



NEMO WORKFORCE DEVELOPMENT BOARD

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NEMO Workforce Development Board (WDB) Access Committee Meeting August 31, 2020

Members Present

Erin Dennis
Donny Carroll
Stephanie Cooper

Members Absent

Mandy Rose
Lisa Randolph
Wendy Hays
Kara Berlin-Bates
Mandy Ros
Janice Robinson
Shyla Brauch
Joe Gildehaus
Lydia McClellan

Guests Present

Melissa Cline	Sheree Prebe
Howard Clark	Kim Cull
Elaine Henderson	Rachel Meuser
Chelsea Zabski	Will Hays
Kevin Knickerbocker	Janet Hickey
Rhian Beldon	Monica Gladbach

WDB Staff

Diane Simbro

CALL MEETING TO ORDER

The NEMO WDB Access Committee Meeting was called to order at approximately 2:00 pm and was conducted electronically through Zoom.

ROLL CALL

Three Committee Members participated and a quorum was established. Twelve guests and one WDB staff also participated.

VIRTUAL REVERSE JOB FAIR (RJF) PLANNING

Diane said at the last Committee meeting, the members decided to host a Virtual Reverse Job Fair and several ideas were presented regarding the best platform to use. Kara and Erin volunteered to research some of those platforms to decide which would be best for the event. Kara was unable to participate in the meeting today but Erin was present and would present their findings. Also present today, were

representatives from several partner agencies that were interested in participating in the Virtual Job Fair. She said the last Reverse Job Fair was targeted to individuals with disabilities. However, this Job Fair would be open to individuals with all barriers to employment.

Erin said after their research, she and Kara decided that Google Drive would be the best platform to use for the Virtual Reverse Job Fair. To use this platform, staff would have to make it clear that if individuals wanted to participate they must have a Gmail account. She said this would be a great opportunity for the job seekers to create a professional email address for employer contacts. Employers and partners could join by invitation and would not need to create a Gmail account. They thought it would be best if the job seekers developed a prerecorded video to introduce themselves and talk about their career interests and skills. Agencies would be responsible to assist the individuals with developing their videos. Participants would have two weeks from when they were given the green light to record to create their videos. An instructional video and informational flyer, on how to create the videos, will be sent to the partner agencies. Diane will send this to everyone. After the videos were created and submitted, a time frame would be set to allow employers to view the videos. Employers would then decide which individuals they would like to speak with and contact us. Several of the agencies felt they had individuals who would like to participate.

Erin said they had a couple of things they would need to complete before sending the instructions to Diane to send to the partners. She hoped to have those completed by Friday. Erin said she spoke with individuals that were involved in the Second Chances Job Fair and was told that several of the job seekers created their videos using their cell phones. She has a link she will share that provides video samples. Diane will send this out as well.

The Committee discussed employer recruitment for the job fair. Erin said she planned to add the list of participating employers to the flyer. Diane said she would send an email to all of the participating agencies next week to ask if they have employers that may be interested in participating. She said they needed to get a list of the job seeker's career interests so they could ensure they had the right mix of employers.

It was decided that a list of all participants and their career interests be submitted by September 18th. The videos should be submitted by October 2nd. The Virtual Reverse Job Fair would be October 16th.

Melissa offered to help with skill classes/virtual workshops if anyone needed help coaching the job seekers. Anyone having questions should contact Erin or Diane.

NEXT MEETING DATE/TIME & ADJOURNMENT

The next Access Committee meeting was scheduled for September 28, 2020 at 2:00 pm.

ADJOURN

The meeting adjourned at approximately 2:40 pm.