



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

Board Meeting Minutes  
1:00 p.m. Tuesday, April 23, 2024  
Twin Pines Conservation Center – Winona

Board Members present: Steve Halter, Secretary; Lisa Aden, Diana Ball; Ingrid McAllister, Aaron Wheeler and Joan Wright.

Members present via WebEx: Trent Courtney, Diane Elkin, Nicole Reese, Jennifer Taylor, Omar Gala.

CLEO Members present: The Honorable Ralph Riggs, Howell County; David Stubblefield, Oregon County; Terry Newton, Ozark County; The Honorable Jesse Roy, Ripley County; The Honorable Beth Long, Shannon County; Zach Williams, Wright County.

SCWIB Staff in attendance: Jody James, Executive Director; Scott Davis, One Stop Operator; Amanda Turner, Quest Coordinator.

Call to Order: Steve Halter called the meeting to order in the absence of the chair and vice-chair.

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

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

Meet Your Members: Jody introduced Diana Ball as our TANF Partner. Diana presented a PowerPoint presentation regarding the programs and services provided by the Department of Social Services. She shared a lot of information including TA Requirements, TANF SkillUp, and Jobs League. Diana expressed their role is to administer over \$359 million through out three hundred and ninety five communities, employment, and training contracts.

Executive Directors Report: Jody reported on the following:

QUEST DWG (Dislocated Worker Grant) position has been filled. Amanda Turner started on March 1, 2024. We have enrolled four existing WIOA clients into the QUEST Program for supportive services.

Plant Closures/Layoffs – Starting USA in Poplar Bluff (45 employees) - Poplar Bluff staff are working with the state Business Support Team to provide services.

Appointing a Proxy – Consider appointing a proxy for your absence and complete the form to be submitted for CLEO approval.

## Status of Operating WIOA Programs In-House

Scott stepped out of his role as Compliance/Monitoring and is serving as the One Stop Operator which is responsible for daily operations/partnerships at the Poplar Bluff and West Plains Job Centers. Leanna Eckhoff is working on a contractual basis – completing 100% of new enrollments and working to resolve our corrective action status with the state. We will continue to cost share Donna Smith through June 30, 2024, at which point Lisa Engelhardt will take over the financial responsibilities of the WIB. Lisa has been training with Donna since September 2023.

Poplar Bluff – Three full time positions filled but one is on maternity leave. We currently have one vacancy for an Employment Specialist.

West Plains – Three full time positions as Employment Specialists filled since November but one has given notice one did not work out. We have at least one vacancy, if not two, in West Plains.

One Stop Operator – Amber Herren started at the Poplar Bluff Job Center on April 16<sup>th</sup>. Current work experience challenge is resolved. We located a provider for worker's compensation effective April 1st. Moving forward, our focus will be work experience for youth.

Employee Handbook Revisions – Suggested revising the Retirement Plan Policy, Travel Policy, Drug and Alcohol Abuse Policy, E-Verify Policy.

Admin Budget/Next Year's Budget – The state has received an 8% budget cut for the July 1, 2024 – June 30, 2025 program year. We do not know what that looks like for our region. WIOA Reauthorization – H.B. 6655 "A Stronger Workforce for America" has passed the house and is expected to go to the Senate by Memorial Weekend. If we proceed with plans to keep programs in-house the next step will include a letter from the CLEO to the Governor requesting a sole source selection be approved.

## Four Year Plan

Discussed policy changes to serve customers outside of our region. Bylaws, Confidentiality and Conflict of Interest Policy should be reviewed and signed by all board members annually. Corrected typos in bylaws, changed name to Inclusion Committee. All MOUs need to be updated. Four Year Plan is due to the Office of Workforce Development (OWD) by April 30, 2024. We are working on keeping everything updated on the SCWIB website. Posted for public comment on the SCWIB website on April 12<sup>th</sup>. Need full board approval to submit plan to OWD.

Lisa made a motion to approve the personnel policy changes to the Retirement Plan, Travel Policy, Drug and Alcohol Policy, and E-Verify Policy. Diana seconded the motion. Motion carried. CLEOs concurred.

Steve Halter made a motion to approve the bylaws with the Committee for Disabilities name being changed to the Inclusion Committee. Lisa Aden seconded the motion.

Steve Halter made a motion to approve the Confidentiality Policy. Lisa Aden seconded the motion. Motion passed. CLEOs concurred. Confidentiality policies were distributed for signatures.

Lisa Aden made a motion to approve Conflict of Interest Policy. Motion passed. CLEOs concurred. Conflict of Interest policies were distributed for signatures.

WIOA Compliance and Monitoring report was presented by Leanna Eckhoff to the Executive Committee on April 9<sup>th</sup> and Jody distributed copies. Leanna has been monitoring 100% of new enrollments as part of our corrective action plan. The report covered the timeframe from July 1, 2023 to March 31<sup>st</sup>, 2024. The Adult program has had a 137% increase from this point last year. The dislocated worker program shows a 71% increase from this point last year and the youth program has had a 166% increase from last quarter with a 116% increase from this point last year. Leanna continues to compliment the training that staff is receiving from Scott Davis.

