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❖ MO Relay 711

Executive Committee Meeting
1:00 PM July 14, 2020
WebEx Meeting

Meeting was called to order by Chair, Becky Brooks.

Roll Call was taken. Members present: Becky Brooks, Acting Chair; Steve Halter, Secretary; and the Honorable Mark Collins. It was established that there was a quorum.

Board Members not present: The Honorable Zach Williams, the Honorable Jeff Cowen, and Lisa Aden.

Minutes from the last board meeting June 16, 2020 were reviewed. Steve Halter made motion to accept, and 2nd by Honorable Mark Collins. Motion approved.

Becky Brooks asked Donna Parrott for any board business that needed taken care of. Donna stated that she had received an email from Dennis Lancaster asking for Sheila Barton to be his proxy in his absence. Board Approved. Next discussed was the upcoming Officers for PY20.FY21. Discussion was made as to if Becky Brooks would be willing to retain the Chair Position and ask the Board to consider Chris Oravec as Vice Chair and Kerrie Zubrod as Treasurer. Donna was ad to contact Chris and Kerrie if they would be interested in serving in these positions. Also discussed was opening the floor to any other nominations for these positions. Steve Halter has agreed to retain the Secretary position if the Board so wishes. Donna Parrott reminded the Committee of the requirements for each Board Member to actively serve on one of the Committees, and that she would be posting this before the full board meeting on July 28, 2020.

Becky Brooks asked Donna Parrott for an updated Executive Director's report. Donna went over the lease renewal for the SCWIB, asking the Committee to approve the one-year extension, as there was no rent increase to current location. Committee approved. Donna then gave an update as to the Job Centers. Poplar Bluff Job Center opened to the public July 1, 2020. Update was given to the current lease of the Poplar Bluff Job Center, which expired on June 30, 2020, and is leased by the state at the current time on a month-to-month basis. Donna asked if we could ask the Board for approval to move the Poplar Bluff Job Center to a new location, as where they are is not conducive to the public. SCWIB has found a new location at 1221 Sterling Drive in Poplar Bluff and believes this would be a good move for the Job Center. Also, it would be a cost savings to move to the new location. West Plains Job Center is scheduled to open on July 15, 2020. Update was given to the current lease of the West Plains Job Center, which is held by the State on a month to month basis at this time. Donna asked if we could ask the Board for approval to move the West Plains Job Center to a new location, as where they are is not conducive to the public. SCWIB has found a new location at 406 Washington Ave in West Plains and believes this would be a good move for the Job Center.

Also, it would be a cost savings to move to the new location. SCWIB would first ask the Office of Administration to hold the lease on these new locations, but if they do not wish to, we are asking the Board for approval for the SCWIB to be lease holder, for a term of 3 year, with extensions on each lease of two years. SCWIB would be able to cost share the leases with all their partners in each of the Job Centers. Steve Halter made a motion and 2nd by the Honorable Mark Collins to bring both Job Center Leases to the full board for approval. Motion approved by all.

Donna Parrott gave an update on the Annual Agreement and the PY20/FY21 SCWIB Operational Sustainability Plan, as it has been submitted to the State for approval. Steve Halter made a motion and 2nd by the Honorable Mark Collins to accept the Sustainability Plan. Motion approved by all.

Donna Parrott reviewed the upcoming State Monitoring Schedule with the Committee, stating that an onsite visit is planned for the weeks of November 30, 2020 and May 17, 2021. Donna Parrott also reported on the Wipfli State Fiscal Monitoring report, and notated that there were no findings, just recommendations on how to be a stronger WIB. Also reviewed was the PY19 Monitoring report just received last week. Donna notated that there were a few findings, and that the SCWIB is in the process of writing the corrective action plan for these. It was notated that these findings were not involving any questioned costs, but all had to do with following policy and documentation requirements by case workers. It was stated that Valarie would be reviewing a little more critically in the future. Donna also went over the OWD Report Card and notated that SCWIB was no longer in the Risk category.

Next the Committee was updated on the possible Cares Act Money for the WIB Regions. Donna explained that the State of Missouri has gotten the Federal Cares Act Money, and a portion of that might be given to Work Force. We are told they are trying to work out the Scope of Work for this grant, but the time frame for this grant is said to be August 1, 2020 to October 31, 2020, and will more than likely follow most of the Dislocated Worker regulations.

Next the Committee was updated on the current projects and deadlines for the SCWIB, such as the MOU/IFA, Local Four-Year Plan, and Missouri Job Center Certification Evaluation – extension. Also discussed were the Letters of Intent that went out to our sub-contractor with the additional benchmarks, and the uniform timesheets for all to use. These were suggested by our State Auditors in their Audit report. Next Donna discussed the MOU for Ozark Action, in a new grant they are getting, and us partnering with them, in terms of helping grow our partnership for workforce.

And last Donna Parrott updated the Committee on what the SCWIB would like to do for “Rebranding” the Job Centers to go along with the States Job Centers of the Future.

Valarie Haring gave an update on WIOA performance in the Adult, Dislocated Worker and Youth programs.

Donna Smith gave an update on the Fiscal Reports: Discussed in length the PY19/FY20 Budget, and what money will be carried over for the PY20/FY21 year for the subcontractors. The new Py20/FY212 budget was presented to the Committee for approval. Steve Halter made a motion and 2nd by the Honorable Mark Collins to accept the budget as presented. Committee approve and the Budget will be presented to the Board for full board approval on July 28, 2020.

Scott Greer gave an update on the MOWorks Together grant, indicating that the grant was doing very well at this time.

With no further business to discuss, Becky Brooks made a motion and 2nd by the Honorable Mark Collins to adjourn at 2:24pm.