



South Central
WORKFORCE
Investment Board

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Relay 711

Executive Committee Meeting
1:00 PM January 12, 2021
OzSBI Hanger & WebEx

Meeting was called to order by Vice Chair, Chris Oravec

Roll Call was taken. Members present in person: Chris Oravec, Vice-Chairman; the Honorable Mark Collins. Members by WebEx: Jody James, Treasurer: Lisa Aden; the Honorable Zach Williams; the Honorable Jeff Cowens. It was established that there was a quorum.

Motion to approve the minutes of the October 13, 2020 Executive Committee Meeting was made by Zach Williams, seconded by Jeff Cowens and approved by committee.

Chair Becky Brooks asked Executive Director Donna Parrott to give a brief report on the Job Center of the Future (JFC) in her absence. A brief update was given stating that the plan will be shared at the end of this fiscal year and will be a 3-5 year process to fully implement the JFC. A more in-depth report with slides will be shared by Chair Becky Brooks at the Board Meeting. A brief summary was also given on the State OWD Report Card. In discussions with Chair Becky Brooks, we feel as if the correction action which is on the report card should not be on there as a meeting was held with Dr. Mardy Leather, Chair Becky Brooks, CLEO Chair Zach Williams, and Executive Director Donna Parrott. The Change Request form was also an issue noted and there has not been any guidelines as to how many is too many. A request form had to be created for every participant we moved from their WIOA funding to the Care Act funding. We also have had to send multiple change request for the same person as state OWD does not complete them in a timely fashion.

Executive Directors Report was given by Donna Parrott.

- Office of Workforce Development
 - Job Center Relocations – Moving forward with the Job Center Relocation. Will be moving into the West Plains Job Center the end of February. Poplar Bluff Job Center they have done another 6-month short-term lease and are doing a RFP on it and hopefully we will be relocating by the end of May or June.
 - One-Stop Certifications – The One Stop Certification Committee is working on this. The one is completed for Poplar Bluff and needs to be submitted to the State and the one for West Plains will be completed once we relocate to the new building.
 - Job Centers and Clients -- Job Centers are by appointment only through February 12 and will be looked at on a case-by-case situation based on COVID cases in the respective counties.
 - Apprenticeships – Appreciation to both Steve Halter and Chris Oravec. Possibly to an Ad Hoc committee to help with furthering this in our region. Will discuss with Chair Becky Brooks to review the pros and cons.
 - Update on Grants
 - CARES Act – We spent \$173,000 and were 6th with most spent and participants out of 14.

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Auxiliary aids and services are available upon request to individuals with disabilities.

- COVID-19 – We are now able to concentrate on this and have asked our sub-recipients to have one individual per county participating in this grant.
 - MoWorks Together – We have the most participants out of the five regions working this grant. Our last Peer Support Specialist resigned last week. I don't know that we will move forward with placing any more Peer Support Specialist due to the Worker Comp costs. We did meet the number that we stated in the grant application.
 - Jobs League Grant -- Working with sub-recipients to get this grant up and going.
- State OWD Quarterly Report Card – We have already gone over this information and additional information can be found in my report.
- Quarterly Meeting with Sub-Recipients -- We did present the SCWIB Sanction/Corrective Action Policy and they received that very well. We took that from what the state gave to us. We reviewed the performance goals in their contracts and will be held accountable for those. In the Quarterly Sub-Recipient meeting with Terry Sanders (OAI), Ann Smith (SCMCAA), and myself, they were tasked to present a strategy on how to move forward with new participants and spending the required money. These were due this past Friday and I had to send them back asking for more strategy than a strategic plan. They need to think outside the box on how they are going to meet their numbers. Those documents are with your information as well. The Benchmark Report Cards for both sub-recipients are in your packet. Neither passed everything. Part of this failure with the DW and Adult Worker that we moved so much out of those two programs into the Cares Act that they weren't able to meet the performance for those two programs. Will be working with Donna Smith to see what their numbers would have looked like if we hadn't been asked to move the money. It also had to do with how much carry over money they received also.
- Staffing – An email was sent in November that had some items there which included information about Job Sharing Donna Smith with Central WIB. Their director and I talked and is something that I discussed with Board Chair Becky Brooks and CLEO Chair Zach Williams before moving forward. This may be what a lot of WIBs have to do moving forward due to budget cuts. This allowed Donna to have insurance, gave her an increase, and it takes her expertise and allows Central WIB to have someone of her caliber as well. She is doing for Central what she did for us when she came on board, straightening out their financials. She is still keeping us up on everything. We will probably have her on a 20-25% basis and if we need her more, we can. The salary that is left over from Donna's move and Scott Greer's salary when he resigned will give us funds to hire two part-time individuals. This allows us to also do succession planning as Valarie is going to be retiring in at least 1 ½ years. One would work with Valarie on data validations and Valarie will then train them on other aspects. Valarie will begin working fewer hours and then the other person will work more until Valarie transitions to retirement. The other position will work with Donna Smith in doing the online monitoring that is required. If we get other grants outside of WIOA, then this person would work on that and be funded through those grants. Then one of these positions could transition into my position later on. Motion to approve the two part time positions by Zach Williams, seconded by Mark Collins. Approved by Committee.
- Worker Compensation Audit – Workers Compensation audit raised our rates to "high risk" which raised our premiums due to having the Peer Support Specialist on our payroll. We did submit a dispute to the insurance carrier stating that the office staff should not be included in the "high risk". We were told that we needed to do the appeal to Michigan WC. Chris Oravec stated that he had a WC insurance provider that might be able to look at our situation and give us an opinion. We will follow up on this.
- Non-WIOA Grants – Working on a grant writing webinar and will begin on AmeriCorps VISTA grant.

Donna Smith gave the financial report. She went over the Board 2nd 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.

Valarie went over the different reports given to the board prior to the meeting, benchmarks as to where the sub-contractors are at for meeting their goals, participants by zip codes.

Motion made to adjourn by Jody James and 2nd by Mark Collins. Meeting was adjourned at 1:34pm.