



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

June 21, 2021

**WDB Members
Present**

Michael Purol
Mark Chambers
Janice Robinson
Jim Kolve
Kara Berlin-Bates
Steve Garner
Stephanie Cooper
Carolyn Chrisman
Annette Sweet
Yvonne Wright

**WDB Members
Not Present**

Shyla Brauch
Mac Wilt
Les Cardwell
Dennis Gill
Joe Rubison
Mike McGhee
Steve Sellenriek
Gabe Suddarth
Corey Mehaffy
Allie Bennett
Lydia McClellan
Darin Arnsmeier

**CLEO's
Present**

Glenn Eagan
Chris Gamm
Mark Shahan
Luther Green

**CLEOs
Not Present**
Rodney Cooper
Buddy Kattelman
John David Lomax
Joseph Kaimann
Alan Wyatt
Duane Ebeling
John Lake
Joe Gildehaus
Ryan Poston
Deanne Whiston
Mike Whelan
John Tracy

**Guests
Present**

Chad Eggan
Janet Hickey
Sheree Prebe
Mandy McClanahan
Erica Davis
Dana Keller
Sara Hudon
Kim Cull
Shari Schenewerk
Janet Meyers

**WDB Staff
Present**

Diane Simbro
Sharon Hillard
Lawonda Hart

ROLL CALL OF THE NORTHEAST REGION CLEO CONSORTIUM

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

APPROVAL OF CLEO CONSORTIUM MEMBER AND APPROVAL OF WDB BOARD MEMBER

CLEO Chair Glenn Eagan said a letter was received from the Randolph County Commission replacing Commissioner John Truesdell with Commissioner John Tracy. Commissioner Mark Shahan moved that Commissioner John Tracy be approved to replace Commissioner Truesdell. Commissioner Luther Green seconded the motion, and the motion was unanimously approved.

Glenn said the CLEOs also received a letter of appointment for Yvonne Wright to the NEMO Workforce Development Board replacing Donny Carroll. Commissioner Mark Shahan moved that Yvonne Wright be appointed to the NEMO WDB replacing Donny Carroll. Commissioner Luther Green seconded the motion, and the motion was unanimously approved.

APPROVAL OF CLEO BY-LAWS, CLEO CONSORTIUM AGREEMENT AND ELECTION OF CLEO OFFICERS

Revisions to the CLEO By-Laws and CLEO Consortium Agreement and election of CLEO officers must be approved by a majority of two thirds of the membership of the CLEO Consortium. The By-Laws and Consortium Agreement was previously sent to the CLEOs for review. The CLEO Nomination Committee submitted the following slate of Commissioners for nomination as officers of the CLEO Consortium: Chair-Chris Gamm, 1st Vice Chair-Mark Shahan, and 2nd Vice Chair-Glenn Eagan. A two thirds quorum was not present and it was decided that the issues would be voted on electronically at a later date.

MEETING CALLED TO ORDER

Chairperson Michael Purol called the June 21, 2021 Northeast Missouri Workforce Development Board (NEMO WDB) meeting to order at approximately 1:15 p.m. The meeting was conducted electronically through Zoom.

ROLL CALL AND SIGNATURE SHEET

Roll call was taken by Secretary/Treasurer Janice Robinson. Nine members were present and a quorum was established. Yvonne Wright joined late raising the total to ten.

Diane said she was notified by WDB Member Shyla Brauch that her position at DFS has changed and appointment information regarding her replacement will be forthcoming.

APPROVAL OF CONSENT AGENDA

Annette Sweet moved to approve the consent agenda as presented. Janice Robinson seconded the motion and the motion was unanimously approved.

INTRODUCTION OF NEW PROJECT MANAGER WONDA HART AND FISCAL OFFICER SARAH HUDSON

Diane introduced the new WDB Project Manager Wonda Hart and Fiscal Officer Sarah Hudson. Both individuals greeted the Board and the Board welcomed them to the staff.

APPROVAL OF WDB-CLEO AGREEMENT (2/3 CLEOs) AND WDB BY-LAWS

The WDB and CLEO membership was provided a copy of the WDB/CLEO Agreement prior to the meeting for their review. Diane said the Agreement required that 2/3 of the CLEO membership be

present in order to vote on the issue. Therefore, this issue would also be sent to the CLEOs to vote on electronically at a later date. For the Board, Carolyn Chrisman moved that the WDB/CLEO Agreement be approved as presented. Mark Chambers seconded the motion and the motion was unanimously approved.

