



NEMO WORKFORCE DEVELOPMENT BOARD

111E. Monroe • Paris, Missouri 65275 • Tel: 660.327.5125 • Fax: 660.327.5128 • TTY: Dial 7-1-1
www.nemowib.org

**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
September 20, 2021**

**WDB Members
Present**

Michael Purol
Corey Mehaffy
Janice Robinson
Annette Sweet
Kara Berlin-Bates
Steve Garner
Stephanie Cooper
Carolyn Chrisman
Gabe Suddarth
Mark Chambers
Steve Sellenriek

**WDB Members
Not Present**

Shyla Brauch
Mac Wilt
Yvonne Wright
Les Cardwell
Dennis Gill
Joe Rubison
Mike McGhee
Darin Arnsmeier
Jim Kolve
Allie Bennett
Lydia McClellan

**CLEO's
Present**

Glenn Eagan
Chris Gamm
Ryan Poston
Deanne Whiston
Mark Shahan

CLEOs

Not Present

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

**Guests
Present**

Chad Eggen
Janet Hickey
Sheree Prebe
Mandy McClanahan
Erica Davis
Dana Keller
James Smith
Kim Meyer
Shari Schenewerk
Jeremiah Beamer
Sutarrah Cambell

**WDB Staff
Present**

Diane Simbro
Sharon Hillard
Wonda Hart
Sarah Hudson

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.

MEETING CALLED TO ORDER

Chairperson Michael Purol called the September 20, 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. Eleven members were present and a quorum was established.

APPROVAL OF CONSENT AGENDA

Mark Chambers moved to approve the consent agenda with the correction to the minutes as noted. Mark Shahan seconded the motion and the motion was unanimously approved.

REVIEW of PY21 CONTRACTS/PERFORMANCE, EXPENDITURES, and BENCHMARK REQUIREMENTS for SUBRECIPIENTS BASED on ANNUAL AGREEMENT

The Board was sent the final PY20 Performance Report. Diane reviewed the performance measures and said the NE Region did not meet the Dislocated Worker Median Earnings measurement. However, it did meet the remaining performance measures for PY20. Diane reviewed the final Benchmark and Performance Report that was sent to the Board and CLEOs. The report showed the percentage of funds each subrecipient spent for each funding stream. For overall expenditures, Gamm was 81% spent and the goal is 80% or more. They spent 64% in operations and the goal is 60% or less. They spent 106% in program funds and the goal is 40% or more. Gamm's over expenditure of program funds was approved as the region had some funds that needed to be spent or they would have to be returned. BRPC was 60% spent overall and the goal is 80%. They spent 78% in operations and the goal is 60% or less. They spent 43% in program funds and the goal is 40% or more. Diane said the benchmarks were set last year and entered into the contracts and she reviewed the benchmarks achieved and failed for both Gamm and BRPC.

Diane then reviewed the benchmarks set for the PY21/FY22 for each subrecipient and explained how these were calculated. She said this year OWD is offering some incentives if the Region meets its benchmarks for Adult and Dislocated Worker (DW) enrollments. The benchmarks were set based on the percentage of funds each sub-recipient receives. BRPC needs to enroll 19 Adults and 15 DW. She said the goals for In-School and Out-of-School Youth were also in the contracts. BRPC needs to enroll 4 In-School Youth and 12 Out-of-School Youth. She said we have committed to 30 individuals in the Pre-Apprenticeship Grant so that would be 10 enrollments per job center. She noted that the goals for performance measure and expenditures were the same as last year. Gamm needs to enroll 31 Adults and 23 DW. Gamm needs to enroll 7 In-School Youth and 22 Out-of-School Youth. She said the benchmarks will be reviewed at each Board meeting.

PROGRAM EXPENDITURE REPORT THROUGH AUGUST 31, 2021 (PY21 Performance Report Will Not Be Available Until October)

Diane reviewed the Regions expenditures for the Adult, DW and Youth programs through June 30, 2021. She said the PY21 Performance Report would not be available until October.

REQUEST TO TRANSFER DISLOCATED WORKER FUNDS TO ADULT

Diane said the Executive Committee had approved a recommendation to transfer \$185,000 from the Dislocated Worker Program to the Adult Program. She noted that a Local Plan Modification and approval from OWD would also be needed for the transfer of funds.

