

NORTHEAST WORKFORCE DEVELOPMENT BOARD

EMPLOYEE/STAFFING EQUAL OPPORTUNITY DATA ANALYSIS

PY 15 – YEAR END 6/30/16

EO OFFICER – DIANE SIMBRO

NEMO WDB Employee/Staffing EO Data Analysis PY15 – Year End 06/30/16

Overview

The NEMO WDB ensures efforts and implementation strategies have been put in place to comply with Equal Opportunity CRC data analysis requirements. The NEMO WDB and its subcontractors make every effort to follow and comply with the Uniform Guidelines on Employee Selection Procedures. As strategies to best monitor employee/staffing data analysis have transformed, efforts were also made to capture demographic information at point of interest in application. This was implemented through a demographic form provided online and in paper copy for individuals to disclose their demographic information voluntarily when job openings were posted. The NEMO WDB has captured staffing changes (hiring, demotions, promotions) and for those that volunteered the information, demographics for potential interested applicants. Please note that MERS Goodwill serves four regions (St. Louis City, Jefferson/Franklin, Southeast, and NEMO) and all EO data for employee/staffing data analysis has been submitted in a separate report by St. Louis City EO officer.

Organization Makeup

The NEMO (Northeast Missouri) Workforce Development Board acts as an oversight and coordinating agent for a sixteen county area known as the Northeast Missouri Workforce Development Region. The Northeast Missouri Workforce Development Region delivers services to sixteen (16) counties in Northeast Missouri. The counties served are Adair, Clark, Knox, Lewis, Lincoln, Macon, Marion, Monroe, Montgomery, Pike, Ralls, Randolph, Schuyler, Scotland, Shelby and Warren. The NEMO WDB oversees three Missouri Job Centers in Kirksville, Hannibal, and Warrenton. The NEMO WDB has three subcontractors, Boonslick Regional Planning Commission, Gamm, Inc. and MERS Goodwill. Boonslick Regional Planning Commission operates the youth, adult, and dislocated worker programs for the Missouri Job Center – Warrenton; Gamm, Inc. operates the youth program for the Missouri Job Center – Kirksville and Hannibal, and operates the adult and dislocated worker programs for the Missouri Job Center – Kirksville; MERS Goodwill operates the adult and dislocated worker programs for the Missouri Job Center – Hannibal.

Gamm, Incorporated was established in 1986 in LaBelle, Missouri with funds from the Department of Elementary and Secondary Education (DESE) to assist farmers who were in crisis due to financial burdens. The goal was to train these farmers and give them additional skills that would allow them to secure a second job and maintain their family farm. The program is still state funded today, although the focus and goals have changed over the years.

In 1992, Gamm, Incorporated responded to a Request for Proposal (RFP) to deliver services under the Job Training Partnership Act (JTPA) program in the Mark Twain area of the Northeast Region. The NEMO Private Industry Council (PIC) awarded the contract to Gamm, Incorporated for services to the dislocated worker, adult, and youth of the region. Additionally, in 1999, Gamm, Incorporated was awarded the Northeast area of the Northeast Region after the local regional planning commission was removed as a provider. Gamm, Incorporated continued to provide services through the transition to the Workforce Investment Act (WIA) program. The Next Generation Career Center (NGCC) model began in July, 2010 and Gamm, Incorporated provided Functional Leadership and staffing services under the model. Presently under the Workforce Innovation and Opportunity Act (WIOA), we hold the Adult/Dislocated Worker contract for the Kirksville Job Center in the Northeast Region and the Youth

program for 13 of the 16 total counties. Additionally, we have the staffing contract in the Central Region for the Mid-Missouri and Lake Ozark sub-region for Adults and Dislocated Workers.

On May 27, 1968, Governor Warren E. Hearnes signed the necessary documents creating the Boonslick Regional Planning Commission (BRPC). The primary focus of the organization upon its inception has been to provide professional planning services and technical assistance to members within the region.

