



NEMO WORKFORCE DEVELOPMENT BOARD



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NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD

BOARD MEMBER ORIENTATION AND ONBOARDING POLICY PRESENTATION



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Roles and Responsibilities of the Chief Local Elected Official(CLEO)

Within a local workforce area, the chief local elected official (CLEO) is the WIOA grant recipient.

The CLEO appoints a local workforce board. Together with the board, the CLEO oversees the administration of workforce development services and provides strategic direction for workforce development programs.



Roles of the Chief Local Elected Official

Appoint local workforce board members:

Using the process established under the by-laws, the CLEO appoints all local workforce board members and fills vacancies in a timely manner. Board members should have optimum policy-making authority for their organizations, meaning they are positioned to make commitments on behalf of their organizations. All mandatory board members have voting privileges.

Identify non-mandatory board members:

CLEOs may appoint additional board members as long as all mandatory board membership requirements are met. Non-mandatory board members may or may not have voting privileges, at the CLEOs discretion.

Consult with the governor on the reorganization or decertification of local boards: Reorganization and decertification are punitive actions that a governor can take to address failed performance, fraud, abuse, or mismanagement. CLEOs have an opportunity to express their thoughts and opinions in instances where these punitive actions are being considered roles of the Chief Local Elected Official

Request local area designation:

The initial local area designations for WIOA have been completed. However,

local elected officials could submit a written request to the governor if they wanted to change their existing designation status (e.g., merge with another area, split from another area, etc.).

Serve as the grant recipient or designate a sub-grant recipient:

The CLEO is the grant recipient for federal funds allocated by the governor/state workforce board. These funds are awarded based on a federally defined formula. The CLEO can grant administrative authority of these funds to the local workforce board or a third-party entity. The local workforce board or third party entity would be considered a sub-grant recipient.

Hold liability for WIOA funds:

As the grant recipient, the CLEO is liable for the federal funding it receives. Liability cannot be transferred to a sub-grant recipient. As such, CLEOs should ensure that sub-grant recipients purchase appropriate insurance.

Select a fiscal agent:

The fiscal agent is the entity or organization responsible for managing the federal funding that the local area receives. Often, the local workforce board acts as the fiscal agent and disburses the funds, but a third-party organization can act also as the fiscal agent.

Support a dynamic IT system:

CLEOs should work with their local workforce board and relevant state entities to build their IT capacity and ensure their IT systems allow information to be collected, shared, and analyzed appropriately and securely.

Create by-laws for the local workforce board:

This requirement is intended to place the appointment process for the local workforce development boards squarely on the CLEO and must cover such topics as board member nomination process, terms and term limits, notification of and process for filling board vacancies, and stakeholder engagement.

Northeast Region CLEO Consortium

The Chief Local Elected Officials (CLEOs) of the counties in the Northeast Region adopted a resolution authorizing the appointed CLEO to sign a Charter under the Workforce Innovation and Opportunity Act of 2014 in order to administer the provisions of Public Law 113-128. The counties in Northeast Missouri include Schuyler, Scotland, Clark, Adair, Knox, Lewis, Macon, Shelby, Marion, Randolph, Monroe, Ralls, Pike, Montgomery, Lincoln, and Warren. The CLEOs will review this agreement annually before June 30 and attest to their agreement.

The CLEOs must establish the by-laws that will govern the board. The by-laws should define the following:

- The nomination process for the board chair and members

- The length of the board member appointment terms; member terms must be staggered so that not all member terms expire at the same time
- Board member term limits
- The notification process for board vacancies
- Whether proxies or alternate designees will be allowed
- Appointment of an administrative body to serve as the local sub-recipient or as the local fiscal agent.
- How technology, such as phone, video conferencing, and the internet, will be used to promote board participation
- A process to ensure the board convenes local stakeholders, brokers relationships with employers, and leverages support for the workforce system
- Any other conditions governing appointment of membership on the local boards desired by the CLEO

CLEOs Consortium Agreement

CHARTER NORTHEAST WOKFORCE DEVELOPMENT REGION CHIEF LOCAL ELECTED OFFICIALS (CLEOS) CONSORTIUM AGREEMENT

This Agreement, made and entered into this <Insert Day> day of <Insert Month and Year>, by and between the COUNTIES of Schuyler, Scotland, Clark, Adair, Knox, Lewis, Macon, Shelby, Marion, Randolph, Monroe, Ralls, Pike, Montgomery, Lincoln, and Warren in the State of Missouri (hereinafter, the Counties):

WITNESSETH

WHEREAS, the Chief Local Elected Officials (CLEOs) of the aforementioned counties did previously adopt resolutions authorizing the creation of a consortium, in order to administer the provisions of Public Law 113-128, the Workforce Innovation and Opportunity Act (hereinafter, "the Act"), and

WHEREAS, the Chief Local Elected Officials (CLEOs) of each of the aforementioned counties have adopted a resolution authorizing the appointed CLEO to sign this Charter (hereinafter, the Charter) under the Act:

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and each party acknowledges sufficiency of which for itself, the Counties do hereby agree to the following Charter:

AGREEMENT

SECTION 1: That the Counties of Schuyler, Scotland, Clark, Adair, Knox, Lewis, Macon, Shelby, Marion, Randolph, Monroe, Ralls, Pike, Montgomery, Lincoln and Warren do hereby constitute themselves to be a consortium for the purposes of Section 107 (c)(1)(B) of Public Law 113-128, the Act.

SECTION 2: The Chief Local Elected Officials (Appointed Commissioners) (hereinafter the CLEOs) of the Counties in Section 1, shall constitute the Northeast Workforce Development Region CLEOs Consortium, (hereinafter, the Consortium).

SECTION 3: The Consortium shall elect an Executive Committee from its membership. This committee shall consist of a Chairperson, a First Vice-Chairperson, Second Vice Chairperson and such other officers as may be provided in the bylaws of the Consortium (hereinafter, the bylaws) to serve for a term of one year or until a successor is elected and qualified. Vacancies shall be filled by election for the residue of the unexpired term. The Executive Committee as provided in the bylaws shall appoint a clerk for the Consortium and its committees as needed.

SECTION 4: The Consortium may adopt operational and procedural bylaws consistent with this Charter, applicable federal and state laws and rules or regulations pursuant thereto. Bylaws or amendments thereto may be adopted by the affirmative vote of 2/3 of the entire membership of the Consortium at any regular meeting called for that purpose, provided that written copies thereof are sent (postmarked) to each member fifteen days prior to consideration.

SECTION 5: The Consortium shall appoint the WDB, under Section 107 of Public Law 113-128 and applicable rules thereunder.

SECTION 6: The Consortium shall execute an agreement with the WDB for the operation and functions of the WDB under Section 107 of the Act, and the Consortium shall approve all local plans under Section 108 of the Act.

SECTION 7: The Consortium shall perform all functions for the CLEOs as contained in Public Law 113-128, the Act.

SECTION 8: The Northeast Region CLEO Consortium allows its members to appoint an Associate Commissioner of their said county to act as their proxy on the Workforce Development Board. The Presiding Commissioner must sign and submit appointment to the Consortium clerk signifying an Associate Commissioner to act as their proxy.

SECTION 9: This Charter agreement shall be effective when approved by resolutions adopted by the County Commission of each county party hereto and executed by the CLEO signature thereof pursuant to said resolution. Previous agreements in place for the administration of the previous WIA programs shall remain in force. This Charter shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements under previous workforce development laws.

SECTION 10: Amendments to the Charter Agreement may be adopted with the concurrence of the County Commission of each county party hereto. The Consortium may be dissolved and this agreement may be rescinded only with the consent of all of the County Commissions of the counties party hereto and the Governor.

IN WITNESS WHEREOF, the parties representing the government entities listed in Section 1, through their signatures below, have read and understand this charter agreement and hereto have caused this charter agreement to be executed:

ATTESTMENT:

This document must be signed by all CLEOs annually

BYLAWS
CHIEF LOCAL ELECTED OFFICIAL CONSORTIUM
NORTHEAST MISSOURI

WHEREAS, the Counties of Schuyler, Scotland, Clark, Adair, Knox, Lewis, Macon, Shelby, Marion, Randolph, Monroe, Ralls, Pike, Montgomery, Lincoln and Warren in the State of Missouri (hereinafter, the Counties): have been duly constituted themselves to be the North East Missouri Counties Workforce Development Consortium (hereinafter, the Consortium); and

NOW, THEREFORE, the Consortium does hereby adopt the following bylaws:

ARTICLE I CONSORTIUM ESTABLISHED

The counties aforementioned, do hereby constitute themselves to be a consortium for the purpose of Section 107(c)(1)(B) of Public Law 113-128 (hereafter, the Law}, the Workforce Innovation and Opportunity Act (hereafter, the WIOA).

ARTICLE II GOVERNANCE

A. Consortium

The Consortium shall be governed by 16 members, which shall consist of the Chief Local Elected Officials (hereafter, the CLEOs) of each member county or the designee thereof, as provided hereinafter.

1. The Presiding Commissioner of each member county shall be the CLEO of each member county.
2. The appointment of any County Commissioner designated by the CLEO of any member county shall be subject to confirmation by the County Commission of said county and notification of such appointment to the Clerk of the Consortium (WDBOffice).
3. No alternates, other than the County Commissioner designated hereunder, shall be permitted on the Consortium.

B. Officers

1. The Consortium shall annually select from its membership a Chairperson, a First Vice- Chairperson and a Second Vice-Chairperson to serve for a term of one year or until a successor is elected and qualified. The CLEO Chairperson must be a Presiding Commissioner. As possible, a CLEO from each area (north, middle and south) will serve on the executive committee. All officers shall be County Commissioners. Vacancies shall be filled for the residue of the unexpired term. The executive committee shall appoint person to serve as clerk for the Consortium and its committees as needed.
2. The Chairperson shall preside over the meetings of the Consortium, act as chairperson of the Executive Committee, serve on committees of the Consortium, serve on the Executive Committee of the Local Workforce Development Board (hereinafter, the WDB), be responsible for the management of the affairs of the Consortium and serve as the Consortium CLEO under Section 107 (c)(1)(B) of the Law. The Chairperson shall sign all documents and contracts when authorized by the Consortium.
3. The First Vice-Chairperson shall perform the duties of the Chairperson in his or her absence or disability. However, if the First Vice-Chairperson is an Associate Commissioner he/she may not sign documents on behalf of the Chairperson.

4. The Second Vice-Chairperson shall perform the duties of the First Vice-Chairperson in his or her absence or disability. However, if the Second Vice-Chairperson is an Associate Commissioner he/she may not sign documents on behalf of the Chairperson.
5. The Clerk shall be responsible for the taking, recording, duplicating, distribution and filing of all minutes of the Consortium. The Clerk shall be responsible for keeping on file all official public records and correspondence of the Consortium or its members, upon request thereof.

C. Committees

1. Executive Committee: The executive committee shall consist of the officers in B (1) above. The Chairperson and First Vice-Chairperson of the Consortium shall serve as the Chairperson and Vice-Chairperson of the committee, respectfully. The Committee shall be responsible for management of the day-to-day affairs of the Consortium between meetings thereof as authorized from time to time by the Consortium in accord with the provisions of the Law. The executive committee also encompasses financial activities. Annual review and drafting of the annual budget will be reviewed by the executive committee.
2. One-Stop Committee: The One-Stop Committee shall have oversight of the contracting process including making recommendations to the Consortium during the period of awarding any contracts for One-Stop Operators. This committee shall be involved in the development of performance standards and follow-up monitoring of these standards. The Second Vice-Chairperson shall be the Chairperson of the One-Stop Committee and serve on any committee of the WDB, which has similar responsibilities.
3. The Consortium may create other standing committees, designate their duties and membership and authorize the Chairperson to appoint it. All such committees shall consist only of Consortium members.
4. The Consortium may create such joint committees with the WDB as are needed to effectively administer the provisions of the Law.
5. All committees authorized hereunder shall report and be accountable to the Consortium.

