



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

June 18, 2018

PRESENT:

NEMO WDB Members

Darin Arnsmeyer
Amy Bowen
Mark Chambers
Clinton Flowers
Stephen Garner
Jim Kolve
Corey Mehaffy
Kami Mohn
Diane Noah
Pat Poepping
Dan Putrah
Janice Robinson
Annette Sweet
Mac Wilt

**WDB Members
Not Present**

Carolyn Chrisman
Dennis Gill
Ann McCauley
Michael Puro
Joe Rubison
Steve Sellenriek
Gabe Suddarth

WDB Staff

Diane Simbro
Sharon Hillard
Beth Whelan
Sheila Jurgesmeyer

CLEOs

Lyndon Bode
Dan Colbert
Duane Ebeling (phone)
Glenn Eagan
Buddy Kattelmann
Mike Whelan (phone)
Wayne Wilcox (phone)
Deanne Whiston
Alan Wyatt (phone)

**CLEOs
Not Present**

Rodney Cooper
Chris Gamm
Evan Glasgow
Wiley Hibbard
Roger Mauzy
Stanley Pickens
Ryan Poston

Guests Present

Bryan Barnes, DWD
Erica Davis, Gamm, Inc.
Chad Eggan, Boonslick RPC
Mark Forster, Gamm, Inc.
Janet Hickey, Boonslick RPC
Shari Schenewerk, DWD
Judy Ward, Cochran Head Vick & Co.,
P.C. (phone)

ROLL CALL OF THE NORTHEAST REGION CLEO CONSORTIUM

Roll call of the CLEO Consortium was taken by Janice Robinson. Nine CLEOs were present (4 by phone) and a quorum was established.

APPROVAL OF NEW BOARD MEMBER

CLEO Chair Glenn Eagan said he received a letter from the Hannibal Area Chamber of Commerce nominating Michael Purol, President of Poepping, Stone, Bach and Associates, Inc., for membership to the NEMO Workforce Development Board. Glenn said he felt Mr. Purol would be an excellent candidate for membership to the NEMO WDB.

Commissioner Lyndon Bode moved that Michael Purol be appointed to the NEMO Workforce Development Board. Commissioner Deanne Whiston seconded the motion, and the motion was unanimously approved.

MEETING CALLED TO ORDER

Chairperson Pat Poepping called the April 18, 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. Fourteen board members were present, and a quorum was established. Signature sheets were signed by those attending.

APPROVAL OF CONSENT AGENDA

Corey Mehaffy moved to approve the consent agenda. Mark Chambers seconded the motion, and the consent agenda was unanimously approved.

AUDITOR'S REPORT

Board Members and CLEOs were provided copies of the report for their review. Judith Ward with Cochran Head Vick & CO., P.C. reviewed the NEMO Workforce Development Board's June 30, 2017 Independent Auditor's Report. The results of the Auditor's tests disclosed no instances of noncompliance or other matters that were required to be reported under Government Auditing Standards. Findings of deficiencies in internal control over compliance that were considered to be significant were identified and described. The first finding dealt with Cash Management and it was recommended that the Organization adopt internal control procedures to ensure the timely repayment of advances. Management response was that the NEMO WDB fiscal officer will review any cash advances on a monthly basis and will follow up with subrecipients on all checks not cashed within sixty days of issue. The second finding also dealt with Cash Management and regarded an overstatement of expenditures in the general ledger. In response, the NEMO WDB has developed an Excel spreadsheet that will be used to calculate and reconcile all expenditures from the subrecipients and the administrative entity. The third finding dealt with Reporting and was connected to the previous finding. In response, the NEMO WDB will use the Excel spreadsheet mentioned above and a reconciliation will be completed before the monthly report is completed and submitted to the Division of Workforce Development (DWD). The statement will also be reconciled with the Statement of Revenues and Expenditures from the NEMO WDB accounting system.

Diane Noah moved to approve the June 30, 2017 audit report as presented. Corey Mehaffy seconded the motion, and the motion was unanimously approved. Commissioner Lyndon Bode moved to approve the June 30, 2017 audit report as presented. Commissioner Deanne Whiston seconded the motion, and the motion was unanimously approved.

