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WIB Board Meeting Minutes  
1:00 p.m. Tuesday, April 22, 2025  
Twin Pines Conservation Center – Winona

Board members present: Becky Brooks – Chair, Ingrid McCallister – Vice Chair, Steve Halter – Secretary, Dennis Lancaster – Treasurer; Lisa Aden, Diana Ball, Trent Courtney, Mike Ennis and Joan Wright.

Members present via Webex: Heather Boyd and Omar Galal.

CLEO members present: The Honorable David Stubblefield – Oregon County, The Honorable Jesse Roy - Ripley County, The Honorable Scott Long - Texas County.

SCWIB Staff and guests in attendance: Jody James - Executive Director, Phyllis Guthrie - One Stop Operator, Zohn Engelhardt – Employment Specialist and Steve McCann - West Plains Job Center Veterans Representative.

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

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

Approval of Minutes: Lisa Aden made a motion to approve the minutes from the January 28 meeting. Steve Halter seconded the motion. Motion carried. CLEOs concurred.

Leanna Eckhoff provided compliance and monitoring reports. The full OWD Regulatory Compliance Report and One Stop Operator Reports will be provided at the July meeting for the previous program year. Members received a copy of the Department of Social Services SkillUP Monitoring Report. Leanna explained the one finding regarded timely entry of case notes. A corrective action plan will be submitted and training will be scheduled with staff. Leanna shared the quarterly Enrollment report. The numbers look strong, and staff continue to do a good job. Numbers have steadily increased in Adult, Dislocated Worker and Youth programs. A copy of the Program Year 24 Performance Report was reviewed. Several areas in red were discussed in detail. Leanna reminded members that the report looks scary right now, but she expects performance to get better. She reminded the board performance is exit based except for measurable skills gain.

Jody James provided the Executive Director's Report. She informed members Scott Davis turned in his resignation effective April 15. Leanna Eckhoff will provide compliance and monitoring services on a contractual basis for the remainder of the program year. Leanna will monitor 100% of all new enrollments for eligibility and documentation. Phyllis Guthrie has accepted the position of One Stop Operator. She is located at the Poplar Bluff Job Center.

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. The request submitted to the Office of Workforce Development (OWD) to designate the Poplar Bluff Job Center as a comprehensive center has been approved. Job Center certification will take place in May or June of 2026.

Jody discussed the option of WIOA Adult, Dislocated Worker and Youth Programs remaining in house for the upcoming program year. Jody informed the committee she had discussed this option with OWD, and, if approved, the board would be expected to fill the One-Stop Operator position through a competitive bid process or Request for Proposal (RFP). She explained this is required under the WIOA Authorization. Steve Halter made a motion for the SCWIB to operate programs and the WIOA Adult, Dislocated Worker and Youth Programs remain in house for the July 1, 2025 – June 30, 2026, program year and the SCWIB should competitively bid the One-Stop Operator position. Lisa Aden seconded the motion. Motion carried. CLEOs concurred.

Discussion was held regarding the One Stop Operator position and potential next steps. Members agreed proposals should be received prior to the July meeting so discussion and decisions can be made at that time. The board questioned what would happen if they did not receive a response to the One Stop Operator RFP. Jody said the board would have the option of asking OWD to consider a Sole Source Procurement like they did the previous year.

Board vacancies were discussed. Jody informed the committee that since Robin Thomas resigned, we do not have a representative from Vocational Rehabilitation serving on the board. This is a required seat we had hoped to fill with Robin's replacement, but the position remains vacant. Jody will reach out to determine the status of the position.

Plant closures and layoffs were discussed. Fed Ex is expected to lay off 53 employees on April 11, 2025. Most of them will be from Cape Girardeau and Sikeston with just a couple from Poplar Bluff. Staff attended a meeting with Fed Ex in Cape to offer Dislocated Worker services. Jody told the board she had received notice that US Cellular is planning to close the Missouri stores in July or August. Employees are expected to transfer to T-Mobile and should not lose their jobs. This concluded the Executive Director's report.

Jody explained Lisa Engelhardt could not attend because she was attending financial training at the MAWD Conference. Jody presented the financial report for the July 1, 2024 – March 31, 2025 period. Jody informed the board that the Wagner-Peyser grant will be \$5,000 less this year. Joan made a motion to approve the financial report. Trent seconded the motion. Motion carried. CLEOs concurred. At Lisa's request, Jody asked to move up to \$50,000 from the Dislocated Worker grant to the Adult category out of PY 24 money, if necessary, by the end of June. Trent made a motion to approve the transfer of funds. Dennis seconded the motion. Motion carried. CLEOs concurred.

Discussion was held regarding the disposal of equipment that no longer worked. Jody said after discussion with the Executive Committee and review of the Fiscal Manual, they found the answer regarding appropriate disposal. She also informed members the Independent Audit RFP will need to be posted for the new program year. Jody discussed the OWD Monitoring Report for 3<sup>rd</sup> Quarter which identified two disallowed costs totaling \$162.36 due to two youth working over their planned hours. The CLEOs have agreed to pay this amount out of the unrestricted funds account established by the dues collected from the county commissioners.

Members watched a video of a participant at a work experience site that transitioned to On-the-Job Training and unsubsidized employment. Both the enrollee and supervisor discussed the benefits of the WIOA program and the positive experience at the West Plains Job Center.

Phyllis Guthrie, One Stop Operator, introduced herself to the board and shared her history. She provided the WIOA enrollment report which was broken down by the county. Lisa Aden asked if this report could also be split out by WIOA program. Jody said a full report will be available at the July meeting. Phyllis reviewed the Local Eligible Provider Selection policy and asked that the highlighted section be removed. Trent made a motion to remove the “These rates will vary from year to year. Current performance indicator rates can be checked on the SCWIB website, [www.scwib.org](http://www.scwib.org), or by calling 417-257-2630.” section of the policy. Ingrid seconded the motion. Dennis abstained. Motion carried. CLEOs concurred.

A One Stop Committee update was provided by Becky Brooks. She said the committee met on April 8<sup>th</sup> via Webex and discussed the status of Poplar Bluff Job Center to be designated as a comprehensive center instead of an affiliate site. She said the committee discussed the re-certification process that will take place in 2026.

An Executive Committee update was provided by Becky. She said the committee met on April 8<sup>th</sup> via Webex. Becky said the committee discussed items presented today for approval.

An update on the Inclusion and Youth Committee was provided by Joan Wright. Joan said the committees agreed to a combined meeting earlier on this date on April 22. The committee discussed inclusion outreach efforts. Joan said she is still in need of teachers and sites. The Youth committee discussed the summer component of the WIOA youth program. Worksites are being developed for 240 hours of paid work experience.

Becky asked the board if anyone had any announcements or questions. Lisa suggested leaving the Inclusion and Youth committees separate so each could get the attention they deserve. She also said we should be forward thinking by building committees with experienced members.

As there was no other business, Steve made a motion to adjourn. Lisa seconded the motion. Motion carried and the meeting adjourned with CLEO concurrence.

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

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