



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
December 12, 2016**

PRESENT:

NEMO WDB Members

Darrin Arnsmeyer
Mark Chambers
Clinton Flowers
Stephen Garner
Dennis Gill
Jim Kolve
Ann McCauley
Diane Noah
Dan Putrah
Janice Robinson
Annette Sweet
Mac Wilt

**WDB Members
Not Present**

Amy Bowen
Christopher Brokaw
Carolyn Chrisman
Butch Landis
Corey Mehaffy
Kami Mohn
Dione Pashia
Pat Poepping
Steve Sellenriek

WDB Staff

Brandi Glover
Sharon Hillard
Diane Simbro

CLEOs

Lyndon Bode
John Campen
Dan Colbert
Glenn Eagan
Jim Luebrecht
Ryan Poston
Glenn Turner
Steven Whitaker
Wayne Wilcox

**CLEOs
Not Present**

Rodney Cooper
Duane Ebeling
Evan Glasgow
Roger Mauzy
Stanley Pickens
Buddy Kattelmann
Alan Wyatt

Guests Present

Chad Eggen, Boonslick RPC
Chris Gamm, Commissioner Pike County
Janet Hickey, Boonslick RPC
Cynthia Higgins, MERS/Goodwill, Inc.
Leanna Holdren, Gamm, Inc.
Dana Keller, Gamm, Inc.
Larry Markway, MERS/Goodwill, Inc.
Shannon Moore, MACC – AEL
Sheree Prebe, Gamm, Inc.
Shari Schenewerk, DWD
Mike Whelan, Commissioner Monroe County

ROLL CALL OF THE NORTHEAST REGION CLEO CONSORTIUM

Roll call of the CLEO Consortium was taken by NEMO WDB Secretary/Treasurer Janice Robinson. Nine CLEOs were present, and a quorum was established.

NOMINATION OF NEW WDB MEMBER

CLEO Chair Glenn Eagan said the CLEO Consortium received a letter from the MO Department of Social Services requesting the appointment of Dione Pashia in an interim capacity to the NEMO Workforce Development Board. Ms. Pashia would replace Lynn Wehmeier who was no longer with the agency.

Commissioner Glenn Turner moved that Dione Pashia be appointed to the NEMO Workforce Development Board. Commissioner Wayne Wilcox seconded the motion, and the motion was unanimously approved.

MEETING CALLED TO ORDER

Chairperson Dan Putrah called the December 12, 2016 NEMO Workforce Development Board (WDB) meeting to order at approximately 6:30 p.m. at the M.W. Boudreaux Visitor's Center in Perry, Missouri.

ROLL CALL AND SIGNATURE SHEET

Roll call was taken by NEMO WDB Secretary/Treasurer Janice Robinson. Twelve 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.

NEMO WDB COMMITTEE STRUCTURE

Everyone was provided a copy of the NEMO WDB Committee Structure. Brandi said the Board had approved its current committees and had reviewed the Committee Structure in the past. Since some members had left and others had been added, she asked that they again review the Committee Structure to ensure that no corrections needed to be made. No corrections or additions were noted, and Brandi asked the Board to approve the Committee Structure as presented. Brandi said due to changes in County Commissioners on January 1, 2017, the list would need to be updated.

Glenn Eagan recommended that counties having changes in commissioners on January 1, 2017, vote on the commissioner that would represent their Commission for the CLEO Consortium and send a letter of appointment for that individual to the WDB office. Brandi said the WDB was required to have a letter of appointment for the new commissioners.

Glenn Turner then introduced his guest Monroe County Associate Commissioner Mike Whelan. Jim Luebrecht introduced his guest Pike County Presiding Commissioner Chris Graham.

Annette Sweet moved that the NEMO WDB Committee Structure be approved as presented. Diane Noah seconded the motion, and the motion was unanimously approved.

Commissioner Wayne Wilcox moved that the CLEO Consortium Committee Structure be approved as presented. Commissioner Ryan Poston seconded the motion, and the motion was unanimously approved.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) Implementation

- **Performance Negotiations**

Brandi said at the last WDB meeting she informed the Board that our counter offers for the performance negotiations had been submitted, and Clinton verbally informed us that they were approved. The Board had now received its official notification of that approval, and the region would be moving forward with the performance measures presented and approved by the Board at the October meeting.

