



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

June 15, 2020

WDB Members

Present

Corey Mehaffy
Annette Sweet
Janice Robinson
Shyla Brauch
Jim Kolve
Kara Berlin-Bates
Donny Carroll
Mark Chambers
Carolyn Chrisman
Michael Purol
Stephanie Cooper

WDB Members

Not Present

Darin Arnsmeier
Allie Bennett
Les Cardwell
Steve Garner
Dennis Gill
Joe Rubison
Lydia McClellan
Mike McGhee
Steve Sellenriek
Gabe Suddarth
Mac Wilt

CLEO's

Present

Glenn Eagan
John David Lomax
Mike Whelan
Ryan Poston
Ronnie Leckbee
Joe Gildehaus

CLEOs

Not Present

Rodney Cooper
Chris Gamm
Deanne Whitston
Buddy Kattelman
Joseph Kaimann
John Truesdell
Mark Shahan
Alan Wyatt
Duane Ebeling
John Lake

Guests

Present

Chad Eggan
Janet Hickey
Sheree Prebe
Mandy McClanahan
Erica Davis
Shari Schenewerk
Kim Cull
Sutarrah Campbell
Stephanie Potts
Amanda Rose
Derek Weber
Dana Keller

WDB Staff

Present

Diane Simbro
Sharon Hillard
Beth Whelan

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.

- **Nomination of New WDB Members**

Commissioner Glenn Eagan said a letter of appointment had been received for Donny Carroll, Regional Manager, with the Department of Higher Education Office of Workforce Development. Mr. Carroll would represent Wagner Peyser and would replace Bryan Barnes who had retired. Commissioner Mike Whelan moved to accept the appointment of Donny Carroll to the Workforce Development Board. Commissioner Ryan Poston seconded the motion, and the motion was unanimously approved.

Commissioner Eagan said a letter of nomination had also been received for Stephanie Cooper, Executive Director, with Douglas Community Services. Commissioner Joe Gildehaus moved that Stephanie Cooper be appointed to the Workforce Development Board. Commissioner Ronnie Leckbee seconded the motion, and the motion was unanimously approved.

- **Approval of CLEO Consortium Agreement**

All CLEOs were emailed a copy of the CLEO Consortium Agreement for their review. It was noted that only the date had been updated and all CLEOs were required to sign the document. Commissioner Ryan Poston moved to approve the CLEO Consortium Agreement as presented. CLEO Joe Gildehaus seconded the motion, and the motion was unanimously approved.

MEETING CALLED TO ORDER

Chairperson Corey Mehaffy called the June 15, 2020 Northeast Missouri Workforce Development Board (NEMO WDB) meeting to order at approximately 1:15 p.m. The meeting was conducted electronically.

ROLL CALL AND SIGNATURE SHEET

Roll call was taken by Secretary/Treasurer Janice Robinson. Nine members were present and a quorum was established. Members Annette Sweet and Shyla Brauch joined the meeting later raising the total to eleven.

APPROVAL OF CONSENT AGENDA

Janice Robinson moved to approve the consent agenda as presented. Michael Purol seconded the motion and the motion was unanimously approved.

APPROVAL OF WDB / CLEO AGREEMENT

A copy of the WDB / CLEO Agreement was emailed to everyone for their review. Diane noted that the only changes to the Agreement were the begin and end dates.

Donny Carroll moved to approve the WDB / CLEO Agreement as presented. Mark Chambers seconded the motion, and the motion was unanimously approved. Commissioner Ryan Poston moved to approve the WDB / CLEO Agreement as presented. Commissioner Joe Gildehaus seconded the motion, and the motion was unanimously approved.

APPROVAL OF LOCAL PLAN AND POLICY UPDATE – PLAN MODIFICATION

Diane said the Northeast Region Local Plan and required policies were submitted to the Office of Workforce Development (OWD) February 14 for review. OW D reviewed the Local Plan and policies and submitted their required changes. The required changes were made and Diane reviewed those changes with the Board and CLEOs. A misspelling of an assessment tool was noted and Diane said she would make that correction.

Janice Robinson moved that the NE Region Local Plan and Policies be approved with the change noted. Jim Kolve seconded the motion, and the motion was approved. Commissioner Mike Whelan moved that the NE Region Local Plan and Policies be approved with the change noted. Commissioner Ryan Poston seconded the motion, and the motion was approved.

APPROVAL OF MOU & INFRASTRUCTURE COST SHARE AGREEMENT

Members and CLEOs were provided a copy of the MOU & Infrastructure Cost Share Agreement. Diane provided a review of the Agreement that included any updates that had been made.

