



South Central  
**WORKFORCE**  
*Investment Board*

408 Washington Avenue Suite 210, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ Fax 417-257-2633 ❖ MO Relay 711

**Executive Committee Meeting**  
**1:00 PM, March 1, 2019**

**Ozarks Small Business Incubator**  
**408 Washington Ave, West Plains; Room: Hanger**

**Agenda:**

- Call to Order
- Roll Call
- Funding Obligation Presentations
  - Ozark Action
  - ResCare
  - South Central Missouri Community Action Agency

Partner of  **americanjobcenter** network

South Central Workforce Investment Board is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.



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**Call In Number 1-877-594-8353 Participant Code 59964688**

**Ozark Action, Inc.**

1. What is your current obligation of funds?
2. What is your funding obligation projections through 6/30/19?
3. What is your plan to achieve the requirement to be 80% obligated by 6/30/19?
4. Does your organization have the ability to be obligated at 80%?
5. What are the barriers identified in meeting obligation goals?
6. What can your organization do differently to achieve goals?
7. Can your organization use additional WIOA funding for period of performance 7/1/18- 6/30/19?
8. What is your plan to achieve the Training Expenditure Rate goals (Adult & DW programs only)?

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## **March 1, 2019 Executive Committee Meeting Minutes**

Committee Members Present: Garland Barton, Board Chair; Johnny Murrell, Board Treasurer; Becky Brooks- via phone, Robin Thomas, Steve Halter- via phone, Zach Williams, CLEO Consortium Chair, and Mark Collins

Committee Members Absent: Lisa Aden and Jeff Cowan

Guests Present: Vanae Emerick, Board Executive Director, Ozark Action, Inc. staff-Lisa Roark, Sean Mooney, Bryan Adcock, ResCare staff- Diana Jenkins, Alicia Davis, Cherisa Price-Wells, and South Central Missouri Community Action Agency staff-Cindy Bridges

Call to Order: Garland Barton called the meeting to order at 1:03 pm.

All current contractors were invited to today's meeting to present funding obligations and answer these critical question to determine obligations by 6/30/19 for the region.

1. What is your current obligation of funds?
2. What is your funding obligation projections through 6/30/19?
3. What is your plan to achieve the requirement to be 80% obligated by 6/30/19?
4. Does your organization have the ability to be obligated at 80%?
5. What are the barriers identified in meeting obligation goals?
6. What can your organization do differently to achieve goals?
7. Can your organization use additional WIOA funding for period of performance 7/1/18- 6/30/19?
8. What is your plan to achieve the Training Expenditure Rate goals (Adult & DW programs only)?

Bryan Adcock, Lisa Roark, and Sean Mooney with Ozark Action reported forecasted obligation projections by 6/30/19:

- WIOA Adult: 100-110%
- WIOA DW: 100%
- WIOA Youth: 100%

Cindy Bridges with South Central Missouri Community Action Agency reported forecasted obligation projections by 6/30/19:

- WIOA Youth: 100%

Alicia Davis with ResCare reported forecasted obligation projections by 6/30/19:

- WIOA Adult: 84.63%%
- WIOA DW: 87.64%

Region Projections

- WIOA Adult: 76%
- WIOA DW: 76%
- WIOA Youth: 69%

Ozark Action, Inc. South Central Missouri Community Action Agency, and ResCare each provided a report at today's meeting; full reports are attached to minutes, as well as the Obligation Tracking Tool projections provided by South Central Workforce Investment Board staff.

Vanae Emerick reviewed the Regional Obligation Tracking Tool and explained there is additional funding in each Adult, DW, and Youth that needs be contracted out in order to meet 80% obligations for the region. This can be done by allocating funds to current contractors. Garland Barton also explained the board is considering a Special Project in order to ensure funding is obligated by 6/30/19.

Garland Barton adjourned the meeting at 2:25 pm.

