

NORTHEAST WORKFORCE DEVELOPMENT BOARD

EMPLOYEE/STAFFING EQUAL OPPORTUNITY DATA ANALYSIS

PY19 - YEAR END 6/30/20

EO OFFICER - SHARON HILLARD

NEMO WDB Employee/Staffing EO Data Analysis PY19 - Year End 06/30/20

Overview

The NEMO WDB ensures efforts and implementation strategies have been put in place to comply with Equal Opportunity CRC data analysis requirements. The NEMO WDB and its subcontractors make every effort to follow and comply with the Uniform Guidelines on Employee Selection Procedures. As strategies to best monitor employee/staffing data analysis have transformed, efforts were also made to capture demographic information at point of interest in application. This was implemented through a demographic form provided online and in paper copy for individuals to disclose their demographic information voluntarily. The NEMO WDB has captured staffing changes (hiring, terminations, promotions) and for those that volunteered the information, demographics for potential interested applicants.

Organization Makeup

The NEMO (Northeast Missouri) Workforce Development Board (WDB) acts as an oversight and coordinating agent for a sixteen (16) county area known as the Northeast Missouri Workforce Development Region.

The counties served are Adair, Clark, Knox, Lewis, Lincoln, Macon, Marion, Monroe, Montgomery, Pike, Ralls, Randolph, Schuyler, Scotland, Shelby and Warren. The NEMO WDB oversees three Missouri Job Centers located in Kirksville, Hannibal, and Warrenton and Affiliate Job Centers in Macon and LaBelle. The NEMO WDB has two subcontractors, Boonslick Regional Planning Commission (BRCP) and Gamm, Inc. Boonslick Regional Planning Commission operates the Youth, Adult, and Dislocated Worker programs for the Missouri Job Center – Warrenton. Gamm, Inc. operates the Youth, Adult and Dislocated Worker programs for the Missouri Job Centers - Kirksville and Hannibal.

Gamm, Incorporated was established in 1986 in LaBelle, Missouri with funds from the Department of Elementary and Secondary Education (DESE) to assist farmers who were in crisis due to financial burdens. The goal was to train these farmers and give them additional skills that would allow them to secure a second job and maintain their family farm. The program is still state funded today, although the focus and goals have changed over the years.

In 1992, Gamm, Incorporated responded to a Request for Proposal (RFP) to deliver services under the Job Training Partnership Act (JTPA) program in the Mark Twain area of the Northeast Region. The NEMO Private Industry Council (PIC) awarded the contract to Gamm, Incorporated for services to the dislocated worker, adult, and youth of the region. Additionally,

in 1999, Gamm, Incorporated was awarded the Northeast Area of the Northeast Region after the local regional planning commission was removed as a provider. Gamm, Incorporated continued to provide services through the transition to the Workforce Investment Act (WIA) program. The Next Generation Career Center (NGCC) model began in July, 2010 and Gamm, Incorporated provided Functional Leadership and Staffing Services under the model. Presently under the Workforce Innovation and Opportunity Act (WIOA), Gamm, Inc. holds the Adult/Dislocated Worker contract for the Kirksville and Hannibal Job Centers in the Northeast Region and the Youth Program contract which encompasses 13 of the 16 total counties.

On May 27, 1968 Governor Warren E. Hearnes signed the necessary documents creating the Boonslick Regional Planning Commission (BRPC). The primary focus of the organization upon its inception has been to provide professional planning services and technical assistance to members within the region.

