



NEMO WORKFORCE DEVELOPMENT BOARD

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NEMO WORKFORCE DEVELOPMENT BOARD

June 13, 2022

**WDB Members
Present**

Corey Mehaffy
Annette Sweet
Steve Garner
Jim Kolve
Stephanie Cooper
Kara Berlin-Bates
Allie Bennett

**WDB Members
Not Present**

Michael Purol
Lisa Blickhan
Mac Wilt
Les Cardwell
Dennis Gill
Joe Rubison
Mike McGhee
Darin Arnsmeier
Lydia McClellan
Gabe Suddarth
Steve Sellenriek
Carolyn Chrisman
Mark Chambers
Yvonne Wright
Dawn Mowery

**CLEO's
Present**

Glenn Eagan
Chris Gamm
Ryan Poston
Mark Shahan
John David Lomax

CLEOs

Not Present

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

**Guests
Present**

Jenn Weber
Chad Eggen
Ruth Whitis
Mandy McClanahan
Jennifer Taylor
Dana Keller
Shari Schenewerk
Latrisha Hicks
Sutarrah Campbell
Kim Hinkle
Kim Meyer
Erica Davis
Kerry Savage
Louis Riggs

**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 CLEO BY-LAWS AND CONSORTIUM AGREEMENT

The CLEO By-Laws and CLEO Consortium Agreement was sent to all CLEOs for their review. Diane said the only changes made to the Agreements was the dates. Due to the lack of a two-thirds quorum, the approval of the Agreements will be done electronically via email.

Diane said the CLEOs also needed to vote on their officers for PY22 and the current officers (Chair Chris Gamm, 1st Vice Chair Mark Shahan and 2nd Vice Chair Glenn Eagan) would be presented for approval and the vote would be taken electronically via email as well due to the lack of a two-thirds quorum.

MEETING CALLED TO ORDER

Vice Chairperson Allie Bennett called the June 13, 2022 Northeast Missouri Workforce Development Board (NEMO WDB) meeting to order at approximately 1:15 p.m. The meeting was held at the Home Bank in Hannibal, Missouri with a virtual option through Zoom.

ROLL CALL AND SIGNATURE SHEET

Roll call was taken by 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.

REGIONAL WORKFORCE UPDATE

Shari Shenewerk shared good economic news that will add good jobs in the NE Region. Shari also shared information and answered questions regarding the ARPHA funding.

Allie Bennett provided a flyer regarding American Rescue Plan Funding Opportunities event scheduled for Wednesday, June 22nd at the Northeast Power Office in Palmyra, MO.

APPROVAL OF LOCAL AREA RE-DESIGNATION APPLICATION

Diane said the Board and CLEOs had already voted to approve North Central Missouri College as the WDB's Fiscal Agent. They also voted to merge with the Northwest Region WDB. The intent to merge information was posted for public comment and the WDB received no comments. Now, the application for the merger of the Northeast WDB Region with the Northwest WDB Region to form the North WDB Region needed to be approved by the WDB and CLEOs. Everyone was sent a copy of the application and Diane reviewed the information.

Corey Mehaffy moved that the NEMO WDB approve the application for Local Area Re-Designation Application as presented. Jim Kolve seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan moved that the CLEOs approve the application for Local Area Re-Designation Application as presented. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

APPROVAL OF WDB BY-LAWS

Everyone was sent a copy of the Revised WDB By-Laws for their review. Diane said the changes to the By-Laws included the change of the Board's name and updating the dates. She also reminded everyone that the WDB By-Law Attestation would need to be signed by all members, and the Attestation form

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would be sent to all members for their electronic signature. Signatures were due to the State June 30, 2022.

Corey Mehaffy moved that the WDB By-Laws be approved as presented. Jim Kolve seconded the motion and the motion was unanimously approved.

CHAIRMAN'S REPORT

Chairperson Michael Purol was not present. Diane said the issues discussed by the Executive Committee were on today's agenda.

APPROVAL OF INDIVIDUAL TRAINING ACCOUNT POLICY REVISIONS ISSUANCE 26-2020, CHANGE 1

The Revised Issuance 26-220, Change 1 WDB Individual Training Account Policy (ITA) was sent to everyone for their review. Diane reviewed the revisions that included adding Construction to the list of targeted industry sectors and a change in the policy for the payment of short-term trainings.