Jim Kolve moved that the MOU & Infrastructure Cost Share Agreement be approved as presented. Donny Carroll seconded the motion, and the motion was unanimously approved. Commissioner Ryan Poston moved that the MOU & Infrastructure Cost Share Agreement be approved as presented. Commissioner Mike Whelan seconded the motion, and the motion was unanimously approved.

APPROVAL OF WIOA FORMULA ALLOCATIONS & SPLITS

Diane said allocations to the Region were determined based on the population, unemployment rates and poverty rates in the area. She said the region received a 10% reduction in funding for PY2020. 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% for program cost.

Jim Kolve moved that the budget allocations be approved as presented. Michael Purol seconded the motion, and the motion was unanimously approved. Commissioner Joe Gildehaus moved that the budget allocations be approved as presented. Commissioner Ryan Poston seconded the motion, and the motion was unanimously approved.

APPROVAL OF OWD FISCAL & PROGRAMMATIC MONITORING REPORTS

WDB members and CLEOs were provided copies of the OWD Programmatic and Fiscal Monitoring Report. Diane reviewed the Programmatic Report and discussed all findings and OWD recommendations and corrective actions. She said meetings were being scheduled to provide the required training.

Jim Kolve moved to approve the Programmatic Monitoring Report as submitted. Michael Purol seconded the motion, and the motion was unanimously approved. Commissioner Mike Whelan moved to approve the Programmatic Monitoring Report as submitted. Commissioner Joe Gildehaus seconded the motion, and the motion was unanimously approved.

Diane said the State hired an independent auditor to conduct their Fiscal Monitoring of the regions. The audit for the NE Region had been completed and there were two minor concerns. First, we currently use an Excel database to track inventory and they would like the inventory to be recorded in the WDB's MIP accounting system. Secondly, they asked that before cash draws are submitted to the State, that they be approved by the Executive Director. Diane said no response was required but the process was in place to draft an addendum to the WDB Financial Manual to make those changes.

Jim Kolve moved to approve the Fiscal Monitoring Report as presented. Mark Chambers seconded the motion, and the motion was unanimously approved. Commissioner Mike Whelan moved to approve the Fiscal Monitoring Report as presented. Commissioner Ronnie Leckbee seconded the motion, and the motion was unanimously approved.

APPROVAL OF WDB PROPOSED AE BUDGET

A copy of the WDB proposed AE Budget was provided to all WDB Members and CLEOS. Diane reviewed the proposed expenditures and provided explanations where needed. After discussion, the following motion was made:

Donny Carroll moved to approve the WDB AE Budget as presented. Jim Kolve seconded the motion, and the motion was unanimously approved. Commissioner Ryan Poston moved to approve the WDB AE Budget as presented. Commissioner Joe Gildehaus seconded the motion, and the motion was unanimously approved.

REGION PERFORMANCE & EXPENDITURE REPORT

The Members were provided Performance and Expenditure Reports for their review. The report showed performance percentages for the State, for all 16 WDB Regions and for each NE Region Job Center. Diane reviewed the performance report and said the Northeast Region had met all of its performance measures. The Hannibal Job Center was down some on the Employment Quarter 4 performance measure and Dislocated Worker Credential performance measure. Diane said the State would upload its report to DOL July 15. Before that date, staff would be checking for missing data to improve these measures. This would be beneficial to the performance of the NE Region and the State overall.

Diane reviewed the Expenditure Report. She said if we don't have our funding spent or obligated by the required date we could lose that funding. She said for In-School Youth (ISY) Gamm was 62% spent for operational and 79% spent for participants and BRPC was 99% spent for operational and 53% spent for participants. For OSY Gamm was 34% spent for operational and 30% spent for participants and BRPC was 32% spent for operational and 2% spent for participants. She said the dollars spent operational versus participant was a concern. She felt all Adult funds would be expended but she was also concerned about the Dislocated Worker expenditures. She stated that per contract the subcontractors were allowed to spend 60% for operational cost and 40% for participant cost and they needed to budget within those percentages. She said we need to develop a plan going forward. We will have to set some benchmarks and review expenditures each quarter to ensure we are meeting our expenditures and staying within the allowed percentages for program versus participant.

REVIEW AND APPROVAL OF WDB COMMITTEE STRUCTURE

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

Donny Carroll moved that the Committee Structure be accepted as presented. Michael Purol seconded the motion, and the motion was unanimously approved. Commissioner Ryan Poston moved that the Committee Structure be accepted as presented. Commissioner Joe Gildehaus seconded the motion, and the motion was unanimously approved.