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Steve Halter, Secretary

**Next Meeting: Tuesday, April 9, 2019; 1:00pm**

# Obligation Tracking Tool

## Projected thru June 30, 2019

### Over all Region

Adult	Budget	Expenses	Balance	% Spent
Carry Over Money	\$ 246,055.60	\$ 244,541.13	\$ 1,514.47	99%
PY18/FY19 Funds	\$ 637,556.00	\$ 487,586.50	\$ 149,969.50	76%
Totals Match Budget Report	\$ 883,611.60	\$ 732,127.63	\$ 151,483.97	
<b>Target to reach by 6/30/19 for PY18/FY19</b>	<b>\$ 637,556.00</b>	<b>\$ 510,044.80</b>	<b>\$ 127,511.20</b>	<b>80%</b>
<b>Dislocated Worker</b>				
Carry Over Money	\$ 189,201.52	\$ 178,606.07	\$ 10,595.45	94%
PY18/FY19 Funds	\$ 414,194.00	\$ 313,101.46	\$ 101,092.54	76%
Totals Match Budget Report	\$ 603,395.52	\$ 491,707.53	\$ 111,687.99	
<b>Target to reach by 6/30/19 for PY18/FY19</b>	<b>\$ 414,194.00</b>	<b>\$ 331,355.20</b>	<b>\$ 82,838.80</b>	<b>80%</b>
<b>Youth</b>				
Carry Over Money	\$ 99,008.42	\$ 90,484.73	\$ 8,523.69	91%
PY18/FY19 Funds	\$ 528,627.00	\$ 367,142.59	\$ 161,484.41	69%
Totals Match Budget Report	\$ 627,635.42	\$ 457,627.32	\$ 170,008.10	
<b>Target to reach by 6/30/19 for PY18/FY19</b>	<b>\$ 528,627.00</b>	<b>\$ 422,901.60</b>	<b>\$ 105,725.40</b>	<b>80%</b>

**1 What is your current obligation of funds?**

Please see attached report. Ozark Action, Inc. is above 80% in every funding stream.

**2 What is your funding obligation projections through 6/30/2019?**

It is Ozark Action, Inc's goal to be at 100% obligated by 6/30/2019.

**3 What is your plan to achieve the requirement to be 80% obligated by 6/30/2019?**

Ozark Action, Inc. is already above 80% obligated in all three funding streams as of 2/28/2019.

**4 Does your organization have the ability to be obligated at 80%?**

Yes, we already are past that point.

**5 What are the barriers identified in meeting obligation goals?**

We are meeting the goals but if we were to point out any barriers, it would have to be the youth eligibility criteria and the lack of AEL classes available in some of our areas.

**6 What can your organization do differently to achieve goals?**

Ozark Action, Inc. has met this goal but we are going to try to reach 100% plus obligated by 6/30/2019. Ozark Action, Inc. looks at this spending situation as an issue for the region and we want the region to be where it needs to be at the end of the program year.

**7 Can your organization use additional WIOA funding for the period of performance 7/1/18 - 6/30/19?**

We would like to request an additional \$30,000 in adult but do not feel comfortable in requesting additional dollars in other funding streams at this time.

**8 What is your plan to achieve the Training Expenditure Rate goal (Adult & DW program only)?**

This information is being tracked with every payroll. Below is where we currently are at and where we are expected to be based on training obligations.

	Adult	Dislocated Worker
<b>Required Rates for the Region</b>	32%	37%
<b>Based on actual expenditures</b>	53%	35%
<b>Based on expenditures and obligations</b>	62%	50%



**Ozark Action, Inc.**  
**Expenditure & Obligation Report 2/28/2019**

<b>Adult</b>	<b>Budget</b>	<b>Expenses</b>	<b>Balance</b>	<b>%</b>
18/19 Funds	\$ 296,000.00			
Spent		\$ 149,222.30	\$ 146,777.70	50%
Client Obligations		\$ 42,340.86	\$ 104,436.84	65%
Program Obligations		\$ 57,993.55	\$ 46,443.29	84%

<b>Dislocated Worker</b>	<b>Budget</b>	<b>Expenses</b>	<b>Balance</b>	<b>%</b>
18/19 Funds	\$ 205,000.00			
Spent		\$ 91,649.68	\$ 113,350.32	45%
Client Obligations		\$ 32,128.24	\$ 81,222.08	60%
Program Obligations		\$ 48,851.09	\$ 32,370.99	84%

<b>Youth</b>	<b>Budget</b>	<b>Expenses</b>	<b>Balance</b>	<b>%</b>
18/19 Funds	\$ 240,000.00			
Spent		\$ 96,281.67	\$ 143,718.33	40%
Client Obligations		\$ 43,104.13	\$ 100,614.20	58%
Program Obligations		\$ 54,835.83	\$ 45,778.37	81%

**NOTE:** All carryover allocations listed below are 100% spent and are not included in the figures above. The above totals are only 2018/2019 allocations.

