

## **South Central Workforce Investment Region Consortium of Chief Local Elected Officials Agreement**

The South Central Workforce Investment Region Consortium of Chief Local Elected Officials is organized exclusively to comply with the Workforce Innovation and Opportunity Act. The South Central Workforce Investment Region consists of more than one unit of general local government and therefore requires the creation of a consortium of Chief Local Elected Officials.

### **MEMBERSHIP**

Membership shall consist of the Presiding Commissioner, the Chief Local Elected Official (CLEO), from each of the twelve counties in the South Central Workforce Investment Region. The counties of Butler, Carter, Douglas, Howell, Oregon, Ozark, Reynolds, Ripley, Shannon, Texas, Wayne and Wright make up the South Central Workforce Investment Region.

### **OFFICERS**

The Consortium shall elect from its membership a Chairperson and a Vice-Chairperson. Elections shall be held in January of each year. Officers shall serve for a term of one year or until a successor is elected and may not serve consecutive terms in the same position. Vacancies shall be filled by election for the remainder of the unexpired term. The Chairperson shall preside, or arrange for another member, to preside at each meeting.

### **MEETINGS**

Regular meetings shall take place on the fourth Tuesday of January, April, July, and October of each year. All meetings of the Consortium shall comply with the Missouri Sunshine law.

### **PARLIMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Consortium in all cases to which they are applicable and in which they are not inconsistent with this agreement and any special rules of order the Consortium may adopt.

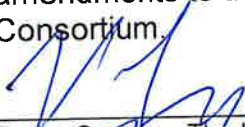
### **ROLES AND RESPONSIBILITIES**


1. The Consortium shall receive nominations, if necessary, and appoint members to the local Workforce Investment Board following the criteria in WIOA Section 107 (b)(2) and any additional State Workforce Issuances or requirements.
2. The Consortium will work in partnership with the Local Board to:
  - a. Develop and submit a local plan
  - b. Conduct oversight for local youth workforce investment activities

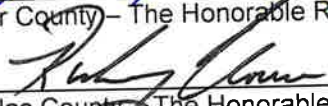
- c. Negotiate and reach agreement on local performance accountability measures
  - d. Select Operators and Providers
  - e. Develop a local budget that is consistent with the local plan
3. The Consortium is liable for any misuse of the Workforce Innovation and Opportunity Act funds allocated to the South Central Workforce Investment Region. In the event of a disallowed cost the liability would be distributed equally among the membership.

**TERMS OF AGREEMENT**

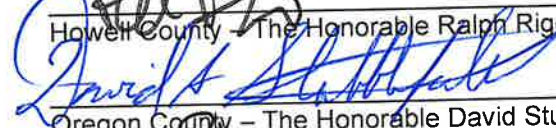
This Agreement shall be effective when signed by each member of the Consortium. This Agreement shall expire when there is any change in membership at which time a new Agreement shall be required. Any amendments to this Agreement must be approved by each member of the Consortium.


  
 \_\_\_\_\_  
 Butler County – The Honorable Vince Lampe

  
 \_\_\_\_\_  
 Carter County – The Honorable Ronald Keeney

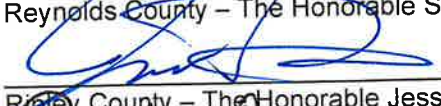
  
 \_\_\_\_\_  
 Douglas County – The Honorable Rodney Clouse

  
 \_\_\_\_\_  
 Howell County – The Honorable Ralph Riggs

  
 \_\_\_\_\_  
 Oregon County – The Honorable David Stubblefield

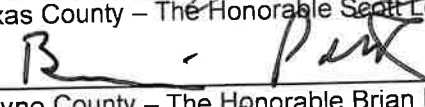
  
 \_\_\_\_\_  
 Ozark County – The Honorable Terry Newton

  
 \_\_\_\_\_  
 Reynolds County – The Honorable Steve Chitwood

  
 \_\_\_\_\_  
 Riley County – The Honorable Jesse Roy

  
 \_\_\_\_\_  
 Shannon County – The Honorable Beth Long

  
 \_\_\_\_\_  
 Texas County – The Honorable Scott Long

  
 \_\_\_\_\_  
 Wayne County – The Honorable Brian Polk

  
 \_\_\_\_\_  
 Wright County – The Honorable Zach Williams



# Local Workforce Development Board New Member Certification and Biennial Board Recertification Form

## South Central

Name of Local Workforce Development Board:

*(Attach additional copies of this page, as needed, to list additional board members. For a board recertification submission, report all current board members (including ex officio non-voting members) not just the members added since the last reporting.)*

Appointee's name & title*	Membership category†	Nominating organization	Appointee's company or organization, mailing address, phone #, fax #, and email address	FEIN ‡ (for Business nominees only)	Member being replaced (if applicable)
Aaron Wheeler, Assistant Manager	Business	Howell County Commissioner	Howell Oregon Electric Cooperative PO Box 649 West Plains, MO 65775 417-256-2131 awheeler@hoecoop.org	44-0290777	
Becky Brooks CFO	Business	Butler County Commissioner	McLane Transport 8498 US 76 Poplar Bluff, MO 63901 573-785-0177 becky@mcclanetransport.com	43-1102010	
Robb Cox Controller	Small Business	Howell County Commissioner	Physical Therapy Specialist 1480 8th St. West Plains, MO 65775 417-256-5669 rcoxptsconline.com	43-1610874	
Mike Ennis Operators Manager	Small Business	Shannon County Commissioner	Eminence Manufacturing 17559 Factory Street Eminence, MO 65466 573-226-3127 Emi.mennis@centurytel.net	43-1911498	
Jennifer Hugenot Human Resource Director	Business	Texas County Commissioner	Texas County Memorial Hospital 1333 Sam Houston Blvd. Houston, MO 65483 417-967-3311 jhugenot@tcmh.org	43-0887928	
Logan Waggoner Co-Owner	Small Business	Howell County Commissioner	Waggoner True Value Home Center 1123 W Main Street Willow Spring, MO 65793 417-469-2767 loganmbayless@gmail.com	65-0590681	