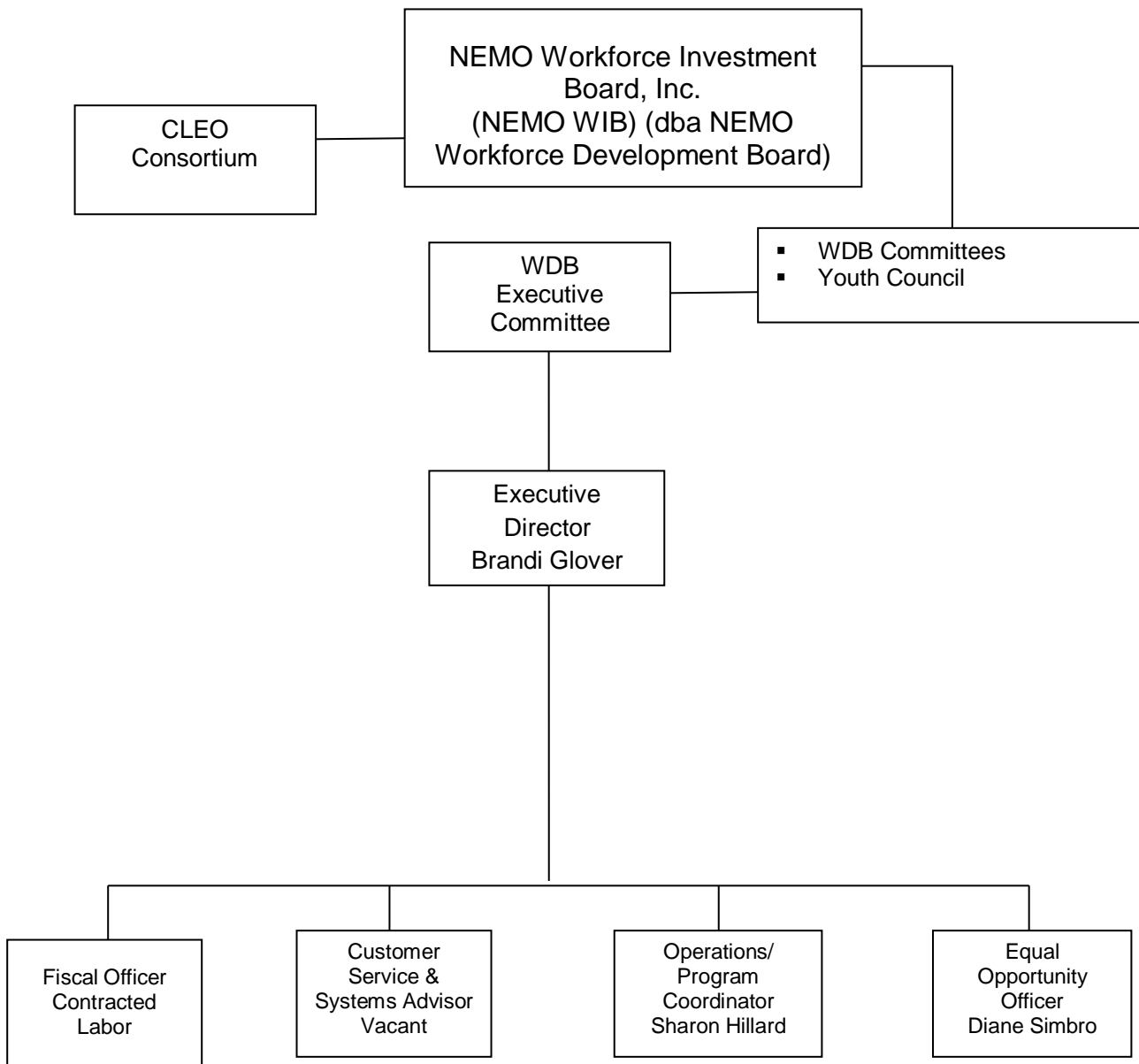
Boonslick is comprised of local units of government within the region. Membership is on a voluntary basis, and members are assessed a membership fee based upon the population of the community. In addition to the money generated by the local membership fees, the State of Missouri provides a grant (the amount varies annually) to each Regional Planning Commission for offsetting the costs of providing assistance to the region. The balance of the operating budget is generated through fees the office collects for administering various State and Federal programs.