Corey Mehaffy moved to transfer \$185,000 from the Dislocated Worker Program to the Adult Program. Mark Chambers seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan moved to transfer \$185,000 from the Dislocated Worker Program to the Adult Program. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

REQUIRED MONITORING REPORTS FOR EACH BOARD MEETING

- **One-Stop Operator Monitoring**

The One-Stop Operator Monitoring was completed and a copy was sent to the Board. Diane said we have room for improvement in some areas that included enrollments and expenditures, performance, partnerships with employers and the promotion of programs. She noted that improvements have already been seen in most of those items. She said Wonda Hart would be working with the sub-recipients where possible to make improvements in the categories mentioned. She said staff would be meeting with the OWD Employer Retention Committee in October to discuss re-convening our Business Service Team. That team will include board staff, the sub-recipients and partners. Areas of discussion will include policy review, employer engagement, up-skilling participants, marketing, customer service surveys etc. She noted that both of our One-Stop Operators were rated at medium risk due to those issues and she felt sure we would see improvement.

- **Programmatic Monitoring**

Diane provided a report for Programmatic Monitoring on behalf of Sharon Hillard. She said we just submitted the Quarter 1 PY21 OWD Monitoring Responses this morning. In this monitoring we mainly saw some confusion on eligibility forms regarding the applicant statement and the attestation forms and when they should be used. There were also some issues with case notes and Employment Plans/Individual Service Strategies and training justifications. Staff training will be done regarding the issues. She noted that there were also several positive comments in the report. The OWD Monitoring Team will be in the Region in October to do their on-site monitoring. Sharon and Wonda are completing the Qtr.1 internal monitoring and a summary of that will be provided at the December meeting.

- **Financial Monitoring**

Diane said Sarah Hudson with Wilson Toellner CPA was now the WDB's Fiscal Officer and was on the call today. She noted that the new sub-state monitoring guidance says we have to do an on-site Financial Monitoring every quarter with our sub-recipients and this would require Sarah to travel to Warrenton and LaBelle every quarter. In the monitoring response we submitted this morning, she added a request for waiver for this requirement because it would cost and with the use of our current technology this should not be necessary. Sarah said she felt the monitoring was going well.

- **Equal Opportunity Monitoring**

Wonda Hart said she completed EO monitoring of all the Regions Job Centers and the LaBelle affiliate site this month. All Job Centers and the affiliate site at LaBelle were monitored for EO compliance that included checking to see that Equal Opportunity posters and taglines were up-to-date, all staff is attending monthly EO training and have a clear understanding of their rights and the participants rights to file a complaint, the job Center assistive equipment is in place and ready to use, and all legal and medical files are kept separate in a locked cabinet. All Job Centers and the LaBelle affiliate site were in compliance and there were no findings.

- **Performance Reviews**

Diane said no performance information was available yet and would not be available until October 1. When the information was available, she would send it to the Board and CLEOs.

- **Monitoring of Special Initiatives/Grants**

Diane said the special grant we have at this time is the Missouri Apprenticeship Ready Grant. We have not monitored that program yet as we just enrolled the first individual. We hope to have more enrollments for NECAC coming soon. Through this grant we planned to work with both NECAC and LanDesign. We have been informed that LanDesign does not have a need at this time. Diane said she has gotten the okay to look at some other apprenticeship employers in our region to see if we would like to modify our grant to include them. Our enrollment goal for the grant is 30 individuals. She said we are working with MACC as well for an Industrial Technician and we hope to pick up five to six individuals from that partnership.

PERFORMANCE REPORT FROM OWD

Diane reviewed the Quarterly Performance Report from OWD that was sent to the Board and CLEOs prior to the meeting. She said the current active issues for time period April – June 2021 are FY19 audit not completed, failed PY20 DW median earnings performance, Show Me Heroes funding unspent, low expenditures for PY20 Youth and DW and failed PY 60/40 expenditure rate. The Region received a rating of “Crucial Situation”. She said the Region is on track to meet the PY20 60/40 expenditure rate and could trend towards “Risk” status if performance improves with the Show Me Heroes and PY20 Youth and DW Programs. Once the FY19 audit is completed and submitted, it could trend to “Observe” status. Promising practices noted were hired an accounting agency to conduct financial duties and engaging with neighboring regions to collaborate on initiatives.

