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Board Meeting Minutes  
1:00 p.m. Tuesday, July 23, 2024  
Twin Pines Conservation Center – Winona

Board members present: Becky Brooks – Chair, Steve Halter – Secretary, Dennis Lancaster - Treasurer, Robin Thomas, Joan Wright, Lisa Aden, Diana Ball; Ingrid McCallister, Jennifer Taylor and Trent Courtney.

Members and CLEOs present via Webex: Omar Gala, Aaron Wheeler and The Honorable Terry Newton, Ozark County.

CLEO members present: The Honorable Ralph Riggs, Howell County; The Honorable Jesse Roy, Ripley County and The Honorable Beth Long, Shannon County.

SCWIB Staff in attendance: Jody James - Executive Director, Scott Davis – Compliance/Monitoring, Lisa Engelhardt – EO/Fiscal Manager, Amber Herren - One Stop Operator - Amanda Turner - Quest Coordinator and Leanna Eckhoff – Policy Specialist (via Webex).

Call to Order: Becky Brooks, Board Chair called the meeting to order.

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

Approval of Minutes: Steve Halter made a motion to approve minutes from the April meeting. Lisa Aden seconded the motion. Motion carried. CLEOs concurred.

Meet Your Members: Meet Your Members: Becky Brooks discussed the board requirements and the process for approving new members. Becky explained that 51% of our membership is required to be represented by private business. To serve on the board, a business representative is required to have three or more employees and have decision-making authority. Potential members are presented to their local CLEO for review. If approved, the local CLEO makes a recommendation to the full CLEO board for consideration. With CLEO support, new members are presented to the full board for approval. Becky informed the group that she joined the board to represent private business in 2011 at the recommendation of Steve Halter. Becky said we would love to have more members and encouraged everyone to think about new people to serve on the board. Becky asked the board to reach out to her with names and contact information of individuals.

On a personal note, Becky said after working in health care for twenty years in Alabama, she moved to Poplar Bluff to run the trucking business her father started in the early seventies when he bought three cattle trucks. McLane Transport is a long haul trucking company that operates between 15-50 trucks depending on demand. She explained they prefer to use team

drivers due to the distance they travel. Becky also explained they only broker to others when necessary and if they already have a working relationship.

Executive Directors Report: Jody James provided the Executive Director's report. Jody informed members the Office of Workforce Development has agreed to allow the WIB to operate the WIOA Adult, Youth and Dislocated Worker Programs in house for the new program year of July 1, 2024 – June 30, 2025. She referenced the email from Julie Carter, OWD Director, which encouraged the board and CLEOs to have conversations about merging with a connecting region in order to share resources and become a stronger region to serve more Missourians. Discussion followed and the board and CLEOs agreed to remain open to conversations. Diana Ball asked what the plan was going forward and discussion was held.

Staff updates were provided. Amber Herren will serve as the One Stop Operator which is responsible for daily operations/partnerships at the Poplar Bluff and West Plains Job Centers. Leanna Eckhoff will continue to provide support on a contractual basis as a policy specialist. Leanna is currently working to resolve our corrective action status with the state. Scott Davis has returned to his role in Compliance/ Monitoring. Lisa Engelhardt has taken over the financial responsibilities of the WIB and will also cover Equal Opportunities Officer duties. Lisa had been training with Donna since September 2023. Donna has returned to the Central Region full time and is no longer cost shared.

Poplar Bluff – Current staff include the One Stop Operator and two Employment Specialists at the Job Center. We currently have one vacancy for an Employment Specialist. Interviews were held on July 18<sup>th</sup>.

West Plains – Two full time Employment Specialists in the Job Center. We do not plan to hire a third person. We also have five state staff located at the West Plains Job Center. Amanda Turner, QUEST Coordinator, works at the WIB Administrative office in West Plains.

Youth Work Experience placements were discussed. Sixteen youth were served from Butler, Carter, Howell, Oregon, Ripley and Shannon counties. If youth were not eligible for WIOA, their wages were paid through the Healthy Blue Grant. Healthy Blue also subsidized youth work experience for the City of Ellington and the City of Piedmont in Wayne County.

The new program year budget was reviewed. Our region received a 12.4% budget cut across all three WIOA programs (Adult, Dislocated Worker, Youth). Last year our loss was over \$43,000 and this year it was over \$127,000. Jody shared information regarding WIOA cuts over the last decade in Missouri.

Legislative update was provided. WIOA Reauthorization – H.B. 6655 “A Stronger Workforce for America” passed the house in April and has gone to committees and a Senate version of WIOA Reauthorization is being considered.

Four Year Plan – Our Local Plan was approved pending board approval of policies, bylaws and the vision statement. Employee Handbook Revisions – Fraud, Facilities, Evaluation Date, Leave Request Form were discussed. Lisa Aden made a motion to approve the employee handbook revisions. Joan Wright seconded the motion. Motion passed. CLEOs concurred. The Local Plan and attachments will be posted to the SCWIB website.