# Local Workforce Development Board New Member Certification and Biennial Board Recertification Form

## South Central Workforce Investment Board

Name of Local Workforce Development Board:

*(Attach additional copies of this page, as needed, to list additional board members. For a board recertification submission, report all current board members (including ex officio non-voting members) not just the members added since the last reporting.)*

Appointee's name & title*	Membership category†	Nominating organization	Appointee's company or organization, mailing address, phone #, fax #, and email address	FEIN ‡ (for Business nominees only)	Member being replaced (if applicable)
Chad Cisco Owner	Private Business	Oregon County Commissioner	Paintmasters 13433 Missouri Hwy. 9 Alton, MO 65606 (417) 778-7080 paintmasters27@yahoo.com	26-2882564	
Omar Gala Owner	Private Business	Wright County Commissioner	Carboncycle 802 N. Hwy. 5 Mansfield, MO 65704 (480) 235-6124 Omar@carboncycle.com	83-270448	
Ingrid McCallister People Services	Labor/ Apprentice	Howell County Commissioner	Jasper Engines 300 Industrial Drive Willow Springs, MO 65793 800-827-7455 ingrid.mccallister@jasperengines.com		
Steve Halter President	Labor/ Apprentice	Butler County Commissioner	Poplar Bluff Chamber of Commerce 1111 West Pine Poplar Bluff, MO 63901 573-996-7980 shalter@poplarbluffchamber.org		
William B. J. Wear Union Employee	Labor	Howell County Commissioner	Leonardo DRS 1 McDaniel St. West Plains, MO 65775 417-257-6223 bwear751@gmail.com		
Trent Courtney Executive Director	Economic Developm.	Wright County Commissioner	South Central Ozarks Council of Governments 4407 County Road 2340 Pomona, MO 65789 (417) 256-4226 tcourtney@scocog.org		Cody Dalton



A proud partner of the americanjobcenter network

# Local Workforce Development Board New Member Certification and Biennial Board Recertification Form

## South Central

Name of Local Workforce Development Board:

*(Attach additional copies of this page, as needed, to list additional board members. For a board recertification submission, report all current board members (including ex officio non-voting members) not just the members added since the last reporting.)*

Appointee's name & title*	Membership category†	Nominating organization	Appointee's company or organization, mailing address, phone #, fax #, and email address	FEIN ‡ (for Business nominees only)	Member being replaced (if applicable)
Joan Wright Program Coordinator	AEL	Howell County Commissioner	Missouri State – West Plains AEL Center 128 Garfield Ave., West Plains, MO 65775 417-255-7744 joanwright@missouristate.edu		
Robin Thomas District Supervisor	Vocational Rehabilitation (VR)	Howell County Commissioner	West Plains VR 3417 Division Drive, Ste 2, West Plains, MO 65775 417-256-8294 robin.thomas@vr.dese.mo.gov		
Dennis Lancaster Chancellor	Higher Education	Howell County Commissioner	Missouri State University – West Plains 201 Garfield Ave., West Plains, MO 65775 417-255-7955 dennislancaster@missouristate.edu		
Diana Ball Benefit Program Specialist	TANF/MWA	Howell County Commissioner	MO Dept. of Social Services 3415 Division Drive West Plains, MO 65775 417-853-4365 dianaball@dss.mo.gov		
Jennifer Taylor Regional Manager	Wagner- Peyser	OWD	DHEWD – Office of Workforce Development 1107 Kings Highway, Rolla, MO 65401 573-341-1657 Jennifer.taylor@dhewd.mo.gov		
Lisa Aden Program Director	Community Based Org.	Ripley County Commissioner	Ripley County Caring Community Partnership 209 W. Highway St, Doniphan, MO 63935 573-996-7980 lisaaden@gmail.com		



## **Committees**

### **Youth Committee:**

- Joan Wright – Chair
- Lisa Aden
- Logan Waggoner
- Jennifer Huguenot
- Ingrid McCallister
- Omar Gala
- Diane Elkin

### **Committee for Inclusion:**

- Robin Thomas – Chair
- Jennifer Taylor
- Dennis Lancaster
- Diana Ball
- William (B.J.) Wear
- Nicole Reese
- Heather Boyd

### **One-Stop Committee:**

- Becky Brooks – Chair
- Diana Ball
- Aaron Wheeler
- Steve Halter
- Chad Sisco
- Mike Ennis
- Trent Courtney
- Robb Cox

Please note that the Board Chair appoints members of committees with the approval of the membership per ARTICLE VI: COMMITTEES, Section 7 of the SCWIB bylaws.