CONTINUOUS IMPROVEMENT MONITORING

Brandi said previously she reported that our Continuous Improvement Programmatic Monitoring had been reviewed, accepted, and we had no corrective actions we needed to respond to. However since then, the Department of Labor (DOL) did some monitoring and they felt like DWD needed to make a few changes regarding their quality assurance and convey more of the results of their monitoring findings to the Board. As a result, we had received a revised monitoring report which had a couple of action items that required our response and corrective actions. One of them was that we provide some training regarding OJT, Youth and service note writing. Fortunately, we had already implemented all of that training and had already done so before we were informed of the requirement. They also want to see a couple of other things that we have done to ensure procedures are in place. One is our monitoring of our subcontractors. Once we complete that monitoring, we will be submitting our report to the State. Aside from that, we had a pretty clean report and there were no major concerns. The State is redoing their reports and how they are going to perform their monitoring. They provided us with that feedback and we have to provide them with a response. Moving forward, the State will provide more detail in the monitoring report provided to the Board and it will be likely that we will need to respond to some things. At the WDB level, we had implemented that as well and are putting more detail in the monitoring reports of the subcontractors.

Dan asked if the Board would have a full report back from the State by January. Brandi said the WDB should receive its acceptance letter by then.

EXECUTIVE DIRECTORS REPORT

Brandi said Workforce Innovation and Opportunity Act (WIOA) implementation was still underway. We were continuing to reach out to partner with agencies. After the first of the year, we would be asking some of the committees to come back together to work more on the implementation. We need to move forward on our infrastructure and figure out how we are partnering with our core partners to contribute to the infrastructure cost. WDB staff is currently conducting programmatic monitoring. We hope to have that completed shortly after the first of the year, and provide a report to the Board or the One-Stop Committee by the WDB January meeting. DWD will be conducting our fiscal monitoring in January and we will be preparing for that. Diane has been doing some EO training as well. We expect to have everything accomplished and prepared for our upcoming RFP that we will be issuing in the near future.

Brandi said the WDB's audit had begun. Casie was officially back on board and busy going through our financial system/information to re-familiarize herself with everything. She said the previous fiscal officer implemented some changes, and as Casie moves forward, she plans to continue some of those and arrange others to better suit her preferences. She is working to figuring out our carryover and exactly where we are with our budgets and provide that information to the subcontractors, moving forward with the audit, and preparing for our financial monitoring. Dan asked when the audit work would be completed. Brandi said she thought February.

Workforce Coordinator Shari Schenewerk provided an update of business closings and or reductions in staffing. She said C&R Market in Palmyra and Pizza Hut in Louisiana closed in November. Outreach was provided, but in both cases, employees were offered transfers to other locations or found other employment. A total of 62 workers were affected but very few became dislocated workers. AJ's in Macon reopened on December 8 recalling their employees and hiring several more as well. All eligible employees had returned to work at KraftHeinz and they continue to host weekly hiring events at the K-REDI building in Kirksville. They will continue to recruit at least through January. To date, over 120 new fulltime workers had been hired.

JOB CENTER UPDATES

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

- **Missouri Job Center – Warrenton**

Functional Leader Janet Hickey reported for the Warrenton Job Center. Janet said she had been with the Job Center in Warrenton for 28 days. Her background was in the Communications Industry. She had a Bachelor's Degree in Business Management and Business Administration. In November their EPC Recycle Center opened a new facility in Wright City. EPC handles the end of life of IT assets. They are committed to prevention of pollution and they are in alignment with environmental legislation and accountability for all hazardous e-waste and recycling. EPC will be having an open house December 14. Currently they aren't using Jobs.Mo.Gov but they plan on discussing the service with them. On November 9, the Job Center partnered with St. Charles Community College (SCCC) to present an information session on their MoSTEM WINs grant program to local employers. The sessions covered information on three of the schools programs: CLT- Certified Logistics Technician Program, CPT – Certified Production Technician Program, and Welding. Students who complete the CPT and CLT programs earn a certificate from SCCC, a 10-hour OSHA General Industry Card, a National Career Readiness Certificate, and a nationally recognized certificate endorsed by the National Association of Manufacturers. Janet also talked about an individual who came to the center needing help getting into the healthcare industry. He attended a BKA Medical Training Center 12-week training session held at the Job Center and earned his EKG Technician Certificate. Afterwards, staff helped him with his resume and cover letter and he was hired at Mercy Hospital as a Telemetry Monitor Technician and was doing very well.

