



NEMO WORKFORCE DEVELOPMENT BOARD



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**NEMO Workforce Development Board  
YOUTH COUNCIL  
Meeting Minutes  
April 5, 2018**

**PRESENT**

Youth Council Members  
Mark Chambers, Moberly Area Community College  
Pat Poepping, NEMO WDB Chair  
Kristin Mosley, MACC Access & ADA Services  
Will Hays, LOQW  
Melissa Layman, VocRehab  
Alonna Kiser, 10<sup>th</sup> Circuit Juvenile Office

**Guests**

Sheree Prebe, Gamm, Inc.  
Janet Hickey, Boonslick RPC  
Polly Matteson, RPDC-Truman State

**NEMO Workforce Development Board Staff**

Diane Simbro, NEMO WDB  
Sheila Jurgesmeyer, NEMO WDB  
Beth Whelan, NEMO WDB

**NOT PRESENT**

**Youth Council Members**

Donna Dunwoody, Moberly Housing Authority  
Lydia McClellan, Macon AEL  
Ann McCauley, Moberly AEL  
Kristin Plunkett, Probation and Parole Officer II  
State of Missouri

**Chief Local Elected Official (CLEO)**

Ryan Poston

## **MEETING CALLED TO ORDER**

Chairperson Mark Chambers called the April 5, 2018 Northeast Missouri Workforce Development Board (NEMO WDB) Youth Council (YC) meeting to order at approx. 10:00 a.m. at the Moberly Area Community College in Moberly, MO.

## **ROLL CALL AND SIGNATURE SHEET**

Roll call was taken and a signature sheet was signed by all individuals. Six Youth Council members were present, and a quorum was established.

## **APPROVAL OF AGENDA AND MINUTES**

Pat Poepping moved to approve the agenda and the March 8, 2018 Youth Council meeting minutes. Will Hays seconded the motion, and motion was unanimously approved.

## **SUMMER JOBS LEAGUE (SJL)**

Diane said the Northeast Region had been given 40 slots and was currently 105% enrolled and enrollment was continuing. A total of 62 applications had been taken and 45 assessments were given. A total of 44 youth were on Work Experience. Per a conference call Diane participated in on Tuesday, if the funding is approved, she felt the region would receive the same amount of funding for PY18 as last program year and should get the funding by mid-May. The summer jobs program would be effective July 1, 2018 through June 30, 2019. It was also stated that any remaining PY17 Summer Jobs funds could be used for start-up for PY18. Diane has asked that the State send marketing material as soon as possible.

## **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) UPDATE/ISSUANCES**

Diane reported that there were no issues with the three (3) issuances being reviewed: Follow-up Service – Youth, Individualized Career Services and Supportive Service Policy. The issuances have been sent to the WDB and will be voted on April 16, 2018 at the WDB meeting. She also stated that the By-laws needed updated. She will send to Council and put it on the agenda for the June meeting.

## **MoPERFORMS PERFORMANCE**

Diane said data was still being loaded into the MoPeforms system and the numbers would not be accurate until this was completed.

## **NOMINATIONS FOR NEW MEMBERS**

Pat Poepping moved that Polly Matteson MO RPDC for Truman State University, Amy Vaughn, Director of Teens in Motion for Douglas Community Center and Chuck Hartman, Manager of

Orscheln Farm & Home Store in Moberly, MO be appointed to the Youth Council. Melissa Layman seconded the motion, and the motion was unanimously approved.

Mark Chambers said Whitney Kertz, guidance counselor at Westran High School was also interested in joining. Whitney is also a part of the NEMO Guidance Council and will be a guest at the Youth Council's fall meeting. Janet Hickey will be talking to different employers in her area about possibly joining the Youth Council. Getting some students involved in the Youth Council to represent their perspective was also discussed.