Bylaws Revision – The WIB bylaws were revised to include a statement regarding the use of technology to encourage attendance in meetings. Robin Thomas made a motion to approve the change to the bylaws. Diana Ball seconded the motion. Motion passed. CLEOs concurred.

Vision Statement – The Executive Committee made a recommendation to separate the two sentences in our current mission statement so the first sentence would be the mission statement and the second sentence would be a vision statement. The new mission statement would be:

***"To support a system that will provide employers with a skilled workforce and will provide job seekers with access to jobs with increased earnings potential."***

The new vision statement would be:

***"The Workforce Investment Board will be a leader in community collaboration to promote a dynamic, high skill/high wage economy in South Central Missouri through development of its workforce and workplaces."***

Diana Ball made a motion to approve the changes to both the mission and vision statements. Lisa Aden seconded the motion. Motion passed. CLEOs concurred.

Jody reinforced Becky's comments about the need for private business representation on the board. She also informed members that B.J. Wear has resigned from his position as the labor/apprenticeship representative which is a required seat. The Honorable Ralph Riggs, CLEO Board Chair, recommended John Lan to serve as his replacement. Trent Courtney made a motion to approve John Lan as the labor/apprenticeship representative. Lisa Aden seconded the motion. Motion passed. CLEOs concurred. This concluded the Executive Director's report.

Leanna Eckhoff provided the WIOA Performance Report. Members received a copy of the Compliance/Monitoring Report which showed a 180% increase in enrollments. She said staff were doing a fantastic job and no written response was required. She encouraged staff to work on timely upload of documents in the state system. Leanna discussed the OWD Regulatory Compliance Report. She is working on a response to the two findings for Expenditures and Performance. She will also address the area of concern regarding not having enrollments in the Missouri Heroes Connect Program.

Leanna explained the Four Year Plan required revisions to the Supportive Service, Adult Priority of Service, Eligible Training Provider, On the Job Training, and Apprenticeship Policies. Robin Thomas made a motion to approve the changes to the program policies. Dennis Lancaster seconded the motion. Motion passed. CLEOs concurred.

Scott Davis and Amber Herren presented WIOA program updates. Scott distributed a report which compared enrollments between Program Year 22 and Program Year 23 which showed an increase of 300%. The report also broke out enrollments by program and location.

Lisa Engelhardt provided the financial report. Lisa discussed the only finding in the Booth Audit was prematurely drawing down funds in anticipation of a government shutdown that were not expended in 3-5 days. We responded by agreeing this was a mistake and we would follow the 3-5 day rule moving forward.

Lisa provided the budget for the new program year. Steve Halter made a motion to approve the budget as presented. Joan Wright seconded motion. Motion carried. CLEOs concurred. Lisa requested permission to move \$20,049.36 from Dislocated Worker to the Adult category out of PY 23 money. Trent Courtney made a motion to approve the modification to the budget. Lisa Aden seconded the motion. Motion passed. CLEOs concurred.

A One Stop Committee update was provided by Becky Brooks. She said the committee met on July 9<sup>th</sup> via Webex. Discussion revolved around the space at the Poplar Bluff Job Center and new signage which has been provided. Jody said relocation is not an option at this point due to the increased rent at the potential new location and the reduction in the budget. Staff are utilizing the classroom across from the main Job Center to offer more privacy.

A Youth Committee update was provided by Joan Wright. Joan said the committee met earlier this date (July 23, 2024) and had a good meeting. She said the Scholars @ Work policy was discussed by the group. Joan asked Scott to present the youth policies revisions required by the Four Year Plan. Scott discussed changes to the Youth Apprenticeship and Work Experience policies. Trent Courtney made a motion to approve the youth policy revisions. Diana Ball seconded the motion. Motion passed. CLEOs concurred.

An Inclusion Committee update was provided by Robin Thomas. Robin said the committee met earlier this date (July 23, 2024) and they also had a good meeting. Robin informed members that eighty plus youth were served through the West Plains Vocational Rehabilitation Work Experience Program this Summer. This was a first time job for most and it was a huge success. Robin presented the Harassment & Discrimination and Nondiscrimination policies with revisions required by the Four Year Plan. Steve Halter made a motion to approve the revised policies. Jennifer Taylor seconded the motion. Motion carried. CLEOs concurred.

An Executive Committee update was provided by Becky Brooks. She said the committee met on July 9<sup>th</sup> via Webex. Becky said the committee discussed bringing programs in house for the new year and the budget cuts to the region.

Becky asked the board if anyone had any announcements or questions. As there was no other business, Trent Courtney made a motion to adjourn. Ingrid McCallister seconded the motion. Motion carried and the meeting adjourned.

**Next Meeting Date: Tuesday - October 22, 2024  
1:00 p.m. at Twin Pines Conservation Center - Winona**

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