Jim Kolve moved that the NEMO WDB approve the revised WDB ITA Policy. Corey Mehaffy seconded the motion and the motion was unanimously approved. Commissioner Mark Shahan moved that the CLEOs approve the revised WDB ITA Policy. Commissioner Ryan Poston seconded the motion and the motion was unanimously approved.

UPDATE ON AUDITS

WDB Fiscal Officer, Sarah Hudson was unable to attend so Diane provided an update. She said the audits for PY 2018 has been submitted back to the third party auditor to finish and submit to the Clearing House. PY 2019 and 2020 had been finalized and sent to the auditor to finish. The 2021 audit was close to being finished and will be sent to the auditor when completed.

RENEWAL TO EXTEND CONTRACT OF CURRENT AUDITOR FOR ONE YEAR TO COMPLETE PY21 AUDIT (COST \$11,400)

Diane said the original contract with Botz Deal was for PY 2019 and the Board extended the contract for PY 2020. Now, the Board needed to vote on whether or not to extend for PY 2021 at the cost of \$11,400. Diane said, with Botz Deal's current experience, it would probably be best to extend the contracts for PY 2021 and not RFP with a new auditor who would have little experience and would probably have the same past issues as Botz Deal. Therefore, the Executive Committee recommended to extend the contract.

Jim Kolve moved to extend the PY21 Auditor Contract to Botz Deal. Corey Mehaffy seconded the motion and the motion was unanimously approved. Commissioner Mark Shahan moved to extend the PY21 Auditor Contract to Botz Deal. Ryan Poston seconded the motion and the motion was unanimously approved.

COMMITTEE REPORTS

• Employer Engagement Committee Update

Chairperson Jim Kolve said the Employer Engagement Committee met on June 1st and discussed the following issues.

- Build My Future Event scheduled for September 21, 2002.
- Dollars budgeted (\$411 Million) by the State for Construction this year.
- Harvard Business/EMSI Burning Glass report regarding employers resetting of degree requirements.
- Discussed more companies adopting skills-based hiring.
- Discussed St. Louis Region Freight Way's 2022 priority projects.
- Discussed True Manufacturing, Inc. headquarter in O'Fallon, MO.
- Reviewed the region's top 10 job openings Now, Next and Later and top 20 technology skills.
- Roundtable discussion where participants provided events and updates.

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- **Youth Council Report**

Diane said the Youth Council met on June 9th. The Youth Council Chair and Vice Chair were unable to attend so the Committee discussed the Agenda items. Items requiring a vote were voted on electronically via email on a later date. Items discussed included the following:

- Review of Performance Reports,
- Review of Programmatic Monitoring Reports,
- Youth funding update for PY22 and ISY and OSY funding split,
- Youth Service Provider Reports, and
- The extension of the PY22 Youth Program Contracts to Gamm Inc. and Boonslick Regional Planning Commission. Voting issues were conducted electronically via email.

- **Executive Committee Update**

Diane said the Executive Committee met on June 6th and all items of discussion were on today's agenda. She also noted that the Access Committee Meeting was cancelled and would be rescheduled for July.

WDB COMMITTEE STRUCTURE

Everyone was provided a copy of the revised WDB Committee Structure. Diane reviewed the changes and gave everyone an opportunity to volunteer on the committees.

Corey Mehaffy moved that the WDB Committee Structure be approved as presented. Jim Kolve seconded the motion and the motion was unanimously approved. Commissioner Glenn Eagan moved that the WDB Committee Structure be approved as presented. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

SUB-STATE QUARTERLY/ANNUAL REPORTS

Diane reminded the WDB and CLEOs that they were required to review the Sub-State Quarterly and Annual Reports. Approval of the reports would be done with one motion barring any opposition. The following reports were reviewed.

- **Customer Service Survey Reports**

Everyone was provided a copy of the Customer Service Survey Reports. Diane reviewed the information gathered from job seekers and employers.

- **Q3 Performance Report from OWD (January thru March 2022)**

Everyone was provided a copy of the report and Diane reviewed the information. The Region was rated as a critical risk. Issues of concern are listed below.

