

PY22 Staffing Analysis

Southeast Workforce Development Board



Submitted By:
Local Equal Opportunity Officer
Allysia Long

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Workforce Development Board of Southeast Missouri

The Workforce Development Board of Southeast Missouri is a private, non-profit 501c3 organization that oversees federally funded job placement and training programs in thirteen counties of Southeast Missouri. The Workforce Development Board prides it's self with being able to provide the foundation on which our participants can build a future on. Board staff work hard to create a connection with advanced training and exciting new career pathways for Southeast Missouri. The Workforce Development Board of Southeast Missouri is dedicated to creating a stronger workforce for the region. The vision of the Workforce Development Board of Southeast Missouri (WDBSE) is "A high quality standard of life for our region" which supports our mission statement, "To promote a state of economic well-being by helping to create a skilled, diverse, motivated and adaptable workforce." It is aligned with Governor Parsons's vision, "We are working to move Missouri forward, and by focusing on workforce development and infrastructure-we can reach this goal." The two visions complement one another, in that they both support workforce development and infrastructure. Without a skilled, diverse, motivated, and adaptable workforce we cannot move forward with high-demand training and keep our infrastructure growing.

The WDBSE's goals for engaging employers and preparing an educated skilled workforce are identified by:

- Implement a market driven approach;
- Actively engage employers and private sector WDBSE members as our chief customer;
- Strengthen and build upon our community partnerships;
- Increase our WDBSE engagement and accountability;
- Improve outreach and community awareness to meet both employer needs and job seekers;
- Ensure WIOA services are available throughout the Southeast Region.

The Workforce Development Board of Southeast Missouri identified the following three priorities related to the WIOA Programs and serving eligible participants in our region:

- **WIOA Youth Program:** The Southeast Region is diverse, with many rural areas which create numerous barriers to employment and/or education. The WDBSE strives to support a high school diploma or HiSet/GED as a first priority. The Board sees benefit in work experience, to strengthen their soft skills and help to identify a career path. Eliminating the barriers is often the biggest challenge. Through intense case management, building relationships with youth, career guidance, and support we achieve success. Youth Case Managers are mobile throughout the region which provides flexibility in serving the youth population.

- WIOA Adult (AD) and Dislocated Worker (DW) Program: The Southeast Region priority for our Adult and Dislocated Workers is to obtain suitable and self-sustaining employment. The Board saw the benefit and success with work experience, and decided to incorporate Work Experience into our adult populations. Work experience gives the job seekers a unique opportunity to explore different career paths and strengthen their soft skills. If needed, education is available for long term and short term training. Case management is available in all avenues. Computers are available at each Job Centers for any job seekers to use and availability to connect via technology to any partner agency services needed.
- Businesses in the Southeast Region are in need of skilled labor, to fill the gaps of our aging workforce. Incumbent Worker training is offered to help fill the gap and upgrade existing employees. This creates an opportunity for less skilled/entry level openings to enter the workforce. This is an excellent opportunity to hire new employees with the help of On-Job-Training (OJT), hiring events and expert Business Outreach/Marketing & Outreach Trainer staff working closely with each employer.

By the very nature of WIOA, partnerships are developing and strengthening. The Workforce Development Board of Southeast Missouri is always seeking innovative ways of communication, integration and referrals. This will allow for improvement to the current system, streamlining services, braiding funding, and working to create a seamless service system in our region. Co-location has been implemented to further serve our customers. The following elements describe the Board's strategies and goals for operation, innovation and continual improvement based on meeting the requirements for the needs of businesses, job seekers, and workers.

Career Pathways - Career Pathways allow us to build an intentional and strategic plan to obtain employment and careers that will lead to self-sufficiency through education and training services provided by our programs. It is crucial for every enrolled participant to develop a career pathway so they have a completed plan with a time line to achieve the opportunities provided by the program including attaining credentials, finding employment, increasing wages, and advancing in career opportunities. While some WIOA participants have a plan that includes education, others may engage in work experience - the career path and services is specific to each individual based on their career pathway, assessment, needs, and barriers.