D. Treasury

The Consortium shall contract with an administrative body to serve as local sub recipient or as a local fiscal agent.

E. Powers of the Consortium

The CLEOs shall exercise those powers granted to the CLEOs of local units of government under the Law, including:

1. Appointment of the WDB under Section 107 of the Act, and any applicable agreements.
2. Designate an entity to serve as local grant sub recipient or as a local fiscal agent.
3. Entering into planning and operations procedural agreements with the WDB under Section 107 of the Act.
4. Selection of One-Stop Career Center Operators, jointly with the WDB under Section 121.
5. Approval of a local plan, jointly with the WDB, under Section 108 of the Act.
6. Approval of a budget, developed by the WDB, for carrying out the duties of the Local WDB under Section 107 of the Act.
7. Exercise such other powers and establish such policies under the Act as may be necessary and proper in order to carry out the foregoing powers.

ARTICLE III
PROCEDURAL RULES

A. Rules of Order

Roberts Rules of Order, newly revised, shall govern the proceedings of the Consortium insofar as they do not conflict with applicable law, administrative rules or these bylaws.

B. Quorum

The CLEO Consortium must have simple majority of all the members present, but not less than five members, to constitute a quorum to be able to act on and pass routine business issues. Members will be considered present whether in body or by electronic means.

However, major business issues must be approved by two-thirds of ALL CLEO Consortium members. Specifically for the election of the CLEO Chairperson, if a quorum is present, nominations will be accepted and all members will be able to submit their votes, regardless if they are in attendance or not. Major business will be defined as the election of officers and any change/amendment to the CLEO Bylaws. All other business issues will be considered routine.

C. Agreements, Plans and Budgets

All agreements, local plans and budgets for the administration of programs under the Law requiring Consortium approval, and any amendments thereto, shall be approved by a simple majority of the Consortium members present, but not less than five members, whether in body or by electronic means at a meeting of the Consortium and prior to execution by the Chairperson.

D. Meetings

Regular meetings shall be established by the Consortium or may be called by the Chairperson when deemed necessary. The Chairperson may cancel any meeting so-called if he or she deems it not necessary.

Special meetings of the Consortium may be called by a majority of the member counties.

E. WDB Appointments

1. All regular appointments to local workforce development board positions shall be made by the Consortium.
2. All appointments to fill vacancies on the WDB shall be made by the Consortium for the residue of the unexpired term.
3. Resumes solicited from persons interested in serving on the WDB shall be kept for one year and destroyed thereafter. If a WDB vacancy occurs within one year of solicitation for candidate resumes, the consortium may select from the candidates without further solicitation, proving the candidates meet the requirements of the plan of representation and the Law.
4. All Consortium appointments shall require the approval by the recorded vote of a simple majority of the Consortium members present, but not less than five members, whether in body or by electronic means.

F. WDB Records

All records of the Consortium shall be kept at the office of the WDB in custody of the general manager. The Consortium shall promulgate guidelines for public record accessibility and the rates to be charged for duplication. (Rate will be determined by WDB office management. *Refer to NEMO WDB Issuance 03-2017, 610.026 (1)(a)*)

G. Voting

A record vote shall be taken by roll call at the request of any member upon any question before the Consortium.

H. Conflict of Interest

Providing responsible stewardship for and oversight of Federally funded workforce programs must be accomplished in a way that demonstrates integrity, accountability, and transparency in order to preserve the public trust. Because local workforce programs are largely governed under the Workforce Innovation and Opportunity Act by local board members, as volunteer citizens and community leaders, the highest levels of accountability should be upheld.

Chief Local Elected Officials, local Workforce Development Board members, and Youth Council members shall avoid the appearance of a conflict of interest in compliance with WIOA 107.

The most commonly referred to "conflict of interest" provision for WIOA requires that a member of a local board or a member of a standing committee may not:

1. Vote on a matter under consideration by the local board-
 - a) Regarding the provision of services by such member (or by an entity that such member represents; or
 - b) That would provide direct financial benefit to such member or the immediate family of such member; or
2. Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State Plan.

If the CLEO Consortium, the local WDB, or the local Youth Council discuss an issue that would impact a member due to their business interests or personal relationships, that member should *refrain from participating in the discussion and from voting on the issue*. This voting abstention should be recorded in the meeting's minutes.

This policy is also extended to cover WDB staff, any local WDB contractors, and their staff. They should not participate in any decision-making capacity, which would provide a direct financial benefit to that staff person or to a member of his/her immediate family. (Immediate family includes parent, children, sibling, grandparent, aunt, uncle, niece, nephew, cousin, as well as step-family and in-laws.)

There are, at a minimum, six other significant and interrelated areas of federal and state law aimed at ensuring guidance for integrity, transparency and accountability. They range from additional conflict of interest provisions to restrictions on nepotism (hiring one's family members). None of these should be considered burdensome or difficult to manage for prospective Board members rather than generally reflect ethical values, honesty and integrity in organizational functions, which any Board member would be proud to represent. The Division of Workforce Development will establish issue and manage changes in these laws and policies using a policy issuance and distribution process.

See the citations referenced below:

- * Workforce Innovation and Opportunity Act, Public Law 113-128: <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>
- * Missouri Conflict of Interest (Ethics) Law, RSMo. Missouri Constitution, Article VII, Section 6
- * Missouri Sunshine Law, RSMo. 610
- * Uniform Administrative requirements (29 CFR Part 95 and 97)
- * The Hatch Act (5 United States Code 1501-1508): <https://osc.gov/pages/hatchact.aspx>
- * The Missouri Attorney General's Office at: <https://ago.mo.gov/missouri-law/sunshine-law>

ARTICLE IV AMENDMENTS TO BYLAWS

- A. Amendments may be proposed to the Consortium in writing by any member, and upon introduction, shall be referred to the Executive Committee, which shall report its recommendations to the Consortium at a subsequent meeting. Adoption shall require approval by the recorded vote of a two-thirds simple majority of ALL CLEO Consortium members present.
- B. Copies of all proposed amendments shall be furnished (deposited with the US Postal Service with appropriate postage) and/or electronically to each member at least 14 days prior to consideration.

ARTICLE V RATIFICATION

These bylaws shall be effective **Insert Date** upon adoption by a recorded vote of two-thirds of ALL CLEO Consortium members at a meeting of the Consortium called for such purpose.

Approved by CLEOs annually and signed by the CLEO Chair and CLEO First Vice-Chair

Fiscal Agent Responsibilities

The CLEO selects the organization that will serve as the fiscal agent. The fiscal agent can be:

- The governmental unit
- The local workforce boards
- A third-party organization
-

In the Northeast Region, the CLEO has appointed the Northeast Missouri Workforce Development Board as the Fiscal Agent.



Fiscal Agent Responsibilities

The entity serving as the fiscal agent is responsible for:

- Receiving WIOA funds
- Ensuring sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, and WIOA and its corresponding federal regulations and state policies
- Responding to audit financial findings
- Maintaining proper accounting records and adequate documentation
- Preparing financial reports
- Providing technical assistance to sub-recipients regarding fiscal issues

At the direction of the local workforce development board, the fiscal agent may have the following additional functions:

- Procuring contracts or obtaining written agreements
- Conducting financial monitoring of service providers
- Ensuring an independent audit of all employment and training programs

CLEO and Local Workforce Development Board Responsibilities

In partnership, the CLEO and the local workforce development board (WDB-CLEO Agreement) are responsible for:

- **Commenting on the state plan:** This is an opportunity for the board and CLEO to provide their input on those portions of the state plan that will impact the local workforce development system.
- **Developing the local four-year plan:** The local plan is the road map that spells out how the resources allocated to the local workforce development system will be invested in meeting WIOA objectives. The local plan must be reviewed and updated every two years to reflect changes in the local economy.
- **Conducting regional planning:** The governor can designate regions comprising one or more local areas that represent workforce or economic development catchment areas. All local areas within these regions must develop a single regional plan that reflects how the local areas will coordinate to provide seamless access to services across the region.
- **Setting policy for the local area:** The CLEO and local board set policy for the local area. It is important for the CLEO and local board to determine what matters must come before them and what can be handled by staff. Anything that must come before the board and/ or the CLEO should appear on a board agenda for approval at a publicly noticed meeting.
- **Developing the local board budget:** The joint responsibility of deciding on the funds necessary to support the local board must be done in the context of all the other services and activities that need to be funded in the local area. In practice, it is the entire budget that must be considered and approved. In addition to approving how federal funds will be spent, WIOA requires joint approval regarding the use of non-federal funds.

- **Approving non-mandatory one stop partners:** WIOA lists those programs and funding streams that legislatively must participate in the one-stop system. These programs are referred to as the mandatory partners. Often other organizations want to be included. All non-mandatory partners must be approved by the CLEO and the local workforce development board. The one-stop partners must enter into a memorandum of understanding (MOU) with the local board regarding the deployment of their services through the one-stop and their support of the infrastructure. Non-mandatory partners must be willing to participate in the one-stop MOU.
- **Working with the governor during a disaster:** In the event of a natural disaster or when a governor declares a state of emergency, funds are often allocated to help the affected areas recover from the disaster. In many cases, there is a role for the workforce delivery system in these recovery efforts.
- **Providing oversight:** Local workforce development boards and CLEOs are responsible for providing program and fiscal oversight. This is one of their most important joint responsibilities. Every three years, local boards must assess the program effectiveness and physical accessibility of the one-stop, using continuous improvement principles developed by the state board, as well as any stipulated local criteria.

While the assessment must occur every three years, it is expected that local boards and CLEOs will review and update continuous improvement criteria every two years as part of the local plan modification process. One-stops will have to meet state and local certification criteria in order to be able to receive contributions toward the funding of the infrastructure from core partners.

- **Negotiating performance measures:** There are six federal adult/ dislocated worker and six federal youth WIOA performance *measures*. The *numerical standards* that must be attained are negotiated first between the state and the Department of Labor and then by the governor and local workforce areas or regional planning areas. These negotiations are based on the economic conditions and individuals served in a state, local area, or region. Failure to meet a measure two years in a row may lead to reorganization of the local board.

- **Appealing a governor's decision to reorganize:** Local boards may be decertified or subject to reorganization:
 - If they fail the same performance measure two years in a row;
 - For fraud or abuse; and/ or
 - For failure to carry out the functions of the local board as described in WIOA and the regulations.

In such instances, governors must confer with the CLEO prior to making the determination to decertify or reorganize the local board. Decertification or reorganization may mean the appointment of a new local board, a different administrative entity or fiscal agent, and/ or selection of different one-stop operators or service providers.

WDB-CLEO AGREEMENT

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD AND NORTHEAST REGION CLEO's CONSORTIUM AGREEMENT

This agreement is effective for the period **<Insert Date>** and ending **<Insert Date>** and entered into by and between the Consortium of Chief Local Elected Officials of the Northeast Region for the Workforce Innovation and Opportunity Act (hereinafter, the CLEOs) and the Local Workforce Development Board of the same region (hereinafter, the WDB).

WITNESSETH THAT:

WHEREAS, the CLEOs have designated the WDB as the Administrative Entity and Fiscal Agent for the Northeast Region for the Workforce Innovation and Opportunity Act.

NOW, THEREFORE, this Agreement is made and entered into by the CLEOs and the NEMO WDB, whereby the parties agree as follows:

- I. Authorities and Responsibilities of the CLEOs shall be to:
 - A. Assume the designation as a Workforce Development region as approved by the Governor of the State of Missouri.
 - B. Designate the WDB as the administrative entity and fiscal agent for the WIOA program within the Northeast Region Workforce Development Area.
 - C. Approve the hiring of the Executive Director as recommended by the WDB.
 - D. Approve the Four-Year Strategic Workforce Development Plan and all subsequent modifications.
 - E. Approve all Memorandums of Understanding developed by the agencies involved in the providing of services under the WIOA within the Northeast Region and within the One-Stop delivery system.

