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

Board members present: Becky Brooks – Chair, Steve Halter – Secretary, Lisa Aden, Diana Ball, Art Brewer, Trent Courtney, Jennifer Taylor and Katrina Williams.

Members present via Webex: Mike Ennis, Nicole Reese, Aaron Wheeler and Joan Wright.

CLEO members present: The Honorable Ralph Riggs - Howell County; The Honorable David Stubblefield – Oregon County, 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, Lisa Engelhardt – Fiscal Manager, Phyllis Guthrie - One Stop Operator, Heather Wolf - West Plains Job Center Supervisor.

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: Trent Courtney made a motion to approve the minutes from the April 22nd meeting. Lisa Aden seconded the motion. Motion carried. CLEOs concurred.

Leanna Eckhoff provided compliance and monitoring reports. The Office of Workforce Development (OWD) Regulatory Compliance Report, Annual Sub-state Monitoring Report and One-Stop Operator Reports were provided. Leanna explained OWD had one finding regarding specific areas of performance. A corrective action plan has been submitted to OWD. She also pointed out the median earnings were over inflated by OWD so we should see a correction in the future. Leanna said the sub-state monitoring report should be corrected to state program year 2024 instead of 2023. Leanna informed the group that the Department of Social Services has closed the corrective action plan for the SkillUP Program due to staff showing improvement after receiving additional case note training. Leanna also shared the quarterly Enrollment report. Numbers continue to look strong for new enrollments with increases in Adult, Dislocated Worker and Youth programs. A copy of the Program Year 24 Performance Report was reviewed. Several areas in red were discussed, and Leanna will continue to work with staff on capturing data to improve the measures.

Lisa Engelhardt discussed the recent Booth Audit and the one identified finding for reconciliation of drawing down money. She informed the board that she felt like she provided adequate documentation, but Booth would not resolve the finding and it is in the final report.

Lisa said one proposal was received for the Independent Audit from Welch, Couch and Company. Becky said the evaluation committee recommended approving the proposal. Lisa Aden made a motion for Welch, Couch and Company to conduct the single independent audit for the SCWIB. Jennifer Taylor seconded the motion. Motion carried. CLEOs concurred.

Lisa requested approval for the New Year Program Budget. Trent made a motion to approve the new budget. Jennifer seconded the motion. Motion carried. CLEOs concurred. Lisa presented the financial report for the July 1, 2024 – June 30, 2025 program year. Trent made a motion to approve the financial report. Lisa seconded the motion. Motion carried. CLEOs concurred.

Jody James provided the Executive Director's Report. She informed members that the Poplar Bluff Job Center lease has been signed for the new program year without any increase in the amount. The lease for the administrative office located in OzSBI in West Plains will increase in August from \$1,500 to \$1,550. The rent at the West Plains Job Center is cost shared with the Office of Workforce Development (OWD). Jody discussed the new year budget and the funding level changes over recent years.

Jody informed members that after reaching out to the CLEOs, a decision was made to not apply for any disaster relief money through Department of Labor since counties were forced to deal with the damages in a timely manner and had also applied for FEMA assistance.

Board vacancies were discussed. Jody informed the committee that Robin Thomas from Vocational Rehabilitation will remain on the board until an area supervisor is hired and ready to serve. Dennis Lancaster retired and recommended Zora Mulligan, the new chancellor for MSU-WP, to serve on the board to represent higher education. Jody has a meeting scheduled to visit with her later this week.

Jody discussed the status of operating WIOA Programs in-house. Jody said the summer component of the Youth work experience program is going very well. She said over twenty worksites have been utilized across the region. Most of the youth will finish their hours before returning to school in August. She said the Poplar Bluff Job Center currently has an opening for an Employment Specialist and the West Plains Job Center is fully staffed with three full time Employment Specialists. The One Stop Operator Request for Proposal was competitively bid, and we did not receive any proposals. Jody recommended the board request OWD to allow sole source procurement and Phyllis Guthrie to remain in the position. Trent made a motion to request sole source procurement for the one stop operator. Lisa seconded the motion. Motion carried. CLEOs concurred.

Becky informed the board of a vacancy on the executive committee for the treasurer position due to Dennis Lancaster retiring. Becky recommended Trent Courtney to serve as treasurer. Lisa made a motion for Trent to serve on the executive committee as treasurer. Jennifer seconded the motion. Motion carried. CLEOs concurred.

Phyllis Guthrie provided one-stop operator updates. She said she could not pull a report for services provided by county and program but she will continue to work on it and hopes to have it at the next meeting. Phyllis presented the Local Individual Training Account (ITA) Policy for review. She recommended "WIOA Lead" be replaced by Executive Director regarding pre-requisites and wording be changed to Executive Director for non-ITA courses and "One Stop Operator" removed from the final bullet to say the Executive Director will make the final determination. Jennifer made a motion to approve the policy as revised. Trent seconded the motion. Motion carried. CLEOs concurred.

A One Stop Committee update was provided by Becky Brooks. She said the committee met on July 8th via Webex. She said they discussed the Poplar Bluff Job Center being 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. Becky said she will appoint a committee to work on re-certification as both job centers are due in May of 2026.

A Youth Committee update was provided by Lisa Aden. Lisa said the committee met earlier on this date (July 22). She proposed a Youth Workforce Boot Camp at the end of the school year to prepare youth for worksites. Topics will include Financial Literacy, Workplace Etiquette, Attendance, Understanding Time Sheets, and clarification of the difference between WIOA Youth Staff and Job Site Staff. The committee emphasized explaining the chain of command and recognizing employers who mentor youth on job sites. She said the committee also discussed youth employability in rural communities, the shortage of qualified childcare providers, and the encouragement of youth ages 16–24 to participate in WIOA Youth Programs for work readiness and paid experience.

Lisa Engelhardt reported the Inclusion Committee met earlier on this date (July 22). Lisa said the committee did not have any action items. She said the committee discussed recent EO changes. The committee asked that people with disabilities be included in the early entrance to the next job fair event. They would also like to see an event where employers receive information about the challenges people with disabilities face and how those challenges can be accommodated.

An Executive Committee update was provided by Becky Brooks. She said the committee met on July 8th via Webex. Becky said the committee discussed items presented today for approval. The committee also approved a 3% pay increase for a few SCWIB staff.

Becky asked the board if anyone had any announcements or questions. Joan Wright discussed the potential funding cuts to the Adult Education and Literacy (AEL) program. AEL has received some state funds but remains at risk of losing federal funding, which could impact local access to GED and basic skills programming.

Lisa Aden briefly talked about Work Ready Communities. Zach asked what the benefit was of being certified as “work ready”. Trent said he believes that, at a minimum, it is a good marketing tool. He pointed out that Department of Economic Development (DED) identifies if a community is work ready when looking for land/buildings. Lisa agreed to being added to a future agenda for further discussion.

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

**Next Meeting Date: Tuesday – October 28, 2025
1:00 p.m. at Twin Pines Conservation Center - Winona**