



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

June 26, 2017

PRESENT:

NEMO WDB Members

Darin Arnsmeyer
Amy Bowen
Mark Chambers
Clinton Flowers
Jim Kolve
Corey Mehaffy
Pat Poepping
Dan Putrah
Janice Robinson
Annette Sweet
Mac Wilt

WDB Members

Not Present

Carolyn Chrisman
Stephen Garner
Dennis Gill
Butch Landis
Ann McCauley
Kami Mohn
Diane Noah
Dione Pashia
Joe Rubison
Steve Sellenriek

WDB Staff

Diane Simbro
Sharon Hillard
Michele House
Sheila Jurgesmeyer

CLEOs

Lyndon Bode
Dan Colbert
Glenn Eagan
Chris Gamm
Wiley Hibbard
Wayne Wilcox

CLEOs

Not Present

Rodney Cooper
Duane Ebeling
Evan Glasgow
Buddy Kattelmann
Roger Mauzy
Stanley Pickens
Ryan Poston
Mike Whelan
Deanne Whiston
Alan Wyatt

Guests Present

Brian Barnes, DWD
Janet Hickey, Boonslick RPC
Cynthia Higgins, MERS/Goodwill, Ind.
Dana Keller, Gamm, Inc.
Randy Lane, MERS/Goodwill, Ind.
Sheree Prebe, Gamm, Inc.
Suzanne Richards, DED/DWD
Shari Schenewerk, DWD

ROLL CALL OF THE NORTHEAST REGION CLEO CONSORTIUM

Roll call of the CLEO Consortium was taken by Janice Robinson. Six CLEOs were present and a quorum was not established.

CLEO CONSORTIUM ELECTION OF OFFICERS

Due to the lack of a quorum, Commissioner Glenn Eagan announced that a CLEO Conference Call Meeting would be held at 10:00 a.m., Thursday, June 29. The CLEO Consortium election of officers and any other business needing to be addressed by the CLEOs would be on the agenda.

Reporting for the Nomination Committee, Commissioner Lyndon Bode said the Consortium's current officers (Glenn Eagan Chair, Ryan Poston 1st Vice Chair, and Wayne Wilcox 2nd Vice Chair) had volunteered to serve a second term.

MEETING CALLED TO ORDER

Chairperson Dan Putrah called the June 26, 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

Pat Poepping moved to approve the consent agenda. Corey Mehaffy seconded the motion, and the consent agenda was approved.

REGISTERED APPRENTICESHIP PRESENTATION

A presentation regarding Registered Apprenticeships was provided by Suzanne Richards, Apprenticeship Training & Development Specialist Department of Economic Development/DWD. Suzanne said apprenticeships had been in the US formally for about 75 years. They began with skilled trade occupations and had evolved to include occupations such as information technology, security, transportation, insurance, financial fields, etc. They had declined in America over the years, but they had been asked to expand their diversity and double their number in a five year period. In 2014, they had 375,000. Now they had over 500,000, and their goal was 750,000. They had over 13,000 defined apprenticeship occupations that could be accessed online.

Suzanne explained that employers have the option of a traditional apprenticeship which was about 144 hours of related instruction (classroom, online, employer's place of business, etc.) and about 2,000 hours of on-the-job learning and could be one to five years in length. They also had the option of competency based apprenticeships where no time was involved. Or they had the option of a hybrid. The apprenticeship could be designed based on the employers needs. Apprenticeships must have employer involvement and the employer gets to drive the type of training. For every dollar an employer invests in a registered apprenticeship, they realized a \$1.47 return in productivity, initiative, and retention. She said apprenticeships were also a great opportunity for youth and would include soft skills training.

Suzanne said under WIOA the Board could decide to earmark up to to 40% of its combined Adult and Dislocated Worker allotment for incumbent workers. She was asking all Boards to consider this as an option to get registered apprenticeships started in their areas as employers were more likely to consider skilling up their current workforce and growing from there. She said it was also important that we skill up the nonworking populations and get them back in the workforce.

Suzanne said the law calls for at least one wage progression within the length of the program, and there had to be a national recognized certificate at the end which was provided by the US DOL. This gives the regions an

opportunity to improve their WIOA performance. Individuals could contact her or the US DOL website www.doleta.gov/oa/occupation.cfm for more information.