- F. Designate and certify one-stop operators in agreement with the NEMO WDB in accordance with the Act.
- G. Negotiate performance measures in accordance with the WIOA performance accountability system.
- H. Appoint members to the WDB in accordance with the WIOA.
 - 1. The WDB shall consist of members in accordance with appropriate representation required by state and federal law.
 - 2. The term of membership shall be for two years. There shall be no limit to the number of terms that may be served.
 - 3. Nominations of replacement members to the Board shall be obtained by the CLEOs in coordination with local business associations and organizations and presented to the Governor for appointment
 - 4. Filling of an unexpired term may be done using the applications or resumes from the last opening.
- I. Publicly endorse, promote and support all WDB programs identified in the approved Workforce Development Plan for the northeast region for the WIOA.
- J. Provide at least one CLEO to set on the WDB executive committee, one-stop committee or committees with similar responsibilities. The CLEOs retain the right to have at least one CLEO on each and every WDB committee that might be appointed. These positions filled by the CLEOs are to be non-voting positions.

II. Authorities and Responsibilities of the WDB shall be to:

- A. Develop and prepare the Four-Year Strategic Workforce Development Plan in accordance with the provisions of the Act.
- B. Negotiate a Memorandum of Understanding with agencies required to participate in the One-Stop system in accordance with the Act and other agencies that volunteer to participate.
- C. Recommend to the CLEOs an Executive Director who will have the responsibility of hiring and maintaining a well-qualified and well-trained professional staff as is necessary to meet the requirements of this agreement.
- D. Assure administrative and fiscal accountability and integrity for WDB activities.
- E. Negotiate performance measures in accordance with the WIOA performance accountability system.
- F. Recommend the policies, goals and objectives for the workforce development system in accordance with identified needs to insure the development, certification and competency levels required for providing training programs and systems.
- G. Provide advocacy and technical assistance for continuous improvement for the purpose of evaluating the effectiveness of programs provided by the WDB and/or its training providers/vendors.
- H. Develop and conduct marketing efforts and public relations
- I. Annually prepare reports on program status, performance and results in accordance with the WIOA.

- J. Serve as the administrative entity and fiscal agent for the Northeast Region as designated by the Governor pursuant to all applicable federal, state and local laws, rules and regulations, and assume fiscal and administrative responsibilities for program operations in the region.
- K. Administer all fiscal and administrative components as identified in the Four-Year Strategic Plan.
- L. Provide for fiscal services such as general accounting; draw down of WDB funds, reporting of cash distribution and preparation of required periodic financial status reports.
- M. Maintain a management information system necessary to track and report on WDB activities and performance related data.
- N. Conduct procurement of services and products necessary to meet the requirements of this agreement in accordance with any local, state or federal law.
- O. Provide funding data and information through the WDB structure on matters pertaining to the provision of services.
- P. Assure client eligibility verification as identified in the Four-Year Strategic Plan.
- Q. Provide for and report to the CLEOs a yearly audit that shall be completed nine (9) months after the close of each and every fiscal year and at termination of this agreement.
- R. Assume the responsibility of obtaining the audit report of each and every provider/vendor of services within nine (9) months of the close of each and every fiscal year and at the termination of any contract with said provider/vendor. Provide the CLEOs with results of such audits.
- S. Obtain and maintain any and all required insurance (including but not limited to liability, E & O, D & O, workman's compensation and bonds necessary for the operation of the WDB. Certificates of insurance will be provided to the CLEOs.
- T. Provide the CLEOs with a bond for \$100,000 or an amount equal to total funds handled in a two (2) month period, whichever is greater.
- U. Notification of all CLEOs of all meetings including committee meetings involving said CLEOs.
- V. Provide a clerk for recording CLEO meetings and providing for the storage of Consortium records.
- W. Operate those activities and meetings required under the provisions of the Sunshine Law (Open Meeting Law)
- X. Shall not be a provider of services within the Northeast Region unless approved by the CLEOs and the Governor.

III. Terms of the Agreement.

- A. It is understood and agreed that the entire agreement between the parties is contained herein and that this agreement supersedes all previous agreements relating to the subject matter hereof.
- B. This agreement may be modified upon written request by either party.
- C. Either party may terminate this agreement for cause or convenience with ninety (90) days prior written notice to the other party or such shorter period as may be mutually agreed to by all parties. The WDB and CLEOs may terminate this agreement should funds become unavailable to provide the services set forth in through this agreement.
- D. Either party may amend this agreement in accordance with state or federal legislated statues or mandates that impact funding or programmatic implementation.

NORTHEAST REGION CLEOs CONSORTIUM

BY: _____ DATE
CLEO CHAIRMAN

ATTESTED BY: _____ DATE

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD

BY: _____ DATE
BOARD CHAIRMAN

ATTESTED BY: _____ DATE _____

Northeast Missouri Workforce Development Board

The NEMO WDB functions as the convener in connecting, brokering, and leveraging workforce system stakeholders.

The board assists in integrating service delivery across programs to ensure that the workforce system is job-driven and matches employers with skilled individuals.



Local Board Functions

The board must also perform the following functions:

- Elect a chair
- Create standing committees, and:
 - Direct their activities
 - Appoint the members
 - Assure the chair is a board member
- Analyze economic conditions
- Engage employers and pursue employer linkages through intermediaries
- Help the governor develop, collect, analyze, and use statewide Wagner-Peyser labor market information
- Convene stakeholders
- Lead efforts to develop and implement career pathways
- Identify and promote strategies and initiatives to meet employer, worker, and jobseeker needs
- Enter into a memorandum of understanding (MOU) with the one-stop partners to identify their contributions to the one-stop infrastructure and the services the partners will deliver through the one-stop system; facilitate one-stop partners' integration of intake and case management systems; and facilitate access to one-stop services, including the development of strategies to take advantage of technology advances
- Select career service providers through contract awards, if the services are not delivered by the one-stop operator

- Decide whether to provide framework services for youth (recruitment, eligibility determination, and case management) in combination with individual training account (ITAs) rather than to contract out youth services
- Select (by competitive bid) and terminate (for poor performance) youth providers
- Work with the state to ensure there are sufficient numbers and types of career services and training providers
- Ensure customer choice in the selection of a training provider from the approved state-wide list
- Approve eligible training providers and assist the state with the vetting process for determining, renewing, and terminating the eligibility of training providers
- Review AEFLA (Adult Education and Family Literacy Act) provider applications to assure they are consistent with the local plan
- Implement cooperative agreements between the local board and the core and one- stop partners to enhance services for jobseekers, workers, and employers
- Leverage local resources and capacity, and solicit and accept grants and donations from non-federal sources

WDB BYLAWS

NEMO WORKFORCE DEVELOPMENT BOARD

ARTICLE I

Name and Location of Principal Office

- 1.1 The Board shall be known as the Northeast Missouri Workforce Investment Board Inc., the NEMO Workforce Development Board Inc., NEMO WIB Inc., NEMO Workforce Development Board, NEMO WDB. Hereafter referred to as the "Board" in this document.
- 1.2 The Board shall maintain its principal office in a place to be designated hereafter by the Board and may establish field offices at such other places as it may deem necessary and appropriate. Such offices shall be located within the boundaries of the Northeast Missouri Workforce Development Area designated as the Northeast Region.

ARTICLE II

Statement of Purpose

- 2.1 It is the purpose of this Board to establish the One-Stop Workforce Development system and to serve as the focal point for coordination and advancement of the skills and qualifications of the workforce in this regional Workforce Development Area. This Board will oversee the Title I Adult, Dislocated Worker and Youth programs. These federal programs are designed to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals facing serious barriers to employment, and laid off workers who are in special need of such training to obtain productive employment. In addition, this Board is responsible for the performance and customer service results, including continuous improvement activities, for the One-Stop system in the Northeast Region. This Board has been designated by the Northeast Region

Chief Local Elected Officials (Northeast Region CLEO's) as the fiscal agent and administrative entity for the Northeast Region for Title I Workforce Development Act (WIOA) funds assigned and for any and all other funds whether state or federal that are used in conjunction with the One-Stop system and under the Northeast Region's workforce development area local plan.

- 2.2 Inurement of Income. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered, as permitted by law.
- 2.3 Legislative or Political Activities. No substantial part of the activities of the corporation shall include attempting to influence legislation and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- 2.4 Operational Limitations. Notwithstanding any other provisions of these by-laws, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions, to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any United States Internal Revenue Law).
- 2.5 Dissolution Clause. Upon the dissolution of the corporation, the Board of Trustees, or Board of Directors as the case may be, after paying or making provisions for the payment of all of the liabilities of the corporation, shall dispose of all the assets of the corporation in accordance with applicable federal and/or state statutes. For any and all assets not a part of federal and/or state statutes, they shall be disposed of exclusively for the purpose of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of in the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purpose.

ARTICLE III

Powers and Duties Generally

- 3.1 The Board shall exercise and discharge its powers and duties within the Northeast Region Workforce Development Area as provided by the Workforce Innovation and Opportunity Act (Public law 113-128), all appropriate implementing regulations established by the State of Missouri, and any agreements established between the Board and the Northeast Region CLEO's, and accordingly shall:
- a. Adopt, amend and repeal by-laws, rules and regulations governing the conduct of its business and the performance of its functions;
 - b. Provide for the internal organization, administration and operations of the Board;

- c. Accept, use and dispose of gifts or donations of services and property (real, personal or mixed, tangible and intangible);
- d. Enter into and perform such contracts, leases, agreements, or other transactions with persons of agencies, public or private as necessary to carry out its duties as required by public law 113-128 or any amendment.

ARTICLE IV

Organization of the Board

- 4.1 The Board shall consist of persons appointed by the Northeast Region CLEO's within the Northeast Region Workforce Development Area. Members shall be from areas of interest stipulated in (P. L. 113-128) and in various implementing regulations developed by the U. S. Department of Labor and the Missouri Department of Higher Education, Office of Workforce Development.
- 4.2 Individuals will be appointed to the Board by the Northeast Region CLEOs in accordance with Public Law 113-128.
- 4.3 Future appointments will be made in this same manner by Northeast Region CLEOs in accordance to P. L. 113-128.
- 4.4 The initial certification of the Board by the governor will be for a two-year period. The membership will be re certified by the Governor of the state of Missouri on each succeeding two year period. New appointees or replacements to the Board will be made by the Northeast Region CLEO's in accordance to P. L. 113-128 and supplementing regulations developed by the state of Missouri governing appointment of Board members.

ARTICLE V

Meetings

- 5.1 Meetings of the Board shall be held in accordance with Chapter 610 R. S. Mo 1978 (Sunshine Law). The Board shall meet as necessary to carry out its responsibilities but not less than 3 times each year.
- 5.2 The time and place of the regular meetings shall be determined by a majority vote of the Board members present at a regular or special meeting.
- 5.3 Special meetings of the Board may be called by the Chairperson at such time and place and for such purposes as the Chairperson shall designate. Special meetings of the Board may also be called by written request of one-third of the members of the Board filed with the Secretary/Treasurer. The request shall designate the time, place and purpose of the meeting. The business of any special meeting shall be limited to the stated purposes of that meeting.
- 5.4 Emergency meetings may be called by the Chairperson. Written notice is waived in case of an emergency meeting. An attempt will be made to contact all Board members for the meeting. Emergency meetings may be held in person or by electronic means (web conferencing, conference call, fax or email) with adequate documentation. Emergency meeting decisions will be considered the same as if they were made at a regular meeting.

