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**NEMO WORKFORCE DEVELOPMENT BOARD**

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**NEMO Workforce Development Board  
YOUTH COUNCIL  
Meeting Minutes  
June 15, 2021**

**PRESENT**

**Youth Council Members**

Mark Chambers, Moberly Area Community College  
Kristin Mosley, MACC Access & ADA Services  
Stephanie Cooper, Douglas Community Services  
Melissa Layman, Vocational Rehabilitation  
Shannon Hinson, Adult Education & Literacy

**GUESTS**

Janet Hickey, Boonslick RPC  
Sheree Prebe, Gamm, Inc.  
Jim Kolve, WDB Member

**NEMO Workforce Development Board Staff**

Diane Simbro, NEMO WDB  
Sharon Hillard, NEMO WDB  
Wonda Hart, NEMO WDB

**NOT PRESENT**

**Youth Council Members**

Whitney Kertz, Westran School District  
Polly Matteson, Truman University  
Will Hays, LOQW  
Michael Purol, NEMO WDB Chair  
Kristin Plunkett, Probation and Parole Officer II  
State of Missouri  
Chuck Hartman, Employer

**Chief Local Elected Official (CLEO)**

Glenn Eagan, CLEO Chair

## **MEETING CALLED TO ORDER**

Chairperson Mark Chambers called the June 15, 2021 Northeast Missouri Workforce Development Board (NEMO WDB) Youth Council (YC) meeting to order at approximately 1:00 p.m. The meeting was conducted through Zoom.

## **ROLL CALL AND SIGNATURE SHEET**

Roll call was taken. Five members participated and a quorum was established. A total of 11 individuals participated in the meeting.

## **APPROVAL OF AGENDA AND MINUTES**

The agenda was amended to include the approval of the minutes of the previous meeting. Stephanie Cooper moved to approve the agenda as amended and the motion was unanimously approved.

Melissa Layman moved to approve the April 8, 2021 YC Minutes as presented. Shannon Hinson seconded the motion and the motion was unanimously approved.

## **PERFORMANCE REPORTS**

Diane reviewed the Youth Program Performance Reports with the Committee. She said the Region was doing well and had either exceeded or achieved 90% of all of its performance goals. Performance by Job Center was also reviewed. The Hannibal Job Center which includes LaBelle met all measures. The Kirksville Job Center which includes Macon met all measures except Employment Q2 which was at 97.4% and they need one more. The Warrenton Job Center met the Employment Q4 and Skill Gains measures. However, they were in the red for Employment Q2 (at 57.7% and needed three more) and they were in the red for the Credential measure (at 86.6% and needed two more). Diane was not hopeful that they had time to meet those measures.

## **MONITORING REPORT**

Sharon Hillard said OWD monitoring was conducted quarterly. Issues found are addressed when each quarter's monitoring is completed and a final report is compiled when all quarters are completed. OWD then compiles that information and provides a final report for the program year. The PY20 Compliance Monitoring Report noted concerns regarding the following:

- Youth Objective Assessments (developmental needs not assessed)
- Individual Service Strategies (goals and objectives, documentation of skills gap and justification with LMI missing)
- Case notes (late, missing or incomplete)

Sharon said most of the issues noted were addressed earlier in the year and most were not an issue at the present time. Overall, the monitoring has shown significant improvement. Diane said the WDB provides weekly trainings to staff and OWD is now hosting Wise Up Wednesday trainings, which have been a great help.

## **COMMITTEE STRUCTURE**

The Youth Committee structure was discussed. Diane said Alonna Kiser (10<sup>th</sup> Circuit Juvenile Office) had retired and Chuck Hartman (employer representative) was inactive. She suggested contacting the 10<sup>th</sup> Circuit Juvenile Office to see if they had someone they would like to appoint to the YC to replace Alonna and contacting Chuck Hartman to see if he was still interested in serving. It was the consensus of the Committee that Diane make those contacts.

## **JOB LEAGUE PROGRAM AND YOUTH UPDATE**

Diane said the Region had a 10% reduction in funding for the Youth Program this year (lost \$26,598.00). The Adult program decreased 10% and the Dislocated Worker funds decreased 1%. Most of the Regions throughout the state received a decrease in funding. She noted that the Region has received a 10% cut in funds every year since 2018.

Diane said she has asked Sheree to put together a proposal to duplicate the BEST Program at other school districts to try to get some additional funding. The state is aware of the BEST program and she felt the proposal had a good chance of being accepted.

### **BEST VIDEO**

The BEST video was shared with the Committee. Afterwards, Committee Member Stephanie Cooper whose son participated in the program shared her testimony. Stephanie said she watched her son grow through the program and the change was significant. He continues to work at the hospital and all of the students now have jobs. All of the kids got their learners permits and may all have their Driver's License now. She said individuals with disabilities provide great benefits to employers. They have excellent attendance and are very dependable. She encouraged others to open their sites to the program. She said Douglas Community Services has been participating in the program for two years. It was noted that Gamm staff Elaine Miller works with the kids in the program at Hannibal and is excellent with the kids.

