



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO Workforce Development Board
YOUTH COUNCIL
Meeting Minutes
June 9, 2022**

PRESENT

Youth Council Members

Polly Matteson, Truman University
Shannon Hinson, Adult Education & Literacy
Kristin Mosley, MACC Access & ADA Services

GUESTS

Ruth Whitis, Gamm, Inc.
Jenn Weber, BRPC
Jim Kolve, AFLCIO DW

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
Mark Chambers, Moberly Area Community College
Michael Purol, NEMO WDB Chair
Will Hays, LOQW
Stephanie Cooper, Douglas Community Services
Melissa Layman, Vocational Rehabilitation
Kristin Plunkett, Probation and Parole Officer II
State of Missouri

MEETING CALLED TO ORDER

The June 9, 2022 Youth Council Meeting was conducted at approximated 10:00 a.m. at the MACC, Moberly Campus, and electronically through Zoom. Chairperson Mark Chambers and Vice Chair Melissa Layman were not in attendance. Therefore, the meeting could not be called to order. It was decided to proceed with the sharing of the agenda items and voting issues would be conducted electronically via email at a later date.

ROLL CALL AND SIGNATURE SHEET

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

APPROVAL OF AGENDA AND MINUTES

The approval of the Agenda and Minutes was not conducted.

PERFORMANCE REPORTS

The Committee was provided Performance Reports for their review. Diane reviewed the latest update for the PY21 Youth Performance for the NE Region. As a whole, the Region had met or exceeded all of its goals. She then reviewed the performance goal percentages for each Job Center. The Hannibal and Kirksville Job Centers were doing well. However, the Warrenton Job Center had not met some of its performance goals. She hoped their numbers would improve by the end of the Program Year.

Diane then reviewed the expenditures for both sub-recipients through April, 2022. Gamm, Inc. was 69% spent for In-School Youth (ISY) and 54% spent for Out- of-School Youth (OSY) and they were on target to meet their goals. Boonslick Regional Planning Commission (BRPC) was 97% spent for ISY and 106% spent for OSY and was not on target to meet their expenditures.

Next, she reviewed the Enrollment Benchmarks for both sub-recipients. For ISY enrollments, Gamm, Inc. had met 100% of their goal of 7 enrollments and had enrolled 7. For OSY enrollments, Gamm Inc. was at 59% of their goal of 22 and had enrolled 13. For ISY enrollments, BRPC had met 50% of their goal of 4 and had enrolled 2. For OSY enrollments, BRPC had met 25% of their goal of 12 and had enrolled 3.

Diane noted that the percentages for both sub-recipients would probably change by the end of the Program Year. She added that the expenditures rates for ISY, OSY and Work Experience were being closely watched to ensure compliance of the allowed expenditures rates for the Program Year.

MONITORING REPORTS

The Committee was provided Youth Programmatic Monitoring Reports for each sub-recipient for their review. The records reviewed were from March 15, 2021 to March 15, 2022. Sharon reviewed the information.

A total of 59 records were reviewed for Gamm, Inc. Staff identified no findings or concerns. A total of 6 comments were found that included the following.

1. Records reviewed did not adhere to OWD Issuance 18-2017 Statewide Individual Employment Plan Development/Individualized Service Strategy Policy and had a total of 15 errors.
2. Records reviewed did not adhere to OWD Issuance 02-2021 Statewide Case Note Policy and had a total of 18 errors.
3. Records reviewed did not adhere to OWD Issuance 04-2018 Participant Activity Codes and Definitions and had a total of 16 errors.
4. Records reviewed contained a total of 6 Work Experience file documentation errors.
5. Records reviewed contained a total of 6 WIOA Application errors.

6. Records reviewed contained 10 miscellaneous errors of expired resume, Complaint and Grievance Notice incomplete, Wagner Peysner enrollment not completed, incorrect information entered on the Objective Assessment, incentive not paid and incentive paid in error.

Two comments were found regarding Youth Supportive Service paid.

1. One record reviewed had no case note to justify supportive service paid.
2. One record reviewed had a Supportive Service paid but the activity code was not posted.

Gamm had one disallowed cost of an incentive paid in error. The disallowed cost was reimbursed to the Youth Program with non-WIOA funds.

A total of 11 records were reviewed for BRPC. Staff identified no findings or concerns. A total of 6 comments were found that included the following.

1. Records reviewed did not adhere to OWD Issuance 09-2020 Statewide Individual Employment Plan(EP)/Individual Service Strategy (ISS) Policy and had a total of 7 errors.
2. Records reviewed did not adhere to OWD Issuance 04-2018 Activity Codes and Definitions and had a total of 6 errors.
3. Records reviewed contained 2 errors regarding the Youth Objective Assessment.
4. Records reviewed contained 2 errors regarding the dissemination of Notices for Equal Opportunity Complaints and WIOA Complaints and Grievances.
5. Records reviewed contained 7 errors regarding information entered into the MoJobs Case Management System.
6. Records reviewed contained 9 miscellaneous errors that included missing case notes, provision of incentives not offered to some youth and wrong or incomplete information entered into case notes.