1. Not meeting performance for Dislocated Worker Measurable Skills Gain.
2. FY19 Audit not completed; due 03/30/2020.
3. Currently behind on cost share payments to OWD and not meeting 60/40 expenditure rate.
4. Documentation has not been uploaded for FY21 Audit justifying an allowable extension.
5. Low expenditures for PY20 DW and PY21 Youth, Adult, and DW

Diane said most of the items were now resolved and all that remained was the completion of the audits which should be completed shortly.

- **WiPfli Monitoring, Annual Agreement, Local Plan Modification/MOU**

Diane said the WiPfli Monitoring was now completed. An exit discussion was not completed and a lot of the issues noted could be cleared up. She plans to discuss several of the issues with OWD.

Diane said the WDB Annual Agreement had been approved by the State and the State was now reviewing the WDB's Local Plan Revision.

- **Q4 (thru May 31) Sub-recipient Benchmark Performance and Expenditure Reports**

The Q4 (thru May 31) Sub-recipient Benchmark Performance and Expenditure Reports were sent to everyone for their review. Diane reviewed the reports.

For expenditures, the Job Centers should be at 80% or more spent by June 30 and they were required to spend 60% or less on operations and 40% or more on program. Overall, Gamm was 75% spent and they were at 52% operations and 48% program. The expenditures were also reviewed by Job Center. The Kirksville Job Center was on target for expenditures. The Hannibal Job Center was on target except for DW expenditures and was at 77% operations and 23% program. Overall, the Warrenton Job Center was 78% spent and was at 65% operations and 35% program. Warrenton was at 70% operations and 30% program for Out-of-School Youth and 82% operations and 18% program for DW.

For enrollments Diane reviewed the performance benchmarks by program for each sub-recipient. To date, Gamm had not met their goal of 23 for DW and had enrolled 10 and had not met their goal of 22 for OSY and had enrolled 13. Warrenton had not met their goal of 19 for Adult and had enrolled 10. They had not met their goal of 15 for DW and had enrolled 3. They had not met their goal of 4 for ISY and had enrolled 2. They had not met their goal of 12 for OSY and had enrolled 5.

Diane also reviewed performance through June 10, 2022 for the Region as a whole and for each Job Center. Overall, the Region was doing well. All goals had been met or exceed except the DW Credential which was at 89.8% of the goal. Goals not met by the Kirksville Job Center were Skill Gains Adult 98.5% and Credential DW 0%. Goals not met by the Hannibal Job Center were Credential Adult 91.9%, Credential DW 94.3% and Skill Gains DW 86.3%. Goals not met by the Warrenton Job Center were Employment Q2 Youth 99.9%, Employment Q4 Youth 71.4%, Credential Youth 68% and Skill Gains Youth 80.6%.

- **Financial Monitoring**

Diane said Sarah's main focus had been the completion of the outstanding audits. Diane said the sub-recipients are required to provide copies of invoices with their CPRs monthly so that portion had already been completed. Diane and Sarah will complete the on-site monitoring before Year End and finish conducting the monitoring tests and the Financial Monitoring and Risk Assessment should be completed before year end unless there are issues that need to be resolved. In the testing that has been completed thus far, there have been no issues flagged.

- **Programmatic Monitoring**

Everyone was provided a draft copy of the PY21/FY22 Programmatic Monitoring reports for both sub-recipients Gamm, Inc. and Boonslick Regional Planning Commission (BRPC) for their review. Sharon reviewed the comments found for each program monitored for each sub-recipient. She said one disallowed cost was discovered for Gamm in the WDB monitoring and one disallowed cost was discovered in the OWD monitoring for BRPC. Both disallowed costs had been repaid with non-WIOA funding. Training was provided on April 7, 2022 to all staff addressing the issues found on the reports. Corrections were made where possible and all issues were resolved.

- **EO Monitoring**

Wonda said as Project Manager this year her duties consisted of employer engagement, attending job fairs and attending Youth Council and pre- apprenticeship meetings. Each month a report was sent out for the MAR grant for pre-apprenticeship. As EO Officer she provided monthly EO training to Job Center and Board staff. Some of the topics included the use of LGBTQ pronouns, EO data collection, gender-based violence, equality, etc. She also participated in monthly EO trainings provided by the State EO officer Danielle Smith. Wonda said quarterly monitoring of the Job Centers was also completed March 31 through April 14. Issues monitored included required posters and required assistive equipment. Complaint log reports had been submitted quarterly. She noted that the region had one complaint regarding an Eligible Training Provider that had been resolved. Wonda said she is in the process of completing the ETPS Monitoring that is due June 30. Providers being monitored are Hannibal LaGrange

University, Moberly Area Community College, Pike Lincoln Technical Center and Kirksville Area Technical Center.

