112.2%	105.2%	79.9%	123.2%	112.0%	127.3%	213.7%	98.0%	102.7%
02-Northeast Region	119.0%	122.6%	116.4%	128.4%	101.8%	117.6%	180.9%	111.1%	115.0%
03-Kansas City & Vicinity	126.8%	120.6%	124.3%	140.8%	128.7%	132.5%	188.3%	122.5%	114.8%
04-West Central Region	97.4%	125.2%	114.0%	127.9%	129.5%	100.8%	124.4%	81.8%	48.8%
06-St. Louis City	97.3%	0.0%	101.1%	114.3%	107.1%	161.9%	198.5%	79.4%	81.1%
07-Southwest Region	111.9%	113.8%	102.4%	116.9%	123.7%	127.3%	147.5%	129.9%	79.8%
08-Ozark Region	102.9%	115.7%	125.2%	104.5%	114.6%	155.9%	192.3%	124.2%	91.1%
09-Central Region	96.2%	107.5%	100.3%	113.1%	107.8%	105.6%	148.3%	133.0%	48.9%
10-South Central Region	107.8%	116.7%	109.6%	112.3%	128.2%	123.0%	170.9%	139.5%	88.0%
11-Southeast Region	111.1%	109.2%	112.7%	115.8%	118.5%	94.4%	148.1%	113.0%	89.9%
12-East Jackson County	114.5%	124.2%	104.6%	120.5%	127.5%	105.4%	125.7%	159.4%	95.2%
13-St. Louis County	111.9%	93.6%	97.4%	106.5%	111.3%	107.7%	164.0%	143.7%	112.8%
14-St. Charles County	109.6%	117.1%	112.2%	110.2%	92.6%	111.6%	155.8%	155.0%	125.8%
15-Jefferson/Franklin Consortiu	113.4%	112.6%	118.1%	115.5%	102.9%	122.0%	164.3%	111.8%	89.3%

KANSAS CITY AND VICINITY

TRAINING AND EMPLOYMENT SERVICES
TO TARGETED JOB SEEKERS

July 1, 2019 - March 31, 2020

JOB SEEKERS			
I. Wagner Peyser			
Total number of Distinct Individuals Receiving Services		15141	
BELTON-WCMCAA		107	
FEC RICHMOND		148	
KANSAS CITY - NORTHLAND JOB CENTER		3611	
KANSAS CITY - FEC JOB CENTER		7891	
KANSAS CITY SOUTH JOB CENTER/KCS-FEC		2671	
PLATTE COUNTY RESOURCE CENTER		127	
THE CUBE Full Employment Council		586	
Total Number of Wagner-Peyser Exits		8417	
Employed 2nd Quarter after Exit		5171	
Employed 4th Quarter after Exit		5840	
II. KCV WIOA ADULTS - ECONOMICALLY DISADVANTAGED			
	GOAL	**ACTUAL**	**VARIANCE**
Enrolled in Training (COT/OJT)	167	136	-31
Classroom Training		131	
On-the-Job Training		5	
Apprenticeship		0	
Credential Received		70	
Employed	143	79	-64
Median Wage	$11.40	$13.80	$2.40
III. WIOA DISLOCATED WORKERS - (LAID-OFF/TERMINATED/DISPLACED HOMEMAKER)			
	GOAL	**ACTUAL**	**VARIANCE**
Enrolled in Training (COT/OJT)	185	37	-148
Classroom Training		35	
On-the-Job Training		2	
Other Training Related Activity		0	
Credential Received		32	
Employed	163	34	-129
Median Wage	$11.40	$15.50	$4.10
IV. WIOA YOUTH (AGES 16-24)			
	GOAL	**ACTUAL**	**VARIANCE**
Total Served (New Enrollments)		93	
Enrolled in Training (COT/OJT)	185	67	-118
Classroom Training		20	
On-the-Job Training		0	
Other Training Related Activity		47	
Credential Received		80	
Employed	163	34	-129
Median Wage	$11.40	$14.00	$2.60

WORKFORCE IMPACT

15141

SPECIAL PROJECTS

A. Missouri Work Assistance - Welfare to Work

October 1, 2019 - September 30, 2020	GOAL	ACTUAL	VARIANCE
Enrolled in Training (COT/OJT/Subsidized Paid Employment)	65	28	-37
Total Employed		10	
Average Wage		$14.00	

B. SNAP (SKILL-UP TRAINING)

October 1, 2019 -May 31, 2020	GOAL	ACTUAL	VARIANCE
Enrolled in Training	41	8	-33
Enrolled in COT		3	
Enrolled in OJT		1	
Enrolled in Internship/Work Experience		4	
Referred by LINC		0	
Training Completed		7	
COT Training Completed		4	
OJT Training Completed		1	
Internship/Work Experience Training Completed		2	
Credential Received		6	
Employed		5	
Median Wage		$12.88	

D. Career Services Specialist (Jewish Vocational Service)

October 1, 2019 - September 30, 2020	GOAL	ACTUAL	VARIANCE
Unique Customer Served	132	158	26
Customers who attend workshops or are assisted with job search, incl. dually enrolled customers	106	17	-89
Customers enrolled who complete job training	24	0	-24
Customers entering employment and retain employment through 4 quarters	99	3	-96

E. Kansas City Area Transportation Authority (KCATA)

September 1, 2019 - August 31, 2020	ACTUAL
31-Day Passes	65
Employment Transportation Rider Trips	226
Employment Transportation Riders	13

F. HPOG 2 - Year 5				
September 30, 2019 - September 29, 2020	**STATE Goal**	**GOAL***	**ACTUAL**	**VARIANCE**
Total # to be enrolled in HITE Overall	250	158	74	-84
# of TANF recipients enrolled (15%)	107	60	11	-49
# of participants that will begin basic skills education (20%)	34	15	14	-1
# of participants that will complete basic skills education (65%)	29	13	4	-9
# of participants that will begin any healthcare occupational training (90%)	200	88	82	-6
# of participants that will complete any healthcare occupational training (85%)	240	135	75	-60
# of participants that will obtain employment in a healthcare occupation (88% of those who complete training and 67.5% of total served)	300	197	37	-160
Average Wage at Placement			$14.14	

G. TECH HIRE TOTAL - CUMULATIVE			
July 1, 2016 - June 30, 2020	**GOAL**	**ACTUAL**	**VARIANCE**
Total Participants **Served Total** number of all participants served (receiving a grant-funded service and/or grant-funded education/training). Figures provided for total participants that receive services and total participants enrolled in Education/Training Activities should not exceed total participants served.	2000	1347	-653
secondary school, between the ages of 17 and 29, and have barriers to training and employment)	1500	820	-680
Other population(s) 25% (unemployed, dislocated, underemployed, and incumbent workers, particularly incumbent workers in lower-skill, lower-wage, and front-line jobs in need of upskilling)	500	527	27
Total Participants Enrolled in **Education/Training** Activities	1800	740	-1060
Total Participants Completing Education/Training Activities	1500	484	-1016
Total Participants Who Complete Education/Training Activities AND Receive a Degree or Other Credential	1500	383	-1117
Total Number of Unemployed Participants who Obtain Employment Total number of all unemployed participants who obtain employment. Incumbent Workers should not be included in this outcome	900	628	-272
Total Number of Incumbent Worker Participants that Advanced into a New Position This includes incumbent workers that advanced into a new position with their current employer or a new employer following the completion of a training program. Incumbent workers that did not advance into a new position (i.e. retained their existing position or layoff aversion) following the completion of a training program should not be included in this outcome.	200	37	-163
Median earnings	$30,161.00	$32,822.40	$2,661.40

