



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
April 24, 2017**

PRESENT:

NEMO WDB Members

Darrin Arnsmeyer
Amy Bowen
Mark Chambers
Carolyn Chrisman
Stephen Garner
Dennis Gill
Jim Kolve
Dione Pashia
Pat Poepping
Dan Putrah
Janice Robinson
Joe Rubison
Mac Wilt

**WDB Members
Not Present**

Clinton Flowers
Butch Landis
Corey Mehaffy
Ann McCauley
Kami Mohn
Diane Noah
Steve Sellenriek
Annette Sweet

WDB Staff

Brandi Glover
Sharon Hillard
Diane Simbro

CLEOs

Lyndon Bode
Glenn Eagan
Chris Gamm
Wiley Hibbard
Ryan Poston (by phone)
Mike Whelan
Deanne Whiston
Wayne Wilcox
Alan Wyatt (by phone)

**CLEOs
Not Present**

Rodney Cooper
Dan Colbert
Duane Ebeling
Evan Glasgow
Buddy Kattelman
Roger Mauzy
Stanley Pickens

Guests Present

Brian Barnes, DWD
Chad Eggan, Boonslick RPC
Janet Hickey, Boonslick RPC
Cynthia Higgins, MERS/Goodwill, Ind.
Dana Keller, Gamm, Inc.
Randy Lane, MERS/Goodwill, Ind.
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. Nine CLEOs were present (two by phone) and a quorum was established.

NOMINATION OF NEW WDB MEMBER

CLEO Chair Glenn Eagan presented Joe Rubison, Partner of 4 RD Repair and Sales in Shelbina, MO as a candidate for membership to the NEMO WDB representing Shelby County and the Agricultural Sector.

Commissioner Wiley Hibbard moved that Joe Rubison be appointed to the NEMO Workforce Development Board. Lyndon Bode seconded the motion, and the motion was unanimously approved.

CLEO CONSORTIUM ELECTION OF OFFICERS

The CLEO Consortium election of officers was postponed until the June meeting due to the lack of a two thirds quorum required.

MEETING CALLED TO ORDER

Chairperson Dan Putrah called the April 24, 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. Thirteen board members were present, and a quorum was established. Signature sheets were signed by those attending.

APPROVAL OF CONSENT AGENDA

Pat Poepping moved to approve the consent agenda. Mark Chambers seconded the motion, and the consent agenda was approved.

COMMITTEE REPORTS

• 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. presented the NEMO Workforce Development Board's June 30, 2016 Independent Auditor's Report. The results of their tests disclosed no instances of noncompliance or other matters that were required to be reported under Government Auditing Standards. No deficiencies in internal control over compliance that were considered to be a material weakness were identified. Audit findings in the prior year "2015" had been addressed and were no longer an issue.

Jim Kolve moved to approve the June 30, 2016 audit report as presented. Mac Wilt seconded the motion, and the motion was unanimously approved. Commissioner Mike Whelan moved to approve the June 30, 2016 audit report as presented. Commissioner Wayne Wilcox seconded the motion, and the motion was unanimously approved.

Dan said the Executive Committee had met and review applications for the positions of WDB Executive Director and Fiscal Officer. He announced that Diane Simbro had been chosen as the WDB's new Executive Director.

• Nominations Ad-Hoc Committee Update

Lead of the Nominations Committee Annette Sweet was not present so Diane Simbro reported on her behalf. Diane said Annette was working on lining up potential candidates for the WDB Officer positions. Anyone wishing to volunteer could contact Annette or Diane at the WDB office.

- **One-Stop Committee Update**

Committee Chairperson Pat Poepping said the One-Stop Committee met and reviewed the final Programmatic Adult and Dislocated Worker and Youth Monitoring reports. On behalf of the One-Stop Committee, Pat moved that the NEMO WDB approve the final Programmatic Adult and Dislocated Worker and Youth Monitoring reports. Dennis Gill seconded the motion, and the motion was unanimously approved. Commissioner Wayne Wilcox moved that the CLEOs approve the final Programmatic Adult and Dislocated Worker and Youth Monitoring reports. Commissioner Wiley Hibbard seconded the motion, and the motion was unanimously approved.

