



South Central
WORKFORCE
Investment Board

408 Washington Ave., Suite 210, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ Fax 417-255-8799 ❖ MO
Relay 711

April 28, 2020 Board Meeting Minutes
Meeting held by WebEx

Board members present: Garland Barton-Chair, Becky Brooks-Vice Chair, Dennis Lancaster, Joan Wright, Lisa Aden, Steve Halter, Rob Cobb proxy for Mary Schrag, Jody James, Jennifer Taylor, Chris Oravec, Ryan Hampton, Kerrie Zubrod, Melinda Hathcoat, Danetta Rogers, Robin Thomas and Diana Ball.

Presiding Commissioners Present: Those members were the Honorable Zach Williams, Wright County Chair, the Honorable Mark Collins, Howell County, the Honorable Vince Lampe, Butler County.

Visitors Present: No roll call taken because of Meeting being held by Zoom.

Call to Order: Garland Barton called the meeting to order at 1:04pm.

Roll Call of Board Members: 16 of 20 board members present. No action taken.

Minutes: Garland Barton asked if there were any corrections to the January 28th, 2020 minutes. Jody James pointed out a correction to the first line in the Youth Committee that needed better clarification, as the sentence just ended. It was decided that the word "were" be stricken from that sentence ending. Motion to approve with correction being made. Becky Brooks made a motion to approve, and 2nd by Jody James. Motion approved.

Directors Report: Give by Donna Parrott. Report was posted on screen, and on the SCWIB Website for review. Donna Parrott, gave updates as follows. Both the West Plains and Poplar Bluff Job Centers had been closed due to the Covid19 Virus. State Staff were removed by state and were now working from home, West Plains Job center has 1 Ozark Action Staff working behind closed doors, and Poplar Bluff still has at least one State Staff remaining in center, and all of the South Central Missouri Community Action Agency staff working behind closed doors, and not open to the public. Donna reported that Marty Leather, OWD stated that the Job Centers would probably remain closed until at least after June 30, 2020. And that the WIB would be notified as to when the State will open the Job Centers back up. SCWIB has a weekly call with OWD for any updates. Donna reported that she was trying to keep all of the Covid 19 correspondence forward to any and all Board Members, and CLEO's as necessary. Donna explained how the WIB office is keeping in touch with the state OWD office with report as to layoffs, participants on UI being assisted by our WIOA staff. These report are being shared by OWD to the governor's office each week.

Donna reported that the Executive Board did approve a Fiscal matter, as precautionary, due to Covid 19 at the Executive Board Meeting. Donna updated the board with the 2020-2024 4year plan being submitted to state for review.

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Update was given as to the State Monitors recommending that the South Central WIB look at putting a cap on their training dollars for all programs, as the SCWIB was the only region remaining that had not done this yet. Donna stated that she had done research from the other WIBs across the state, and the dollar limits were written into a policy, and presented to the Executive Board, which approved the new policy as of April 14th.

The board was notified of our PY20/FY21 funding cut of at least 10% from all programs. Actual numbers have not been released by OWD state staff yet.

Donna discussed the OWD Report Card for our region, and what state will be looking at in the future for our local reviews. The report reviewed was for the Second Quarter 2020, October to December 2019. Donna stated that our report card has been put on our Website. The State of Missouri showed that they are in a Threat Status with the Federal Government. SCWIB is in a Threat status with the State also, due to the following. Low expenditures on all WIOA Programs and not meeting some youth credential's in the youth program, slow in some of the responses back to the state for questions being asked, and then finally, having a new director.

Donna discussed our Memorandum of Understanding (MOU's) and our partner staff, and that she is working to finalize that document for the state also.

Job's League – New funding that started February 1, 2020 to May 31, 2020, has been presented to our subs. Ozark Action, Inc. Accepted and South Central Missouri Community Action Agency declined.

MOWorks Together grant now has 3 peer support specialist, and that we have more participants in the training aspect of this grant, which is more than any of the other regions in the state. We were notified that the grant has been extended thru September 2021, however we will not receive any more money until the entire state is 70% spent of the entire state budget for this grant.

Director's report was accepted as reported.

Performance Report: Valarie Haring reported out on the state performance report and that we had no concerns, and are doing very well, with the following comments. Bench marks set up locally were being reviewed adequately, and performance measures reviewed has areas that lags tremulously, with the following: Employer Driving Training needs improvement by both subs, OJT participant training needs improvement also. Financial Literacy is doing well. A Wage change report was also discussed as to how training helped increase their wages. Performance Report accepted as given.

