



**NEMO WORKFORCE DEVELOPMENT BOARD**

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[www.nemowib.org](http://www.nemowib.org)

**NEMO WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**January 25, 2021**

**WDB Members**

**Present**

Michael Purol  
Corey Mehaffy  
Janice Robinson  
Shyla Brauch  
Jim Kolve  
Kara Berlin-Bates  
Steve Garner  
Mac Wilt  
Donny Carroll  
Stephanie Cooper  
Allie Bennett

**WDB Members**

**Not Present**

Darin Arnsmeier  
Les Cardwell  
Dennis Gill  
Joe Rubison  
Mike McGhee  
Steve Sellenriek  
Gabe Suddarth  
Mark Chambers  
Lydia McClellan  
Carolyn Chrisman  
Annette Sweet

**CLEO's**

**Present**

Glenn Eagan  
Chris Gamm  
Ryan Poston  
Mark Shahan

**CLEOs**

**Not Present**

Rodney Cooper  
Deanne Whitston  
Buddy Kattelman  
John David Lomax  
Joseph Kaimann  
John Truesdell  
Alan Wyatt  
Duane Ebeling  
Mike Whelan  
Ronnie Leckbee  
Joe Gildehaus  
John Lake

**Guests**

**Present**

Chad Eggan  
Janet Hickey  
Sheree Prebe  
Mandy McClanahan  
Erica Davis  
Shari Schenewerk  
Sutarrah Campbell  
Melodie Brigman  
Kenneth Mall  
Stephanie Cooper  
Nathaniel Dunne  
Wendy Brumbaugh  
Dana Keller

**WDB Staff**

**Present**

Diane Simbro  
Sharon Hillard  
Beth Whelan

## **ROLL CALL OF THE NORTHEAST REGION CLEO CONSORTIUM**

Janice Robinson took roll call of the CLEO Consortium. Four CLEOs were present and a quorum was not established.

### **APPROVAL OF CLEO REPLACING JOHN TRUESDELL**

Due to the lack of a CLEO Consortium quorum, the CLEOs present decided to conduct the voting actions electronically.

### **MEETING CALLED TO ORDER**

Chairperson Michael Puro called the January 25, 2021 Northeast Missouri Workforce Development Board (NEMO WDB) meeting to order at approximately 1:00 p.m. The meeting was conducted electronically through Zoom.

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

Secretary/Treasurer Janice Robinson took roll call. Eleven members were present and a quorum was established.

### **APPROVAL OF CONSENT AGENDA**

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

### **KEN MALL – JOB CENTERS OF THE FUTURE PRESENTATION**

Ken Mall, Managing Director, Workforce Consulting EDSI representing the consulting team hired by OWD provided a presentation regarding Job Centers of the Future. He discussed the various phases of the project which included focus groups, benchmarking and research, policy workshops, marketing and outreach, task force meetings, analysis and policy report and close out. He said they wanted to be completely transparent with the study. They have asked for input and have interviewed both WIOA and OWD staff, job seekers and employers. They have looked at the processes in other states. They are looking at the people, process, policies, technology to see what is working, and what is not. They will map out everything to see what is necessary and what isn't and to find opportunities for training and streamlining. The reduction of funding was discussed. He also discussed Omni Channel, which is the idea of diverse and multiple access or entry points for customers to obtain Job Center services. Ken also answered questions from the members after his presentation.

### **ADULT AND DISLOCATED WORKER RFP (February – March)**

Diane said the Region must procure the contracts for its Adult and Dislocated Worker programs this year. She is currently working with all the other State Regions to compile a bidders list for the Request for Proposal (RFP). She plans to have the RFP ready sometime in February or the first of March. She asked the members to contact her if they knew someone she should send the proposal to.