All board members must be a member of and participate in at least one standing committee per ARTICLE VI: COMMITTEES, Section 11 of the SCWIB bylaws.

Julie Carter, Interim Director

Office of Workforce Development

August 15, 2023

The Honorable Jesse Roy, Presiding Commissioner  
Ripley County Courthouse  
100 Court House Square  
Doniphan, Missouri 63935-1699

Becky Brooks  
McLane Transport  
8498 U.S. 67  
Poplar Bluff, Missouri 63901

Dear Commissioner Roy and Ms. Brooks:

I am pleased to inform you that the member list submitted by the South Central Workforce Development Board (WDB) on June 20, 2023 meets the WIOA Local WDB requirements for recertification. The following Board membership list is approved. We look forward to working with you and your Board.

Board Members

Aaron Wheeler	Becky Brooks	Robb Cox	Mike Ennis
Jennifer Hugenot	Logan Waggonner	Chris Sisco	Omar Gala
Ingrid McCallister	Diane Elkin	Heather Boyd	Nicole Reese
Steve Halter	Lisa Aiden	William B.J. Wear	Joan Wright
Robin Thomas	Jennifer Taylor	Dennis Lancaster	Trent Courtney
Diana Ball			

**Please update your Local Plan (Attachment 6) with this letter and update your local website by listing these board members and their affiliations.** Additionally, please continue to inform us of Board membership changes so that we may keep our database current.

Should you have any questions or comments, please contact Rebecca Fletcher at (573) 751-2374 or [Rebecca.Fletcher@dhewd.mo.gov](mailto:Rebecca.Fletcher@dhewd.mo.gov).

Sincerely,



Julie Carter  
Interim Director

c: Jody James  
OWD Senior Staff  
Megan McCarty

301 West High Street, Suite 870 | P.O. Box 1087 | Jefferson City, MO 65102-1087  
(573) 751-3999 | Fax (573) 751-8162

# **SOUTH CENTRAL WORKFORCE INVESTMENT BOARD BYLAWS**

## **ARTICLE I: NAME**

The Board shall be known as the South Central Workforce Investment Board, also doing business as the South Central Workforce Development Board.

The Board shall maintain its principal office in West Plains, Missouri.

## **ARTICLE II: PUROSE OF THE BOARD**

The purpose of the WIB is to provide for the governance of workforce development activities for programs ascribed to it under the Act and for development of policy, administration, operation and activities of the Act, in agreement with the Council of Chief Local Elected Officials (CCLEO) in the South Central Region.

The Board is empowered to organize itself, elect officers, adopt bylaws and so all those things authorized by the Act and other State and Federal statutes and where the law requires in partnership with the CCLEO.

## **ARTICLE III: ORGANIZATION OF THE BOARD**

**Section 1.** The Board shall be composed of members as outlined in the Workforce Innovation and Opportunities Act along with any related state issuance.

- A. A majority of the members of each local board shall be representatives of business in the local area with a minimum of two members who represent small business as defined by the United States small business administration; and
  - i. Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; and
  - ii. Represent businesses, or organizations representing businesses described in this clause, which provide employment opportunities that, at a minimum, include high-quality work-relevant training and development in in-demand industry sectors or occupations in the local area; and
  - iii. Are appointed from among individuals, nominated by local business organizations and business trade associations.
- B. Not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who-
  - i. Shall include representatives of labor organizations for a local area in which employees are represented by labor organizations who have been nominated by local labor federations or (for a local area in which no employees are represented by such organizations) other representatives of employees; and
  - ii. Shall include a representative who shall be a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; and
  - iii. May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
  - iv. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.



- C. Each local board shall include representatives of entities administering education and training activities in the local area, who-
  - i. Shall include a representative of eligible providers administering adult education and literacy activities under title II; and
  - ii. Shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); and
  - iii. May include representatives of local education agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
- D. Each local board shall include representatives of government and economic and community development entities serving the local area, who-
  - i. Shall include a representative of economic and community development entities; and
  - ii. Shall include a representative from the State employment service office under the Wagner-Peyser Act serving the local area; and
  - iii. Shall include a representative of the programs carried out under title I of the Rehabilitation Act of 1973 serving the local area; and
  - iv. Shall include an appropriate representative of the programs carried out under temporary assistance for needy families; and
  - v. May include representatives of agencies or entities administering programs serving the local area relating to transportation housing, and public assistance; and
  - vi. May include representatives of philanthropic organizations serving the local area.
- E. Each local board may include such other individuals or representatives of entities as the chief elected officials in the local area may determine to be appropriate.

## **Section 2. Selection, Nomination, and Appointment of Members**

All Board members shall be nominated and appointed as stated in the South Central Workforce Investment Region Consortium of Chief Local Elected Officials Agreement. Any board vacancies will be reported at each Consortium of Chief Local Elected Officials meeting.

## **Section 3. Re-appointment, Removal and Resignation**

- i. Approximately one-half of the members of the Board shall be appointed (or re-appointed) each year. Subsequent appointments will be for two (2) year periods. The CCLEO will submit a slate of appointees for (re)appointment at the April Board meeting each year. Should a vacancy occur during a term of office, appointments will be made for the duration of that term.
- ii. Failure by any member to attend three (3) consecutive regular meetings will warrant a vote by the Board to declare that member's place vacant.
- iii. Any member may resign at any time by giving written notice to the Chair of the Board and board Executive Director. Any such resignation shall take effect at the time specified in the member's written notice and unless the resigning member otherwise specifies, the Board's acceptance of the member's resignation shall not be necessary to make it effective.