In addition to regional planning commission activities, the BRPC is involved in workforce development and community development initiatives. BRPC houses and operates the Missouri Job Center – Warrenton. Currently, the BRPC holds contracts for the adult, dislocated worker, and youth programs for Lincoln, Montgomery, and Warren counties.

Mission Statement

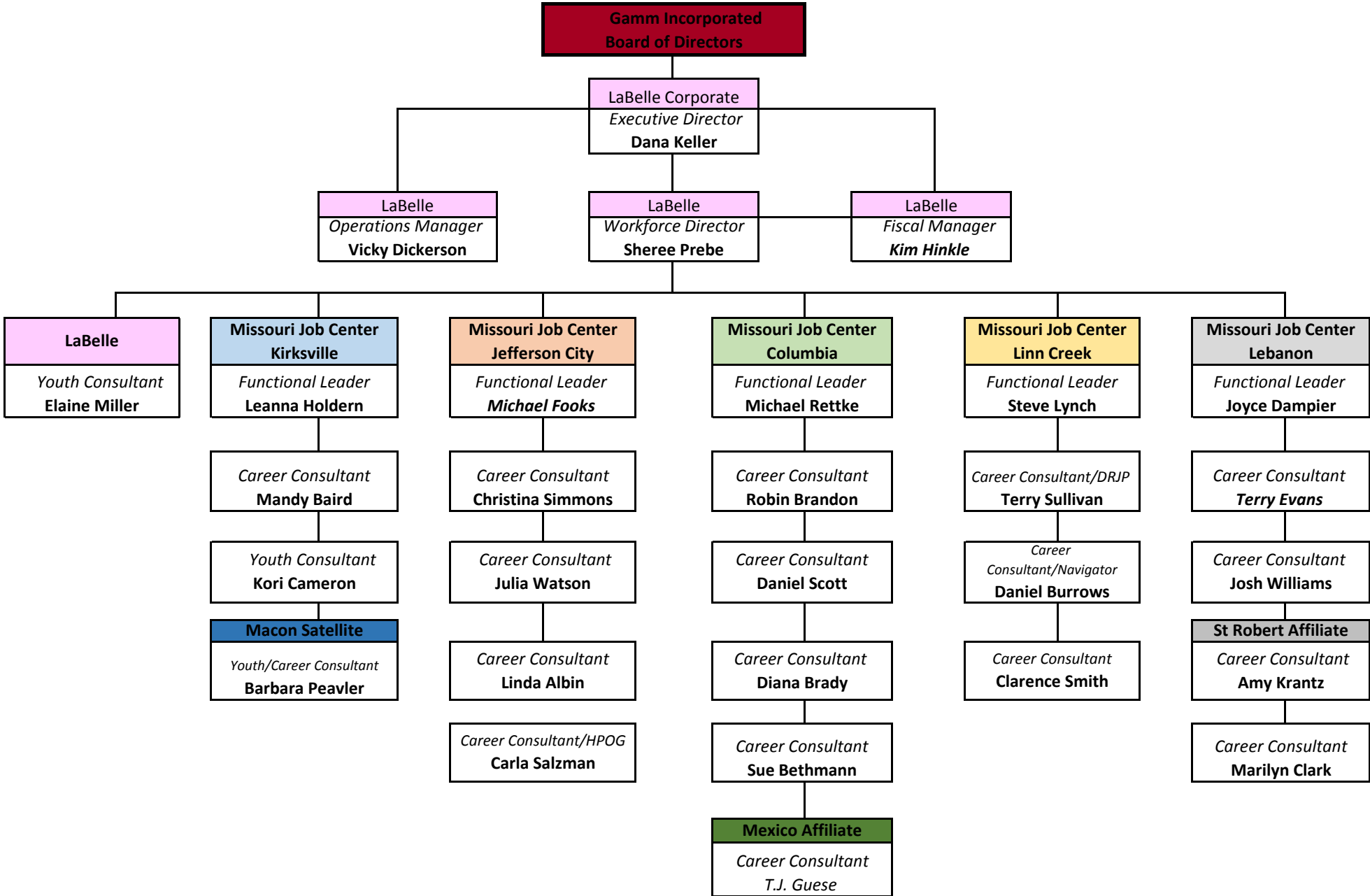
To improve the quality of life in the Boonslick Region (Lincoln, Montgomery & Warren counties) through community, economic and workforce development initiatives; conserving and protecting natural resources; protecting the citizens through emergency planning and preparedness activities; promoting efficiency in governmental programs through sound planning practices; and promoting collaborative approaches to regional challenges.