### **FISCAL AUDIT UPDATE & APPROVAL TO EXTEND CONTRACT**

Diane said the region has really struggled to find a CPA to audit our WIOA programs because it is so complex. The last time the WDB put out the RFP it only received one proposal. The firm said they had done WIOA auditing and they had referrals so we accepted their proposal. However, they really did not know very much about WIOA and it has not worked out very well. She believes they are close to being finished with the PY18 audit but it is a year late. As soon as they complete this audit, they need to get started on the PY19 audit. Diane said we do not have enough time to RFP for another auditor. She thinks that they have learned enough that the next audit will go much smoother and quicker.

Jim Kolve moved to extend the auditing contract for PY19 to Botz, Deal and Company CPA. Donny Carroll seconded the motion and the motion was unanimously approved. Due to the lack of quorum for the Commissioners, they will vote on the issue electronically at a later date.

## COMMITTEE REPORTS

- **Executive Committee**

- **One-Stop Certification Update Approval**

Michael said the One-Stop Certification had been approved and he thanked staff for all of their hard work on the process.

- **Program Performance /Expenditure Update**

Prior to the meeting, Program Performance and expenditure updates were sent to everyone. Diane reviewed both of the reports with the group. Diane felt the numbers will improve. She said staff met last week and discussed performance and ways to be proactive and improve the numbers.

- **Quarterly Sub-Recipient Benchmark & Quarterly Report Card from OWD**

Prior to the meeting, copies of the Sub-Recipient Benchmark Report and the Quarterly Report Card were sent to everyone. Diane reviewed the reports and said we are working to improve those numbers and meet our goals. She said we are not spending enough Dislocated Worker funding and we are doing outreach to try to improve the enrollment numbers. She mentioned that through the Cares Act funding staff enrolled 53 people into training and spent \$190,597.25 for training in less than three months. She said the NE Region was number five in the State and she thanked the staff for their hard work.

- **Customer Surveys**

Customer surveys reports were sent to everyone prior to the meeting for their review. All of the customer reviews were positive. These are reviewed by staff at their respective staff meetings.

- **Employer Engagement Committee**

Employer Engagement Committee Chair Jim Kolve provided an update. He said the Committee met on January 13 and reviewed the St. Louis County 2020 Rescue report. Jim said their area has similar issues as our region. They also discussed the Workforce 2030 Report from the MO Chamber of Commerce. He said they have improved the business climate of mid Missouri and their major focus is to improve the workforce. Next, the Committee discussed the 2020 Workforce report developed by the Department of Higher Education. Afterwards, the members participated in a roundtable discussion where they discussed the services and activities of all the partners. The next Employer Engagement Committee meeting is scheduled for March 29.

- **Youth Council Committee**

Chairperson Mark Chambers was not present so Sharon Hillard provided the report for the Youth Council. Sharon said the Youth Council met on January 14, 2021 and the following items were discussed:

- Diane shared a MoPerforms performance report and reviewed Youth performance measures and expenditures. Diane felt the numbers would continue to improve but we still had a lot of work to do. She said we also need to closely track our expenditures to ensure we meet our required expenditure rates, and she noted that we will need to increase our youth enrollments to meet those goals.
- Youth Service Providers provided updates regarding their youth enrollments and expenditures.
- A roundtable discussion was held where the partner agencies shared information regarding their services and activities.

The next Youth Council meeting is scheduled for April 8 at 10:00 am.

## EO DATA AND STAFFING ANALYSIS REPORTS

Sharon said on January 15, State EO Officer Danielle Smith reviewed the Region's 4th Quarter PY19 EO Monitoring. The only concern was with our outreach. We need to ensure that our outreach materials are available in languages other than English. We are working to develop these materials. Our region

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currently has some Spanish, Congolese and Vietnamese-speaking individuals. Danielle also reviewed our Region's 1st Quarter PY20 EO Monitoring. Danielle suggested that our Region's Babel notice be visible on the home page of our website to make it more user friendly for our English as a Second Language participant.

Sharon said the WDB's EO Staffing Data Analysis for PY19 - YEAR END 6/30/2020 was submitted to the State. The NEMO WDB captured staffing changes including hiring, terminations, promotions and staff training. Demographics for applicants was also collected from those that volunteered. After comparing and evaluating the data, it was found that 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 found that minority populations were also lacking. However, because over 93% of our available workforce is white, this was not surprising or of concern.