WDB Members were provided a copy of the WDB By-Laws prior to the meeting for their review. Diane reviewed the revisions to the agreement. Annette Sweet moved that the WDB By-Laws be approved as presented. Stephanie Cooper seconded the motion and the motion was unanimously approved.

PERFORMANCE AND EXPENDITURE REPORT THRU MAY 31, 2021

The expenditure reports through May 31st were provided to everyone prior to the meeting for review. Diane reviewed the information and asked for questions. She said the Region was required to spend 40% or more of its Adult and Dislocated Worker funding on participants and 60% or less on operational. Currently, the Region was at 64% on operational costs and was overspent. The same was true for the Youth program. She said the sub-recipients needed to spend more funds on participants. She noted that the Region is required to spend 50% of its funds on In-School Youth and 50% on Out-of-School youth and 20% must be spent on work-based learning. She also reviewed cost share and infrastructure expenditures, Mo43 Grant expenditures, TANF expenditures and WIOA Youth expenditures.

REPORTING:

WipFli Fiscal Monitoring, DHEWD Annual Monitoring Report, Board Certification, 3-Year Comprehensive Plan, Annual Agreement & Conflict of Interest

WipFli Fiscal Monitoring: Diane said OWD contracted with the CPA firm WipFli to perform the annual monitoring of all of the subrecipients of WIOA funds. The audit was completed in March with two compliance findings which was the completion of the Third Party Audit and a Trial Balance error which was determined to be an MIP technical issue and we are working to resolve. We responded that we have hired Wilson Toellner to work with the Third Party Audit and they accepted the response on June 4.

DHEWD Annual Monitoring Report: Diane said the review for the period of July 1, 2020 to May 28, 2021 was completed and reported to us on May 28, 2021. There were two compliance findings and four areas of concern. She reviewed all of the findings and concerns and the WDB's response to those concerns. A letter of acceptance for our response was received June 15, 2021.

Board Certification: Diane said the WDB received a letter of approval for our Board Certification on June 8, 2021.

3-Year Comprehensive Plan: Board Members and CLEOs were previously provided a copy of the 3-Year Comprehensive Plan that was submitted to OWD. Diane said some work remains to ensure our expenditures align with the decreased budget. The Executive Committee has formed an Ad-Hoc committee of three to begin using this data to provide options on future moves to keep the Board solvent. She will be monitoring this closely with the subrecipients. She then presented information regarding the decline in funds since PY15. She said since PY19, we are also required to abide by the 60/40 split for operating versus participant expenditures. We were at 64/36 prior to PY19.

Annual Agreement: Diane said the PY21 Annual Agreement between OWD and the Board had very few changes. The biggest change was the offer of incentives, which were described, if we meet performance and enrollment goals. Everyone was provided a copy and they can view the details of the changes in Sections 3-5. She reviewed the changes and said the Agreement was signed/finalized by Michael, Glenn, Diane and Dr. Leathers on May 4, 2021.

Conflict of Interest: Diane said the law requires Board Members, CLEOs, WDB Staff and Subrecipients complete the Conflict of Interest Policy form annually and submit the signed pages (6 and 7) to the WDB. Previously, a copy of the Conflict of Interest Policy was sent to everyone to review, sign and return to the

WDB office. However, only a few had been received. She asked those who had not submitted their signed statements to do so by July 1.

APPROVAL OF SUB-STATE MONITORING POLICY & ONE-STOP AGREEMENT

Diane said due to the change from annual monitoring to quarterly monitoring the Sub-State Monitoring Policy had to be revised. Everyone was sent a copy of the revised policy with the changes indicated with highlights and strikethroughs. In order to ensure Board Members are completely aware of our compliance with the law and what corrective actions have been put in place due to non-compliance, information regarding performance, monitoring, expenditures, etc. must be provided at Board meetings and documented in the minutes.

Jim Kolve moved to approve the Sub-State Monitoring Policy as presented. Janice Robinson seconded the motion and the motion was unanimously approved. Commissioner Chris Gamm moved to approve the Sub-State Monitoring Policy as presented. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

Board Members and CLEOs were sent a copy of the One-Stop Agreement prior to the meeting. Diane said the One-Stop Agreement, that had to be added to our Local Plan, was the same as in the contracts in the past. She shared and reviewed the agreement.

Mark Chambers moved that the One-Stop Agreement be approved as presented. Janice Robinson seconded the motion and the motion was unanimously approved. Commissioner Mark Shahan moved that the One-Stop Agreement be approved as presented. Commissioner Luther Green seconded the motion and the motion was unanimously approved.