COMMITTEE REPORTS

- **Nominations / Recruitment Committee Update**

Committee Chairperson Annette Sweet said the following candidates were approved as WDB Officers at the previous WDB meeting: Chairperson Michael Purol, Vice Chairperson Allie Bennett and Secretary/Treasurer Janice Robinson. She noted that there were several counties with no member representation on the Board. She asked the Commissioners of those counties to submit names of individuals that may be interested in serving on the Board.

- **Youth Council Update**

Committee Chairperson Mark Chambers said the Youth Council last met on May 28, 2020. The Council discussed PY 2020 funding, PY 2019 expenditures, and service updates were provided by the subcontractors. Committee Members also participated in a roundtable discussion regarding upcoming

activities and partner services.

- **Executive Committee Update**

Chairperson Corey Mehaffy said the Executive Committee met on Thursday, June 4, 2020. The issues discussed had already been presented on tonight's WDB agenda. He asked that Sharon send a follow up email to individuals who had not yet submitted their signatures for the WDB Conflict of Interest Policy, the WDB Bylaws Attestation and the CLEO Consortium Agreement.

- **Employer Engagement Committee Update**

Committee Chairperson Jim Kolve said the Employer Engagement Committee's next meeting was scheduled for Friday, June 19, 2020. Issues from the previous meetings had already been presented to the Board.

- **Access Committee Update**

Diane said the Access Committee met Friday, June 12, 2020 and the partners shared their processes for working with clients during the pandemic. Due to COVID, they canceled their plans to host a Reverse Job Fair and discussed the possibility of hosting a Virtual Job Fair. She said Connections to Success was conducting interviews through Zoom and they offered to help plan the event.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) & SKILLUP

- **Update on Recovery Plan – Reopening of Job Centers**

Diane said there was still no specific date set for the re-opening of the Region's Job Centers. OWD had conducted on-site assessments of the centers and developed plans for the needed changes. The Warrenton Job Center and the LaBelle office would be submitting their re-opening plans to the State for approval. Because the Warrenton Job Center was not located in a State owned building, they were looking at requiring individuals to sign a waiver. Due to its size, the Macon office wasn't large enough to allow social distancing and would be re-classified as an Access Center only. However, the process to make that change had not yet started. She said the State had purchased PPE for all the Centers and would be shipping that to everyone. There was an issue with acquiring the Plexiglas needed for protection which was delaying the process. She added that due to COVID, the State had postponed the Job Center Certification process until August.

EXECUTIVE DIRECTOR'S REPORT

Diane said there had been many changes due to the response to COVID-19. She has been participating in multiple calls throughout the week with the Office of Workforce Development (OWD) and calls with Job Center staff. She had also been busy conducting meetings and calls with partners regarding the MOU process. Diane said this would be Corey's last meeting as Chair and she thanked him for his service and for graciously devoting his time to the WDB.

REGIONAL WORKFORCE UPDATE / CERTIFIED WORK READY COMMUNITIES UPDATE

Shari Schenewerk said she was now a Project Manager with the Department of Economic Development. However, with everything going on, she continues to serve as a Workforce Liaison between the Project Managers and the Workforce Development Office. She said a map indicating company layoffs statewide was recently developed. The map shows that most of the larger employers are centrally located and that the northern part of the state was not affected as much due to its agriculture businesses. The Regional Engagement Team has also conducted over 130 surveys focused on the larger industries. Through the surveys, they have learned that about 90% of the industries currently have supplies and access to Personal Protective Equipment (PPE) critical for their staying open. Very few of these industries actually had layoffs, and those that did are calling the individuals back. She said 70% of the companies stated that they do not plan on testing at their facilities but they are very interested in community testing. She said

they are working on this to keep our region safe and they may be engaging Diane and the Board in those discussions.

Shari said the certified Work Ready Communities Initiative in Northeast MO was almost done and had been that way for a while. At one point, Schuyler, Scotland and Clark Counties were all ready to go but that was put on hold due to weather and now COVID 19. She felt testing will be a challenge but she is very optimistic as we come out of this that we can get the whole region certified. She said an announcement was scheduled for Lewis County before all the interruptions happened, and an announcement needed to be scheduled for Monroe County. Shari said Macon, Shelby and Pike Counties were on the brink of being completed and Macon and Pike needed to work on their transitioning numbers.

Shari said company expansions and new companies locating in the area were still happening and she is hopeful that they will be able to utilize some of our dislocated and youth workers to help meet their needs. Also, due to everyone's hard work, the apprenticeship programs were moving forward across the region. Shari said the state went through an extensive review of its Cares Act allocation that is to be used for business and community development. It would soon be announced that assistance through the Cares Act funding may be available for small businesses and other non-profits that had not had access to other funding. There was also going to be funding available for towns and communities to assist with their municipalities.

