



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

**One-Stop Committee Meeting Minutes
Tuesday April 8, 2025, at 10:00AM by WebEx**

Members Present: Becky Brooks, Chair, Aaron Wheeler, Diana Ball, and LeAnn Clark
SCWIB Staff present: Jody James, Phyllis Guthrie, and Scott Davis

Becky called the meeting to order

Diana Ball made a motion to accept and approve the minutes from the previous meeting, Aaron Wheeler seconded the motion. Motion passed.

Scott Davis provided Job Center updates. He went over program numbers for the program year stating that 60 participants have been funded for classroom training this year, with 1 on-the-job training enrollment, and 6 placed on work experience program for the program year 2024. He stated that this is the time of the year to look at putting youth on work experience. He does not see any budgetary issues this year as we have had in the past.

Becky asked where we are at with making Poplar Bluff a Comprehensive Job Center. Jody James explained that Poplar Bluff is currently carrying about 44% of all the visitors for the region and formal request has already been made to State.

Jody James introduced Phyllis Guthrie as accepting the position of One-Stop Operator on March 16. She has started some initiatives as far as continuity between the centers, reviewing the intake process, our assessments, with the goal of making sure when a customer walks in from any County to either Job Center they receive excellent services. Becky Brooks asked if we planned on continuing the 100% monitoring of all records. Jody explained that with all staff turnover recently Leanna Eckoff will continue monitoring 100% of new enrollments as well as complete the One-Stop Operator monitoring this month, for our annual review. Jody also provided updates on the recent tornado that hit us in our Poplar Bluff Job Center. Leann Clark was instrumental in helping us plan to have temporary job center starting first thing Monday after the weekend storm. We were able to work out of the library and continue services there for a week until we could return to the Harry Crisp building. Staff really stepped up, they looked at our disaster plan, and we did not have a gap in services.

Diana Ball made the motion to adjourn the meeting, Aaron Wheeler seconded. Motion passed.

Next Meeting Tuesday July 8, 2025, at 10:00AM by WebEx

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