Adult	\$ 140,000.00
Dislocated Worker	\$ 79,000.00
Youth	\$ 40,000.00



## ResCare Workforce Services Expenditures Response

Executive Committee: March 1, 2019

### What is your current obligation of funds?

- Adult: 48.51%
- Dislocated Worker: 51.55%

### What is your funding obligation projections through 6/30/19?

- Adult: \$92,500.48 84.63%
- Dislocated Worker: \$67,631.04 87.64%

### What is your plan to achieve the requirement to be 80% obligated by 6/30/19?

- See Budget Narrative and Enrollment Plan Handout
- Keep in mind that the numbers obligated are individuals that we have scheduled if there is an id number beside the obligation if not that is just a projected amount.

### Does your organization have the ability to be obligated at 80%?

- Yes, expected to be 84.63% obligated for Adult and 87.64% obligated for Dislocated Worker

### What are the barriers identified in meeting obligation goals?

- Lower than average career seeker visits at MO Job Center
- Pending ETPL approval for short-term trainings
- Planned Adult/Dislocated Worker expenditures were not realized due to career seekers being eligible for SkillUp funding

### What can your organization do differently to achieve goals?

- Follow up on participant passports while at the MO Job Center
- Utilize recent and upcoming layoff lists to re-engage/engage employers and those who are/will be dislocated from employment
- Utilize Skill Up outreach events to engage those who do not qualify for Skill Up but who can benefit from WIOA Adult/Dislocated Worker services

### Can your organization use additional WIOA funding for period of performance 7/1/18- 6/30/19?

- An additional \$6,000 of Dislocated Worker funds is projected to be needed to achieve our planned training expenditure rate goal ratio of 37%

**South Central Missouri**  
**Client Name**

**ITA / Support Services**  
**Prgm Mar-19 Apr-19 May-19 Jun-19 Jul-19**

Mileage Reimbursement	Rate	Enter the anticipated number of miles to be reimbursed each month				
\$0.25	Adult	240	512	512	320	
\$0.25	Adult	460	1472	1472	920	
\$0.25	Adult	720	752	752	470	
\$15.00	SU	16	16	16	10	
\$0.25	select					
\$0.25	select					
\$0.25	select					
\$0.25	select					

Adult Mileage Totals	355.00	684.00	684.00	427.50	0.00
DW Mileage Totals	0.00	0.00	0.00	0.00	0.00
DRJP Mileage Totals	0.00	0.00	0.00	0.00	0.00
Skill Up Mileage Totals	240.00	240.00	240.00	150.00	0.00

**Individual Training Accounts (ITA)**

3124282248	Adult	893.00			
3124478673	Adult	737.00			
12078188	SU	267.00			
3124396075	SU	3,784.00			
3122840950	SU	4,072.50			
10856442	Adult	4,072.50			
3122985073	Adult	4,072.50			
13010864	SU	4,072.50			
11030478	Adult	15,900.00			
3124267399	DW	2,200.00			
3124217358	DW	3,100.00			
13334482	DW	5,622.59			
13250549	DW	3,200.00			
3122897527	Adult	15,900.00			
Projected	Adult			4,072.50	
Projected	Adult			1,350.00	
Projected	Adult			4,072.50	
Projected	DW			4,072.50	
Projected	DW			4,072.50	
Projected	DW			4,072.50	
Projected	DW			10,000.00	
Projected	DW				
Projected	select				

Total Adult ITA	0.00	9,775.00	37,222.50	4,072.50	0.00
Total DW ITA	0.00	14,122.59	14,072.50	8,145.00	0.00
Total DRJP ITA	0.00	0.00	0.00	0.00	0.00
Total Skill Up ITA	4,072.50	8,123.50	0.00	0.00	0.00

**Other Support Services**

11030478	Adult	2,475.00			
3122897527	Adult	2,475.00			

select
select
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select
select

Total Adult Support Services	5,305.00	684.00	684.00	427.50	0.00
Total DW Support Services	0.00	0.00	0.00	0.00	0.00
Total DRJP Support Services	0.00	0.00	0.00	0.00	0.00
Total Skill Up Support Services	240.00	240.00	240.00	150.00	0.00