It was also noted that the EO Data Analysis was completed in the first quarter and the Staffing Analysis was completed in the second quarter of the program year. After the review of all the reports, the following motion was made.

Jim Kolve moved to approve all of the reports as presented. Corey Mehaffy seconded the motion and the motion was unanimously approved. Commissioner Mark Shahan moved to approve all of the reports as presented. Commissioner Glenn Eagan seconded the motion and the motion was unanimously approved.

- **One-Stop Monitoring**

Diane said she has completed the One-Stop Monitoring with GMM and BRPC. Each category was discussed and led to some continuous improvement ideas. Both sub-recipients are working on their schedules to place a staff in every county on a consistent, regular basis. It will take some time to make our employers/jobseekers aware that we will be able to meet them in a more convenient place. This plan should also enable us to share referrals with our partners and increase enrollment, training, and employment.

A report will be sent to each sub-recipient that will include all of the reports above including any corrective actions needed to improve in PY22.

PRELIMINARY PY22 ALLOCATIONS/STAFFING AND PROGRAM SPLIT (60%/40%), AE/PROGRAM SPLIT (8%/92%) AND BUDGET

Diane said the final PY22 allocation information was not yet available as we have not received the contracts from OWD. So everyone was provided a copy of the preliminary PY22 allocations, Staffing/Program split and AE/Program split. She reviewed the allocations for Adult (\$24,822 decrease), Dislocated Worker (\$31,436 decrease) and Youth Programs (\$6,308 increase). Next, she reviewed how the allocations for the Job Centers was determined based on population, poverty and unemployment of the counties served. She also reviewed information explaining the Program split of (60% admin and 40% program) and AE split of (8% staffing and 92% program) and the preliminary totals for each Job Center and AE.

Corey Mehaffy moved to approve the PY22 allocations and Staffing/Program split (60%/40%) and AE/Program split (8%/92%) as presented. Jim Kolve seconded the motion and the motion was unanimously approved. Commissioner Mark Shahan moved to approve the PY22 allocations for Staffing/Program split (60%/40%) and AE/Program split (8%/92%) as presented. Commissioner Glenn Eagan seconded the motion and the motion was unanimously approved.

CONFLICT OF INTEREST AGREEMENT

Diane said the Conflict of Interest Agreement was sent out after the last WDB Meeting. To date, she had only received about four signatures. She would be sending the Agreement out again and she would like everyone sign and return them as soon as possible as they too are due to the State June 30, 2022.

APPROVAL OF PY22 WDB MEETING DATES

Diane reviewed the tentative PY22 WDB Meeting Dates of September 19, 2022; December 19, 2022; March 20, 2023 and June 12, 2023.

Corey Mehaffy moved that the PY22 WDB Meeting Dates be approved as presented. Jim Kolve seconded the motion and the motion was unanimously approved. Commissioner Mark Shahan moved that the PY22 WDB Meeting Dates be approved as presented. Commissioner Glenn Eagan seconded the motion and the motion was unanimously approved.

JOB CENTER UPDATES

Job Center Update Reports were sent to everyone for their review.

- **Hannibal Job Center Update**

Erica Davis provided a summary of the Hannibal Job Center Report. Issues discussed were NCRC and Certified Work Ready testing, the graduation of participants, Hannibal Earth Day Memorial, March Job Fair numbers, upcoming October 13th job fair, MAWD Conference 2022, staff trainings, Youth, Adult and Dislocated Worker, Incumbent Worker, Skill UP updates, Veteran services, employer job order and employer services.

- **Kirksville Job Center Update**

Mandy McClanahan provided a summary of the Kirksville Job Center Report. Issues discussed were hiring events, the number of WIOA Adult, Dislocated Worker and Youth participants, participant trainings completed, Kirksville Job Fair, upcoming July Childcare Connections event, RESEA and job order numbers, workshops offered, partnering outreach, Veteran Program update and MSFW Program update.

