



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

March 1, 2022

**WDB Members
Present**

Michael Purol
Corey Mehaffy
Annette Sweet
Steve Garner
Jim Kolve
Yvonne Wright
Stephanie Cooper
Carolyn Chrisman
Mark Chambers

**WDB Members
Not Present**

Lisa Blickhan
Mac Wilt
Kara Berlin-Bates
Allie Bennett
Les Cardwell
Dennis Gill
Joe Rubison
Mike McGhee
Darin Arnsmeier
Lydia McClellan
Gabe Suddarth
Steve Sellenriek
Dawn Mowery

**CLEO's
Present**

Glenn Eagan
Chris Gamm
Ryan Poston
John Tracy
John David Lomax
Joe Gildehaus
Mike Whelan
Luther Green
Deanne Whiston

**CLEOs
Not Present**
Rodney Cooper
Buddy Kattelman
Joseph Kaimann
Alan Wyatt
Duane Ebeling
Mark Shahan
John Lake

**Guests
Present**

Jenn Weber
Chad Eggen
Ruth Whitis
Mandy McClanahan
Erica Davis
Dana Keller
Shari Schenewerk
Jennifer Taylor
Kim Meyer
McKenzie Disselhorst
Latrisha Hicks
Janet Meyers
Cindy Hultz

**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. Nine CLEOs were present and a simple majority quorum was established.

MEETING CALLED TO ORDER

Chairperson Michael Puro called the March 21, 2022 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 Jim Kolve. Nine members were present and a quorum was established.

APPROVAL OF CONSENT AGENDA

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

DISCUSSION ON PLAN FOR PY22 RECOMMENDATION FROM EXECUTIVE COMMITTEE

Michael said the Strategic Planning Committee (Michael, Corey, Glenn and Chris) met several times to discuss the WDB's 3-year Sustainability Plan. The Plan needed to reflect an estimated 10% decrease of funds for each year. Other issues to consider were the retirement of Diane and Sharon at the end of this program year and the cost of training individuals to replace them. They also had to consider an increase in staff insurance cost for the new hires. The Committee reviewed several options. They met with representatives of the Northwest Region WDB to discuss the possibility of merging to decrease administrative costs. The fiscal agent for the NW WDB is North Central Missouri College. If the merger occurred, the Northwest Region and the Northeast Region would dissolve and a new region would be formed. Sub regions would then be formed so all areas would be represented. The Committee also met with OWD who endorsed the idea of the merger. To assist, the State researched what would need to be done if the merger were to occur. The Committee was informed that there would need to be a transition period of about one year to revise by-laws, policies, etc. Currently, the CLEOs have appointed the WDB as the region's fiscal agent. For the merger to begin, the CLEOs would need to appoint North Central Community College as the fiscal agent for PY22. Next, the CLEOs would need to approve the intent to merge with the NW Region WDB so policy revisions etc. could begin. The Strategic Planning Committee felt the merger would be the best option for the region. The Executive Committee recommends that the Board recommend the CLEOs appoint North Central Missouri College as the region's fiscal agent for PY22. The Executive Committee also recommends that the Board support the CLEOs approval of the intent to merge the Northeast Region WDB with the Northwest Region WDB. If approved, the WDB office in Paris will close and administrative staff will be located at the Job Centers in Kirksville and Hannibal. Michael said this is an administrative change and will not affect the sub-recipients. After further discussion, the following motions were made.

Annette Sweet moved that the Workforce Development Board recommend the CLEOs appoint North Central Missouri College as the Fiscal Agent for PY22. Carolyn Chrisman seconded the motion and the motion was unanimously approved.

Carolyn Chrisman moved that the WDB support the CLEOs approval to execute the intent to merge with the Northwest Region WDB. Annette Sweet seconded the motion and the motion was approved with Yvonne Wright abstaining.

It was noted that the CLEOs would set a time for a meeting to discuss and vote on the WDB recommendations.

COMMITTEE REPORTS

- **Employer Engagement Committee**

Chairperson Jim Kolve said the Employer Engagement Committee met March 7th. At the meeting, he presented three reports for discussion. The first was titled *The Demographic Drought: Bridging the Gap in our Labor Force*. The article presented a good understanding of what's happening in our labor force. The second report was *The Logistics Skills Gap: Labor Market Trends for the modern Supply Chain*. This article also helped to explain the how, where and what of where we are currently. The third article was titled *Skills Mismatch*. The article noted that a majority of jobs (52%) require skills training beyond high school, but not a four-year degree. It also noted that, too few workers can access the skills training and education needed to fill in-demand jobs. The Committee discussed ways to better inform individuals about the services available and what employers might do to better attract job seekers. It was also discussed that the State has received a grant of \$24 million for agriculture and food processing plants.

- **Access Committee**

Chairperson Kara Berlin-Bates was not present so Diane provided an update. She said the Committee has been working on the Youth Summit called "*Worthy*". She said the Reverse Job Fair that focus on individuals with disabilities and justice involved individuals was cancelled because the majority of these job seekers had already found employment.

- **Executive Committee**

Michael said the Executive Committee report was provided earlier under the discussion of the PY22 Plan.

SUB-STATE QUARTERLY REPORTS

- **Customer Service Surveys**

Customer Survey Reports were provided to the Board and CLEOs for their review. Diane reviewed the report and said there were no negative comments. If a negative comment were received, she would notify the Board and the issue would be investigated.

- **Q2 Performance Report from OWD**

Everyone was provided a copy of the OWD Region Performance Card. Diane reviewed the report. For the time period of October-December 2021, the Region was rated as a critical situation. The current active issues for this time period were:

- FY19 Audit not completed which was due 03/30/2020.
- Behind on cost share payments to OWD.
- Low expenditures for PY20 DW and PY21 Youth, Adult, and DW.
- Currently behind on Dislocated Worker Credential and Adult, Youth, and Dislocated Worker Measurable Skills Gains.

