



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
October 17, 2016**

PRESENT:

NEMO WDB Members

Amy Bowen
Mark Chambers
Carolyn Chrisman
Clinton Flowers
Dennis Gill
Jim Kolve
Butch Landis
Ann McCauley
Diane Noah
Dan Putrah
Janice Robinson
Annette Sweet
Lynn Wehmeier

**WDB Members
Not Present**

Darren Arnsmeier
Christopher Brokaw
Stephen Garner
Corey Mehaffy
Kami Mohn
Pat Poepping
Steve Sellenriek
Mac Wilt

WDB Staff

Brandi Glover
Sharon Hillard
Diane Simbro

CLEOs

Lyndon Bode
Dan Colbert
Glenn Eagan
Evan Glasgow (by phone)
Jim Luebrecht
Roger Mauzy
Stanley Pickens (by phone)
Glenn Turner (by phone)
Steven Whitaker

**CLEOs
Not Present**

John Campen
Rodney Cooper
Duane Ebeling
Evan Glasgow
Buddy Kattelmann
Ryan Poston
Wayne Wilcox
Alan Wyatt

Guests Present

Chad Eggen, Boonslick RPC
Cynthia Higgins, MERS/Goodwill, Inc.
Leanna Holdren, Gamm, Inc.
Dana Keller, Gamm, Inc.
Larry Markway, MERS/Goodwill, Inc.
JoAnn Toerper, Boonslick RPC

ROLL CALL OF THE NORTHEAST REGION CLEO CONSORTIUM

Roll call of the CLEO Consortium was taken by NEMO WDB Secretary/Treasurer Janice Robinson. Six CLEOs were present. Three additional CLEOs joined later by phone and a quorum was established.

MEETING CALLED TO ORDER

Chairperson Dan Putrah called the October 17, 2016 NEMO Workforce Development Board (WDB) video conference meeting to order at approximately 6:30 p.m. at the M.W. Boudreaux Visitor's Center in Perry, Missouri. Connecting sites were the Kirksville and Warrenton Job Centers and the MACC-Moberly campus.

ROLL CALL AND SIGNATURE SHEET

Roll call was taken by NEMO WDB Secretary/Treasurer Janice Robinson. Thirteen board members were present, and a quorum was established. Signature sheets were signed by those attending.

APPROVAL OF CONSENT AGENDA

Annette Sweet moved to approve the consent agenda. Diane Noah seconded the motion, and the motion was unanimously approved. It was noted that due to the transition process, a financial report and match fund balance report was not available and the reports would be sent to the Board when completed.

COMMITTEE REPORTS

• Youth Council

Youth Council Committee Chair Mark Chambers said the Committee met October 6 and voted to appoint Will Hays Administrative Coordinator/Show Me Careers for Learning Opportunities/Quality Works, Inc. to the Youth Council. Other issues discussed were, the TANF Summer Jobs and State Park Youth Corps Programs, the Youth Incentive Policy, the Scholars at Work Program, youth performance, and youth service provider updates.

• Executive Committee

Committee Chair Dan Putrah said the Executive Committee met on Thursday, October 13 and reviewed the four proposals received in response to the NEMO WDB Audit Request for Proposals. After the review, the Committee voted to select Cochran Head Vick & Co., P.C. Dan said their firm had the lowest price of those qualified and had prior WIA/WIOA experience. He felt Brandi may have confirmation by tomorrow on whether or not they had accepted the proposal.

Dan said the WDB was in the negotiation process with its previous fiscal officer, Casie Baumann, to return to that position as a part-time employee. Casie served in the position for many years in the past and returned a few years ago on a part-time basis as well. It was noted that the transition of fiscal officers had been delayed due to some scheduling issues and wrapping up fiscal year issues. It was asked why the Southeast MO (SEMO) WDB decided to no longer provide the fiscal services. Brandi said the process would have worked well; however, shortly after SEMO contracted with the NEMO WDB they experienced some fiscal staff turnover and received some additional contracts. They also had some other unforeseen circumstances and the increased workload and lack of time just made it too difficult to handle both WDB's fiscal operations.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) IMPLEMENTATION

• Local Plan

Brandi thanked everyone for their hard work and input on the Local Plan. She said the WDB was notified September 29 that our Plan for PY 2016-2020 had been approved by the State. It is a four-year Plan but in two years we are required to do a modification. The Plan and its attachments are on the WDB's website where it will remain for review, and download.