Board Members and CLEOs were provided a copy of the Region's Report Card prior to the meeting. Diane shared the report and reviewed the findings. The status of both PY20 Quarters 2 and 3 were "Red (Crisis)". Reasons for this finding are provided below.

1. FY19 audit not completed.
2. Not meeting 60/40 (70/30) expenditure rate requirement.
3. Low expenditures for PY19 and PY20 Youth and DW.
4. Not meeting performance for DW Median Earnings.
5. Not meeting 50% OSY requirement.

For the trending time period of PY20 Q3 Jan-March 2021, the NE Region's current status was "Yellow" (Threat). Reasons for this finding are provided below.

- NE has found a new firm to address the completion of the audits. However, the firm does not take over until June 1. If the Audit is finalized by June 30th, Crisis status requiring immediate intervention could be reconciled. Obligations show promising for the PY20 funds but are still not 100% obligated for the PY19 funds. NE has increased OSY youth enrollments and is now meeting this requirement.

Promising practices noted were created partnership with the Housing Authority, the region participated in the Job Center Connect Pilot, the region collaborated with NECAC to create a Registered Apprenticeship and Pre-Apprenticeship and the region has 22 Incumbent Worker Training participants.

Diane asked for questions or discussion and there was none.

PY21 ALLOCATIONS/STAFFING & PROGRAM SPLIT (60/40), AE/PROGRAM SPLIT (8%/92%) – APPROVAL OF AE BUDGET

Board Members and CLEOs were sent a copy of the PY21 allocations/staffing and program split information prior to the meeting. There was a 10% decrease in Adult funds, 10% decrease in Youth funds and a 1% decrease in Dislocated Worker funds. The WDB office is allowed to retain 10% of those funds. The AE/Program split was 8% AE and 92% Program. The AE Budget was based on the total of that funding and a 1.3% COLA raise for Board Staff. The funding was then allocated to the subrecipients

based on the same indicators of population, unemployment rates and poverty rates for each county they service with 60% allowed for administration and 40% allowed for program cost.

Stephanie Cooper moved that the AE/Program split of 8%/92% be approved as budgeted. Mark Chambers seconded the motion, and the motion was unanimously approved. Commissioner Chris Gamm moved that the AE/Program split of 8%/92% be approved as budgeted. Commissioner Mark Shahan seconded the motion, and the motion was unanimously approved.

Jim Kolve moved that the Program Split of 60/40% be approved as presented. Steven Garner seconded the motion and the motion was unanimously approved. Commissioner Chris Gamm moved that the Program Split of 60/40% be approved as presented. Commissioner Luther Green seconded the motion and the motion was unanimously approved.

STAFF RASIES (Effective 7/1/21 for Diane & Sharon and 11/8/21 for Wonda)

Diane said the Executive Committee approved a COLA staff raise of 1.3% effective July 1 for Sharon and Diane and effective November 10, 2021 for Wonda when she completes her 6-month probationary period. This information was included in the WDB Budget presented earlier.

PY21 WDB MEETING DATES / DISCUSS IN-PERSON OR VIRTUAL OR HYBRID

The slate of PY21 WDB dates present were as follows: September 20, 2021; December 20, 2021; June 20, 2021 and Annual Board Training January 31, 2022. The consensus of the members was to try an in-person meeting with a virtual option. Members will be notified of location.

Jim Kolve moved that the meeting dates be approved as presented. Janice Robinson seconded the motion and the motion was unanimously approved. Commissioner Mark Shahan moved that the meeting dates be approved as presented. Commissioner Chris Gamm seconded the motion and the motion was unanimously approved.

COMMITTEE REPORTS

- Executive Committee

Chairperson Michael Purol said the Executive Committee met June 7, 2021 and most of the issues presented earlier in this meeting were discussed. Another issue discussed was the WDB Committee Structure. A copy has been sent to everyone and the description and responsibilities for the committees can be found in the WDB By-laws. We have members on these committees that have not been able to attend. Diane will be sending an email to those to see if they wish to continue on the committee. Anyone interested in serving on any of the committees should contact Diane. The Executive Committee also discussed the Fiscal Contract with Wilson Toellner and the cost for their services. A Strategic Planning Committee was formed (Michael, Glenn and Corey) to discuss Comprehensive Planning due to decreased funding. Job Center Certification was discussed as well. As of July 1, the Warrenton Job Center will be an Affiliate Job Center instead of a Comprehensive Job Center. The OWD Wagner-Peyser staff that was in this location retired and OWD will not be backfilling that position. To be a Comprehensive Site, it is required to have both WIOA and WP staff co-located.