JOB CENTER UPDATES

- **Kirksville Job Center Update**

Mandy McClanahan provided a summary for the Kirksville Job Center. She said staff had been completing weekly Dislocated Worker outreach calls to provide unemployed customers with information on Dislocated Worker Program services and assistance that may be available to them. Kirksville currently has 33 active Adults/Dislocated Workers and 27 active Youth customers. They have 10 individuals enrolled in SNAP that will be completing their training at the Kirksville Area Technical Center on June 25, 2020. They also have one individual who will be completing their training at the Missouri Welding Institute on June 24, 2020 and another individual that will be completing their training from Grand River Welding Institute in July. She said RESEA enrollments were being completed and customers were being assisted with unemployment concerns. WIOA staff have been transferring individuals to OWD staff as instructed. She noted that all Job Center staff has been keeping in contact through Webex for the last several weeks to ensure everyone remains informed.

- **Warrenton Job Center Update**

Janet Hickey provided a summary for the Warrenton Job Center. She said the Disaster Recovery Jobs Program (DRJP) is continuing the cleanup along the river in Lincoln, Montgomery, Pike and Ralls counties. The program offers assistance to communities and provides an opportunity for individuals to gain valuable work experience that will help them get back into the workforce. To date, they have employed three individuals through the program. She asked the members to refer Dislocated Workers in the Ralls County area that may be interested in the program. Janet said due to the pandemic and the increase in unemployment, staff has taken over 4,000 calls since March 20. Many of the callers are worried, and some are angry that they are not receiving benefits or not receiving them in a timely manner. Also, due to COVID, staff has been enrolling individuals through video conferencing etc.

- **Hannibal Job Center Update**

Erica Davis provided a summary of the Hannibal Job Center activities. She said staff was adapting to the new procedures required due to the pandemic. The Job Center had undergone assessments to ensure public safety and prepare for its re-opening to the public. Some of the changes included heightened cleaning procedures, protective gear, and observing social distancing in the staff and resource areas. Staff will no longer be meeting with individuals at their desks and a designated area will be determined. She said staff was doubling down on outreach attempts. The newest initiative involves contacting unemployment customers individually. DHEWD and Gamm staff will partner to follow up with UI customers once they begin receiving benefits. The goal is to better inform these customers of the training

and employment services available through the partner agencies. This includes outreach for Job Center employment services, Apprenticeships, Classroom Training, and providing any services that are appropriate for the person's goals. WIOA Staff is currently managing 42 active Adults and Dislocated Workers. Three participants graduated from the two-year Registered Nursing program at HLG. One has already obtained their RN license. Four participants are enrolled in the ASN program at Hannibal LaGrange, three are enrolled in LPN and two participants are enrolled in the CDL program at JWCC and are expected to complete their training in July 2020. They have one individual enrolled in a Registered Apprenticeship / On-the-Job Training to gain valuable experience and will receive certifications to become a Ford Specialty Technician. In addition, they have 23 individuals receiving services through the SkillUp Program. They have two participants enrolled in training programs through TRADE that are expected to graduate in December. Eight TRADE individuals graduated in May.

CHAIRMAN'S REPORT

Corey said the Labor Survey Reports developed for the Northeast MO Development Partnership (NMDP) conducted by the Growth Services Group was now available and could be found on their website at growthservicesgroup.com. He thanked the Board for the opportunity to serve and he thanked everyone for their support during his tenure as Chair. He complimented the Board's staff for the work that they do and asked the Board not to forget that they were not being rewarded as well as the staff of other WDB Regions. He then offered his best wishes to the newly elected WDB Officers.

SET DATES FOR PY20 WDB MEETINGS

Everyone was provided a list of WDB meeting dates for Program Year 2020. The meeting dates are as follows:

September 21, 2020

January 25, 2021

April 19, 2021

June 21, 2021

Location and times for the meetings were discussed. It was stated that 1:00 pm appeared to be a convenient time for most everyone and that it would be determined at a later date whether or not the meetings would be held virtually or in person.

CONFIRMATION OF NEXT MEETING DATE & LOCATION

The next NEMO WDB Meeting was scheduled for September 21, 2020 at 1:00 pm.

ADJOURN

Jim Kolve moved that the meeting be adjourned. Donny Carroll seconded the motion, and the meeting adjourned at approximately 3:00 pm.

Respectfully Submitted,

Janice Robinson