Finance Report: Donna Smith gave the fiscal report for July 1, 2019 – March 31, 2020. Donna gave a recap of each of the programs. Donna notated that the Carry over program money has been spent by all. The SCWIB Admin money has been projected to be spent, however if there is any Admin money remaining as of June 30, 2020, that money will be moved down to program, in order to refrain from deobligation of any grant funding. MOWorks was updated also. Jobs league funding has now been received, and distributed to both subs, Ozark Action is the only one to accept. Financial Report accepted as given.

Committee Updates:

Committee for Inclusion, Robin Thomas could not be heard on WebEx meeting. Donna Parrott, gave a brief update. No Actions needed.

One Stop Committee, Becky Brooks gave an update of the Meeting on April 17, 2020. All bench marks for the upcoming contract year were reviewed, recommendation for extension to be granted to each sub with all new bench marks added to the contracts. Action needed: Ozark Action, Inc. is wanting to decrease their staff personnel at the WP Job Center, and move their staff to the outlying satellite centers. Discussion was made as to how OAI will disseminate services by going to the satellite centers. Donna Parrott stated that the SCWIB office would be working with OAI to disburse a Media Blitz. Becky asked that the Ozark action send the One Stop a memo as to how this would be carried out. Motion was made by Becky Brooks, and 2nd by Chris Oravec, all Board Members present accepted this change by Ozark Action to the West Plains Job Center. Action approved.

Becky reported that the One Stop Certification needs to be done and a committee of herself, Joan Wright and Jody James, as required by state partnering staff, would make up this committee. Board Chair appointed Becky Brooks to Chair this committee. Motion was made by Becky Brooks and 2nd by Dennis Lancaster for the above to review this certification. Motion Passed.

Garland Barton asked about the job fairs that were to take place for the Regal Beloit layoff participants. Donna, talked about trying to get job fairs virtually.

Youth Committee: No one on WebEx to give report. Donna Parrott gave a brief update. No action needed.

Executive Committee: Garland Barton gave a brief report. Several changes were discussed as to the By-Laws of the SCWIB, due to the state needing these done so they could be put in the local plan, the Executive Board acted on behalf of the Entire Board for these changes. Garland Barton asked Donna Parrott to review each of these changes. Each policy was read, and discussed for approval. Policies were as follows: Adult Education and Literacy, Adult/Dislocated Worker – Training Expenditure Rate/Local Criteria for Training Recipients, Dislocated worker employment Transitions Team Policy, Individual Training Accounts (ITA), Individuals with Disabilities: South Central Region Responsible Accommodations plan, Integration of Service Policy, Sub-State Monitoring Plan, Veteran's Priority of Service Policy, Vocational Rehabilitation and Rehabilitations Service for the Blind Coordination of Service Policy, and Youth Apprenticeship Policy. The only discussion presented to The Board, was by Cindy Bridges, youth coordinator, as for the Individual Training Account policy, as to the limits on the individual caps for dollar amount allowable to be paid for participant. Garland Barton asked The Board to remove the ITA policy at this time, and that all of the others be approved as stated. Motion was made by Dennis Lancaster, 2nd by Becky Brooks. Diana Ball abstained from voting. All board accepted the above policies and notated that they will take effect as of July 1, 2020. Motion passed to accept all above new policies.

Garland stated that a Committee would be named, to review the ITA policy, and then bring back recommendations of change to the next board meeting, for the approved cap on dollar limits. Motion made by Becky Brooks, 2nd by Dennis Lancaster for a committee to be appointed to review this policy. Motion passed.

Fiscal Policy: Disbursement of Funds, the only changing to this policy was for the 2 signature approval to be move to \$5000. Replacing the \$1000 limit. Motion made by Becky Brooks, 2nd by Dennis Lancaster. Motion passed.

AEL Partner policy: Local Workforce Board Grant Application Review Process: Document sent by AEL. Becky Brooks and Robin Thomas reviewed this document, notations were made for several grammatical errors to be corrected, and then accepted, as to how they will work with our Board. Motion to accept made by Becky Brooks, 2nd by Chris Oravec. Motion passed.

WIOA Sub Contract to partner staff: It was recommended that we send new contracts to each sub for extension of contract with the new bench marks. Each contract would be for the next Fiscal Year July 1, 2020 – June 30, 2021, with the extension of Contract for up to 3 years made by Robin Thomas by chat, 2nd by Becky Brooks. Jennifer Taylor abstained from voting. Motion passed.

Resignation to board: Johnny Murrell has resigned due to his retirement from SCCOG. Garland Barton has sent a letter to the Board for his resignation due to his retirement also. No action today for new members. Becky Brooks will now be Chair, as she is Vice Chair at this time. Nominations for next board members may be made at the July Board meeting.

CLEO Report: Nothing to report that has not already been discussed.

Motion to adjourn made by Dennis Lancaster, 2nd by Chris Oravec.

Meeting was adjourned at 1:49pm

Steve Halter, Secretary