Following are organization charts for NEMO WDB and subcontractors:



NEMO Workforce Investment Board / (dba NEMO Workforce Development Board)
 Administrative Organizational Chart

Gamm Organizational Chart



Gamm Incorporated
Board of Directors

LaBelle Corporate
Executive Director
Dana Keller

LaBelle
Operations Manager
Vicky Dickerson

LaBelle
Workforce Director
Sheree Prebe

LaBelle
Fiscal Manager
Kim Hinkle

LaBelle
Youth Consultant
Elaine Miller

Missouri Job Center
Kirksville
Functional Leader
Leanna Holdern

Career Consultant
Mandy Baird

Youth Consultant
Kori Cameron

Macon Satellite
Youth/Career Consultant
Barbara Peavler

Missouri Job Center
Jefferson City
Functional Leader
Michael Fooks

Career Consultant
Christina Simmons

Career Consultant
Julia Watson

Career Consultant
Linda Albin

Career Consultant/HPOG
Carla Salzman

Missouri Job Center
Columbia
Functional Leader
Michael Rettke

Career Consultant
Robin Brandon

Career Consultant
Daniel Scott

Career Consultant
Diana Brady

Career Consultant
Sue Bethmann

Mexico Affiliate
Career Consultant
T.J. Guese

Missouri Job Center
Linn Creek
Functional Leader
Steve Lynch

Career Consultant/DRJP
Terry Sullivan

Career Consultant/Navigator
Daniel Burrows

Career Consultant
Clarence Smith

Missouri Job Center
Lebanon
Functional Leader
Joyce Dampier

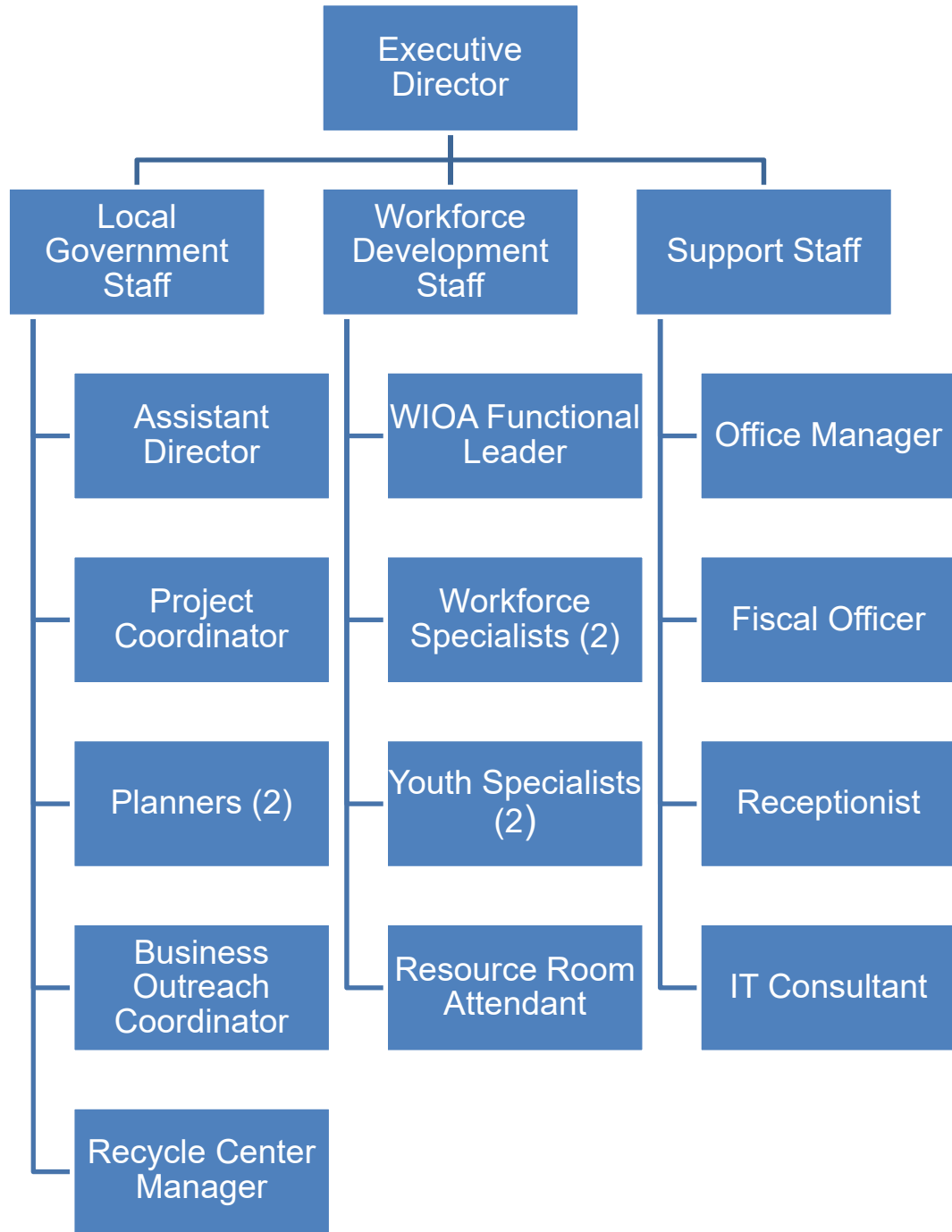
Career Consultant
Terry Evans

Career Consultant
Josh Williams

St Robert Affiliate
Career Consultant
Amy Krantz

Career Consultant
Marilyn Clark

Schedule F-Organizational Chart



Civilian Labor Force Data