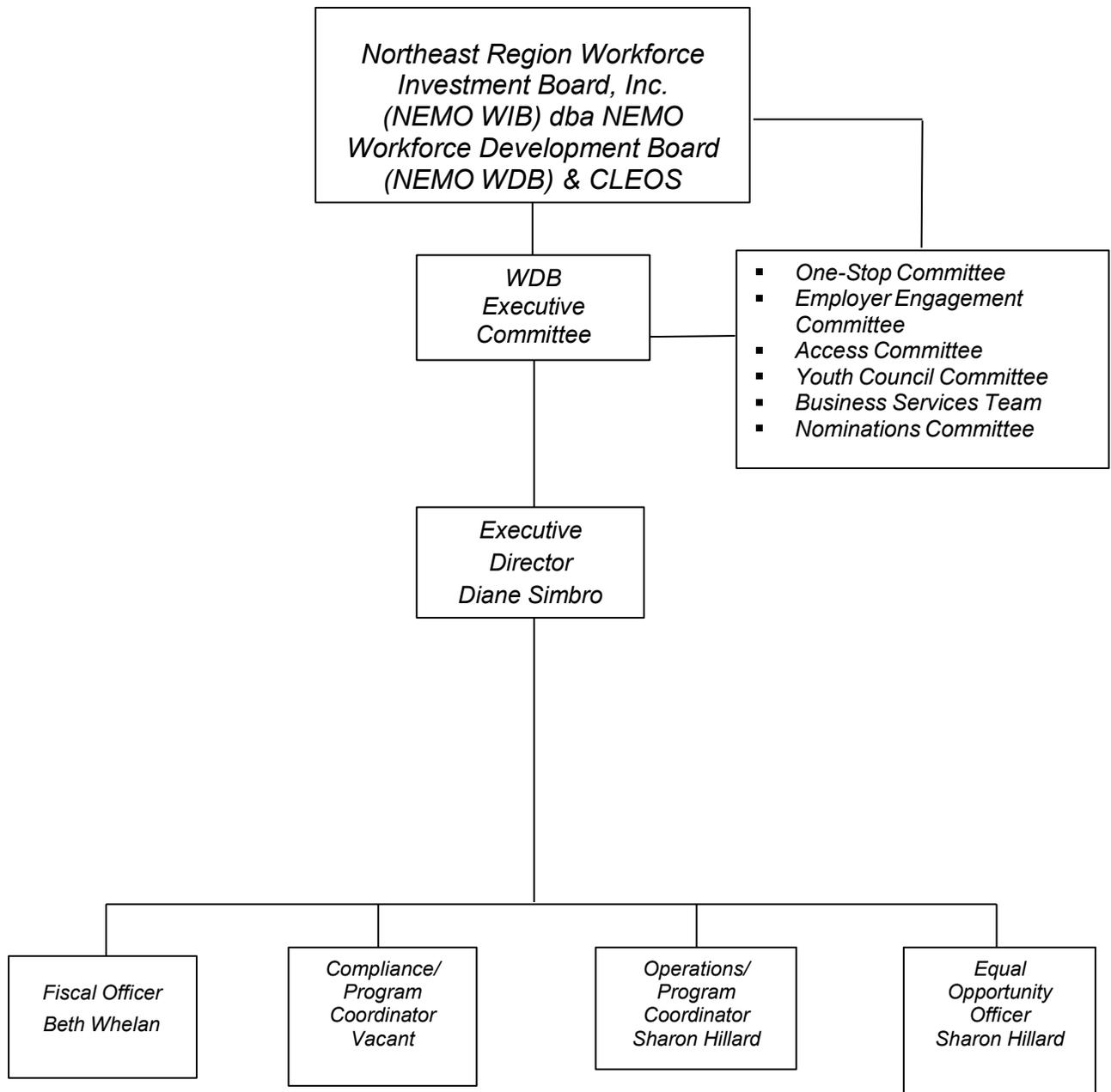
BRPC is comprised of local units of government within the region. Membership is on a voluntary basis, and members are assessed a membership fee based upon the population of the community. In addition to the money generated by the local membership fees, the State of Missouri provides a grant (the amount varies annually) to each Regional Planning Commission for offsetting the costs of providing assistance to the region. The balance of the operating budget is generated through fees the office collects for administering various State and Federal programs.