H. AMERICA'S PROMISE -CUMULATIVE			
January 1, 2017 - December 31, 2020	GOAL	ACTUAL	VARIANCE
Total Participants Served	375	307	-68
		9	9
Total Participants Enrolled in Education/Training Activities	334	201	-133
Total Participants Completing Education/Training Activities	252	146	-106
Total Participants Who Complete Education/Training Activities AND Receive a Degree or Other Credential	184	97	-87
Total Number of Unemployed or Underemployed Participants who Obtain Training Completions and Employment	232	84	-148
Total Number of Incumbent Workers that Advanced into a New Position	72	0	-72
Median Earnings	$15.00	$18.53	3.53

I. KC JOBS FOR NEIGHBORHOODS	
July 1, 2019 - July 31, 2020	ACTUAL
Served	9
Total Enrolled in Training*	9
Enrolled in Classroom Training	2
Enrolled in Work Experience	7
Placed	2
Average Wage	$16.13

*Some participants may have participated in COT and Work Experience

J. JOB LEAGUE			
October 1, 2019 - May 31, 2020	GOAL	ACTUAL	VARIANCE
Assessment (511)		13	13
Work Readiness (515)		6	6
Work Experience (503)	57	4	-53

K. ENVIRONMENTAL PROTECTION AGENCY - CUMULATIVE			
October 1, 2018 - September 30, 2021	GOAL	ACTUAL	VARIANCE
Enrolled in Training	60	30	-30
Completed Training	50	17	-33
Placed in Environmental Positions	35	16	-19
Placed but Pursuing Further Education	6	0	-6
Average Wage		$25.68	

L.1. URBAN LEAGUE APPRENTICESHIP PROJECT			
July 1, 2019 - May 31, 2020	GOAL	ACTUAL	VARIANCE
Enrolled in Pre-Apprenticeship	35	26	-9
Completed Pre-Apprenticeship	28	23	-5
Placed	22	2	-20
Average Wage		$16.38	

L.2. URBAN LEAGUE APPRENTICESHIP PROJECT			
July 1, 2019 - May 31, 2020	**GOAL**	**ACTUAL**	**VARIANCE**
Enrolled in Pre-Apprenticeship	50	0	-50
Completed Pre-Apprenticeship	40	0	-40
Placed	32	0	-32
Average Wage		$0.00	
M.1. SANCTUARY WORKSHOP			
October 1, 2018 - December 31, 2019	**GOAL**	**ACTUAL**	**VARIANCE**
Enrolled in Pre-Apprenticeship	35	26	-9
Completed Pre-Apprenticeship	28	2	-26
Placed	22	3	-19
Average Wage		$14.45	
M.2. SANCTUARY WORKSHOP			
July 1, 2019 - May 31, 2020	**GOAL**	**ACTUAL**	**VARIANCE**
Enrolled in Pre-Apprenticeship	35	0	-35
Completed Pre-Apprenticeship	28	0	-28
Placed	22	0	-22
Average Wage		$0.00	
N. AUTOMOTIVE DLW			
March 1, 2019 - September 30, 2020	**GOAL**	**ACTUAL**	**VARIANCE**
Participants Screened	600	42	-558
Enrolled in Registered Apprenticeship	300	3	-297
O. BTC - BUILDING BRIGHTER FUTURES			
March 1, 2019 - December 31, 2019	**GOAL**	**ACTUAL**	**VARIANCE**
Enrolled in Pre-Apprenticeship	16	4	-12
Completed Pre-Apprenticeship	12	0	-12
Placed	10	0	
P. COMMUNITY LINC			
October 1, 2019 - May 31, 2020	**GOAL**	**ACTUAL**	**VARIANCE**
Enrolled in Pre-Apprenticeship	12	0	-12
Completed Pre-Apprenticeship	9	0	-9
Placed	7	0	-7
Average Wage		$0.00	
Q. CHOICE NEIGHBORHOOD (Serving 64106, 64124, 64127)			
January 1, 2015 - June 30, 2020	**GOAL**	**ACTUAL**	**VARIANCE**
Served	250	2458	2208
Trained	35	140	105
Placed	125	213	88
Average Wage		$13.23	

R. KANSAS CITY PUBLIC SCHOOLS			
January 1, 2019 to Decmber 31, 2019	**GOAL**	**ACTUAL**	**VARIANCE**
Served/Enrolled	30	56	26
Skills Gain	24	26	2
HS Diploma/HiSet	24	26	2
Work Experience	30	30	0
Placed in Employment, Post-Sec Ed, Military	20	7	-13
Median Wage		$14.00	

KANSAS CITY AND VICINITY

TRAINING AND EMPLOYMENT SERVICES
TO TARGETED JOB SEEKERS
July 1, 2019 - March 31, 2020

Employer Services

Effectiveness in Serving Employers Indicators - Summary Report

Employer Services Type	Total Employers Served	Total Locations Served (Establishments)	Total Number of Services
Employer Information and Support Services	443	467	12,006
Workforce Recruitment Assistance	1,008	1,401	29,583
Strategic Planning/Economic Development Activities	159	163	285
Untapped Labor Pools Activities	250	262	760
Training Services	98	102	175
Incumbent Worker Training Services	72	75	119
Rapid Response/Business Downsizing Assistance	130	137	233
Planning Layoff Response	93	97	129

Services Provided Employer Reports - by Service

Service	Total Employers	Total Services
E09 - Agricultural Services Marketing	1	1
E04 - Assist with Recruitment	187	356
E03 - Assistance with Job Order	142	209
E10 - Customer Service Follow Up	225	460
E11 - DVOP Service Organization Outreach	28	49
E94 - Employers view internal resumes	55	9,828
E22 - ETT Contact	39	62
E26 - Incumbent Worker Training	13	16
E13 - Job Development Contact	154	246
E14 - LVER Outreach	5	7
E15 - Make Business Presentation	89	100
E92 - Notification to employer of potential applicant	121	206
E02 - Participate in Job/Career Fair	26	36
E19 - Participated in Workshop/Seminar/Conference	2	2
E21 - Provide business retention assistance	69	116
E20 - Provide Business Services Information	145	206
E05 - Provide Labor Market Information	50	67
E90 - Referred Qualified Applicants	589	3,972
E17 - Summer Youth	40	75
E12 - Work Based Learning Contract/Monitoring Visit	45	75
E18 - Work Based Learning Marketing	5	5

WORKFORCE IMPACT

2253

30.40%

16094

Stay At Home
Work Order

Dear FEC Team Members:

FEC has issued a "Stay at Home Work Order" effective **Monday, April 13, 2020** ***through*** **Friday, April 24, 2020**. FEC employees will return to work, Monday April 27, 2020 according to the rotation schedule. During this time FEC will deep clean its offices as well as anticipate that this will be a peak time during which more coronavirus spread may occur. This is our plan of action at this time, however it may be adjusted if circumstances so require.

FEC Team Members will be required to maintain an electronic daily log including but not limited to duties that entail, case management, follow up, answering the phone, business services, monitoring reports, Planning reports, accounting, bookkeeping, training, professional development, etc. Employees not keeping an electronic daily log will have their annual leave time charged appropriately. Therefore it is crucial you interact with your Supervisors//Team leaders to execute a plan of work that is documented daily through your daily log electronically on your company issued laptop.

This COVID-19 pandemic is an experience that has never been encountered before, and therefore we are adjusting our business model with the help of our team members and general public at its focus. We have two objectives: (**1**) Serve the people at a time when they need us the most. With over 100.000 people in Missouri filing for unemployment as of last week we must be there for them at this crucial time. It is important that we recognize that while working at home 8:00 AM-5:00 PM, we are still bound by the professional standards that govern our agency. We should not engage in NON FEC social media during our core working hours, nor engage in inappropriate media posts. We must insure that all of our confidentiality requirements remain intact and no external entity or person is permitted to view, download or review any internal Confidential information regarding people or businesses, but subject to the public domain. Further, we shall not engage any client in a face-to-face provision of service. In addition, we use an input - output model. What did we do? What was the result of what we did? These questions must be answered through daily electronic logs or your activities will be questioned (**2**) we must honor the entire reason for quarantining our services from job seekers and closing our offices, which is social distancing. It is inappropriate to close our offices to the people and then go home to our family and convene large gatherings, and not practice social distancing of at least 6ft. or more.