- 5.5 In an absence of a quorum at any regular or special meeting, the Executive Committee may take those actions necessary to complete required business to meet deadlines imposed by the Division of Workforce Development, the Department of Economic Development, the MO Workforce Development Board (MoWDB), the State of Missouri and the Federal Government. In situations where non-action resulting from lack of quorum would result in degradation of services to eligible Title I Adult, Dislocated Worker or Youth participants or in contract or other disputes with employers, subcontractors or sub-recipients, the Executive Committee is authorized to take necessary actions. Lastly, in actions against the Board, the Executive Committee can take necessary actions in the event a quorum is not established. Executive Committee actions require that committee members in attendance approve or disapprove by a 2/3 majority vote. Executive Committee action can be by attendance at a meeting, or electronic linkage. Electronic linkage shall include web conferencing, conference calling, email or fax with adequate documentation.
- 5.6 Written notice of regular and special meetings of the Board, Executive Committee or other Committee meetings shall be given to each member at least seven days prior to the date of the meeting. The notice shall include a copy of the agenda for the meeting. Notice of meetings may be waived in writing by a member. Notice shall be deemed to be duly given when mailed by ordinary mail or by electronic means.
- 5.7 Each duly appointed member of the Board shall have one vote on all matters before the Board. Proxy voting shall not be permitted. Local Board members, as volunteer citizens and community leaders, must uphold the highest levels of accountability. To ensure that responsible stewardship for and oversight of the workforce programs are accomplished in a way that demonstrates integrity, accountability, and transparency and in order to preserve the public trust. A Board member may not:
- a. Vote on a matter under consideration by the local board-
 1. regarding the provision of services by such member (or by an entity that such member represents; or
 2. that would provide direct financial benefit to such member or the immediate family of such member; or
 - b. Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State Plan.

If the CLEO Consortium, the local WDB, or the local Youth Council discuss an issue that would impact a member due to their business interests or personal relationships, that member should *refrain from participating in the discussion and from voting on the issue*. This voting abstention should be recorded in the meeting's minutes.

This policy is also extended to cover WDB staff, any local WDB contractors, and their staff. They should not participate in any decision-making capacity, which would provide a direct financial benefit to that staff person or to a member of his/her immediate family. (Immediate family includes parent, children, sibling, grandparent, aunt, uncle, niece, nephew, cousin, as well as step-family and in-laws.)

- 5.8 One third of the members of the Board shall constitute a quorum to transact business at any regular or special Board meeting. One third of the members of the Executive Committee shall constitute a quorum to transact business of the Executive Committee. A minimum of three Committee members or Ad Hoc Committee members must be present to constitute a quorum at their respective meetings. Every decision of a majority of the members present at any Board or Executive Committee meeting at which there is a quorum shall be valid as the binding act of the Board or Executive Committee.
- 5.9 The minutes of each meeting shall be prepared and distributed to the Board members at least seven days prior to the next meeting. The minutes of each meeting and any correction thereof, duly adopted, shall be signed by the Secretary/Treasurer.

ARTICLE VI

Officers

- 6.1 The officers of the Board, to be chosen by the members, shall be a Chairperson, Vice-Chairperson and Secretary/Treasurer. The elected Chairperson and Vice-Chairperson must be from the private sector members of the Board. The Secretary/Treasurer can be any member of the Board. An attempt will be made to ensure that no two officers will be from the same regional area. The Northeast Region Workforce Development Area is sixteen contiguous counties, which consists of Lincoln, Montgomery, Warren, Macon, Marion, Monroe, Pike, Ralls, Randolph, Shelby, Adair, Clark, Knox, Lewis, Schuyler and Scotland Counties.
- 6.2 An election of officers shall be conducted annually. All officers shall be elected by the Board at a regular or special meeting by receiving a majority of the votes cast and shall serve for a term of one year and not more than five consecutive years in the same office, or until their successors are elected and shall have been qualified. A person shall be eligible to hold an office to which they have previously been elected if one year shall have lapsed between the time of service and re-election. A person shall be eligible to hold another office of the Board during the interim period of one year.
- 6.3 Any officer elected by the members of the Board may be removed by the affirmative vote of 2/3 majority of the members of the Board present at a regular or special meeting.
- 6.4 Any vacancy occurring in any office shall be filled for the unexpired term thereof by the Board members in the same manner as any election of officers.
- 6.5 The Chairperson shall preside at all meetings of the Board. He/she has the authority to execute all instruments for and on behalf of the Board.
- 6.6 The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties and exercise the powers of the Chairperson.
- 6.7 The Secretary/Treasurer, or his/her designee, shall cause to be recorded all of the proceedings of the meetings of the Board in a book to be kept for that purpose. The Secretary/Treasurer, or his/her designee, will perform other duties as deemed appropriate for this position.

ARTICLE VII

Committees

- 7.1 Executive Committee.** The Executive Committee shall consist of the WDB Chairperson, the most immediate past serving WDB Chairperson, Vice-Chairperson, Secretary/Treasurer, and Chairpersons from Standing Committees, including the Youth Council. In addition to the three elected members, one Board member from each of the three Job Center service areas must be represented. The Executive Committee shall have and possess such powers, duties and functions, as are set out herein, or by resolution of the Board. The Executive Committee, with the assistance, advice and concurrence of the appropriate Standing Committee, will conduct routine monthly business. Such routine business shall consist of approving various standard reports and transactions which are required by statute, regulation or directive and which do not change the strategic plans, policies, or agreements established by the full Board. The Executive Committee will be responsible for reviewing the availability of funds from all sources, in-kind services from all sources and other resources available to ensure that they are adequate to support completion of the mission, tasks and responsibilities of the NEMO WDB. This committee will oversee the development and provide for an ongoing review of the cost allocation program for the Northeast Region Workforce Development Area One-Stop system and for any and all other programs which the WDB may oversee which is not a part of the One-Stop system. This committee will prepare the budget for the WDB and its staff for review and approval by the WDB and the Northeast Region CLEOs. Should the WDB and/or its staff be designated as grant recipient for the Northeast Region CLEOs, this committee will also function as the Financial Committee. The Executive Committee will monitor personnel matters and perform duties assigned to the Board as described in the Board's Personnel Manual. The Executive Committee will review the adopted by-laws at least annually and submit their recommendations to the full Board.
- 7.2 Standing Committees.** There shall be such permanent committees, as the Chairperson of the Board shall designate. The members of Standing Committees shall be appointed by the Chairperson and shall have the authority and perform such duties as designated. The Chairpersons of any Standing Committee will automatically become members of the Executive Committee. The Chairperson of the NEMO WDB will be an ex-officio member of all committees.
- 7.3 One-Stop Committee.** The Chairperson shall be empowered to annually appoint a One-Stop Committee composed of not less than three (3) members. The Chairperson shall select the Committee Chairperson and Alternate Chairperson. The Workforce Development Board's One-Stop Committee will be responsible for the local One-Stop system design to include One-Stop locations, use of technology, procurement of One-Stop Operator(s) and developing the functional tasks and responsibilities of the One-Stop Operator. In addition, the One-Stop Committee will review the design for services to be provided in each One-Stop and Satellite site as developed by the service mapping process. This committee will recommend basic minimum service requirements for One-Stop and Satellite site designation, will review requests for new designations and recommend appropriate designations for approval to the Workforce Development Board. This committee will be responsible to ensure that those recommended for selection as One-Stop or Satellite Operators and the partner agencies have on going continuous improvement programs. Those recommended will also have completed appropriate service mapping processes and be willing to support the One-Stop system including applicable performance and outcome measures. Inclusion in the system MOU and appropriate Resource Sharing Agreement will be required parts of the designation process. Any partner/operator who does not have

and/or is not willing to begin an adequate continuous improvement program will be earmarked for special review by the full Board and Chief Elected Officials in order to be selected as partners or operators. The One-Stop Committee will take the local strategic plan, develop, and refine the local performance management and measurement program. A basic set of outcomes will be developed in coordination with the Executive Committee. This committee will, after agreement by the appropriate committees, and in coordination with the Chief Local Elected Officials, negotiate outcomes with State and/or Federal investors annually and/or at other intervals as appropriate. This committee will review the performance progress of all One-Stop and Affiliate locations and other entities who have agreed to provide services in the Northeast Region One-Stop system or by other arrangement where such services are under the auspices of the Workforce Development Board either by contract, memorandum of understanding or other method on a quarterly basis. The One-Stop Committee will review eligibility for and recommend selection for Title I Program Operators and operators of other programs assigned to the Board. The One-Stop Committee will review its selection of Operators with the full WDB and the CLEO consortium for their approval. This committee will make recommendations to the Executive Committee for attainment of resources for system improvements when necessary.

7.4 Youth Council (Youth Standing Committee). The Chairperson shall be empowered to annually appoint a Youth Council composed of not less than three (3) members. The Chairperson shall select the Committee Chairperson and Alternate Chairperson. The Chairperson must be a member of the NEMO Chairperson must be a member of the NEMO WDB. The Youth Council is responsible for the design of the area Youth services and serves as an advisory body to the Board. The Youth Council addresses the employment and training issues of the youth in the region to become life-long learners who have the opportunity to achieve long-term economic success and advocates opportunities for the youth to assess skill development, education, and support, to accomplish their goals. Members of the Youth Council will assume the following responsibilities: make recommendations of eligible youth service providers to the Workforce Development Board and Chief Local Elected Officials; conduct oversight with respect to eligible providers of youth activities; coordinate youth activities authorized by WIOA; and perform other duties deemed appropriate by the NEMO WDB, such as establishing linkages with education agencies, core partners, and other youth entities.

7.5 Employer Engagement Committee. The Chairperson shall be empowered to annually appoint an Employer Engagement Committee composed of not less than three (3) members. The Chairperson shall select the Committee Chairperson and Alternate Chairperson. The Employer Engagement Committee shall meet as needed during the year. The Employer Engagement Committee will be comprised of key Board members (business owners, labor representatives, apprenticeship, economic development) and partners focused on employer engagement. The Employer Engagement Committee is responsible for guiding the strategic initiatives for innovation and improvement of Employer Engagement for the WDB.

7.6 Access Committee. The Chairperson shall be empowered to annually appoint an Access Committee composed of not less than three (3) members. The Chairperson shall select the Committee Chairperson and Alternate Chairperson. The Access Committee shall meet as needed during the year. The Access Committee will be comprised of Board members and additional partners not on the Board that includes individuals with expertise in assisting the disability community, and other core partners. The Access Committee will be responsible for evaluating the referral processes, program and training services to ensure quality access for all individuals.

7.7 Nominations/Recruitment Committee: The Chairperson shall be empowered to appoint a Nominations/Recruitment Committee composed of not less than three (3) members. The Chairperson shall select the Committee Chairperson and Alternate Chairperson. The Nominations/Recruitment Committee shall meet as needed during the year. The Nominations/Recruitment Committee will be comprised of Board members and additional partners not on the Board that includes individuals with expertise business outreach. The Nominations/Recruitment Committee will be responsible to recruit private business members that fit the model and rules provided by the WIOA law and the targeted sectors. It is important to add members that will be active members of the board and willing to take on leadership roles. This committee will also be responsible to nominate a slate of officers annually to fill the needed positions.

7.8 An attempt will be made to ensure that no more than one person from each county shall serve on any committee with the exception of the Chairperson of the Board who shall be an ex-officio member of all committees. A member may chair only one committee. Officers of the Board may each serve on other committees in addition to the Executive Committee; however, they shall not be permitted to chair those additional committees except for Ad Hoc Committees.

7.9 There shall be such other committees, as the Chairperson of the Board shall from time to time designate. The appointment of Ad Hoc Committees may be made by the Chairperson with the approval of the Board or Executive Committee. The members of said committees shall be appointed by the Chairperson and shall have such authority and perform such duties as the members shall designate.

7.10 The Chairperson, with approval of the Executive Committee or the full Board, may remove one or more members from any committee and appoint members to fill such vacancies.

