



NEMO WORKFORCE DEVELOPMENT BOARD

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

**WDB Members
Present**

Michael Purol
Corey Mehaffy
Annette Sweet
Kara Berlin-Bates
Steve Garner
Jim Kolve
Allie Bennett

**WDB Members
Not Present**

Shyla Brauch
Mac Wilt
Yvonne Wright
Les Cardwell
Dennis Gill
Joe Rubison
Mike McGhee
Darin Arnsmeier
Lydia McClellan
Stephanie Cooper
Carolyn Chrisman
Gabe Suddarth
Mark Chambers
Steve Sellenriek

**CLEO's
Present**

Glenn Eagan
Chris Gamm
Ryan Poston
Mark Shahan
John David Lomax

**CLEOs
Not Present**

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

**Guests
Present**

Lisa Blickhan
Chad Eggen
Sheree Prebe
Mandy McClanahan
Erica Davis
Dana Keller
Ruth Whitis
David Gains

**WDB Staff
Present**

Diane Simbro
Sharon Hillard
Wonda Hart

ROLL CALL OF THE NORTHEAST REGION CLEO CONSORTIUM

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

APPROVAL OF NEW BOARD MEMBERS

The Northeast Region WDB received letters of appointment for Lisa Blickhan, NECAC Shelby County Coordinator to replace Janice Robinson who retired and a letter of appointment for Dawn Mowery, Benefit Program Specialist for the Department of Social Services to replace Shyla Brauch.

Commissioner John Lomax moved that Lisa Blickhan and Dawn Mowery be appointed to the Workforce Development Board. Commissioner Mark Shahan seconded the motion, and the motion was unanimously approved.

MEETING CALLED TO ORDER

Chairperson Michael Purol called the December 20, 2021 Northeast Missouri Workforce Development Board (NEMO WDB) meeting to order at approximately 1:00 p.m. The meeting was held at the Homebank in Hannibal, MO with a Zoom virtual option.

ROLL CALL AND SIGNATURE SHEET

Roll call was taken by Interim Secretary/Treasurer Jim Kolve. Seven 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.

VOTE TO FILL THE POSITION OF WDB SECRETARY/TREASURER DUE TO RETIREMENT OF JANICE ROBINSON

Nominations Committee Chairperson Annette Sweet asked for nominations from the floor to fill the WDB Secretary/Treasurer position vacated by Janice Robinson who retired. Corey Mehaffy nominated Jim Kolve. Steve Garner seconded the nomination and the nomination was unanimously approved.

COMMITTEE ASSIGNMENTS REVISED

Everyone was provided a copy of the revised Committee Structure and Diane reviewed the revisions. Jim Kolve moved that the Committee Structure be approved as presented. Annette Sweet seconded the motion and the motion was unanimously approved.

PROGRAM PERFORMANCE AND BENCHMARK REPORT

The Committee was provided copies of sub-contractor's performance and benchmarks. Diane said the biggest issue with performance was the low enrollments for Dislocated Worker and staff is working on finding ways to increase those numbers. She also reported on the expenditure rates for each sub-contractor and their benchmarks through November. The reports showed the following:

- Gamm, Inc.

Budget expenditures were 31% and they should be at 42% by the end of November and 80% by the end of June 2022. Operational Expenditures were 54% and should be at 60% or less and their Program Expenditures were at 46% and should be at 40% or more.

- Boonslick RPC

Budget expenditures were 42% and they should be at 42% by the end of November and 80% by the end of June 2022. Operational Expenditures were 63% and should be at 60% or less and their Program Expenditures were at 37% and should be at 40% or more.

Enrollment numbers for each program were also reviewed for each sub-contractor. Diane said it was important that the Region meet its goals in order to be awarded the \$25,000 in funds for the Equal Opportunity position and the \$25,000 for the Project Manager position. She noted that a waiver was granted to allow the Region to spend 50% of its Youth funding for In-School Youth and 50% for Out-of-School Youth.

