



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
October 16, 2017**

PRESENT:

NEMO WDB Members

Amy Bowen
Mark Chambers
Clinton Flowers
Dennis Gill
Jim Kolve
Ann McCauley
Dione Pashia
Pat Poepping
Janice Robinson
Joe Rubison
Gabe Suddarth
Annette Sweet

**WDB Members
Not Present**

Darin Arnsmeier
Carolyn Chrisman
Stephen Garner
Corey Mehaffy
Kami Mohn
Diane Noah
Dan Putrah
Steve Sellenriek
Mac Wilt

WDB Staff

Diane Simbro
Sharon Hillard
Michele House
Sheila Jurgesmeyer

CLEOs

Lyndon Bode
Dan Colbert
Glenn Eagan
Chris Gamm
Wiley Hibbard
Roger Mauzy
Mike Whelan
Deanne Whiston
Wayne Wilcox
Alan Wyatt

**CLEOs
Not Present**

Rodney Cooper
Duane Ebeling
Evan Glasgow
Buddy Kattelmann
Stanley Pickens
Ryan Poston

Guests Present

Brian Barnes, DWD
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. Ten CLEOs were present and a quorum was established.

APPROVAL OF NEW BOARD MEMBER

CLEO Chair Glenn Eagan introduced Gabe Suddarth with Local 513 Operating Engineers Journeymen Apprenticeship Training Program from Silex, MO as a candidate for membership to the NEMO WDB representing the Labor and Apprenticeship sectors. Mr. Suddarth will be replacing Russell "Butch" Landis who recently resigned from the position.

Commissioner Lyndon Bode moved that Gabe Suddarth be appointed to the NEMO Workforce Development Board. Commissioner Gilbert Kattelman seconded the motion, and the motion was unanimously approved.

MEETING CALLED TO ORDER

Chairperson Pat Poepping called the October 16, 2017 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. Eleven board members were present, and a quorum was established. Signature sheets were signed by those attending.

APPROVAL OF CONSENT AGENDA

Dennis Gill moved to approve the consent agenda. Mike Whelan seconded the motion, and the consent agenda was unanimously approved.

ELIGIBLE TRAINING PROVIDER POLICY

Diane said under WIOA the Local Boards were asked to develop a Local Eligible Training Provider System (ETPS) Policy. She said in the past, the Region had just followed the States policy. However, WIOA gives the Boards a little more flexibility and asks them to assume a little more responsibility. In the policy, the Region was asked to describe how we are going to approve the local training providers at the local level, how the WIOA requirements will be explained to the training providers, define the expected performance levels (we plan to use our region's performance levels), provide procedure for Pell Grant reimbursement, include specific terms and expectations of the ETP, and describe how and what we will be monitoring for. She said we already monitor the training providers for EO requirements and a lot of that monitoring was demographics. This policy gives us more flexibility to add other requirements if we feel they are necessary.

Clinton Flowers said he reviewed the policy. It looked appropriate and he had nothing specific to add. The requirement for Boards to have such a detailed policy was something new. He reminded the Board that we just now had the appropriate data collection system to establish performance. Clinton requested that the minutes reflect that he recused himself from voting on the policy because through his position at DWD he may ask that the policy be revised or direct that the provisions of the policy be refined at a later date.

Janice Robinson moved to approve the Local Eligible Training Provider System Policy. Amy Bowen seconded the motion, and the motion was approved with Clinton Flowers recusing himself.

Commissioner Chris Gamm moved to approve the Local Eligible Training Provider System Policy. Commissioner Wayne Wilcox seconded the motion, and the motion was unanimously approved.

MACC – PRESENTATION HIGHWAY/HEAVY CONSTRUCTION CERTIFICATE PROGRAM

Assistant Director of Adult Education and Literacy (AEL) for Moberly Area Community College (MACC) Shannon Moore provided flyers and a presentation regarding their Highway/Heavy Construction Certificate Program. The program is a partnership with AEL, the NEMO WDB, MACC and MoDot being made possible through a grant MACC received through MoDot. Screening for classes will be held at the Missouri Job Center-Hannibal October 18, 2017. They plan to target 15 individuals for the program, and they must be WIOA eligible. Individuals who have their high school equivalency but are found to be basic skills deficient may be eligible as well. Students will be enrolled in AEL classes while they are enrolled in the program. Individuals will receive the following certifications and trainings:

- High School Equivalency instruction
- Soft skills training
- NCRC
- CDL A
- OSHA-10
- First Aid/CPR/AED
- Flagger Certification
- Work Zone Safety Training
- Intro to Welding
- Intro to Carpentry
- Intro to Backhoe/Skid Steer

Shannon said the basic certifications were intended to help give individuals a competitive edge to get into construction type employment. MACC is working very closely with an instructor, Jackie Bordeleau from Paris, MO, that has worked with MoDot for 38 years. The program will begin November 6 and will end April 30. Training will be three days per week Monday through Wednesday from 8:00 a.m. to 4:00 p.m. Their goal is to have individuals in a job by the end of the program.

COMMITTEE REPORTS

• Executive Committee

Pat Poepping said the Executive Committee met September 12 and updated the Personnel and Accounting Procedures Manuals. They approved the purchase of commercial liability insurance from Hollida Insurance Agency. Staff salaries were discussed (one was approved) and a couple of the Executive Committee members are supposed to come back with other suggestions. It was decided that staff will be reimbursed \$40 per month for personal cell phone usage, and the Committee Structure list was revised.

Pat asked that the Board consider re-establishing the Nominating Committee before they approved the Committee Structure list. He explained the difficulty the Board has in recruiting private business members. He would like the Nominating Committee to not only search for qualified Board Officers, but to work with the CLEOs to recruit private business members. He also suggested that the Board consider having a Chair, 1st Vice Chair and 2nd Vice Chair. He asked the Board to approve the Committee Structure as presented with the addition of a Nominating Committee.

Jim Kolve moved to approve the Committee Structure as presented with the addition of a Nominating Committee. Mark Chambers seconded the motion, and the motion was unanimously approved.

• Youth Council Update

Committee Chairperson Mark Chambers said the Youth Council met October 5, 2017 and the following items were discussed:

- An update was provided on the Youth Summer Jobs League Program. The region was given 40 slots and was at 63%.
- The Youth Council was made aware that some of the Local Youth policies were being updated due to WIOA. The Council and subcontractors were informed that they would be asked to provide input before they were finalized.
- The NEMO Region Youth subcontractors provided Youth program and financial updates.
- Each agency also shared events, information and special projects occurring at their agencies.

- **Access Committee**

Chairperson Amy Bowen explained that the Access Committee was formed through WIOA to ensure that the region provides all populations equal access to services. The Committee was comprised of Community Agencies that provide various services to the Northeast Region. The Committee met on September 12 and discussed each agencies programs and services provided. She said most agencies have the common goal of getting individuals employed. She said they were trying to skill up individuals that meet the needs of employers and they wanted to learn from employers what they were looking for in job seekers.

- **Employer Engagement Committee**

Chairperson Jim Kolve said the Employer Engagement Committee was working to develop a business engagement strategy with our regional workforce. The Committee's goal was to support business. The Committee was looking to learn the needs of employers such as the type of employees needed and the skills required. They were trying to see how to bring all of the partners together to address the skills gaps and find training programs through our community colleges that can address those types of needs. The Committee met October 3 at the Kirksville Job Center for almost two hours. Corey had sent out information about the NCRCs noting that employers really need job seekers that have the skills required to attain the credential. Therefore, the Committee is trying to put more emphasis on the Work Ready Community Initiative. He said MO ranked ninth in the nation's rural areas on the NCRC and that was good. But we always want to do better. The Committee also wants to address the regions sector strategies and make sure they are addressing the needs of business. Their next meeting will be in November at the Warrenton Job Center.

PRESENTATIONS

On behalf of the NEMO WDB, Sharon Hillard was presented a certificate of appreciation for 15 years of service. Sharon thanked the WDB Chair Pat Poepping and the Workforce Development Board for the certificate of appreciation.

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 they had an outstanding job fair October 12. They had 51 employers enrolled and several of those attended. Approximately 200 job seekers attended and they were able to get 10 new NCRC clients. Randy said they have 15 individuals enrolled in healthcare training. Representatives of the Hannibal Job Center would be providing services to participants and assisting Project Community Connect on October 20. The mission of Project Community Connect is to address the contributing factors of a community in need and work towards homelessness prevention in Marion and Ralls Counties.

