



408 Washington Ave., Suite 210, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ Fax 417-255-8799 ❖ MO Relay 711

**Executive Committee Meeting
1:00 PM October 14, 2020
OzSBI Hanger & WebEx**

Meeting was called to order by Chair, Becky Brooks.

Roll Call was taken. Members present in person: Chris Oravec, Vice-Chairman; the Honorable Mark Collins. Members by WebEx: Becky Brooks, Chair; Steve Halter, Secretary; Jody James, Treasurer; Lisa Aden. It was established that there was a quorum.

Motion to approve the minutes of the July 14, 2020 Executive Committee Meeting was made by Chris Oravec, seconded by Jody James and approved by committee.

Becky Brooks gave a brief report on the CLEO Summit and will give a more in-depth report at the Board Meeting.

The most current State OWD Report Card was discussed along with the meeting previously held with State OWD Director, Dr. Mardy Leathers; Yvonne Wright; and Becky Fletcher; SCWIB Board Chair Becky Brooks; SCWIB CLEO Chair Zach Williams; and SCWIB Executive Director Donna Parrott. OWD and SCWIB agreed that there was an issue that would be improved on to bring our benchmark up.

SCWIB Personnel:

- Motion to approve the one-year anniversary job performance evaluation for Executive Director Donna Parrott and the pre-approved increase in her offer letter was made by Chris Oravec, seconded by Lisa Aden, and approved by the committee.
- Donna Parrott presented the updated job description and altered title change of Fiscal Manager for Donna Smith aligning it with her current job duties. A motion was made by Chris Oravec, seconded by Lisa Aden, and approved by the committee for these changes.
- 2021 increases were discussed for Valarie Haring and Donna Smith. A committee was appointed to discuss options that might be viable and bring back to the next Executive Committee Meeting in January. The committee consists of Steve Halter, Jody James, and Donna Parrott.

Directors Report was given by Donna Parrott.

- Discussed were the Job Center moves and the updates with each, both Cost Savings and Break Even amounts. Discussion were the WIB holding the leases at this time for the Poplar Bluff location, and that good signage would be the biggest challenge. Becky Brooks made the motion to move forward and seconded by Lisa Aden. Motion passed. SCWIB will move forward with holding the lease. Discussion on moving West Plains Job Center to move to an Affiliate, which means no state people would move with us at this time. Donna Parrott told the board we were

waiting on Heather Fisher from OzSBI for a written lease, and as soon as she got one, she would forward it out to all Executive Board Members.

- Next up for discussion was Job Centers of the Future. It was decided to let Ken Mall present for about 20 minutes and end with a short Q&A.
- Local Plan Modifications were discussed, with the Data Element verification statement needing to be added.
- Discussed were the Addendum to the Annual Agreement that was given to each board for the modification to our State Contract. Jody James made the motion and 2nd by Chris Oravec to accept Addendum. Motion Passes.
- Discussed was the Corrective Action Policy that need to be approved. Donna presented the Draft that SCWIB has come up with to use for our subs. Donna stated that she hoped to have this ready for the one stop committee to approve at their meeting.
- The new Issuance with the Sanction discussion was presented to the board, for understand what could happen if we do not follow policy.
- Discussion on the Cares Act, Covid 19 and MOWorks were discussed to be able to use these grants to our Regions fullest.
- Board was updated on the upcoming Jobs League Funding getting ready to be awarded and will be handed out to our Subs. Board discussed to have a statement be added to each contract that one youth participant needs to be in each of our 12 counties. Motion made by Lisa Aden and 2nd by Chris Oravec, Motion Passed.
- Donna Parrott updated on her visit to the County Commissioners, their concern being made about employing people in each of their counties.
- It was discussed about doing a Column in the local papers about who we are, what we do and that we are not the employment office and that we are a Job Center for all on a regular basis.
- Donna Asked the Board to pursue the AmeriCorps Vista Grants and trying to get a person who would pursue new grants for us, due surveys, and any other things we might need them to do. Becky Brooks asked for discussion, being none, she said to go ahead with the AmeriCorps Grants.
- Going forward Donna went over the future needs of SCWIB, hoping to put together an Advisory Board, to find out what it is the Businesses in our region are needing and looking for in employees needing to be hired. Also put together Strategic Plan. These would be goal for next year so people know who we are and what we are here to do, in order to make our region more applicable to employment in the business community.

Next Valarie Haring gave an update on the Compliance and EO side of WIB everyday accomplishments. Valarie went over the different report give to the board prior to the meeting, benchmarks as to where the sub-contractors are at for meeting their goals.

Next Donna Smith gave the financial report. She went over the Board 1st Quarter Financial Report as to where each grant stands, both with current expenditures and budget remaining. Also reviewed was the cost per participant report, and how each sub is doing. Donna also reported on the Cares Act funding and where our region stands compared to the State.

Next Scott Greer went over where MOWorks were we are standing on, and how we compare with the other WIB's in the State.

Motion made to adjourn by Chris Oravec and 2nd by Mark Collins. Meeting was adjourned at 2:57pm.