PROGRAMMATIC MONITORING

Sharon said OWD Compliance recently completed their PY21 1st Quarter on-site monitoring. During this process they conducted staff interviews to determine the overall knowledge of staff regarding policies and procedures. Some of the recommendations they made as a result of the staff interview included the following:

- The WDB should provide training on the WDB's priority of service policy
- The referral process between OWD and WIOA should be reviewed to ensure staff are following the updated guidance
- The WDB should review who and what the One Stop Operator is to ensure staff understand the roll of the OSO and who has been designated to serve in that roll

Other program findings included:

- Incomplete forms in the files
- Employment Plans (EP) not updated when goals were met and no case notes documenting that the EP was updated with the participant
- EO-15s not fully completed.
- One participant had multiple 154 services posted Career Guidance. However, case notes did not detail how service was provided
- It was noted that the region uses Connections to Success for pre-vocational services. Per the WDB's procurement policy Micro-Purchases do not require competitive bids and applies to purchases up to \$10,000. In PY 20, this amount was exceeded. Compliance stated that the Board must follow its procurement policy when utilizing this vendor moving forward, and recommended limiting the number of participants allowed to utilize this service.

Youth Program findings included:

- Work Experience training plans lacked the required occupational component
- One individual received \$50 for incentive and local policy shows this should have been \$100
- Multiple documents were uploaded into the wrong individuals file
- One participant in a Work Experience was allowed to work hours that were out of compliance with the Child Labor Law. In addition, the work permit for this individual was not signed by their guardian.

The Compliance Team also monitored for Equal Opportunity and their findings included:

- One calendar had no required EO taglines
- Multiple pieces of assistive technology not immediately ready for use
- Staff was unsure how the TTY phone works and one phone was missing a receiver
- EO is the law posters were stacked on top of each other. They recommend posting these separately.
- Staff was not using the most current EO-15 form in several files

Sharon said training has been provided to all staff regarding the monitoring issues. Staff is currently working on the 2nd Quarter Data Element Validation monitoring. To date, we have some fails due to

incorrect begin and end dates of activities, credential attainment dates and Measurable Skills Gains achieved dates. Monitoring of all files is ongoing.

FINANCIAL MONITORING

Diane said the financial monitoring was conducted during the programmatic monitoring and there were no additional findings.

EQUAL OPPORTUNITY MONITORING

Wonda provided an update regarding the Equal Opportunity Monitoring and said all LEP (Limited English Proficiency) equipment was now available and in compliance. The UbiDuo equipment at the Job Centers was outdated and would not be replaced and all UbiDuos were in the process of being returned to OWD. Staff was in compliance with Equal Opportunity training and the Babel Notice had been added to all communications.

QUARTERLY PERFORMANCE REPORT FROM OWD

Everyone was provided a copy of the OWD Region Performance Card. For the time period of July-Sept 2021, the Region was rated as a critical situation. Diane said the report was mostly unchanged since last quarter. The current active issues for this time period were:

1. FY19 Audit not completed which was due 03/30/2020.
2. Not meeting DW Employment Q4; DW Credential Rate; and Adult, Dislocated Worker and Youth Measurable Skills Gains.
3. Low expenditures for PY20 Dislocated Worker.

Trending Issues for the time period of July-Sept 2021 indicated that once the FY19 Audit is completed and submitted the Region could trend to Risk status. Diane believes the audit should be completed soon. Promising Practices are that staff are set up at court house to reach job seekers, and the region is meeting its baseline goal for WIOA enrollments.

OWD APPROVALS OF DISLOCATED WORKER FUNDS TO ADULT

Diane said the request to transfer Dislocated Worker funds to Adult had been posted for Public Notice for over 30 days as required and the request to transfer the funds was approved by OWD.

REVISED SUB-STATE MONITORING POLICY TO BE APPROVED

Everyone was provided a copy of the Revised Sub-State Monitoring Policy. Diane reviewed the revisions and answered any questions presented. After discussion the following motion was made.

Jim Kolve moved to approved the Revised Sub-State Monitoring Policy as presented. Corey Mehaffy seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan moved to approve the Revised Sub-State Monitoring Policy as presented. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

BOARD TRAINING

Diane said the New Board Member required training would be held January 10, 2022. It was to be decided whether the training would be done in person, virtual or both. Even if a Board Member was not new, they should attend the training if they had not done so previously. And anyone who wished to refresh their previous training, was also welcome to attend. She said the training would take approximately 3 hours so please mark your calendars for that event.