Northeast Region Civilian Labor Force 2016 Total Population: 131,721

First Quarter 2014 Civilian Labor Force Demographics: 76,000

Gender:

Female – 53.10%

Male – 46.90%

Age:

14-21 – 8.15%

22-34 – 26.25%

35-54 – 42.19%

55+ - 23.40%

Gender by Age:

(Female)

14-21 – 4.37%

22-34 – 13.51%

35-54 – 22.53%

55+ - 12.69%

Gender by Age:

(Male)

14-21 – 3.78%

22-34 – 12.74%

35-54 – 19.65%

55+ - 10.72%

Race:

American Indian or Alaska Native - .41%

Black or African American – 3.81%

Native Hawaiian or Other Pacific Islander - .06%

White – 94.10%

Ethnicity:

Hispanic or Latino – 1.91%

Not Hispanic or Latino – 98.09%

Disability:

With a Disability – 6.68%

Without a Disability – 93.32%

Hiring Practices

The NEMO WDB accepts applications from any individual that submits application for employment. A resume is typically requested as initial submission in consideration for the position. Resumes and all applicable supporting information (application, references, portfolio, etc.) submitted are reviewed and evaluated for completeness and minimum qualifications requested. Applicants meeting minimum qualifications for the job are invited to interview. Historically, at the time of interview is when demographic information would be requested. All applicants interviewing were provided the form to report their demographic information (if they voluntarily chose to complete the info requested). No name or identifier is on this form and all interviewees' demographic information is kept separately and never included with the applicant's application documents.