In addition to Regional Planning Commission activities, the BRPC is involved in workforce development and community development initiatives. BRPC houses and operates the Missouri Job Center-Warrenton. Currently, the BRPC holds contracts for the Adult, Dislocated Worker and Youth programs for Lincoln, Montgomery and Warren counties.

BRPC Mission Statement:

To improve the quality of life in the Boonslick Region (Lincoln, Montgomery & Warren Counties) through community, economic and workforce development initiatives; conserving and protecting natural resources; protecting the citizens through emergency planning and preparedness activities; promoting efficiency in governmental programs through sound planning practices; and promoting collaborative approaches to regional challenges.

Following are organizational charts for the NEMO WDB and its subcontractors:

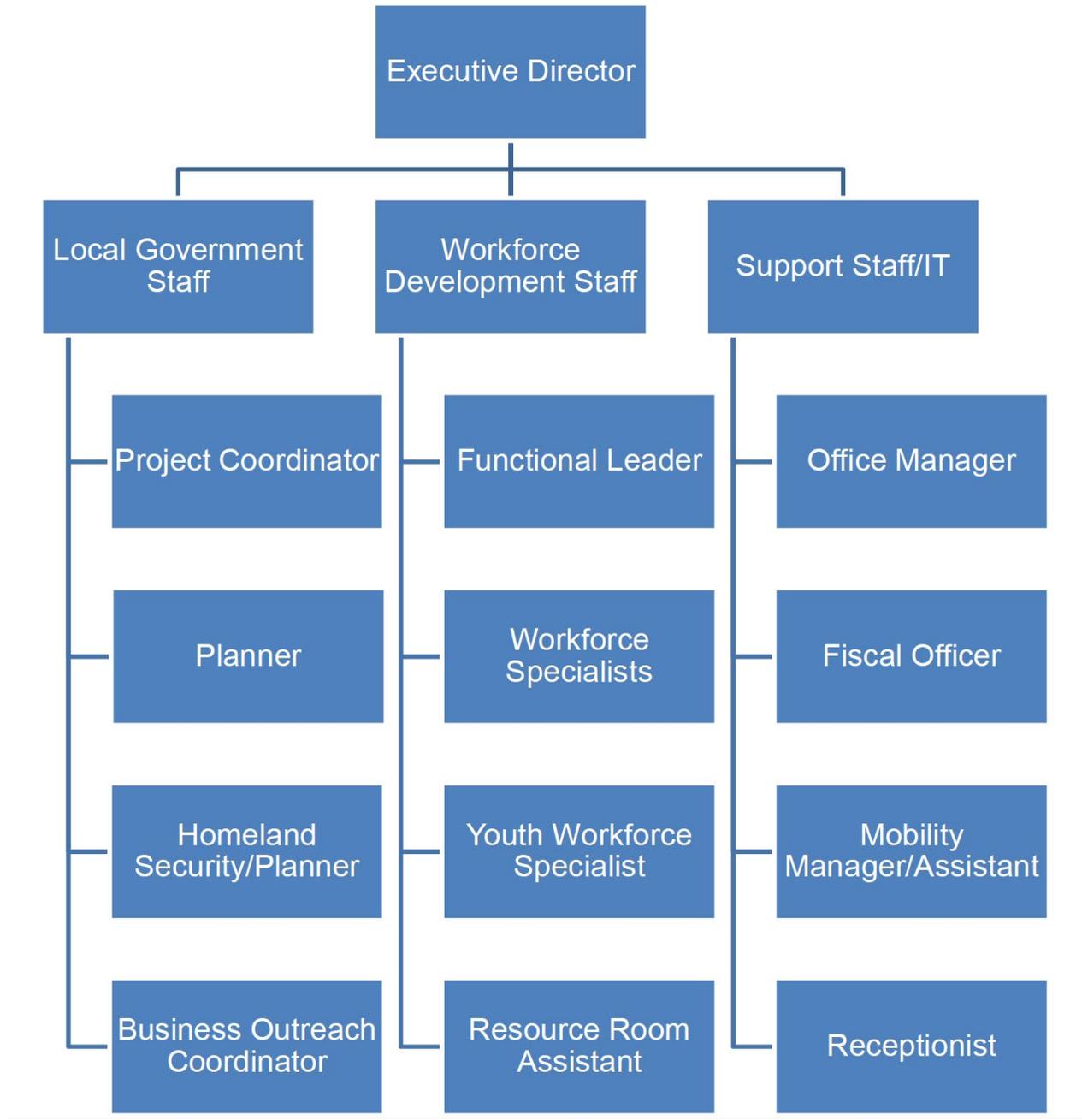


**Northeast Region Workforce Investment Board / NEMO
WDB Administrative Organizational Chart**

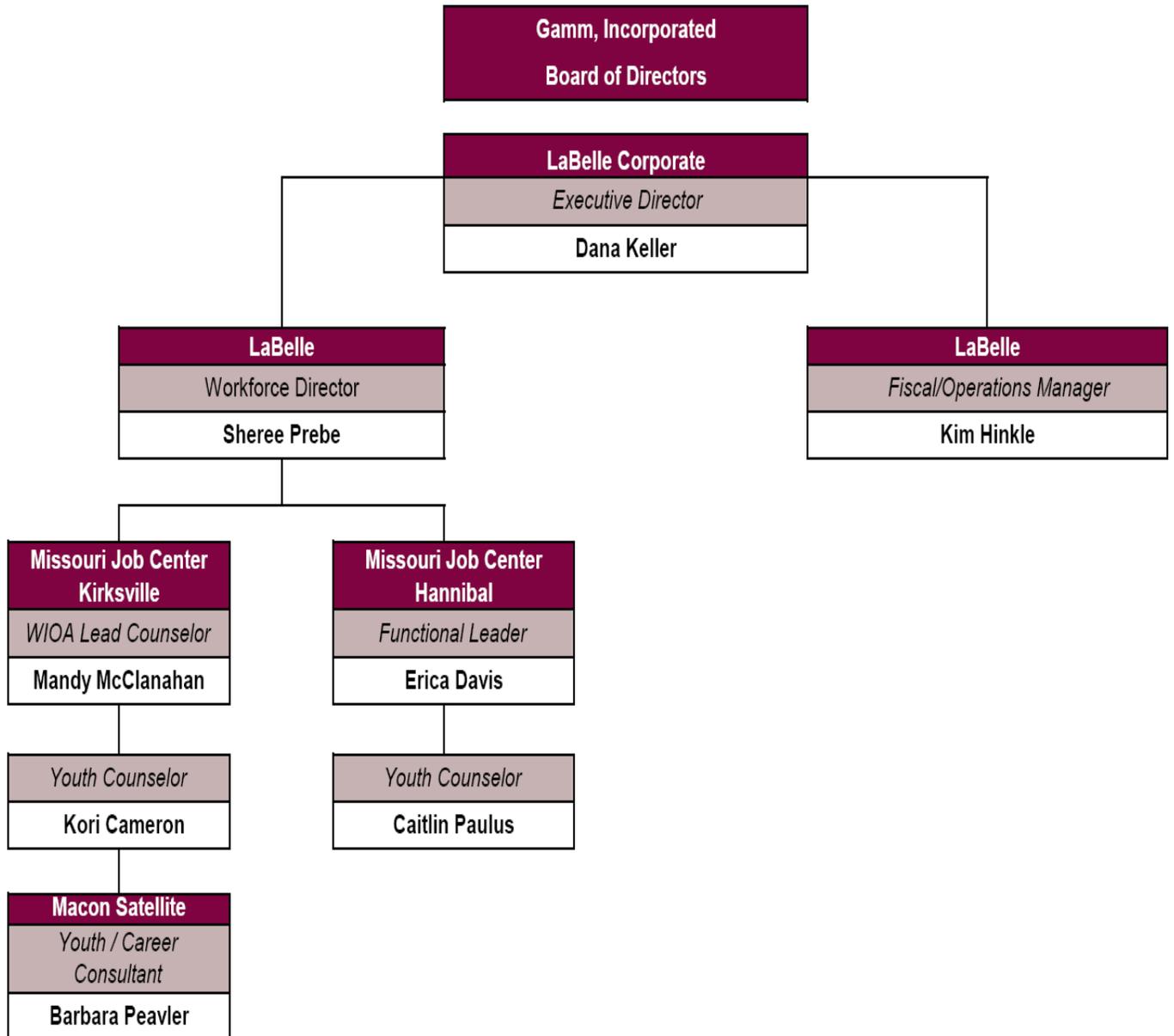
The NEMO Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