#### **Section 4. Conflicts of Interest**

A member of a local board, or a member of a standing committee, may not-

- 1) Vote on a matter under consideration by the local board-
  - a. Regarding the provision of services by such member (or by an entity that such member represents); or
  - b. That would provide direct financial benefit to such member or the immediate family of such member; or
- 2) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

#### **Section 5. Confidentiality Policy**

All members of the Board and committee volunteers appointed by the Board shall abide by the Division of Workforce Development (DWD) Confidentiality Policy, DWD Issuance 2008-01, and shall successfully complete the DWD confidentiality training.

**Section 6.** Each member of the Board shall have one vote on all matters voted upon, and all members may vote on any question, except as restricted in Article III, Section 4 of this document. Any member may name, with prior written notice to the Workforce Investment Board, an individual to carry that member's proxy vote at subsequent meetings. The named proxy cannot be a current WIB member. Private sector proxies must come from the business as the board member naming the proxy. Public sector proxies must come from the same agency as the board member naming the proxy. A slate of designated proxies must be submitted to the CLEO for approval in April of each year.

### **ARTICLE IV: OFFICERS**

**Section 1.** The officers of the Board, to be chosen by the members, shall be a Chairperson, Vice-Chairperson, Secretary and Treasurer. The Chairperson and Vice-Chairperson must be members of the Private Sector members of the Board. The Secretary and Treasurer may be any member of the Board.

**Section 2.** In addition, there shall be such assistant officers and staff positions as the Board shall, from time to time deem necessary to carry out the responsibilities of the Board.

**Section 3.** All officers shall be elected by the Board having received fifty percent or more of the votes cast and shall serve for a term of one year, or in the event of resignation(s), until their successors are elected and shall have qualified. There shall be no limit on the number of consecutive terms that an officer may serve. Officer nominations shall be made from the floor.

**Section 4.** Any officer elected by the members of the Board may be removed by the affirmative vote of a two-thirds (2/3) majority of the members present and voting at any regular or special meeting of the Board.

**Section 5.** Any vacancy occurring in any office shall be filled for the un-expired term thereof by the members in the same manner as any election of officers.

**Section 6.** The Chairperson shall preside over all meetings of the Board. He or she shall execute all instruments for and on behalf of the Board.

**Section 7.** The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties and exercise the powers of the Chairperson.

**Section 8.** The Secretary shall review all recorded minutes of the Board which are prepared by board staff. The Secretary shall also record the minutes in all closed session meetings of the Board.

**Section 9.** The Treasurer shall review regular board financial reports prepared by the board staff and may review other periodic financial documents as necessary to satisfy the board that finances are within budget and that the financial system and expenditures are in compliance with applicable regulations.

#### **ARTICLE V: MEETINGS**

**Section 1.** All meetings of the Board and its Committees shall be held in accordance with the Missouri Sunshine Law and subsequent revisions thereto.

**Section 2.** Regular meetings shall take place on the fourth Tuesday of January, April, July and October of each year unless otherwise ordered by the Board. Full WIB meetings are planned in person with an option to call in by WebEx.

**Section 3.** Special meetings of the Board may also be called by the Chairperson at such time and place, and for such purposes as the Chairperson shall designate. In addition, special meetings of the Board may be called upon at the written request of one-third of the Board, filed with the Board Secretary. Such requests shall include the time, place and purpose of the meeting. The business conducted at any special meeting shall be limited to the stated purpose of that meeting.

**Section 4.** Written notice of regular and special meetings of the Board shall be distributed to each member by email at least five calendar days prior to the date of the meeting. The notice shall include a copy of the agenda for the meeting. Notice may be waived in writing by a member. Agendas will also be posted on the board website.

**Section 5.** A quorum for the transaction of business at any regular or other meeting shall consist of at least 50% of the current membership. Every decision of a majority of the members present and voting at any meeting at which there is a quorum shall be valid as the binding act of the Board.

**Section 6.** The minutes of each meeting shall be prepared and distributed to the Board members at least five days prior to the next meeting. The minutes of each meeting and any correction thereof, duly adopted, shall be signed by the Secretary.

#### **ARTICLE VI: COMMITTEES**

**Section 1.** The Executive Committee shall serve as the oversight committee of all standing and ad-hoc committees and advise on all matters related to the board personnel and the local plan. The Executive Committee shall act on behalf of the full board in cases of emergency matters arising between regularly scheduled meetings and provide recommendations and advice to the Board on all matters within the jurisdiction of the Procedural Rules or when a delay in acting on a matter would be detrimental to the Local Workforce Investment System. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary and Treasurer together with the Chairpersons of the Youth Committee, the One Stop Committee, and the Service to Customers with Barriers and Disabilities and the Chair and Vice-Chair of the CCLEO, who shall serve ex-officio.

**Section 2.** There shall be a Youth Committee responsible to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth. The Youth Committee must be chaired by a board member; and include at least two non-board members and include at least two members representing community based organizations with a demonstrated record of success in serving youth.

**Section 3.** There shall be a One-Stop Service Delivery Committee to provide information and assist with operational and other issues relating to the One-Stop Delivery system. The One-Stop Service Delivery Committee must be chaired by a board member; and include at least two non-board members and may include representatives of the One-Stop partners.

