



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

April 15, 2019

PRESENT:

NEMO WDB Members

Darin Arnsmeyer
Bryan Barnes
Kara Berlin-Bates
Leslie Cardwell
Mark Chambers
Jim Kolve
Janice Robinson
Annette Sweet

WDB Members

Not Present

Carolyn Chrisman
Stephen Garner
Dennis Gill
Allysia Long
Lydia McClellan
Mike McGhee
Corey Mehaffy
Kami Mohn
Diane Noah
Michael Purol
Dan Putrah
Joe Rubison
Steve Sellenriek
Gabe Suddarth
Mac Wilt

WDB Staff

Diane Simbro
Sharon Hillard
Beth Whelan

CLEOs

Glenn Eagan
Joe Kaimann
Ryan Poston
Mark Shahan
John Truesdell
Deanne Whiston

CLEOs

Not Present

Rodney Cooper
Duane Ebeling
Chris Gamm
Joe Gildehause
Evan Glasgow
Wiley Hibbard
Buddy Kattelman
John David Lomax
Mike Whelan
Alan Wyatt

Guests Present

Erica Davis, Gamm, Inc.
Chad Eggen, BRPC
Mark Forster, Gamm, Inc.
Janet Hickey, BRPC
Ariel Johnston
Bill King, Adair County Commission
Mandy McClanahan Gamm, Inc.
Sheree Prebe, Gamm, Inc.
Sara Vansickle

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 established.

APPROVAL OF NEW BOARD MEMBER

CLEO Chair Glenn Eagan said information had been received on behalf of Bryan Barnes for appointment to the NEMO Workforce Development Board. Mr. Barnes will represent the Division of Workforce Development (DWD) and will be replacing Clinton Flowers.

Commissioner John Truesdell moved that Bryan Barnes be appointed to the NEMO Workforce Development Board. Commissioner Mark Shahan seconded the motion, and the motion was unanimously approved.

MEETING CALLED TO ORDER

Vice Chairperson Darin Arnsmeier called the April 15, 2019 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. Eight 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. Janice Robinson seconded the motion, and the consent agenda was unanimously approved.

SPECIAL PRESENTATION

Sheree Prebe with Gamm, Inc. presented information regarding WIOA participant Ariel Johnston who overcame multiple obstacles to achieve her goals with the extraordinary assistance and encouragement of her babysitter, Sarah Vansickle and WIOA Case Manager Mandy McClanahan. Ariel's barriers included multiple childcare and transportation issues. Both Sarah and Mandy went over and above what was required to support Ariel. Ariel persevered toward her goal of becoming a Police Officer and is now employed at the Shelbina Police Department in Shelbina, MO. Sheree commented that she had never witnessed anyone with so many barriers that had so much drive to achieve.

On behalf of the Workforce Development Board, Diane Simbro presented Certificates of Achievement and Recognition to Ariel Johnston, Sarah VanSickle and Mandy McClanahan.

APPROVAL OF AUDIT RFP

Diane said the Board received one response to the Request for Proposal for Auditing Services. The Executive Committee had reviewed and voted to recommend the approval of the proposal submitted from Botz, Deal and Company, P.C. After further discussion, the following motions were made.

Annette Sweet moved to approve the proposal submitted by Botz, Deal and Company, P.C. for auditing services. Jim Kolve seconded the motion, and the motion was unanimously approved. Commissioner Deanne Whiston moved that the CLEOs approve the proposal submitted by Botz, Deal and Company, P.C. for auditing services. Commissioner Ryan Poston seconded the motion, and the motion was approved.

APPROVAL TO OBLIGATE FUNDS FROM MATCH FUNDS FOR MARKETING

Diane Simbro and Glenn Eagan explained that out of concern that Job Center services should be better marketed in the Northeast Region they met with Northeast Community Action Corporation (NECAC) individuals, including their individual in charge of marketing, regarding partnering for marketing purposes. It was noted that NECAC

does a very good job at marketing their agencies services. The Board was asked to consider setting aside \$2,500 from the WDB unrestricted Match Fund Account to be used for marketing purposes. After much discussion, the following motion was made.