BOONSLICK REGIONAL PLANNING COMMISSION

Organizational Chart



Gamm, Incorporated ~ Organizational Chart



Civilian Labor Force Data

Northeast Region Civilian Labor Force August 2019 Total Population: 129,982
August 2019 Civilian Labor Force Demographics: 77,505

Gender:

Female - 51.26%

Male - 48.74%

Age:

14-21- 8.95%

22-34 – 25.09%

35-54 – 40.73%

55+ - 25.22%

Gender by Age:

(Female)

14-21 – 4.73%

22-34 – 12.45%

35-54 – 21.01%

55 + – 13.08%

Gender by Age:

(Male)

14-21 – 4.23%

22-34 – 12.65%

35-54 – 19.72%

55 + – 12.14%

Race:

American Indian or Alaska Native – .34%

Black or African American - 4.43%

Native Hawaiian or Other Pacific Islander - .02%

Asian Alone - .09%

White – 93.09%

Ethnicity:

Hispanic or Latino – 2.07%

Not Hispanic or Latino – 97.93%

Disability:

With a Disability – 13.18%

Without a Disability – 86.82%

Hiring Practices

The NEMO WDB accepts applications from any individual that submits an application for employment. A resume is typically requested as initial submission in consideration for the position. Resumes and all applicable supporting information (application, references, portfolio, etc.) submitted are reviewed and evaluated for completeness and minimum qualifications requested. Applicants meeting minimum qualifications for the job are invited to interview. Historically, at the time of interview, is when demographic information would be requested. All applicants interviewing are provided the form to report their demographic information (if they voluntarily chose to complete the info requested). No name or identifier is on this form and all interviewees' demographic information is kept separately and never included with the applicant's application documents.

- As the data analysis strategies have evolved, so has the NEMO WDB hiring practices. Implemented change was put in effect to capture demographic information at point of initial submission in consideration for employment. This change has also been required of subcontractors. The demographic information form is now provided on the website and emailed to applicants to ensure we are making efforts to obtain this information at point of application. All applicants are assured this information is kept separate and in no way impacts their application for employment or potential for hire. Following interviews, each applicant is evaluated based on standard selection criteria. Each interviewee is asked the same standard list of questions and all interviews follow the same standard protocol and process. Typically, a selection panel of three individuals consisting of Executive Director, Board Chair, and additional WDB member or WDB staff is used to ensure equality and balance in the interview and selection process. A question guide is used to ensure that each candidate is evaluated from the same questions.

Once evaluation and feedback on interviews are completed, discussed, and selection determined, an offer for employment is made. The NEMO WDB uses the following hiring practices:

- Advertises job openings - We utilize MoJobs for our hiring needs. We also utilize social media to advertise the opening, i.e. LinkedIn and Facebook. Depending upon the job opening, we often reach out to our educators and training providers for referrals.
- Accepts applications for employment - Instructions for applying are located on our website and on the MoJobs listing. Applications may be faxed or scanned. Demographic information is also collected and maintained separately from the application process. It is not utilized in any way during the application process.
- Selects candidates for interview – Selection is based on work history, computer skills and related employment/experience.