- **Warrenton Job Center Update**

Jenn Weber provided a summary of the Warrenton Job Center Reports. Issues discussed were Next Step Expo, partnering with local employers, Lincoln County outreach, Connections to Success fundraiser, Job Center contacts on social media, job orders and program expenses totals.

CHAIRMAN'S REPORT

Chairperson Michael Purol was not present so a Chairman's Report was not given.

DIRECTOR'S REPORT

Diane announced that a Meet and Greet Event would be held June 23rd at the Hannibal Job Center. Northwest WDB Executive Director Brent Stevens, Fiscal Officer Jeanie Griffin and Compliance Officer Kerry Savage would be attending. This would be a great opportunity for the Northeast Region staff to get to know the new Board Staff. She said the Compliance/EO Officer position that will be located at either the Hannibal or Kirksville Job Center had been posted on MoJobs. She said it had been a pleasure to serve and she would be working for a short while to help with the transition.

ROUNDTABLE DISCUSSION

No information was provided.

OTHER BUSINESS

Allie said the WDB needed to vote on a slate of officers for PY22. The current slate of WDB Officers is Chair Michael Purol, Vice Chair Allie Bennett and Secretary/Treasurer Jim Kolve and all had agreed to serve again.

Corey Mehaffy moved that the current slate of WDB Officers be nominated for Program Year 2022. Jim Kolve seconded the motion and the motion was unanimously approved.

ADJOURN

Jim Kolve moved that the meeting of the general session of the meeting be adjourned. Corey Mehaffy seconded the motion and the motion was approved.

CLOSED SESSION UNDER MO STATUE 3106.021 (12) Discussion of Sealed Bids and Related Documents of Competitive Bidding

Corey Mehaffy moved to go into Closed Session Under MO Statue 3106.021 (12) for the discussion of sealed bids and related documents of competitive bidding. Jim Kolve seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Commissioner Mark Shahan moved to go into Closed Session Under MO Statue 3106.021 (12) for the discussion of sealed bids and related documents of competitive bidding. Commissioner David Lomax seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Diane said the WDB Executive Committee and CLEO Executive Committee voted to recommend that the Board approve the extension of the current sub-recipient contracts with Gamm, Inc. and Boonslick Regional Planning Commission for the WIOA Title 1B Adult and Dislocated Worker Programs for PY22.

Jim Kolve moved that the WDB approve the recommendation of the WDB Executive Committee to extend the current sub-recipient contracts with Gamm, Inc. and Boonslick Regional Planning Commission for the WIOA Title 1B Adult and Dislocated Worker Programs for PY22. Annette Sweet seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Commissioner Mark Shahan moved that the CLEOs approve the recommendation of the CLEO Executive Committee to extend the current sub-recipient contracts with Gamm, Inc. and Boonslick Regional Planning Commission for the WIOA Title 1B Adult and Dislocated Worker Programs for PY22. Commissioner David Lomax seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Diane said the Youth Council Committee voted to recommend that the Board approve the extension of the current sub-recipient contracts with Gamm, Inc. and Boonslick Regional Planning Commission for the WIOA Title 1B Youth Programs.

Corey Mehaffy moved that the WDB approve the recommendation of the Youth Council Committee to extend the current sub-recipient contracts with Gamm, Inc. and Boonslick Regional Planning Commission for the WIOA Title 1B Youth Programs. Jim Kolve seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Commissioner Mark Shahan moved that the CLEOs approve the recommendation of the Youth Council Committee to extend the current sub-recipient contracts with Gamm, Inc. and Boonslick Regional Planning Commission for the WIOA Title 1B Youth Programs. Commissioner Glenn Eagan seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Annette Sweet moved to come out of Closed Session Under MO Statue 3106.021 (12) for the discussion of sealed bids and related documents of competitive bidding. Corey Mehaffy seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Commissioner Mark Shahan moved to come out of Closed Session Under MO Statue 3106.021 (12) for the discussion of sealed bids and related documents of competitive bidding. Commissioner David Lomax seconded the motion. A roll call vote was taken and the motion was unanimously approved.

The Closed Session adjourned.