Labor market information is critical for each participant, this information will steer the career pathways initiative to ensure that participants are aware of job opportunities for both what they want to do and other opportunities available in the region. The sector strategies development in the Southeast Region will assist employers by providing qualified job seekers to those careers. Along with occupations that fall into the Southeast Regions Sector Strategies, participants should also be informed of high-wage, high-growth, and in-demand job opportunities. Which is a pathway to employment that leads to self-sufficiency being the key to success for the program, job seeker, and the employer.

Employer Engagement - We live in a different world. The WDBSE recognizes this and has

prioritized meeting the current needs of employers, which in some cases are vastly different than they were prior to the pandemic. The Southeast Region has a dedicated Regional Business Representative Manager who works directly with employers and finds creative ways to assist them in the newest challenges they face; how to recruit, attract and retain adequate numbers of employees. While not an exhaustive list, some of the most successful strategies for engagement have been the following:

- Combining in-person hiring events with community resource events. When an employer identifies a job seeker with barriers to employment that they would like to hire, they can refer them to the appropriate community resource partners table for assistance.
- Drive-thru hiring events. The Regional Business Representative Manager oversees the collection of applications, fliers, and other information from interested employers. The Business Representative sets up a parking lot workstation, employer job openings are distributed to job seekers allowing them to drive-thru and complete multiple job applications. This alleviates the childcare barrier for the job seeker and saves gas driving to various businesses. This approach also supports the employers who are faced with staffing shortages; therefore, an employee is not needed to oversee a table at a hiring event.

Business Needs Assessment - As stated previously, we live in a different world than even two years ago. The needs of businesses may not be entirely different but are much more focused on navigating the prevailing issue of not having enough employees to maintain previous business practices, losing employees to competitors, recovering from employee loss due to COVID, and identifying ways in which they can be flexible enough in their mode of operations to stay in business. The Regional Business Representative Manager has made onsite visits/tours to facilities while reviewing affordable options with employers for retaining current and attracting new employees.

The region works closely with area Chambers of Commerce, regional planning organizations, Economic Development, and other community agencies to assist with things like: Job Fairs, hiring events, and community events to outreach to both job seekers and employers but to also keep an eye on the needs that our employers are currently facing. Beyond letting employers know our programs exist, we must determine the criteria that makes employees and employers a good fit for each other to ensure that both the employer and the job seeker placed meet the needs on both ends.

To be able to understand the needs of an employer we must have open lines of communication not only with the employers in the area but also among staff and partner staff. Meetings that bring organizations and employers together to assist with both outreach efforts but also with coordination among partners so that we are able to understand the different dynamics that can be applied to meet the needs of some of our hardest to serve participants.

In working to identify business needs, we have developed a Nexus Group in the Southeast Region to assist with meeting the needs and keeping the lines of communication open between community agencies, Workforce Development, and the regions employers. The goal is for staff and partner staff to work together with employers to find easily attainable employment solutions that last for both the job seeker and the employer.

Alignment and Coordination of Core Program Services - The Southeast Region has two Comprehensive (full service) Missouri Job Centers (CJC) and one Affiliate Missouri Job Center (AJC) and one Satellite office. These centers are tasked with aligning services within the centers by developing outreach for jobseekers, businesses, customer service, assessments, and supportive services. The Southeast Region continues to work at developing and maintaining meaningful inter-agency relationships to continue working as the hub for all services, making referrals and being the connection between job seekers and employers. Interagency alignment and coordination will be an on-going process. Through communication, staff meetings/trainings, the One-Stop staff continue to become more knowledgeable of the services available through core programs and mandated partners. This will enable all staff to give customers the information they need to improve their knowledge of resources. Partners used to align and coordinate with their core programs include:

- WIOA Adult, Dislocated Worker, & Youth
- Job Corps
- MSFW-Migrant/Seasonal
- Wagner-Peyser Act
- AEL
- Carl Perkins
- Community Service Block Grant
- Housing and Urban Development
- Youth Build
- TANF/MWA
- Rehabilitation Services for the Blind
- Vocational Rehabilitation
- Senior Community Services Employment Program
- Veterans Services
- Division Employment Security – UI
- SNAP

