



***NEMO WORKFORCE DEVELOPMENT BOARD***

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**NEMO WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**April 16, 2018**

**PRESENT:**

**NEMO WDB Members**

Amy Bowen  
Mark Chambers  
Clinton Flowers  
Stephen Garner  
Dennis Gill  
Jim Kolve  
Corey Mehaffy  
Diane Noah  
Pat Poepping  
Dan Putrah  
Janice Robinson  
Joe Rubison  
Annette Sweet

**WDB Members  
Not Present**

Darin Arnsmeier  
Carolyn Chrisman  
Ann McCauley  
Kami Mohn  
Steve Sellenriek  
Gabe Suddarth  
Mac Wilt

**WDB Staff**

Diane Simbro  
Sharon Hillard  
Beth Whelan  
Sheila Jurgesmeyer

**CLEOs**

Lyndon Bode (phone)  
Dan Colbert  
Glenn Eagan  
Chris Gamm  
Evan Glasgow (phone)  
Wiley Hibbard  
Buddy Kattelmann  
Roger Mauzy (phone)  
Ryan Poston  
Mike Whelan (phone)  
Wayne Wilcox (phone)  
Alan Wyatt

**CLEOs  
Not Present**

Rodney Cooper  
Duane Ebeling  
Stanley Pickens  
Deanne Whiston

**Guests Present**

Bryan Barnes, DWD  
Chad Eggan, Boonslick RPC  
Mark Forster, Gamm, Inc.  
Janet Hickey, Boonslick RPC  
Dana Keller, Gamm, Inc.  
Randy Lane, Gamm, Inc.  
Shannon Moore, MACC  
Sheree Prebe, Gamm, Inc.  
Shari Schenewerk, DWD

## **ROLL CALL OF THE NORTHEAST REGION CLEO CONSORTIUM**

Roll call of the CLEO Consortium was taken by Janice Robinson. Twelve CLEOs were present (5 by phone) and a quorum was established.

### **CLEO CONSORTIUM ELECTION OF OFFICERS**

Reporting for the Nomination Committee, Commissioner Lyndon Bode said the Consortium's current officers (Glenn Eagan Chair; Ryan Poston 1<sup>st</sup> Vice Chair; Wayne Wilcox 2<sup>nd</sup> Vice Chair) had volunteered to serve another term. Commissioner Wiley Hibbard moved to approve the slate of officers as presented. Commissioner Chris Gamm seconded the motion, and the motion was unanimously approved.

### **CLEO APPROVAL OF BY-LAWS**

Commissioner Glenn Eagan said there were no changes recommended to the CLEO Consortium By-Laws that were sent to all the Commissioners for review. Commissioner Ryan Poston moved to approve the CLEO Consortium By-Laws as presented. Commissioner Alan Wyatt seconded the motion, and the motion was unanimously approved.

### **MEETING CALLED TO ORDER**

Chairperson Pat Poepping called the April 16, 2018 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 Janice Robinson. Thirteen board members were present, and a quorum was established. Signature sheets were signed by those attending.

### **APPROVAL OF CONSENT AGENDA**

Jim Kolve moved to approve the consent agenda. Dan Putrah seconded the motion, and the consent agenda was unanimously approved.

### **EXTENSION OF PY18 CONTRACTS FOR ONE-STOP OPERATOR, WIOA ADULT & WIOA DISLOCATED WORKER SERVICES INCLUDING FUNCTIONAL LEADERSHIP and STAFFING**

One-Stop Committee Chairperson Steve Garner moved that the contracts for the One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2018 for the Hannibal and Kirksville Job Center areas be extended to Gamm, Inc. Corey Mehaffy seconded the motion, and the motion was unanimously approved.

Commissioner Alan Wyatt moved that the contracts for the One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2018 for the Hannibal and Kirksville Job Center areas be extended to Gamm, Inc. Mike Whelan seconded the motion, and the motion was unanimously approved.

One-Stop Committee Chair Steve Garner moved that the contract for the One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2018 for the Warrenton Job Center area be extended to Boonslick RPC. Corey Mehaffy seconded the motion, and the motion was unanimously approved.

