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**NEMO WORKFORCE DEVELOPMENT BOARD**

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**NEMO Workforce Development Board  
YOUTH COUNCIL  
Meeting Minutes  
December 2, 2021**

**PRESENT**

**Youth Council Members**

Mark Chambers, Moberly Area Community College  
Stephanie Cooper, Douglas Community Services  
Melissa Layman, Vocational Rehabilitation  
Shannon Hinson, Adult Education & Literacy  
Will Hays, LOQW

**GUESTS**

Sheree Prebe, Gamm, Inc.  
Janet Hickey, BRPC  
Ruth Whitis, Gamm, Inc.  
Elaine Miller, Gamm, Inc.

**NEMO Workforce Development Board Staff**

Diane Simbro, NEMO WDB  
Sharon Hillard, NEMO WDB  
Wonda Hart, NEMO WDB

**NOT PRESENT**

**Youth Council Members**

Whitney Kertz, Westran School District  
Kristin Mosley, MACC Access & ADA Services  
Polly Matteson, Truman University  
Michael Purol, NEMO WDB Chair  
Kristin Plunkett, Probation and Parole Officer II  
State of Missouri  
Chuck Hartman, Employer

## **MEETING CALLED TO ORDER**

Chairperson Mark Chambers called the December 2, 2021 Northeast Missouri Workforce Development Board (NEMO WDB) Youth Council (YC) meeting to order at approximately 10:00 a.m. The meeting was conducted through Zoom.

## **ROLL CALL AND SIGNATURE SHEET**

Roll call was taken. Five members participated and a quorum was established. A total of 12 individuals participated in the meeting.

## **APPROVAL OF AGENDA AND MINUTES**

Stephanie Cooper moved to approve the agenda and minutes. Shannon Hinson seconded the motion, and the motion was unanimously approved.

## **PERFORMANCE REPORTS**

Diane reviewed the PY21 Quarter 1 Youth Performance Report for the NE Region. She first reviewed all of the performance goals for the region as a whole. The region had exceeded its performance goals for Youth Employment Quarters 2 and 4 and the Youth Credential Rate. However, it only achieved 45.6% of its goal for the Skills Gains measure. She then reviewed the performance measures by Job Center. The Hannibal Job Center had exceeded its performance goals for Youth Employment Quarters 2 and 4 and the Youth Credential rate. However, it only achieved 64.5% of its goal for Skills Gains. The Kirksville Job Center had exceeded its performance goals for Youth Employment Quarters 2 and 4 and the Youth Credential rate. However, it only achieved 58.7% of its goal for Skills Gains. The Warrenton Job Center had only achieved 64.9% of its goal for Youth Employment Quarter 2, 0.0% of its goal for Youth Employment Quarter 4, 0.0% of its goal for Credential Attainment goal and 35.8% of its goal for Skills Gains.

Diane also reviewed the sub-recipient's expenditure rates for In-School and Out-of-School Youth and Youth Work Experience. She noted that the expenditures rates were being closely watched to ensure compliance of the allowed expenditures rates.

## **PERFORMANCE REPORTS**

Sharon said OWD Compliance had recently completed its PY21 1<sup>st</sup> 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
- Possible Measurable Skills Gains not recorded and credential source documents had no earned date which is necessary for Data Element Validation
- 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
- Possible MSG not recorded
- 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 the sub-recipients were currently working on their responses to the monitoring comments and the response was due to the State December 8.

## **DIRECTOR'S REPORT**

Diane said she was in the process of sending letters to the County Commissioners to ask for consideration of ARPA (State Fiscal Recovery Fund Allocations) funding. She talked about a developing project to work with BASF and the Palmyra School district regarding a STEM apprenticeship project. The objective of the project was to work with high school students to fill employer pipelines. She also spoke about a project with the MO Extension regarding a Career Pathway project for Para Educators. The objective was to create a career pathway toward their teaching degrees. Diane said she had applied to the State for additional funds for the BEST program because we have other schools that are interested in beginning that program. The State told us that they love the program but their budgets have been decreased as well. They did say when we start getting low on our youth funds and it is going to endanger that program, we should resubmit the proposal.