### **JOBS LEAGUE PROGRAM**

Diane said the contracts for the Jobs League Program have not been received and she has very little information regarding the funding. She will share this information with the Committee when received.

### **YOUTH SERVICE PROVIDER UPDATES/REPORTS**

- **Gamm, Inc.**

Sheree Prebe reviewed the report for Gamm, Inc. Total Out-of-School Youth (OSY) served was 48 and total In-School Youth (ISY) served was 24. Gamm has 5 youth in classroom training activities. The youth are participating in Welding, Heavy Equipment, Practical Nursing, EMT and Advanced Nursing training. A total of \$22,464.02 has been spent. Gamm has 7 OSY and 11 ISY enrolled into work experiences. This includes work experiences through the BEST Program at Hannibal Regional Hospital and Douglas which has been very successful. They have also had service technician, retail salesperson, auto mechanic intern, food service, environmental service, guest services/information clerk, shipping and receiving, maintenance, hair salon assistant, office clerk and childcare workers. Sheree said Gamm has 22 youth enrolled into the Scholars at Work program and has expended \$31,303.22. Ten participants have attained their HSE since July 1, 2020. Total incentives provided were 58 at a cost of \$7,200.00. Total expenditures for Supportive Services was \$2,616.98. Gamm has a total cost per participant of \$2,660.58 for ISY and \$3,006.00 for OSY.

- **Boonslick Regional Planning Commission (BRPC)**

Janet Hickey reviewed the report for BRPC. Total OSY served was 10 and total ISY served was 7. BRPC has 3 youth in classroom training activities. The youth are participating in welding and nursing. A total of \$4,699.00 has been spent. BRPC has 3 OSY and 3 ISY enrolled into work experiences. This includes work experiences for janitorial, lawn care and recycle center workers and one youth participating in and OJT at Tight 360. BRPC had one youth enrolled into the Scholars at Work program. The youth never returned in 2021 to complete his testing and they have expended zero dollars. BRPC has expended \$300.00 on youth incentives. One youth has received supportive services and they have expended a total of \$180.87. BRPC has a total cost per participant of \$4,426.08 for ISY and \$7,206.73 for OSY. Total expended for Connections to Success training was \$4,500.00.

## **OTHER BUSINESS ROUNDTABLE – AGENCIES**

Melissa said her agency filled all the summer youth employment spots at Moberly and the program was going well.

Shannon said AEL plans to return to face-to-face classes in the fall. Mark said he was the HSE proctor for MACC and the number of students per testing was discussed. Compared to normal they were down 33% for participation.

Mark said MACC was expanding. They will be offering a Science Behavior Health program and their Vet Technician program was going strong in Mexico. Their Practical Nursing classes will begin in August.

Diane said the WDB's grant application for a Pre-Apprenticeship program was approved. Employers involved will be NECAC, with a focus on construction/weatherization, and Landesign LLC in Lincoln County. The Pre-Apprenticeship will lead to a Registered Apprenticeship. The Pre-apprenticeship will involve employability skills and safety training. Individuals who pass this portion will receive a credential. Then they will move on to hands-on, on-site training for approximately one week. Individuals will be guaranteed an employer interview. Both companies plan to hire approximately 40 people each. She said the grant is focused on hiring minorities and individuals with disabilities. Recruitment for the program has already begun. Individuals age 18 and older who are eligible to work in the U.S. can participate. The WDB will also be doing a pre-apprenticeship with MACC regarding their Industry Technician program at the Hannibal and Mexico campus.

## **NEXT MEETING DATE/LOCATION**

The tentative date for the next Youth Council meeting was scheduled for September 1, 2021.

## **ADJOURNMENT**

The meeting adjourned at approximately 2:40 p.m.

**CLOSED SESSION UNDER SUNSHINE LAW SECTION 610.021(12)**

**Sealed bids and related documents**

Melissa Layman moved to go into Closed Session under Section 610.021(12) Sealed bids and related documents, until the bids are opened, and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected. Kris Mosley seconded the motion and the motion was unanimously approved.

The Committee discussed the performance, both programmatic and fiscal, of the Youth subcontractors Gamm, Inc. and Boonslick Regional Planning Commission (BRPC). It was noted that the Committee wished to see the updated performance reports for BRPC when available. Then, the following motions were made:

Melissa Layman moved that the Youth Council recommend that the NEMO Workforce Development Board extend the WIOA Title 1B-Youth Service Programs for the Kirksville and Hannibal Job Center areas for Program Year 2021 to Gamm, Inc. Kristin Mosley seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Melissa Layman moved that the Youth Council recommend that the NEMO Workforce Development Board extend the WIOA Title 1B-Youth Service Programs for the Warrenton Job Center area to Boonslick Regional Planning Commission. Kristin Mosley seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Melissa Layman moved to come out of Closed Session under Section 610.021(12) Sealed bids and related documents, until the bids are opened, and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected. Kris Mosley seconded the motion and the motion was unanimously approved.