BOARD TRAINING – JANUARY 10, 2022 – LOCATION TBD

Diane said the Region is required to do an Annual Board Training/New Member Orientation. This training will be for anyone who wants to attend. The Training is scheduled for January 10, 2022. It will probably be a hybrid meeting with the location to be determined. She encouraged everyone who would like to attend to respond when she sends out the calendar invite.

LOCAL PLAN UPDATE – AD HOC COMMITTEE – VOLUNTEERS

Diane said our Local Plan is good for four years. However, at the two-year mark, it needs to be reviewed to see if we are still on target or if any changes need to be made. Everyone’s input would be appreciated. So far, Glenn Eagan and Jim Kolve had volunteered to assist. She asked others to contact her if they would like to be a part of the review. The Local Plan would need to be submitted to OWD by May 1, 2022. However, she would like to complete the review before the end of March.

COMMITTEE REPORTS

- **Executive Committee (Strategic Planning Ad Hoc Committee to Meet October 13th)**

Michael said the Executive Committee has been busy reviewing all of the many reports. The fiscal management and getting those audits completed have been a top priority and they were glad to see those moving in the right direction. An Ad Hoc Committee for Strategic Planning was also discussed. The WDB funding has been reduced for consecutive years and part of our responsibility is to prepare a 3-year contingency plan. We will be meeting on October 13, 2021 to discuss how to proceed.

- **Employer Engagement Committee**

Chairperson Jim Kolve was unable to attend so Diane reported for the Committee. She said the Committee spent most of the meeting discussing issues regarding upskilling people to fill the jobs that are available. They reviewed a lot of information regarding some of the reasons for the lack of available workforce. Some of the reasons noted were individuals retiring, lower birthrates, people starting entrepreneurship, lack of childcare, caring for older relatives, individuals discovering they can live on less income, etc. They also discussed the barriers of childcare, transportation and housing. She said we know what our challenges are and we are trying to discover ways to overcome them. She noted that many groups are working on some of the issues that are barriers to employment in our region.

- **Youth Council Committee**

Youth Council Chairperson Mark Chambers provided an update for the September 2nd Youth Council (YC) Meeting. He said one of the topics discussed was the committee's structure. Currently, the YC is in need of one employer and one guidance counselor. The Council also discussed youth funding. Currently, the spending requirements are set at 25% In-School and 75% Out-of-School Youth. We also talked about something called Youth Direction. This is for homeless youth most of which are former foster care individuals and a lot of them deal with PTSD issues. The Youth Service Providers provided updates as well, and the next Youth Council Meeting will be in December.

- **Access Committee**

Access Committee Chairperson Kara Berlin-Bates provided an update of the August 16th Committee meeting. The main focus of the Committee meeting was to discuss plans for the upcoming Reverse Job Fairs. The Reverse Job Fair for the Hannibal area is scheduled for October 21st at the Hannibal LaGrange University. A Reverse Job Fair is also being planned for Pike County. The next meeting to discuss updates for Hannibal Reverse Job Fair is scheduled for September 28th 11:00 to 12:00. The Committee is hopeful that the Hannibal Reverse Job Fair will be successful and can be expanded to other areas in the region.

JOB CENTER UPDATES

- **Kirksville Job Center**

Mandy McClanahan provided an update for the Kirksville Job Center. She said Smithfield Foods, Cortech, Kraft Heinz and TSA had held or plan to hold hiring events at the Job Center. The Kirksville/Macon office currently has 45 active Adults/Dislocated Workers, 18 Youth, 12 SNAP, and 2 Job League participants. She announced that James Smith received a much-deserved recognition as DHEWD employee of the Month for August. She said the Kirksville Job Center is in the process of planning a Manufacturing Hiring Event for October. Jeremiah Beamer will be attending the Veteran Resource Fair in Quincy October 15th. Both Stephanie Potts and Jeremiah will be attending the Career Fair at the Moberly High School on October 27th. Weekly staff meetings to discuss new issuances, success stories, provide updates and discuss scheduling are conducted on Wednesday mornings.

