



***NEMO WORKFORCE DEVELOPMENT BOARD***

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**NEMO WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES  
September 16, 2019**

**PRESENT:**

**WDB Members**

Shyla Brauch  
Leslie Cardwell  
Mark Chambers  
Carolyn Chrisman  
Stephen Garner  
Dennis Gill  
Jim Kolve  
Mike McGhee  
Corey Mehaffy (phone)  
Kami Mohn  
Michael Puro  
Janice Robinson  
Annette Sweet

**WDB Members  
Not Present**

Darin Arnsmeier  
Bryan Barnes  
Kara Berlin-Bates  
Lydia McClellan  
Diane Noah  
Joe Rubison  
Steve Sellenriek  
Gabe Suddarth  
Mac Wilt

**WDB Staff Present**

Diane Simbro  
Sharon Hillard  
Beth Whelan

**CLEOs**

Glenn Eagan  
Chris Gamm  
Joe Kaimann  
John Lake  
Ronnie Leckbee  
John David Lomax  
Mark Shahan  
John Truesdell  
Deanne Whiston

**CLEOs  
Not Present**

Rodney Cooper  
Duane Ebeling  
Joe Gildehause  
Buddy Kattelmann  
Ryan Poston  
Mike Whelan  
Alan Wyatt

**Guests Present**

Erica Davis, Gamm, Inc.  
Janet Hickey, BRPC  
Mandy McClanahan, Gamm, Inc.  
Sheree Prebe, Gamm, Inc.  
Bill King, Adair County  
Betty Lierly

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

Roll call of the CLEO Consortium was taken by Janice Robinson. Nine CLEOs were present and a quorum was established.

At the last meeting of the Board, the CLEOs decided to hold their election of officers electronically. Eleven CLEO's responded and the following slate of officers was unanimously approved: Chairperson-Glenn Eagan, 1<sup>st</sup> Vice Chair-Ryan Poston and 2<sup>nd</sup> Vice Chair-John Truesdell.

Glenn provided an update regarding Board Membership. It was noted that several of the counties had no representation and Commissioners were asked to be searching for possible individuals to represent those counties.

Glenn also announced that Ralls County had appointed Commissioner John Lake to the CLEO Consortium replacing Commissioner Wiley Hibbard.

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

CLEO Chair Glenn Eagan said information had been received on behalf of Shyla Brauch, for appointment to the NEMO Workforce Development Board. Ms. Brauch will represent Temporary Assistance (TA)/Missouri Work Assistance (MWA) for the Northeast Region and will be replacing Sutarrah Cambell.

Commissioner Deanne Whiston moved that Sutarrah Campbell be appointed to the NEMO Workforce Development Board. Commissioner Joe Kaimann seconded the motion, and the motion was unanimously approved.

### **MEETING CALLED TO ORDER**

Chairperson Corey Mehaffy called the September 16, 2019 NEMO Workforce Development Board (WDB) meeting to order at approximately 1:30 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**

Carolyn Chrisman moved to approve the consent agenda as presented. Mark Chambers seconded the motion, and the consent agenda was unanimously approved.

### **NEW DWD ISSUANCE – YOUTH INCENTIVE POLICY**

Diane said due to the programmatic monitoring, the Youth Incentive Policy was updated and approved by the State and the Board last spring. However upon further examination of the law, the State has now determined that incentives cannot be provided to youth for Unsubsidized Employment and we need to make that change to our policy. Everyone was provided a copy of the revised Youth Incentive Policy Change 4 which removes the incentive for Unsubsidized Employment and also removes it from the Youth Incentive Form.

Carolyn Chrisman moved that the Youth Incentive Policy be approved as presented. Annette Sweet seconded the motion, and the motion was unanimously approved.

Commissioner Deanne Whiston moved that the Youth Incentive Policy be approved as presented. Commissioner Joe Kaimann seconded the motion, and the motion was unanimously approved.

## **APPROVAL OF LOCAL PLAN MODIFICATION AND TRANSFER OF FUNDS FROM DW TO ADULT**

Diane said at the June Board meeting the Board approved to submit a Plan Modification with justification to DWD requesting the transfer \$100,000.00 from the Dislocated Worker Program to the Adult Program. DWD approved that request effective July 3, 2019.

### **INFORMATION FROM COUNTY COMMISSIONERS REGARDING ACTIVITIES IN THEIR COUNTIES**

Commissioner Chris Gamm said a group of agencies in Pike County had come together to focus on creating opportunities for justice-involved individuals. This involves an apprenticeship with Northeast Correctional Center in Bowling Green which will be a work-release program with Pork Producers. Individuals will be trained in swine management. Several area agencies including Faith Based organizations were partnering to provide services to the justice-involved individuals. The goal is to help offenders prepare for a successful transition back into the community and achieve positive outcomes, such as reducing recidivism and circumventing the cycle of intergenerational crime. He also spoke about Danny Miller and the work he was doing through Celebrate Recovery (CR). He said CR would like to speak with justice-involved individuals pre-release.