**Section 4.** There shall be an Inclusion Committee to provide information and to assist with operational and other issues relating to the Provision of Services to Individuals with Disabilities, including issues relating to compliance regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop Delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities. The Service to Customers with Barriers and Disabilities Committee must be chaired by a board member and include at least two non-board members.

**Section 5.** There shall be a Proposal Evaluation Committee, responsible to advice on the development of Requests for Proposals, evaluate proposals and recommend service providers to the board. There shall be six members of the committee to include one representative from the following committees: Executive Committee, Youth Committee, One Stop Service Delivery Committee, Service to Customers with Barriers and Disabilities Committee, and two non-board members. The Proposal Evaluation Committee must be chaired by a board member.

**Section 6.** There shall be such other committees as the Chairperson of the Board, with the approval of the membership, shall from time to time designate.

**Section 7.** The members of any said committee shall be appointed by the Chairperson with the approval of the membership.

**Section 8.** To the extent feasible and practical the geography of the workforce investment area shall be represented in committee composition.

**Section 9.** Any representation of a committee constitutes a quorum of that committee except in the instances in which the Executive Committee is acting in place of the Board at which time there should be a majority required for a quorum.

**Section 10.** All committee recommendations shall be submitted to the Board in written form for review. Recommendations to the Board should also include any pertinent background information when necessary.

**Section 11.** All board members must be a member of and participate in at least one standing committee.

#### **ARTICLE VIII: AUDIT**

The fiscal records under the auspices of the Board and CCLEO shall be audited annually under the 2014 Omni Super Circular or under such other requirements of government circulars and auditing standards as might apply.

#### **ARTICLE IX: AMENDMENTS**

The Bylaws of the Board may be amended by the 2/3 majority vote of the members present and voting at any regular meeting of the Board, or at any special meeting thereof at which a quorum is present, provided that the proposed amendments have been properly announced and have been provided to the members at least ten days in advance of the meeting.

#### **ARTICLE X: PARLIAMENTARY AUTHORITY**

Meetings of the Board shall be conducted according to procedures contained in Robert's Rules of Order, Revised, unless such procedures are in conflict with the Board's Bylaws, in which case the Board's Bylaws shall prevail.


## LOCAL WORKFORCE DEVELOPMENT BOARD ATTESTATION FOR REVIEW OF BY-LAWS

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: South Central Workforce Investment Board

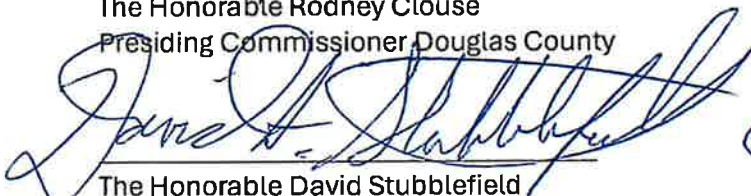
The following local board members attest by their signatures that they have reviewed and understand the board's current bylaws:

  
\_\_\_\_\_  
4-25-24  
The Honorable Vince Lampe  
Presiding Commissioner Butler County

  
\_\_\_\_\_  
4-25-24  
The Honorable Ronald Keeney  
Presiding Commissioner Carter County

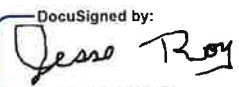
  
\_\_\_\_\_  
The Honorable Rodney Clouse  
Presiding Commissioner Douglas County

  
\_\_\_\_\_  
The Honorable Ralph Riggs  
Presiding Commissioner Howell County

  
\_\_\_\_\_  
The Honorable David Stubblefield  
Presiding Commissioner Oregon County

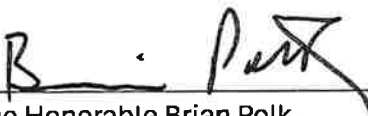
  
\_\_\_\_\_  
The Honorable Terry Newton  
Presiding Commissioner Ozark County


  
\_\_\_\_\_  
The Honorable Steve Chitwood  
Presiding Commissioner Reynolds County

DocuSigned by:  
  
\_\_\_\_\_  
EAA6A0F10F2B473...  
The Honorable Jesse Roy  
Presiding Commissioner Ripley County

  
\_\_\_\_\_  
The Honorable Beth Long  
Presiding Commissioner Shannon County

  
\_\_\_\_\_  
The Honorable Scott Long  
Presiding Commissioner Texas County

  
\_\_\_\_\_  
The Honorable Brian Polk  
Presiding Commissioner Wayne County

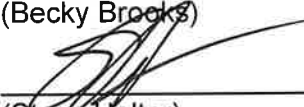

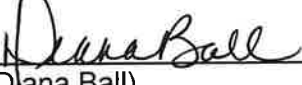
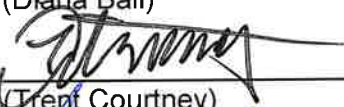
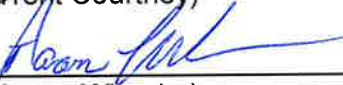

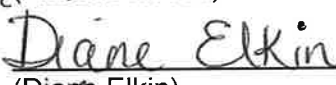

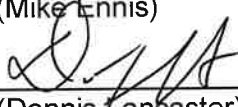
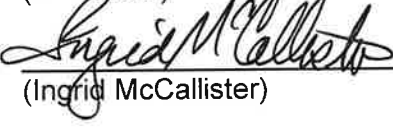
  