Coordination with Economic Development - The Southeast Region board member who represents Economic Development and is a great asset for the region. This involvement allows us to be kept up to date on economic development within our region with Economic Developers at the table. We are also apprised of anything that might influence workforce development in the Southeast Region. The Real-Time Labor Market Analysis developed by MERIC, provides a snapshot of current labor demands that can be helpful to current job seekers interested in who is hiring and for what occupations. The Labor Market Analysis provides both regional and statewide data found in job ads and is published every other month. MERIC and The Office of Workforce Development (OWD) will continue to explore how this data can inform workforce and economic development efforts to meet the needs of businesses around the state.

Access - Improvements to Physical and Programmatic Accessibility - The Southeast Region has two comprehensive Missouri Job Centers. One is located in Park Hills and the other located in Kennett. The region also has one affiliate Missouri Job Center located in Cape Girardeau and a satellite office in Sikeston. All locations include WIOA Adult, WIOA DW,

SkillUp, RESEA, Wagner/Peyser, and WIOA Youth. There are WIOA Youth services available in all counties as well. Customer services include computer access, program information, program referrals, AEL service referrals, assessment services, and testing services. Local community partnership coordination exists throughout the region. The region also has three Access Points for areas without a physical office location to assist with transportation barriers in the rural communities within our region, this allows potential participants physical and programmatic access in areas where that we do not have a brick-and-mortar set-up. We continue outreach efforts to provide additional access points with plans to be implemented in the future. Information for job seekers is also distributed to partner agencies, food pantries, civic organizations, libraries, and other public facilities. Improvements to Physical and Programmatic Access:

- Facilities are checked for ADA compliance as part of periodic Local Equal Opportunity monitoring, using the ADA Self-Assessment Tool, provided by OWD in the local monitoring process.
- Customers are provided reasonable accommodations upon request at the Job Centers. Job Center staff members have been trained to provide accommodations immediately for anything not resulting in a cost so that customers do not have to use specific phrases like “reasonable accommodation” or provide medical documentation to be granted an accommodation.
- Training is provided to all staff members beginning on their first day of employment and continuing throughout employment.
- Assistive technology is available at all full-service job centers in the region. All staff complete OWD EO and assistive technology trainings. Staff are also encouraged to refer customers to the Missouri Assistive Technology “free” Loan Program.
- Sign language interpretation service is available for persons with hearing loss in addition to Braille documents from Rehabilitation Services for the Blind.
- Telephone language interpretation services are available to customers with limited English proficiency.
- Written translations for vital information are provided to customers with limited English proficiency when appropriate.
- Tagline and Babel Notices on all written communications, announcements, brochures, and flyers.

Assessment - All customers who visit a Missouri Job Center in the Southeast Region are given information on assessments that can immediately engage the customer in job center activities. This assessment, depending on the age, eligibility, and needs of the customer will identify skill levels, aptitudes, abilities, skill gaps, barriers to employment and/or supportive service needs. Assessments allow assistance with setting goals and developing next steps. Specialized assessment tools include but are not limited to: Basic Skills Assessment, O*Net, Talify, TABE, WorkKeys, Interest Profiler, CompTia, and Coursera. Assessments allow the customer to self-assess basic academic skills, identify high demand occupations and determine if their interest and qualifications match job requirements or if additional training is needed. Results obtained from these assessments are utilized by the customer to make informed choices in their attempts to connect to employment offering the best wages available at their current skill capacity. The information gained through assessments will be used with sector strategy data and/or Labor Market Information to help customers make informed choices regarding their

training and careers and to develop their strategic employment plan.

