



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

April 19, 2021

**WDB Members
Present**

Michael Purol
Corey Mehaffy
Janice Robinson
Darin Arnsmeier
Jim Kolve
Kara Berlin-Bates
Steve Garner
Stephanie Cooper
Allie Bennett
Lydia McClellan
Carolyn Chrisman
Annette Sweet

**WDB Members
Not Present**

Shyla Brauch
Mac Wilt
Donny Carroll
Les Cardwell
Dennis Gill
Joe Rubison
Mike McGhee
Steve Sellenriek
Gabe Suddarth
Mark Chambers

**CLEO's
Present**

Glenn Eagan
Chris Gamm
Ryan Poston
Deanne Whiston
Mike Whelan
Luther Green

**CLEOs
Not Present**
Rodney Cooper
Mark Shahan
Buddy Kattelman
John David Lomax
Joseph Kaimann
Alan Wyatt
Duane Ebeling
John Lake
Ronnie Leckbee
Joe Gildehaus

**Guests
Present**

Chad Eggan
Janet Hickey
Sheree Prebe
Mandy McClanahan
Erica Davis
Dana Keller
James Smith
Kim Cull
Bryan Trappe
John Zerbonia
Jeremiah Beamer
Don Smith

**WDB Staff
Present**

Diane Simbro
Beth Whelan

ROLL CALL OF THE NORTHEAST REGION CLEO CONSORTIUM

Roll call of the CLEO Consortium was taken by Janice Robinson. Six CLEOs were present and a simple majority quorum was established.

CLEO APPROVAL OF BY-LAWS (Signed Attestment) & CLEO APPROVAL OF CONSORTIUM AGREEMENT (Signed Attestment)

The CLEO's did not have a two-thirds majority of the CLEO Consortium present. Since a two-thirds majority is required for the approval of the CLEO By-Laws and the CLEO Consortium Agreement, the CLEOs decided to conduct the voting on the two issues electronically at a later date.

SELECTION OF NOMINATIONS COMMITTEE FOR CLEO PY21 OFFICERS

Chairperson Commissioner Glenn Eagan ask Commissioner Mike Whelan to select two additional CLEOs to serve on the Nominations Committee to develop a slate of individuals for the PY21 CLEO Officer nomination.

MEETING CALLED TO ORDER

Chairperson Michael Purol called the April 19, 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

Roll call was taken by Secretary/Treasurer Janice Robinson. Ten members were present and a quorum was established. Two others joined late raising the total to twelve.

APPROVAL OF CONSENT AGENDA

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

NOMINATIONS/RECRUITMENT COMMITTEE-VOTE ON PY21 WDB OFFICERS

Committee Chairperson Annette Sweet ask Diane to read the slate of PY21 WDB Officers for nomination. Those nominated for the positions were as follows: Chair–Michael Purol, Vice Chair– Allie Bennett and Secretary/Treasurer–Janice Robinson. Nominations from the floor were also requested.

Annette Sweet moved that the slate of WDB Officers for PY21 be approved as presented. Corey Mehaffy seconded the motion, and the motion was unanimously approved.

REPORT CARD, PERFORMANCE & EXPENDITURE REPORTS

Diane reviewed the OWD Quarter 2 Report Card. She addressed the issues listed in the report including low expenditures for PY19 and PY20 funds, low enrollments and expenditures in Mo43, the FY19 audit not being completed and low Dislocated Worker median earnings. Diana said a letter of response addressing those issues had been sent to OWD and she reviewed those responses.

Diane reviewed performance information. She explained that performance measures met or exceed were highlighted in green. Measures that were 90% or over were highlighted in yellow, and measures below 90% were highlighted in red. As a region, all measures were green and yellow. The Warrenton Job Center had some measures highlighted in red. It is believed that these are not correct and a ticket has been sent to Geosol requesting an investigation of those measures. When she receives an updated report, she will send a copy to the Board.