BRPC also had one disallowed cost of hours paid for a Work Experience found by OWD. This has been reimbursed to the Youth Program with non-WIOA funds.

Sharon said the WDB holds weekly staff meetings with sub-recipient staff where monitoring issues are discussed and OWD and NEMO WDB Policies are reviewed. Most staff also attend the weekly OWD Wise UP Wednesday trainings. As a result, the later files reviewed have shown much improvement. Additional training regarding monitoring issues found was also provided to sub-recipient staff during the April 7, 2022 weekly staff meeting. All issues have been corrected where possible and all issues are resolved.

COMMITTEE STRUCTURE

Everyone was provided a copy of the proposed Youth Council Committee Structure for review. Diane said the WDB Executive Committee had approved the addition of WDB Member Jim Kolve to the Committee as he normally attends and would be helpful in assisting with Pre-Apprenticeship and Apprenticeship issues. The members agreed that Jim would be an excellent addition to the Committee.

YOUTH FUNDING UPDATE FOR PY22 AND ISY/OSY SPLIT

Everyone was provided a copy of the preliminary Youth funding allocations for PY22 and the ISY/OSY Program split. Diane said the Region received a 3% increase (\$6,308.00). She explained that the allocations were based on poverty, population and unemployment for each of the counties served. Using that information, the Hannibal Job Center would receive \$71,275, the Kirksville Job Center would receive \$70,514 and the Warrenton Job Center would receive \$66,291. Diane said the ISY/OSY split was 25% for ISY and 75% for OSY. She had applied for a waiver for a 50/50 split. She reminded everyone that the numbers were preliminary and could possibly change.

YOUTH SERVICE PROVIDER UPDATES/REPORTS

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

Jenn Weber provided the Youth Service Provider Update for BRPC. She said for OSY, BRPC had a total of 4 participants. A total of \$9,925 had been spent for ITAs and \$1,285.89 had been spent for supportive services. For ISY, BRPC had a total of 3 participants. For Work Experience they had spent \$8,278.12 and they had spent zero dollars for supportive services. They currently have 2 youth in ISY Work Experiences performing janitorial work with their school districts. They had one potential enrollment this week for an ISY Work Experience. They plan to work with local non-profits, organizations and schools to help increase their enrollments. They are also networking with domestic violence shelters, a teen homeless shelter, Kiwanis, etc.

Gamm, Inc.

Ruth Whitis reviewed the report for Gamm, Inc. Total Out-of-School Youth (OSY) served was 37 and total In-School Youth (ISY) served was 15. They had 3 youth participating in the classroom training activities of Diesel Mechanic Certification (1) and LPN (2). They had 9 youth participating in Work Experience activities and had spent \$5,469.29. The youth were participating in work experiences that included childcare worker, office assistant, food service worker, cafeteria aid, custodian, housekeeping and lawn care worker. They had 18 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 \$3,600.00. Total supportive services paid was \$7,286.97 which were for childcare, transportation, testing fees, uniforms and hot spot charges. Cost per participant was \$2,029.58 for In-School Youth and \$1,016.49 for Out-of-School Youth. Total youth enrolled in the Jobs League Program was 9 with expenditures of \$22,966.46.

OTHER BUSINESS – SHARING OF CONCERNS/NEEDS OF AREA YOUTH

Polly Matteson said she was busy working with Shaping Your Future with Career Pathways events. Four events had been held statewide. They were working to focus on the many careers within the obvious career paths. She noted that a link regarding the events could be found on You Tube. Polly said a Build My Future event would be held September 21 in Macon with the focus on high school youth. The link for registration has been distributed. This event would be mostly construction based. Hannibal had an event for 8 grade youth. Attendance was low due to a snow storm, but the youth who attended had a great time. She has also been working with 4-H Spin Clubs talking about the need for youth to focus on their careers and how to get there; not just college and then a career.

Jim Kolve talked about a website called Big Future and noted that it contained a lot of useful information. He also noted that there was a current teacher shortage and 48% of the teachers are leaving.

Diane said this would be Sharon's last Youth Council Meeting as she would be retiring June 30. Diane was also retiring June 30. She said the NEMO WDB has approved North Central Missouri College as the Fiscal Agent beginning July 1, 2022 and their staff would be taking over the WDB staff duties. However, she would be working with the Northwest WDB during the transition period of the merger of the Northeast WDB with the Northwest WDB as an independent contractor for a short while. She and Sharon said it had been a pleasure to work with everyone.

VOTE TO GO INTO CLOSED SESSION UNDER MO STATUTE 610.021 (12)

The Committee did not vote to go into Closed Session as no Chair or Vice Chair was in attendance.

NEXT MEETING DATE/LOCATION

The tentative date for the next Youth Council meeting was scheduled for September 1, 2022.

ADJOURNMENT

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