



South Central  
**WORKFORCE**  
*Investment Board*

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Relay 711

**Hybrid  
Board Meeting  
1:00 pm, January 26, 2021**

**On Site in West Plains – 1<sup>st</sup> Floor Conference Room at the OzSBI Center  
On Site in Poplar Bluff – Board Room at the Poplar Bluff Chamber of Commerce  
Virtual & by Phone**

Board members present: Becky Brooks – Chair, Chris Oravec – Vice Chair, Shelia Barton proxy for Dennis Lancaster, Joan Wright, Lisa Aden, Steve Halter – Secretary; Mike Ennis, Rob Cox proxy for Mary Schrag, Jody James, Robin Thomas, Jennifer Taylor, Kerrie Zubrod, Cody Dalton, Ryan Hampton, and Diana Ball

Presiding Commissioners Present: The Honorable Zach Williams, Wright County Chair, The Honorable Scott Long, and the Honorable Mark Collins, Howell County; The Honorable John Turner, Ozark County; The Honorable Jesse Roy, Ripley County; The Honorable Vince Lampe, Butler County; The Honorable Jeff Cowen, Shannon County

Visitors Present: Will Wheeler representing US Senator Roy Blunt; Megan Nickey representing US Representative Jason Smith; JoAnn Hughey; Garland Barton; Ozark Action Inc. staff; South Central Missouri Community Action Agency staff;

Call to Order: Becky Brooks called the meeting to order at 1:00 pm.

Minutes: Chair Becky Brooks asked if everyone had reviewed the minutes from October 27, 2020 and if there were any changes, additions or correction needed. With hearing none, a motion was made Steve Halter and 2<sup>nd</sup> by Chris Oravec to accept the minutes as presented. Motion Approved.

Becky Brooks reported on the Job Center of the Future (JCF) Summit that she and Donna Parrott attended virtually. We are in the Learn Phase and will proceed to staff training by the end of the year and will phase implementation in by the end of the year. They will be doing employer and job seeker journey maps and will be self-service or assisted. They want everything to be focused on the customer (employers and job seekers). Will get heavy on job centers focusing on employers needs. It was a pretty good summit.

Donna Parrott gave her Executive Directors report highlighting the following items:

- Local Workforce Development Board
  - Recertification -- Signature will be fillable with digital signature capabilities
  - Required to develop a policy for new Board member orientation/on-boarding
  - Submitted by April 30, 2021

Partner of  **americanjobcenter** network

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

- Job Center Relocation
  - West Plains – Move date around first of March 2021
  - Poplar Bluff – Move by end of June 2021
- One-Stop Certifications
  - Poplar Bluff – Becky Brooks will be reporting on during Committee Updates.
  - West Plains – Will request another 60-day extension from OWD.
- CARES Act Grant -- Last day October 31, 2020
  - #6 out of 14 regions with expenditure of funds and participants enrolled.
    - Spent \$173,670.10 of \$458,000
    - 66 enrollments
- State OWD Quarterly Report Card
  - See Executive Director's Report for more information
  - Training & Employment Administrators of Missouri (TEAM)
    - Comprised of all 14 Missouri State WIB Directors
    - Sending a list of issues that we have with the Quarterly Report Card
      - Were told there are not specific guidelines they use for grading each WIB
      - Asking for clarification on guidelines used to grade the Quarterly Report Card
      - Need a fair representation of our regions and their efforts
      - Objective views and opinions should not be used as they show our regions in an unfair manner
      - Ability to see and question items before sent to the large number across the state
- Quarterly Meeting with Sub-Recipients
  - Continue to meet on a quarterly basis
  - Met with Executive Director Ann Smith of SCMCAA and Terry Sanders of OAI
    - Reviewed performance goals
    - Informed them the Corrective Action/Sanction Policy will be effective this current quarter
    - Both agencies tasked to present a document giving strategies and ideas
      - Increase number of participants
      - Meet quarterly financial obligations
      - Think outside the box
- Staffing
  - Job Sharing Donna Smith with Central WIB
  - Scott Greer, MO Works Together Grant Coordinators, accepted a position with another agency
  - Will be creating two part-time positions (Program and Fiscal) to become full-time in next 12 – 18 months
- Worker Compensation Audit
  - Our WC Code was raised due to the Peer Support Specialist being on our payroll
  - We did an official dispute to their findings and not found in our favor
  - A WC Insurance Consultation looked at our situation and felt the findings were correct
  - We have currently suspended the Humanitarian piece of the Mo Works Together Grant
  - Looking at a modification to the grant.
- Non-WIOA Grants
  - Completed an online 5 seminar HUD Grant Writing Webinar
  - Will begin working on AmeriCorps VISTA grant

Chair Becky Brooks asked about the Sanction Policy. Donna Parrott stated that the new Sanction Policy was given to the sub-recipients and that it was reviewed with both of the Executive Directors. It is our intention to work with our sub-recipients so that this policy does not have to be utilized. That was the reason that both sub-recipients were asked to put together a strategy for reaching more participants.

Valarie Haring gave the WIOA Performance Report updates. Valarie stated that she gives information to WIOA staff to help know where their numbers are at. She went over the “by location” report and the “served by zip code/county” report. The reports show the participants that have anything in MoJobs which includes Wagner Pyser, Skillup, Trades Act, WIOA.

Donna Smith gave the Financial report, going over the Board Report which shows where we are in each funding source. Any Carryover money will be moved over by June 15. Just a reminder that Cares Act took precedence so we do have more money in the WIOA programs. Jobs League funding has been awarded to both sub-recipients. She then went over the Cost of Service report for each sub, stating that she will be watching the Admin to Participant percentages for each category, in order to keep at our 60/40 split.

There was no report for the Committee for Inclusion.

Becky then presented the One Stop Committee report stating that they did certify the Poplar Bluff Job Center and will send what is needed to the state and then will share it with the Job Center. The committee consisted of Becky Brooks, Chris Oravec, Joan Wright, Jody James, and Ruth Whitis from OWD. It went through pretty well but it was laborious in documentation but got through it. Will apply for an extension for the West Plains Job Center. Survey results were shared by Valarie as this is something that is one of the items required on the One-Stop Certification document. They are pushing to have surveys mailed to employers. The State has developed a QR code that employees can use on their phone.

There was no report for the Youth Committee.

There were no items that needed action from the Executive Committee.

For the CLEO Report, The Honorable Zach Williams stated we pretty much had the same meeting prior to this one. But as far as the CLEO’s go one of the reasons that we appreciate this is because anytime there are dollars, even if it’s CARES Act dollars, we like them spent in our counties and our region. It excites us to find ways to get it all spent.

Announcements – shout out to Commissioner Mark Collins for approving our CARES Act application that is putting office space dividers in our new West Plains Job Center and our SCWIB office.

Next meeting is scheduled for Tuesday April 27, 2021.

Becky Brooks received consensus that this hybrid meeting format is good. We will move forward with future SCWIB Board Meetings being held in this format.

Motion by John Turner to adjourn, 2<sup>nd</sup> Steven Halter. Meeting adjourned at 1:46 pm.