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**One-Stop Committee Meeting Minutes
Tuesday – July 8, 2025, at 10:00 AM by Webex**

Members present: Becky Brooks - Chair, Diana Ball, Aaron Wheeler and Trent Courtney.

SCWIB Staff present: Jody James & Phyllis Guthrie.

Becky called the meeting to order.

Diana Ball made a motion to accept and approve the minutes from the previous meeting. Trent Courtney seconded the motion. Motion passed.

Phyllis Guthrie, One Stop Operator, provided an update on the Job Centers. She discussed WIOA enrollment numbers remaining strong. She said staff are working with Youth on the Summer work experience. Diana questioned whether the lack of privacy at the Poplar Bluff location has been resolved. Jody said staff plan to move across the hall to the classroom to allow for more private conversations with customers.

The Committee discussed the status of making the Poplar Bluff Job Center a comprehensive center instead of its current affiliate status. Jody informed members that a request has been made to the Office of Workforce Development (OWD). She hopes to have an update by the April 22nd WIB meeting. She also said Phyllis will be focusing on continuity between the Job Centers and streamlining the intake and assessment processes.

Jody discussed end of program year purchases to make sure staff have adequate equipment and tools to perform their jobs. In addition to regular supplies, staff will be provided with new noise reducing head sets, have access to a new Ipad at each center and new desktop monitors. Staff are encouraged to keep the administrative staff informed of anything they see to help the Job Centers run efficiently.

Members discussed the Job Center re-certification which is due in June 2026. Becky will appoint a committee at the January board meeting to begin this task for both centers.

As there was no other business Becky Brooks made the motion to adjourn the meeting. Diana Ball seconded the motion. Motion passed.

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

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