ONE-STOP CERTIFICATION REPORTS

Jim Kolve reported for the One-Stop Evaluation Team for the Warrenton Job Center. He said Janice Robinson, Dione Pashia, Sharon Hillard and himself conducted the interviews. The Team spent approximately five hours at the Job Center interviewing and observing staff processes. The Team also exchanged emails and met by conference call after the interviews. He reported that the Team determined that the Warrenton One-Stop Job Center should be certified.

Glenn Eagan reported for the One-Stop Evaluation Team for the Kirksville Job Center. He said the Team consisted of Annette Sweet, Dione Pashia, Sharon Hillard and himself. The Team spent approximately three hours at the Job Center interviewing and observing staff processes. The staff was very knowledgeable and it was an eye-opening experience. He reported that the Team determined that the Kirksville One-Stop Job Center should be certified.

Pat Poepping reported for the One-Stop Evaluation Team for the Hannibal Job Center. Team members were Stephen Garner, Dione Pashia, Sharon Hillard and himself. The Team interviewed the Functional Leader and DWD Supervisor and other Job Center staff. He reported that the Team determined that the Hannibal One-Stop Job Center should be certified.

COMMITTEE REPORTS

• Nomination Ad-Hoc Committee – Election of PY17 WDB Officers

Chairperson Annette Sweet said the following individuals had volunteered to serve as PY17 WDB Officers:

- Chairperson – Pat Poepping
- Vice Chair – Corey Mehaffy
- Secretary/Treasurer – Janice Robinson

Jim Kolve moved to nominate the slate of individuals as presented. Mark Chambers seconded the nomination, and the motion was approved.

• Youth Council Update – Youth Provider Recommendations

Committee Chairperson Mark Chambers said the Youth Council met June 8, 2017 and reviewed the youth programmatic monitoring conducted by the NEMO WDB staff and voted to make the following recommendations.

On behalf of the Youth Council, Mark moved that the NEMO WDB extend for one year the PY17 WIOA Title 1-B Youth Program Contract for the counties of Montgomery, Lincoln and Warren to the Boonslick Regional Planning Commission. Annette Sweet seconded the motion, and the motion was unanimously approved.

On behalf of the Youth Council, Mark moved that the NEMO WDB extend for one year the PY17 WIOA Title 1-B Youth Program Contract for the remaining 13 counties in the NE Region to Gamm, Inc. Annette Sweet seconded the motion, and the motion was unanimously approved.

• Executive Committee Update

○ Budget Allocations

Budget information was provided to everyone. Diane said the region saw a large decrease in funding this year. Initially we were concerned that the AE Budget was going to be decreased to the point that we weren't going to be able to operate. Fortunately, Friday the region received notice that it would be receiving the \$50,000 in EO funds and Casie was also able to put in her June expenses to estimate the carryover for Admin which gave us a little bit of a contingency fund going into this next year. Although we would be okay this coming year, we would need to look at insurance cost, watch our expenses and prepare for the future because we may see cuts again next year. Outside grants would also be researched to try to get more funding to help supplement resources.

Jim Kolve moved to approve the PY17 Admin budget as presented. Corey Mehaffy seconded the motion, and the motion was approved.

Diane then reviewed the total allocations and the allocations by program. She said the total decrease in funding was \$283,123.00. The total allocation was also reviewed for each Job Center location. It was noted that the splits remained the same as last year which were: 10% admin and 8% program funds to be kept at the WDB office, and the split of 64% admin 36% program for the subcontractors.

Corey Mehaffy 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 36% program for the subcontractors. Annette Sweet seconded the motion, and the motion was approved.

- Recommendation to Extend Auditor's Contract

Diane 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 first year of the contract, and if the Board wished, it could extend the contract another year.

Pat Poepping moved to approve the extension of the contract for auditing services with Cochran Head Vick & CO., P.C. for another year. Corey Mehaffy 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 to the Agreement were the beginning and ending dates.

Janice Robinson moved to approve the revised WDB/CLEO Agreement. Mac Wilt seconded the motion, and the motion was approved.