**Support Services**

Adult	5	3	3	3	0
DW	0	0	0	0	0
DRJP	0	0	0	0	0
SU	1	1	1	1	0

**ITA**

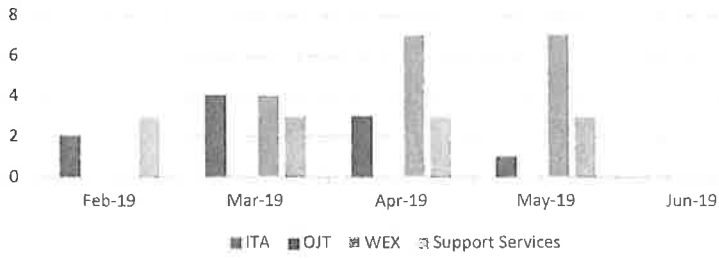
Adult	0	4	4	1	0
DW	0	4	2	2	0
DRJP	0	0	0	0	0
SU	1	3	0	0	0

**Obligation Tracking****ResCare**

	<b>Budget</b>	<b>Jan-19 Expended</b>	<b>Balance</b>	<b>% Exp</b>
<b>Adult</b>				
Carry Over Funding	79,000.00	79,000.00	0.00	100.00%
Operational Costs		69,073.78		
Direct Client Costs		9,926.22		
18/19 Funds				
Operational Costs	133,926.22	39,631.83	94,294.39	29.59%
Direct Client Costs	147,073.78	38,047.74	109,026.04	25.87%
<b>Dislocated Worker</b>				
Carry Over Funding	71,000.00	71,000.00	0.00	100.00%
Operational Costs		61,365.00		
Direct Client Costs		9,635.00		
18/19 Funds				
Operational Costs	108,135.00	27,732.65	80,402.35	25.65%
Direct Client Costs	61,865.00	5,667.48	56,197.52	9.16%