- **Missouri Job Center – Kirksville**

Functional Leader Mark Forster said on October 11 Job Center staff attended the MACC Career and Health Fair and presented their services. He said he did some research and through March, Kraft/Heinz had brought 675 new customers through their door. Harbor Freight also utilizes their facility and they brought in 131 applicants. The Kirksville Job Center would be hosting a job fair at the NEMO Fairgrounds on October 19.

- **Missouri Job Center – Warrenton**

Janet Hickey said they recently dually enrolled a youth in the adult program which was a real challenge with the new system. They also enrolled a new adult that was working on his certification for the STEM classes. They have increased their outreach to try and increase their number of enrollments. They have gone to different locations and set up computers and registered individuals on MoJobs. They have visited Montgomery City three times this month and registered two individuals and visited Troy where they registered 16. They plan to return to Troy in November and go to Windfield and Old Monroe as well. They are trying to reach those that can't come to the Job Center due to transportation barriers. Last Saturday they provided Job Center information at the Troy Fund Fest. They have a job fair coming up on October 26 at the Troy fairgrounds in Lincoln County. They have 17 employers signed up to attend along with the military and the radio station.

Bryan Barnes from DWD said he felt things were going very well in the Region's Job Centers. The participation of employers was encouraging and they had seen some hires occurring from the job fairs.

REGIONAL WORKFORCE & CWRC UPDATE

Workforce Coordinator Shari Schenewerk provided an update of business closings and or reductions in staffing. She said Dresser Rand in Louisiana, MO installs and services primarily oil drilling equipment. The corporation headquartered in Texas decided to close their Louisiana facility because of financial considerations. The closure impacted 20 workers. Most of the employees found employment prior to the layoff. September 15 she held a meeting for the five remaining employees. Three were interested in education and two wanted job assistance.

Shari said the original announcement for Buckhorn Rubber in Hannibal stated that the company would close by the end of the year. Actual layoff date was unknown, but she was in contact with the company. Management had indicated onsite meetings could be held once the final date was determined. Several employees had already accepted other positions, but the layoff would displace up to 100 workers.

Shari said Conti-Tech in Hannibal produces hoses and similar products and they plan to move all production to their Iowa parent location. There was no exact date of closing, but approximately 45 employees would be displaced. Company officials had confirmed that they could host meetings and services at the site once a timeline was established.

Shari also provided an update of the Certified Work Ready Community Initiative by county.

EXECUTIVE DIRECTOR'S REPORT

Diane said the last few months had been hectic. The new case management system was going to be great, but it had been a challenge. Everyone was still learning the system and dealing with their frustrations. DWD Tech Support had been very helpful in resolving most issues. She thanked all the Job Center staff for their patience. She said the NEMO WDB was in the process of updating its website and reviewed some of the upcoming changes. She said the Summer Jobs League (S JL) Program would be ending November 30. At last report, the region had taken 46 applications, 32 youth had been enrolled and 30 were in a work experience. She said we planned to publish a Request for Proposals for the Youth Services by February 2, 2018 with a due date of March 29, 2018. The WDB's third party audit was in process. DWD financial auditing would take place November 6-9. One-Stop Certification Monitoring at the Kirksville Job Center was completed with no issues found. The Region would be monitoring the Affiliate Sites at Macon and LaBelle before the end of the month. Programmatic monitoring would begin the beginning of November with a goal of completing before the end of January. Staff would soon begin monitoring the Adult, Youth, Dislocated Worker, MO41, and Summer Job League programs. The next meeting with the DWD Supervisors and Functional Leaders would be at the WDB Office on October 24.

CHAIRMAN'S REPORT

Pat said DWD conducted a Programmatic Monitoring Review of the Northeast Region's programs and no concerns were found.

NEXT MEETING DATE & LOCATION

The next NEMO Workforce Development Board meeting is scheduled for February 12, 2018 at 6:30 p.m. and will be held at the M.W. Boudreaux Visitor's Center in Perry, Missouri.

ADJOURN

Janice Robinson moved that the meeting be adjourned and the meeting adjourned at approximately 7:30 p.m.

Submitted by,

Janice Robinson