ELECTION OF NEW BOARD OFFICERS

Nominations Committee Chairperson Annette Sweet said the following individuals had volunteered to serve as PY18 WDB Officers:

- Chairperson – Corey Mehaffy
- Vice Chair – Darin Arnsmeier
- Secretary/Treasurer – Janice Robinson

Annette Sweet moved to approve the slate of individuals as presented. Kami Mohn seconded the nomination, and the motion was approved.

COMMITTEE REPORTS

• Executive Committee

- *Budget Allocations* – Diane said the financial information had been sent to everyone. The budget and allocations were based on poverty, population and the unemployment rate. We had a total decrease of \$119,137.00 (an estimated average of 9%) of our formula funds of Adult, Youth and Dislocated Worker funding for PY18. She felt we could live with this because we would receive some income from our non-formula funds of Summer Jobs, SkillUP, and the Apprenticeship grant. The Executive Committee recommended that the funding splits remain the same as the last program year. Which would be 10% admin for the WDB and 8% program funds. With the estimated carryover, that give us \$323,641.00. The proposed budget was \$317,605.00. We were under budget last year and didn't have to use the carryover. She felt we would be fine if we watched the budget closely.

Pat said the Executive Committee also reviewed staff salaries of the WDB's across the state and found that the NE Region has the lowest salaries statewide. Therefore as part of the WDB budget, the Executive Committee proposed a 5% increase in staff salaries.

Jim Kolve moved to approve the allocations as presented based on the splits of 10% admin and 8% program funds to be kept at the WDB office, and the split of 64% admin and 36% program for the subcontractors. Annette Sweet seconded the motion, and the motion was unanimously approved.

Commissioner Deanne Whiston moved to approve the allocations as presented based on the splits of 10% admin and 8% program funds to be kept at the WDB office, and the split of 64% admin and 36% program for the subcontractors. Commissioner Lyndon Bode seconded the motion, and the motion was unanimously approved.

Jim Kolve moved to approve the PY18 Admin budget as presented. Mark Chambers seconded the motion, and the motion was unanimously approved.

Commissioner Dan Colbert moved to approve the PY18 Admin budget as presented. Commissioner Buddy Kattelman seconded the motion, and the motion was unanimously approved.

- *Recommendation to Extend Auditor's Contract* – Pat said the WDB currently contracts with Cochran Head Vick & CO., P.C. for auditing services. The contract was for one year with the option of two, one-year extensions. The agency had just completed the second year of the contract, and if the Board wished, it could extend the contract for the third year. Diane said the contract with the audit firm was to conduct the WDB audit and prepare the IRS 990 form each year. The total cost for the first year was \$10,920, the total cost for the second year was \$11,248 and the total cost for the third year will be \$11,585.

Jim Kolve moved to approve the extension of the contract for auditing services with Cochran Head Vick & CO., P.C. for another year. Annette Sweet seconded the motion, and the motion was approved.

Commissioner Lyndon Bode moved to approve the extension of the contract for auditing services with Cochran Head Vick & CO., P.C. for another year. Commissioner Deanne Whiston seconded the motion, and the motion was approved.

○ *WDB / CLEO AGREEMENT* –

Diane explained that the WDB/CLEO Agreement was an annual agreement. The only revision made to the Agreement was the beginning and ending dates.

Steven Garner moved to approve the revised WDB/CLEO Agreement. Mark Chambers seconded the motion, and the motion was approved.

Commissioner Dan Colbert moved to approve the revised WDB/CLEO Agreement. Commissioner Lyndon Bode seconded the motion, and the motion was approved.

- *Conflict of Interest* – Pat asked everyone to be sure to sign the Conflict of Interest Statements and return them to the WDB. He said staff was working to organize a WDB Orientation session for the Board and CLEOs that would be helpful for all members. The Orientation would be presented by DWD and would be conducted in September during the day. Diane said plans are to meet two hours in the morning, break for a provided lunch, and then meet two hours that afternoon. The tentative date is September 17. Glenn suggested that the Matched Donation funding be used for the meeting cost.