- **Missouri Job Center – Kirksville**

Functional Leader Leanna Holdren reviewed the report for the Kirksville Job Center. Leanna said staff continues to support the KraftHeinz effort by helping customers with their online applications and resumes. Kelly Services and DHL are still doing interviews at the Job Center. The Job Fair was held October 27 with 59 exhibitors and approximately 225 job seekers attending. Job orders continue to come in daily with over 200 current listings. Seven veterans had become employed and 13 had become work ready through the work of the DVOP during the past quarter ending June 30. She also spoke about the Community Transition Team which includes several community partners and the Future Fair it held May 6, 2016. They are currently working to plan the 2017 event which is slated for April 7.

- **Missouri Job Center – Hannibal**

Functional Leader Larry Markway reviewed the report for the Hannibal Job Center. Larry said the Job Center hosted a hiring event for Love's Truck Stop/Convenience Store in New London. The Center made 87 referrals to the company. As of December 9, Love's had hired 63 new employees for both full- and part-time positions. They will be hiring a few more in January when the Tire Shop opens. Job Center staff participated in the Project Community Connect on October 20 that was held at the Admiral Coontz Armory. The effort focuses on helping the homeless or severely disadvantaged and over 300 customers came seeking services. On November 17 the Job Center DWD Supervisor and DVOP Representative attended the Champ Clark Bridge Job Fair in Louisiana. They were able to share information about the Job Center, National Career Readiness Certificate, and Veteran Services. The Job Center DVOP, Jeremy Hall had resigned his position on December 6. Larry said the Department of Labor had begun the implementation of a new UI filing system call UInteract. As with any new system implementation, problems were occurring. Customers were at first frustrated, then angry, and now hostile. Job Center staff had been actively involved in assisting customers with resolutions of their problems with the new system. He said if members were approached regarding this issue, to please ask the individual to contact the Job Center for assistance.

Clinton Flowers said the issues with the UInteract system were unfortunate and the contractor was working on it daily. Regrettably, this was reflecting on the Job Centers and was a serious concern. He suggested staff explain to claimants that this is a new system and that everyone will have to adapt until all the issues were corrected.

OTHER BUSINESS

Ann McCauley introduced Shannon Moore the MACC AEL Coordinator. Ann said MACC and AEL wrote a grant with some help from Brandi and secured \$92,000 to open a training program where AEL students come out with their HiSet/GED certification and a certification in heavy highway construction. They were just getting ready to kick off the program and Shannon was hired for this purpose.

CHAIRMAN'S REPORT

Dan spoke about the NCRC and WorkKeys testing. He said two counties in our area (Adair and Randolph) had received their certification. It was fairly easy to get students to take the WorkKeys test but it was harder to get other workers to take the test. He asked that everyone do what they could to help their county meet its quota so they would receive their certification.

Glenn Eagan said the Board had gone through some really good and really tough times. Past financial situations put a burden on the Board. Cuts had to be made, and unfortunately a Job Center was eliminated. Sharon was important in keeping this organization going and worked very hard to keep us from falling apart. Next, Casie came in and helped out with the fiscal situation and did a wonderful job. Then Brandi got on board and really brought the organization to where it is currently. He felt the Board had had its trials but it was a great organization today. Now some of the Region's commissioners would be leaving us. They could do so knowing that the Board was in good hands. He thanked those leaving for their help in making the Board stronger. On behalf of the Board, Glenn presented plaques of appreciation to Commissioners Glenn Turner, John Campen, Jim Luebrecht, and Steven Whitaker for their service and dedication to the Northeast Missouri Workforce Development Board.

Dan said the experience and knowledge of those leaving would be greatly missed. Training for new Board members and CLEOs and how best to provide that was discussed. Clinton Flowers said DWD had board member information materials that may be helpful and could assist with new member training.

NEXT MEETING DATE & LOCATION

The next NEMO Workforce Development Board meeting is scheduled for January 23, 2017 at 6:30 p.m. at the M.W. Boudreaux Visitor's Center in Perry, Missouri.

ADJOURN

Diane Noah moved that the meeting be adjourned. Annette Sweet seconded the motion, and the meeting adjourned at approximately 7:35 p.m.

Submitted by,

Janice Robinson