I will say I am proud of our team and we must continue to show our commitment to customer service, quality service, and performance results during this time.

We go forward together!!

Clyde

Having Troubles? View ONLINE

SHARE

MISSOURI DEPARTMENT of ECONOMIC DEVELOPMENT

Helping Missourians Prosper

Statewide Stay at Home Order: Business Guidance and Waiver Requests

The Director of the Department of Health and Senior Services issued a statewide Stay at Home order, effective Monday, April 6, 2020, through Friday, April 24, 2020, in response to the spread of COVID-19 in our state. The order provides instruction for businesses that can continue to operate and establishes criteria to determine those businesses that cannot continue for the time being.

The order also establishes a waiver process through which certain businesses that might otherwise be required to close under the order could obtain a waiver from the Director of the Department of Economic Development (Department).

Everyone is encouraged to visit the Department's website and read its summary of the order and accompanying FAQs. Here are some things for businesses to keep in mind about the order and the waiver process:

1. The order does not require all businesses to close.
2. Businesses that can operate with 10 or fewer people in a single space and with each person 6 feet or greater apart, known as "social distancing," from all others can continue to operate. This applies to restaurants, which may continue

to operate drive-through, curbside, and dine-in options, as long as the preceding two requirements are met. Restaurant employees count toward the 10-person maximum.

3. Businesses whose employees perform "essential worker functions" per guidance from the U.S. Department of Homeland Security can continue to operate. Their workers should follow the most current health practices recommended by the U.S. Centers for Disease Control and Prevention to the extent possible. When feasible, their employees should work from home and should practice social distancing at work except when their job duties require otherwise.

4. For businesses whose employees perform essential worker functions and that engage in retail sales to the public, for example, grocery stores, the order provides occupancy limits depending on the size of the particular retail location and applicable fire or building code occupancy standards. The order summary explains the limits of how many people can shop at a time at a given location, and the FAQs walk through how to calculate the limit depending on the location size and occupancy standard, and how to calculate it if no occupancy standard applies.

5. The order provides a waiver request process through the Department for businesses whose employees do not perform "essential worker functions" and who cannot operate with 10 people or fewer in a single space but wish to continue to operate.

   a. The only aspect of operation to which a waiver would potentially apply is the social gatherings requirement.

   b. Because a waiver would only apply to the social gatherings requirement, businesses whose employees perform non-essential functions and who could not abide by social distancing while operating will not qualify for a waiver.

   c. In order to receive a waiver, businesses whose employees perform non-essential functions must establish in their request why excepting them from the social gatherings requirement and allowing them to continue operating would be in the interest of public health and safety.

6. Businesses wishing to request a waiver should visit the Department's website at http://ded.mo.gov/businesswaiver and complete the online submission form.

   a. The form is very short, should not take more than a few minutes to complete, and should cause an auto-confirmation to be sent nearly immediately to the requester. (Requesters may want to ensure that their email filters do not regard the domains used in the waiver process (http://oa.mo.gov and http://ded.mo.gov) as spam.)

   b. All waiver requests need to be routed through this online process to guarantee timely receipt, confirmation, review, and response.

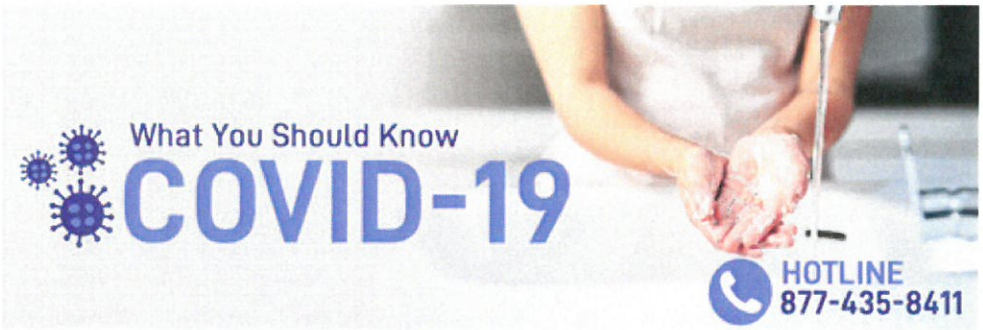
   c. The Department intends to review each request and respond daily.

   d. A business should submit a separate request for each physical location that it

wishes to continue operating despite not meeting the essential worker or social gatherings requirement.

e. Businesses whose workers perform essential functions or who can operate with 10 or fewer workers each 6 feet or greater apart do not need, should not request, and will not receive a waiver from the order.

7. In addition to the state order, local ordinances or orders may apply depending on a business's location. Such local authority may be more restrictive and would still apply to the business without regard to any waiver from the Department. Therefore, if a business is located in a county or city with more strict requirements than the state order, they should not request a waiver.



Missouri Department of Economic Development

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FULL
EMPLOYMENT
COUNCIL

FEC Work from Home Policy Guidelines

Issued March 30, 2020

Full Employment Council, Inc. *"Our Job is Your Career."™* American Job Centers
1740 Paseo • Kansas City, Missouri 64108 • 816-471-2330 • www.feckc.org

The Full Employment Council, Inc. is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.
All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

FULL EMPLOYMENT COUNCIL

Clyde R. McQueen
President & CEO

March 30, 2020

FEC Everyone

Work from Home Policy

Background:

The COVID-19 circumstance has required FEC consider alternative work locations, tele-connect, and electronic means of servicing the general public as an alternative to face to face interaction with the general public.

In determining this policy it is essential that an employee who has been granted work from home privileges can document services to the general public; productivity which enables FEC to provide effective customer service while meeting performance requirements as required by funding authorities; work effectively with partnership agencies and concurrently with federal, state, city, county, local, and regional authorities; and effectively execute any training or learning exercises to increase skill competencies enabling them to increase service and output through their specific staff position while maintaining a written record of performance and customer service outputs and work products that are available and verifiable when requested. In addition, though not in the office.

I. It is required that the offsite team members work effectively with onsite team members for maximum customer service and performance outputs and follow directions as provided by the management team leader. The primary criteria, though not sole criteria, which will be utilized by the Officer Corps (CEO/COO/CFO) will include but not be limited to:

1) Function of position held by individual requesting home at work privileges;
2) Priority nature of work to be provided;
3) Demonstrated effectiveness/knowledge of employee/performance track record in WIOA; HPOG; MWA; TECHHIRE; EPA; finance; compliance; etc., and other performance customer service requirements as may be required by management;
4) Ability of employee to execute programs as directed by management in a team/distance format as determined by management;

The Full Employment Council, Inc. is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

5) Availability of equipment i.e. laptops/cell phone to execute the position.
In instances where an employee requests to work from home has been denied, employee may request sick leave, annual leave, FMLA, or leave without pay dependent upon the nature and scope of the request, and the documentation provided. Authorization of such leave in these categories is pursuant the requirements as stated in the FEC personnel manual;
6) These considerations may be assigned from 1-2 week intervals

II. During the time of the COVID-19 virus outbreak, the following criteria will also be utilized in addition to those above to determine work from home authorization and these considerations will expire December 31, 2020:

These considerations are driven by medical and medically related considerations of FEC Team members individually and/or their individual family members. If the Officer Corps (CEO/COO/CFO) determines that such work at home privileges will not be authorized, FEC Team member may request the appropriate sick leave, vacation leave, or expanded FMLA requirements that will expire **December 31, 2020**, and will be elaborated further in the Expanded FMLA policy that will become effective **April 1, 2020**, which were provided to you via e-mail this past **Thursday, March 26, 2020**.