\_\_\_\_\_  
The Honorable Zach Williams  
Presiding Commissioner Wright County

## LOCAL WORKFORCE DEVELOPMENT BOARD ATTESTATION FOR REVIEW OF BY-LAWS

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: South Central Workforce Investment Board

The following local board members attest by their signatures that they have reviewed and understand the board's current bylaws:

<hr/> <p>(Becky Brooks) _____ Date _____</p> <p> (Steve Halter) _____ Date <u>4/23/24</u></p> <p> (Joan Wright) _____ Date _____</p> <p> (Diana Ball) _____ Date <u>4/23/24</u></p> <p> (Trent Courtney) _____ Date <u>4/26/24</u></p> <p> (Aaron Wheeler) _____ Date <u>4/23/24</u></p> <p> (Nichole Reese) _____ Date <u>4/25/24</u></p> <p> (Diane Elkin) _____ Date _____</p> <p> (Lisa Aden) _____ Date <u>4/23/24</u></p> <p>_____ (Robb Cox) _____ Date _____</p> <p>_____ (Jennifer Hugenot) _____ Date _____</p>	<hr/> <p>(Mike Ennis) _____ Date _____</p> <p> (Dennis Lancaster) _____ Date <u>4/26/24</u></p> <p>_____ (Robin Thomas) _____ Date _____</p> <p>_____ (Jennifer Taylor) _____ Date _____</p> <p>_____ (B.J. Wear) _____ Date _____</p> <p> (Ingrid McCallister) _____ Date <u>4-23-24</u></p> <p>_____ (Heather Boyd) _____ Date _____</p> <p>_____ (Omar Gala) _____ Date _____</p> <p>_____ (Chad Sisco) _____ Date _____</p> <p>_____ (Logan Waggoner) _____ Date _____</p>
--	--

## LOCAL WORKFORCE DEVELOPMENT BOARD ATTESTATION FOR REVIEW OF BY-LAWS

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: South Central Workforce Investment Board

The following local board members attest by their signatures that they have reviewed and understand the board's current bylaws:


<small>DocuSigned by:</small> <i>becky brooks</i> <small>4EB675EB59D8407...</small>	4/26/2024		
_____ (Becky Brooks)	Date	_____ (Mike Ennis)	Date
_____ (Steve Halter)	Date	_____ (Dennis Lancaster)	Date
_____ (Joan Wright)	Date	_____ (Robin Thomas)	Date
_____ (Diana Ball)	Date	<i>Jennifer Taylor</i> April 23, 2024 <i>Jennifer Taylor</i>	Date
_____ (Trent Courtney)	Date	_____ (B.J. Wear)	Date
_____ (Aaron Wheeler)	Date	<small>DocuSigned by:</small> <i>Ingrid McCallister</i> <i>Heather Boyd</i> <small>D1FC9977B3A63683</small>	Date
_____ (Nichole Reese)	Date	_____ (Heather Boyd)	Date
_____ (Diane Elkin)	Date	_____ (Omar Gala)	Date
_____ (Lisa Aden)	Date	_____ (Chad Sisco)	Date
_____ (Robb Cox)	Date	_____ (Logan Waggoner)	Date
_____ (Jennifer Hugenot)	Date		

## LOCAL WORKFORCE DEVELOPMENT BOARD ATTESTATION FOR REVIEW OF BY-LAWS

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: South Central Workforce Investment Board

The following local board members attest by their signatures that they have reviewed and understand the board's current bylaws:

<hr/>	Date		<u>6-20-24</u>
(Becky Brooks)	Date	(Mike Ennis)	Date
<hr/>	Date	<hr/>	Date
(Steve Halter)	Date	(Dennis Lancaster)	Date
<hr/>	Date	<hr/>	Date
(Joan Wright)	Date	(Robin Thomas)	Date
<hr/>	Date	<hr/>	Date
(Diana Ball)	Date	(Jennifer Taylor)	Date
<hr/>	Date	<hr/>	Date
(Trent Courtney)	Date	(B.J. Wear)	Date
<hr/>	Date	<hr/>	Date
(Aaron Wheeler)	Date	(Ingrid McCallister)	Date
<hr/>	Date	<hr/>	Date
(Nichole Reese)	Date	(Heather Boyd)	Date
<hr/>	Date	<hr/>	Date
(Diane Elkin)	Date	(Omar Gala)	Date
<hr/>	Date	<hr/>	Date
(Lisa Aden)	Date	(Chad Sisco)	Date
<hr/>	Date	<hr/>	Date
(Robb Cox)	Date	(Logan Waggoner)	Date
<hr/>	Date	<hr/>	Date
(Jennifer Hugnot)	Date		





# South Central WORKFORCE Investment Board

408 Washington Avenue, Suite 210 West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ MO Relay 711

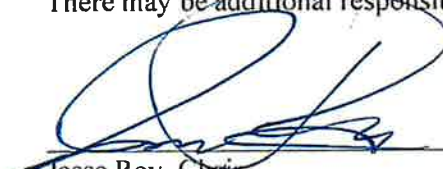
## Fiscal Agent Agreement

The Chief Local Elected Official (CLEO) for the South Central Workforce Investment Board (SCWIB) designates the SCWIB Staff as the local Fiscal Agent for the South Central Region. This designation will be determined every two years when the CLEO By-Laws are reviewed or as CLEO determines a need.