LOCAL PLAN TEAM UPDATE

Diane said at the last WDB Meeting she asked for volunteers to assist with the Local Plan update. She announced that Jim Kolve and Mark Chambers had volunteered to review the Plan for needed changes. The group may start meeting in January to begin their review.

COMMITTEE REPORTS

- **Executive Committee**

Michael said the Executive Committee met December 8th and discussed several issues. The Strategic Planning AdHoc Committee reported on their discussion of a contingency plan based on continued reduction of funds. The Committee has reached out to other entities for possible solutions and they plan to meet again sometime in January. They will follow up with the Executive Committee regarding recommendations. It was also announced that Diane and Sharon plan to retire June 30, 2022.

- **Employer Engagement Committee**

Chairperson Jim Kolve said the Employer Engagement Committee met December 13th. The Committee discussed the workforce needs of the Healthcare industry. He noted that there would be a Healthcare Care Day virtual event in held in February. Manufacturing and the risk of national security due to goods being produced offshore was also discussed. The Construction industry was discussed and Jim announced that there would be a Build My Future Manufacturing event held sometime next year to make youth aware of the opportunities available. The need for individuals to increase their basic computer skills was also discussed.

- **Youth Council Committee**

Chairperson Mark Chambers was not present so Diane provided the update. She said the Youth Committee talked about the approval of the USDO 50/50 youth waiver and that the Youth budgets would be revised for that adjustment. The Committee also discussed the needs of foster youth and justice involved youth. She noted that the Youth Council minutes could be reviewed on the NEMO WDB website at www.nemowib.org.

- **Access Committee**

Chairperson Kara Berlin-Bates said the Access Committee met on December 8th. Plans for a Reverse Job Fair to be held in Hannibal, MO were discussed. The Reverse Job Fair would be for Job Center customers, Vocational Rehabilitation (VR) individuals and justice involved individuals. They hoped to have about 25 job seekers participate. VR and Job Center staff will be reaching out to employers that wish to participate. They will also be requesting donations from local businesses to help the job seekers prepare their story boards for the event.

JOB CENTER UPDATES

- **Hannibal Job Center**

Erica Davis provided an update for the Hannibal Job Center. She said staff at the job center has been assisting other state job centers with outreach calls and Trade case management. They have also helped field phone calls, answered UI inquires and completed Reemployment Services meetings. She reviewed the job centers Fall 2021 Individual Training Account (ITA) obligations. She spoke about the job centers partnership with Vocational Rehabilitation (VR) and their work to braid services through the BEST program, the Reverse Job Fair and upcoming apprenticeship initiatives. She said staff is planning a Career Expo in March for junior high and middle school youth to experience and explore career pathways with employers. The job center's Spring Job Fair is planned for April 14, 2022. Erica announced that Gamm, Inc. was saying a bittersweet goodbye to Sheree Prebe as she will be retiring December 31 after 40 years of service in workforce development. She noted that NCRC testing was ongoing and said WIOA staff was currently managing 26 active Adults and Dislocated Workers along with several Skill Up participants. In addition, the job center had 399 internal job orders representing 488 open positions in the last 90 days, and it continues to partner with Kirksville Vet staff to serve veteran customers.

- **Kirksville Job Center**

Mandy McClanahan provided an update for the Kirksville Job Center. She said they had no interviews for December due the lack of employer staff. Kraft Heinz and Smithfield now hold interviews at their plants. TSA will be holding interviews at the job center one Wednesday per month beginning in January. The Kirksville and Macon office currently have 37 active Adults and Dislocated Workers, 14 Youth, 9 SNAP and 1 2021 Job League participants. The Kirksville Job Fair is being planned for April and will be held at the Days Inn. Weekly staff meetings continue. RESEA enrollments continue and OWD staff are working on a plan to increase Wagner Peyser enrollments. The job center currently has 398 active job orders. She noted that there was an increase in job center traffic flow in October and November but traffic for the month of December had decreased.