The closing of Green Supply Wholesale Sporting Goods Distributor in Vandalia, MO was discussed. Commissioner Mark Shahan also provided information about Wind Energy projects in Adair County.

### **COMMITTEE REPORTS**

#### **• Executive Committee**

Corey said the Executive Committee met on September 11 and some the issues discussed were the following:

- Transition to the Department of Higher Education
- Local Plan Issuance
- MOU process
- Program Performance
- Independent Audit
- Fiscal assistance for CPA to provide some guidance on a contractual basis.
- Review of Budget
- Update on Board Membership

Diane said she and Beth had spoken with a representative from Abila, which is a supplier for our fiscal software, and discovered that we were paying for modules we didn't need. They also discussed using the Cloud to access the software which would eliminate the need to pay the annual Log Me In fee. She said the savings should help to offset the cost of the CPA assistance.

#### **• Access Committee – Reverse Job Fair Report**

Diane provided the report on behalf of Committee Chair Kara Berlin-Bates. She said the main topic of the September 9, 2019 Access Committee Meeting was the Reverse Job Fair held in Hannibal in the spring. There were 27 employers and 13 job seekers attending. Due to the Job Fair, eight of the job seekers received employment. Those who didn't gain employment commented that the Job Fair was beneficial and had increased their confidence and motivation. Plans are to hold similar events in several counties in the region. She said all other committee meetings were rescheduled due to the transition and training events.

Mark Chambers said he attended the Hannibal Reverse Job Fair and was very impressed. He noted that Moberly Area Community College (MACC) plans to host industry targeted Reverse Job Fairs as well.

### **REGIONAL WORKFORCE & CWRC UPDATE**

Rita Brown was unable to attend the meeting. Diane and Erica provided some information regarding the Work Ready Community Initiative/NCRC. Erica spoke about the NCRC testing at the Northeast Correctional facility.

It was noted that some of the testing should help with the transitioning numbers requirement. It was mentioned that the 24<sup>th</sup> Workforce Summit would be a little different this year and would include four breakout sessions.

## **PERFORMANCE AND NUMBERS SERVED UPDATES**

Everyone was provided a copy of the most recent performance report for their review. Diane said the region was doing well in all performance measures except the credential attainment rate. She explained that part of the failure to meet the credential attainment rate was due to the past requirement under NGCC which placed all individuals in the measure even if they were only receiving core services. As these individuals drop out of the measure, she felt the credential rate would increase and may improve. A report indicating the number of individuals served in each Job Center was also reviewed.

## **JOB CENTER UPDATES**

- **Missouri Job Center – Warrenton**

Functional Leader Janet Hickey provided the update for the Warrenton Job Center. She said eight participants graduated from their second class for the Connections to Success program. This class helps participants build the skills and confidence needed to reach their professional and personal goals. Staff is now assisting them with finding employment. In July, a WIOA participant completed training through the Warehouseman Training Institute in Kansas City. This two-week program provides training on the operation of multiple pieces of equipment and provides several certifications required for Warehouse and Inventory Management. Warren County Manufacturing Day will be October 10. The City of Troy and Montgomery City also plan to hold events on October 4. She provided information regarding a participant that successfully graduated from the Pike Lincoln Technical School Licensed Practical Nurse program. She also provided information regarding the number of individuals enrolled, dollars spent, and Job Center customer satisfaction survey results.

- **Missouri Job Center – Hannibal**

Functional Leader Erica Davis said the Hannibal Job Center was partnering with Northeast Correctional Center and Connections to Success to provide training to justice-involved individuals. Twelve individuals participated in their first class and they were being provided case management and follow up through the WIOA Adult program. They were now partnering with partner agencies for additional services including housing and healthcare to ensure the best chance of success for these individuals. Erica also spoke about the transition of DWD to the Department of Higher Education (DHEWD). She said one day this quarter, the Hannibal Job Center had 18 successful training graduations which included 12 Connections to Success graduates and 6 Practical Nursing graduates. She provided information regarding upcoming events that included the September 24<sup>th</sup> Workforce Summit, the October 2<sup>nd</sup> Hannibal High School Career Fair, the October 3<sup>rd</sup> Project Community Connect, the October 10<sup>th</sup> Hannibal Job Fair, the October 15<sup>th</sup> Manufacturing Day Event, and the October 26<sup>th</sup> Stand Down-Tri-State Veterans Resource Fair. An update for WIOA enrollments, Veterans services, the Skill Up program and NCRC testing was also provided.

