



**NEMO WORKFORCE DEVELOPMENT BOARD**

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**NEMO WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES  
September 21, 2020**

**WDB Members**

**Present**

Michael Purol  
Corey Mehaffy  
Janice Robinson  
Shyla Brauch  
Jim Kolve  
Kara Berlin-Bates  
Mark Chambers  
Stephanie Cooper  
Allie Bennett  
Lydia McClellan

**WDB Members**

**Not Present**

Darin Arnsmeier  
Les Cardwell  
Steve Garner  
Dennis Gill  
Joe Rubison  
Mike McGhee  
Steve Sellenriek  
Gabe Suddarth  
Mac Wilt  
Donny Carroll  
Carolyn Chrisman  
Annette Sweet

**CLEO's**

**Present**

Glenn Eagan  
Mike Whelan  
Ryan Poston  
Ronnie Leckbee  
Joe Gildehaus  
Mark Shahan  
John Lake

**CLEOs**

**Not Present**

Rodney Cooper  
Chris Gamm  
Deanne Whitston  
Buddy Kattelman  
John David Lomax  
Joseph Kaimann  
John Truesdell  
Alan Wyatt  
Duane Ebeling

**Guests**

**Present**

Chad Eggan  
Janet Hickey  
Sheree Prebe  
Mandy McClanahan  
Erica Davis  
Shari Schenewerk  
Sutarrah Campbell  
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. Seven CLEOs were present and a quorum was established.

### **MEETING CALLED TO ORDER**

Chairperson Michael Purol called the September 21, 2020 Northeast Missouri Workforce Development Board (NEMO WDB) meeting to order at approximately 1:00 p.m. The meeting was conducted electronically through Zoom.

### **ROLL CALL AND SIGNATURE SHEET**

Roll call was taken by Secretary/Treasurer Janice Robinson. Ten members were present and a quorum was established.

### **APPROVAL OF CONSENT AGENDA**

Corey Mehaffy moved to approve the consent agenda as presented. Jim Kolve seconded the motion and the motion was unanimously approved.

### **NEW OWD ISSUANCES**

#### **FIREWALL POLICY; ADULT & DISLOCATED WORKER WORK EXPERIENCE POLICY; ADULT EMPLOYMENT AND TRAINING POLICY-PRIORITY OF SERVICE**

Copies of the new policies were provided to everyone for review prior to the meeting. Diane reviewed the Firewall Policy, the Adult & Dislocated Worker Work Experience Policy and the changes to the Adult Employment and Training Policy–Priority of Service. If approved by the Board and the CLEOs, Diane will be submitting a Local Plan Modification to receive approval from OWD.

Jim Kolve moved to approve the Firewall, Adult & Dislocated Worker Work Experience and the Adult Employment and Training Policy–Priority of Service policies as presented. Mark Chambers seconded the motion and the motion was unanimously approved.

Commissioner Joe Gildehouse moved to approve the Firewall, Adult & Dislocated Worker Work Experience and the Adult Employment and Training Policy–Priority of Service policies as presented. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

### **PY20 / FY21 – PERFORMANCE MEASURES NEGOTIATIONS**

Diane said the Region’s performance goals were negotiated yearly with the State. After reviewing past data, the State sent each region purposed target goals for PY20 for each performance measure. She reviewed the regions PY18 and PY19 performance data and said she felt most of the target goals presented by the State were achievable. However, they asked for 71% to 76% for the Dislocated Worker 4<sup>th</sup> Quarter Employment performance goal and she felt we should ask for 66% as this has been a hard measure to achieve in the past and with COVID, we do not know what to expect this year. Also for the Youth Credential goal, the State has asked for 77% to 79% and she felt we should ask for 72%. She noted that the Measurable Skills Gains performance was a new goal but she was comfortable with the target goals presented by the State. She answered questions and said with Board approval, she would submit those target goals to the State for approval, with the flexibility to go negotiate up to the maximum of the target range if needed.

Mark Chambers moved that the target percentages for the Region’s Performance Goals be submitted to the State as presented. Stephanie Cooper seconded the motion and the motion was unanimously approved. Commissioner Mark Shahan moved that the target percentages for the Region’s Performance Goals be submitted to the State as presented. Commissioner Ryan Poston seconded the motion and the motion was unanimously approved.

## MACON OFFICE CHANGE FROM AFFILIATE JOB CENTER TO ACCESS POINT

Michael said the Executive Committee discussed the issue of changing the Macon Office from an Affiliate Job Center to an Access Point and voted to recommend the change. Diane explained that the Macon office no longer meets the criteria of an Affiliate Job Center but this would have no negative affect on services. She noted that the staff person who uses the office meets most of her clients off site and she works out of the Kirksville Comprehensive office. The office is too small to practice social distancing. The Macon office will remain open but will be an Access Point instead an Affiliate. If approved by the Board and CLEOs, this action will be included in a Local Plan Modification sent to OWD for approval.

Jim Kolve moved to change the Macon Office from an Affiliate Job Center to an Access Point. Mark Chambers seconded the motion and the motion was unanimously approved. Commissioner Ryan Poston moved to change the Macon Office from an Affiliate Job Center to an Access Point. Commissioner Joe Gildehaus seconded the motion and the motion was unanimously approved.