As the data analysis strategies have evolved, so has the NEMO WDB hiring practices. Implemented change was put in effect to capture demographic information at point of initial submission in consideration for employment. This change has also been required of subcontractors. The demographic information form is now provided on the website and emailed to applicants to ensure we are making efforts to obtain this information at point of application. All applicants are assured this information is kept separate and in no way impacts their application for employment or potential for hire. Following interviews, each applicant is evaluated based on standard selection criteria. Each interviewee is asked the same standard list of questions and all interviews follow the same standard protocol and process. Typically, a selection panel of three individuals consisting of Executive Director, Board Chair, and

additional WDB member or WDB staff is used to ensure equality and balance in the interview and selection process. Once evaluation and feedback on interviews is completed, discussed and selection determined, an offer for employment is made.

Gamm, Inc. uses the following hiring practices:

- Advertises job openings – We utilize jobs.mo.gov for our hiring needs.
- Accepts applications for employment – Instructions for applying are located on our website www.gamminc.org and on the jobs.mo.gov listing. Applications may be faxed or scanned. Demographic is also collected and maintained separately from the application process. It is not utilized in any way during the application process.
- Selects candidates for interview – Work History, Computer Skills, Related Education and Employment.
- Selects candidates for hire – Interview, Assessment, Qualifications

The Boonslick Regional Planning Commission accepts applications from any individual that submits application for employment. A resume is typically requested as initial submission in consideration for the position. Resumes and all applicable supporting information (application, references, portfolio, etc.) submitted are reviewed and evaluated for completeness and minimum qualifications requested. Resumes and KSA responses are evaluated against the job description and KSA requirements. Applicants meeting qualifications for the job are invited to interview. Historically, at the time of interview is when demographic information would be requested. All applicants interviewing were provided the form to report their demographic information (if they voluntarily chose to complete the info requested). No name or identifier is on this form and all interviewees' demographic information is kept separately and never included with the applicant's application documents.

As the data analysis strategies have evolved, so has the BRPC hiring practices. Implemented change was put in effect to capture demographic information at point of initial submission in consideration for employment. The demographic information form is now provided on the website to ensure efforts to obtain this information at point of application. All applicants are assured this information is kept separate and in no way impacts their application for employment or potential for hire. Following interviews, each applicant is evaluated based on standard selection criteria. Each interviewee is asked the same standard list of questions and all interviews follow the same standard protocol and process. Typically, a selection panel of three individuals or more is used to ensure equality and balance in the interview and selection process. Once evaluation and feedback on interviews is completed, discussed and selection determined, an offer for employment is made.

Job Descriptions and Performance Evaluations

Job descriptions are reviewed annually and updated as needed. Updates may occur to adjust salary range to stay competitive and consistent with the region, adjust duties due to new or different funding source and requirements, and adjust duties based on addition of staff or re-aligning duties based on organization needs. Job descriptions are analyzed and used in conjunction with performance evaluations to ensure all duties are captured and all duties performed are being evaluated. Performance evaluations are conducted annually, and in advance of any raise recommendation based on performance. Additionally, a new hire performance evaluation is conducted after completion of probationary period (six months) or sooner if needed. The Executive Director conducts performance evaluations on staff; WDB Executive Committee conducts performance evaluations on Executive

Director. If raise recommendations occur as a result of performance evaluation of staff, the Executive Committee/WDB will make final decision and vote on any and all raises.

Gamm, Inc. is currently analyzing job descriptions due to WIOA Regulations and are updated as necessary, but at a minimum, annually. Performance evaluations are conducted at the 90 day probationary period by the Functional Leader. Functional Leader is responsible for career consultant staff performance evaluations. The Workforce Director and/or Executive Director is responsible for Functional Leader performance evaluations and Youth staff. Gamm, Incorporated is in the process of revamping performance evaluation criteria.