ARTICLE VIII

Fiscal

8.1 **Fiscal Year.** The fiscal year of the NEMO Workforce Development Board shall be from July 1 to June 30.

8.2 **Audit Requirements.** The financial statements, books and records of the Board shall be examined as of the end of each fiscal year by an independent certified public accountant licensed to practice in the State of Missouri. Audited financial statements, appropriate disclosures, and such compliance or management advisory reports as the Executive Committee may request shall be submitted, along with an opinion letter, to the full Board no later than 9 (nine) months subsequent to the close of the fiscal year. The Executive Committee shall develop and circulate appropriate "Audit Bid Proposals" and shall recommend an auditor for the Board.

8.3 **Indemnification, Insurance and Bonds.** All members of the Board will be provided professional liability insurance also known as errors and omissions insurance. The Executive Committee is authorized to issue Requests for Proposals for appropriate insurance coverage to protect the members against liability claims including action in tort and further to recommend the selection of a carrier(s) and coverage to the full Board for approval. Any

member of the Board with custodial care of cash, checks or negotiable securities, or empowered to authorize the disbursements of same, shall be bonded in an amount to be determined by the Executive Committee.

ARTICLE IX

General Provisions

- 9.1 The Board, represented by the Executive Committee shall negotiate, subject to ratification of the full Board, a working agreement with the Northeast Region CLEOs to operate and execute the duties and responsibilities under Public Law 113-128.
- 9.2 Private Sector Members of the Board shall be reimbursed for actual expenses incurred in the performance of their duties. Rates of reimbursement for travel and subsistence shall be established by the Executive Committee. Reimbursement vouchers shall be approved by the Secretary/Treasurer or their designee. All other members will provide for their own expenses incurred as a part of their responsibility to contribute to the WIOA One Stop system as directed by the Workforce Innovation and Opportunity Act.
- 9.3 Any member of the Board who is absent from three (3) consecutive Board meetings, either regular or special, shall be considered for expulsion. Expulsion of any member shall require affirmation vote of two-thirds of the membership present and constituting a quorum.
- 9.4 A member of the Board shall be required to leave the meeting room when any recommendation regarding a bidder or discussions on any funding discussions regarding a bidder are before the meeting, if the member, or a person of the member's immediate family (parent, children, sibling, grandparent, aunt, uncle, niece, nephew, cousin, as well as step-family and in-laws):
- ◆ is employed by the bidder;
 - ◆ works for the bidder;
 - ◆ is general member of the bidder;
 - ◆ is a member of the bidder's governing body; or
 - + has a financial interest in the bidder.
- 9.5 No member, while serving as a member of the Board and no former member within six months after termination of membership on the Board shall receive any compensation for services rendered to the Board, but may receive reimbursement for expenses incurred.

9.6 Corporate Compliance Policy

WHEREAS NEMO WDB Inc., a tax exempt organization that participates in the One-Stop Workforce Development system, must comply with numerous federal and state laws and regulations and must also adhere to standards of various other funding resources; and

WHEREAS it is the continuing desire of the Board to provide services at a reasonable cost to all individuals and entities and to promote the skills and qualifications of the people in the communities the agency serves; and

WHEREAS the Board has determined that the agency will not be able to provide needed services to its clients and the community if it does not comply with applicable federal and state laws and regulations of the funding sources;

NOW BE IT THEREFORE RESOLVED THAT NEMO WDB Inc. Board of Directors hereby adopts the compliance policy that is attached to this resolution.

A. GENERAL PRINCIPLES:

1. It is the policy of the agency to comply with applicable federal, state and local laws, both civil and criminal.
2. No employee, agent, volunteer, contracted staff or consultant has any authority to act contrary to the provision of the law or to authorize, direct, or condone violations offered by any other employee, agent, volunteer, contracted staff or consultant.
3. Any employee, agent, volunteer, contracted staff or consultant of this agency who has knowledge of facts concerning activities that he or she believes might violate the law has an obligation, promptly after learning the facts, to report the matter to his or her immediate supervisor or to the agency's corporate compliance officer without fear of retribution. Any employee agent, volunteer, contracted staff, or consultant who retaliates against someone who has reported a violation is subject to discipline up to and including termination of employment or membership.
4. The agency will take measures to communicate effectively its standards and procedures to all agents and employees by requiring participation in training programs and by disseminating publications and memorandums that explain in a practical manner what is required.
5. If any offense should be detected, this agency will take reasonable steps to respond appropriately to the issue at hand and to prevent similar offenses including any necessary modification to its program to prevent and detect violations of the law. Disciplinary measures will be taken that are appropriate and case specific.
6. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

B. COMMITMENTS

This agency is a tax-exempt organization that was organized in 2000 to serve as the focal point for coordination and advancement of the skills and qualification of the workforce in this regional Workforce Development Area. The Board and administration express the following commitments:

1. To strive to respond to the needs of the individuals we serve while operating the agency in a fiscally responsible manner.
2. This agency will maintain employee practices and implement programs that comply with applicable state, federal laws, regulations and standards of various funding sources.
3. This agency is committed to providing appropriate quality of services, consistent with resources that will be responsive to individual needs and that also comply with laws and regulations.

4. To assure that this agency will conduct business in a manner that is consistent with quality care and applicable laws and regulations.

C. COMPLIANCE OFFICER

1. This agency designates the Executive Director as the Corporate Compliance Officer. Any violation of the law will be reported immediately to the Executive Committee. The Executive Committee will form an Ad-Hoc Committee to assist with the investigation into any suspected violation of these standards. Legal counsel will be available when appropriate.
2. The Compliance Officer shall also be responsible to oversee the monitoring of the agency's continued compliance with these policies and report activity to the Executive Committee on a quarterly basis.

D. DUTY TO REPORT VIOLATIONS OF STANDARDS

It is the duty of every employee, agent, volunteer, contracted staff and consultant of this agency to report suspected violations of any law, regulation, or standard to the Executive Director, Compliance Officer, Compliance Committee, or the Board Chair at 111 E. Monroe, Paris, MO 65275 (phone 660-327-5125).

Violations of any provision of this code of conduct may be cause for immediate dismissal and are subject to any penalties, sanctions or other disciplinary measures set forth in applicable Federal, State or Local laws. Compliance with 2 CFR Part 200.113 is required. Disclosure, in a timely manner, in writing to the State all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award is required. Failure to make required disclosures can result in any of the remedies described in 2 CFR Part 200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR Part 180 and 31 U.S.C. 3321).

- E. The Board and/or Executive Director of NEMO WDB Inc. have the right to change, modify, or waive all provisions herein.
- F. If any of us fail to take seriously the importance of this Corporate Compliance Program, the adverse consequences in terms of business and company image can be extremely serious. Be assured that NEMO WDB Inc. stands ready to assist you in any way as each of you are the key to making the Compliance Program work.

ARTICLE X Amendments

- 10.1 The By-laws of the Board may be amended by a two-thirds majority vote of the members present and constituting a quorum at any regular or special meeting of the Board, provided that the notice of such regular or special meeting shall include a draft of the proposed amendment. No other method of amendment shall be permitted.

ARTICLE XI Parliamentary Authority

- 11.1 Meetings of the Board shall be conducted according to procedures contained in Robert's Rules of Order. Revised, unless such procedures are in conflict with the Board's By-laws, in which case the Board's By-laws shall prevail.

ARTICLE XII Civil Rights

12.1 The Board affirms that it shall be an Equal Opportunity Affirmative Action Employer and shall assure that its subcontractors shall conform to applicable laws, regulation and Executive Orders applying to employment opportunities

WIOA (Workforce Innovation and Opportunity Act)

WIOA was signed into law on July 22, 2014 and is the first legislative reform of the public workforce system in 15 years. WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and to assist employers find skilled workers and access other supports, including education and training for their current workforce. WIOA creates a Job-Driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to work and live.

WIOA Performance Measures and Goals

There are six WIOA performance measures, which apply to:

- Adult, dislocated worker, and youth programs and activities
- Wagner-Peyser Act employment services

The six WIOA performance measures are:

- Employment at Q2 after exit
- Retention – Employment at Q4 after exit
- Median Wage Attainment
- Credential attainment
- Measurable Skills Gain
- Effectiveness in Serving Employers

NEMO WDB Goals

By networking and leveraging partner relationships, the NE Workforce Region will:

- ❖ Increase services to employers
- ❖ Increase skill level through educational attainment and/or work-based learning
- ❖ Increase services to rural areas ensuring equity for residents in our 16-county region
- ❖ Increase accessibility for all customers
- ☐ Meet and/or exceed all performance measures
- ☐ Meet and/or exceed all enrollment goals

Job Center Services

Northeast Workforce Development Region has three comprehensive job centers: Hannibal, Kirksville, and Warrenton. We also have one affiliate job center in LaBelle and one access point in Macon. Every local area is required to establish at least one physical one-stop center to provide basic career services, such as:

- Job search, placement, recruitment, and labor exchange services
- Training services
- Employment and training activities
- Programs and activities of One-Stop Partners
- Employer services

Basic Career Services

Basic career services are available to everyone. These services must include:

- Orientation to information and services available through the one-stop
- Labor market statistics – local, regional, and national
- Information on in-demand industry sectors and occupations
- Information on non-traditional employment
- Information on the skills necessary to get a job or get a promotion in an in-demand occupation
- Information on support services and referral to childcare, child support, Medicaid, Supplemental Nutrition and Assistance Program, TANF, and transportation
- Performance and cost information for training by program and provider
- Information about local workforce area performance
- Information about performance for the local one-stop system
- Job vacancy listings
- Outreach and intake
- Job search
- Job placement assistance
- Help filing Unemployment Compensation claims by on-site staff trained in filing claims
- Reemployment services for those about to exhaust their unemployment insurance benefits
- Career counseling
- Initial assessment of literacy, numeracy, English proficiency, aptitudes, abilities, skills gaps, and support services needs
- Referral and coordination of activities to other programs within and out of the one-stop system
- Eligibility determination for adult, dislocated worker, and youth programs
- Assistance in establishing eligibility for non-WIOA funded financial aid for education and training programs

Training Services for Adults and Dislocated Workers

WIOA funding helps make training services available to adults and dislocated workers who:

- Need skills training to obtain employment that leads to economic self-sufficiency
- Have the skills to succeed in training

Because WIOA funds are insufficient to support training for all individuals eligible for training, priority must be given to:

- Recipients of public assistance
- Low-income individuals
- Individuals who are basic skills deficient



Individual Training Accounts (ITAs)

In general, adults and dislocated workers receive training through Individual Training Accounts (ITAs, or vouchers) and from providers/ programs on the Eligible Training Provider List (ETPL), in order to maximize consumer choice. These programs are occupationally specific, designed to provide individuals with the skills required to fill in- demand jobs.

Eligible ITA/ETPL training services include:

- Occupational skills training
- Programs that combine workplace training with related instruction
- Training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial training
- Job readiness training offered in combination with occupational skills training
- Adult education and literacy activities in combination with occupational skills training
- Others identified as priorities at the state or local level

Eligible Training Provider List (ETPL)

The ETPL, maintained at the state level, is limited to high performing providers and programs that will prepare individuals for an in-demand job in the region.

Eligible providers include:

- Higher education institutions with programs that lead to a recognized postsecondary credential
- Providers of registered apprenticeship programs
- Providers of training under joint labor-management agreements
- Providers of adult education and literacy programs that are combined with occupational skills training
- Other public or private providers of training services

The governor, with agreement from the state board, establishes the criteria, information requirements, and procedures for inclusion on the ETPL. The following criteria must be taken into consideration:

- The need to ensure access to training throughout the state
- The degree to which the training programs relate to in-demand industry sectors and occupations
- The requirements for state licensing of training providers
- Providers' ability to offer programs that lead to industry-recognized certificates or certifications
- Providers' ability to offer programs that lead to postsecondary credentials
- Providers' ability to offer programs to individuals who are employed and individuals with barriers to employment
- Other criteria the state determines is important

To be included on the list, providers must submit information on:

- Performance of Participants
 - Employment
 - Retention
 - Earnings
 - Attainment of postsecondary credentials
- Cost of attendance
- Program completion rates

The Local Board must also approve the Eligible Training Provider for the region. If performance has not been acceptable, the Board is able to work with the training provider to bring their standards up to the expectations required for local approval. If that fails, the local Board will no longer approve them for the NE Region.

