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**Board Meeting Minutes  
1:00 pm Tuesday, April 26, 2022**

**In person at Twin Pines Conservation Center and by Infinite Connect phone call.**

Board members present: Board Chair Becky Brooks, Vice Chair Chris Oravec, Secretary Steve Halter, Treasurer Jody James, Lisa Aden, Joan Wright, Diana Ball, Ryan Hampton, Julie Carter, Robin Thomas, Cody Dalton, BJ Wear, Mike Ennis, Dennis Lancaster by proxy of Sheila Barton, Melinda Hathcoat, Logan Waggoner, Jennifer Huguenot.

CLEO members present: Honorable Jesse Roy, Ripley County – Chair; The Honorable Mark Collins, Howell County; The Honorable Scott Long, Texas County; The Honorable Vince Lampe, Butler; and The Honorable David Stubblefield, Oregon County. By Phone, The Honorable John Turner, Ozark County.

SCWIB staff in attendance: Donna Parrott, Executive Director; and Cindy Staton, Compliance Officer.

Guest in attendance by person: Sean Mooney, Cathy Hicks, Cindy Bridges, Wanda Wallace, Terry Sanders and Ann Smith.

Guest in attendance by phone: Gwen Jackson, Gina Davis, Teresa Bruffet, Tonya Martin, Larry Melf, Melissa Altermatt, Garland Barton.

Call to Order: Becky Brooks called the meeting to order at 1:10 pm. Donna Parrott did roll call and it was established that there was a quorum.

Guest Garland Barton was recognized by Chair Becky Brooks and he announced that Mike Ennis will be awarded an Honorary Degree by Missouri State University West Plains on May 21<sup>st</sup> 2022. This degree will be given to recognize his dedication and contributions to his community and workforce development.

Minutes: Chair Becky Brooks asked if everyone had reviewed the minutes from January 25<sup>th</sup>, 2022 meeting and if there were any changes, additions or correction needed. With hearing none, a motion was made by Chris Oravec and 2<sup>nd</sup> by Lisa Aden to accept the minutes as presented. Motion Approved.

Executive Director Report: Donna Parrott gave a brief update for her report that was sent out ahead of time. The State Quarterly Report Card which was sent out for our region with the agenda was explained. Donna gave a brief update on the 4 year plan. The due date has been extended 45 days after the original due date of April 30<sup>th</sup>, approved by Office of Workforce Development. Steve Halter has been recommended as the apprenticeship representative and presented new board member, Logan Waggoner. She also stated that OWD has approved for the WIB to hold the Poplar Bluff Job Center lease and move to the Three Rivers Campus is the board approves. Finally, she discussed where the process with EDA Grant is at and the ARPA Grant as well.

WIOA Performance Report: Cindy Staton briefly reviewed the benchmarks, explaining that the sub-recipients were passing in some areas but were still failing to spend out Youth and Dislocated Worker funds. She also talked about the surveys for each job center. This information was also projected to the screen as well as shared in an email and a packet given to each board member.

Finance Report: Donna Smith did not attend the board meeting on this day. The information was shared by Donna Parrott. The information was projected on the screen for all to see, as well as being passed out in a packet to members that attended in person. Donna explained the current budget, how much of the WIOA funds were spent by Ozark Action Inc. and South Central Missouri Community Action Agency. It was also noted that there must be a 60/40 balance in expenditures for program and administrative costs. No monies would be moved to expand the administrative costs but could be allowed for program. A policy or procedure will be written up for how funds will be requested in the new program year. The carryover will be brought back in house and redistributed to meet state guidelines and will be brought back to the Board for further action in July. The report was then up for approval which was put into motion by Jody James and seconded by Chris Oravec. The motion was approved.

Committee updates were then given by five separate committees.

Committee for Inclusion was reported by Robin Thomas. She explained the work being done to host a reverse hiring event where employers would visit employees that would be set up at tables. She has found examples and will be moving forward from there.

Youth Committee was reported by Cindy Staton because Lisa Aden was unable to attend at the last meeting on April 5<sup>th</sup>. Cindy presented a policy revision for the youth incentive payments. This called for an action to vote. Lisa Aden made a motion, Chris Oravec seconded. The motion to approve the updated Youth Incentive Policy passed by vote of the Board members. The policy is active as of 4/26/22.

One Stop Operator and WIOA Program RFP was reported by Chris Oravec. Chris explained that the focus for both committees was the recent RFP. He explained that the RFP Committee had met and reviewed the two proposals submitted to the Board from Ozark Action Inc. and EDSI. Chris went on to say that the committee was made up of himself, Becky Brooks, Cody Dalton, Lisa Aden, and CLEOs Jesse Roy and Zach Williams. The process for review was thorough and they decided to go with EDSI since their proposal had earned more points in the scoring system than Ozark Action Inc. by 26.9. Then the floor was open for questions. Robin Thomas and Mike Ennis both asked questions. Cathy Hicks, a guest was recognized, and she asked questions as well. Questions were answered by Chris Oravec, Becky Brooks, and Donna Parrott. All were reminded that the contract would be carried by the sub-recipient for one year at a time and the performance would be reviewed on a regular basis. The Board was then asked if there was a motion to approve the RFP from EDSI and Lisa Aden made the motion, Robin Thomas seconded, and a vote was taken. Board members that abstained from the vote were Jody James and Diana Ball. The vote was unanimous with the rest of the attending Board members voting for EDSI to become the sub-recipient beginning in program year 2022.

Executive Committee report was given by Becky Brooks. At this time a motion to approve the lease was requested, Lisa Aden made the motion, Chris Oravec seconded, and the Board approved the motion.

CLEO meeting report was given by The Honorable Jesse Roy. He talked about attending the State of Missouri Commissioners meeting with Becky Brooks and Donna Parrott on March 2, 2022. He felt that there was a good discussion between commissioners and Dr. Mardy Leathers about workforce and expectations.

The floor was opened for additional announcements. There was nothing additional.

A motion was made to adjourn the meeting by Mike Ennis and seconded by Chris Oravec, the vote passed, and the meeting was over at 2:00 pm.