



***NEMO WORKFORCE DEVELOPMENT BOARD***

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**NEMO WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**June 17, 2019**

**PRESENT:**

**NEMO WDB Members**

Bryan Barnes  
Leslie Cardwell  
Mark Chambers  
Stephen Garner  
Jim Kolve  
Corey Mehaffy  
Janice Robinson  
Annette Sweet

**WDB Members  
Not Present**

Darin Arnsmeier  
Kera Berlin-Bates  
Sutarra Campbell  
Carolyn Chrisman  
Dennis Gill  
Lydia McClellan  
Mike McGhee  
Diane Noah  
Michael Puro  
Joe Rubison  
Steve Sellenriek  
Gabe Suddarth  
Mac Wilt

**WDB Staff**

Diane Simbro  
Sharon Hillard

**CLEOs**

Glenn Eagan  
Joe Gildehause  
John David Lomax  
Ryan Poston  
John Truesdell  
Deanne Whiston  
Alan Wyatt

**CLEOs  
Not Present**

Rodney Cooper  
Duane Ebeling  
Chris Gamm  
Evan Glasgow  
Wiley Hibbard  
Joe Kaimann  
Buddy Kattelmann  
Mark Shahan  
Mike Whelan

**Guests Present**

Rita Brown, DWD  
Erica Davis, Gamm, Inc.  
Chad Eggan, BRPC  
Dana Keller, Gamm, Inc.  
Sheree Prebe, Gamm, Inc.

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

Roll call of the CLEO Consortium was taken by Janice Robinson. Seven CLEOs were present and a quorum was established. However, the two-thirds quorum needed for election of officers was not present. It was the consensus of the CLEOs present that the election of officers take place electronically. The slate of officers presented were: Chairperson-Glenn Eagan, 1<sup>st</sup> Vice Chair-Ryan Poston and 2<sup>nd</sup> Vice Chair John Truesdell.

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

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

Commissioner John Truesdell moved that Sutarrah Campbell be appointed to the NEMO Workforce Development Board. Commissioner Alan Wyatt seconded the motion, and the motion was unanimously approved.

### **MEETING CALLED TO ORDER**

Chairperson Corey Mehaffy called the June 17, 2019 NEMO Workforce Development Board (WDB) meeting to order at approximately 3:00 p.m. at the Paris Senior Citizens Center in Paris, 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**

Diane Simbro noted an error on the budget report that had been sent to everyone prior to the meeting. After her explanation, Annette Sweet moved to approve the consent agenda with the correction to financial information as presented. Mark Chambers seconded the motion, and the consent agenda was unanimously approved.

### **ELECTION OF BOARD OFFICERS**

Nominations Committee Chair Annette Sweet presented the following slate of individuals as WDB Officers for Program Year 2019:

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

Annette Sweet moved that the slate of officers be approved as presented. Jim Kolve seconded the motion, and the motion was unanimously approved.

### **COMMITTEE REPORTS**

- **Executive Committee**

Corey said all of the issues addressed by the Executive Committee were up for discussion on tonight's agenda and would be addressed individually.

- ***Budget Cuts & 3-Year Comprehensive Plan***

Diane said the Region received a 15% cut in funding for Program Year 2019. We have also been told to expect a 15% reduction in funds for Program Years 2020 and 2021. Regions have been instructed that only 60% of the PY19 funds allocated to subcontractors can be used for administration in PY19 and only 50% can be used for administration in Program Years 2020 and 2021. It was also noted that the State will no longer cost share the Functional Leader positions. Based on the anticipated reductions in funding, each Region was asked to submit a 3-Year Comprehensive Plan explaining how they plan to provide services to their region. The subcontractors and

WDB office developed their 3-year plans and a Comprehensive 3-Year Plan was then submitted to the Division of Workforce Development (DWD). She said the State plans to submit a Request for Proposal for Consulting Services to determine the best use of the funds for the State. The Consulting Services report should be completed in December.

Corey said he had spoken to a couple of our State Legislatures about our concern that we are currently operating with extremely tight budgets and almost nothing could be cut and still provide the expected services. He encouraged other Board members to do the same and noted that the Legislatures would like to find individuals that would be willing to testify regarding our concerns. It was also noted that the cuts in funding may require less staff and the closing of some Job Center(s).

Diane said with the reduction in funding and additional stipulations placed on the funding, the region would need to look for additional funds from other resources. She plans to research other private grant possibilities and she asked that Board members contact her if they knew of any grant opportunities.

Janice Robinson said she had heard that the Feds may be looking to lower the poverty rate which would lower the number of eligible individuals.

