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Board Meeting Minutes
1:00 pm Tuesday, October 24, 2023
The Landing – VanBuren and Virtual by WebEx

CLEO Members Present: The Honorable Ralph Riggs, Howell County; The Honorable David Stubblefield, Oregon County; Jesse Roy, Ripley County; The Honorable Beth Long, Shannon County; The Honorable Zach Williams, Wright County; Terry Newton, Ozark County (by WebEx).

Board Members Present: Becky Brooks, Chair; Steve Halter, Secretary; Sheila Barton, Proxy for Dennis Lancaster, Treasurer; Trent Courtney; Lisa Aden; Robin Thomas; Diana Ball; Joan Wright; Ingrid McCallister; Diane Elkin; Omar Galal; Heather Boyd; Aaron Wheeler (by WebEx)

SCWIB Staff Present: Jody James, Executive Director; Scott Davis, Compliance Officer; Donna Smith, Fiscal Specialist; Lisa Engelhardt, EO/Fiscal Officer.

State Board Members Present: Garland Barton

Guests Present: Samantha Terry, Regional Director EDSI; Megan Baker, Program Manager/OSO EDSI.

Call to Order: Becky Brooks called the meeting to order.

Roll Call: Jody James completed the roll call and it was determined that there was a quorum.

Approval of Minutes: Diana Ball made a motion to accept the minutes of the July 25, 2023 meeting as submitted. Lisa Aden seconded the motion and with all members present in favor the motion passed.

Meet Your Members: Lisa Aden of Ripley County Caring Communities shared her personal background and what her agency does in the community. Lisa emphasized the need for all of us to braid services to have the biggest impact on the people we serve and ultimately to shape our workforce.

WIOA Adult, DW, and Youth Program Presentation: Megan Baker, from EDSI shared her spreadsheet of current activities in each program to give what she termed a “real time” look at what EDSI has done this program year. She also shared a list of employers EDSI has had contact with this program year. Samantha Terry, stated that EDSI wants to do all that they can to ensure a smooth transition with the focus being on continuity of service for our participants. EDSI has encouraged their team members to apply for the open positions to further support the transition.

WIOA Performance Report: Scott Davis presented the OWD Compliance Monitoring Report PY23 Q1, the Quarterly Performance Review showing the active cases for the program year, and the Weekly Dashboard. Scott reviewed the progress on each of OWD Compliance Monitoring Report for the first

quarter. Sub Recipient Risk Assessments are being done quarterly and EDSI remains in the high risk category. OWD Compliance was unable to evaluate the effectiveness of the Corrective Action Plan at this time. Becky Brooks asked Scott to explain why we are doing these reports with the State. Scott stated that it is because we are in corrective action for non-performance. At the July 2023 board meeting it was reported that we sent back \$118,000 in Youth Funds. There are several findings that have carried over from previous years that are still findings today. We meet with EDSI weekly and with our State Compliance Officer weekly. Scott then went over the Quarterly Program Review. In this report Scott shared that the active cases for Adults are very, 67 Adults in Poplar Bluff and 27 in West Plains. Dislocated Workers are 5 in Poplar Bluff and 5 in West Plains. These are people who are actively enrolled in the WIOA Program. Scott then shared the local benchmarks. We are not meeting our goals with the exception of the Adult Dislocated Worker who complete Financial Literacy and the percentage of people in training who find training related employment. These are goals that have been set by this board. Becky Brooks asked that Scott explain what services are provided from the job center. Scott gave the example of someone looking for employment who may need assistance with a resume or someone who needs to explore possibilities so they can plan their career pathway. Scott shared that On the Job Training (OJT) is a program where we offset the employers training cost by reimbursing them for 50% of a new employee's wage for up to 6 month; Work Experience will pay a person wages in exchange for the employer teaching basic readiness skills. In some cases we can match OJT and Work Experience to get an employer to hire someone they might not otherwise give a chance.

Robin Thomas asked for clarification on the report. Scott explained that these numbers represent people enrolled in the program during the first quarter of the year. Jody James further explained that we are currently using 100% carry over money from last year and that if we are unable to exhaust the budget it could impact future funding.

Jody James explained that EDSI faced many challenges such as never being fully staffed which led to them being unable to meet goals. EDSI was notified in writing well in advance of concerns about meeting enrollment and expenditure goals. We have been meeting with EDSI staff each week on Wednesday before meeting with our Office of Workforce Development Compliance Officer on Friday. As a result the Executive Committee made the difficult decision to terminate their contract effective November 11, 2023. At that time programs will be brought in-house to the WIB office. Scott Davis will step away from his duties as the Compliance Officer and become the Program Operator. In this role Scott will supervise the staff in both the Poplar Bluff and West Plains Job Centers to ensure we have delivery of service to clients. The current plan includes putting a full RFP out in January 2024 because this is a short term fix.

Robin Thomas shared concerns about no longer having state staff in the Poplar Bluff Job Center. Jody assured the board that this is a valid concern. Increasing the staffing pattern for Poplar Bluff should help. Lisa Aden expressed concern about the location being hard to find and not easily accessible to the people who need the services.

Garland Barton stated that the performance of EDSI is excellent state wide, but there performance in this region absolutely did not meet the requirements for them to maintain the contract.

Financial Report: Donna Smith explained that we are currently operating 100% on Carry Over money. Youth PY22 must be fully expended by June 30, 2024 and meet a State requirement of 50% In School Youth and 50% Out of School Youth, and a 20% Work Experience federal requirement. In addition to WIOA funding we have EO-Youth, Wagner Peyser Service, RESEA, and Incentive. The Wagner Peyser fund is what we are given to operate the State Programs at Poplar Bluff because there are currently no state staff at that work center. RESEA is paid to us per service for completing unemployment recertifications in the Poplar Bluff office.