Designation of the fiscal agent does not relieve the CLEOs of liability for the misuse of grant funds. The CLEOs must ensure the SCWIB Staff has clearly defined roles and responsibilities. The fiscal agent is responsible for the following functions:

- Receive funds
- Ensure sustained fiscal integrity and accountability for the expenditures of funds in accordance with the Office of Management and Budget circulars (OMB), WIOA and the corresponding Federal Regulations and State Issuances
- Ensure all Financial policies and procedures adhere to OMB, WIOA, Federal Regulations and State Issuances
- Respond to audit financial findings
- Maintain proper accounting records and adequate documentation
- Prepare financial reports
- Provide technical assistance to sub-recipients regarding fiscal issues
- Procure contracts and/or obtain written agreements
- Conduct financial monitoring of service providers
- Ensure independent audit of all employment and training programs

There may be additional responsibilities determined by the CLEOs.

  
 \_\_\_\_\_  
 Jesse Roy, Chair  
 South Central Region Chief Local Elected Official

3-8-24  
 \_\_\_\_\_  
 Date

DocuSigned by:  
  
 \_\_\_\_\_  
 45BC75ED59D9407  
 Becky Brooks, Chair  
 South Central Workforce Investment Board

3/8/2024  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jody James, Executive Director  
 South Central Workforce Investment Board

3/08/2024  
 \_\_\_\_\_  
 Date



408 Washington Avenue, Suite 210, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ MO Relay 711

**Effective: April 23, 2024**

**Subject: Conflict of Interest Policy**

The following conflict of interest governs the performance of persons involved in the award and administration of contracts and sub-grants awarded to and contracted through the South Central Workforce Investment Board (SCWIB) including board members.

#### **GENERAL STATEMENT**

Board members awarding and administering public monies must be concerned about the standard of conduct in carrying out their responsibilities. Every reasonable course of action must be taken to maintain the integrity of expenditure of public funds and to avoid any favoritism and questionable or improper conduct.

Those governed by this policy are required to act in good faith and in a manner he or she reasonably believed to be in the best interests of the board which must always be foremost and superior to one's personal or financial interests information obtained by virtue of public service to the board cannot be used for personal, family, or associated business interest gains. The board relies on the public's trust in carrying out its mission.

The policies expressed in this document must not replace or otherwise supplant specific state or federal law governing these matters, but rather must be considered in conjunction with such laws.

#### **MATERIAL FINANCIAL OR OTHER INTERESTS**

No individual subject to this policy in a decision-making capacity may participate in the selection or award of a contract or subcontract supported by board funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- The individual
- Any member of the individual's family (or step-family) either by blood or marriage, which includes the employee's spouse, children, grandchildren, nephews, nieces, brothers, sisters, parents, grandparents, uncles, and aunts
- The individual's business partner
- Any organization which employs, or is about to employ, any of the above. has a material financial or other interest in the firm or organization selected for the award.

For the purpose of this policy, a material financial or other interest is defined as "any ownership singularly or collectively, directly or indirectly, of ten percent or more of any business entity, or of any understood interest, or the receipt, singularly or collectively, of a salary, gratuity, or other compensation or remuneration. Those subject to this policy must publicly declare and make known to the SCWIB Chairperson all potential conflicts of interests prior to the awarding of funds by contracts or subcontracts or addenda to contracts or subcontracts.

Board members having a potential real or apparent conflict of interest, in any contract or subcontract or addendum awarded by the board must (i) absent themselves physically from the committee or board meeting during the discussion and voting process in which their perceived real or apparent conflict of interest could influence decision making, and (ii) abstain from voting on all such issues. All such absences and abstentions will be noted in the meeting minutes. The meeting chairperson shall have the right and responsibility to require such members to absent themselves from the meeting.

“Vended” purchases from those governed by this policy as defined above using public funds administered through the board are discouraged. Such purchases may be made, but only after competitively advertising the purchase in the manner directed by the board’s procurement procedures.

### **BOARD MEMBER COMPENSATION**

Board members shall receive no compensation for their services on the board; however, members will be reimbursed for their direct expenses incurred while participating in board and/or committee activities in accordance with board policies. Indirect expenses, including lost wages, are not compensated, or reimbursed. Board members are not allowed to accept honorarium for speaking engagements on behalf of the board if offered.

### **PERSONAL BENEFITS**

Those subject to this policy are not allowed to accept gifts, gratuities, services, favors, loans, fee, compensation, or anything of monetary value, from persons or organizations doing business with the board unless such personal benefits are of an obvious nominal value (\$25 or less), and the benefits are considered normal and otherwise acceptable in the course of conducting business.

### **POLITICAL ACTIVITIES**

Those subject to this policy are prohibited from using official authority to represent the board or its subcontractors in partisan political activities, which includes influence for purpose of interfering with or affecting the result of an election or nomination for office. Further, the use of the Board’s or its subcontractor’s name, property, or facilities in connection with any partisan political activity is prohibited. This policy does not prohibit those governed by the policy from being a candidate for elective office.

### **IMPLEMENTATION**

The Board Chair may appoint an Ad-Hoc Ethics Task Force at his/her discretion. The Ad-Hoc Ethics Task Force would have the expressed responsibility to hear and review allegations of violations of any part of this policy. They will recommend corrective action to the full board.

