



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

One Stop Committee Minutes  
Meeting Tuesday, January 9<sup>th</sup> 2024, at 10:00 AM  
WebEx

Becky Brooks called the meeting to order at 10:00AM

Jody James completed roll call. Members present: Becky Brooks, Chair; Diana Ball, Aaron Wheeler

SCWIB Staff present included Jody James and Scott Davis.

Becky made a motion to accept and approve minutes from Oct 3, 2023 meeting. Diana seconded the motion. Motion passed.

Jody updated that we do not have any better signage than 6 months ago for Poplar Bluff. She then turned the meeting over to Scott for an update. Scott has stepped into the role of One Stop Operator full time as of November 13, 2023. Scott explained we are struggling with Poplar Bluff and the location being hidden, letting people know where it is located, and the size of the center. Compared to the West Plains building being a much more smooth operation. Confidentiality issues are the biggest concern for Poplar Bluff. Becky suggested using partitions and the classroom for extra space. Scott confirmed the partitions that are currently being used are not helping the situation of confidentiality. Becky suggested looking at a different location and accommodations. Jody brought up budget and looking for a different location for rent and will begin exploring options for other locations. Diana confirmed we have struggled with signage the entire time of tenancy. Becky asked where the partners we had are currently located. Jody explained we have Job Corps as our only partner; their lease started three months ago, and we've already ran into a problem with that partnership. They were located in the larger classroom and during staff training, the Job Corps representative had concerns of her day being constantly interrupted. Job Corps will now be renting separate space from Three Rivers with an office that has a door to close. Jody's hesitation with inviting anyone else is that the space is very limited where we are at now. Diana moved to find a new location. Becky seconded looking for another location that will suit us and the community better. Motion carried.

Jody informed the committee a link has been added, which includes a virtual tour of the Poplar Bluff and West Plains Centers, to the SCWIB website. The updated google search tool was funded through incentive dollars.

Partner of [americanjobcenter](#) network

[South Central Workforce Investment Board](#) is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

Scott provided a staffing update. We have employees in each job center, with one position to be filled in Poplar Bluff. Staff are currently working hard on training and OWD is working on phone lines. Scott stated we are having trouble with the kiosk at our Poplar Bluff location. Scott confirmed staff are still enrolling and making things happen with the limited space available. Scott feels confident in the staff we have hired and them jumping in to learn.

As there was no other business, Diana made a motion to adjourn. Aaron seconded the motion. Meeting adjourned.

Next meeting July 9, 2024 at 10:00AM by WebEx

Partner of  **americanjobcenter** network

South Central Workforce Investment Board is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.