- Procurement Policy

A copy of the revised Procurement Policy was sent to everyone. Diane said two revisions were made to the policy. The first was on page 14. The policy did state that inventory would take place once every other year, and had been revised to say that inventory would take place annually. The second revision was the addition of an attachment titled "Equipment Form". The form is to be used to help with the management of inventory. It was also mentioned that there may be places in the policy where WIA hadn't been changed to WIOA.

WDB member Clinton Flowers asked that the following statement be entered into the minutes. Clinton Flowers said he would like to remind the Board that he represents the Division of Workforce Development (DWD) on the Board and may at times direct staff in the review and approval of the conflict of interest policy, the procurement guidelines, and by-laws, and that he would recuse himself and abstain from voting on these documents. He would sign his acknowledgement of the conflict of interest policy.

Jim Kolve moved to recommend that the Board approve the revised Procurement Policy and any additional updating of language from WIA to WIOA that was needed. Annette Sweet seconded the motion, and the motion was approved with Clinton Flowers recusing himself.

- WDB Bylaws Review & Conflict of Interest Policy

Board members were provided a copy of the NEMO WDB By-laws with the proposed revisions. The first revision was Article 8.2 and was as follows: Audited financial statements, appropriate disclosures, and such compliance or management advisory reports as the Executive Committee may request shall be submitted, along with an opinion letter, to the full Board no later than ~~180 days~~ 9 (nine) months subsequent to the close of the fiscal year. The second revision was Article 9.6, C regarding the Compliance Officer and read as follows:

1. This agency designates the Executive Director as the Corporate Compliance Officer. Any violation of the law will be reported immediately to the Executive Committee. The Executive Committee will form an Ad-Hoc Committee to assist with the investigation into any suspected violation of these standards. Legal counsel will be available when appropriate.

2. The Compliance Officer shall also be responsible to oversee the monitoring of the agency's continued compliance with these policies and report activity to the Executive Committee on a quarterly basis.

Janice Robinson moved to approve the NEMO WDB By-laws as revised. Jim Kolve seconded the motion, and the motion was approved with Clinton Flowers recusing himself.

Diane reminded everyone that, if they hadn't already done so, they should sign the Conflict of Interest Statement/s and return them to the WDB Office.

o WDB Committee Structure Review

Everyone was provided a copy of the WDB Committee Structure. It was discussed that with the election of new WDB officers, the structure of the Executive Committee would need to be updated and that a new chair would need to be selected for the One-Stop Committee. After discussion, it was suggested that Stephen Garner be selected as Chair of the One-Stop Committee.

Annette Sweet moved to approve the WDB Committee Structure as amended. Pat Poepping seconded the motion, and the motion was approved.

Commissioner Glenn Eagan asked the CLEOs present if they were in favor of the issues approved by the Board at the meeting and asked if he could give that recommendation to the CLEOs during Thursday's Conference call meeting. The consensus was that those present were in favor of the items approved by the Board and Glenn could give that recommendation.

EXECUTIVE DIRECTOR'S REPORT

New WDB staff Michele House and Sheila Jurgesmeyer were introduced. Sheree Prebe also announced that Gamm, Inc. had hired Randy Lane as Functional Leader for the Hannibal Job Center and Mark Forster as the Functional Leader for the Kirksville Job Center. Dan encouraged members to visit the local Job Centers and to market the Job Center services to employers.

Diane thanked Dan for his service as Board Chair. She also thanked the One-Stop Committee, One-Stop Certification Teams, Annette and the Nomination Committee, and Board members who volunteered to assist with staff interviews for their service and commitment.

Diane said the WDB had received notification that the Summer Job League (SJL) would be funded. Notice of Obligation for funding for the SJL program outreach and marketing was received and allotments were passed on to the subcontractors. Notice of Obligation for the SJL program hadn't yet been received. However, the NE Region was to receive 40 slots with a total funding of \$146,606. The program will run from July 1, 2017 to November 31, 2017.

Diane said all the required signatures for the Cost Share Agreements had been obtained. This was something new this year and required partners that had a physical presence to pay for space. We had MACC and MWA paying for space at the Hannibal Job Center. We were waiting on TANF (FSD), Department of Corrections and State Unemployment to complete all the signature requirements on the MOU. We hope to receive these signatures before July 1 which is our deadline.