➤ ***Budget Allocations – New Staffing & Program Split***

Diane said allocations to the Region were determined based on the population, unemployment rates and poverty rates in the area. The WDB office portion was based on the same splits as last year of 10% admin for the WDB and 8% program funds. The funding was then allocated to the subcontractors based on the same indicators of population, unemployment rates and poverty rates for each county they service with 60% of the funds allowed for administration and 40% program.

Jim Kolve moved that the budget allocations be approved as presented. Stephen Garner seconded the motion, and the motion was unanimously approved. Commissioner Ryan Poston moved that the budget allocations be approve as presented. Commissioner Deanne Whiston seconded the motion, and the motion was unanimously approved.

➤ ***WDB By-Laws***

Everyone was provided a copy of the By-laws for review. Diane said the Executive Committee had reviewed the WDB By-laws and no changes were recommended. The members were asked to sign the By-laws Attestation form indicating that they had received a copy.

Annette Sweet moved that the WDB By-laws be accepted as presented. Mark Chambers seconded the motion, and the motion was unanimously approved.

➤ ***WDB / CLEO Agreement***

Everyone was provided a copy of the WDB / CLEO Agreement. Diane explained that the only changes made to the Agreement were to the beginning and ending dates.

Jim Kolve move to approve the WDB / CLEO Agreement as presented. Steve Garner seconded the motion, and the motion was unanimously approved. Commissioner John Truesdell moved that the WDB / CLEO Agreement be approved as presented. Commissioner Ryan Poston seconded the motion, and the motion was unanimously approved.

➤ ***Revised Committee Structure***

Everyone was provided a copy of the Revised Committee Structure. Members discussed the changes and the following motion was made:

Jim Kolve moved that the Committee Structure be accepted as presented. Annette Sweet seconded the motion, and the motion was unanimously approved.

➤ ***Transfer \$100,000 from Dislocated Worker Program to Adult Program***

Diane said the region is allowed to transfer funds from the Dislocated Worker Program to the Adult Program. The process for the transfer of funds includes providing justification and posting a Plan Modification. She noted that this process may take approximately 90 days. Currently, the region had adequate funds in the Adult Program. However due to the low unemployment rate, we had few Dislocated Worker's requiring services and more funding was needed for the Adult Program. Therefore, she recommended that the WDB request the transfer of \$100,000 from the Dislocated Worker Program to the Adult Program.

Jim Kolve moved that the NEMO WDB submit a Plan Modification to transfer \$100,000 from the Dislocated Worker Program to the Adult Program. Janice Robinson seconded the motion, and the motion was unanimously approved. Commissioner Alan Wyatt moved that the NEMO WDB submit a Plan Modification to transfer \$100,000 from the Dislocated Worker Program to the Adult Program. Commissioner Deanne Whiston seconded the motion, and the motion was unanimously approved.

➤ ***Conflict of Interest***

Everyone was provided a copy of the NEMO WDB Conflict of Interest Policy for their review and was asked to sign the signature pages and return that portion of the policy to the WDB Office.

➤ ***Program Performance***

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 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 it may improve before the end of the program year.

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

Diane Simbro provided the report on behalf of Committee Chair Kara Berlin-Bates. She said the Reverse Job Fair was held June 6. There were 27 employers and 13 job seekers attending. Before meeting with the job seekers, employers were provided a presentation from several successful individuals with disabilities to learn about the advantages of employing individuals with disabilities. On June 5, the job seekers came in to prepare their presentations and were coached on interview skills. Each individual's table had indicators to alert the employers of the workforce sector(s) they were interest in. The initial feedback from the employers was that they loved the event and the concept of the job seekers presenting to the employers and the sector indicators. She plans to share more about the outcomes of employment for the job seekers at the next meeting.

• **Employer Engagement Committee**

Chairperson Jim Kolve said the Employer Engagement Committee met on June 4, 2019. Some of the issues discussed included:

- Developing a strategy for Employer Engagement. This included a lengthy discussion of the Region's strengths and weaknesses, defining the skills gap of local employers and defining the training needs of the employer and who will deliver the training. He noted that this discussion will continue at the next meeting.
- Employment projects update
- NCRC update on county progress
- Manufacturing Day event that will be held in October at Hannibal LaGrange University and Manufacturing Day event that would be held in October at Warrenton

The next meeting of the Employer Engagement Committee is scheduled for September 10, 2019 at the Missouri Job Center – Warrenton.

• **One-Stop Committee**

Chairperson Stephen Garner said the One-Stop Committee met on June 3<sup>rd</sup> and reviewed the PY18 Programmatic and Fiscal monitoring of the WIOA Title I Adult, Dislocated Worker, and Youth Programs. The Committee discussed the monitoring comments and the corrective action plans which included staff training that had already

been completed and additional training needed. After the review and discussion, the Committee voted to recommend that the NEMO WDB approve the PY18 Programmatic and Fiscal monitoring contingent upon corrections being made.

