



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

WIB Board Meeting Minutes
1:00 p.m. Tuesday, January 28, 2025
Twin Pines Conservation Center – Winona

Board members present: Becky Brooks – Chair, Steve Halter – Secretary, Lisa Aden, Diana Ball, Ingrid McCallister, Jennifer Taylor and Joan Wright.

Members present via Webex: Heather Boyd, Diane Elkin, Omar Galal and Aaron Wheeler.

CLEO members present: The Honorable Jesse Roy, Ripley County; The Honorable Scott Long, Texas County and The Honorable Zach Williams, Wright County.

SCWIB Staff and guests in attendance: Jody James - Executive Director, Scott Davis - Compliance/ Monitoring, Lisa Engelhardt - EO/Fiscal Manager, Amber Herren - One Stop Operator, Steve McCann - West Plains Job Center Veterans Representative and Michelle Rooffener - Apprenticeship Outreach Coordinator.

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

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

Approval of Minutes: Diana Ball made a motion to approve minutes from the October meeting. Lisa Aden seconded the motion. Motion carried. CLEOs concurred.

Meet Your Members: Steve Halter, Poplar Bluff Chamber of Commerce President, addressed the board. Steve said he is one of five boys born and raised in Poplar Bluff. He has been married for thirty seven years and has a son and daughter. He retired from Walmart after working twenty two years in Virginia, New York and Pennsylvania. He has served as the President of the Poplar Bluff Chamber of Commerce for eighteen years. Steve is a Certified Economic Developer and Adjunct Professor. He has served on the South Central Workforce Investment Board for fifteen years and has worked with five different Executive Directors. Steve shared a video of the Poplar Bluff Job Center that was paid for by the chamber in an effort to increase awareness of services and familiarize the public with the location. It has received 7,000 views with 145 likes. Viewers are 70% female and 30% male with a broad range of ages.

Michelle Rooffener, Apprenticeship Outreach Coordinator with the Missouri Department of Higher Education and Workforce Development, shared information regarding Registered Apprenticeships. She explained that industry sets the standards for apprenticeships by being employee tailored. Michelle said we are fortunate to have US Department of Labor staff in Missouri who can register apprenticeships. Jennifer Taylor added that veterans can use their GI bill for apprenticeships also. Jody will send Michelle's presentation to members via email.

Jody James provided the Executive Director's Report. Jody discussed the status of operating WIOA Programs In-House. She said the Poplar Bluff Job Center is currently fully staffed with the One Stop Operator and three full time Employment Specialists. The West Plains Job Center is also fully staffed with three full time Employment Specialists. A request will be made to the Office of Workforce Development (OWD) to designate the Poplar Bluff Job Center as a comprehensive center instead of an affiliate site. She informed the group Scott Davis and Lisa Engelhardt have both received their Certified Workforce Development Certificates (CWDP) from the National Association of Workforce Development Professionals (NAWDP).

Plant Closures and layoffs were discussed. Jody said they were notified this morning that Big Lots in West Plains will close at the end of February. She said staff plan to attend a meeting at the business on February 5 to visit with the fourteen employees affected by the closure. Becky asked if the Poplar Bluff location would also close. Jody said she will reach out to the state Rapid Response Specialist and find out. Jody said the region will receive \$80,000 to provide business services from February 1, 2025-January 31, 2026. The Equal Opportunity (EO) contract in the amount of \$30,000 will be discontinued after June 30, 2025. Lisa Engelhardt is the EO officer but with this contract change, she will be more involved with business services and OWD will be responsible for providing the EO Officer for the region.

Members were provided with a copy of the recent EO Monitoring completed by the Office of Workforce Development (OWD). All areas showed no current concerns. Copies of the OWD Regulatory Compliance Report were also provided. Discussion was held regarding the disallowed cost which occurred when a client participating in work experience exceeded the planned number of hours and worked over an additional 1.25 hours. OWD determined the amount would have to be paid by another funding source. Jody explained she paid the amount because the board does not have any unrestricted funds. The CLEOs have approved paying a \$100 annual fee, like the dues they pay to SCOCOG, for an account to be used for things that cannot be paid by the WIOA and TANF funding streams. Jody informed the board she will continue to look for grant opportunities that provide unrestricted funds like the Upward Momentum grant application which was recently submitted.