Sharon said the WDB's EO Program Data Analysis for PY 2018 was completed and submitted to the State December 31, 2020. This report reviews the regions provision of program services to individuals to determine if there is any adverse impact to any group or groups of individuals. The evaluation showed a significant improvement in our overall adverse impact. However, we are still showing adverse impact with individuals in the 55+ age group and we will continue to encourage these individuals to participate in the various programs we offer. Our data does indicate that the Region is serving a large disabled population, which has been an area of adverse impact in the past. This improvement is a result of our partnering efforts and formal referral process. The data analysis results were discussed with all Functional Leaders and staff to evaluate and brainstorm additional outreach strategies to ensure we are providing outreach to all populations. The NEMO WDB and sub-contractors will be collaborating with Voc Rehab, Learning Opportunities and other service organizations to bring more awareness of our services and engage employers to educate them on why they should consider hiring people with barriers.

## **REGIONAL BUSINESS UPDATE**

Shari Schenewerk said they are continuing to do business outreach; much of it electronically. They continue to see business development. Shari said she was excited by the presentation earlier because she feels they are already providing many of the services to business that were discussed. Regional engagement through economic development talks to the company about workforce opportunities on day one. Shari said they did a company follow up call with the Hannibal Job Center recently and the company's workforce needs came up during the conversation. Job Center staff immediately provided them with information and the company seemed happy with the different options they provided. Shari said the region continues to have opportunities. There is a lot going on in Pike, Montgomery and Warren Counties and they hoped to have some news there soon. Palmyra, Hannibal, and even Monroe City had some things happening there. There are many possibilities in Macon because of the location. Moberly is anxiously awaiting Plumrose, the big meat manufacturer, coming to that city. They will be getting ready to hire soon. Shari said there is a lot of potential in the Kirksville area and even some in the Kahoka and Memphis areas. Shari said activity means jobs. On the downside, she said tourism has taken an incredible hit due to the pandemic. She anticipates that even with the new grants and loans going through, that we will continue to have dislocated workers there. She hopes we will be able to guide those individuals to the Job Centers to provide them the assistance they need. Shari said she might be able to provide three to five announcements by the next WDB meeting. She noted that they are doing outreach for the new federal loans that are out there and the payroll protection plan has been extended.

## **JOB CENTER UPDATES**

### **• Warrenton Job Center Update**

Janet Hickey provided a summary for the Warrenton Job Center. She said the Job Center works closely with Tight 360 an employer located in Jonesburg, MO. Right now, they have two individuals participating in the On-the-Job Training program there. One is an Out-of-School Youth and the other is a Dislocated Worker. Both started in October. One is receiving training as a CNC programmer and the other is being trained as a welding fabricator. If the participants are hired, they will then become a part of

Tight 360's apprenticeship program for advanced manufacturing. Janet said she has been working with the St. Charles Veteran LVER doing outreach with employers. She talked about two individuals who experienced success through the WIOA programs. Through the Adult program, one individual received training at the Center for Advanced Dental Assisting. Upon graduating, she was employed immediately as a surgical technician at an Oral Surgery Center. The other individual received training through the Dislocated Worker program and attended MTC Truck Driver Training. He is now employed by Hogan Transport. For program enrollments, the Job Center has 24 adults, 8 dislocated workers, 2 OJT's, 4 SNAP individuals, 5 DRJP individuals and 9 individuals enrolled in Cares Act.