- **Hannibal Job Center**

Erica Davis provided an update for the Hannibal Job Center. She said staff at the Hannibal Job Center had faced many changes over the last few months. One of those changes was the appointment of Janet Myers as the Workforce Development Supervisor at the Center. In August, staff attended a Town Hall in Hannibal to discuss the future of workforce development and job center operations in Missouri presented by OWD Director Mardy Leathers. The HISET program at the Hannibal Job Center currently has 17 students enrolled. Their yearly graduation will be held at the Crossing Church on Saturday, September 25th at 2:00 pm. Nine WIOA Youth have exited the program and all obtained a credential and began employment. Five Youth are enrolled in the BEST Program. They have four Out-of-School Youth attending AEL classes. Staff is currently managing 36 active Adults and Dislocated Workers. They had 211 internal job orders representing 266 open positions. Employer outreach was completed with 90 employers for the upcoming job fair. The Center in coordination with the Hannibal Chamber of Commerce is planning an October Job Fair. Erica obtained her Certified Workforce Development Professional credential from the National Association of Workforce Development Professionals in August. The report also contained a memorial in honor of Gamm staff Avery Wilson.

- **Warrenton Job Center**

Janet Hickey provided an update for the Warrenton Job Center. She said the Job Center and local Veterans Employment Representatives hosted a job fair in Montgomery City on July 20. The city of Warrenton hosted a Career Fair on July 22. In attendance, were 20 employers and approximately 30 job seekers. The Job Center and Local Veterans Employment Representatives hosted a job fair at the VFW in Troy on June 5. Attending were 15 employers and ten job seekers. The Warren County R-III School District and the Warrenton Area Chamber of Commerce will be hosted a regional job/career exploration on September 15. The Job Center currently has 19 Adults and Dislocated Workers, and 3 SNAP

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participants enrolled. Employers served since July 1 was 82 and they have had 137 job orders. Since July 1, staff has handled 969 calls and had 210 walk-in customers. Janet also announced that Workforce Specialist Cindy Schwada was resigning at the end of September, and Dorothy Jones had been hired to replace her.

REGIONAL BUSINESS UPDATE

Diane said Shari Schenewerk had to leave the meeting early. Diane reported that, at the Employer Engagement Committee Meeting, Shari shared some information from the Governor's Conference about all of the great things Missouri is doing as a part of the Best of the Midwest initiative. She hopes to be able to get that information and share it with everyone.

BOARD CHAIR REPORT

Michael thanked everyone for stepping up to the many challenges facing the Region. He said the Ad Hoc Strategic Planning Committee would meet soon and he hoped to have some updates from that meeting to share at the next Board meeting.

ROUNDTABLE DISCUSSION

Corey Mehaffy reminded everyone that they have a partnership with the MU Extension which will be hosting a Creating Entrepreneur Communities event in Hannibal next week. If anyone has not registered for the event and they are interest in attending, they can still do so. This is a 2-day event with guest speakers and a number of break out sessions. There will be a lot of information on programing and helping people create a culture of entrepreneurship in their communities, redevelopment and housing.

Carolyn said the Missouri Northeast would be meeting later this week with their Northwest counterparts to discuss some legislative items and issues they may want to push this year. Their Childcare taskforce is still moving along. They have a workday coming up to start looking at possible issues regarding licensing, etc. that they might help move forward. They have had several housing webinars trying to help people learn about tiny homes or hometown housing and that is continuing. A joint meeting with the Northwest Economic Development Roundtable is scheduled for October 8 in Brookfield.

Stephanie Cooper said Douglas Community Services is hosting their Youth Workforce Development Committee September 21st from 11:30 to 1:00 at MACC in Hannibal where they will be discussing regional projects. If anyone is interested in attending, please contact her. She said they have created a program in conjunction with the Hannibal Public School District for working families that will begin in October. Starting next Tuesday, they will be in the Hannibal Public School District one day a week teaching a credit class for Workforce Skills training for Juniors and Seniors that are in the Alternative School.

CONFIRMATION OF NEXT MEETING DATE & LOCATION

The next NEMO WDB Meeting was scheduled for December 20, 2021. A poll will be sent to everyone to determine if the meeting will be conducted by Zoom only or be a hybrid meeting.

ADJOURN

The meeting adjourned at approximately 2:40 pm.