Procedures:

In consideration of work from home authorization, due to medical considerations due the COVID-19 pandemic, the following procedures are established in addition to those noted previously:

Employees may request to work from home due to COVID-19 considerations by utilizing the protocol that follows. This protocol relates solely to the authorization to work from home based on medical considerations of the FEC team member and/or their family members and does not relate to sick, annual, or new Expanded FMLA provisions enacted April 1, 2020 and expires December 31, 2020 which you previously received.

Establishment of a medical reason for working from home due COVID-19 considerations may request working from home via a written request submitted directly to the office of the President via a sealed envelope to my attention. Request to work from home due To COVID-19 medical considerations can be established through one of four medical assertions which are detailed later. This option is entirely at the discretion of the FEC and is designed to enable FEC to meet the needs of the general public during this time as FEC provides an essential service as designated by the state of Missouri and thereby is exempt from any stay at home declaration. If the work from home request is denied by FEC, Staff may request formal leave as detailed earlier. The medical request for work from home may be requested through one of four written methods via sealed envelope to my office:

1) A statement from your healthcare provider and the need to work from home due to COVID-19 medical concerns based on your attested medical condition.
2) A valid current prescription presently being used to treat your condition and verification that the prescription treats the condition for which you are seeking at home work status. This verification can be provided in writing by your healthcare provider, pharmacy, or verification through electronic means printed off and submitted with your written request.
3) If you are presently on active FMLA status or an intermittent FMLA status, that verification will be sufficient but written request still required.

4) If you are seeking work at home status due to guardianship or familial relationship such as child, spouse, or other family member, you must provide the same information for that family member. If you have intermittent or active FMLA for that child, spouse or family member, such authorization is sufficient but must be cited in your request.
5) If you are 65 or older.

In addition to meeting one of the four areas noted, you must also attest that you have FEC provided computer access and FEC cell phone or personal cell to interact with FEC Team Members. The work assignments will be provided to you by cell phone or electronically and you are duly required to complete these assignments and keep a written daily log electronically to be submitted to your Team Leader at the close of each day. Absent compliance with the daily log requirement, your work at home privileges will be suspended and the appropriate leave or leave without pay categories will be applied.

This is an accommodation provided FEC and can be suspended, reduced, or eased based upon the spread or retreat of the COVID-19 at the direction of the CEO or designees. This accommodation does not replace available leave through expanded FMLA, sick, or annual leave allowances.

If you are interested in applying for work at home through this category based on the Medical Concern process listed previously, you must submit this written request **no later than noon Friday, April 3, 2020**, via sealed envelope to the office of the President at 1740 Paseo. If you are presently working from home due to a medical concern approved previously, you may continue on that basis up through **Friday, April 3, 2020**, but your written request for continued accommodation must be submitted to my office at that time or via written sealed envelope no later than noon. If approved this request is granted on a two week basis or shorter based on management considerations.

FEC team members not granted this accommodation will be a part of the FEC staff rotation presently being used to staff the office on an intermittent basis. This process may be amended at any time based on change on regulation or further regulatory interpretation. Thank you for your support and teamwork during this time!

Clyde McQueen

Work from Home Request for Medical Reason

I, _____, request to work from home for the following medical reasons. Requestor must circle at least one to be eligible.

1. Medical Condition
    a. Must attach medical documentation from Healthcare Provider for either you **or** family member.

2. Provide a copy of valid, current prescription and verification if treating your medical condition from Healthcare Provider or pharmacy.

3. Presently on active FMLA status or intermittent FLMA status
    a. Must attach authentication.

4. Healthcare condition of Family Member
    a. Must provide documentation for steps 1-3. Attach documents.

5. Over the age of 65
    a. Must provide documentation:
        i. Driver's License;
        ii. Birth Certificate; or
        iii. Select Service Verification

I attest all statements attached herein are accurate and correct. I acknowledge that any statement found to be false or inaccurate will result in personnel action up to and including termination.

_____ _____

Signature Date

McQueen, Clyde

From: McQueen, Clyde
Sent: Thursday, March 26, 2020 8:30 PM
To: FECEveryone
Subject: FW: DSS Travel Letter
Attachments: Essential Employee Letter 3-22-2020.pdf

Importance: High

Enclosed is the essential employee letter for persons working in MWA; HPOG; Skill UP; and Jobs League. KCMO " Neighborhood Works, "has been Declared a "Public Safety Program through City of KCMO coordinated by Stan Barrett. Mardy Leathers has previously issued a letter declaring all Missouri Career Center staff as essential Employees. Tech Hire, our next program leverages resources from all of these programs, and thus all programs administered by FEC are essential programs. Given these declarations, FEC officers, will determine a rotation schedule of employees to work in the Missouri Job Center as well as at home. If employees are designated to work from home, they are required to keep an electronic daily log of activities, and required to submit this daily log electronically /report via e-mail to their immediate supervisors, who will then submit their summary report to CEO/COO/CFO daily via e-mail. This report will then be stored by the officers in an electronic file in their individual management drive for future review and audit purposes. Management Employees will also submit to the officers (all of them) a daily summary report on their daily activities when working from home as well as those of subordinates whom they may supervise.

If employees, who are working from home document minimal to no activities, then their appropriate sick or annual leave will be charged and their working from home status reevaluated. At FEC we value the safety of our employees and the general public, but if you request authorization to work from home, then this work must be documented. Utilizing your computer to document your work on projects, documenting your interaction with clients, job seekers and employers, via telephone or on your laptop meets this requirement, but the work must be done, and evidence of its activity submitted to Sr. Management.

We have job seekers and employers who really need our help during this time to answer questions about employment, hiring, training, etc, so we must document our assistance to them! We have external monitoring reports, that indicate inadequate case notes for employers and job seekers, so now is the time to fix them!
We have requirements from the state to insure the certification of career centers that we manage that are due in 90 days, we need to arrange it! We have new monitoring systems we must document; training to be instituted, a ton of work to be done! We embrace you working from home, to do these things, but it must be documented. There are also other leave options that you may pursue, that have been recently passed that may be Virus related, that may require additional documentation, you are welcome to inquire and apply first, before your other leave options.

FEC has secured additional laptops and cell phones to be utilized by our team to service the general public and meet our compliance requirements. I know that we have turned our business model upside down, but while doing so we may find more innovative ways to assist our clientele. My counterparts throughout the country and in the state have been doing virtual job fairs; on line sessions n career readiness sessions, applying for a job etc., , and staff we were working from home to do so. We are looking at providing drop boxes for clients to drop their paper work into; we have gotten authorization to utilize docusort to move files; we have gotten the state to agree utilize face time on the phone for face to face interviews; and to utilize the selective service system to verify date of birth and social security systems. These efficiencies in programs have happened in the last week through conference calls with the state and though the workforce organization that I Serve as the Chairperson of as Midwestern Urban Strategies, which are the ten largest cities in the Midwest, including Chicago, Detroit, Pittsburgh, Minneapolis, Wichita, Indianapolis, Cleveland, KC, St. Louis, etc., so we can learn a lot during this time. Working mobile is a valuable tool, if there is accountability from the team member working home.

Missouri Department of
SOCIAL SERVICES
Your Potential. Our Support.

MICHAEL L. PARSON, GOVERNOR • JENNIFER TIDBALL, ACTING DIRECTOR

P.O. BOX 1527 • BROADWAY STATE OFFICE BUILDING • JEFFERSON CITY, MO 65102-1527
WWW.DSS.MO.GOV • 573-751-4815 • 573-751-3203 FAX

March 22, 2020

To Whom It May Concern:

On March 13, 2020, Missouri Governor Mike Parson signed Executive Order 20-02 declaring a state of emergency in Missouri in response to the novel coronavirus (COVID-19).