Jim Kolve moved that the Board approve the use of \$2,500 from the WDB unrestricted Match Fund Account to be used for marketing purposes for a 1-year trial. Mark Chambers seconded the motion, and the motion was unanimously approved. Commissioner John Truesdell moved that the CLEOs approve the use of \$2,500 from the WDB unrestricted Match Fund Account to be used for marketing purposes for a 1-year trial. Commissioner Deanne Whiston seconded the motion, and the motion was unanimously approved.

REVIEW AND APPROVAL OF YOUTH INCENTIVE POLICY AND SCHOLARS AT WORK SCOPE OF WORK

Sharon Hillard reviewed the updated Youth Incentive Policy and Scholars at Work Scope of Work. She explained that the Board was required to update the policies to comply with WIOA. She said the policies were revised with the assistance of the Youth subcontractors and then review and recommended for Board approval by the Youth Council. After further discussion, the following motion was made.

Jim Kolve moved that the NEMO WDB approve the updated Youth Incentive Policy and Scholars at Work Scope of Work as presented. Annette Sweet seconded the motion, and the motion was unanimously approved. Commissioner Ryan Poston moved that that the CLEOs approve the updated Youth Incentive Policy and Scholars at Work Scope of Work as presented. Commissioner Deanne Whiston seconded the motion, and the motion was unanimously approved.

COMMITTEE REPORTS

• Executive Committee

Diane said the majority of business conducted at Executive Committee on April 8, 2019 had already been discussed by other individuals. However, one topic that had not been discussed was the possibility of changing the Board meeting times and locations. The Board was asked if they would like to make any changes to meeting times and locations. After much discussion, it was decided that the June 17, 2019 Board meeting will be scheduled for 3:00 p.m. Location to be decided.

• Youth Council Update

Diane Simbro provided the report on behalf of Committee Chairperson Mark Chambers. She said the Youth Council met on April 11, 2019. Issues discussed at the meeting were:

- The Youth Council reviewed and voted to recommend that the Board approve the updated Youth Incentive Policy and the Scholars at Work Scope of Work
- Youth Service Providers provided updates regarding the Youth Program
- The Youth Council also discussed the recent D.A.R.T.S. (Discovering Alternative Routes to Success) Youth event
- The upcoming Disability Event/Reverse Job Fair to be held June 6, 2019 at Hannibal LaGrange University in Hannibal, MO was discussed
- The Youth Council voted to recommend that the Board appoint Melissa Layman as Vice Chair of the Youth Council

Jim Kolve moved that Melissa Layman be approved as Vice Chair of the Youth Council. Kara Berlin-Bates seconded the motion, and the motion was unanimously approved.

• Access Committee Update

The committee had not met and no report was provided.

- **Nominations Committee Update**

Nominations Committee Chairperson Annette Sweet said the Committee met on March 25, 2019. She then presented the following slate of individuals for Board Officer Nominations for PY 2019.

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

Diane said the slate of individuals would be presented to the Board for approval at the June Board meeting. She also encouraged other Board Members who would like to be considered for nomination to contact her.

Commissioner Glenn Eagan asked for volunteers for the CLEO Nominations Committee. Commissioners John Truesdell, Ryan Poston and Deanne Whiston volunteered to serve on the committee.

- **Employer Engagement Committee Update**

Chairperson Jim Kolve said the Employer Engagement Committee met on April 9, 2019. Some of the issues discussed included:

- The progress of the efforts regarding the Certified Work Ready Community Initiative. He noted that Marion County was now certified.
- MO Hospital Association meeting update and the workforce needs in health care.
- The Northeast Correctional Work Release Program / apprenticeship and pre-apprenticeship programs for justice involved individuals
- Manufacturing Days in October

The next meeting of the Employer Engagement Committee is scheduled for June 4, 2019 at the Missouri Job Center – Kirksville.

