



**Board Meeting Minutes**  
**1:00 pm Tuesday, July 25, 2023**  
**Twin Pines Conservation Center and Virtual by WebEx**

CLEO members present: The Honorable Jesse Roy, Ripley County, Chair: The Honorable Ralph Riggs, Howell County: The Honorable Zach Williams, Wright County: The Honorable David Stubblefield, Oregon County: The Honorable Vince Lampe, Butler County: The Honorable Scott Long, Texas County

Board members present: Becky Brooks, Chair; Steve Halter, Secretary; Joan Wright; Diana Ball; Dennis Lancaster; Aaron Wheeler; Lisa Aden; Robb Cox and Jennifer Taylor.

SCWIB staff in attendance: Jody James Director; Donna Smith Fiscal; and Scott Davis Compliance Officer.

Guest Present: Samantha Terry, Regional Director EDSI and Megan Baker, Program Manager/OSO EDSI

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

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

Approval of Minutes: Diana Ball made a motion to accept minutes to last meeting with correction of changing the word received to reviewed in One Stop Committees report, Lisa Aden seconded motion passed.

WIOA Programs Presentation: Samantha Terry and Megan Baker gave the WIOA report for EDSI. Samantha Terry introduced Megan Baker as the new Program Manager/OSO for the South Central Region. She went over staffing plans for the new program year and told the Board that a Business Services Representative was hired to concentrate on business services and OJT/Work Experience enrollments. She also stated that Employment Specialist will be cross trained but focus on Adult/Dislocated Worker or Youth enrollments. Two openings are currently available for Employment Specialist, one on each side of our Region. She explained that taking over with no staff in our region was difficult for them. Becky Brooks asked if the Business Service Representative would be covering all the Counties and Sam stated that Erin would be over the West side and Megan the East. Megan Baker stated that four ITAs were currently under review for funding and Erin had already attended Cabool Chamber Meeting contacting Brian Wood at the Bike Shop and John Plummer at Simmons Bank for OJTs at all their branches in our region. She updated the status of Western Dairy Transport as she was waiting on their HR person to return to work on OJT with them. She also talked about going into the High School at Cabool for Youth recruitment. Sam indicated that their goals do include WIOA expenditures for direct funded client services. Lisa Aden asked them to explain what ITA stood for those that might not understand. Aaron Wheeler stated that he is ready to move forward with work program discussions and Megan reminded him that she had sent him an email and will be in West Plains one day next week.

WIOA Performance Report: Scott Davis presented the WIOA Performance Report for the SCWIB. He went over the Quarterly Performance Review showing active cases for the PY22 Q4, benchmark reports, and training program enrollment numbers for the PY22. Becky asked about Financial Literacy benchmark not being met and Scott stated that improvement had been made recently with the posting of this service for new enrollments. Samantha added that they really didn't get started with all the staff turnover until November last year, and they plan to double training enrollment for this program year.

Sub-State Monitoring Report: Scott presented the PY22 Sub-State Monitoring Report and indicated that Risk Assessment for EDSI was placed in High Risk due to their history of performance. Tier 1 enrollment goal was not quite reached with 131 enrollments for AD/DW falling short of the 161 goal. Of those 131 enrollments 25 were enrolled for training. Scott reported that the performance goals that were not met Dislocated Worker credential and Youth measurable skills gain. Samantha stated that our enrollment numbers were greater than in the Southeast Region, which is fully staffed. She also mentioned that for measurable skills gain there were only 14 youth in the denominator reporting making it harder to reach that goal. Scott reported that the State has the Board in corrective action as the results of PY22 monitoring showed non-compliance in eight areas including WIOA expenditures, training justifications, referrals to WIOA, eligibility documentation, employment planning, sub-state monitoring, subrecipient risk assessment, and subrecipient corrective action plan. Areas of concern were in performance measure not being met for Dislocated Worker Credential and Youth Measurable Skills Gain for PY22 and not having a Local Selective Service Registration Policy.

Job Center Surveys: Scott reported on Job Center surveys indicating that the West Plains office received more responses which he attributed to having State staff in West Plains but not in Poplar Bluff. He stated that customers were mostly satisfied, mostly UI referrals seeking employment and were satisfied with services received.

Local Policies: The new Selective Service Failure to Register Policy, ITA, and Updated Confidentiality Policies were presented to the Board. Lisa Aden made a motion to approve new and updated policies, Joan Wright seconded motion passed. CLEOs concurred.

Financial Report: Donna Smith presented a Financial Report going over the summary by WIOA grant for PY22 noting that Adult and Dislocated Worker both went over the admin max of 60%. The Youth Work Experience missed the State requirement of 20% Work Experience Ended the two-year grant at 13.31% This missed the State requirement of 20% by June 30, 2023. Youth In School = 51% / Youth Out of School = 49% missing the requirement of 50/50. Operational Expenditure ended at 67.64%, missing the requirement of 60%. Youth PY21 Funding returned \$118,640.78 back to the State, as it was not fully expended in the two-year period. Dennis Lancaster asked about the lack of program funding not being spent. Donna stated that back in April it looked like we would send back more funds than we did, but additional enrollments got us through Adult and Dislocated Worker funds.