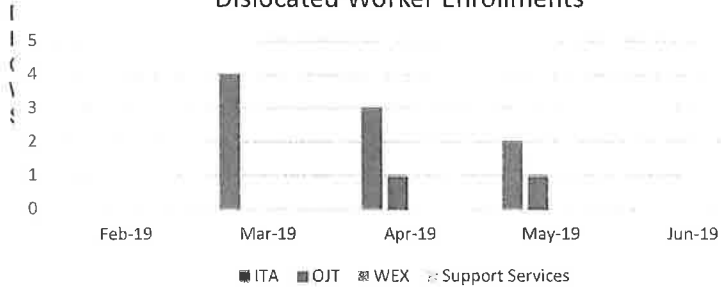
**Adult Enrollments**

Adult Enrollments



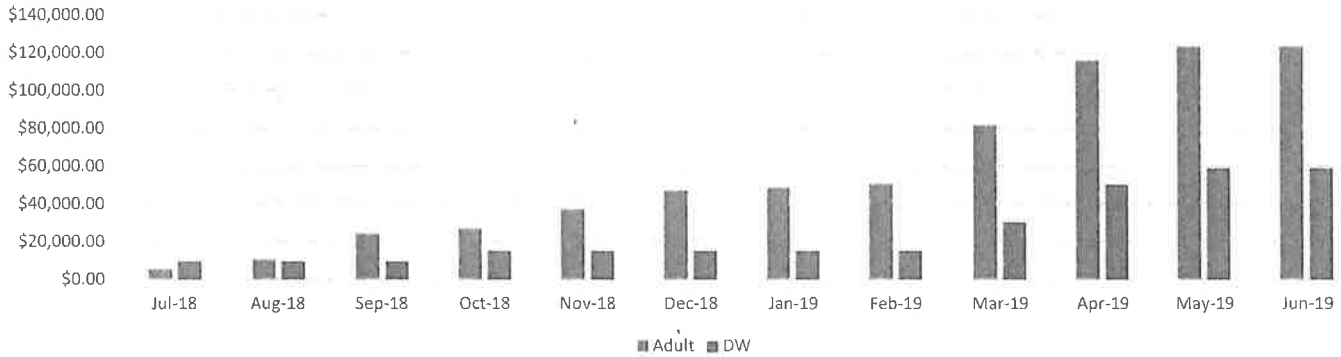
**Dislocated Worker Enrollments**

Dislocated Worker Enrollments



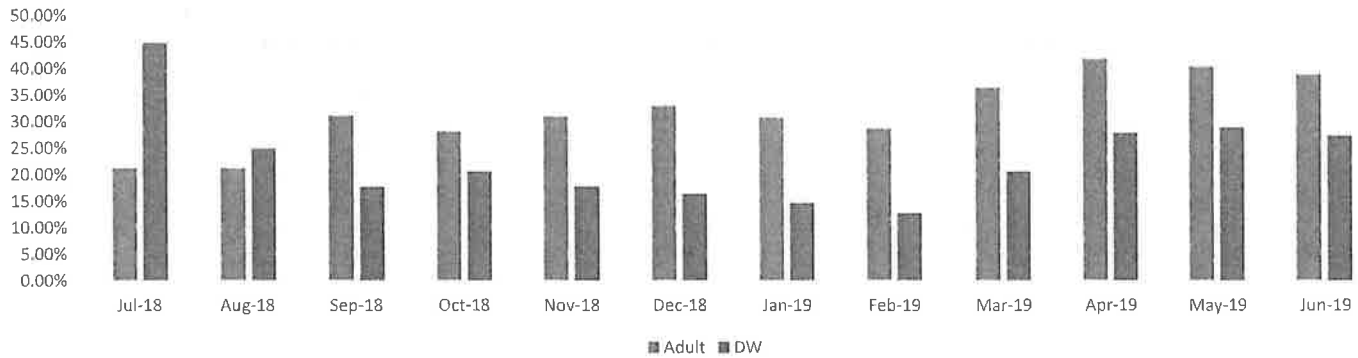
**Monthly Direct Client Expenditures (Cumulative)**

Cumulative Direct Client Expenditures



**Direct Client Expenditure Percentages (Cumulative)**

Cumulative Direct Client Percentage of Total Expenditures



ResCare	Budget	through: Jan-19		Obligations	Projections	
		Actual Expended	%	Feb - Mar 19	Apr - Jun 19	
<b>Adult</b>						
Carry Over Funds						
Operational Expenditures	69,073.78	69,073.78	100.00%			
Direct Client Expenditures	9,926.22	9,926.22	100.00%			
Carry Over Totals	79,000.00	79,000.00	100.00%			
PY 2018/2019 Funds						
Operational Expenditures	133,926.22	39,631.83	29.59%	34,541.75	50,865.29	93.36%
Direct Client Expenditures	147,073.78	38,047.74	25.87%	33,424.99	41,635.19	76.91%
PY 2018/2019 Totals	281,000.00	77,679.57	27.64%	67,966.74	92,500.48	84.75%

**Current Adult Client Obligations and Projections**

Individual Training Accounts		29,747.50	25,395.00
ITA Enrollments		6	3
On the Job Training	0.00		0.00
OJT Enrollments		0	0
Work Experience		2,638.49	15,128.69
WEX Enrollments		4	3
Other Support Services		1,039.00	1,111.50
Clients Receiving Services		6	6

**Dislocated Worker**

Carry Over Funds						
Operational Expenditures	61,365.00	61,365.00	100.00%			
Direct Client Expenditures	9,635.00	9,635.00	100.00%			
Carry Over Totals	71,000.00	71,000.00	100.00%			
PY 2018/2019 Funds						
Operational Expenditures	108,135.00	27,732.65	25.65%	28,832.60	38,941.04	88.32%
Direct Client Expenditures	61,865.00	5,667.48	9.16%	15,232.50	28,690.00	80.16%
PY 2018/2019 Totals	170,000.00	33,400.13	19.65%	44,065.10	67,631.04	85.35%

**Current Dislocated Worker Client Obligations and Projections**

Individual Training Accounts		15,232.50	26,290.00
ITA Enrollments		4	4
On the Job Training	0.00		2,400.00
OJT Enrollments		0	1
Work Experience		0.00	0.00
WEX Enrollments		0	0
Other Support Services		0.00	0.00
Clients Receiving Services		0	0





In alignment with the **ResCare LEGACY standards**, ResCare Workforce Services takes seriously the notion of communication and transparency. The following narrative depicts our understanding, explains our calculations, and identifies our methodology behind the creation of our budget. The explanation below represents our current expenditures and projections through June 30, 2019 (five months.) The proposed costs described below cover all aspects of the proposed project, as allowable, and are compliant with spending requirements set forth in the Annual Agreement. The Expenditure details each line item from the budget form. Please note values may not total due to rounding.

Participant work-based learning and training projections for February and March:

- Adult
  - Individual Training Accounts- 6 participants
  - Work Experience-4 participants each month
- Dislocated Worker
  - Individual Training Accounts-4 participants

Participant work-based learning and training projections April through June.