- **Executive Committee Update**

- Transfer of DW Funds to Adult

Dan said the Executive Committee met on April 10, 2017. Along with the review of resumes in response to the WDB job postings, they approved the transfer of \$150,000 of Dislocated Worker Program funds to the Adult Program.

- WDB Staff Update

Diane said the interviews for the Fiscal Officer position were conducted and the position was offered to Michele House. She accepted, and her hire date would be Wednesday, April 26. The position of Equal Opportunity Officer/Compliance Coordinator had been posted. The posting would be open until May 12, with interviews tentatively set for May 19 and a start date of June 5.

- Ad-Hoc Committee on AEL Competitive Bid

Amy Bowen said the Department of Elementary and Secondary Education (DESE) was conducting a competitive bid process for local Adult Education and Literacy (AEL) providers and they had asked the WDB for comments and recommendations on two of the sections of their bid that speak to alignment with our Local Workforce Plan. The Ad-Hoc Committee had reviewed the information and recommended accepting the Kirksville Area Technical Center for the Kirksville Area AEL Program, MACC for the Moberly and Hannibal AEL Program, and Macon AEL Program supported by the Macon School District. The Committee finds that these providers have been very effective, and their grant narrative follows the NEMO WDB Local Plan.

Jim Kolve moved to accept the recommendation of the Committee to have Kirksville Area Technical Center for the Kirksville Area AEL Program, MACC for the Hannibal & Moberly AEL Program, and Macon AEL Program supported by the Macon School District. Carolyn Chrisman seconded the motion, and the motion was unanimously approved. Commissioner Wayne Wilcox moved to accept the recommendation of the Committee to have Kirksville Area Technical Center for the Kirksville Area AEL Program, MACC for the Hannibal & Moberly AEL Program, and Macon AEL Program supported by the Macon School District. Commissioner Wiley Hibbard seconded the motion, and the motion was unanimously approved.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) Implementation

- **Infrastructure Cost Sharing Status**

Brandi said negotiations had been done with partner staff at the Job Centers regarding infrastructure cost for the upcoming fiscal year. She had reached out to all of the partners, and this was being done with a spread sheet like we had used in the past. It appears that not much had changed in what we had been doing. She would be sending this out tomorrow and then it would be sent to DWD for approval.

- **One-Stop Certification Status**

Diane said each of the Region's three One-Stop Job Centers would need to undergo the One-Stop Job Center Certification Evaluation. Three teams consisting of three individuals had been selected to conduct the evaluations which would take approximately four hours. Criteria for the evaluation had been developed by the Division of Workforce Development (DWD). Evaluations were due to DWD June 30. She would be conducting a conference call later this week with the Job Center Functional Leaders to let them know what they needed to have ready for the evaluators.

EXECUTIVE DIRECTORS REPORT

Diane said many of our Job Center and Board staff would be attending the MAWD conference scheduled for May 10-12 at the Lake of the Ozarks. Board staff would be attending EO and Fiscal workshops at the conference as well. The agenda for MAWD hadn't been finalized, but there should be some good training opportunities for staff and partners. If any private sector members were interested in attending any or all of the conference, they should contact the WDB office as soon as possible. Sharon and she would be attending the NAWDP (National Association of Workforce Development Professionals) Conference May 21-24. There would be a total of 70 workshops to choose from and she would be attending a special pre-conference meeting presented by USDOL regarding an overview of the 2017 National Convening.

We plan to send customer surveys to jobseekers later this week. We created a survey through Survey Monkey that can be sent as an email or a text. We feel a better response will be received through these methods than by mail.

We received KUDOS from the state for performance on our Youth Work Experience expenditures. The required expenditure rate is 20%. Nationwide we were at 15%. The great news was that MO had reported 26.5% expenditures for PY15. As of the end of February, Gamm was at 25% and Boonslick was at 26%.

Monitoring was continuing and the US Department of Labor would be monitoring MO-41 at Warrenton for the next two days. DWD would be at the WDB office to complete their programmatic monitoring in June.

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 board meeting. The subcontractors provided additional information regarding the number of individuals they had in training and what types of training they were attending at the meeting.

