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Executive Committee Meeting
1:00 PM, April 14, 2020
WebEx Conference Link or WebEx Call-In Number

Minutes

Committee Members Present: Garland Barton, Board Chair; Becky Brooks, Vice Chair; Lisa Aden; Robin Thomas; CLEO Consortium Chair Zach Williams; Jeff Cowen, CLEO Consortium Vice-Chair; and Mark Collins

Committee Members Absent: Steve Halter, Board Secretary

Guests Present: Donna Parrott, Board Executive Director

Call to Order: Garland Barton called the meeting to order at 1:05 pm.

Approval of Minutes: Becky Brooks made a motion to approve minutes from January 14, 2020 meeting. Zach Williams seconded. All in favor, motion passed.

SCWIB Personnel Matters:

- 6-month Job Performance Evaluation for Donna Parrott, Executive Director
 - Motion made by Jeff Cowen to recommend an “Outstanding Job Performance” evaluation for Donna Parrott with an agreed upon salary increase of 4% on her 6-month anniversary date. Zach Williams seconded. Motion passed with a roll call vote of 7-0 with concurrence of commissioners.

SCWIB Board

- Resignation
 - Johnnie Murrell, SCWIB Treasurer, has submitted his resignation due to his retirement from SCOCOG
 - Garland Barton, SCWIB Chair, will be submitting his resignation due to his retirement from DRS Technologies

Director’s Report:

- Information: Office of Workforce Development
 - Jobs League – We received the NOO from OWD and they were sent to both sub-recipients. Ozark Action, Inc. (OAI) accepted and returned the signed NOO back to our office to proceed with the funds. South Central Missouri Community Action Agency (SCMCAA) sent us and official notice declining to accept the funds.
 - Wagner Peyser – At this time OWD has decided to continue utilizing state merit employees to run this program at the Job Centers.

- WIOA PY20 Annual Agreement – Was received. Zack Williams, CLEO Chairman, signed on behalf of SCWIB and Mardy Leathers, OWD Director, signed on behalf of OWD. The agreement is dated from April 1, 2020 to June 30, 2023. Waiting on NOO for formula funds from the state.
- State OWD Report Card – Will be completed by OWD on a quarterly basis. It is sent to the Board Chair and CLEO Chair of each of the 14 Missouri WIB boards with a copy sent to the respective Executive Director. The report is a federal DOL mandate for Missouri due to past monitoring issues with one of the WIB boards. This will be shared with our board members and sub-recipients.
- 1st Quarter EO Monitoring Summary – Summary is dated September 19, 2019 but did not receive the letter dated March 31, 2020 which is over 6 months later. All of the items noted on the summary were corrected by mid-October, 2019 when the website was updated.
- Projects & Deadlines
 - MOU/IFA (Issuance 01-2019) – Still working on this. COVID-19 has put a stop to being able to talk to our partners for a face-to-face discussion on this. An infrastructure cost spreadsheet has been created for both of the job centers detailing the information for each of the one-stop partners. Will be getting in touch with each of them to share this information with them. We are on schedule with the required deadline.
 - Missouri Job Center Certification Evaluation (Issuance 04-2019) – An ADA review has to be done. Will be seeing if we can use the one completed with the last certification evaluation as no one can be brought into the facility and nothing has changed since that time. Looking at doing the certification evaluation virtually by using someone at the job center to use their computer to show items needed in the evaluation. We did ask if the deadline could be pushed out and we were informed that it could not. We will get it done by the June 30, 2020 deadline.
 - Local Plan – Has been sent to the state. It is larger than the one from four years ago as more required documents and policies were added. We looked at what other regions had done and took that information along with OWD and DOL requirements and created and updated ten policies. The committee agreed to have all of the policies presented as a package and then a vote would follow. The following policies were presented to the committee with an effective date of July 1, 2020 except as noted:
 - Adult Education and Literacy Policy (AEL)
 - Adult/Dislocated Worker – Training Expenditure Rate
 - Dislocated Worker (DW) Employment Transition Team
 - Individual Training Accounts (ITA) – Effective April 28, 2020
 - Individuals with Disabilities – Reasonable Accommodation Plan
 - Integration of Services Policy
 - Sub-State Monitoring Plan
 - Veteran’s Priority of Service Policy
 - VR and RSB Coordination of Services Policy
 - Youth Apprenticeship Policy

After all of the above policies were presented a motion was made by Zach Williams to approve all of the policies. Jeff Cowen seconded. Discussion was called for and there was none. Chair called for a vote and the motion was approved.

- Disbursement of Funds Policy – Increase dollar amount for single signature on checks and authorization for ACH payment from \$500 up to \$5000. Motion made by Becky Brooks to approve the increase of a single signature for checks and/or ACH payments to \$5000.00. Lisa Aden seconded. Questions and discussion called for. No discussion. Motion approved.
- WIOA PY/20 Annual Agreement – April 1, 2020 to June 30, 2023
 - Presented distribution of funding according to population. Motion made by Becky Brooks to set aside this recommendation until board can investigate further. Seconded by Lisa Aden. Motion approved.
- WIOA Sub-Contractors Extension of Contracts
 - Additional benchmarks, uniform program timesheets, and uniform daily work log if working from home.
Motion made by Becky Brooks to extend sub-contractors contracts to June 30, 2021 with the additional requirements as outlined in the agenda. Robin Thomas seconded. Discussion called for. No discussion. Motion approved.
- Partners
 - AEL – Information and document received from AEL for review of AEL policy with South Central WIB. AEL is asking SCWIB to review and send them any corrections or concerns with the policy. Needs to be reviewed in thirty days with that date being May 6. Regular board session will be before that date. Donna Parrott authorized to accept two or three volunteers to help and give them authority to act on behalf of the board. The review will be completed and presented to the board at the April 28 meeting for approval.
- Regal Beloit Closure
 - Is still on track to close and is releasing some employees earlier due to COVID-19. Looking at doing a virtual job fair with the job center. MSU is also looking at doing an education fair.
 - Once COVID-19 is past quarantine, would like to do job fairs in Poplar Bluff and West Plains.

WIOA Performance; Adult, Dislocated Worker, and Youth: Information regarding enrollments and an update regarding benchmarks was provided. We need to focus on getting more individuals participating in all of the programs.

Financial Report: Information regarding updated financial reports was provided. Our sub-contractors are still in the 60/40 mark. Ask from Donna Smith, Fiscal, to the Executive Committee approval to get an exception on all WIOA funding sources for PY19/FY20 just in case we need them. We have not requested this but other regions have. Our goal is not to do it but it is a 'just in case'. Becky Brooks made a motion to approved Donna Smith's recommendation if needed. Jeff Cowen seconded. Motion approved.

Mo Works Together: Report presented and we have been acknowledged by the Mo Works Together OWD Coordinator that we are further along that any of the other regions doing this. The program has been extended for another year.

Becky Books made a motion to adjourn. Mark Collins seconded. Motion approved and meeting adjourned at 2:25 pm.