Commissioner Alan Wyatt moved that the contract for the One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2018 for the Warrenton Job Center area be extended to Boonslick RPC. Buddy Kattelman seconded the motion. The motion was approved with Dan Colbert and Ryan Poston abstaining.

### NEW LOCAL WDB ISSUANCES

Pat said all of the new or revised Local WDB Issuances were on the WDB's website for members to review. Jim Kolve moved to approve the new Local WDB Issuances as presented on the WDB's website. Mark Chambers seconded the motion. Diane explained that there were 15 policies and attachments that were either updated written or revised. She said WIOA requires each Region to have local guidance along with State and Federal guidance/Issuances. Staff was required to review over 30 policies. Fortunately, several of the policies were addressed in our Local Plan and we were not required to address those. Most of the policies addressed required only updates and revisions and there were no major changes. The motion was approved with Clinton Flowers recusing himself. Commissioner Ryan Poston moved to approve the new Local WDB Issuances as presented on the WDB's website. Commissioner Wiley Hibbard seconded the motion, and the motion was unanimously approved.

### COMMITTEE REPORTS

#### • Executive Committee

- *Transfer of Dislocated Worker funds to Adult* – Diane said the NE region hasn't had a lot of layoffs and hasn't had to access its Dislocated Worker (DW) funds. However, we were running out of our Adult funding for this year. Under WIOA, we are allowed to transfer 20% of our Dislocated Worker funds to the Adult program without any approval. She explained that the region had a zero balance in its PY16 Dislocated Worker funds. In FY17 Dislocated Worker funds there was approximately \$90,016.34 that must be spent by June 30, 2018. After expenses for this month, that amount may be a little less. She requested that the Board approve the transfer of the FY17 DW funds (approximately \$90,016.34) to the Adult program. Also in PY17, we had \$63,594.00 in DW funds and we would like to transfer those funds to the Adult program as well. In FY18 our DW funding, there was \$338,835.00 and the 20% transfer would come out of that which would be \$67,767.00. Diane said that would still leave a balance of \$279,068.00 in Dislocated Worker funding and those funds would be available to spend until 6/30/2019. In the event we were to have a major layoff and have need of more DW funds, these funds could be transferred back to the DW program. Diane added that as of March 31, 2018 we only had \$25,876.49 in FY18 Adult funds and that was the reason for the need to transfer.

Annette Sweet moved to approve the transfer of the Dislocated Worker funds as described to the Adult Program. Diane Noah seconded the motion, and the motion was unanimously approved.

Commissioner Alan Wyatt moved to approve the transfer of the Dislocated Worker funds as described to the Adult Program. Commissioner Wiley Hibbard seconded the motion, and the motion was unanimously approved.

- *By-Laws Revision* – Pat said the updated NEMO WDB By-Laws had been sent to all Board members for review. He noted that at the last WDB meeting the Board approved the creation of a Nominations and Recruitment Committee. The Committee would not only be responsible to search for qualified Board officers, but to work with the CLEOs to recruit private business members. The addition of the Committee required a revision to the By-Laws and the addition of Section 7.7. Diane Noah moved to approve the WDB By-Laws as revised. Jim Kolve seconded the motion, and the motion was unanimously approved.
- *Revised Committee Structure* – Everyone was provided a revised Committee Structure list for review. Mark Chambers said the individuals added to the Youth Committee were Polly Matteson, Amy Vaughn, Chuck Hartman and Whitney Kertz. Pat said the individuals serving on the Nominations and Recruitment Committee were Annette Sweet, Pat Poepping, Corey Mehaffy, JoAnn Toerper, Shari Schenewerk and Darin Arnsmeier. He noted that the updates to the Executive Committee would take effect July 1, 2018

and were per the WDB By-Laws. Jim Kolve moved to approve the Committee Structure list as presented. Dan Putrah seconded the motion, and the motion was unanimously approved.

- *CLEO Addition of Members to Access and Employer Engagement Committees* – Commissioner Glenn Eagan asked for CLEO volunteers to serve on the Access and Employer and Engagement Committees. Lyndon Bode was volunteered to serve on the Employer Engagement Committee. Glenn Eagan volunteered to serve on the Employer Engagement Committee.