Support Services - WIOA defines Supportive Services as those services necessary to enable an individual to participate in activities authorized under WIOA. Local Supportive Service policies have been developed and are included within the local plan. The region's Supportive Service policy provides assistance to WIOA eligible adults, dislocated workers, and youth so they may participate in Title I activities or employment/training activities through other programs when we are braiding funds. Funds may be provided to assist with a wide range of needs, including transportation, housing, childcare, tools, uniforms, and daily living expenses. All other sources of funding must be sought before using WIOA supportive services funds. Referrals are made to partner agencies, such as the Salvation Army, food pantries, faith-based partners, and Community Partnerships. The Family Support Division, SkillUp Program, has specific guidelines for Supportive Service items and needs specific to SkillUp Participants.

The Workforce Development Board of Southeast Missouri is committed to implementing all non-discrimination and equal opportunity provisions of WIOA in Section 188. The Southeast region also requires full commitment of these laws and regulations in all contracts and assurances.

It is the policy of the Workforce Development Board of Southeast Missouri to provide equal employment opportunities to all employees without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or veteran status. This policy governs all phases of employment. All employees are expected to comply with the policy in every respect.

The Harassment and Discrimination Policy outlines the commitment to provide a workplace free of unlawful harassment and discrimination for all employees. Behaviors covered by this policy extend beyond normal work hours and office premises. Any employee found to be in violation of this policy will be subject to disciplinary action up to termination.

The Workforce Development Board of Southeast Missouri has also implemented an Accommodation Policy agreeing to comply with the Americans with Disabilities Act. This organization is committed to the fair and equal employment of people with disabilities. The Workforce Development Board does not discriminate against qualified job applicants or employees with disabilities regarding job application procedures, hiring, employee compensation, advancement, training, discharge or other terms, conditions and privileges of employment. Both employees and applicants with disabilities shall be provided reasonable accommodation when necessary unless this would impose an undue hardship. New policies will be implemented and updated to align with new state and federal regulations as they are released.

Workforce Development Board of Southeast Missouri Economic - Population,

Civilian Labor Force, Employment, and UI Data...

Below is a chart from MERIC showing the Southeast Region Data. The Southeast Region of Missouri is made up of 13 counties. The unemployment rate has changed between 13 of our counties from 2021 to 2022, with major changes seen with the COVID-19 Pandemic. Currently the region has an unemployment rate of 3.6%.

County	2022 Population Estimates	August 2022 Civilian Labor Force	2022 Employment	2022 Unemployment	August 2022 UI Rate	September 2022 UI Rate	August 2021 UI Rate	2020 UI Rates
Bollinger	10,518	5,285	5,147	138	3.1%	2.1%	3.3%	5.7%
Cape Girardeau	82,899	40,390	39,491	899	2.6%	1.8%	2.9%	5.1%
Dunklin	27,406	10,927	10,486	441	4.8%	3.1%	5.3%	7.3%
Iron	9,414	3,459	3,321	138	4.4%	3.1%	4.9%	7.1%
Madison	12,753	5,366	5,211	155	3.3%	2.2%	3.8%	6.5%
Mississippi	11,688	5,158	4,994	164	3.8%	2.6%	4.1%	5.4%
New Madrid	15,695	8,096	7,855	241	3.8%	2.3%	4.4%	5.9%
Pemiscot	14,841	5,741	5,523	218	4.3%	2.9%	6.0%	8.0%
Perry	18,858	9,549	9,350	199	2.3%	1.7%	2.6%	5.6%
St. Francois	66,969	25,566	24,735	831	3.7%	2.7%	3.8%	7.0%
Ste. Genevieve	18,644	9,267	9,058	209	2.6%	1.7%	2.8%	5.0%
Scott	37,840	19,920	19,446	474	2.8%	1.8%	3.2%	5.3%
Stoddard	28,377	13,052	12,673	379	3.5%	2.2%	3.8%	5.9%
Regional Total	<u>355,902</u>	<u>161,776</u>	<u>157,290</u>	<u>4,486</u>	<u>3.5%</u>	<u>2.3%</u>	<u>3.6%</u>	<u>6.14%</u>

*Information sources: *MERIC.mo.gov, Southeast Region Data. All information was retrieved November 28, 2023, last updated on the website was November 27, 2023.

Southeast Region Population Changes

The U.S. Census Bureau estimates that Missouri's population grew to over 6.16 million, ranking 18th populous state in the United States., up by 0.04 percent in 2022 from the previous year.