Boonslick Regional Planning Commission reviews job descriptions annually and updates as needed. BRPC recently did update all job descriptions and add KSA to each. Updates may occur to adjust salary range to stay competitive and consistent with the region, adjust duties due to new or different funding source and requirements, and adjust duties based on addition of staff or re-aligning duties based on organization needs. Performance evaluations are conducted annually by the Executive Director for staff. Additionally, a new hire performance evaluation is conducted after completion of probationary period or sooner if needed.

Training Selection

Employees are all provided the opportunity for training. Funding limits the extent and budget available for training, but all employees are provided the opportunity for training annually. Training is based on the individual's position and what is needed and required to continually update their skills and knowledge. The Executive Director makes every effort to budget equal training dollars for each employee. This ensures equal opportunity for training and increases the ability for every employee to perform their job duties. Since we have a small staff, all staff are provided the opportunity to attend required training for their positions, and if funds allow, two staff attend to ensure effective cross-training. All staff are allowed to select additional training opportunities and submit to Executive Director for approval. In PY15, all submitted training was approved since funding was available and due to small staff, less training dollars were utilized than budgeted.

Gamm, Inc. selects training based on the recommendation of Functional Leader, performance evaluations and/or reprimands that indicate training needs, or file reviews that indicate training needs.

Boonslick Regional Planning Commission follows the same selection process as the NEMO WDB. Not all staff were allowed to attend every training opportunity due to budget constraints. The NEMO WDB was able to fund some additional training opportunities for all subcontractors since funds allowed, which made up for the constraints in subcontractor training budgets.

Organization Utilization Analysis

The NEMO WDB region had seven openings in PY15. Seven individuals were hired. There was one promotion and one demotion due to ending of contract. Twenty-two employees participated in training. The NEMO WDB has captured staffing changes (hiring, demotions, promotions), however is unable to capture all applicant flow for PY15 as not all applicants volunteered demographic information at time of application from applicants. All applicants that did disclose are captured. Please see the attached spreadsheet for more detailed information on analysis. MERS Goodwill has captured EO data

for employee/staffing data analysis and it has been submitted in a separate report, as mentioned in opening overview.

Investigation of Discrepancies

After comparing and evaluating NEMO's data, there are an inadequate number of male employees compared to the civilian labor force. It was also found, minority populations were also lacking, however due to the fact that over 90% of our available workforce is white, this was not surprising or of concern. During regular EO monitoring of subcontractors, recruitment of males and more diverse populations were discussed. Current strategies for recruitment were identified, discussed and evaluated. NEMO WDB and its subcontractors utilize extensive and diverse sources in their employment recruitment, which are identified in the next item. Possible reasons for lack of males and minorities in the current workforce were discussed and there were discussions on ways to enhance and expand our current strategies in place. One subcontractor did hire two male employees during PY15, so it appears improvement is being made and strategies in place are becoming effective. Continued efforts and monitoring will occur.

Outreach Plan

As part of our data analysis investigation and evaluation, the prominent sources for outreach currently utilized were identified. Strategies to ensure we are adequately providing outreach to all populations included increasing outreach efforts to these sources and exploring new avenues for outreach. Types of outreach may include: providing job postings to all our partner agencies, which reach and provide services to very diverse populations, providing job postings on Indeed.com to reach a more diverse applicant pool, sharing job postings with our Boards so they can share with their networks, which covers the entire region and all populations. All recruiting and referral sources, partners and employees are informed continually of the NEMO WDB's and its subcontractors commitment to nondiscrimination and equal employment opportunity provisions and this policy is stated on all job postings, communications, and our website.

Following are outreach sources currently utilized (this is not an all-inclusive list) to provide outreach to all populations to ensure that we are promoting diversity in our hiring practices:

- Job Fairs/Hiring Events
- Jobs.mo.gov
- Indeed.com
- Vocational Rehabilitation
- AEL sites
- MWA sites
- Experience Works
- NECAC/NECAA
- Community Colleges
- Inter-Agency Meetings
- Ministerial Alliances
- Supported Employment Agencies
- Independent Living Agencies
- Missouri Department of Social Services
- Veteran's Administration