- Adult
  - Individual Training Accounts- 3 participants
  - Work Experience- 3 participants each month
- DW
  - Individual Training Accounts- 4 participants
  - On the Job Training-1 participant

**As a result, we will be 84.75% obligated in Adult and 85.35% obligated in Dislocated Worker.**

Currently, SCMCAA is 73% obligated with our WIOA Youth Program and 77% obligated with our TANF Summer Jobs Program.

We project our obligations to be 100% spent for TANF Summer Youth and 90% for WIOA Youth by 6/30/19.

Our plan is to enroll another four youth into the TANF SJL by May 1. This will fully expend the remainder of our budget. We have several applications on file and employers ready to serve as worksites. We are waiting to enroll until the in school youth are on summer break.

The WIOA Youth program has already met the required 20% work experience requirement. Due to receiving additional funds for TANF SJL for works experience, we anticipate the majority of the remaining funds will be moved and spent on Skilled Training and supportive services. We have youth that are awaiting assessments and eligibility to be completed and enrolled.

There is an increased interest in welding in our area. The training provider has contacted us and has several youth in our counties interested. Classes start every two weeks so we anticipate enrolling 4-5 prior to June 30, 2019. Several of our youth have gotten excellent jobs with wages as high as \$33 per hour with a Butler County employer.

The current maximum amount we assist with skilled training dollars is \$7,500 per year to allow more youth to be assisted. However, when the budget permits and there is a need to spend prior to end of program, we will increase the allowable amount.

Example: 5 @ \$10,000. = \$50,000. (tuition)

5 @ \$1,000. = \$ 5,000. (housing)

We can't provide a set number or cost allocation at this time. Each youth's assessment and career goals are different and there needs to be met varies.

We are on track to enroll more youth prior to the end of this program year!

South Central Missouri Community Action Agency

Via: Cindy Bridges

**Enrollee Obligations through June 30 2019**

	Expended 1/31/2019 IS	Expended 1/31/2019 OS	Obligated & Projected 6/30/2019	Expended Obligated & Projected	
Participant Training	\$0.00	46,747.50	58,331.50	105,079.00	
Participant Wages	\$13,214.38	26,744.29	2,007.92	41,966.59	
Supportive Services	\$6,498.88	14,215.68	6,121.50	26,836.06	
<b>Total</b>	<b>\$19,713.26</b>	<b>87,707.47</b>	<b>66,460.92</b>	<b>173,881.65</b>	<b><u>89.06%</u></b>
<b>Enrollee Budget</b>		<b>\$195,250.00</b>		<b>175,725.00</b>	<b>90.00%</b>

South Central Missouri Community Action Agency  
Youth Program 2018 - 2019

	In-School	Out of School	Total Budget	Expended 1/31/2019	Expended Obligated & Projected 6/30/2019
Staff Wages & Fringe	15,600.00	56,190.00	71,790.00	40,917.94	68,090.00
Staff Travel/Training	1,290.00	4,500.00	5,790.00	2,854.01	4,900.00
Equipment Maintenance	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	18.00	100.00
Office Supplies/Postage	100.00	1,935.00	2,035.00	299.13	600.00
Rent	100.00	880.00	980.00	360.05	710.00
Telephone & Internet	230.00	1,080.00	1,310.00	534.90	1,000.00
Utilities	750.00	450.00	1,200.00	261.09	750.00
Indirect Costs	1,425.00	5,220.00	6,645.00	3,710.00	6,759.00
<b>Total Program Operation</b>	<b>19,495.00</b>	<b>70,255.00</b>	<b>89,750.00</b>	<b>48,955.12</b>	<b><u>82,909.00</u></b>
			<b>80,775.00</b>		<b><u>92.38%</u></b>
			<b>90.00%</b>		
Participant Training	3,500.00	101,500.00	105,000.00		
Participant Wages	21,315.00	26,810.00	48,125.00		
Supportive Services	6,000.00	36,125.00	42,125.00		
<b>Total Client Cost</b>	<b>30,815.00</b>	<b>164,435.00</b>	<b>195,250.00</b>	<b>107,420.73</b>	<b><u>173,881.65</u></b>
<b>Total All</b>	<b>50,310.00</b>	<b>234,690.00</b>	<b>285,000.00</b>	<b>156,375.85</b>	<b><u>256,790.65</u></b>
			<b>256,500.00</b>		<b><u>90.10%</u></b>
			<b>90.00%</b>		