Certain employees of the Missouri Department of Social Services and its contractors are deemed essential personnel based on their job duties for the duration of the emergency. Essential personnel must report to their place of work to ensure the continued operation of critical government functions and to provide for the health, safety and welfare of the public. Therefore, to fulfill the critical duties assigned to the Department of Social Services, this employee of a contractor of the Department of Social Services must report to his or her place of employment despite imposed "shelter in place" orders issued by state and local authorities to perform these essential services.

The bearer of this letter can provide you with information about their employer and the essential nature of their employment and can provide you with a referral to his or her personnel officer to verify his or her employment.

If you have any further questions you may contact Erica Signars, Special Assistant Professional, Missouri Department of Social Services at 573-751-7982 or 573-508-4643; or Mark Gutchen, General Counsel, Missouri Department of Social Services, at 573-751-3229 or 573-291-4667

Sincerely,

Jennifer R. Tidball

Jennifer R. Tidball
Acting Director
Department of Social Services

JRT:bsb

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES
TDD / TTY: 800-735-2966
RELAY MISSOURI: 711

Missouri Department of Social Services is an Equal Opportunity Employer/Program.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▸ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▸ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▸ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

▸ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WH1422 REV 03/20

McQueen, Clyde

From: United States Department of Labor <subscriptions@subscriptions.dol.gov>
Sent: Friday, April 10, 2020 4:41 PM
To: McQueen, Clyde
Subject: Expanded unemployment benefits guidance, quick safety tips, positioning the economy for a quick rebound, and more

U.S. Department of Labor

April 10, 2020

Expanded Unemployment Benefits Guidance

The COVID-19 pandemic has increased the number of Americans applying for unemployment insurance. In response, the U.S. Department of Labor has issued guidance to help states implement expanded unemployment benefits under the CARES Act.

- Guidance on implementing the Pandemic Unemployment Assistance program, which makes benefits available for self-employed workers, independent contractors, gig workers, and others who do not regularly qualify for unemployment assistance.

- Guidance on Federal Pandemic Unemployment Compensation, under which states will administer an additional $600 weekly payment to eligible individuals.

Positioning the Economy for a Quick Rebound

In an op-ed with SBA Administrator Jovita Carranza, U.S. Secretary of Labor Eugene Scalia discusses how the Administration is working to position the economy for a quick rebound after containing coronavirus by helping maintain the relationship between employers and workers.

Quick Safety Tips Videos

FULL EMPLOYMENT COUNCIL, INC.

FINANCIAL STATEMENTS

JUNE 30, 2019

FULL
EMPLOYMENT
COUNCIL

Contents

Page

Independent Auditors' Report ..... 1 - 3

Financial Statements

Statement Of Financial Position 4

Statement Of Activities 5

Statement Of Cash Flows 6

Statement Of Functional Expenses 7

Notes To Financial Statements ..... 8 - 16

Supplementary Information

Combining Statements Of Activities ..... 17 - 18

Schedule Of Expenditures Of Federal Awards ..... 19 - 20

Notes To Schedule Of Expenditures Of Federal Awards ..... 21 - 22

Independent Auditors' Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With *Government Auditing Standards* ..... 23 - 24

Independent Auditors' Report On Compliance For Each Major Federal Program; Report On Internal Control Over Compliance; And Report On The Schedule Of Expenditures Of Federal Awards Required By The Uniform Guidance ..... 25 - 27

Schedule Of Findings And Questioned Costs ..... 28 - 29

Summary Schedule Of Prior Audit Findings 30

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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

Independent Auditors' Report

Board of Directors
Full Employment Council, Inc.
Kansas City, Missouri

Report On The Financial Statements

We have audited the accompanying financial statements of Full Employment Council, Inc., a not-for-profit organization, which comprise the statement of financial position as of June 30, 2019 and 2018, the related statements of activities, cash flows for the years then ended, and the statement of functional expenses for the year ended June 30, 2019, and the related notes to the financial statements.

Management's Responsibility For The Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

RubinBrown LLP is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Full Employment Council, Inc. as of June 30, 2019 and 2018 and the changes in its net assets and its cash flows for the years then ended, and the statement of functional expenses for the year ended June 30, 2019, in accordance with accounting principles generally accepted in the United States of America.

Emphasis Of Matter

As discussed in Note 1 to the financial statements, in 2019, Full Employment Council adopted Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities: Presentation of Financial Statements of Not-for-Profit Entities*. Our opinion is not modified with respect to this matter.

Other Matters

Other Information

Our audits were performed for the purpose of forming an opinion on the basic financial statements of Full Employment Council, Inc., taken as a whole. The accompanying supplementary information, including the combining statements of activities, and the schedule of expenditures of federal awards required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,* as listed in the table of contents, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements of activities, and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required Under *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 23, 2020 on our consideration of the Full Employment Council, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Full Employment Council, Inc.'s internal control over financial reporting and compliance.

RubinBrown LLP

March 23, 2020

FULL EMPLOYMENT COUNCIL, INC.

STATEMENT OF FINANCIAL POSITION

Assets

	June 30, 2019	June 30, 2018
Current Assets		
Cash and cash equivalents	**$ 745,038**	$ 686,388
Accounts receivable	**1,779**	2,167
Grants receivable	**1,367,045**	1,238,222
Prepaid expenses	**99,926**	94,986
Other assets	**301,342**	267,631
Total Current Assets	**2,515,130**	2,289,394
Property And Equipment, Net	**794,248**	886,961
Total Assets	**$ 3,309,378**	$ 3,176,355

Liabilities And Net Assets

Current Liabilities		
Accounts payable	**$ 716,460**	$ 642,371
Grants payable	**485,336**	235,952
Accrued salaries and expenses	**530,553**	488,251
Other accrued expenses	**1,005,441**	1,134,205
Total Liabilities	**2,737,790**	2,500,779
Net Assets Without Donor Restrictions	**571,588**	675,576
Total Liabilities And Net Assets	**$ 3,309,378**	$ 3,176,355

FULL EMPLOYMENT COUNCIL, INC.

STATEMENT OF ACTIVITIES

	For The Years Ended June 30,	
	2019	2018
Revenues And Other Support		
Federal and state grants	**$ 13,128,634**	$ 12,333,713
Other local grants	**484,545**	433,475
Interest and other income	**12,054**	67,778
Total Revenues And Other Support	**13,625,233**	12,834,966
Expenses		
Program services	**12,585,883**	11,962,908
Administrative costs	**1,143,338**	957,564
Total Expenses	**13,729,221**	12,920,472
Decrease In Net Assets Without Donor Restrictions	**(103,988)**	(85,506)
Net Assets Without Donor Restrictions - Beginning Of Year	**675,576**	761,082
Net Assets Without Donor Restrictions - End Of Year	**$ 571,588**	$ 675,576

See the notes to financial statements.

FULL EMPLOYMENT COUNCIL, INC.

STATEMENT OF CASH FLOWS

	For The Years Ended June 30,	
	2019	2018
Cash Flows From Operating Activities		
Decrease in net assets	**$ (103,988)**	$ (85,506)
Adjustments to reconcile decrease in net assets to net cash provided by operating activities:		
Depreciation and amortization	**107,882**	121,108
Changes in assets and liabilities:		
Accounts receivable	**388**	9,586
Grants receivable	**(128,823)**	(161,964)
Prepaid expenses and other assets	**(38,651)**	(10,342)
Accounts payable	**74,089**	(9,896)
Grants payable	**249,384**	(75,474)
Accrued expenses	**(86,462)**	301,953
Net Cash Provided By Operating Activities	**73,819**	89,465
Cash Flows Used In Investing Activities		
Purchase of property and equipment	**(15,169)**	(36,383)
Net Increase In Cash And Cash Equivalents	**58,650**	53,082
Cash And Cash Equivalents - Beginning Of Year	**686,388**	633,306
Cash And Cash Equivalents - End Of Year	**$ 745,038**	$ 686,388
Supplemental Disclosure Of Cash Flow Information		
Interest paid	**$ 1,360**	$ 240

FULL EMPLOYMENT COUNCIL, INC.

STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended June 30, 2019

	Program Services	Administrative Costs	Total Expenses
Salaries, benefits, and taxes	$ 5,095,478	$ 665,731	$ 5,761,209
Occupancy and office expenses	1,040,165	99,385	1,139,550
Participant training wages, contract payments, and transportation expenses	5,290,864	10,077	5,300,941
Professional fees, security, and insurance	447,694	269,030	716,724
Depreciation and amortization	105,511	2,371	107,882
Advertising, staff training, travel, and other expenses	302,777	77,032	379,809
Management information systems and internet expense	303,394	19,712	323,106
Total expenditures	$ 12,585,883	$ 1,143,338	$ 13,729,221

1. Summary Of Significant Accounting Policies

Nature Of Operations

The Full Employment Council, Inc. (the Council) was established in 1984 as a private, not-for-profit Missouri corporation. The purpose of the Council is to provide services to develop, establish and maintain employment and training programs, primarily for individuals who are economically disadvantaged and, additionally, those disadvantaged individuals who have barriers to employment, by coordinating these programs and services with business needs. The Council is the grant recipient and administrative entity of the Workforce Investment Opportunity Act (WIOA) for the Kansas City and Vicinity Area (KCVA) and East Jackson County Area (EJCA). KCVA includes the City of Kansas City, Missouri and Platte, Clay, Cass and Ray Counties. EJCA includes the remaining portion of Jackson County located outside the city limits of Kansas City, Missouri.

The Council's funding is obtained from various sources, including a contract with the State of Missouri, Division of Workforce Development, contracts with other federal and state government agencies and donations from private organizations.

Basis Of Accounting

The financial statements of the Council have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables and other liabilities.

New Accounting Standard Implemented

During the year ended June 30, 2019, the Council implemented Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities – Presentation of Financial Statements of Not-for-Profit Entities*. In accordance with the ASU, the statement of financial position presents two classes of net assets, rather than the previously required three classes. The two classes are "Net assets without donor restrictions" (previously "Unrestricted" net assets) and "Net assets with donor restrictions" (previously "Temporarily" and "Permanently" restricted net assets). The ASU also requires information concerning liquidity and availability of resources and presentation of expenses by both functional and natural classifications.

Basis Of Presentation

Financial statement presentation follows the requirements of U.S. generally accepted accounting principles. Under these principles, the Council is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. Accordingly, net assets of the Council and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions represent those net assets that are not subject to donor-imposed stipulations. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

Net Assets With Donor Restrictions represent those net assets subject to donor-imposed stipulations that may or will be met either by actions of the Council and/or the passage of time or net assets subject to donor-imposed stipulations that neither expire by the passage of time nor by actions of the Council.

Due to the nature of operations and revenue sources, the Council does not have net assets with donor restrictions as of June 30, 2019 or 2018.

Use Of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, losses and other changes in net assets during the reporting period. Actual results could differ from those estimates.

Cash Equivalents

The Council considers all liquid investments with original maturities of three months or less to be cash equivalents. At June 30, 2019 and 2018, cash equivalents consisted primarily of an overnight repurchase agreement.

The financial institutions holding the Council's cash and cash equivalent accounts have Federal Deposit Insurance Corporation deposit insurance up to $250,000 per financial institution. At times, the Council's cash balances are in excess of the Federal Deposit Insurance Corporation's insured limits and collateral. The Council has not experienced losses related to this exposure.

Accounts And Grants Receivable

Accounts and grants receivable are stated at the amounts billed under the terms of the contract or grant. The Council provides an allowance for doubtful accounts, which is based upon a review of outstanding receivables, historical collection information and existing economic conditions. Delinquent receivables are written off based on individual credit evaluation and specific circumstances of the customer. Management has concluded that an allowance for doubtful accounts is not necessary for the years ended June 30, 2019 or 2018.

Property And Equipment

Purchases of property and equipment of $5,000 or more and with a useful life of one year or more are capitalized. Property and equipment are recorded at cost and are depreciated on a straight-line basis over the estimated useful life of each asset. Assets under capital lease obligations and leasehold improvements are depreciated or amortized over the shorter of the lease term or their respective estimated useful lives. Major repairs that significantly extend the life of an asset are capitalized. Property and equipment are depreciated and amortized on a straight-line basis over the following estimated useful lives of the assets:

Buildings	39 years
Furniture and equipment	3 - 5 years
Leasehold improvements	Shorter of the life of lease or life of asset

Grants Payable

Revenues from federal grants received in advance of expenditures are recognized over the periods to which the grant relates. Grants payable are those grant funds received before year end and used in the month following year end.

Government Grants

Support funded by contracts and/or grants is recognized as the Council performs the contracted services or incurs outlays eligible for reimbursement under the agreements. Grant activities and outlays are subject to audit and acceptance by the Granting Agency and, as a result of such audit, adjustments could be required.

Contributions And Grants

Gifts of cash and other assets received without donor stipulations are reported as net assets without donor restriction. Gifts received with donor stipulation that limits their use are reported as an increase in net assets with donor restrictions. When a donor stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Gifts of land, buildings, equipment and other long-lived assets are reported as without donor restrictions and net assets without donor restrictions unless explicit donor stipulations specify how such assets must be used, in which case the gifts are reported as net assets with donor restrictions. Absent explicit donor stipulations for the time long-lived assets must be held, expirations of restrictions resulting in reclassification of net assets with donor restrictions as net assets without donor restrictions are reported when the long-lived assets are placed in service.

Description Of Program Services And Administrative Costs

Program Services:

The Council provides the resources and tools necessary for job seekers to be successful in their job search. These resources and tools include the direct program costs from salaries for Career Counselors, Career Exploration Workshops and other direct facilities costs and related program supplies.

The Council provides classroom training and on-the-job training activities. The Council pays for the training costs at state certified institutions that lead to an industry-recognized certificate or credential. This training provides clients with the technical skills required to perform a job. The Council also reimburses employers up to 90% of the wage rate of the participants for the costs of providing training. This helps the participant to acquire the knowledge or skills essential to the full and adequate performance of the job. The Council also provides participants the necessary supportive services required to perform their job and retain employment.

The Council also coordinates and negotiates with employers to provide an eligible client with the opportunity to gain the skills and knowledge necessary to perform a job. The Council also coordinates and negotiates short-term Internships that allow companies to observe potential employees while the participant gains the skill set required to perform the job and, ultimately, be retained by the company. The Council pays for the participant's wages, taxes, insurance, bookkeeping and other related administrative costs.

The Council also provides supportive services which are necessary to assist an eligible client to participate in job training or job search and employment activities. Supportive services may include assistance with transportation, child care, work related tools, clothing and equipment. The Council provides assessments using the nationally recognized "WorkKeys" Job Skills Assessment. In addition, the Council provides background screening, drug screening, physical exams and assists in the payment of board-required exams, certifications and other training related costs.

Administrative:

Administrative services provided by the Council include all costs necessary to maintain all job training and employment programs, ensure an adequate working environment, provide coordination and articulation of the organization's program strategy, provide oversight of all programs, provide appropriate administrative support to the Board of Directors, and manage the financial and budgetary responsibilities of the organization.

Tax Status

The Council is an organization described in Internal Revenue Code Section 501(c)(3) and has received an Internal Revenue Service (IRS) determination letter stating that it is exempt from federal tax on income from its related, exempt activities. However, the Council is subject to federal income tax on any unrelated business taxable income.