Diane also reported that the annual physical inventory had been completed at all of the Job Centers and satellites. EO Subcontractor monitoring had been completed and there were no findings. EO monitoring of Eligible Training Providers was in process. DWD monitors were scheduled to be at the WDB office the week of July 10. Board Certification-Membership had been completed. Subcontractor Fiscal Auditing was being conducted. The Plan modification that was posted on May 21, 2017 and had been submitted to DWD. We approved the transfer of \$150,000 from Dislocated Worker funds to the Adult funds. We plan to schedule Access and Employer Engagement Committee meetings sometime in July or August.

AREA BUSINESS UPDATES

Workforce Coordinator Shari Schenewerk provided an update of business closings and or reductions in staffing. Shari said they were seeing a lot of layoff activity. Two of the layoffs hadn't been publicly announced, and due to privacy laws, she couldn't provide names. It was reported that a company at Bowling Green would be laying off 20 employees. Buckhorn Rubber in Hannibal had announced that they would be laying off 119 workers around the end of the year. She was working with the company and a WARN notice would be issued and a formal meeting would be held. Cosmoflex, Inc. in Hannibal, MO was also going to lose 47 full-time jobs. Both Buckhorn Rubber and Cosmoflex were consolidating as a cost saving measure. There was another layoff in Louisiana, MO that had just arose. She had been visiting with the cooperate office and still didn't have a lot of details.

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.

- **Missouri Job Center – Hannibal**

Functional Leader Randy Lane reviewed the report for the Hannibal Job Center. He talked about the Hannibal Workforce Development forum where area employers, educators, and community leaders participated in a discussion to address skill gaps and to help design curriculum to address the needs of the workforce. Rita Brown, employer services and NCRC representative, provided information on services currently available at the Job Center and how the NCRC could benefit the workforce.

Cindy Higgins thanked the Board for the last six years and said she had enjoyed working with the WDB. She ensured the Board that the transition from MERS/Goodwill to Gamm, Inc. would go smoothly.

- **Missouri Job Center – Kirksville**

Sheree Prebe reported for the Kirksville Job Center. Sheree said staff training and training on the new system was continuing. There was a lot of change with the new system and a lot to learn but she felt the new system was going to be great. Other updates were included in the report.

- **Missouri Job Center – Warrenton**

Functional Leader Janet Hickey reported for the Warrenton Job Center. Janet said with the emphasis on the need for soft skills, two of the staff at Warrenton had been trained on the *Tackling the Tough Skills* curriculum. They had been talking to some of the schools about the possibility of presenting the workshops there. For the second year in a row CertainTeed had announced an opportunity for college students to obtain summer jobs. She said the local Emergency management Team was ramping up for the influx of people in their region on August 21st to view the solar eclipse. It was reported that all hotels in the area were booked for the occasion and traffic is expected to be a terrible. The eclipse will begin around 1:00 p.m. and the sky will go dark for about two and a half minutes. The last total eclipse viewed in MO was August 7, 1869 (148 years ago).

CHAIRMAN'S REPORT

Dan encouraged everyone to stay in touch with their Senators and Representatives and let them know the importance of workforce development. Pat thanked Dan for his service as Chair of the WDB. He said he appreciated everything he did. He found him to be an individual who gets to the point quickly, is a decision maker, appreciates starting and ending a meeting on time, and has a sense of humor. Pat said Dan would be a hard act to follow.

OTHER BUSINESS

A list of tentative PY17 WDB meeting dates was provided to everyone. Pat Poepping moved to approve the PY17 WDB meeting dates. Corey Mehaffy seconded the motion and the motion was approved.

NEXT MEETING DATE & LOCATION

The next NEMO Workforce Development Board meeting is scheduled for October 16, 2017 at 6:30 p.m. and will be held at the M.W. Boudreaux Visitor's Center in Perry, Missouri.

ADJOURN

Pat Poepping moved that the meeting be adjourned. Annette Sweet seconded the motion, and the meeting adjourned at approximately 8:15 p.m.

Submitted by,

Janice Robinson