- **Warrenton Job Center**

Chad Eggan provided the update for the Warrenton Job Center. He said Janet Hickey retired at the beginning of December and they were interviewing to fill her position. He announced that a new Beef Processing Facility (American Foods Group, LLC (AFG) would be bringing more than 1,300 jobs to the region. The company expects to be fully operational by 2025. He said First Choice Heating and Cooling held an open house and ribbon cutting ceremony October 29th. First Choice serves Lincoln County and the surrounding areas for heating, cooling and plumbing needs. He said the Human Resources Forum meets monthly at the Warrenton Area Chamber of Commerce. The team is trying to identify reasons for employee lack of interest and what can be done to improve the situation. The job center is reaching out through social media through TikTok as a means to introduce job seekers and employers. Seven employer videos have been posted on the site to increase interest. The videos had 1,977 views in November. The job center has a total of 21 Adults and Dislocated Workers and 4 SNAP participants and they have 164 job orders. Chad also announced that a new Solar Farm that would provide several construction jobs would be coming to the region.

REGIONAL BUSINESS UPDATE

Shari Schenewerk was unable to attend so Diane provided her update. Shari said there was a new Call Center going in at Kirksville. They plan to hire 80 full-time and 20 part-time employees. The Job Center did the pre-screening for their hiring and they may be helping with some of the training as well. There are two new manufacturing projects that have yet to be announced that will create an additional 110 jobs at county wage and we continue to have companies discuss expansion as well as new companies look at the NE Region.

BOARD CHAIR REPORT

Michael said staff and the Board is facing many challenges in our changing world and he thanked everyone for stepping up to face those challenges and for the important work they do.

DIRECTOR'S REPORT

Diane welcomed new Gamm staff Ruth Whitis who is replacing Sheree Prebe who is retiring and Dorothy Jones and Kennedy Chandler new staff at BRPC. Diane said the Board normally doesn't present any recognition to retiring partner staff. However, she felt it was more than fitting to recognize the retirement of Sheree Prebe after nearly 40 years of service to the region in Workforce Development. Sheree was then presented a certificate of appreciation and Diane provided information regarding her long career and her many achievements. Sheree said her greatest accomplishment was being able to work in one industry for nearly 40 years. It was her passion, and she was truly blessed to be able to do what she loved. She was so proud to have helped thousands of people who wanted to change their lives for the better.

Diane also provided updates regarding the following:

- Para Educator Pilot Project for Para Educator Grant that would provide Para Educators an opportunity to earn college credit hours toward a teaching career pathway.
- Science Coach Pilot Project where we will be working with a school system and business to provide 4 to 5 students STEM education.

The NEMO Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- Upcoming Reverse Job Fairs and job fairs and hiring events
- Pre-apprenticeship update with Pike Lincoln and NECAC
- She announced that a DESE had approved a grant request of \$3,500 to complete the employer videos.
- She said there was also another project to come with the University of Missouri Extension.

ROUNDTABLE DISCUSSION

Glenn Eagan talked about a company called Moink located in LaBelle, MO. The company is owned by Lucinda and Adam Cramsey, of La Belle. The couple appeared on the television show Shark Tank where they sold a percentage of their company to two of the Shark Tank investors. The company provides grass fed and finished beef and lamb, pastured pork and chicken, as well as wild caught seafood delivered straight to your doorstep. They offer free shipping to all the lower 48 states as well as Washington, DC. Box offerings cost \$159. Glenn said he had the opportunity to tour the facility and it was really impressive.

Michael asked if anyone had any ideas on how to recruit and retain employees. The high employee turnover rates were discussed. It was stated that the workforce had changed. More individuals wished to work remotely and they may be interested in accommodations more than an increased salary.

CONFIRMATION OF NEXT MEETING DATE & LOCATION

The next NEMO WDB Meeting was scheduled for March 21, 2022. A poll will be sent to everyone to determine if the meeting will be conducted by Zoom only or be a hybrid meeting and the location will be determined if held in person.

ADJOURN

The meeting adjourned at approximately 3:00 pm.