CLOSED SESSION UNDER MO STATUE 610.021 (12) – Discussion of Sealed Bids and Related Documents of Competitive Bidding – For One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services for PY17 Including: Functional Leadership & Staffing Functions

Jim Kolve 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 One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services for PY17 Including: Functional Leadership & Staffing Functions Request for Proposal (RFP)). Pat Poepping seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

OUT OF CLOSED SESSION

Steve Garner 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 One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services for PY17 Including: Functional Leadership & Staffing Functions Request for Proposal (RFP)). Jim Kolve seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

CHAIRMAN'S REPORT

The Request for Proposal stated that the final contract announcement would be April 24, 2017. Dan announced that the WDB received five proposals in response to the posting of the RFP for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services. The One-Stop Committee evaluated all of the proposals and made their recommendation to the Board and CLEOs. After considering their recommendation, they voted to award the contract for the Warrenton Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of

two, one-year extensions to Boonslick Regional Planning Commission. They awarded the contract for the Kirksville Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of two, one-year extensions to Gamm, Inc. And, they awarded the contract for the Hannibal Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of two, one-year extensions to Gamm, Inc. Staff would be moving forward with official notifications and contracts.

OTHER BUSINESS

Commissioners Lyndon Bode, Wiley Hibbard and Glenn Eagan volunteered to serve as the CLEO Officer Nominations Committee.

NEXT MEETING DATE & LOCATION

The next NEMO Workforce Development Board meeting is scheduled for June 26, 2017 at 6:30 p.m. and will be held at the M.W. Boudreaux Visitor's Center in Perry, Missouri.

ADJOURN

Steve Garner moved that the meeting be adjourned. Jim Kolve seconded the motion, and the meeting adjourned at approximately 8:30 p.m.

Submitted by,

Janice Robinson

NEMO WDB Meeting

Closed Session Motion

April 24, 2014

After going into closed session, Brandi Glover provided a statement to the Board saying that she had not participated in the Request for Proposal process since the Q&A. She then excused herself from the room.

One-Stop Committee Chair Pat Poepping said the Northeast Region consisted of 16 counties and 3 Job Centers. The Job Centers are located in Kirksville, Warrenton and Hannibal. The WDB's current subcontractors are Gamm, Inc. at Kirksville, Boonslick RPC at Warrenton, and MERS/Goodwill at Hannibal. The NEMO WDB contracts with the subcontractors for one year with the option of two one-year extensions.

Pat said the WDB received five proposals in response to its Request for Proposal. Members of the One-Stop Committee evaluated each proposal. The members then met and discussed their evaluations for approximately two hours. He then read the One-Stop Committee's recommendations.

The One-Stop Committee recommend awarding the contract for the Warrenton Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of two, one-year extensions to Boonslick Regional Planning Commission.

They recommend awarding the contract for the Hannibal Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of two, one-year extensions to Gamm, Inc.

They recommend awarding the contract for the Kirksville Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of two, one-year extensions to Gamm, Inc.

After discussion, the following motions were made:

Steve Garner moved that the contract for the Hannibal Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of two, one-year extensions be awarded to Gamm, Inc. Pat Poepping seconded the motion. The motion was approved with 11 members in favor. Mark Chambers had left the room due to a conflict to interest.

Commissioner Lyndon Bode moved that the contract for the Hannibal Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of two, one-year extensions be awarded to Gamm, Inc. Mike Whelan seconded the motion. The motion was unanimously approved.

Dennis Gill moved that the contract for the Kirksville Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of two, one-year extensions be awarded to Gamm, Inc. Steve Garner seconded the motion. The motion was approved with 10 members in favor. One member abstained and Mark Chambers had left the room due to a conflict to interest.

Commissioner Lyndon Bode moved that the contract for the Kirksville Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of two, one-year extensions be awarded to Gamm, Inc. Commissioner Wiley Hibbard seconded the motion. The motion was approved with one opposed.

Pat Poepping moved that the contract for the Warrenton Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year

2017 with the possibility of two, one-year extensions be awarded to Boonslick Regional Planning Commission. Mac Wilt seconded the motion. The motion was approved with 11 members in favor. Mark Chambers had left the room due to a conflict to interest.

Commissioner Wayne Wilcox moved that the contract for the Warrenton Job Center for One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Services, including functional leadership and staffing functions, for Program Year 2017 with the possibility of two, one-year extensions be awarded to Boonslick Regional Planning Commission. Commissioner Wiley Hibbard seconded the motion. The motion was approved with 8 members in favor. Ryan Poston abstained due to conflict of interest.