Scott provided the One Stop Operator report. We are getting back to the job centers matching the job seeker with the employer and on the job training with Work Experience. Work experience should be taking off this month and seeing an improvement. Staffing patterns show Poplar Bluff will always require more staff because we do not have state staff at that location. Poplar Bluff is an affiliate center and West Plains is a comprehensive center. Scott is enthusiastic everything is going well for where we are just a few months in. Time was allotted for questions and discussion.

In the absence of Donna Smith and Lisa Engelhardt, Jody presented the financial report. The greatest concern with the budget is the amount of money remaining from PY22 with \$138,273 remaining to be spent before June 30, 2024. Previously, we did not have a worker's compensation provider for the Work Experience program. We secured a policy effective April 1<sup>st</sup> so expenditures will increase in that category. There were no concerns of having to return money in the other programs. Lisa made a motion to approve the financial report. Joan seconded the motion. Motion passed. CLEOs concurred.

The Fiscal Policy was discussed. The CLEOs recommended changing page four, last bullet from "annual physical inventory of all equipment and assets with a value of over \$1500 is maintained to ensure the accounted for all equipment" to over \$50 excluding office supplies." Steve Halter made a motion to approve the change to the Fiscal Policy. Aaron Wheeler seconded motion. Time was allotted for discussion and questions. Motion carried. CLEOs concurred.

A Youth committee update was provided by Joan. Scott feels good about the staff that have been hired at both Job Centers. Confidentiality is a huge problem at the Poplar Bluff site, so Jody is exploring other locations. Joan said the Youth Committee reviewed and approved the Barriers Eligibility policy, Follow Up policy and Work Experience policy.

Diana reported she was the only member to attend the Inclusion Committee meeting, so she sat in on the Youth Committee. Steve and Jody reported the Executive Committee met on April 9<sup>th</sup> and again on April 12<sup>th</sup> for policy revisions and updates to the four-year plan.

Jody informed members that Leanna is the Policy Specialist who contracts with our region. Leanna recommended implementing the new policies required in the Four Year Plan and making corrections to the existing policies. In addition to Leanna recommending the policies, the Executive Committee met twice to allow time for review. Members were also sent the new policies prior to the meeting and copies were made available at the meeting for review. Lisa Aden made a motion to approve the following:

- Complaint and Grievance Policy
- Sub-state Monitoring Plan and Policy
- Training Criteria Policy (AD & DW)
- Youth Barriers Eligibility Policy
- Individual Training Account (ITA) Policy
- Eligibility Policy
- Accessibility Policy – Persons with Limited English Proficiency
- Business Service Plan and Policy
- Incumbent Worker Policy
- Customized Training Policy
- Follow-up Policy Adults and Dislocated Workers
- Follow-up Policy Youth
- Harassment and Discrimination Policy
- Nondiscrimination Policy
- On-the Job Training Policy
- Work Experience Policy – Adult
- Work Experience Policy – Youth
- Apprenticeship Policy

Steve Halter seconded the motion. Time was allowed for discussion and questions. Motion carried. CLEOs concurred. The remaining policies were revised due to typos or updating the contact information. Lisa made a motion to approve the following:

- Supportive Service Policy
- Adult Priority of Service Policy
- Youth Incentive Payment Policy
- Veterans Priority of Service Policy
- Basic Skills Assessments (Testing) Policy
- Accessibility Policy – Persons with Disabilities
- Co-enrollment Policy
- Eligible Training Provider (ETPL) Policy
- Employment Transition Team Policy
- Accommodation Policy
- Selective Service Policy

Diana seconded the motion. Time was allotted for discussion and questions. Motion carried. CLEOs concurred.

Jody requested approval to submit the Four Year Plan. Steve Halter made a motion to approve submitting the Four Year Plan as presented. Lisa Aden seconded the motion. Time was allowed for discussion and questions. Motion carried. CLEOs concurred.

Jody asked the board to consider our next steps regarding providing WIOA services. Discussion was held regarding the Request for Proposal process or exploring the Sole Source Selection for One Stop Operator. Steven Halter made a motion to approve proceeding with requesting WIOA Adult, Youth, Dislocated Worker, and One Stop Operator services remain with the South Central Workforce Investment Board. Joan Wright seconded motion. Lisa said she believes people are receiving better services with the programs being operated in house. Steve agreed and said things are going smoother than they have in a long time by taking out the middleman. After further discussion and questions, the motion carried. CLEOs concurred.

Announcements – Jody will invite Garland Barton to the July meeting for a State Workforce Board update.

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

**Next Meeting Date: Tuesday, July 23<sup>rd</sup>, 2024 1:00 p.m. at Twin Pines Conservation Center - Winona**