- Selects candidates for hire based on the Interview, Assessment, Qualifications and references.

Gamm, Inc. uses the following hiring practices:

- Advertises job openings – Uses MoJobs and their website
- Accepts applications for employment – through fax or e-mail, instructions are located on MoJobs and their website.
- Selects candidates for interview – based on information (skills, past work history) gained from resume
- Selects candidates for hire – based on academic assessment, past experience, references, and interview process.
- Demographic information is requested from applicants and it is maintained in a separate location, away from the application.

BRPC uses the following hiring practices:

- Advertises job openings – Openings are typically posted on jobs.mo.gov and indeed.com. Flyers are also posted in the MO Job Center Warrenton and sent to local chambers of commerce. Job openings are also posted on the organization's website, along with a completed job description. Job descriptions are reviewed prior to posting to ensure they are up-to-date.
- A resume and cover letter are typically requested as initial submission.
- Resumes are accepted by email; but individuals may fax, send through mail, or drop them off in person.
- A demographics form is given to each applicant and he/she is told that BRPC is an equal opportunity employer and the information is collected only for reporting purposes. It is made clear that filling out the form is entirely voluntary. Demographic forms are kept separate from the applications/resumes.
- A team of at least two individuals reviews all resumes submitted and selects those candidates most qualified for interviews.
- Once selected, candidates are invited to interview. A question guide is used to ensure that each candidate is evaluated from the same questions.
- The most qualified candidate(s) are selected as finalists. The BRPC Executive Director (if he/she has not been part of the interview team) then visits with each candidate to confirm selection.
- An offer of employment is made.

Job Descriptions and Performance Evaluations

Job descriptions are reviewed annually and updated as needed. Updates may occur to adjust salary range to stay competitive and consistent with the region, adjust duties due to new or different funding source and requirements, and adjust duties based on addition

of staff or re-aligning duties based on organization needs. Job descriptions are analyzed and used in conjunction with performance evaluations to ensure all duties are captured and all duties performed are being evaluated. Performance evaluations are conducted annually, and in advance of any raise recommendation based on performance. Additionally, a new hire performance evaluation is conducted after completion of probationary period (six months) or sooner if needed. The Executive Director conducts performance evaluations on staff; WDB Executive Committee conducts performance evaluations on Executive Director. If raise recommendations occur as a result of performance evaluation of staff, the Executive Committee/WDB will make final decision and vote on any and all raises.

Training Selection

Employees are all provided the opportunity for training. Funding limits the extent and budget available for training, but all employees are provided the opportunity for training annually. Training is based on the individual's position and what is needed and required to continually update their skills and knowledge. The Executive Director makes every effort to budget equal training dollars for each employee. This ensures equal opportunity for training and increases the ability for every employee to perform their job duties. Since we have a small staff, all staff are provided the opportunity to attend required training for their positions, and if funds allow, two staff attend to ensure effective cross- training. All staff are allowed to select additional training opportunities and submit to Executive Director for approval. In PY19, all submitted training was approved since funding was available and due to small staff, less training dollars were utilized than budgeted. Addition of web based training through DWD and other sources will allow for more training opportunities for all staff. All new hires are required to attend DWD new hire orientation.

Gamm, Inc. and Boonslick Planning Commission select training based on the recommendation of the Functional Leaders/Directors, performance evaluations and/or reprimands that indicate training needs, or file reviews that indicate training needs.

Organization Utilization Analysis

The NEMO WDB Region had no openings in PY19. Two individuals were hired. There was one promotion and no demotion. There were two terminations. Both were voluntary. One individual retired and one individual accepted a position with another employer. **Seventeen** employees participated in training. The NEMO WDB, GAMM and BRPC have captured staffing changes (hiring, terminations, and promotions). Below we have reported the number of applicants and hires. Please see the attached spreadsheet for more detailed information on analysis.

