



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

Board Meeting Minutes
1:00 p.m. Tuesday, February 24, 2026
Webex

Board members present via Webex: Becky Brooks – WIB Chair, Ingrid McCallister – Vice Chair, Steve Halter – Secretary, Trent Courtney – Treasurer, Joan Wright - Youth Committee Chair, Lisa Aden, Diana Ball, Diane Elkin, Mike Ennis, Omar Galal, Zora Mulligan, Nicole Reese, and Jennifer Taylor.

CLEO members present via Webex: The Honorable Ralph Riggs - Howell County.

SCWIB staff and guests present via Webex: Jody James - Executive Director, Leanna Eckhoff – Compliance/Monitoring, MaryAnn Lawrence, PowerNotes – One Stop Operator, and Allen Brinkman – Couch, Welch and Company.

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

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

Approval of Minutes: Minutes were sent to members prior to the meeting. Trent Courtney made a motion to approve the minutes as presented. Lisa Aden seconded the motion. Motion carried. CLEOs concurred.

Leanna Eckhoff provided an update on the December OWD Monitoring. She stated there were no major issues and only small corrections were made. She said she was very pleased with 1st and 2nd quarter monitoring. Leanna discussed the WIOA enrollment, performance and services reports. She stated the classroom training is holding steady. Second quarter did see a drop in enrollments which was expected due to the start date of many of the training programs. Leanna said prior to the end of December semester, we were almost meeting the Youth measurable skills gain. She will continue to keep a close eye on the youth credential rate since the region has missed it for two consecutive years and a third year could lead to a sanction.

Leanna discussed policy revisions that were required to be updated immediately. She said the Nondiscrimination, Harassment & Discrimination, Accessibility, Complaint/Grievance Process, and Reasonable Accommodation were revised to include the current Equal Opportunity Officers contact information.

Leanna presented the following policies with revisions: Veteran's Priority of Service, Basic Skills Deficient, Supportive Services, Sub-State Monitoring, Adult Priority of Service, ITAs, Employment Transition Team and the Eligible Training Provider Selection. Joan Wright made a motion to approve the policies. Jennifer Taylor seconded the motion. Motion carried. CLEOs concurred.

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Allen Brinkman from Welch, Couch and Company shared a copy of the Single Independent Audit. Allen said it was a clean audit with no findings. Please let staff know if you would like a copy. Trent made a motion to accept the audit report. Lisa seconded the motion. Motion carried. CLEOs concurred.

In Lisa Engelhard's absence, Jody provided the financial report for July 1 – December 31, 2025. She pointed out that Business Services is behind, but the contract has been extended to June 30, 2026, so we do not anticipate any problem completing the grant. Jody informed the board that Lisa will request to transfer money from Dislocated Worker to the Adult program at the April board meeting. Trent made a motion to accept the audit report. Lisa seconded the motion. Motion carried. CLEOs concurred.

Jody provided the Executive Director's Report.

- Plant Closures/Layoffs –
Wilson Industries, Gainesville, fourteen employees, Permanent, Onsite meeting
Hardee's – Houston, fifteen employees, Permanent, spoke to management
St. Francis Healthcare System – Polar Bluff, 213 employees, Sold to Big Springs Medical Association Interviewing in January. All employees paid until 2/16/26. Spoke to upper management
Family Home Furnishings - Poplar Bluff, three employees, Permanent, spoke to management
Key Drugs, Poplar Bluff, six employees, Permanent (Most Employees & Customers moved to John's Pharmacy) Could not contact
Ozark Applicators - Van Buren, ten employees, Seasonal, spoke to management
Dev's Steakhouse - West Plains, four employees, spoke to an employee
Arlee Home Fashion, West Plains, thirty-five employees, Permanent (bought by another company), spoke to upper management
MERS/Goodwill staff have returned to their positions in SCSEP.
Mid Continent Steel – Poplar Bluff, 30 employees.
- Board Vacancies –Two openings in Howell and one in Oregon counties for business to replace Aaron Wheeler, Robb Cox and Chad Sisco.
- Update on Grants - Phase II of EDA Tech Hub Grant for critical minerals and materials for advanced energy has been submitted.
- Status of Operating WIOA Programs In-House – Enrollments and expenditures look good. We expected and saw a drop second quarter (Oct – Dec) due to the start dates of our larger programs. Sanction policy will be followed if we fail to meet our Youth Credential for three years in a row which is very concerning. Rebecca Fletcher, OWD Assistance Director of Program Performance, will provide technical assistance at our April 28th board meeting.

- Current staffing pattern – PowerNotes is providing our One Stop Operator services. One vacancy at Poplar Bluff and one in West Plains for Employment Specialists. Deanna Lorraine was promoted to lead in West Plains. Analyzing how to obtain and retain qualified staff. Review of pay and benefits.
- Two Year Plan Modification – Committee will meet on March 6. Committee consists of Becky, Ingrid, Trent, and Diana Ball. Jody requested the committee be granted authority to approve the plan modifications so it can be posted for public comment. Lisa made a motion to give the committee authority. Joan seconded the motion. Motion carried. CLEOs concurred.
- Job Center Re-certification – Becky will appoint a committee to begin this process.

MaryAnn Lawrence, PowerNotes, provided the One Stop Operator report. She introduced herself and provided her history. She said staff are participating in monthly virtual training courses and that is going well. She explained that WIOA requires One Stop partners to participate in a quarterly Leadership Team meeting. The first virtual meeting was held on February 18th and she plans to schedule another one soon due to low attendance.

The One Stop Committee report was provided by Becky Brooks. Becky said the committee discussed the upcoming re-certification process which is due May 31, 2026. Both comprehensive Job Centers in Poplar Buff and West Plains will be reviewed. Becky appointed a committee to complete the project. The committee will consist of Becky, Ingrid McCallister, Joan Wright, Diana Ball, Jennifer Taylor, MaryAnn Lawrence, Heather Wolfe and Leann Clark.

An Executive Committee update was provided by Becky Brooks. She said the committee met on January 13 via Webex. Becky said committee heard the information which was shared today with the full board. She said a lot of time was spent on the policy revisions for the two year plan modification.

Lisa Aden reported the Inclusion Committee met on January 13 via Webex. She said it was a very informative meeting. Staff will be busy getting prepared for the youth Summer work component.

Becky asked the board if anyone had any announcements or questions. As there was no other business, Lisa made a motion to adjourn. Jennifer seconded the motion. Motion carried and the meeting adjourned with CLEO concurrence.

Next Meeting Date: Tuesday - April 28, 2026
1:00 p.m. at Twin Pines Conservation Center - Winona

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