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WIB Board Meeting Minutes  
1:00 p.m. Tuesday, October 22, 2024  
Twin Pines Conservation Center – Winona

Board members present: Becky Brooks – Chair, Steve Halter – Secretary, Dennis Lancaster - Treasurer, Joan Wright, Lisa Aden and Ingrid McCallister.

Members present via Webex: Diane Elkin, Omar Galal, Nicole Reese and Jennifer Taylor.

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 in attendance: Jody James - Executive Director, Scott Davis – Compliance/Monitoring, Lisa Engelhardt – EO/Fiscal Manager, Amber Herren - One Stop Operator.

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: Steve Halter made a motion to approve minutes from the April meeting. Joan Wright seconded the motion. Motion carried. CLEOs concurred.

Meet Your Members: Joan Wright, Adult Education & Literacy (AEL) Director MSU – West Plains, provided information on services available in the South Central Region. She explained the Department of Elementary and Secondary Education oversees the AEL program and offers classroom instruction to prepare students for the Missouri High School Equivalency Examination known as the HISET. Joan discussed current locations and encouraged everyone to contact her if they knew someone who might be interested in being an instructor.

Jody James provided the Executive Director's report. Jody discussed the status of operating WIOA Programs In-House. She said it is a tremendous amount of work, but things are going very well. The Poplar Bluff Job Center is currently fully staffed with the One Stop Operator and three Employment Specialists. The West Plains Job Center has two or possibly three full time Employment Specialists vacancies. Interviews will be conducted and then a decision will be made on whether to combine the QUEST part time coordinator's position into a full time position for an Employment Specialist.

Jody discussed the Certified Workforce Development Professional (CWDP) Certification offered by the National Association of Workforce Development Professionals (NAWDP). The CWDP designation offers recipients a nationally recognized credential accepted as a valuable

measurement tool in the workforce arena. Jody said she received her certificate in January 2024. She said Scott Davis and Lisa Engelhardt are currently working on their courses.

The Four Year Plan has been posted to the SCWIB website. If anyone would like a hard copy, please let Jody know.

Plant Closures and layoffs were discussed. Jody said we have seen very few enrollments from Starting USA (SUSA) due to workers accepting immediate employment offers from Briggs and Stratton. Job Center staff continue to offer services with layoffs expected until the end of the year. Dairy Farmers of America and Hutchins Industries have both had reported layoffs but both companies have declined offers to have Job Center staff offer onsite services for employees.

Jody informed members that Robin Thomas, Vocational Rehabilitation Supervisor, has changed positions and has resigned from the Inclusion Committee and WIB Board. When her position is filled, Jody will reach out to the new supervisor regarding joining the board.

Dates of Committee and Board Meetings for 2025 were discussed and presented to members. WIB, CLEO, Inclusion and Youth committee meetings will continue to be offered both virtually and in person quarterly at the Twin Pines Conservation Center in Winona. One Stop and Executive Committee will meet two weeks prior to the quarterly meetings by Webex.

Members reviewed the employee handbook revisions regarding Resignations and Awardments. Jody asked the board to consider adding a sentence to the Resignation Policy at the end of paragraph two to state "Your last day of employment is considered the last day you actually work. Your last day of employment should not end on sick leave or vacation leave." Steve Halter made a motion to approve the addition to the policy. Joan Wright seconded the motion. Motion carried. CLEOs concurred. The Awardment Policy was reviewed. Jody informed members that during the CLEO meeting, a suggestion was made to add a line to the Awardment Policy that states "Any decisions regarding awardments must have prior approval of the CLEOs and full board". Ingrid McCallister made a motion to approve the Awardment Policy to include this statement. Dennis Lancaster seconded the motion. Motion carried. CLEOs concurred.

Job Center leases and locations were discussed. Dennis Lancaster made a motion that both Job Centers should remain at their current locations and leases should be reviewed when necessary but should follow the Job Center recertifications dates when possible. Both centers are due for recertifications in June 2026. Lisa Aden seconded the motion. Motion carried. CLEOs concurred. This concluded the Executive Director's report.

Scott Davis presented the WIOA performance and monitoring reports. Scott distributed a services report which broke out enrollments by program and location. He informed the board we continue to struggle with meeting youth performance goals in employment, credentials and measurable skills gain. Amber Herren was not at the meeting, so Scott also discussed caseloads and the overall status of operating programs. Scott said he continues to monitor 100% of new enrollments.

Lisa Engelhardt provided the financial report and asked for approval of the first quarter budget. Joan made a motion to approve the budget report. Dennis moved to second the motion. Motion carried. CLEOs concurred. Lisa informed members she expects to have a copy of the Independent Audit at the January meeting. Lisa said we may need to move money from Dislocated Worker to the Adult category out of PY 23 money after the first of the year, but she does not see a need at this time.

A One Stop Committee update was provided by Becky Brooks. She said the committee met on October 8<sup>th</sup> via Webex. Discussion revolved around the Job Center leases and agreeing to stay at our current locations. Becky said she suggested lifting the EO survey from the job center recertification forms.

A Youth Committee update was provided by Joan Wright. Joan said the committee met earlier on this date (October 22<sup>nd</sup>). The committee did not have any action items to present for approval.

Lisa Engelhardt reported the Inclusion Committee did not meet on October 22<sup>nd</sup> because no one was in attendance.

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

Lisa Aden provided an update on the National Career Readiness Certification. She said Wright County needs to have eleven employers educated for the county to be certified. She recommends the region continue to work toward maintaining this certification.

Becky asked the board if anyone had any announcements or questions. Dennis asked if we currently provide any youth apprenticeships. Jody said we have not, but we addressed the need for apprenticeships in our Four Year Plan. Jody said she will provide more information about apprenticeship programs at the January meeting.

As there was no other business, Lisa Aden made a motion to adjourn. Joan Wright seconded the motion. Motion carried and the meeting adjourned.

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