Pat said the NEMO WDB had reduced the number of WDB meetings per Program Year to four. However, the Committees had been very active and a lot of things had been going on. If anyone was interested in serving on any of the Committees, they should contact the WDB office.

- **Employer Engagement Committee Update (Growth Services Group Partnership Recommendation)**

Jim Kolve said at the last couple of Employer Engagement Committee meetings, Corey Mehaffy provided information on behalf of Growth Services regarding employer services. The Committee listened and was interested in his presentation; however, we wanted to make sure there would be no conflict of interest in our partnering with his company since he also serves on the WDB. The State was contacted and we were told that since there are no other businesses in our area that provide the type of service his company is offering, there would be no conflict of interest. Therefore, the Employer Engagement Committee voted unanimously to recommend that the NEMO WDB partner with Growth Services. On behalf of the Committee, he was bringing this recommendation to the WDB for its approval before going forward. He explained that there would be no cost to the WDB and we would be providing a service to businesses. The offering would be made to employers to help them improve employee engagement. Jim said being able to offer services to area businesses to help them run better was something the Employer Engagement Committee would like to do for the region.

Diane said she had talked to the State and they didn't feel that there would be any conflict of interest because the WDB would only be inviting employers to a meeting to listen to a presentation regarding the BRE (Business Retention and Expansion) Program Growth Services was offering. Employers would choose whether or not to purchase the service. The WDB was only helping to convene the two groups. Employer names would not be provided to Growth Services.

Corey said with his involvement with economic development, many times existing employers ask what programs are available to them. He said the BRE (Business Retention and Expansion) Program could be offered by economic development organizations, the WDB and the Regional Planning Commission to show a tangible value to existing employers in the region. His goal was to offer the program through the WDB as a program of value for the regions existing employers. If the Board wasn't interested in partnering, that was okay.

Jim Kolve moved that the NEMO WDB approve the recommendation of the Employer Engagement Committee to partner with Growth Services to provide services to the region's employers. Steve Garner seconded the motion.

Due to the concern of a possible conflict of interest, it was suggested that a Request for Qualifications be posted. If no other agencies submitted proposals to provide the services, this would ensure that there would be no conflict of interest. Clinton Flowers moved to table the issue until a Request for Qualifications was issued. Joe Rubison seconded the motion and the motion was approved.

- **Youth Council Update**

Committee Chairperson Mark Chambers said at the last meeting of the Youth Council, they voted to recommend that the NEMO WDB add the individuals he reviewed earlier to the committee. The Youth Council reviewed three issuances regarding Youth services. These issuances were presented for Board approval along with the other issuances previously presented. The members also had a round table discussion where they shared regional events, special projects and information. Some of the events mentioned were the job fair held in Columbia, MO with a number of adults as well as college students attending. The Moberly job fair was also discussed. Services available to students with disabilities through the MACC Access office were shared. It was announced that Vocational Rehabilitation would now be referring participants to the Job Centers for assistance in employment.

Kristin Mosley spoke about the scholarship program through New Traditions and the need to apply. The next Youth Council meeting is scheduled for June 14, 2018.

- **Access Committee**

Chairperson Amy Bowen said the Access Committee met on March 19 at the Kirksville Job Center. Several people attended. The Committee's goal is for the agencies to partner with each other and to learn about the programs and services each agency provides and how to help individuals with disabilities and barriers to employment become employed. They talked about the programs provided by each agency and the resources they can provide to individuals and partnering to provide those services. The Committee plans to meet in Hannibal and are looking at tele-connecting to Boonslick and Kirksville so others can join. The next meeting date was not yet scheduled. Diane said the Committee would probably meet quarterly and the next meeting would probably be in June.

### **EXECUTIVE DIRECTOR'S REPORT**

Diane said the Missouri Association of Workforce Development (MAWD) conference was scheduled for May 1 through May 3 and would be held at the Lake of the Ozarks Lodge of the Four Seasons. There was still time for individuals to register if they wished to attend.