Functional Allocation Of Expenses

Expenses are reported according to both functional and natural classifications in the statement of functional expenses. Certain expenses that are directly associated with obtaining employment are reported as program expenses. The financial statements report certain categories of expenses on the basis of management's estimates. Expenses that are allocated based on head count include depreciation and amortization, occupancy and office expenses, security, management information systems, internet, and insurance. Salaries, benefits, taxes and staff training are allocated based on estimates of time and effort. The costs of supporting the various programs and other activities have been summarized on a functional basis in the statement of activities.

Subsequent Events

Management evaluates subsequent events through the date the financial statements are available for issue, which is the date of the Independent Auditors' Report.

2. Grants Receivable

Grants receivable as of June 30, 2019 and 2018 consisted of amounts due from the State of Missouri Division of Workforce Development and other grantors as follows:

	2019	2018
Work Force Innovation and Opportunity Act		
Youth	**$ 145,863**	$ 235,043
Dislocated worker	**—**	126,398
America's Promise Grant	**146,404**	224,625
HPOG DSS NEG	**151,843**	173,134
Tech Hire	**194,400**	148,802
MO Workforce Assistance	**107,864**	129,466
TANF Summer Job League	**69,220**	61,617
KCMO Jobs For Neighborhood	**45,365**	45,763
Women in Apprenticeship & Nontraditional Occupations	**191,318**	33,097
HUD Choice Grant	**16,560**	11,901
KCMO First Source	**2,936**	9,099
KCMO CDBG	**—**	7,412
KCATA	**45,413**	—
Environmental Protection Agency	**47,447**	—
Title 1-B Adult Program	**28,276**	—
SkillUP	**15,848**	—
Dislocated ITA	**93,412**	—
MODOT	**20,916**	—
Other	**43,960**	31,865
	$ 1,367,045	$ 1,238,222

3. Property And Equipment

Property and equipment consisted of the following at June 30:

	2019	2018
Buildings	**$ 880,255**	$ 880,255
Furniture and equipment	**3,751,463**	3,736,294
Leasehold improvements	**722,477**	722,477
	5,354,195	5,339,026
Less: Accumulated depreciation and amortization	**4,559,947**	4,452,065
	$ 794,248	$ 886,961

Depreciation and amortization expense amounted to $107,882 and $121,108 for 2019 and 2018, respectively.

4. Line Of Credit

The Council has a revolving line of credit for an amount up to $250,000 maturing January 2021, which bears interest at the bank's prime rate (5.50% at June 30, 2019) and is payable monthly. The line of credit is due on demand and is secured by the Council's receivables. At June 30, 2019 and 2018, there were no borrowings against this line.

5. Commitments And Contingencies

Operating Leases

The Council leases various office facilities and equipment under operating leases with terms ranging from one to four years. Total rent expense, including month-to-month leases, was $457,217 and $534,879 for the years ended June 30, 2019 and 2018, respectively.

Future minimum lease payments at June 30, 2019 were:

Year	Amount
2020	$ 150,020
2021	174,050
2022	169,283
2023	14,712
	$ 508,065

Litigation

The Council is subject to claims and lawsuits that arise primarily in the ordinary course of business. It is the opinion of management that the disposition or ultimate resolution of such claims and lawsuits will not have a material adverse effect on the financial position of the Council.

6. Retirement Plans

The Council has a defined contribution 403(b) pension plan covering substantially all employees. All full-time employees are eligible and may make contributions to the plan upon employment. Under the plan, employees may contribute up to the limitations established by the IRS. After six months of service, participants are eligible to share in Council contributions, which are discretionary and determined by the Council's Board of Directors. Pension expense totaled $320,028 and $272,407 for 2019 and 2018, respectively.

7. Concentrations

Revenues

The Council receives the majority of its revenue from grants administered by the State of Missouri Division of Workforce Development and the Department of Labor. Grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive in the next fiscal year.

State and federal grants require the fulfillment of certain conditions as set forth in the instrument of the grants. Failure to fulfill the conditions could result in the requirement that certain funds be returned to the grantors.

8. Liquidity And Availability Of Resources

As part of the Council's liquidity management, it structures its financial assets to be available as its general expenditures, liabilities, and other obligations come due. To meet liquidity needs, the Council has cash available. Additionally, accounts receivable consists primarily of reimbursements from subcontractors. Grants receivable are expected to be collected within one year from the date of the statement of financial position. They represent amounts due from the State of Missouri Division of Workforce Development and other grantors (see Note 2).

Financial assets available as of June 30, 2019 to meet cash needs for general expenditures within one year are as follows:

Financial Assets At Year End	
Cash and cash equivalents	$ 745,038
Accounts receivable	1,779
Grants receivable	1,367,045
Financial Assets Available To Meet General Expenditures Within One Year	$ 2,113,862

The Board meets periodically to review the Council's statement of financial position and discuss what may be a reasonable cash position to maintain.

In addition to financial assets available to meet general expenditures over the next 12 months, the Council operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures. In the event of an unanticipated liquidity need, the Council could draw upon $250,000 of available lines of credit (see Note 4). Refer to the statement of cash flows which identifies the sources and uses of the Council's cash and shows positive cash generated by operations for fiscal years 2019 and 2018.

Supplementary Information

FULL EMPLOYMENT COUNCIL, INC.

COMBINING STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2019

	Federal And State Grants	Other Local Grants	Private Funding	Total
Total Revenues And Other Support	$ 13,128,634	$ 484,545	$ 12,054	$ 13,625,233
Expenses				
Program services	12,076,415	483,844	25,624	12,585,883
Administrative costs	1,141,934	844	560	1,143,338
Total Expenses	13,218,349	484,688	26,184	13,729,221
Change In Net Assets Without Donor Restrictions	(89,715)	(143)	(14,130)	(103,988)
Net Assets Without Donor Restrictions - Beginning Of Year	462,328	89,263	123,985	675,576
Net Assets Without Donor Restrictions - End Of Year	$ 372,613	$ 89,120	$ 109,855	$ 571,588

FULL EMPLOYMENT COUNCIL, INC.

COMBINING STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2018

	Federal And State Grants	Other Local Grants	Private Funding	Total
Total Revenues And Other Support	$ 12,333,713	$ 433,475	$ 67,778	$ 12,834,966
Expenses				
Program services	11,451,722	426,221	84,965	11,962,908
Administrative costs	949,903	7,254	407	957,564
Total Expenses	12,401,625	433,475	85,372	12,920,472
Change In Net Assets Without Donor Restrictions	(67,912)	—	(17,594)	(85,506)
Net Assets Without Donor Restrictions - Beginning Of Year	530,240	89,263	141,579	761,082
Net Assets Without Donor Restrictions - End Of Year	$ 462,328	$ 89,263	$ 123,985	$ 675,576

FULL EMPLOYMENT COUNCIL, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For The Year Ended June 30, 2019