Stephen Garner moved that the NEMO WDB accept the recommendation of the One-Stop Committee to approve the PY18 Programmatic and Fiscal Monitoring. Jim Kolve seconded the motion, and the motion was unanimously approved. Commissioner Ryan Poston moved that the recommendation of the One-Stop Committee to approve the PY18 Programmatic and Fiscal Monitoring be accepted. Commissioner Alan Wyatt seconded the motion, and the motion was unanimously approved.

On behalf of the One-Stop Committee Stephen Garner moved that the contracts for the One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Program Services for Program Year 2019 for the Hannibal and Kirksville Job Center areas be extended to Gamm, Inc. Jim Kolve seconded the motion, and the motion was approved with Bryan Barnes abstaining.

Commissioner Deanne Whiston moved that the contracts for the One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Program Services for Program Year 2019 for the Hannibal and Kirksville Job Center areas be extended to Gamm, Inc. Commissioner Ryan Poston seconded the motion, and the motion was unanimously approved.

Stephen Garner moved that the contracts for the One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Program Services for Program Year 2019 for the Warrenton Job Center area be extended to Boonslick Regional Planning Commission. Jim Kolve seconded the motion, and the motion was approved with Bryan Barnes abstaining.

Commissioner Alan Wyatt moved that the contracts for the One-Stop Operator, WIOA Adult & WIOA Dislocated Worker Program Services for Program Year 2019 for the Warrenton Job Center area be extended to Boonslick Regional Planning Commission. Commissioner Deanne Whiston seconded the motion, and the motion was approved with Ryan Poston and Joe Gildehouse abstaining.

- **Youth Council**

Chairperson Mark Chambers said the Youth Council met on June 13, 2019. Issues discussed at the meeting were:

- Youth Performance
- Summer Youth League program and SkillUP update
- Outreach to K-12, CTE and Community Colleges and other agencies
- Youth Grant opportunities
- Disability Event/Reverse Job Fair in Hannibal
- Youth Service Providers provided updates
- Agencies shared upcoming events, information and special projects (It was noted that Polly Matteson with Truman University, was having a hard time locating teachers interested in doing externships.)
- The Youth Council also discussed and voted to recommend the extension of the Youth Contracts to Gamm, Inc. and Boonslick Regional Planning Commission.

On behalf of the Youth Council Mark Chambers moved that the WDB approve the recommendation of the Youth Council to extend the Program Year 2019 WIOA Title 1 Youth Contracts to both Gamm, Inc. and Boonslick Regional Planning Commission for the counties in their area of service. Jim Kolve seconded the motion, and the motion was approved with Bryan Barnes abstaining.

Commissioner John Truesdell moved that the CLEOs approve the recommendation of the Youth Council to extend the Program Year 2019 WIOA Title 1 Youth Contracts to Gamm, Inc. for the counties in their area of service. Commissioner Alan Wyatt seconded the motion, and the motion was unanimously approved.

Commissioner Alan Wyatt moved that the CLEOs approve the recommendation of the Youth Council to extend the Program Year 2019 WIOA Title 1 Youth Contracts to Boonslick Regional Planning Commission for the

counties in their area of service. Commissioner Deanne Whiston seconded the motion, and the motion was approved with Ryan Poston and Joe Gildehaus abstaining.

### **ESTABLISH MEETING DATES FOR PY19**

Everyone was provided a list of WDB meeting dates for Program Year 2019. The meeting dates were as follows:

- September 16, 2019
- December 16, 2019
- April 20, 2020
- June 15, 2020

Location and times for the meetings were discussed. It was decided to try two meetings at the Boudreaux Center in Perry, MO and two meetings at the Paris Senior Center in Paris, MO depending on availability. The group also decided to try an afternoon meeting beginning at 1:00 pm.

### **JOB CENTER UPDATES**

- **Missouri Job Center – Hannibal**

Functional Leader Erica Davis said four of the students enrolled in the Hannibal High School BEST program celebrated their graduation. BEST is a collaborative program that partners Gamm, Inc. through the Hannibal Job Center with Hannibal High School and Hannibal Regional Healthcare. Through the program the students worked with Hannibal Regional Hospital to learn technical and soft skills. All four of the graduates obtained full-time employment. Erica announced that Randy Lane had returned as the DVOP/LVER for the Division of Workforce Development and has been meeting with area vets to assist them in finding and obtaining job opportunities. She said the Job Center hosted a week-long training for Missouri Enterprise in June. The course taught participants soft skills and the Basics to Manufacturing and Production. Seven participants completed the program successfully. She said the Reverse Job Fair held by Vocational Rehabilitation, the Hannibal Job Center and the NEMO Workforce Development Board at the Hannibal LaGrange University was a great success. The SkillUP program had been extended through September 2019, and Lewis County hit their goal to become a Certified Work Ready Community in April.