- **Kirksville Job Center Update**

Mandy McClanahan provided a summary for the Kirksville Job Center. She said the Kirksville Job Center has two new staff members. Jeremiah Beamer was hired for the LVER/DVOP position and Carmen Moore-Zimmer was hired for the front desk. For enrollments, they have 53 active Adults/Dislocated Workers and 22 active Youth customers. The Job Center will be conducting a drive-through job fair March 26 from 11:00 until 2:00. It will take place in the MACC parking lot, and MACC has donated 200 bags for the event. RESEA enrollments continue, and Terra has 243 active job orders. Mandy said the daily traffic flow is increasing. They average 25 to 30 customers per week and have an average of 415 incoming/outgoing calls. Staff meetings are continuing. January 26 will be the first Statewide Virtual Job Fair. Assigned LVER's from each region will be responsible for hosting the event bi-weekly.

- **Hannibal Job Center Update**

Erica Davis provided a summary of the Hannibal Job Center activities. She said in order to keep the individuals in the Job Center at an acceptable number; the Center was taking appointments to meet with customers. Customers are able to access services without an appointment as long as occupancy allows. OWD has stated that the appointment status for in-person services will continue until close of business February 12. Erica provided the list of Virtual Job Fairs scheduled for January through June. She said WIOA staff currently has 42 active Adults and Dislocated Workers. They have 15 individuals enrolled in training at Hannibal LaGrange, 5 at Pike Lincoln, 2 at John Wood Community College, 3 at MedCerts, 2 in CompTIA, 1 registered apprenticeship and 13 Skill Up participants. She also provided an update on training expenditures.

### **CHAIRMAN'S REPORT**

Michael said the Region continues to be flexible in how it serves individuals through COVID and he appreciated all the work from the staff.

### **DIRECTOR'S REPORT**

Diane talked about the Incumbent Worker Training (IWT) program. She said one of the Incumbent Worker trainings is in Kahoka and is Fiber Optic and Solar training. The other just completed and was with Hannibal Crane. She said the IWT program paid for the crane and the instructor for the training. Pictures and updates would be forthcoming. Diane said she and Sharon were still working remotely and Beth was working at the office. The WDB's landlord is going to be doing some renovations to the building and we aren't sure when that is going to begin or be completed. She said OWD had just released the issuance for Board Certification and that would need to be completed by April 30. Diane said the State has received planning numbers from USDOL and we have been told they are very preliminary. It does show a decrease of funding for Missouri. She said OWD gave us \$25,000 in Cares Act funds to pay for PPE expenses. Along with hand sanitizers, modifications etc., we were able to purchase laptops, headsets, mobile printers and scanners and we are ready to work remotely.

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

Glenn Eagan said Shelby County had spent all of its Cares Act funding. Pike County had a little bit left and Ryan Poston said Montgomery County had not spent all of theirs.

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

Chad Eggan said on January 13 and 14 a group from Missouri Northeast went to the Capitol. They had appointments scheduled with House Members, Senators and the Lieutenant Governor. They were able to meet with the Lieutenant Governor and started their House sessions but their plans changed that entire day due to the censorship of one of their members. He said they have a second day planned for February 11 to finish meeting with House Members. They were able to meet with the Budget Chair, the Lieutenant Governor and some senators. Chad said there is an agenda for the Missouri Northeast area that was put out, which includes broadband and workforce, and they tried to explain that today broadband and workforce are very much tied together. He said the Lieutenant Governor was very appreciative of the visit. On the workforce side, they talked about the Missouri One Start and the Fast Track programs. They asked that the eligibility for those programs be re-evaluated due to the income level disqualifying so many individuals. They also talked about community improvement districts, transportation development districts and incentives for economic development. Chad felt some of the St. Louis group is starting to understand that the Northeast area is different from the St. Louis City and St. Louis County areas. He said they are trying to explain that the Northeast and Northwest areas have a different story and the same rules should not apply to the whole state. Chad said they were very receptive to what they had to say. He also noted that several of the counties were able to use the Cares Act funding toward workforce and broadband.

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

The next NEMO WDB Meeting is scheduled for April 19, 2021 at 1:00 pm. Zoom virtual unless notified otherwise.

## **ADJOURN**

Janice Robinson moved that the meeting be adjourned. Jim Kolve seconded the motion, and the meeting adjourned at approximately 2:50 pm.

Respectfully Submitted,

Janice Robinson