Jody reminded everyone that Robin Thomas, Vocational Rehabilitation Supervisor, changed positions and resigned from the Inclusion Committee and WIB Board. When the position is filled, Jody will reach out to the new supervisor regarding joining the board since this is a required seat. Jody presented two new private business board members for approval. Katrina Williams and Art Brewer were recommended by Beth Long, Shannon County Commissioner. Steve made a motion to approve both new board members. Lisa seconded the motion. Motion carried. CLEOs concurred.

The board reviewed the employee handbook addition regarding the Inclement Weather policy. Joan made a motion to approve the new policy. Ingrid seconded the motion. Motion carried. CLEOs concurred. This concluded the Executive Director's report.

Scott Davis presented the WIOA performance and monitoring reports. He informed the board we continue to struggle with meeting youth performance goals in employment, credentials and measurable skills gain. The performance report also showed several Adult and Dislocated Worker areas in the red. Scott said by enrolling more nurses in Occupational Classroom Training these numbers should improve. Scott said he continues to monitor 100% of new enrollments even though this is no longer required by OWD. He said an Onsite SkillUP Monitoring was recently conducted but a written report has not been received.

Amber Herren provided a program update. She discussed the different programs clients are enrolled in across the twelve county region.

Lisa Engelhardt provided the financial report for the July 1, 2024 – December 31, 2024, period. Joan made a motion to approve the report. Lisa Aden moved to second the motion. Motion carried. CLEOs concurred. Lisa provided a summary of the Independent Audit completed by Welch, Couch & Company. No findings or areas of concern were identified. Lisa requested to move up to \$100,000 from the Dislocated Worker grant to the Adult category out of PY 23 money. Steve made a motion to approve the transfer of funds. Joan seconded the motion. Motion carried. CLEOs concurred. A copy of the Cost Policy Statement was presented for approval. Joan made a motion to approve the policy statement. Steve seconded the motion. Motion carried. CLEOs concurred.

A One Stop Committee update was provided by Becky Brooks. She said the committee met on January 14th via Webex and agreed the Poplar Bluff Job Center be designated as a comprehensive center instead of an affiliate site. She explained we will have to go through a new certification process since additional questions are asked in the comprehensive site paperwork.

A Youth Committee update was provided by Joan Wright. Joan said the committee met earlier on this date (January 28). The committee presented the Youth Safeguarding Policy for approval. Steve made a motion to approve the new policy. Joan seconded the motion. Motion carried. CLEOs concurred.

Lisa Engelhardt reported the Inclusion Committee met earlier on this date (January 28). Lisa said the committee did not have any action items. She said the committee discussed Disability Awareness and recent EO changes.

An Executive Committee update was provided by Becky Brooks. She said the committee met on January 14th via Webex. Becky said the committee discussed items presented today for approval.

A Nominating Committee update was provided by Lisa Aden. Lisa said she and Diana Ball served on the committee and presented the following slate of officers: Becky Brooks – Chair, Ingrid McCallister – Vice Chair, Steve Halter – Secretary, and Dennis Lancaster – Treasurer. Becky asked for nominations from the floor, but none were received. Steve made a motion to approve the new officers. Joan seconded the motion. Motion carried. CLEOs concurred.

Becky asked the board if anyone had any announcements or questions. Lisa Engelhardt said we received notice today of a potential federal funding freeze. She will work closely with OWD for guidance and support. Jody said she will send an email to members with new committee appointments. Please let her know if you prefer to work on a committee that you were not assigned to.

As there was no other business, Jennifer made a motion to adjourn. Diana seconded the motion. Motion carried and the meeting adjourned.

**Next Meeting Date: Tuesday – April 22, 2025
1:00 p.m. at Twin Pines Conservation Center - Winona**