Work-Based Training Services

WIOA encourages the use of work-based training for adult and dislocated workers. Options for work-based training include on-the-job training, customized training, incumbent worker training, or Registered Apprenticeship and Pre-Apprenticeship.

- **On-the-job training:** For on-the-job training, employers first hire individuals and then receive a wage subsidy from the workforce board to cover the cost of training them when they are first on the job and not yet fully capable of accomplishing their jobs. The subsidy is generally 50 percent, but can be as high as 75 percent, depending on local and state policies.
- **Work Experience:** On-site short-term training is provided to individuals based on their assessment and desire to enter a specific sector. WIOA funds are able to be used to pay 100% of the wages while a person is completing their work experience and their workman's comp is covered by the program. This is designed to give an individual time to see if this type of employment is a good fit for them. It also serves the individual to establish a work history, demonstrate success in the workplace, and develop skills that can lead to a job.
- **Incumbent worker training:** Incumbent worker training is provided to workers who have been employed by their employer for at least six months. Incumbent worker training is meant to assist employers in retaining a skilled workforce or to avert a layoff.
- **Pre-Apprenticeship:** Pre-apprenticeship is a program or set of strategies designed to prepare individuals for entry into Register Apprenticeship Programs (RAP) or other job opportunities. Pre-apprenticeships may last from a few weeks to a few months and may or may not include wages or stipend. Pre-apprenticeship programs have varied program elements; however, at the core, places an individual on a pathway to employability through a RAP.
- **Registered Apprenticeship:** Registered Apprenticeship connects job seekers looking to learn new skills with employers looking for qualified workers. Employers, employer associations, and joint labor-management organizations, known collectively as "sponsors", provide apprentices with paid on-the-job learning and academic instruction that reflects industry needs. The goal of such instruction is to provide workers with advanced skillsets that meet the specific needs of their employers.

WIOA Youth Services

WIOA has a funding stream that is dedicated to serving youth.

Youth services include:

- Assessment and development of an individualized service strategy
- Education leading to a secondary or postsecondary credential
- Preparation for unsubsidized employment



Two Basic Categories

Youth participants are divided into two categories: in-school and out-of-school.

These categories are critical, because WIOA requires that at least 75% of the youth funding be directed towards out-of-school youth. NEMO WDB currently has a waiver to serve up to 50% of in-school youth and 50% out-of-school youth.

In-School Youth

In-school youth are defined as youth between the ages of 14 and 21 who are attending school (as defined by state law). To be eligible for WIOA services, the youth must be low income and have a barrier to success.

Barriers to success include:

- Basic skills deficient
- English language learner
- Offender
- Homeless
- Pregnant or parenting
- Having a disability
- Requiring additional assistance to complete an educational program or secure or hold employment

Out-of-School Youth

Out-of-school youth are defined as youth between the ages of 16 and 24 who are not attending school (as defined by state law). To be eligible for WIOA services, these individuals must have barriers to success.

The barriers required will depend on whether or not the youth are classified as low income.

Eligibility requirements:

- High-school dropout
- Within the age of compulsory attendance, but not having attended school for the last school quarter
- Having been subject to the juvenile or adult justice system
- Considered homeless in accordance with WIOA
- In foster care, eligible for foster care, or aged out of foster care
- Runaway
- Pregnant or parenting
- Having a disability

OR, low income and:

- Basic skills deficient
- English language learner
- Requiring assistance to enter or complete an educational program or to secure employment

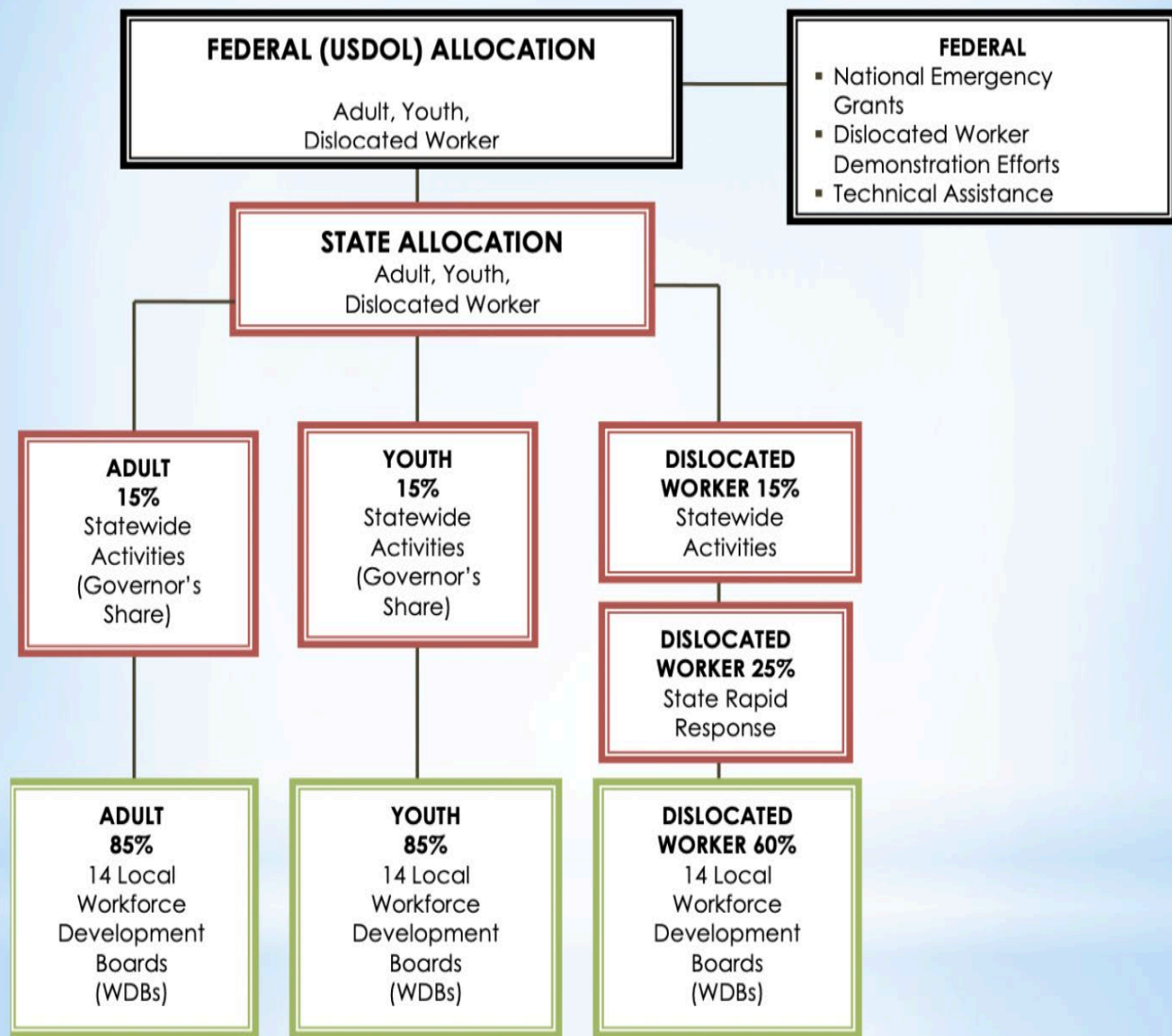
Fourteen Required WIOA Youth Elements

Local workforce development boards must make sure that 14 required WIOA youth service elements are available as needed for the youth.

These elements are:

1. Tutoring, studying skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its equivalent, including a recognized certificate of attendance or similar document for individuals with disabilities, or for a recognized postsecondary credential.
2. Alternative secondary school services or dropout recovery services.
3. Paid and unpaid work experience that has as a component academic and occupational education, such as 1) school year and/ or summer employment, 2) pre-apprenticeship programs, 3) internships and job shadowing, and 4) on-the-job training.
4. Occupational skill training leading to recognized postsecondary credentials aligned with in-demand industry sectors or occupations in the local area.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
7. Support services.
8. Adult mentoring while youth are in the program and for 12 months after they exit the program.
9. Follow-up services for 12 months after the completion of participation.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand jobs such as career awareness, career counseling, and career exploration services.
14. Activities that help youth prepare for and transition to postsecondary education and training.

WIOA Funding Streams

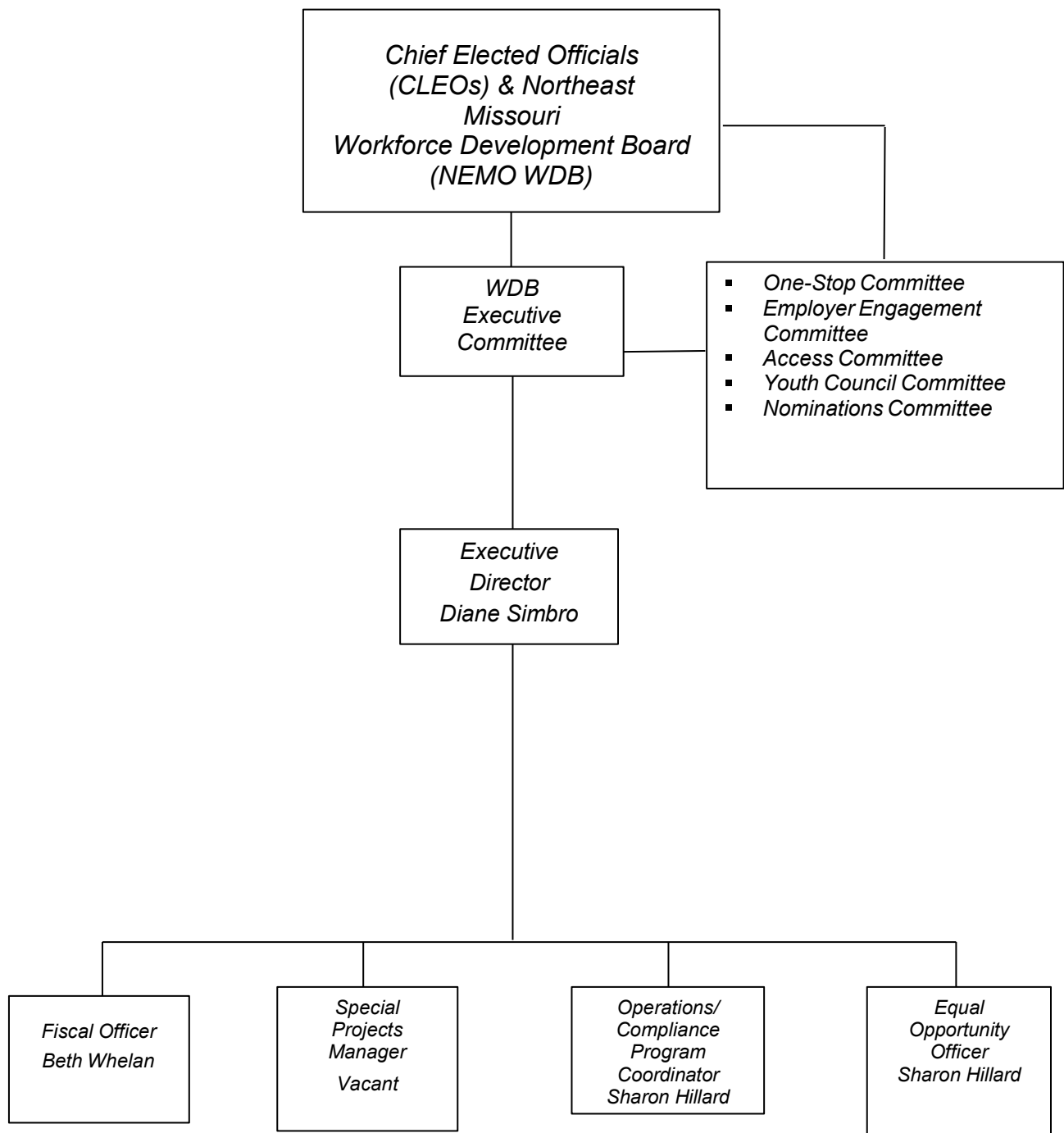


Black boxes – Federal funds (hold-back)

Red boxes – State funds (hold-back)

Green boxes – Regional (local) funds

Local Workforce Development System



Partners

Responsibilities of the One-Stop Job Center System Partnership

The Workforce Innovation and Opportunity Act (WIOA) requires four Core Program Partners to provide expanded services at One-Stop Centers. **These four Core Program Partners include:**

- ☑ WIOA Title I. B: Adult, Dislocated Workers and Youth
- ☑ WIOA Title II: Adult Education and Literacy
- ☑ WIOA Title III: Wagner-Peyser
- ☑ WIOA Title IV: Vocational Rehabilitation

LOCAL COMPREHENSIVE ONE STOP JOB CENTERS The Northeast Region consists of three “comprehensive” full service One-Stop Missouri Job Centers located in Warrenton, Kirksville and Hannibal. Additionally, there is one Affiliate site located in La Belle and an Access Office in Macon.