- **Performance Negotiations**

Clinton Flowers, from DWD provided an update regarding performance negotiations. He said all of the WDB's counter offers were approved/accepted on the basis that they were on the lower range of what Brandi had provided to the state. The official letter of notification was in process but hadn't been signed yet.

The Board and CLEOs were provided information regarding the performance negotiations. Brandi said under WIOA we have new performance measures and we were required to go through negotiation process for those measures. The State negotiated with the Feds for their performance. Then the State negotiated with each region for their performance based on what they felt each region could achieve and what the State is required to achieve. Through the process the State performed a pretty thorough research of our historical performance. Each region was able to download its performance data for review to determine what it felt it could achieve and submit its initial proposed performance levels. Those were reviewed by the State and they accepted 4 of the 14 measures we submitted. They counter offered on 10 of those with a range for us to choose from. She resubmitted choosing the lower percentage of the range. Clinton previously stated the State was going to accept that so our performance measures will be what was emailed to the Board earlier. She noted that there were 19 measures and only 14 were negotiated at this time. Brandi asked the Board and CLEOs to review the PY 2016 performance measures and vote on whether or not to approve them. Clinton reminded everyone that this process was required by the law but we would not be held accountable for the measures for two more years (until July 2018). Between now and July 2018 there would be multiple opportunities to verify performance and renegotiate and adjust the measures.

Annette Sweet moved to approve the PY 2016 performance measures as presented. Diane Noah seconded the motion, and the motion was unanimously approved.

Commissioner Jim Luebrecht moved to approve the PY 2016 performance measures as presented. Commissioner Steven Whitaker seconded the motion, and the motion was unanimously approved.

FUNDING (TRANSFER PORTION OF DW TO ADULT)

Brandi said under WIOA we had the ability to transfer 20% of our funds back and forth between the Dislocated Worker and the Adult programs without a plan modification. All of our subcontractors had expressed a desire to be able to transfer that 20% from the Dislocated Worker program to the Adult program so we could serve more of our adult population. Currently we weren't serving as many dislocated workers and those we were serving weren't using as much of our training dollars. The transfer of funds would serve our region's population better. The amount we would be transferring would be \$101,969.00. Dan asked if there would still be money available to help dislocated workers. Brandi said if at any time we saw that we had a need, the funds could be shifted back to the Dislocated Worker program.

Diane Noah moved that the NEMO WDB transfer 20% of the Dislocated Worker program funds to the Adult program. Annette Sweet seconded the motion, and the motion was unanimously approved.

Commissioner Lyndon Bode moved that the NEMO WDB transfer 20% of the Dislocated Worker program funds to the Adult program. Commissioner Jim Luebrecht seconded the motion, and the motion was unanimously approved.

EXECUTIVE DIRECTORS REPORT

Brandi said staff had been working a lot on the Plan, audit RFP, performance negotiations, monitoring, preparing for more monitoring, and the fiscal transition. WDB staff had participated in some training as well and hopefully would be bringing more training out to the region's job centers. We have been trying to implement monthly training at the job centers. There are new staff on board at the job centers and it is needed to get them trained and up to speed on the programs. Brandi said the WDB has been trying to make sure that everyone was aware of the new issuances and policies that were coming out with WIOA so they had all the information they needed. We still have a lot of things to come as we move forward this year. Staff was working on moving forward with WIOA implementation.