Year	Population	% Change
2020	6,154,913	0.04
2021	6,167,838	0.21
2022*	6,177,957	Census Population by July1, 2022

In the Southeast Region over the past two years, the population for the region has decreased by 0.72%. 4 out of the 13 counties population has grown while the other

9 counties have decreased. The highest growth rate was in Cape Girardeau County, adding 1,192 residents from 2020 to 2022. The largest decrease rate was in Mississippi County, losing 887 residents from 2020 to 2022.

<u>County</u>	<u>2020</u>	<u>2022</u>	<u>Change</u>	<u>% Change</u>
Bollinger	10,567	10,518	-49	-0.46%
Cape Girardeau	81,707	82,899	1,192	1.44%
Dunklin	28,286	27,406	-880	-3.16%
Iron	9,537	9,414	-123	-1.30%
Madison	12,627	12,753	126	0.99%
Mississippi	12,575	11,688	-887	-7.31%
New Madrid	16,435	15,695	-740	-4.61%
Pemiscot	15,661	14,841	-820	-5.38%
Perry	18,954	18,858	-96	-0.51%
St. Francois	66,926	66,969	43	0.06%
Ste. Genevieve	18,479	18,644	165	0.89%
Scott	38,058	37,840	-218	-0.57%
Stoddard	28,674	28,377	-297	-1.04%
<u>Regional Total</u>	<u>358,486</u>	<u>355,902</u>	<u>-2,584</u>	<u>-0.72%</u>

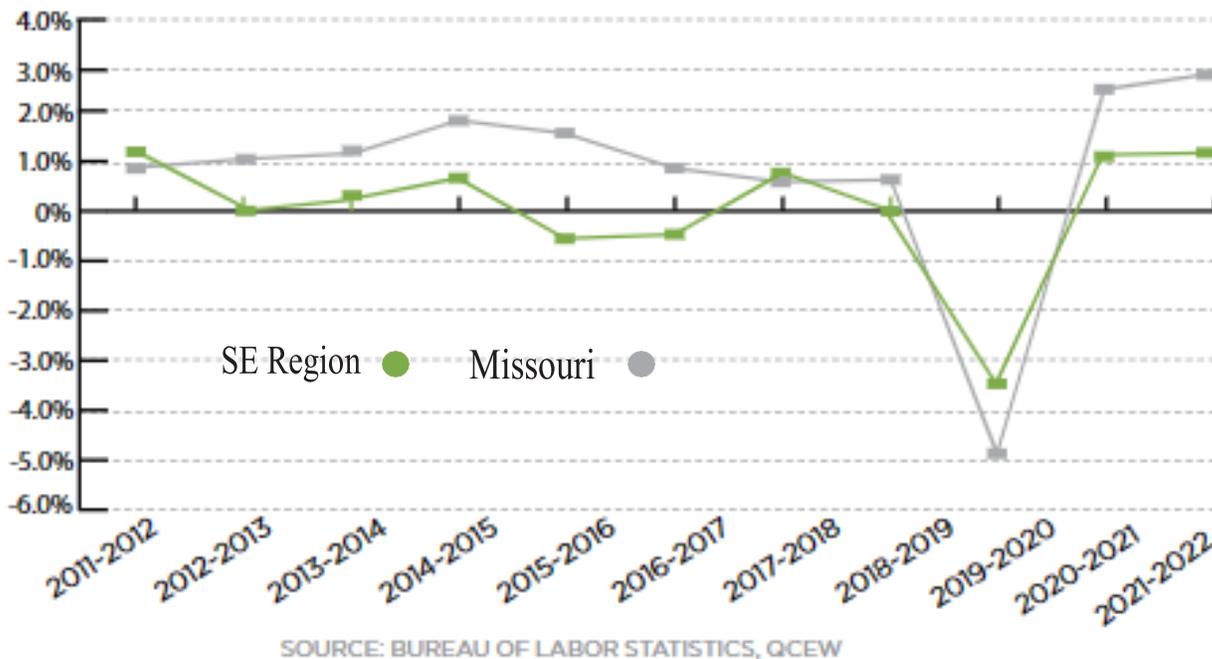
Southeast Region Civilian Labor Force Changes

The civilian labor force and employment numbers increased for the region between the last reporting numbers in September 2022. Overall, the region's biggest increase for these categories is in Dunklin County. The region had an increase of 11,060 in September 2022 in the Civilian Labor Force from 10,471 in August 2022, resulting in a 5.47% change.