- Employer Engagement Committee

Committee Chair Jim Kolve said the Employer Engagement Committee met on June 7, 2021. *Poverty Informed Practices by Chad Dull* a presentation provided at through MAWD was discussed. He noted that WDB Executive Director Diane Simbro was presented a Workforce Professional of the Year from Missouri Association of Workforce Development (MAWD) award for all of her hard work. Jim said the members discussed the short-term grant legislation that was being debated in the Senate. Members and guests were given the opportunity to discuss happenings at their agencies. Jim said the Missouri Hospital Association group would be meeting June 23rd.

- Youth Council Committee

Committee Chair Mark Chambers said the Youth Council met June 15th and discussed Committee Structure. He explained that one YC member had retired and a member representing employers was unable to participate. The Committee reviewed Youth Program performance and expenditures and the Subrecipients provided updates on the Youth services. The next meeting of the Youth Council is scheduled for September.

- Access Committee

Committee Chair Kara Berlin-Bates said the Access Committee met June 14th. They discussed Pre-Apprenticeship opportunities, and Reverse Job Fair planning for Hannibal, Kirksville, Moberly and Pike and Lincoln Counties. The development of an Outreach Strategy Plan and the needs of the homeless population were discussed. They also had a roundtable discussion where individuals discussed happenings at their agencies. The next Access Committee meeting is scheduled for July 19th at the Hannibal Job Center with a hybrid option.

JOB CENTER UPDATES

Board Members and CLEOs were provided copies of each Job Center Update prior to the meeting.

- Kirksville Job Center Update: The update was provided by Mandy McClanahan. Some of the information she provided included the following: Hiring events, WIAO Adult, Dislocated Worker and Youth enrollments, FAFSA frenzy, the Kirksville Job Fair and other upcoming job fairs, staff meetings, TRADE updates and the Appreciation Day held at the Grand River Welding Institute in Brookfield, MO.
- Hannibal Job Center Update: The update was provided by Erica Davis. Some of the information she provided included the following: The BEST Program, partner resources provided at the Job Center, WIOA Youth, Adult, Dislocated Worker and Skill Up Program enrollments and successes, job orders and employer services and Veterans services,
- Warrenton Job Center Update: The update was provided by Janet Hickey. Some of the information she provided included the following: Elite Tool expansion in Moscow Mills, employer Uncle Ray's bring more job opportunities to the area, outreach efforts for the Pre-Apprenticeship Program and WIOA Adult, Dislocated Worker, Youth and Skill Up enrollments and expenditures.

REGIONAL BUSINESS UPDATE

Shari Schenewerk said several employer announcements would be forthcoming. She noted that without workforce businesses could not grow. They are seeing some growth and this past year, nine projects were either completed or in progress. She said \$185 million had been invested in the NE Region and this will provide many job opportunities. She said workforce infrastructure is needed to support these projects, and several companies are starting to come back from the pandemic.

BOARD CHAIR REPORT

WDB Chair Michael Purol thanked the Job Center staff for all of their hard work and he thanked Diane for keeping everyone on track.

DIRECTOR'S REPORT

Diane said the Job Centers have a lot going on and she complimented the Job Center staff for their hard work as well. She said many Job Fairs were being planned throughout the region. Diane, along with the WDB Project Manager will be meeting with the newly formed Employer Relations and Engagement (ERE) Team will be meeting to strategize how they can work together to form relationships with employers in the region. The Kick off for the Pre-Apprenticeship project is planned for July. Six individuals are needed for the first cohort. Diane said with our many rural areas, it is hard to serve every county as much as we would like. This year effort will be taken to go where the people are in all 16 counties. Due to COVID, we are better equipped to serve individuals in person or virtual.

ROUND TABLE DISCUSSION

Carolyn Chrisman provided an update on the wind farms in the Kirksville area. She said through a CDBG grant MACC will be ordering lab equipment to be used for training individuals in their Wind Technician Program and they are in the process of hiring an instructor. They are hopeful that the class can begin in September. She said the Wind Turbines will bring a lot of revenue into the county and will benefit many local people. Mark Shahan said Solar Farms would be coming to the area as well and maybe another Wind Farm.

CONFIRMATION OF NEXT MEETING DATE & LOCATION

The next NEMO WDB Meeting was scheduled for September 20, 2021. It will be an in-person meeting with a hybrid option. Location to be determined.

ADJOURN

Steven Garner moved that the meeting be adjourned. Janice Robinson seconded the motion and the meeting adjourned at approximately 3:00 pm.

Respectfully Submitted,

Janice Robinson