FISCAL & PROGRAMMATIC MONITORING REPORTS

The Fiscal and Programmatic Monitoring reports were provided to the Board and CLEOs prior to the meeting. Sharon was unable to attend so Diane reviewed the summary for the Programmatic Monitoring. For BRPC, there were no concerns, findings or disallowed costs. A total of 149 files were reviewed and there were 36 comments. For Gamm, Inc., there were no concerns, findings or disallowed costs. A total of 356 files were reviewed and there were 27 comments. Common errors found included issues with employment plans, objective assessments, case notes, activity codes and resumes. Diane noted that ongoing monitoring was being done and training was being provided individually and through weekly staff meetings as needed. She added that comments had decreased and the monitoring issues had improved.

Fiscal Monitoring reports for the subcontractors were provided to the Board and CLEOs for their review. Beth reviewed the reports and said there had been much improvement with the receiving of timely expense and support documentation. BRPC had \$158.04 in disallowed costs and Gamm had no comments and no disallowed costs. She said a 3-day training had been provided to both subcontractors.

Jim Kolve moved to approve the Fiscal and Programmatic Monitoring of both the Boonslick Regional Planning Commission and Gamm Inc. as presented. Corey Mehaffy seconded the motion and the motion was unanimously approved. Commissioner Deanne Whiston moved to approve the Fiscal and Programmatic monitoring of both the Boonslick Regional Planning Commission and Gamm Inc. as presented. Commissioner Ryan Poston seconded the motion and the motion was unanimously approved.

PERSONNEL – FISCAL OFFICER RESIGNATION/REPLACEMENT

Diane said Beth Whelan had given her notice and she would be resigning as the WDB's Fiscal Officer. She appreciated everything Beth had done and she said the position would be hard to fill. Diane said she had interviewed one individual that applied for the position in the past and she would be contacting the West Central Workforce Region to inquire about their success with the sub-contracted services they received from a CPA firm.

Diane said due to the WDB auditor's inability to complete the audit, she felt they needed to review all options including hiring a new auditor that could complete the PY18 and PY19 audits that are past due. She is currently working to locate someone. Diane and Beth have been keeping OWD abreast of the situation.

COMMITTEE REPORTS

- **Youth Council (YC) Update**

Youth Council Chairperson Mark Chambers was unable to attend so Diane provided the update. She said the Youth Council met on April 8, 2021. Guest Speaker was Ben Thatcher with MERS Goodwill who provided an update regarding the MO Job Assistance and SkillUp services they provide. The YC reviewed Youth subcontractor performance both programmatic and financial. The YC then went into closed session to discuss and vote on the recommendation to extend the Youth contracts.

- **Employer Engagement Committee Update**

Chairperson Jim Kolve said the Employer Engagement Committee met on March 29, 2021. They discussed the National Skills Coalition's recommendations regarding workforce. Other reports provided and discussed included the COVID 19 Healthcare report from Jill Williams our healthcare sector leader, the Missouri Enterprise report on COVID 19 regarding COVID's impact on MO manufacturers, the Economic Hardship report, the University of Missouri Economic Trends report and the MO Workforce Innovation and Opportunity Act Annual report from OWD. The next meeting will be held June 7, 2021.

- **Access Committee Update**

Chairperson Kara Berlin-Bates provided the Access Committee update. Kara said the Committee met on March 10. During the meeting, they discussed hosting fall Reverse Job Fairs in the Kirksville, Hannibal

and Warrenton areas. The plan of action is to check on dates for those job fairs in all of those locations. A roundtable discussion was held and the members provided updates regarding their operating conditions regarding the current COVID situation. The next meeting will be held June 14.

- **One-Stop Committee Update**

Chairperson Steve Garner provided the One-Stop Committee update. Steve said the Committee met on April 16, 2021 and reviewed the Performance and Expenditure Reports and the Fiscal and Programmatic Monitoring for Gamm Inc. and Boonslick Regional Planning Commission. After discussion, the Committee voted to recommend that the Northeast Region WDB approve the Performance and Expenditure Reports and Fiscal and Programmatic Monitoring reports as presented. Steve said the One-Stop Committee also reviewed and evaluated the two proposals submitted from bidders (Gamm Inc. and Boonslick Regional Planning Commission) for the PY21/FY22 Adult and Dislocated Worker Programs, One-Stop Operator and Staffing and Fiscal Functions.