Diane said the region was awarded a grant for \$100,000 through the Missouri Registered Apprenticeship Program. The grant was submitted based on one employer which was Tight 360 in Jonesburg MO. Tight 360 is a machine and tool company that wants to become an eligible training provider and they needed equipment to get started. Their vision is to help people who are disabled or have been incarcerated that might not have an opportunity otherwise to find employment. The submission of the grant was a team effort that included the BRPC, Vocational Rehabilitation, Veterans and the Department of Labor (DOL). Staff would be working with the individuals that are going through the training providing On-the-Job Training contracts and then moving them right into the registered apprenticeships. Soft skills training would also be provided, and we had provided a computer so individuals can learn computer skills. Diane said the grant award had received attention from the Governor, DWD Directors and DED Directors.

Diane said in the upcoming year the region would be working to plan a couple of local youth events. These would be interactive events with local employers and we plan to hold them on the college campus. In addition, all the regions in the State are joining to plan some statewide initiatives. An event would be held during manufacturing week in October. In November, an event would be held for Apprenticeship month. Hour of Code, which is an IT function, would be held in December. In March of 2019, a program called Build Your Future which is focused on construction would be held. She noted that the Ozark Region had been very successful with this program for three years and they bring in high school students to experience all types of construction. She said these events would be held to provide a service to individuals, and to build visibility for the NE Region, our Subcontractors and the NEMO WDB. Diane added that the WDB State financial audit was coming up next week. The WDB's third party audit was just completed and the auditor would be presenting her report at the June Board meeting.

### **CHAIRMAN'S REPORT**

Pat introduced the WDB's new Fiscal Officer Beth Whelan. He encouraged Board members to visit the NEMO WDB website and see the improvements. He said pictures would be taken of everyone to be placed on the website so we can get to know one another. He said committee members had been working hard in their committees. He noted that the Employer Engagement Committee had been addressing the Work Ready Community initiative and that a lot of the region's counties were already Work Ready Certified. He noted that the website [www.workreadycommunities.org](http://www.workreadycommunities.org) was very helpful in telling where all the counties are at and where we are as a region. He talked about the donation box on the food table which he wanted to remove. However, we checked with Northeast Power and they will match the funds donated to the WDB. Also if the counties are able to donate any funds, they would also be matched 100% up to \$3,000. He said this was a great investment for our

region and was a good way for us to acquire funds for special projects. He encouraged everyone to assist if possible.

Pat said, at the last Board meeting, he mentioned that maybe we should go to a Chair, First Vice Chair and Second Vice Chair. He hadn't pushed that issue because the Chairs have to be private members. He still felt the WDB needed to move toward that option but that it needed to increase its private membership first.

### **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 meeting.

- **Missouri Job Center – Hannibal**

Functional Leader Randy Lane said the Hannibal Area Job Fair was held March 29. They had 59 employers, 4 Veteran agencies and approximately 225 job seekers attend. Rita Brown and Shari Schenewerk would be presenting a session at the MAWD conference on how to create great job fair results for both the employer and job seekers. Their 2018 Senior Expo event would be held Thursday, April 19 from 10 a.m. to 1 p.m. at the Admiral Coontz Recreation Center. Along with the Hannibal Job Center, multiple companies and organizations would be presenting community resources and/or health screening. The Hannibal team had Work Keys tested 226 students at Hannibal, Mark Twain, Palmyra and Highland High Schools. They were scheduled to test approximately 30 more students April 24. A total of 19 WIOA Adult and Dislocated Workers had been assisted at the Hannibal Job Center.

- **Missouri Job Center – Kirksville**

Functional Leader Mark Forster said January 25<sup>th</sup> the Kirksville Job Center held a manufacturing hiring event at the Kirksville Days Inn. There were 10 employers and 19 job seekers in attendance. On October 19, 2017 the Job Center hosted a job fair at the NEMO Fairgrounds. It was attended by 48 employers and over 200 job seekers. April 19, 2018 the Job Center would be hosting a job fair at the Kirksville Days Inn. To date, 41 employers had registered. Employers utilizing the job center were Kraft Heinz, Kelly Services, Arby's and Menard's. Staff meetings were being held each week to update staff on current events and new policies. Several staff would be attending the MAWD conference the first week in May. Knox County Schools tested many of their students on the NCRC.