● **Youth Council Update**

Committee Chairperson Mark Chambers said the Youth Council met April 14th and discuss the following.

- The Summer Jobs League for PY18 was discussed.
- The Youth Council decided to resend its By-laws since it is now a committee of the WDB and falls under the NEMO WDB's By-Laws.
- Youth Service Providers Gamm, Inc. and Boonslick Regional Planning Commission provided updates regarding Youth performance.
- The agencies present shared information regarding events, and special projects in the region.
- The Youth Council Meeting dates for PY18 were set for September 13, December 13, April 11 and June 13.

● **Access Committee**

Chairperson Amy Bowen said the Access Committee would be meeting next week. They last met March 19 at the Kirksville Job Center. 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. She said next week's meeting would include a guest speaker that would be presenting information about their program and she encouraged those interested to attend.

● **Employer Engagement Committee Update**

Jim Kolve said at the last WDB meeting, a motion was made and seconded for the NEMO WDB to approve the recommendation of the Employer Engagement Committee to partner with Growth Services Group to provide Employee Engagement services to the region's employers. However due to the concern of a possible conflict of interest, a second motion was made to table the issue until a Request for Qualifications (RFQ) was issued. A RFQ for Consulting Services was posted and the Employer Engagement Committee met on June 15th to review proposals submitted in response to that RFQ.

● **One-Stop Committee Update**

The One-Stop Committee meeting was cancelled and no update was provided.

MEETING DATES FOR PY18

Tentative WDB meeting dates of September 17, 2018, December 17, 2018, April 18, 2019 and June 17, 2019 for Program Year 2018 were presented. Annette Sweet moved to approve the dates as presented. Steven Garner seconded the motion, and the motion was unanimously approved.

PRESENTATIONS

Job Center site Certifications were presented to the Missouri Job Center Hannibal, Missouri Job Center Kirksville, and the Missouri Job Center Warrenton. Affiliate Job Center Certifications were presented to the Macon and LaBelle Affiliate Job Centers. On behalf of the Workforce Development Board, Commissioner Glenn Eagan presented a plaque of recognition to Dan Putrah for his dedication and service as the WDB Chairperson for Program Year 2016. Commissioner Eagan also presented a plaque of recognition to Pat Poepping for his dedication and service as the WDB Chairperson for Program Years 2011 and 2017.

Both Dan and Pat thanked the Board for the recognition. Dan said his time was well spent and he had a lot of good support from staff. He said during his tenure several good changes were made and some really good members were appointed. Pat said he had served on the WDB 10 years in August. He had met a lot of people and had a lot of fun. He felt the NEMO WDB was an excellent Board that accomplished a lot. He said the Board, CLEOs and the staff were great people. He said he was retiring from the Board June 30 and Michael Purol who was just appointed to the Board would be replacing him. He thanked the Board for the recognition.

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 Erica Davis provided some background information about herself and said she was employed by Gamm, Inc. as a Career Consultant at the Job Center last October. She was then promoted to the position of Functional Leader when it was vacated by Randy Lane. Erica said she and Rita Brown attended the MAWD conference last month. As part of a panel, Rita presented information about job fairs in rural settings and offered insight about executing successful job fairs and strategies to keep employers and the job seekers engaged. Shari Schenewerk assisted in the presentation and provided information about the efforts in the Northeast Region. Erica talked about the hiring event hosted a couple of weeks ago by the Job Center for employees affected by the Continental ContiTech plant closure in Hannibal. She said Gamm, Inc. had also hired Cherie Brocaille to replace her as a Career Consultant. She provided an update of the WIOA Adult and Dislocated Worker programs. In addition, she provided an update regarding Trade Act participants, staff training and the National Career Readiness Certificate efforts at the Hannibal Job Center.

- **Missouri Job Center – Kirksville**

Functional Leader Mark Forster provided an update regarding the Kirksville NEMO Job Fair held in April and the April 19th job fair hosted by the Kirksville Job Center at the Days Inn. He noted that both were a success and were well attended. Mark provided a success story regarding a Dislocated Worker served through the Job Center. The individual was laid off in September 2015 and was provided training assistance in the nursing field. She successfully completed her training on November 15, 2017 and has now obtained full-time employment at a local Medical Center earning \$20.07 per hour. Mark said Kraft Heinz and Kelly Services continue to utilize the Job Center to help with their hiring efforts. He added that staff meetings are held each week to discuss and update staff on current events and new policies.