Diane said Sarah had worked with the State to resolve the issue of updating the cost share payments. She expected the Dislocated Worker Credential rate and the Adult, Youth and Dislocated Worker Measurable Skills Gains measures to improve. The audit was getting nearer to completion and overall we were in pretty good shape.

- **Q3 Sub-Recipient Benchmark Performance and Expenditure Reports**

The Committee was provided copies of sub-contractor's performance and benchmarks. The reports showed the following:

- Gamm, Inc.

Budget expenditures were 49% and they should be at 80% by the end of June 2022. Operational Expenditures were 57% and should be at 60% or less and their Program Expenditures were at 43% and should be at 40% or more.

- Boonslick RPC

Budget expenditures were 60% and they should be at 80% by the end of June 2022. Operational Expenditures were 66% and should be at 60% or less and their Program Expenditures were at 34% and should be at 40% or more.

Enrollment numbers and performance for each program was also reviewed for each sub-contractor. Diane reminded everyone of the importance of the Region meeting 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.

- **Fiscal Monitoring**

Diane said she and Sarah would be conducting in-person Fiscal Monitoring in May. Currently, the sub-contractors are required to provide documentation for their cash requests so the majority of the monitoring had already been completed through those documents.

- **Programmatic Monitoring**

Sharon provided the following PY21 Programmatic Monitoring Report.

- Adult & Dislocated Worker - Monitored 91 files (Gamm 73 and BRPC 18)
Main issues were; employment plans, supportive service documentation, activity code errors and EO Complaint and Grievance notice.
- Youth - Monitored 70 files (Gamm 59 and BRPC 11)
Main issues were; activity code, case note and Individual Service Strategy errors.
There was one disallowed cost and it was reimbursed with non-WIOA funds.

Sharon said when the files are monitored, they are also monitored for all participant costs to ensure participants and eligible trainers are being paid in a timely manner, timesheets are correct, hours do not exceed the program limits, supportive services documentation is uploaded, etc.

Sharon also provided a report for the Data Element Validation Monitoring.

- Adult – total files 10. There were 9 fails and 2 unable to validate. Errors included incorrect credential information, incorrect Measurable Skills Gains information and incorrect employment and wage information.
- Dislocated Worker – total files 3. No fails yet, but some questions had been sent to OWD for clarification.
- Youth – total files 7. Total fails 7. Main issues were activity code begin and end dates and Measurable Skills Gain incorrect information entered.

- **EO Monitoring**

Wonda had to leave the meeting early so Diane said she would send her report to everyone. She noted that Wonda was in the process of setting dates to monitor the Eligible Training Providers.

LOCAL PLAN, MOU, INFRASTRUCTURE FOR PY22

Diane said Jim, Mark and herself had been working on the revisions to the Local Plan. They planned to meet again on Friday. Changes were mostly due to demographics and COVID. When the updates were completed, she would send the Plan to everyone to review.

CONFLICT OF INTEREST AGREEMENT

Diane said it was again time for everyone to sign the Conflict of Interest Agreement. There were no changes. The Agreement would be emailed to everyone for their signature. She asked that everyone sign the document as quickly as possible and return it to her.

REGIONAL WORKFORCE UPDATE

Shari Schenewerk said the State has 6 projects pending that would provide approximately 160 jobs. This did not include the meat processing plant coming to Warren County. The State has also received \$42

million for broadband installation. They were looking at ways to provide funding for skills training to help with the installation.

JOB CENTER UPDATES

- **Hannibal Job Center**

Erica Davis provided an update for the Hannibal Job Center. She spoke about two success stories, that were shared nationwide, of individuals that were assisted with TAA benefits. She talked about braiding services and how WIOA, SkillUP and Gamm, Inc., who provides DESE funds for participants, is so important in serving individuals. She said their Spring Job Fair is scheduled for April 14th. She provided updates for each program and talked about the success of the Worthy Expo that was held March 10.

- **Kirkville Job Center**

Mandy McClanahan provided an update for the Kirkville Job Center. She provided information on past hiring events and gave an update of program enrollments. She said the Kirkville Job Fair will be held at Days Inn on April 21st. She shared information regarding a Community Engagement Conference that was held for individuals with disabilities on March 15th. She provided an update on Work Keys testing, RESEA job orders and the Veterans program. She said they were assisting approximately 25-30 individuals at the Job Center each week. She also introduced new DHEWD and MSFW staff at the Job Center.

- **Warrenton Job Center**

Jenn Weber provided the update for the Warrenton Job Center. She said CertainTeed was offering a paid internship opportunity available for individuals 18-24. Individuals will be paid \$19.30 per hour and will have a chance for full-time employment upon completion. Jenn said she provided a presentation regarding TikTok as a means to reach potential workers to the Human Resources Forum that meets monthly with the Warrenton Chamber. She announced that the Job Center is hosting a Reverse Drive Through Hiring Event. The event will have a resume workshop, resume critique session and hiring event. Program enrollment and expenditure information was also provided.

CHAIRMAN'S REPORT

Michael said he had nothing more to add for the meeting and he thanked everyone for their hard work.

DIRECTOR'S REPORT

Diane said she had covered everything earlier and she had nothing more to add.

OPEN ROUNDTABLE DISCUSSION

No information was provided.

OTHER BUSINESS

Glenn Eagan suggested finding ways to spend the \$22,000 of WDB match funds prior to the merger.

CONFIRMATION OF NEXT MEETING DATE & LOCATION

The next NEMO WDB Meeting was scheduled for April 25, 2022.

ADJOURN

The meeting adjourned at approximately 3:15 pm.