- **Missouri Job Center – Warrenton**

Janet Hickey spoke about the great apprenticeship opportunity for the region. She congratulated Diane on the writing of the grant and its approval in the amount of \$100,000. She said the project with Tight 360 represented a strong collaborative effort to address business needs and serve those seeking employment. It would also help meet the growing need for skilled employees expressed by the advanced manufacturing industry. Janet said Warren County was preparing to celebrate its Certified Work Ready Community (CWRC) designation. She invited everyone to attend the event that would be held Thursday, April 26, 2018 at 10:00 a.m. She talked about the hiring events that had taken place or were upcoming. She said the Warrenton Job Center had been working with Probation & Parole from Lincoln, Montgomery and Warren counties to help justice-involved individuals find employment.

### **CLOSED SESSION UNDER MO STATUTE 610.021 (12) – Discussion of Sealed Bids and Related Documents of Competitive Bidding – for PY 18 WIOA Youth Services**

Dan Putrah 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 PY 18 WIOA Youth Services Request for Proposal (RFP)). Annette Sweet seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Commissioner Alan Wyatt 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 PY 18 WIOA Youth Services Request for Proposal (RFP). Commissioner Wiley Hibbard seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

#### **OUT OF CLOSED SESSION**

Annette Sweet 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 PY 18 WIOA Youth Services Request for Proposal (RFP). Mark Chambers seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Commissioner Wiley Hibbard 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 PY 18 WIOA Youth Services Request for Proposal (RFP). Commissioner Ryan Poston seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

#### **NEXT MEETING DATE & LOCATION**

The next NEMO Workforce Development Board meeting is scheduled for June 18, 2018 at 6:30 p.m. and will be held at the M.W. Boudreaux Visitor's Center in Perry, Missouri.

#### **ADJOURN**

Amy Bowen moved that the meeting be adjourned. Janice Robinson seconded the motion, and the meeting adjourned at approximately 8:00 p.m.

Submitted by,

Janice Robinson

## **NEMO WDB Meeting**

### **Closed Session Motion**

**April 16, 2018**

Dan Putrah 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 PY 18 WIOA Youth Services Request for Proposal (RFP)). Annette Sweet seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Commissioner Alan Wyatt 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 PY 18 WIOA Youth Services Request for Proposal (RFP)). Commissioner Wiley Hibbard seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

After going into closed session, it was explained that the Northeast Region consisted of 16 counties and three Job Centers. The Job Centers are located in Kirksville, Warrenton and Hannibal. The WDB's current subcontractors are Gamm, Inc. at Kirksville, and Hannibal and Boonslick RPC at Warrenton. The NEMO WDB contracts with the subcontractors for one year with the option of two, one-year extensions. The Board was informed that the NEMO WDB received only two proposals in response to its Youth RFP. Those responding were its current subcontractors Gamm, Inc. and Boonslick Regional Planning Commission. The proposals were sent to an Evaluation Committee formed of Youth Council members to review. After their evaluation they presented their recommendation to the full Youth Council. The Youth Council then voted on their recommendation for the NEMO WDB.

Youth Council Chairperson Mark Chambers said the Youth Council Evaluation Committee met on April 5, 2018 and reviewed and discussed the proposals at length. They felt both providers presented solid proposals. However, they did have some questions about the budget portion of the proposals. It was explained that the budget portion of the proposals could be negotiated after the proposals were approved. The Committee then presented their recommendation to the full Youth Council for their recommendation to the WDB.

On behalf of the Youth Council, Mark moved that the NEMO WDB 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. Annette Sweet seconded the motion. A roll call vote was taken, and the recommendation was approved with one member opposed and Clinton Flowers abstaining.

Commissioner Alan Wyatt moved that the NEMO WDB 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. Commissioner Wiley Hibbard seconded the motion. A roll call vote was taken, and the recommendation was approved.

On behalf of the Youth Council, Mark moved that the NEMO WDB approve the Youth Council's recommendation 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. Dan Putrah seconded the motion. A roll call vote was taken, and the recommendation was approved with one member opposed and Clinton Flowers abstaining.



Commissioner Alan Wyatt moved that the NEMO WDB approve the Youth Council's recommendation 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. Commissioner Chris Gamm seconded the motion. A roll call vote was taken, and the recommendation was approved with Ryan Poston and Dan Colbert abstaining.

Annette Sweet 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 PY 18 WIOA Youth Services Request for Proposal (RFP)). Mark Chambers seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

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