Below is a listing of the job centers and our partners and the services provided by these partners. Some of our partners are co-located full time or part time at the job centers and affiliate sites. Physically collocated partners are indicated with a red checkmark.

NAME OF JOB CENTER	Missouri Comprehensive Job Center Hannibal	Missouri Comprehensive Job Center Kirksville	Missouri Comprehensive Job Center Warrenton	Affiliate Job Center La Belle
ADDRESS	203 North 6 th Street, Hannibal MO 63401	2105 East Normal, Kirksville MO 63501	111 Steinhagen Road Warrenton MO 63383	103 South Third La Belle MO 63447
PHONE #	573-248-2520	660-785-2400	636-456-9467	660-213-3221
FAX#	573-248-2526	660-785-2404	636-456-2329	660-213-3223

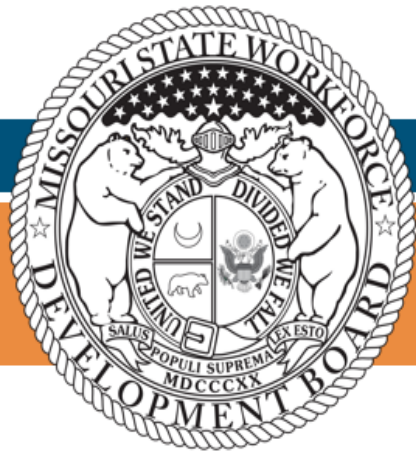
PARTNER / SERVICES OFFERED Services offered at the One-Stop indicated with a Black Checkmark. Services Offered & Physically Located at the One-Stop is indicated with a Red Checkmark	Missouri Job Center Hannibal	Missouri Job Center Kirksville	Missouri Job Center Warrenton	Affiliate Job Center Labelle
Office of Workforce Development – Wagner-Peyser Basic Career Employment and Training Services, Trade Act, Veteran’s Employment Services	✓	✓	✓	✓
Boonslick Regional Planning Commission – (Sub-contractor to the NEMO WDB) WIOA Title 1 B Adult and Dislocated Worker and Youth, TANF Skillup, TANF Food & Nutrition Services, TANF Youth Jobs League, WIOA Intensive Employment and Training Services			✓	

PARTNER / SERVICES OFFERED **Physically Located at the One-Stop is indicated with a Red Checkmark	Missouri Job Center Hannibal	Missouri Job Center Kirksville	Missouri Job Center Warrenton	Affiliate Job Center Labelle
GAMM, Inc. – (Sub-contractor to the NEMO WDB) WIOA Title 1 B Adult and Dislocated Worker and Youth, TANF Skillup, Food & Nutrition Services, TANF Youth Jobs League, WIOA Intensive Employment & Training Services	✓	✓		✓
Moberly Area Community College – Adult Education Literacy – Moberly and Bowling Green	✓	✓		✓
Macon County R-1 School District – Adult Education Literacy – Macon, Monroe City, Hannibal, Shelbyville, LaBelle, & Kirksville	✓	✓		✓
St. Charles Community College – Adult Education Literacy – Warren, Lincoln, and Pike County			✓	✓
Post-Secondary Vocational Education under Carl Perkins Act – Kirksville Area Technical School		✓		✓
Post-Secondary Vocational Education under Carl Perkins Act – Pike Lincoln Technical Center	✓		✓	✓
SER National – SCSEP Older Worker Employment and Training	✓	✓		✓
AARP – SCSEP Older Worker Employment and Training			✓	
Vocational Rehabilitation and Vocational Rehabilitation Services for the Blind – Specialized Services for Individuals with Disabilities	✓	✓	✓	✓
Division of Employment Security – Unemployment Services, RESEA (Re-employment Services and Eligibility Assessment)	✓	✓	✓	✓
Migrant Seasonal Farmworkers and United Migrant Opportunity Services – Employment/Training Services	✓	✓	✓	✓
Department of Corrections , including Probation and Parole – Referrals for Employment and Training	✓	✓	✓	✓
Community Service Block Grant (NECAC) – Support & Resources for Low-Income families, Partner for SkillUp	✓	✓	✓	✓
TANF – Missouri Work Assistance – Training and Employment Services for individuals receiving cash payments from TANF.	✓	✓	✓	✓

NEMO WDB ONE-STOP OPERATORS		
	GAMM, INC.	BOONSLICK REGIONAL PLANNING COMMISSION
ADDRESS	103 South Third La Belle MO 63447 660-213-3221 660-213-3223	111 Steinhagen Road Warrenton MO 63383 636-456-9467 636-456-2329
PHONE NUMBER		
FAX NUMBER		
PRIMARY CONTACT	DANA KELLER, EXECUTIVE DIRECTOR	CHAD EGGEN, EXECUTIVE DIRECTOR
WEBSITE	https://gamminc.org	http://boonslick.org/missouri-job-center-warrenton-2/

Youth Providers		
	GAMM, INC.	BOONSLICK REGIONAL PLANNING COMMISSION
ADDRESS	103 South Third La Belle MO 63447 660-213-3221 660-213-3223 Youth Services Provided in the following locations: Hannibal Job Center Kirksville Job Center LaBelle Affiliate Job Center	111 Steinhagen Road Warrenton MO 63383 636-456-9467 636-456-2329
PHONE NUMBER		
FAX NUMBER		
PRIMARY CONTACT	DANA KELLER, EXECUTIVE DIRECTOR	CHAD EGGEN, EXECUTIVE DIRECTOR
WEBSITE	https://gamminc.org	http://boonslick.org/missouri-job-center-warrenton-2/

Overview of the State Workforce Development Board & the Office of Workforce Development



State Workforce Development Board

SWDB Executive Committee Membership



Chair Len Toenjes



Vice Chair
Cara Canon



Garland Barton



Dr. John Gaal



Kathy Lambert



State Workforce Development Board

Membership List

Government Representatives

- Governor Michael L. Parson
- Sen. Mike Cierpiot
- Rep. Jeff Coleman
- Director Rob Dixon
- Assistant Commissioner Tim Gaines
- Director Anna S. Hui
- Commissioner Gary Jungermann*
- Commissioner Zora Mulligan
- Commissioner Margie Vandeven

Business Representatives

- Mr. Garland G. Barton
- Ms. Cara Canon (Vice Chair)
- Dr. Don W. Cook
- Ms. Celeste Cramer*
- Mr. Herbert W. Dankert
- Ms. Stephanie Garrett
- Mr. Gregg Roberts*
- Mr. Joel Todd Spencer
- Mr. Fred Steinbach*
- Mr. LeRoy Stromberg
- Mr. Joshua Tennison
- Mr. Leonard P. Toenjes (Chair)
- Mr. Virgil White*

Community Based Organization Representatives

- Mr. Daniel Atwill
- Mr. Tony Bryan*
- Ms. Greta Bax
- Dr. John S. Gaal
- Mrs. Kathy Rae Lambert
- Ms. Jill Williams*

***New Members 9/28/2020**



State Workforce Development Board

Staff to the Board



Dr. Mardy Leathers
Executive Director to the
Board & Director of
Workforce Development



Allyssa Miget
Board Secretary & Policy
Director



Mark Bauer
Senior Policy Analyst



State Workforce Development Board

SWDB Vision

- Leading and guiding the State's implementation of WIOA by managing and supporting Missouri's public workforce system, cultivating resiliency among Missouri's workforce, and supporting employer needs to support economic growth and self sufficiency.



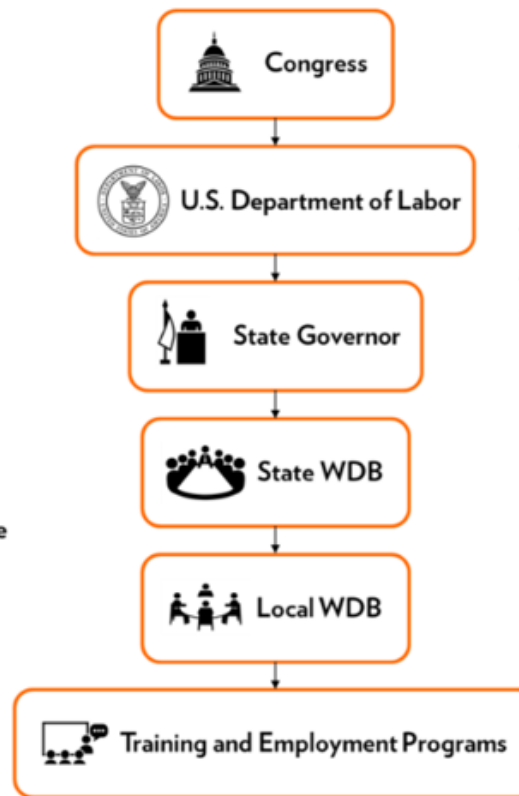
State Workforce Development Board

Purpose & Core Responsibilities

- Help more Missourians enter the workforce and more Missourians stay in the workforce.
- Convener of state, regional and local workforce system partners to align and improve employment, training and education programs.
- Engaging employers, education providers, economic development officials, and other stakeholders to help the public workforce system to be more responsive to business and job seeker customers.