Workforce Coordinator Shari Schenewerk provided an update of business closings and/or reductions in staffing. Shari said *Martiz CX* in Kirksville announced they were closing. Meetings were held for the workers as well as an onsite workshop for resume and interviewing presented by Tracy Wilfong with the DWD Training Unit. Workers were provided the option of working from home, but because of the computer and internet access, over 70 chose to seek other employment. The building closed on September 30. In addition, *Hastings* in Kirksville closed recently impacting 17 employees. Most of the employees had obtained other work prior to the closure. *Brown's Shoe Fit* in Kirksville also closed at the same time as the *Hastings* closure impacting 6 employees. Fortunately, all employees found other employment prior to the closure.

Shari said *Game On Sports Bar* in Hannibal closed earlier this month with little notice. The owner didn't respond to calls or emails, but they believed 15 workers were impacted. She said it had been reported that *C & R Market* in Palmyra was closing and the manager had been contacted about services to the employees.

JOB CENTER UPDATES

Copies of the updates for the Missouri Job Centers – Hannibal, Kirksville, and Warrenton were emailed to everyone for their review prior to the board meeting.

- **Missouri Job Center – Hannibal**

Functional Leader Larry Markway reviewed the report for the Hannibal Job Center. Larry said he was surprised at the volume of job seekers that attended the Mark Twain Area Career Expo & Veteran Resource Fair, held October 13 at the Admiral Coontz Recreation Center in Hannibal. They had 43 employers, organizations, etc., and at least 110 job seekers. About 50% of those were unemployed and the remainder were employed or underemployed. There was an overwhelming response from the employers to hold another event. The event also provided a good opportunity for outreach to job seekers and employers regarding the NCRC and Show-Me Heroes programs. As a result, Manpower signed up for NCRC. Kim Cull attended the 2016 Chamber of Commerce Executives of MO Fall Conference. The Chamber and the Job Center were jointly recognized as recipients of the Bronze Award for marketing effort results expanding the Show-Me Heroes program. Larry said he had been doing training with the two new staff. They had been working with their new round of customers for this school year. They had students at Hannibal LaGrange, MACC, John Woods Community College, etc. He was very pleased that they had been able to partner/coordinate with Dana Keller, Gamm Inc. on the use of the Gamm/DESE funds so that almost everyone they're serving was being served with a package of those funds to cover more of the needs of these students. He said they were always pleased when Dana and her staff had the opportunity to come and visit with them.

- **Missouri Job Center – Kirksville**

Functional Leader Leanna Holdren reviewed the report for the Kirksville Job Center. Leanna said the Job Center was pretty busy. DHL was doing interviews at the Job Center for warehouse employees for the Kraft plant. They were planning for the October 27th job fair to be held at the NEMO fairgrounds. Both Experience Works and Learning Opportunities had recently utilized the facility for training purposes for their customers. The Job Corps representative also meets with individuals at the Job Center. She said through the work of the Center's DVOP, four veterans had become employed and eight had become work ready during the past quarter. Justin had done extremely well with the chamber challenge and the Kirksville Chamber was ranked #1 in the state for percentage of membership signed on the Show-Me Hero Pledge with 28.4% of its total membership signed on to the program. Staff had been doing a lot of training regarding leadership, disability, technology, supervisor, etc. Diane Simbro did Technimedia training with the staff and they had successfully implemented the program to help people with their computer skills. Staff was cross training on the workshops to ensure that confident staff was available to present each offered service. They had enrolled 131 customers in WIOA services July 1, 2015 to June 30, 2016. They have had 38 enrollments since July 1. Leanna said they were excited about the MACC Mechatronics program. Four individuals were enrolled for WIOA funding for the program. Unfortunately, one of those had to drop before the class started.