Steve Halter shared concerns that we need to be able to spend money on marketing. Jody James shared that with the Incentive grant we are currently working on a Virtual Tour of both offices and updating our website. Ways of promoting the programs without a direct budget were discussed. It was suggested that we look into utilizing a Work Experience staff personal to manage our Facebook page and increase our visibility on the world wide web.

Donna requested that \$150,000 be moved from the Dislocated Worker line item to the Adult line item to ensure that we are able to use those funds and that funds are available in this category. Some concerns were expressed about being able to adequately serve clients if the region experiences multiple closures. To which Jody James responded that we can request that it be moved back if necessary and that if we do experience significant lay-offs we can request additional Dislocated Worker funds from the state.

Steve Halter made a motion that \$150,000 be moved from the Dislocated Worker program to the Adult program. Lisa Aden seconded the motion and with members present in favor and the CLEO in concurrence the motion passed.

Executive Director's Report:

--Missouri Job Centers: We received notice from the state that both Job Centers have been recertified by the Office of Workforce Development (OWD). If we do not move these offices we are certified for two years. In addition to the other staff challenges, two state staff members at the West Plains Job Center have accepted other positions within the state. We are working on signage at the Poplar Bluff Job Center. We continue to work on our Facebook redesign and getting old accounts removed.

--SCWIB Board Recertification: With the addition of the board members at the July meeting we were able to have our board re-certified by OWD. We continue to struggle with private business representation.

-- Grants

Office of Workforce Development

- 1) COVID-Quest Dislocated Worker Grant. We received notice our region will receive \$171,00 over a three year time period. This grant included hiring a QUEST Coordinator in the WIB office for 20 hours per week.
- 2) Show Me Hero is \$20,000 to specifically serve veterans and spouses of veterans.

Department of Social Services (DSS) Grant Programs (TANF)

- 1) Jobs Leagues is a Youth Work Experience program where we have \$25,000 for this program year. TANF funds and FNS we received \$45,000 and \$15,000.

Other Grants (NonWIOA)

- 1) The grant we collaborated with for Ozark Region, Central Region and Southeast Region. The collaboration has designated that they will complete 147 enrollments over a three year period. \$7,500 tuition limit in the field of Education, Transportation/Logistics and Health Care. It is not money that will come through this WIB but it will be clients served.
- 2) Health Blue is \$50,000 unrestricted funds though Social Drivers of Health (SDOH). We spent \$12,000 on Wheatly School Super Kids Camp leaving a balance of \$38,000 available.

--Proxy. We encourage you to have a proxy assigned so that if you are unable to attend a meeting we you have representation. This also helps to ensure that we have a quorum. If you would like to assign someone as proxy we have a letter you can submit so that the CLEO can approve those before the next meeting.

--2024 Meeting Schedule is included in your handouts.

Steve Halter asked for clarification on what the Quest Position would entail. Jody James explained that with this program a client would have one staff member who would provide services from eligibility to graduation. The Coordinator will reach out to the client monthly to help ensure success. The position is

20 hours per week at \$20 per hour with no benefits. It has not been determined which location the Coordinator will work out of. It will be determined based on the person hired.

Steve Halter made a motion that we hire a Quest Coordinator for 20 hours per week at \$20 per hour. Robin Thomas seconded the motion and with all members present in favor and the CLEO in concurrence the motion passed.

Joan Wright made a motion that the Request for Proposal be published in January 2024. Steve Halter seconded the motion and with members present in favor and the CLEO in concurrence the motion passed.

The RFP Committee will be Lisa Aden, Diana Ball, Robin Thomas, Jesse Roy, Becky Brooks and Jody James.

Diana Ball made a motion that for our Checking Accounts at Southern Bank all previous names be deleted from the signature card. Authorized signers will be Jody James, Becky Brooks, Dennis Lancaster, and Ralph Riggs and that all online banking users be deleted and that authorized online banking users will be Donna Smith, Jody James and Lisa Engelhardt. Lisa Aden seconded the motion and with all members present in favor and with the CLEO in concurrence the motion passed.

Committee Updates:

One Stop: Becky Brooks reported that they met on October 3, 2023 and they discussed the issues with EDSI and a plan to move forward.

Youth Committee: Joan Wright reported that they met today before the board meeting. They had new members Ingrid McCallister, Omar Galal, and Diane Elkin. They discussed the need for marketing and ways to get the word out. The committee would like to make some videos and share them on social media. ### can we use the State Skill up videos on our social media.

Inclusion Committee: Robin Thomas reported that discussed how to get more people involved in the Inclusion Committee. We discussed National Disability Employment Awareness Month (NDEAM), we watched a DOL Video about ways an Employer can celebrate. The committee learned about MSU Disability Services and how to apply.

Executive Committee: Becky Brooks reported that that the Executive Committee met on October 10, 2023. The discussion revolved around the issues with EDSI and plans for the RFP Process.

State Workforce Board Update: Garland Barton reported that the Northeast and the Northwest was combined into one region. Their focus is on the Governor's State Workforce Development Plan called the State Plan. It designates what money will go to what agencies. What agencies should collaborate to accomplish the common goals of the state. Garland asked if you have any concerns about what is currently in the state plan to please share them with him because they are in the process of updating the document to go until 2026. The plan has been drafted, the executive board met October 23, and made some corrections. The full board will meet October 25 and will probably proceed with publishing it for public comments. The plan to submit it to the Governor by mid February 2024.

Diana Ball made a motion that the meeting be adjourned. Robin Thomas seconded the motion and with all members present and the CLEO in concurrence the meeting was adjourned.

Next meeting: Tuesday, January 23rd, 2024 at Twin Pines Conservation Center in Winona.