Federal Grantor/ Pass-Through Grantor/ Program Title	Pass-Through Or Grantor ID #	Federal CFDA Number	Federal Expenditures	Passed Through To Subrecipients
Department Of Labor				
Passed-through the Missouri Division of Workforce Development				
Workforce Innovation and Opportunity Act Cluster				
Title I-B Adult Program	10-12-12-19	17.258	$ 571,880	$ 52,531
Title I-B Adult Program	10-03-03-18	17.258	1,830,141	138,188
Title I-B Youth Program	10-12-12-18	17.259	628,944	110,492
Title I-B Youth Program	10-03-03-18	17.259	2,015,186	109,441
Title I-B Dislocated Workers Program	10-12-12-18	17.278	493,536	53,678
Title I-B Dislocated Workers Program	10-03-03-18	17.278	851,891	59,429
RR Warehouseman	10-03-03-18	17.258	117,072	—
WIOA Supplemental Adult KCV	10-03-03-18	17.258	143,692	—
DWD Urban League	10-03-03-18	17.278	83,786	—
MORAP - Apprenticeship	10-03-03-18	17.278	134,043	—
Suit to Hire	10-03-03-18	17.278	24,525	—
The Sanctuary Workshop	10-03-03-18	17.278	21,105	—
Rapid Response DLW ITA Pool East Jack	10-12-12-18	17.278	66,871	—
Rapid Response DLW ITA Pool	10-03-03-18	17.278	147,673	—
EEO EJACK Adult Set Aside	10-12-12-18	17.258	44,740	—
Harley Davidson Career Center	10-03-03-18	17.278	39,853	—
EEO KCV	10-03-03-18	17.258	48,282	—
Hip Hop Healthy Lifestyles	10-03-03-18	17.259	63,525	—
Total Workforce Innovation and Opportunity Act Cluster			7,326,745	523,759
Passed-through Employ Milwaukee				
America's Promise Grant	HG-30128-17-60-A-55	17.268	526,004	—
Direct				
Tech Hire	HG-29346-16-60-A-29	17.268	988,647	71,379
Total 17.268			1,514,651	71,379
Direct				
Women in Apprentiship & Nontraditional Occupations	WA-31254-17-60-A-29	17.201	403,207	—
Total Department Of Labor			9,244,603	595,138

FULL EMPLOYMENT COUNCIL, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS *(Continued)*
For The Year Ended June 30, 2019

Federal Grantor/ Pass-Through Grantor/ Program Title	Pass-Through Grantor ID #	Federal CFDA Number	Federal Expenditures	Passed Through To Subrecipients
Environmental Protection Agency				
Environmental Protection Agency	97765201	66.815	$ 47,447	$ —
Department Of Agriculture				
Passed-through the Division of Workforce Development				
METP Supplemental Nutrition Assistance Program	42-03-03-18	10.561	15,288	—
METP Supplemental Nutrition Assistance Program	42-12-12-18	10.561	3,092	—
Total Department of Agriculture			18,380	—
Department Of Health And Human Services				
Temporary Assistance For Needy Families Cluster (TANF)				
Passed-through the Missouri Division of Workforce Development				
TANF Summer Job League	42-12-12-18	93.558	248,991	—
TANF Summer Job League	42-03-03-18	93.558	835,447	—
SkillUP Outreach KCV	42-03-03-18	93.558	8,256	—
SkillUP KCV	42-03-03-18	93.558	126,300	—
SkillUP EJACK	42-12-12-18	93.558	40,007	—
SkillUP Outreach EJACK	42-12-12-18	93.558	8,256	—
Total TANF Cluster			1,267,257	—
Passed-through the Missouri Department of Social Services				
HPOG-DSS NEG	AOC16380131	93.093	1,021,078	—
Total Department Of Health And Human Services			2,288,335	—
Housing And Urban Development				
Passed-through the United Way				
HUD Choice Grant	unknown	14.889	57,223	—
Total Federal Expenditures			$ 11,655,988	$ 595,138

FULL EMPLOYMENT COUNCIL, INC.

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
June 30, 2019

1. Organization

The accompanying schedule of expenditures of federal awards presents the activity of all federal award programs of Full Employment Council, Inc. (the Council) for the year ended June 30, 2019. All federal awards received directly from federal agencies, as well as federal awards passed through other governmental agencies, are included on the schedule.

2. Basis Of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Council and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

3. Basis Of Accounting

The expenditures for each of the federal financial assistance programs are presented in the Schedule on the accounting basis as presented in the financial statements. The accrual basis of accounting incorporates an estimation approach to determine the amount of expenditures incurred if not yet billed by a vendor. Thus, federal programs may present negative amounts on the Schedule as a result of prior year estimates being overstated and/or reimbursements due back to the grantor.

4. Local Government Contributions

Local cost sharing, as defined by the Uniform Guidance, is required by certain federal grants. The amount of cost sharing varies with each program. Only the federal share of expenditures is presented in the Schedule of Expenditures of Federal Awards.

5. Additional Audits

Grantor agencies reserve the right to conduct additional audits of the Council's grant programs for economy and efficiency and program results which may result in disallowed costs to the Council. However, management does not believe such audits would result in any disallowed costs that would be material to the Council's financial position at June 30, 2019.

6. Indirect Cost Rate

The Council has elected not to use the 10 percent de minimus indirect cost rate allowed under the Uniform Guidance.

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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

Independent Auditors' Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With *Government Auditing Standards*

Board of Directors
Full Employment Council, Inc.
Kansas City, Missouri

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Full Employment Council, Inc., which comprise the statement of financial position as of June 30, 2019, the related statements of activities, functional expenses and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated March 23, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Full Employment Council, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Full Employment Council, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Full Employment Council, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit the attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified**.**

Compliance And Other Matters

As part of obtaining reasonable assurance about whether Full Employment Council, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose Of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

RubinBrown LLP

March 23, 2020

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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

Independent Auditors' Report On Compliance For Each Major Federal Program; Report On Internal Control Over Compliance; And Report On The Schedule Of Expenditures Of Federal Awards Required By The Uniform Guidance

Board of Directors
Full Employment Council, Inc.
Kansas City, Missouri

Report On Compliance For Each Major Federal Program

We have audited the compliance of Full Employment Council, Inc. with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Full Employment Council, Inc.'s major federal programs for the year ended June 30, 2019. Full Employment Council, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the federal statutes, regulations, contracts and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Full Employment Council, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Full Employment Council, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Full Employment Council, Inc.'s compliance.

Opinion On Each Major Federal Program

In our opinion, Full Employment Council, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report On Internal Control Over Compliance

Management of Full Employment Council, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Full Employment Council, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Full Employment Council, Inc.'s internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Reporting On Schedule Of Expenditures Of Federal Awards Required By The Uniform Guidance

We have audited the financial statements of Full Employment Council, Inc. as of and for the year ended June 30, 2019, and have issued our report thereon dated March 23, 2020 which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

RubinBrown LLP

March 23, 2020

FULL EMPLOYMENT COUNCIL, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 2019

Section I - Summary Of Auditors' Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with generally accepted accounting principles: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ____ yes __x__ no
- Significant deficiency(ies) identified? ____ yes __x__ none reported

Noncompliance material to financial statements noted? ____ yes __x__ no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ____ yes __x__ no
- Significant deficiency(ies) identified? ____ yes __x__ none reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ____ yes __x__ no

Identification of major programs:

Name Of Federal Program Or Cluster	CFDA Number
Workforce Innovation And Opportunity Act Cluster	
Title I-B Adult Program	17.258
Title I-B Adult Program	17.258
Title I-B Youth Program	17.259
Title I-B Youth Program	17.259
Title I-B Dislocated Workers Program	17.278
Title I-B Dislocated Workers Program	17.278
RR Warehouseman	17.258
WIOA Supplemental Adult KCV	17.258
DWD Urban League	17.278
MORAP - Apprenticeship	17.278
Suit to Hire	17.278
The Sanctuary Workshop	17.278
Rapid Response DLW ITA Pool East Jack	17.278
Rapid Response DLW ITA Pool	17.278
EEO EJACK Adult Set Aside	17.258
Harley Davidson Career Center	17.278
EEO KCV	17.258
Hip Hop Healthy Lifestyles	17.259
Women in Apprentiship & Nontraditional Occupations	17.201

Dollar threshold used to distinguish between type A and type B programs: $750,000

Auditee qualified as low-risk auditee? ____ yes __x__ no

Section II - Financial Statement Findings

None

Section III - Federal Award Findings And Questioned Costs

None

FULL EMPLOYMENT COUNCIL, INC.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

Finding No.	CFDA No.	Program	Condition	Current Year Status
NA	NA	NA	NA	NA