Annette asked what could be done to ensure that more people made use of the Mechatronics program. Leanna explained the program and said they were going to bring the lab to the job fair to hopefully increase interest and its exposure in the community. Annette was concerned that if the technical training wasn't utilized, we would

lose it. Brandi said she knew MACC was trying to market their program and get the word out there. Carolyn said 20 people had come in and requested information about the program but getting them qualified for funding seemed to be the issue. Annette felt information about the program should be on more than just MACC's website. Mark said he would let staff know. Annette asked why individuals weren't qualifying for the funding for the program. Leanna said they didn't meet the eligibility requirements for WIOA funding. She said if individuals were receiving UI or food stamps they would automatically qualify. If not, they would need to meet the financial guidelines and she explained the qualifiers. Annette felt people just didn't know that there was a short-term, certificate program out there that would give them a good chance for employment with a good job. Leanna said the program would be Pell eligible. The CPT alone would not be with just the 6-week certificate. Dan asked how many of those people with a CPT were going to be needed at Kraft and if that would lead to longer term employment there. Leann said it could open the door to more of a maintenance type position. Carolyn said there were several types of positions. Also, her hope was that a lot of temporary employees may be qualified enough to move into permanent employment.

Leanna said she and Kori attended the Disability Awareness Conference at Truman State University. Terra and Brandy attended the Homeless Project Conference in Kirksville. Brandy and Leanna attend the Chamber Community and Economic Development monthly meetings. Leanna also provided members with a copy of the Kirksville Job Center customer surveys. The surveys were implemented in July, comments were typed the way they were written, and all new customers are asked to complete the survey.

- **Missouri Job Center – Warrenton**

Functional Leader JoAnn Toerper reported for the Warrenton Job Center. JoAnn said the update that was emailed to everyone was pretty comprehensive. They were now working on secondary bridges and culverts as requested by their county commissioners in Lincoln and Montgomery County and the projects were going well. The job fair was a huge success. The biggest table was from Vocational Rehabilitation who works with people of disabilities. The goal was to bring hiring employers together with job seekers of all abilities. It was announced today that Cushman & Wakefield, a global commercial real estate company, would add 600 jobs to its already big presence in the St. Louis area. JoAnn said effective Friday, October 14 Jill McCreary resigned as the Functional Leader of the Missouri Job Center-Warrenton. Until the position was permanently filled, she would be standing in as the interim Functional Leader.

OTHER BUSINESS

Brandi said due to the changes with WIOA the NEMO WDB Committee Structure had been reviewed several times over the past year. However, there were still instances where there had been some changes due to individuals asking to be removed or members being appointed or leaving. She said she would send the NEMO WDB Committee Structure out to the Board and CLEOs for their review. If anyone wished to make any changes, please contact her. Otherwise, she would ask the Board to review and vote on it at the next Board meeting.

Brandi said the WDB also received notification in August that the NEMO WDB met all of its performance measures for PY 2015. She noted that the State and several of the other regions throughout the state did not. Brandi thanked the subcontractors and their staff for everything they did to make this possible.

CHAIRMAN'S REPORT

Dan said as Brandi had already mentioned the NEMO WDB Local Plan had been approved. We would have two years to make sure the Plan was working and then we would need to amend where needed. Hopefully our fiscal situation would be resolved in the next couple of weeks. We would continue to look for an efficient way to manage our business and serve the needs of our customers. Our One-Stop Committee Chairperson Pat Poepping couldn't be with us tonight to provide an update regarding personnel and the One-Stops. Obviously, the RFP's would be coming up in less than 12 months. We continue to make progress with some of the issues we have been working through at the centers and we are working with updating the processes and procedures there. We are going to initiate a computer customer survey at all of the job centers to provide customer feedback of our job center services. The survey will be confidential and will come directly to the WDB office.

NEXT MEETING DATE & LOCATION

The next NEMO Workforce Development Board meeting is scheduled for December 12, 2016 at 6:30 p.m. The meeting will be held by video conference. The primary location will be the M.W. Boudreaux Visitor's Center in Perry, Missouri.

ADJOURN

Annette Sweet moved that the meeting be adjourned. Janice Robinson seconded the motion, and the meeting adjourned at approximately 7:45 p.m.

Submitted by,

Janice Robinson