

## GAMM INCORPORATED FIREWALL CONTRACT ADDENDUM

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The WDB of North Missouri is contracting with Gamm Incorporated to deliver the One-Stop Operator and WIOA Adult, Dislocate Worker, and Youth Program Services. Since Gamm Incorporated is serving multiple roles for the Board the following firewall has been established to ensure compliance with 20 CFR 678.625.

### **Gamm Incorporated Key Staff and Responsibilities Related to Contract**

- **Dana Keller, Executive Director**

As the Executive Director, Dana is the individual responsible for personnel oversight of Gamm Inc. staff. She also serves as the primary individual responsible for the One-Stop Operator role under the WIOA contract. In accordance with firewall requirements, Dana's role in personnel oversight is separate from day-to-day WIOA service delivery activities, ensuring no direct involvement in specific service decisions or case management.

- **Kim Hinkle, Fiscal Manager**

As the Fiscal Manager, Kim is responsible for accurate financial reporting and accounts payable for Gamm Inc. She also provides support to the Executive Director in the One-Stop Operator duties. Kim's financial management role maintains fiscal integrity and transparency, ensuring that WIOA funds are managed according to federal and state guidelines, with her responsibilities clearly delineated from program delivery.

- **Erica Davis, WIOA Program Director**

As the WIOA Program Director, Erica is responsible for the oversight and management of the WIOA Program Service Delivery for Gamm Inc. She supervises case managers within the service area and ensures that WIOA program activities comply fully with contractual obligations. Erica's role is entirely separate from the One-Stop Operator responsibilities, and she holds no authority over the administrative tasks performed by the Executive Director or Fiscal Manager.

### **FIREWALL DESCRIPTION**

In compliance with Local Board Policy and WIOA firewall requirements, Gamm Incorporated has established a clear separation of duties and responsibilities between the Workforce Development Board (WDB) of North Missouri and Gamm Incorporated to prevent conflicts of interest and ensure the integrity of program administration.

- **Executive Director and Fiscal Manager Roles:** The Executive Director and Fiscal Manager are responsible for fulfilling the administrative and operational duties outlined in the One-Stop Operator contract. The Executive Director has oversight of personnel but does not participate in or influence day-to-day

decisions related to WIOA Service Delivery, ensuring no authority over WIOA case management and program implementation.

- **WIOA Program Director Role:** The WIOA Program Director is responsible for the direct oversight and management of WIOA service delivery, with duties that include ensuring that all WIOA services are delivered according to the contract and in compliance with WIOA regulations. To maintain an effective firewall, the WIOA Program Director communicates directly with the Gamm Incorporated Board of Directors or the WDB of North Missouri staff for guidance on service delivery plans and compliance issues. This separation ensures that WIOA program decisions and service delivery are managed independently of the administrative responsibilities handled by the Executive Director and Fiscal Manager.