PY23/FY24 Budget: Donna went over line items on budget for the new year noted that we are working on carry over funds first. Dennis Lancaster made the motion to approve the PY23/FY24 Budget. Joan Wright seconded; motion approved. CLEOs concurred.

Plant Closures: Lisa Aden brought up Plant Closures and asked how these were handled. Revere Plastic Closure was discussed and the rapid response event that was held at their location with staff attending.

Jody James gave the Executive Director's report. She introduced herself and the WIB staff which consisted of Donna Smith, Fiscal Officer and Scott Davis, Quality Assurance EEO/Compliance Officer. She also provided the following updates:

· Missouri Job Centers

1. Both Job Centers – Midwest Pano are updating Google Search Engine, adding professional photographs including a virtual tour.

Poplar Bluff – Working on signage that can be seen from the street/road.

2. Facebook redesign for Poplar Bluff and West Plains. Closing/Deleting old accounts.

· SCWIB Board Recertification – Submitted to the state on June 29, 2023. We did not expect it to be approved until we could add more private business members. Yesterday, we were able to contact three additional potential business representatives to be nominated today.

· Board of Officers - Recommend Mike Ennis serve as Vice Chair. Recommend Dennis Lancaster serve as Treasurer.

· Required Partners – Recommend Trent Courtney, SCOCOG (replaces Cody Dalton) to represent Economic Development. Review approval for Jennifer Taylor – Wagner/Peyser.

· Private Business Representation – Review approval for Ingrid McCallister, Jasper Engines. Ingrid had previously been approved by the CLEOs, but we failed to present the nomination to the full board and capture it in the minutes. New members include Heather Boyd, Human Resource Director at Mid Continent Nail – Butler County; Nichole Reese, Plant Controller at Gates Corporation – Butler County; Chad Sisco, Paintmasters - Oregon County; Diane Elkin, Owner of Gooch’s Diner – Wayne County and Omar Gala, Carboncycles - Wright County were presented for approval. Zach Williams made a motion that all nominations for officers, required partners and new board members be approved. Vince Lambe seconded the motion. Motion approved.

· Requested permission to separate EO from Compliance/Monitoring duties and hire for the new EO position. Zach Williams made a motion to hire for the EO position. Scott Long seconded the motion. Motion passed.

· PY23/FY24 Annual Agreement – 60/40 Split – EDSI contract has been extended for the new program year.

· Sub-Recipient EDSI -

1. Corrective Action with the state.

2. Continue to struggle to meet enrollments/expenditures/benchmarks.

3. Staffing challenges at the West Plains Job Center.

4. Struggles with timely/accurate responses. Not familiar with towns/cities in each county.

· OWD Grant Programs

1. Quest DWG (Dislocated Worker Grant) application was submitted July 19, 2023. Requested \$171,641 to serve 24 students by providing amenities to help them be successful.

2. Show-Me Hero – July 2022 we said we would revisit this item in the future. Money was returned in the past due to not being used. Steve McCann, Veteran Representative at the West Plains Job Center, requested the WIB request funds again. We have requested \$20,000 under what is now called Missouri Heroes Connect.

· Department of Social Services (DSS) Grant Programs (TANF) We requested \$25,000 in Jobs League and \$15,000 in SkillUP funds. We have been awarded:

1. Jobs League – \$60,166 for this program year.

2. SkillUp – \$15,000 in FNS and \$35,000 in SkillUP funds for this program year.

· Other Grants – Non-WIOA

· EDA grant – WebEx with Ozark Region’s Executive Director, Amy Schmeekle and Southeast Executive Director, Gretchen Morse, on Friday, June 16, 2023. The Southeast and South Central Region will share 292 slots for

tuition/support provided through the grant but will not receive any additional money in the region. The dollars returned in October 2022 have been obligated to other regions. More information is expected on how clients will be served.

- Healthy Blue – Unrestricted funds through Social Drivers of Health (SDOH) \$50,000 awarded. We invoiced \$25,000 for July and have received that amount. A \$25,000 invoice for August has already been submitted.

Obligated \$12,000 to assist six counselors and a donation to the graduation ceremony at the Wheatly School Super Camp in Poplar Bluff.

- Discussed Consent Agenda requested in July 2022 for Quarterly Board Meetings. Ms. James requested we no longer use a consent agenda at several board member's request. Zach Williams made a motion for the consent agenda to be discontinued. Vince Lampe seconded the motion. Motion passed.

- Using a policy specialist to help with required policy updates only as needed.

- July and August Deadlines

1. Corrective Action Plan due to the state July 28

2. Work on updating local policies (Board and Employees) to be presented in October

3. Redesign/maintain WIB website

Committee Appointments – Steve McCann has been appointed to the Inclusion Committee. Leann Clark, Three Rivers College, has been appointed to the One Stop Committee.

Jody requested Ralph Riggs, Howell County Commissioner, be added to the bank signature card. Dave Stubblefield made a motion Ralph Riggs be added to the card. Scott Long seconded the motion. Motion passed.

Adjournment: David Stubblefield made a motion to adjourn the meeting, Joan Wright seconded motion passed.

**Next meeting will be Tuesday, October 24, 2023.**