



***NEMO WORKFORCE DEVELOPMENT BOARD***

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**NEMO WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES  
December 17, 2018**

**PRESENT:**

**NEMO WDB Members**

Leslie Cardwell  
Mark Chambers  
Clinton Flowers  
Stephen Garner  
Jim Kolve  
Corey Mehaffy  
Mike McGhee  
Diane Noah  
Michael Puro  
Janice Robinson  
Annette Sweet  
Mac Wilt

**WDB Members  
Not Present**

Darin Arnsmeier  
Carolyn Chrisman  
Dennis Gill  
Allysia Long  
Lydia McClellan  
Kami Mohn  
Dan Putrah  
Joe Rubison  
Steve Sellenriek  
Gabe Suddarth

**WDB Staff**

Diane Simbro  
Sharon Hillard  
Beth Whelan

**CLEOs**

Lyndon Bode  
Glenn Eagan  
Mike Whelan  
Wayne Wilcox (phone)  
Ryan Poston

**CLEOs  
Not Present**

Dan Colbert  
Rodney Cooper  
Duane Ebeling  
Chris Gamm  
Evan Glasgow  
Wiley Hibbard  
Buddy Kattelmann  
Roger Mauzy  
Stanley Pickens  
Deanne Whiston  
Alan Wyatt

**Guests Present**

Bryan Barnes, DWD  
Erica Davis, Gamm, Inc.  
Janet Hickey, BRPC  
Sheree Prebe, Gamm, Inc.

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

Roll call of the CLEO Consortium was taken by Janice Robinson. Five CLEOs were present (1 by phone) and a quorum was established.

### **APPROVAL OF NEW BOARD MEMBER**

CLEO Chair Glenn Eagan said information had been received on behalf of Kara Berlin-Bates for appointment to the NEMO Workforce Development Board. Ms. Berlin-Bates will represent Vocational Rehabilitation and will be replacing Amy Bowen.

Commissioner Lyndon Bode moved that Kara Berlin-Bates be appointed to the NEMO Workforce Development Board. Commissioner Ryan Poston seconded the motion, and the motion was unanimously approved.

### **MEETING CALLED TO ORDER**

Chairperson Corey Mehaffy called the December 17, 2018 NEMO Workforce Development Board (WDB) meeting to order at approximately 6:15 p.m. at the Paris Senior Citizen Center in Paris, 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. Mark Chambers seconded the motion, and the consent agenda was unanimously approved.

### **COMMITTEE REPORTS**

#### **• Executive Committee**

Diane said the Executive Committee met December 10, 2018. They reviewed the PY17 Programmatic Monitoring Report and voted to approve the report as presented. The Incumbent Worker Policy was discussed. The NEMO WDB Incumbent Worker Policy has been developed and sent to DWD staff for review. If accepted it would then be presented to the WDB for approval. The WDB staffing budget was reviewed. Findings from the recent Department of Labor (DOL) audit were reviewed and the Committee reviewed changes to the Accounting and Personnel Policies required by the recent audit. Sub-contractor Program Performance was reviewed and a future Board training was discussed. Diane said she had sent a Doodle Poll out to everyone to see what date best worked for them.

#### **• Youth Council Update**

Committee Chairperson Mark Chambers said the Youth Council met on December 11. Issues discussed at the meeting were:

- The SkillUp program
- Hannibal Regional Hospital/MO Hospital Association update
- Disability Event/Reverse Job Fair to be held in Hannibal
- October Manufacturing Day Event update
- Youth Service Providers provided updates regarding the Youth Program
- The agencies also shared information regarding events, and special projects in the region.

#### **• One-Stop Committee Update**

Committee Chairperson Stephen Garner said the One-Stop Committee met on December 10. The Committee reviewed and discussed the PY17 Programmatic Monitoring Report and voted to accept the Monitoring Report as presented.

- **Employer Engagement Committee Update**

Chairperson Jim Kolve said the Employer Engagement Committee met November 27. Some of the issues discussed included:

- Workforce needs in health care and manufacturing
- The Hannibal Manufacturing Day Update
- Apprenticeship Update & Justice Involved Individuals Sub-committee
- Hannibal Business Summit Update
- The progress of the efforts regarding the Certified Work Ready Community Initiative.
- SkillUp Program

## **JOB CENTER UPDATES**

- **Missouri Job Center – Warrenton**

Functional Leader Janet Hickey said the Warrenton Job Center hosted a three day hiring event for Schnucks from September 26-28. Schnucks representatives were very pleased with the services provided by staff and asked to return on October 3 and 4. A total of 300 job seekers attended the hiring events. She also talked about the SkillUP program which is a voluntary program to help Food Stamp recipients' ages 16-59 get free help with skills and training. Janet said Job Center staff had called approximately 400 recipients to date but only 3 or 4 individuals return their calls. She said Warren, Lincoln and Montgomery Counties had all attained designation as Certified Work Ready Communities. Montgomery County held their celebration event September 27. She reviewed expenditures and enrollments as well and said total enrollments for the Adult and Dislocated Worker Programs was 12.