- **Missouri Job Center – Warrenton**

Functional Leader Janet Hickey spoke about Tight 360 a tool and machine shop in Jonesburg. She said the region had received a MO Registered Apprenticeship Program (MoRAP) grant to help start an apprenticeship program at the company. She talked about the company's recent grand opening and ribbon cutting. Janet said the company will hire anyone but its main focus is to hire disabled Veterans, Veterans, and individuals with disabilities. They have hired three new employees that will be instructors for other individuals hired. The Job Center is doing outreach for the program and is getting ready to put flyers out in their area. Janet said Warren County held its Certified Work Ready celebration in May and Lincoln County's celebration will be held on July 17. She asked for help in Montgomery County saying she needs one transitioning person. Janet said the Boonslick Regional Planning Commission celebrated its 50th Anniversary May 23rd. She said enrollments were slow and she provided updates regarding the Adult and Dislocated Worker programs.

REGIONAL WORKFORCE & CWRC UPDATE

Shari Schenewerk said she primarily dealt with employer layoffs and expansions. She provided updates regarding layoffs in the area. She said the Dislocated Workers were finding jobs quickly due to the low unemployment rate. She said Business Expansion was hoping in the region. She provided an update about layoffs at Ortech and Buckhorn and said several of the individuals were being served through TRADE Act. She said the unemployment rate was low and people were finding jobs quickly. Shari also gave a Certified Work Ready Communities update. She said Montgomery County was going to meet it. Ralls County had met it but it hadn't been reviewed and certified yet. She said due to the low unemployment rate, ACT recalculated the counties' goals. We have seven counties certified counting Montgomery. Adair and Randolph were in the maintaining stage. We had five counties in progress and some of those were very close. We had four counties that had yet to engage. Shari said usually in each county there are three to four key people that keep the Certified Work Ready Community efforts going and if anyone was interested in helping they should contact Diane.

REQUEST FOR QUALIFICATIONS – CONSULTING SERVICES FOR EMPLOYEE ENGAGEMENT

Employer Engagement Committee Chairperson Jim Kolve said the Committee met on Friday, June 15 and approved and recommended that the Executive Committee recommend that the NEMO WDB accept the proposal submitted by Growth Services Group for Consulting Services for Employee Engagement. He mentioned that he did some research on the subject of Employee Engagement and the data agreed with Growth Services' information. He felt that anything that could be done to help businesses would be beneficial.

Annette Sweet moved to take the issue of partnering with Growth Services Group to provide services to the region's employers until a Request for Qualifications was issued off the table. Steven Garner seconded the motion, and the motion was unanimously approved.

CLOSED SESSION UNDER MO STATUTE 610.021 (12) – Discussion of Sealed Bids and Related Documents of Competitive Bidding – for Consulting Services for Employee Engagement

Annette Sweet moved to go into closed session under MO Statute 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 Consulting Services for Employee Engagement (RFQ)). Steven Garner seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Commissioner Deanne Whiston moved to go into closed session under MO Statute 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 Consulting Services for Employee Engagement (RFQ)). Commissioner Dan Colbert seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

OUT OF CLOSED SESSION

Dan Putrah moved to come out of closed session under MO Statute 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 Consulting Services for Employee Engagement RFQ). Mac Wilt seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Commissioner Lyndon Bode moved to come out of closed session under MO Statute 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 Consulting Services for Employee Engagement RFQ). Commissioner Deanne Whiston seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

EXECUTIVE DIRECTOR'S REPORT

Diane said the year had flown by and had had its challenges. However, everyone had worked hard to overcome the challenges and on building partnerships and she felt those partnerships were going to lead to great things. She felt we were fortunate to have Rob Dixon, the Director of Economic Development and Mardy Leathers, the Director of the Division of Workforce Development at the helm. They both had a good understanding of the issues in the rural areas and had a vision to move MO forward. They were very open to any ideas and wanted to hear from us. She said she would be happy to pass along any input from the Board.