State Workforce Development Board

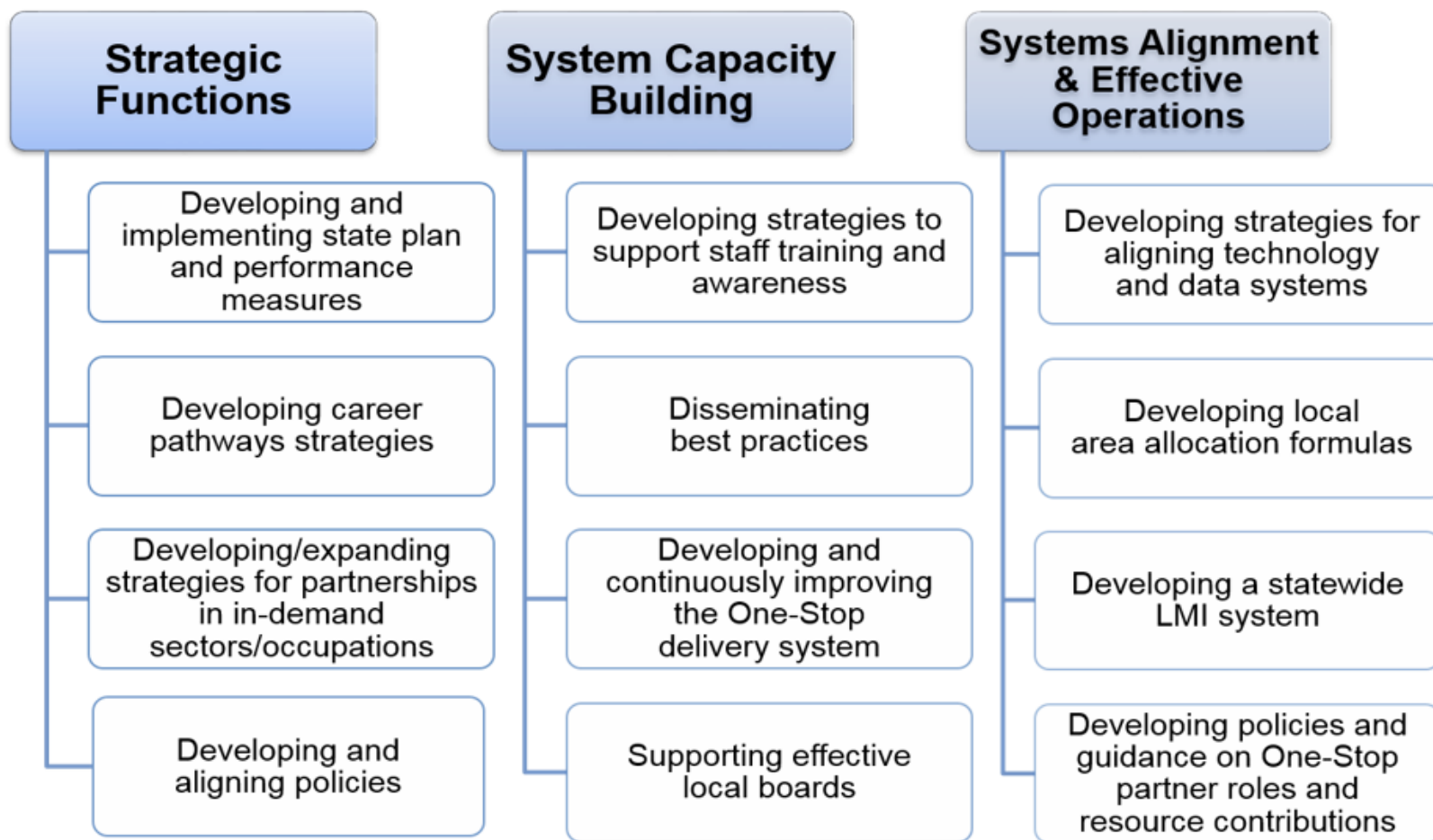


(1) Congress allocates funds to the U.S. Department of labor, which in turn disburses to the states based on their share of the workforce and relative unemployment rates

(2) Passing through the Governor's office, funds are allocated by state and local WDBs to support local training and employment programs



State Workforce Development Board



State Workforce Development Board

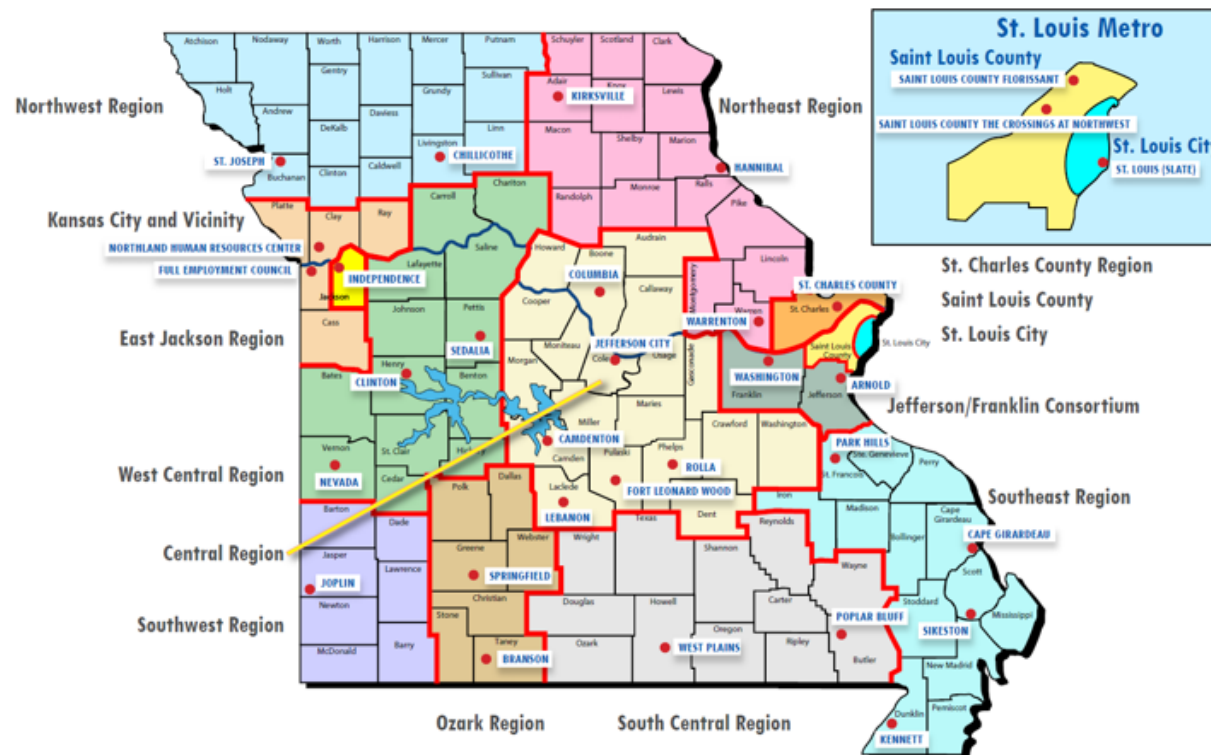
Core Goals of the SWDB

1. Increase access to education, training and employment
2. Align workforce investment, education, and economic development
3. Improve the quality and labor market relevance of workforce investments, education, and economic development efforts
4. Promote improvement of the structure and delivery of services through local areas
5. Increase prosperity of workers and employers
6. Reduce welfare dependency, increase self-sufficiency and meeting employer's workforce needs



State Workforce Development Board

Missouri's Local Workforce Development Areas



State Workforce Development Board

Board's Relationship with Local Workforce Development Regions

- The Board's responsibility is to provide strategic guidance to and maintain relationships with the 14 local workforce development areas.
- OWD respects the sovereignty of each county. Board members shall be the connection to the local areas and communities.



State Workforce Development Board

Programs Operated by OWD

More information on these programs
can be found [HERE](#).



State Workforce Development Board



Workforce Innovation & Opportunity Act Oversight

- The Missouri State Workforce Development Board is responsible for ensuring responsible use of WIOA funds and activities in Missouri.
- WIOA State Combined Plan Approval & Modification
- System Alignment through policy
- Policies are located at <https://jobs.mo.gov/dwdissuances>



State Workforce Development Board

Northeast Missouri Workforce Development Board

The NEMO WDB is a non-profit corporation that operates a business-driven framework for economic growth.

The Board oversees employment and training programs in the sixteen counties of **Northeast Missouri**. The Counties Include Schuyler, Scotland, Clark, Adair, Knox, Lewis, Macon, Randolph, Shelby, Monroe, Marion, Ralls, Pike, Lincoln, Warren and Montgomery.

As a 501-C-3 not for profit corporation, the WDB was appointed by the CLEO Consortium as the Fiscal Agent and is governed by a Board of Directors. The Board represents targeted industry sectors to provide leadership in economic prosperity for Northeast Missouri and to assure that the needs of business are represented in the administration of the region's workforce system. The members of the WDB are appointed by the CLEO (Chief Local Elected Official). 51% of the seats are held by business representatives, 20% Labor/Workforce, one representative from Adult Education and Literacy (AEL), Vocational Rehabilitation (VR), Wagner-Peyser (WP), Higher Education, Economic Development and Temporary Assistance for Needy Families (TANF).

The WDB is committed to the development and unification of a demand- driven workforce system that will attract and grow businesses and the Northeast Missouri economy. To accomplish this, we:

- Convene Stakeholders
- Analyze Economic Conditions
- Engage employers and pursue employer linkages through intermediaries
- Help the governor develop, collect, analyze, and use statewide Wagner-Peyser, labor market information
- Lead efforts to develop and implement career pathways
- Identify and promote strategies and initiatives to meet employer, worker, and job- seeker needs
- Enter into a MOU (memorandum of understanding) with the one-stop partners
- Select career service providers through contract awards,
- Decide whether to provide Youth Program services by the WDB or subcontractor
- Work with the state to ensure there are sufficient numbers and types of career services and training providers
- Ensure customer choice in the selection of a training provider from the approved state-wide list
- Approve and/or disapprove eligible training providers and assist the state with the vetting process for eligibility
- Review AEL provider applications to assure they are consistent with the local plan
- Implement cooperative agreements between the local board and the core and one-stop partners to enhance services for jobseekers, workers, and employers
- Leverage local resources and capacity, solicit and accept grants/donations from non-federal sources

Vision:

Provide a Skilled Workforce that fulfills the current and future needs of business and industry and enhances the economic prosperity for the citizens of the Northeast Region of Missouri.

For More
Information
Contact: Diane
Simbro
Executive Director
Northeast Missouri
Workforce
Development Board
111 East Monroe,
Paris MO 65275
660-327-5125
Cell 573-795-4906

- Ensure compliance with Equal Opportunity laws and regulations.

Qualifications of Members

- ☐ Desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and individuals.
- ☐ Commitment to devote time and talent to working with other board members, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the workforce.
- ☐ Private sector members must have optimum policymaking or hiring authority and represent businesses that reflect the employment opportunities in the local area.

Expectations

- ☐ Regularly attend board and committee meetings.
- ☐ Participate actively in standing committee of the board if needed.
- ☐ Be prepared for meetings by staying informed about board matters, reviewing materials sent in advance.
- ☐ Get to know other board members, building relationships that contribute to effective decision making.
- ☐ Act and vote on behalf of the interests of the board and community and not on the interest of a single constituency.
- ☐ Understand and observe the respective roles of the WDB, CLEO, staff and service providers.
- ☐ Agree to become knowledgeable of the services available to employers and job seekers, promote the services and encourage your own organization to use the services where possible and appropriate.
- ☐ Take advantage of opportunities to become more educated about the region's workforce development system.
- ☐ Act as an ambassador of the board with community groups and businesses.
- ☐ Sign and adhere to a conflict-of-interest policy.
- ☐ Sign annual By-Law Attestation after reviewing By-Laws.
- ☐ Sign EO Complaint and Grievance documentation.

Time Commitment

- ☐ The board meets four times per year, with meetings normally lasting two to three hours.
- ☐ Committees meet as needed.
- ☐ Average time commitment for members is three to six hours per quarter.

Board Committees

- ☐ *Executive Committee* - responsible for decision-making in lieu of the full WDB meeting.
- ☐ *Nominations , Employer Engagement, ACCESS, One-Stop, and Youth Council*

NEMO WDB RESOURCE PAGE

WEBSITE LINKS

www.nemowib.org

For Information/Additional Resources

[Local Board Policies](#)

1. Local Issuances
2. Local Policy Manuals
3. Local Forms
4. Local Board Documents
5. Sub-Contractor Forms

For Meeting Agendas and Minutes

[Agendas and Minutes](#)

For the Local Plan

[Local Plan 2020-2024](#)

Contact a Job Center

[Job Center Contacts](#)

Equal Opportunity

[Equal Opportunity](#)

Sector Strategies

[Sector Strategies](#)

Request for Proposals

[Request for Proposals](#)

Public Notices

[Public Notices](#)

All Missouri Office of Workforce Development Issuances may be found at [OWD Issuances](#)