- **Executive Committee**

Chairperson Michael Purol said the Executive Committee met on April 5th. Several of the issues already mentioned at tonight's meeting were discussed. The Committee also discussed the issues with the current auditor and agreed that, due to their inability to complete the audit, it was time to cut ties with them and find someone else. Personnel/staffing issues were also discussed.

CONFLICT OF INTEREST AGREEMENT

Diane said the Conflict of Interest Agreement must be signed annually by all Board members, Board staff, CLEOs, subcontractors and subcontractor staff. She summarized the agreement and said nothing had been changed since last year. Diane said she would email the Agreement to everyone via Adobe Sign for their signatures. If someone was not able to sign the document through Adobe Sign, please notify her and she would send the document another way. She asked that everyone review, sign and return the document to the WDB prior to the June Board meeting.

NEW POLICY REVIEW AND APPROVAL

Everyone was provided a copy of the NEMO WDB Issuance 36-2021 New Board Member Orientation for review. Diane summarized the policy and said an orientation would be provided and recorded for individuals to view.

Annette Sweet moved that the WDB approve NEMO WDB Issuance 36-2021 New Board Member Orientation. A vote was taken and the Issuance was unanimously approved. Commissioner Mike Whelan moved that the CLEOs approve NEMO WDB Issuance 36-2021 New Board Member Orientation. Deanne Whitson seconded the motion, and the motion was unanimously approved.

REGIONAL WORKFORCE UPDATE

Shari Schenewerk was unable to attend; however, she sent her update to Diane to share. Shari has a project approved, pending announcement, with both job creation and retention impacting 90 jobs. She has another project in final negotiations which would create 50 jobs. And yet another project ready to proceed without incentives creating 20 jobs. Shari was unable to provide names and locations at this time but she hopes to be able to share more at the next Board meeting. Diane said she and Shari are also meeting with another employer later this week regarding some opportunities.

JOB CENTER UPDATES

- **Kirksville Job Center Update**

Mandy McClanahan provided a summary for the Kirksville Job Center. She said Carmen Moore-Zimmer accepted the full-time front desk position at the Center. The Kirksville/Macon office has 53 active Adults/Dislocated Workers, 21 Youth and 20 SNAP participants. She noted that Terra and James continue to refer RESEA participants to WIOA. The Job Center hosted a successful drive-through job

fair March 26. They are seeing an average of 30-35 customers per week and they have an average of 473 incoming/outgoing calls per week. Weekly staff meetings are conducted on Wednesday's between 8-9:00 am. Smithfield Foods is conducting interviews at the Job Center. Terra and James have started scheduling NCRC testing. Mandy attended a youth career fair at the Grand River Welding Institute on March 26 and provided outreach there. The Moberly Area Chamber of Commerce will be holding a drive through job fair scheduled for May 13 from 1:30-5:30. Shari Schenewerk and Job Center staff are planning an employer services event. Tentative date is May 27 from 11-5:00. The focus of the event will be manufacturing. Brian Trappe provided an update of the Veteran program. He said regional JVSG staff continue to support the State Virtual Job Fairs weekly. Staff has begun to participate in physical outreach once again. Two Vet staff members will be volunteering to work at the Moberly Chamber Job Fair event as well.

- **Hannibal Job Center Update**

Erica Davis provided a summary of the Hannibal and LaBelle Job Center activities. She said the Hannibal office has re-opened for normal walk-in business, and staff has been reaching out to employers to determine their hiring needs. They have also been engaging the schools to provide NCRC testing. The LaBelle office has been providing two employers with Incumbent Worker Training services. WIOA staff is currently serving 40 Adults and Dislocated Workers. Twelve individuals are co-enrolled in the SkillUp program. She provided an update of Youth participants and the various services they were participating in. Erica said 100% of the youth that participated in the BEST program during the past school year were now employed. She said staff completed 210 job orders in the last quarter. Most of these were in healthcare, transportation and production. Erica also provided a success story of a RESEA participant that was co-enrolled in WIOA Dislocated Worker and SkillUp. The single mother successfully completed training and passed her exams to become an LPN in July 2020. She quickly advanced to a LPN position. In March 2021, she reported that she recently received a \$3.00 per hour wage increase and is no longer on public assistance.