## COMMITTEE REPORTS

- **Executive Committee**

WDB Chair Michael Purol said the One-Stop Certification process was in progress and would soon be completed. The Certification Committee plans to meet again as a group and would then meet with the State to discuss their findings. He said the Executive Committee discussed the re-opening of all of the Regions Job Centers and they are currently open to the public. Programmatic and Fiscal monitoring was reviewed and program performance and expenditures were discussed. This information can be reviewed on the WDB's website. The State Regional Report Card was reviewed. Diane reviewed the Report Card and said the region was in good shape for all measures except Dislocated Worker Q4 Employment. She noted that the region had some work to do with our Incumbent Worker Training and we had low enrollments in our MO43 grant. Some of those issues were COVID related and staff was working to address those issues. Overall, the NE Region was rated as a "Concern" by the State. Michael said the Executive Committee also reviewed the subcontractor benchmarks for program and operational expenditures. These documents were shared with the Board. Diane said the subcontractor's contracts for the WIOA Adult, Dislocated Worker and Youth services contain quarterly benchmarks for individuals served per program and for program and operational expenditures. She reviewed the current benchmarks for Gamm, Inc. and BRPC and said that the subcontractors were on target to meet their goals.

- **Access Committee**

Committee Chair Kara Berlin-Bates said last year the Committee held a Reverse Job Fair for individuals with disabilities and it was a great success. Due to COVID, the Committee was in the process of planning a Virtual Reverse Job Fair for individuals of all barriers. Individuals will submit a 2-minute video of their career interest and skills and employers will be invited to view those videos and select who they would like to interview. To date, they have received 10 job seeker candidates. Everyone was asked to send contact information for interested job seekers to Kara or Diane.

- **Employer Engagement Committee**

Committee Chair Jim Kolve said the Employer Engagement Committee met on August 10<sup>th</sup>. They are working to build a strategy for employer engagement and are working to define the training needs of employers. Partners shared their agency information. Shari Schenewerk provided an update on the Department of Economic Development. Jim said the next meeting is scheduled for November 2<sup>nd</sup> and the full minutes were on the WDB's website for the members to review. Diane announced that Jim was appointed by the State Workforce Board to participate on the task force for the Job Centers of the Future and she thanked him for representing the NE Region.

- **Youth Council Committee**

Committee Chair Mark Chambers said the Youth Council met on September 10, 2020. PY19 4th Qtr. Youth Performance was reviewed, and the region had met all of its goals for the 4th qtr. Youth Council membership was reviewed. Stephanie Cooper with Douglass Community Services was appointed to the

council. Amy Vaughn who has taken a new position was removed. Possible employers for membership to the Youth Council were discussed. It was announced that the region should soon receive its Youth Job League Program contract. The upcoming Virtual Reverse Job Fair was discussed. Youth Service Providers provided updates of enrollments and expenditures. Members shared agency events and the next YC meeting is scheduled for November 12th.

- **Nominations/Recruitment Committee**

Chairperson Annette Sweet was not present. Diane said the Committee had not met since the last Board meeting. She would follow up with Annette to see if there was anything to report. She said she was contacted by one individual who was interested in membership and she referred her to the commissioners. She would follow up with that as well.

## **REGIONAL BUSINESS UPDATE**

Shari Schenewerk said Northern MO had 40 approved applications for funding from the MO State Cares Act Grant for small business. She said the qualifying businesses had under 50 employees and were among the hardest hit industries in MO. For some of these companies, the funding will determine whether or not they survive. She said 20% of the Cares Act funding provided for the meat and poultry industries was awarded to north MO and 13 of those businesses were in the northeast region area. Also, Kirksville and Hannibal received tourism grants for marketing outdoor activities. She said this was a lot of money coming into the northeast region to help our businesses and communities grow. Shari said some of the things coming down the pipeline included a funding announcement of a new business that will provide 60 new jobs over the next 2 to 3 years. Another 9 projects are in the pipeline and, if they all go through, they will provide over 400 new jobs in the NE region. Some of those businesses would be receiving state funds and others were choosing not to. She said there was a lot of activity going on in the region and pretty much every major NE community has some kind of major project happening. She added that the Terra-Gen–Prairie Wind Power facility was moving forward and they would be moving forward with the Wind Technician program. Shari said there was a lot of good news on the economic side.

## **JOB CENTER UPDATES**

- **Kirksville Job Center Update**

Mandy McClanahan provided a summary for the Kirksville Job Center. She announced that James Smith had been appointed as the new OWD Supervisor for the Kirksville Job Center and was doing a great job with his new duties. Staff was continuing outreach to Dislocated Workers to provide individuals information regarding available services. Terra Rouse continues to work with the RESEA customers. Weekly staff meetings are being conducted each Wednesday morning. Kori, Stephanie and Mandy have 71 active customers and have completed 22 new enrollments, including 14 for Cares Act since July 1. They have 14 more applications pending. The Veteran program has begun the hiring process to replace James, and JVSG staff continue to work on veteran/employer outreach.