Diane said Sharon was busy finishing up the programmatic monitoring and exit conferences would be held soon with the subcontractors. Beth had been working with the auditors and conducting the fiscal monitoring of the subcontractors. Sheila was wrapping up the annual Equal Opportunity Data Analysis and would be meeting with each job center to develop outreach plans to ensure that the region has no adverse impact on any population of individuals. Summer Jobs would begin July 1. We are receiving a little less than last year but we will be able to enroll individuals age 14-24. Gamm and Boonslick are busy recruiting employers and participants. We applied for SkillUp funding for training and education for individuals on food stamps. We had also applied for Show-Me-Heroes to work with recently discharged unemployed Veterans and spouses. We will be audited by USDOL the week of August 13. Diane also thanked all the counties that had contributed to the WDB Unrestricted Fund account, and everyone serving on the Board committees.

CHAIRMAN'S REPORT

Pat said he had served on the Board 10 years in August and he felt that the WDB now has its best staff ever. He said they do an outstanding job and the Board should be proud of that. Pat said he attended the Tight 360 Open House and there was a great turnout for the occasion. Rob Dixon also attended. Tight 360 is a nice company and they are building things that people use. He felt the company had a great future, and they were thrilled to get the \$100,000 grant. He felt staff did a great job in moving that project forward and if it could be repeated to help out other companies in our region it would be great. Pat said good leadership was important and he thanked Darin for agreeing to serve as Vice Chair, Corey for agreeing to serve as Chair and Janice for agreeing to serve as Secretary/Treasurer. He said the Board had some great committees and some great committee Chairs. He thanked them for all their hard work. He said his resignation from the WDB would be effective June 30, 2018.

NEXT MEETING DATE & LOCATION

The next NEMO Workforce Development Board meeting is scheduled for Monday, September 17, 2018.

ADJOURN

Steven Garner moved that the meeting be adjourned. Dan Putrah seconded the motion, and the meeting adjourned at approximately 8:20 p.m.

Submitted by,

Janice Robinson

NEMO WDB Meeting

Closed Session

June 18, 2018

Annette Sweet 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 Consulting Services for Employee Engagement RFQ). Steven Garner seconded the motion. A roll call vote was taken, and the motion was unanimously approved. Corey Mehaffy then excused himself from the closed session.

Commissioner Deanne Whiston 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 Consulting Services for Employee Engagement RFQ). Commissioner Dan Colbert seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

After going into closed session, it was explained that due to the concerns expressed at the last WDB meeting the NEMO WDB posted a Request for Qualifications (RFQ) for Consulting Services for Employee Engagement. Only one proposal was received which was from Growth Services Group. The Employer Engagement Committee reviewed the proposal and recommended its approval by the NEMO WDB.

Annette Sweet moved that the NEMO WDB accept the recommendation of the Employer Engagement Committee to approve the RFQ for Consulting Services for Employee Engagement submitted by Growth Services Group. Dan Putrah seconded the motion. A roll call vote was taken and the motion was approved with 8 in favor, 4 opposed and Clinton Flowers abstaining.

Commissioner Duane Ebeling moved to accept the recommendation of the Employer Engagement Committee to approve the RFQ for Consulting Services for Employee Engagement submitted by Growth Services Group. Lyndon Bode seconded the motion. A roll call vote was taken. There were 3 in favor and 5 opposed and the motion failed. However, it was noted that there were only 8 CLEOs present and the Consortium no longer had a quorum.

Dan Putrah 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 Consulting Services for Employee Engagement RFQ). A roll call vote was taken, and the motion was approved.

Commissioner Buddy Kattelman 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 Consulting Services for Employee Engagement RFQ). Commissioner Lyndon Bode seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

It was mentioned that the WDB and CLEOs had not come to a consensus on the issue. Diane Noah moved to reject the proposal for Consulting Services for Employee Engagement submitted by Growth Services Group. Amy Bowen seconded the motion. A roll call vote was taken. The motion passed with 9 in favor, 3 opposed and 1 abstaining.