Elaine Miller, with Gamm, Inc. reported on the Best Program. Elaine said they had enrolled 5 youth and she provided an update of all of the other schools that were interested in the program. She said the lack of funding was the only issue regarding the expansion of the program. She noted that this was the fourth year for the program and to date, they had achieved 100% employment for the participants.

## **YOUTH SERVICE PROVIDER UPDATES/REPORTS**

- **Gamm, Inc.**

Sheree Prebe reviewed the report for Gamm, Inc. Total Out-of-School Youth (OSY) served was 33 and total In-School Youth (ISY) served was 12. Youth participating in classroom training activities were being supported by adult funds. They had 9 youth in classroom training activities and their total expenditures were \$5,285.78. The youth were participating in work experiences that included childcare worker, office assistant, food service worker, cafeteria aid, custodian and housekeeping. They had 14 youth in the Scholars Level 1 program and 4 youth in the Scholars Level 2 program. Incentives paid included attainment of High School Diploma, attainment of HSE, MSG or EFL increases and attainment of a post-secondary degree for

a total of \$1,300.00. Total supportive services paid was \$3,861.82 which were for childcare, transportation, testing fees, uniforms and hot spot charges. Cost per participant was \$1,466.61 for In-School Youth and \$2,013.62 for Out-of-School Youth. Total youth enrolled in the Jobs League Program was 7 with expenditures of \$26,068.30.

- **Boonslick Regional Planning Commission (BRPC)**

Janet Hickey reviewed the report for Boonslick Regional Planning Commission. Total Out-of-School Youth (OSY) served was 9 and total In-School Youth (ISY) served was 16. They have 3 youth in class room training activities and have spent \$5,926.00. Two ISY were enrolled in work experiences and the total spent was \$3,440.21. The youth are participating in janitorial work experiences. Currently they don't have any youth enrolled in the Scholars at Work program. They had no expenditures for incentives. A total of \$38.96 has been spent on supportive services for uniforms and \$307.02 for transportation supportive services. Total cost per for In-School Youth participant is \$3,603.96 and total cost per for Out-of-School Youth was \$13,274.48. Janet said BRPC's youth enrollments were low. She was working with St. Charles Community College to get referrals and she would also be working with Rankin.

### **OTHER BUSINESS ROUNDTABLE – AGENCIES**

Stephanie Cooper said Douglas Community Services just completed their first semester of Connections to Success where they served approximately 30 students. She noted that there were some challenges but a lot of good things came out of the semester. Stephanie also talked about Douglas Community's scholarship program and she asked everyone to encourage students to apply. She will be sending the application to the providers in January. She also announced that she would be attending the NAWDP Youth Symposium in Chicago this month.

Mark said MACC would have approximately 100 Nursing students starting in January. He said they would start their first Bridge Program for the nursing program in January. He said meetings were scheduled for this week to discuss funding for Finish Line and Fast Track.

Shannon Hinson, Director of Adult Education at MACC, said AEL in-person orientation began again this week. Classes are being held in-person with a virtual component and there are also some hybrid options available. Intake is conducted every other week and students can go to MACC.com to register. She also announced that the AEL program would be receiving \$78,000 in additional funding this year. The funding would be used for web-based program upgrades and personal development for staff. They were on target to meet their performance and they exceeded their performance by 6% last year.

Diane said the NE Region is hoping to see some additional funds from the dollars coming down from the ARPA legislation as well. She hoped to hear more by next week. She announced that she and others were asked to serve on an Adult Learner Committee organized by the MO Department of Higher Education.

### **NEXT MEETING DATE/LOCATION**

The tentative date for the next Youth Council meeting was scheduled for February 24, 2022 or March 3, 2022. Diane will send a poll to the committee members to decide the date.

### **ADJOURNMENT**

Stephanie Cooper moved that the meeting be adjourned. Shannon Hinson seconded the motion, and the meeting adjourned at approximately 11:00 am.