- **Missouri Job Center – Hannibal**

Functional Leader Erica Davis said the Hannibal Job Center in collaboration with the Northeast Economic Development Council held the 2018 Workforce Summit in November. The summit brought together employers, educators and workforce professionals to encourage communication and partnership in identifying and providing solutions to area workforce needs. Hannibal Job Center and the Hannibal High School held a job fair for Junior and senior students. The event gave students exposure to some of the top employers in the region. Representatives from Douglass, HRH, BASF, General Mills, Watlow, HPD, and others were in attendance. She said since October, Job Center staff had contacted over 600 individuals to provide informational materials to participants about the SkillUP program. Staff received training from Sheree Prebe and Jennifer Rash regarding policies and procedures for the program and the Job Center hosted a regional meeting for partner agencies to better coordinate the SkillUP services between the different agencies. For the Adult program, Erica said 2 clients had completed their training programs and 14 were currently enrolled in training.

- **Missouri Job Center – Kirksville**

Diane provided information for the Kirksville Job Center. The Job Center in coordination with the Kirksville R-3 School, Kirksville Area Technical Center and Kraft Heinz held a manufacturing event in October. Students were provided a tour of the facility and afterwards asked several questions about regulations, policies and production requirements. The students were very impressed with the facility and gained a new understanding of a factory workplace setting. The Kirksville Job Center hosted a job fair at the NEMO Fairgrounds October 19, 2018. Approximately 40 employers and over 150 job seekers attended. New enrollments since July 1, 2018 for the Kirksville and Macon offices are 14 Adults, 3 Dislocated Workers, 1 Show-Me Hero OJT, 10 Out of School Youth and 21 Summer Job League.

Sheree provided information regarding a WIOA client who had achieved success through overcoming many difficulties with the extraordinary encouragement and assistance of her babysitter.

## **REGIONAL WORKFORCE & CWRC UPDATE**

On behalf of Rita Brown, Erica Davis provided an update regarding the Hannibal Workforce Summit. She said this was a roundtable discussion for employers and educators in Marion and Ralls Counties. Local businesses

were invited from a variety of sectors to discuss their current workforce needs and the skills gaps of today's job seekers. Information on the Registered Apprenticeship Program and the National Career Readiness Certification (NCRC) was also presented. Employers stated more available technical programs at both High School and Community College levels to prepare students for vocational careers are needed. They said applicants are lacking critical thinking and reasoning skills and applied skills for math and reading. Applicants need to be able to problem solve without using a cell phone or Google. Applicants also lack the soft skills of attendance, work ethic, being on time, etc. It was noted that the perception of manufacturing need to be changed. Educators asked employers to contact them for one-on-one conversations about training needs and potential partnerships.

Erica said upcoming NCRC scheduled testing was as follows:

Hannibal – December, 29 people and February, 200 people

Mark Twain – Feb and March 36 people

Palmyra – March 87 people

Highland – January 64 people

Canton – January 19 people

The NE Region update for Certified Work Ready Community certification is below:

<u>Certified Counties</u>	<u>Remaining Counties</u>
1. Adair	1. Lewis – 97%
2. Knox	2. Macon – 84%
3. Lincoln	3. Clark – 0%
4. Montgomery	4. Marion – 92%
5. Ralls	5. Monroe – 97%
6. Randolph	6. Pike – 75%
7. Warren	7. Schuyler – 0%
	8. Scotland – 0%
	9. Shelby – 75%

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

Diane thanked everyone for their support and valuable time in service to the Board. She recognized Commissioner Lyndon Bode for his service for the past 20 plus years. Lyndon said he had enjoyed his service on the Board and expressed appreciation for the opportunity to serve several years as the CLEO Chair.

Diane said the Hannibal Workforce Summit was a great success and she hoped to be able to repeat the Summit in other areas of the region. She said the Manufacturing Month events were also a huge success and job centers had received many calls from employers that want to be included next year.

She said with the shortage of labor, there is a focus on justice involved individuals and we are collaborating with the Department of Corrections to work with these individuals. Approximately 20,000 people are being released each year with an additional number who are on probation and parole. An ad-hoc committee has been formed to work on this project. The committee will be chaired by Dana Keller and will include Chad Eggen, Kevin Knickerbocker, and herself. They will be setting up a meeting in January to work on a plan to increase our presence in the two correctional facilities in our region and another nearby facility.

Diane said Polly Matteson, Career Pathway Regional Consultant/Career Advisor with the NE Regional Professional Development Center at Truman University, serves on our Youth Council. Polly has a grant to work with 7<sup>th</sup> graders on Career Pathways and she has two events set up to work with our youth. The first will be held at Hannibal LaGrange University March 5 and the second will be held at Truman State University on March 27. We will also be partnering with Vocational Rehabilitation, Learning Opportunities, and Challenge Unlimited to hold a Reverse Job Fair in the spring for people with disabilities to showcase their skills to employers.

### **CHAIRMAN'S REPORT**

Corey said the event held by the Northeast Missouri Development Partnership (NMDP) was a success and several counties were represented. They were discussing plans to hold these events regularly around the state. He said

plans for Leadership Northeast training, which is a leadership training for people in the Northeast Region, was being discussed. He mentioned that possible tuition assistance may be available for those that were interested. Corey asked for feedback regarding the Board training that was held in September. Board members said they found it helpful and that they learned a lot. Corey said he had received several good comments regarding the Board staff from the various auditors that had visited our region. He expressed his appreciation to the Board staff, Board members and CLEOs for their service.

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

The next NEMO Workforce Development Board meeting is scheduled for Monday, April 15, 2019.

#### **ADJOURN**

Jim Kolve moved that the meeting be adjourned and the meeting adjourned at approximately 7:30 p.m.

Submitted by,

Janice Robinson