NEMO WDB:

- Number of open positions for last Program Year 2019 – 0 positions available.
- Number of incumbent workers within the organization for Program Year 2018: Three incumbent workers out of three available positions. A comparison of the incumbent workers to the available positions. 100% Incumbent workers to available positions.
- Number of terminations – 0
- Number of promotions - 0
- Number of demotions - 0

Gamm, Inc.:

- Number of open positions for Program Year 2019 – 2 positions available.
- Number of incumbent workers within the organization for Program Year 19: Eight incumbent workers out of eight available positions. A comparison of the incumbent workers to the available positions. 100% Incumbent workers to available positions.
- Number of terminations - 2 - both voluntary. One retired and one accepted a position with another employer.
- Number of promotions - 1
- Number of demotions - 0

Boonslick Planning Commission:

- Number of open positions for Program Year 2019 – 2 positions available.
- Number of incumbent workers within the organization for Program Year 2018: **Seven** incumbent workers out of **seven** available positions. A comparison of the incumbent workers to the available positions. 100% Incumbent workers to available positions.
- Number of terminations - 0
- Number of promotions – 0
- Number of demotions - 0

Investigation of Discrepancies

After comparing and evaluating NEMO's data, there are an inadequate number of male employees compared to the civilian labor force; however, we receive fewer applications for qualified applicants from the male population. It was also found, minority populations were also lacking; however, due to the fact that over 93% of our available workforce is white, this was not surprising or of concern. Our Access Committee is meeting on a regular basis to identify and serve all special populations. We feel these connections will allow us to reach out to our partners when we have openings in the future. During regular EO monitoring of subcontractors, recruitment of males and more diverse populations

were discussed. Current strategies for recruitment were identified, discussed and evaluated. NEMO WDB and its subcontractors utilize extensive and diverse sources in their employment recruitment, which are identified in the next item. Possible reasons for lack of males and minorities in the current workforce were discussed and there were discussions on ways to enhance and expand our current strategies in place. Following implementation of applicant pool demographic tracking, more analysis and investigation will occur since we will have more detailed, in-depth information to investigate and compare. We also feel the new MoJobs Case Management System will enable us to collect demographics on applicants that are registered in the system and did not voluntarily disclose on job applications.

Outreach Plan

As part of our data analysis investigation and evaluation, the prominent sources for outreach currently utilized were identified. Strategies to ensure we are adequately providing outreach to all populations included increasing outreach efforts to these sources and exploring new avenues for outreach. Types of outreach may include: providing job postings to all our partner agencies which reach and provide services to the very diverse populations, providing job postings on Indeed.com to reach a more diverse applicant pool, sharing job postings with our Board and subcontractors so they can share with their networks which cover the entire region and all populations. All recruiting and referral sources, partners and employees are informed continually of the NEMO WDB's commitment to nondiscrimination and equal employment opportunity provisions and this policy is stated on all job postings, communications, and our website.

Following are outreach sources currently utilized (this is not an all-inclusive list) to provide outreach to all populations to ensure that we are promoting diversity in our hiring practices:

- Job Fairs/Hiring Events
- Jobs.mo.gov
- Indeed.com
- Facebook
- LinkedIn
- Vocational Rehabilitation
- AEL sites
- MWA sites
- SCSEP
- NECAC/NECAA
- Community Colleges
- Inter-Agency Meetings
- Access Committee and all partners serving special populations
- Ministerial Alliances
- Supported Employment Agencies
- Independent Living Agencies
- Economic Development

The region's biggest challenge in hiring are the lack of qualified applicants and the low salaries due to funding. We do not anticipate any new hires in PY19, due to the budget cuts, unless we fill a vacated position. The low turnover and lack of open positions does not give us an opportunity to change these numbers significantly.