### **CLOSED SESSION UNDER MO STATUE 610.021 (12) – Discussion of Sealed Bids and Related Documents of Competitive Bidding – For WIOA Youth for PY18**

Melissa Layman moved to go into closed session under MO Statue 610.021 (12) sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected: (for WIOA Youth PY18). Alonna Kiser seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

### **OUT OF CLOSED SESSION**

Kristin Mosley moved to come out of closed session under MO Statue 610.021 (12) sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected; (for WIOA Youth PY18). Will Hays seconded the motion. Roll call vote was taken, and the motion was unanimously approved.

### **YOUTH SERVICE PROVIDER UPDATES/REPORTS**

- **Gamm, Inc.**

Sheree Prebee provided performance and expense reports for Gamm, Inc. She said they had (10) new out-of-school (OSY) enrollments in the past month and (1) in classroom training. She said they were right on track with Summer Jobs and should have a little money for next year.

- **Boonslick Regional Planning Commission**

Janet Hickey said they had a youth that would be job shadowing as she was trying to decide which field she wanted to choose. They also have another OSY enrollment coming. They were having trouble with schools referring and were going to Montgomery County to talk more about the Youth program. Janet also stated that due to no interest, Montgomery County will no longer be offering AEL classes. Janet said she and her staff were busy getting ready for the Apprenticeship Program with Tight-360. Warren and Lincoln Counties have five (5) hiring events scheduled.

**ROUNDTABLE – OPPORTUNITY FOR EACH AGENCY TO SHARE EVENTS,  
INFORMATION AND SPECIAL PROJECTS**

Mark Chambers said MACC had a great Job Fair in Columbia, MO with a number of adults as well as college students attending. Kristin Mosley, Access Office MACC, asked that anyone with mental health issues be referred to her office. She said anyone with a learning disability could be helped with testing etc. Diane Simbro announced that Vocational Rehabilitation would now be referring participants to the Job Centers for assistance in employment. Kristin Mosley spoke about the scholarship program, New Traditions and the need to apply.

**OTHER BUSINESS**

Sheree Prebe suggested that we look for ways to possibly tighten up the referral process. Mark Chambers suggested discussing this at the next meeting. He suggested getting a committee together for more input and the possibility that other forms could be used. It was suggested that we add the Uniform Referral System and By-laws to the next meeting Agenda.

**NEXT MEETING DATE/LOCATION**

The next Youth Council meeting is scheduled for June 14, 2018 at 10:00 a.m. and will be held at the Moberly Area Community College.

**ADJOURNMENT**

Melissa Layman moved that the meeting be adjourned. Kristin Mosley seconded the motion, and the meeting adjourned at 12:00 p.m.

**YOUTH COUNCIL  
CLOSED BUSINESS SESSION 4/5/2018**

Melissa Layman moved to go into **closed** session under MO Statue 610.021 (12) sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected: (for WIOA Youth PY18). Alonna Kiser seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Diane said two proposals were received in response to the NEMO WDB Youth Request for Proposal. They were from the region's current providers Gamm, Inc. and Boonslick Regional Planning Commission. The Council was asked if they had any questions regarding the proposals. The members discussed the proposals and the proposed budgets. **Diane said they can vote to accept the two proposals received but they also have the option to vote to go back out for RFP since they did not receive enough bids.** Diane said the budgets would be finalized once the region received its allocations from the state. It was noted that the subcontractors were allowed the 64% administration and 36% program **split** of the funding.

Will Hays moved that the Youth Council recommend that the NEMO Workforce Development Board approve the Youth Council's recommendation to award the WIOA Title 1B-Youth Service Programs for the Kirksville and Hannibal Job Center areas for Program Year 2018 with the possibility of two, one-year extensions to Gamm, Inc. contingent on budget negotiations, and to award the WIOA Title 1B-Youth Service Programs for the Warrenton Job Center area for Program Year 2018 with the possibility of two, one-year extensions to the Boonslick Regional Planning Commission contingent on budget negotiations. Alonna Kiser seconded the motion, and the motion was approved.

Kristin Mosley moved to come out of closed session under MO Statue 610.021 (12) sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected; (for WIOA Youth PY18). Will Hays seconded the motion. A roll call vote was taken, and the motion was unanimously approved.