- **Missouri Job Center – Warrenton**

Functional Leader Janet Hickey was not present so Chad Eagan provided the update for the Warrenton Job Center. He said the June 6, 2019 Lincoln County job fair held in Troy was a success. Those present included 30 employers and 37 job seekers. Several job seekers received strong leads for employment. Staff was continuing to provide outreach in the region to provide services. The Kroger grocery store in Warrenton is closing the end of June. Rapid Response meetings were held on June 5 to assist the 44 individuals that will be impacted by the closure. Arrangements were made for Cascades Plastic to use the conference room at the center to provide a two-day training for existing employees. Job Center staff was working to make the required contacts with individuals eligible to participate in the SkillUP program. Chad noted that Wright City High School was requiring teachers to participate in externships. They area also seeing some additional interest in apprenticeships. Mark Chambers noted that Moberly Area Community College plans to provide some reverse job fairs according to industry sectors in the future.

- **Missouri Job Center – Kirksville**

The report for the Job Center was emailed to the Board and CLEOs prior to the meeting. The Functional Leader of the Kirksville Job Center was not present and no additional information was provided.

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

Rita Brown provided an update of the schools participating in the Work Keys testing. Staff at the Hannibal Job Center were testing youth at Hannibal, Ralls County, Palmyra, Lewis County, Canton, Bowling Green, Louisiana and Clopton, and would soon be scheduling testing at the Shelby County schools. Staff at the Kirksville Job

Center were testing at Brashear, Knox, Novinger, and the Kirksville Technical Center. The only counties not yet participating were Schuyler and Scotland. She provided an update of the counties already certified as well.

Rita said meetings had been held with the Department of Corrections to discuss testing at NECC for inmates within 30 to 45 days of release. This is in the planning phase but they hope to begin testing as early as the second week of July. They hosted a SHRM meeting May 14<sup>th</sup> and 13 individuals attended. Currently, there was no SHRM chapter in Kirksville but they were looking to start one there. They also participated in the Pike County Job Fair to promote Job Center services. They were working with Suzanne Richards to promote apprenticeship programs. They had met with Hannibal Career and Technical to discuss training options and met with local employers for different sectors including manufacturing, healthcare, service and mechanic. She said the Business Team participates in the Healthcare Pathways initiative quarterly. The Workforce Summit is continuing. They meet monthly at the Hannibal Job Center and they have formed subcommittees to plan upcoming WFS and Manufacturing Day. A job fair is planned for October 10 at the Admiral Coontz Center. The tentative date for the Manufacturing Day is October 24. The tentative date for the WFS meeting is October 15.

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

Diane said other projects were taking place in the region in addition to what had already been discussed. We are working with many employers and Career & Technical Schools to begin Registered Apprenticeships. Chris Gamm has been instrumental in bringing a group together in Pike County that is going to be focused on creating opportunities for justice-involved individuals. We plan to get the apprenticeship with Northeast Correctional Center in Bowling Green kicked off in July. This will be a work-release program with the Pork Producers, and we will be training in swine management. The registration/enrollment process will begin within the next two weeks. We are continuing to work with the Justice Center and Sheriff's Department in Lincoln County to establish apprenticeships for inmates as well as employment opportunities for those on probation and parole. Our PY19 Summer Jobs League Youth program will be kicking off in the next couple of weeks. The program has grown tremendously and provides valuable work experience for our youth. The region has very dedicated employers that provide the mentoring and guidance to our young folks that is desperately needed. We will be receiving the SkillUP program contract from the Division of Family Services which serves folks who receive food stamps. This provides short-term tuition and occupational training, on the job training, work experiences and supportive services. We will know what our funding will be by July 1. We have a lot going on in our region and look forward to continuing to work on these projects in PY19. As a result of our shrinking budget, we will be looking at other funding streams through government and private foundation grants. She asked that individuals let her know if they were aware of any grant opportunities.

### **CHAIRMAN'S REPORT**

Chairperson Corey Mehaffy said a *Fundamentals of Economics* class would be held in Hannibal. There was no cost for the class; however, interested individuals should RSVP. The Tri-State Development Summit is scheduled for October 24 and 25 in Quincy, IL. He spoke about a Training Consortium in the Hannibal area. Their goal is to bring in professional trainings and cost share the expense with other employers. If anyone was interested in that please let him know.

### **OTHER BUSINESS**

Diane said General Motors would be holding some information meetings at Wentzville. She would send the information out to everyone.

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

The next NEMO Workforce Development Board meeting is scheduled for 1:00 p.m. Monday, September 16, 2019 at the Boudreaux Vistor's Center in Perry, MO (no meal will be provided).

**ADJOURN**

The meeting adjourned at approximately 4:30 p.m.

Submitted by,

Janice Robinson