- **Missouri Job Center – Kirksville**

Mandy McClanahan said the Kirksville Job Center held a Manufacturing Hiring Event on August 22. Seven employers and forty job seekers were in attendance. Job Center staff has reached out to Wire Rope and Cenveo to allow High School students the opportunity to tour each of those facilities on October 17<sup>th</sup>. The Job Center will host a job fair at the Kirksville Day's Inn on October 22<sup>nd</sup> and staff will also be working on plans to host a reverse hiring event at the job center in the spring. Employers and organizations utilizing the Job Center included Kraft Heinz, CorTech, Cenveo, the Census Bureau, Probation and Parole and Smithfield Foods. October 2, 2019 from 7-9 am the Job Center will host the Morning Motivation with breakfast being provided by McDonalds. Several speakers will be there to talk about services that are offered in the region and through the Job Center for employers and job seekers. Mandy said staff meetings are being held each week on Wednesdays from 8-9 am to update staff on current events and new policies. Mandy also provided an update regarding Job Center customer satisfaction survey results to the Board.

The members also discussed the Fast Track Workforce Incentive Grant which is a new financial aid program. The grant addresses workforce needs by helping adults pursue a certificate, degree, or industry-recognized

credential in an area designated as high need. Grant recipients must maintain Missouri residency and work in Missouri for three years after graduation to prevent the grant from becoming a loan that must be repaid with interest.

### **CHAIRMAN'S REPORT**

Chairperson Corey Mehaffy said Glenn Eagan and he would be attending a CLEO / Board Chair Summit hosted by the state on October 16<sup>th</sup> in Columbia, MO from 10:00 am to 4:00 pm. He also provided some economic development updates including the following: The Northeast Missouri Development Partnership was in the process of conducting a Labor Study. When completed he would send the information to everyone. Registration is still open for the 2019 Tri-State Development Summit scheduled for October 24-25 in Quincy, IL. The Hannibal Area Chamber of Commerce is now accepting applications for the 2019 class of Leadership Hannibal. Anyone interested in enhancing their leadership skills and gaining a deeper understanding of the region is encouraged to participate.

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

Diane provided an update on the following topics:

- The State's new Co-Enrollment policy. One of the issues it addresses is the possibility of State Merit Staff doing WIOA enrollments. DWD Supervisors don't have a lot of interest in doing the WIOA enrollments and the Board would be responsible for any disallowed costs and the training of State Staff. The Board will need to decide and write into its enrollment policy how it wants to rule on this matter. The final draft of the policy would be sent to everyone for review prior to the December meeting.
- She had been told that the transportation issue had been resolved and she believed the MOU would be signed very soon so we could begin the Work Release with Pork Producers.
- She was beginning to receive the contracts for the formula funds and she was sending those to the sub-contractors as they came in. Beginning October 1, we would be contracting directly with the Division of Family Support for the TANF Summer Jobs and Skill Up programs.
- She hoped to hear about the National Emergency Grants sometime this week.
- The Office of Workforce Development (OWD) has conducted Programmatic and Fiscal monitoring of our files for the WIOA, MoRap, Summer Jobs, and the SkillUp programs. We have received final approvals from all of the reviews. Another Programmatic, Fiscal, and Equal Opportunity Monitoring will begin the last week of September.
- Plans are to release an RFP for the Adult and Dislocated Worker programs in the spring. The target date is March 1. The draft RFP will be sent to the One-Stop and Executive Committees for review in February.
- The Kirksville Job Center will be hosting Morning Motivation on October 2 to inform area employers and agencies about Job Center Services for employers and job seekers. Lisa Elrod, Senior Manager OWD, Service and Delivery will be one of the presenters and we will also have staff presenting information on Job Center Services. We are also honored to have Commissioner Mulligan visiting that afternoon to meet the Kirksville Job Center staff.
- We will begin working on the Local Plan for 2020-2024 as soon as we receive further guidance from OWD. It is very important that we have buy-in and input from the Board and CLEOS so we will be reaching out to everyone when we begin the work. The Plan will have to be submitted and approved prior to July 1, 2020.
- Recertification of all Job Centers will need to be completed prior to July 1, 2020. Changes have been made in the format and the requirements of the Certification teams. She will send the updated policy to everyone, and members will be contacted to serve on these teams.
- The Warrenton Job Center has been working closely with Lincoln County Economic Development, the Justice Center, Probation and Parole and the Sheriff's Department to develop training and employment opportunities.
- Labor Market Information for the region was being reviewed constantly to ensure that our Sector Strategy was still on target. Currently the four fields determined to be most in-demand were Healthcare, Manufacturing/Welding, Agriculture, and Transportation. She understood this may be a little different in some counties and she welcomed all to share any insight they may have.

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

The next NEMO Workforce Development Board meeting is scheduled for 1:00 p.m. Monday, December 16, 2019 at the Boudreaux Vistor's Center in Perry, MO.

### **ADJOURN**

Jim Kolve moved that the meeting be adjourned. Steve Garner seconded the motion, and the meeting adjourned at approximately 3:40 p.m.

Submitted by,

Janice Robinson