JOB CENTER UPDATES

- **Missouri Job Center – Hannibal**

Functional Leader Erica Davis said the Hannibal Job Center held their 2019 Spring Job Fair at the American Legion. The Hannibal Job Center provided over 160 job seekers an opportunity to meet with and discuss employment with over 50 employers. The fall job fair is scheduled for October 10, 2019. Erica said Elaine Miller with Gamm, Inc. retired after 25 years of dedicated service. New staff member Caitlin Bramblett has taken on her responsibilities of the WIOA Youth program and will provide Youth case management for Marion, Ralls, Pike, Lewis and Monroe Counties. The Hannibal Job Center hosted the Chamber of Commerce Business before Hours on February 26. Over 50 Chamber Ambassadors and employers attended to learn about Job Center services. Hannibal hosted outreach events in Shelbina, Hannibal, Canton and Bowling Green for the SkillUP program. Marion County had hit their goal to become a Certified Work Ready Community. She said Job Center staff worked at five area schools to facilitate the WorkKeys assessment. An estimated 400 students completed the exam.

- **Missouri Job Center – Warrenton**

Functional Leader Janet Hickey said Job Center staff was working with Lincoln County Probation and Parole, North East Community Action Corporation (NECAC), Connections to Success, and the State Technical College of MO on a re-entry program for those who have been incarcerated. She said Connections to Success offers a 10-day program to help participants build the skills and confidence needed to reach their professional and personal goals. The program is designed around the unique challenges of people who have experienced challenging situations such as generational poverty, incarceration, domestic violence, etc. The graduation ceremony for their first class of students was held earlier today. The program was a very positive experience for the students and the ceremony was very emotional. Several of the individuals will be offered employment and six of them will be going on to State Tech for training. Janet said she and Chad Eggen presented information regarding Job Center Business services to the Troy Chamber of Commerce. Staff was working with the SNAP participants through the SkillUp program. For program enrollments, the Job Center had 8 Adults, 2 Dislocated Workers, 2 On-the-Job Training (OJT), 1 Show Me Heroes OJT, and 5 SNAP participants.

- **Missouri Job Center – Kirksville**

Mark Forster provided information for the Kirksville Job Center. He said the Job Center hosted a job fair at the Days Inn on April 2 that resulted in 40 employers and over 150 job seekers. They were continuing their outreach for the SkillUp program. Kraft Heinz has turned all of their local hiring over to CorTech and CorTech is utilizing the Job Center Monday through Friday for temporary hire positions. A Health Services hiring event was held January 24 at the Kirksville Day's Inn. Ten employers attended. The number of job seekers was down due to cold weather. A Customer Service hiring event will be held June 20. Mark also shared the stories of three individuals who were successful in attaining their goals.

REGIONAL WORKFORCE & CWRC UPDATE

Rita Brown was not available. Diane said Lewis County had achieved their goal and 10 individuals would soon be tested for Shelby County.

EXECUTIVE DIRECTOR'S REPORT

Diane said most of what she planned to report had already been discussed. She was continuing to work on new funding stream possibilities. She also noted that she was very touched by the Connections to Success graduation program she attended earlier in the day. She stated that the changes made in the lives of the individuals who participated with only 10 days training was remarkable.

CHAIRMAN'S REPORT

The Chairperson was not present and no report was given.

OTHER BUSINESS

Kara Berlin-Bates provided information regarding the upcoming Reverse Job Fair for people with disabilities. Diane said flyers regarding the event were available to anyone who would like them.

NEXT MEETING DATE & LOCATION

The next NEMO Workforce Development Board meeting is scheduled for 3:00 p.m. Monday, June 17, 2019.

ADJOURN

Jim Kolve moved that the meeting be adjourned. Annette Sweet seconded the motion, and the meeting adjourned at approximately 8:00 p.m.

Submitted by,

Janice Robinson