- **Warrenton Job Center Update**

Janet Hickey provided a summary for the Warrenton Job Center. She said the Center is seeing about 30 individuals per week. Since January, there has been an increase in the number of job openings in the area. Most of the openings are in construction, nursing, and dental assistance. Staff is starting their hiring events and job fairs. Most employers have expressed their desire to have face-to-face events as opposed to virtual events. They are working with a new employer (Uncle Rays) in Montgomery City. They are needing to fill several high-paying positions. Another local employer in the Jonesburg area is looking to hire youth ages 17-18 for the summer. He is willing to consider hiring youth that may not be Youth program eligible. Staff will be meeting with the Warren County School next week to talk to them about WIOA services including apprenticeship programs. They have also been providing outreach through their Community Partnership meetings. She provided information for two Dislocated Worker individuals that had completed their training successfully. For program enrollments, the Job Center has 25 adults, 9 dislocated workers, 2 OJT's, 4 SNAP individuals, 5 DRJP individuals and 9 individuals enrolled in Cares Act.

CHAIRMAN'S REPORT

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

DIRECTOR'S REPORT

Diane said there is a big push for Apprenticeship programs and she hopes to have some good opportunities to talk about at the June meeting. She is still waiting to hear if the region was awarded the Apprenticeship grant she submitted. After the grant was submitted, several additional employers expressed interest in being involved. Most of the apprenticeships were in the fields of production, light construction, industrial technicians and landscaping. Two of the employers are looking to hire over 40 individuals and we are beginning to recruit for the positions. She said the region is partnering with

NECAC and LanDesign on the pre-apprenticeships, working with MACC on the industrial technicians and we have signed a letter of support with East Central Community College. Reverse Job Fairs are being planned for Moberly, Hannibal and Macon. Other things happening with employers include registered apprenticeships, Incumbent Worker Training (IWT), OJTs, and we are still working with the re-entry individuals. In addition, she will be attending the Job Centers of the Future Summit next week where she should learn more regarding the future plans for the Job Centers.

BOARD MEMBER & CLEO UPDATES – ROUNDTABLE

The many job openings in the region and the difficulty finding employees were discussed. It was stated that employers may need to increase their wages in order to fill those positions. Other possible reasons mentioned for the lack of applicants were part-time employment, no benefits, low pay, long commutes and the increased UI benefits. Diane asked everyone to refer employers to the Job Centers so they can post their job openings. She said if staff is aware of the job openings, they may be able to direct candidates to the employers.

CONFIRMATION OF NEXT MEETING DATE & LOCATION

The next NEMO WDB Meeting was scheduled for June 21, 2021 at 1:00 pm. Zoom virtual unless notified otherwise.

CLOSED SESSION UNDER MO STATUTE 610.021 (12)

Discussion of Sealed Bids and Related Documents of Competitive Bidding – for One-Stop Operator and Staffing, WIOA Adult & WIOA Dislocated Worker Services for PY21

Jim Kolve moved to go into closed session under MO Statute 610.021(12). Annette Sweet seconded the motion, and the motion was unanimously approved. Commissioner Deanne Whiston moved to go into closed session under MO Statute 610.021(12). Commissioner Mike Whelan seconded the motion, and the motion was unanimously approved.

OUT OF CLOSED SESSION

Steve Garner moved to come out of closed session under MO Statute 610.021(12). Jim Kolve seconded the motion and the motion was unanimously approved. Commissioner Deanne Whiston moved to come out of closed session under MO Statute 610.021(12). Commissioner Ryan Poston seconded the motion, and the motion was unanimously approved.

ADJOURN

The meeting adjourned.

Respectfully Submitted,

Janice Robinson