The Ad-Hoc Ethics Task Force would educate the board and staff about the conflict of interest and take an active role in preventing it from occurring. The Ad-Hoc Ethics Task Force would develop procedures, which will include appeals procedures, for receiving and resolving complaints of perceived or alleged violations. All recommendations of the Ad-Hoc Ethics Task Force would be acted upon by the full board.

WIOA prohibits a member of the board from voting on a matter under consideration by the board when

- The matter concerns the provision of services by the member or by an entity that the member represents
- The matter would provide direct financial benefit to the member or the immediate family

Members of the board are expected to avoid unethical behavior in the course of performing their official duties. The board not only expects its members to avoid impropriety, but also to avoid the appearance of impropriety whether or not any actually exists. Members must avoid

- Using their position for private gain or influence
- Giving preferential treatment to any person or entity
- Losing their independence or impartiality in making decisions; or
- Acting in any way that might erode public confidence in the integrity of the board

Board members shall individually abstain from voting on issues and matters that will result in a direct, indirect conflict of interest, or perceived conflict of interest. Abstentions and the general reasons therefore, should be duly recorded in the minutes of the meeting.

Each member of the Board, by signing prior to taking Board seat and then annually, acknowledge that they have read and understand the Code of Conduct and Confidentiality Agreement.

## MEMBER AND EMPLOYEE POTENTIAL CONFLICT OF INTEREST DISCLOSURE

The Code of Conduct adopted by the South Central Workforce Investment Board (SCWIB) as part of these by-laws requires board members and employees to publicly declare and make known to the Board Chairperson all potential conflicts of interest prior to the awarding of funds by contracts or subcontracts or addenda to contracts or subcontracts.

No individual subject to this policy in a decision-making capacity may participate in the selection or award of a contract or subcontract supported by board funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- The individual
- Any member of the individual's family or step-family either by blood or marriage, which includes the employee's spouse, children, grandchildren, nephews, nieces, brothers, sisters, parents, grandparents, uncles, and aunts
- The individual's business partner
- An organization which employs, or is about to employ, any of the above

Has a material financial or other interest in the firm or organization selected for the award. A material financial or other interest is defined as "any ownership singularly or collectively, directly or indirectly, of ten percent or more of any business entity, or the receipt, singularly or collectively, of a salary, gratuity, or other compensation or remuneration.

Board members having a potential real, apparent, or perceived conflict of interest in any contract or subcontracts or addendum awarded by the Board must (i) absent themselves physically from the committee or board meeting during the discussion and voting process in which their perceived real or apparent conflict of interest could influence decision making, and (ii) abstain from voting on any and all such issues. All such absences and abstentions will be noted in the meeting minutes. The meeting chairperson shall have the right and responsibility to require such members to absent themselves from the meeting.

"Vended" purchases from those governed by this policy as defined using public funds administered through the board are discouraged. Such purchases may be made, but only after competitively advertising the purchase in the manner directed by the board's procurement procedures.

### SIGNATURE

I, in my capacity as a board member or employee of the South Central Workforce Investment Board, hereby publicly declare and make known the following potential conflicts of interests, real, apparent, or perceived, known by me. By signing this statement, I am indicating that I have read and understand the SCWIB's policy as it applies to the conditions described below. Each member of the

Board, by signing prior to taking Board seat and then annually, acknowledge that they have read and understand the Conflict of Interest.

The following potential conflicts of interests, real, apparent or perceived, described as to their nature and conditions, may exist. I hereby attest that this is true as of the date of my signature below. If there are no conflicts of interest, please write "none" in the space below.

---

---

---

Please sign below as acknowledgement that you have read and received this policy, even if there are no potential conflicts of interests listed.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### STATEMENT OF ASSURANCES CERTIFICATION

The officials listed below certify through their signature that the region has met the following requirements:

- ✓ Assures the local stakeholders (businesses, organized labor, public officials, community-based organizations and WIOA service providers) were involved in the development of this plan;
- ✓ Assures a written agreement has been developed between the local workforce development board and the current one-stop operator(s);
- ✓ Assures a written agreement has been developed between the chief elected official(s) and the local workforce development board;
- ✓ Assures the chief elected official(s) agree(s) with the selection of the one-stop operator;
- ✓ Assures the chief elected official(s) authorized the designation/selection of the region’s fiscal agent;
- ✓ Assures the Governor and his administrative staff that all WDB members are nominated, and maintenance of membership over time is completed, on good faith and actions in compliance with the Office of Workforce Development WDB member certification OWD Issuance 10-2018.
- ✓ Assures the CEO, LWDB members and LWDB staff have read and understand the Conflict of Interest policy; and
- ✓ Assures the plan received a public comment period.

The South Central Workforce Investment Board certifies that it has complied with all of the required components of the Workforce Innovation and Opportunity Act. The workforce area also assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act and its regulations, written U.S. Department of Labor guidance implementing this Act, and all other federal and state laws and regulations.

DocuSigned by:  
  
 EAA8BA0F16F2B473  
 \_\_\_\_\_  
 Chief Elected Official (or CEO Chair) 04/23/2024  
 Date

DocuSigned by:  
  
 4E8C75E059B9467  
 \_\_\_\_\_  
 Workforce Development Board Chair 04/23/2024  
 Date

  
 \_\_\_\_\_  
 Workforce Development Board Director 04/23/2024  
 Date