- **Warrenton Job Center Update**

Janet Hickey provided a summary for the Warrenton Job Center. She said Lincoln County, the Lincoln County R-III School District, the State of MO and the Boonslick Regional Planning Commission worked with Ranken Technical College to establish a campus in Troy, MO. A groundbreaking ceremony was held in June and the facility hopes to be ready for students in the fall of 2021. Ranken will offer secondary and post-secondary education and training for individuals. Job Center staff has met with Ranken to explain the services offered through the Job Center and asked that individuals needing assistance be referred to the Job Center. Janet said the cleanup work of the damaged levees in their region continues through the MO43 Grant. She said they have a total of 45 individuals enrolled in the Adult and Dislocated programs. Her report also included two Adult and Dislocated Worker success stories.

- **Hannibal Job Center Update**

Erica Davis provided a summary of the Hannibal Job Center activities. She said the Job Center re-opened on August 12<sup>th</sup> and has assisted over 150 job seekers since that time. WIOA staff was working hard to enroll participants in appropriate programs to utilize the Cares Act funding. To date, they have obligated over \$70,000. She announced that Nathaniel Dunne had been hired by Gamm, Inc. as a Career Counselor and she welcomed him to the Hannibal team. Erica said WIOA staff is currently managing 50 active Adults and Dislocated Workers. Elaine was working hard to enroll youth in work experiences and engaging employers for worksites. Erica provided an update of client training. She said staff was working with 18 Skill Up participants. The Job Center had 2 individuals enrolled in training through TRADE Act. Veteran staff continues in assisting with remote services. She also provided a success story for a WIOA/Skill UP individual.

### **CHAIRMAN'S REPORT**

Michael said One-Stop Certification had been a big focus. Due to COVID, the re-opening of the Job Centers and businesses has been difficult and has required lots of planning. The schools had been working hard to find ways to get back to safely teaching the kids and he appreciated their efforts. He noted that the pandemic and its uncertainties was difficult for the workforce.

### **DIRECTOR'S REPORT**

Diane spoke about the following:

- “Jump Start Your Future” which is a partnership between the Northeast Missouri Workforce Development Board, Connections to Success and the Northeast Community Action Agency Corporation (NECAC). The WDB was notified by NECAC that they received a grant to purchase notebooks for school age children in their low income housing units and they asked what could be done to get the youth interested in training and employment. This provided an excellent opportunity to partner and provide information regarding services and training to individuals. NECAC provides internet and notebooks and WIOA will assist with training. Gamm is currently working with the Hannibal housing area and they have about 27 applications. This will be duplicated in other housing areas.
- Staff is working with Lincoln and Warren Counties and Connections to Success to provide services to justice involved individuals. They have 24 individuals to be enrolled there.
- The Registered Apprenticeships with the Pike and Audrain County pork producers and the Northeast Correctional Facility was delayed due to COVID and will begin when the COVID restrictions are lifted. The Correctional Facility will transport individuals to the pork farms for training in Animal Husbandry, etc. The related training instruction/classroom training will be mostly virtual and provided by the Pork Producers as well as the on-the-job training.
- We are working with the Hannibal Community Supervision Center, Connections to Success, Missouri Enterprise and the Community Colleges to provide manufacturing classes. The Supervision Center is set up so we will be able to provide training through the Community Colleges that will lead to a credential.
- The Manufacturing Day held last year was very successful. This year it will be Virtual and a committee has been formed to begin the planning.
- Ongoing training partnering with our colleges and universities continues.
- October 13, 14 and 15 the Southeast and Ozark WDB Directors and Diane will be presenting at the National SNAP Employment and Training Conference. The topic is braiding resources. They are expecting over 2,000 attendees.
- We are holding weekly meetings every Thursday with WIOA and OWD staff. Training topics include monitoring issues, Equal Opportunity, performance, business services, new policy training, best practices, guest speakers, partner training, etc. She invited partner agencies to participate and share any opportunities or concerns with everyone.

### **BOARD MEMBER & CLEO UPDATES – ROUNDTABLE**

The CLEOs discussed the Cares Act funding received by the counties and the many applications they were receiving for assistance. They were happy to be able to help the small businesses etc.

Michael said they were still working on projects with the municipalities and counties. He said bids and material prices were high. He said we could use a larger labor force as it doesn't take much for a crew to be quarantined. He said it was a challenge to complete projects on time and on budget.

#### **ECONOMIC DEVELOPMENT UPDATES FOR THE REGION**

Corey said Shari already spoke about the many pending projects in the region and he thanked her for her work with the small businesses. He said the Northeast Missouri Development Partnership was working on new branding, logos and some messaging for the region. They hoped to have a more consistent marketing message that could be used for social media, etc. They would be meeting soon to review some of those options.

#### **CONFIRMATION OF NEXT MEETING DATE & LOCATION**

The next NEMO WDB Meeting was scheduled for January 25, 2021 at 1:00 pm. Zoom virtual unless notified otherwise.

#### **ADJOURN**

Corey Mehaffy moved that the meeting be adjourned and the meeting adjourned at approximately 3:24 pm.

Respectfully Submitted,

Janice Robinson