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**Board Meeting  
October 26, 2021  
Meeting held by in person and WebEx**

Board members present: In Mtn. View, Missouri where the following board members were present: Board Chair Becky Brooks, Chris Oravec – Vice Chair, Jody James – Treasurer, Lisa Aden, Joan Wright, Aaron Wheeler, Diana Ball, Ryan Hampton, Warren Bland, Julie Carter, Robin Thomas, Cody Dalton

By WebEx: Donnetta Rogers, Sheila Barton – Proxy for Dennis Lancaster, Steve Halter and Rob Cox.

CLEO members present: the Honorable Zach Williams – CLEO Chair, Wright County; The Honorable Scott Long, Texas County; The Honorable Mark Collins, Howell County; The Honorable Jesse Roy, Ripley County; and the Honorable Ronald Keeney, Carter County.

Guest in attendance by either WebEx or in person were – Donna Parrott, Executive Director SCWIB, Donna Smith, Finance Officer SCWIB, Cindy Stanton, Compliance Officer SCWIB, Valarie Haring, EO Officer, Ann Smith, Cindy Bridges, Cindy Cowens, Frances Akers, Joann Hughey, Theresa Martinez, Megan Nickey, Will Wheeler, Anne Smith, Will Wheeler, Sean Mooney, Teresa Buffett, and Terry Sanders.

Call to Order: Becky Brooks called the meeting to order at 2:01pm. Donna Parrott did roll call and it was established that there was a quorum.

Minutes: Chair Becky Brooks asked if everyone had reviewed the minutes from July 27<sup>th</sup>, 2021 meeting and if there were any changes, additions or correction needed. With hearing none, a motion was made Lisa Aden, and 2<sup>nd</sup> by Chris Oravec to accept the minutes as presented. Motion Approved.

Donna Parrott gave a brief update for her report that was sent out ahead of time. Donna reported out that we are looking at new locations in the Poplar Bluff area for the Job Center to move to and stated that they have found a couple of places and sent the information on to OWD for their consideration. The West Plains Job center will be keeping the Vet Reps in the center, as OzSBI has withdrawn their bid for proposal for moving them since OzSBI is out of room in their building. Donna also reported out that OzSBI has approached the SCWIB about leasing out one of the SCWIB desk to a partner agency. If the request moves forward, this will then lessen the amount of Admin for the SCWIB Office. Donna Parrott also review the OWD Quarterly Performance report in the packets. Reports were given on the Sub-recipient staff changes and where each center stood for new enrollments for the year. Donna gave a brief update on partnering with the Ozark Region for a grant called EDA, which would target Health Care and Transportation sectors of the workforce. The Board had a motion by Cody Dalton and seconded by Chris Oravec to pursue this with the Ozark Region. Motion passed.

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WIOA Performance Reports – sent out ahead of time. Cindy Stanton went over the reports. Cindy reported to the board that the Sub-recipients were not meeting their Quarterly numbers of 100 new applicants per quarter for each of the Job Centers. She then went over the surveys from the state, reporting that there are very few being done, and this hurts our region.

Donna Smith gave the Finance Report that was sent out ahead of time. She reported that in youth the Work Experience percentage of 11% was not meeting the required 20% handed down by state for the Carry over money. She stated that both sub-recipients had funding remaining in the budget to bring that % up to where it needs to be by the end of June 2022. However, if it takes us that long, we as a region will be behind again next year with carry over money again. Donna also reported out on the 2021 Audit, stating it was a very good audit with no Findings, Comments nor Concerns. The Fiscal Agreement needed for the Sustainability Plan was presented. Motion made by Jody James to approve the Fiscal Agreement, 2<sup>nd</sup> by Lisa Aden. Motion Passed.

Committee for Inclusion – Cody Dalton gave a brief update.

Youth Committee – Lisa Aden gave a brief update and report out no action items needed at this time.

One Stop – Becky Brooks reported out about the Poplar Bluff region looking for a new location and when this occurs a recertification will need to take place again. Becky also went over the Adult Priority of Service Policy, Local Targeted Industry Sectors Policy and the Local Supportive Service Policy that was in the packet. Motion was made by Cody Dalton and 2<sup>nd</sup> by Joan Wright to accept the policies as presented. Motion passed.

Executive Committee – Becky Brooks reported out. Becky informed the Board that the Town Hall meeting on October 14 covering the Job Centers of the Future plan was well attended.

CLEO Committee – The Honorable Zach Williams reported out.

Becky then spoke about the Appointment of and Ad Hoc Finance Committee. Her recommendations to be as follows: The Honorable Zach Williams or a member of the CLEO's; herself as Board Chair; Jody James, Treasurer; Donna Parrott, Executive Director; Donna Smith, Finance Manager; and Rob Cox, Business representative. Motion made by Ryan Hampton and 2<sup>nd</sup> by Lisa Aden to accept as presented. Motion passed. Becky then reported out that the Board needs to put into place the RFP Committee as the bid for new subs were coming up for the new year starting July 2022. This process goes out for bid in January, 2022. She stated that the by-laws list who makes up this committee and the committee will be as follows: Becky Brooks representing the Executive Committee; Chris Oravec representing the One Stop Committee; Cody Dalton representing the Committee for Inclusion; Lisa Aden representing the Youth Committee; and the Honorable Jesse Roy and the Honorable Zach Williams representing two non-board members. Becky Brooks also stated she would like this same group of individuals to make up an Ad Hoc By-Laws Committee to review items needed to update our By-Laws. Motion made by Diana Ball and 2<sup>nd</sup> by Robin Thomas to approve both committees as presented. Motion passed.

Motion made by Chris Oravec and 2<sup>nd</sup> by Lisa Aden to Adjourn at 3:04 pm.

Next Meeting Date – Tuesday, January 25, 2022 – The meeting will be a Hybrid Meeting