<u>County</u>	<u>Aug 2022 CLF</u>	<u>Sept 2022 CLF</u>	<u>Change</u>	<u>% Change</u>
Bollinger	5220	5298	78	1.48%
Cape Girardeau	40193	40536	343	0.85%
Dunklin	10471	11060	589	5.47%
Iron	3439	3458	19	0.55%
Madison	5338	5379	41	0.76%
Mississippi	5034	5185	151	2.95%
New Madrid	7862	8117	255	3.19%
Pemiscot	5706	5757	51	0.89%
Perry	9556	9439	117	1.23%
St. Francois	25704	25515	189	0.74%
Ste. Genevieve	9252	9336	84	0.90%
Scott	19762	20028	266	1.34%

Stoddard	12770	12958	188	1.46%
<u>Regional Total</u>	160,307	162,066	2,371	0.22%

The Southeast Region averaged over 136,100 jobs in 2021. The region gained 1,446 jobs, an increase of 1.1 percent, from 2020 to 2021, whereas the region lost over 4,900 jobs from 2019 to 2020, resulting in a -3.5 percent employment decline due to the impact of the COVID-19 pandemic. In 2020, Missouri employment decreased by 4.9 percent, however Missouri employment increased by 2.5 percent in 2021, showing recovery from the pandemic impacts. From 2017 to 2021, the Southeast Region averaged a decrease of 0.4 percent annually for an overall decrease of 1.7 percent. During that same period Missouri's employment lost 1.4 percent.



Southeast Region Employment and Unemployment Changes

The Southeast regions employment numbers have increased by 2.15% between the yearly reports. The biggest increase being in Cape Girardeau County while the largest decrease was in Perry County. While the Civilian Labor force only increased by 2.15%, the number of people employed increased at a much higher rate, we had more people getting back into employment during PY22.

County	August 2022 Employment	Sept 2022 Employment	Change	% Change
Bollinger	5,060	5,187	127	2.48%
Cape Girardeau	39,154	39,818	664	1.68%
Dunklin	9,969	10,715	746	7.21%
Iron	3,289	3,350	61	1.84%
Madison	5,162	5,259	97	1.86%
Mississippi	4,841	5,050	209	4.23%
New Madrid	7,563	7,927	364	4.70%
Pemiscot	5,462	5,590	128	2.32%
Perry	9,337	9,283	-54	-0.58%
St. Francois	24,742	24,826	84	0.34%
Ste. Genevieve	9,011	9,176	165	1.81%
Scott	19,217	19,659	442	2.27%
Stoddard	12,326	12,671	345	2.76%
<u>Regional Total</u>	<u>155,133</u>	<u>158,511</u>	<u>3,378</u>	<u>2.15%</u>

The unemployment in the Southeast Region has decreased by 37.9% which supports more people going back to work as seen in the previous chart.

County	August 2022 Unemployment	Sept 2022 Unemployment	Change	% Change
Bollinger	160	111	-49	-36.2%
Cape Girardeau	1039	718	-321	-36.5%
Dunklin	502	345	-157	-37.1%
Iron	150	108	-42	-32.6%
Madison	176	120	-56	-37.8%
Mississippi	193	135	-58	-35.4%
New Madrid	299	190	-109	-44.6%
Pemiscot	244	167	-77	-37.5%
Perry	219	156	-63	-33.6%
St. Francois	962	689	-273	-33.1%
Ste. Genevieve	241	160	-81	-40.4%
Scott	545	369	-176	-38.5%
Stoddard	444	287	-157	-43.0%
<u>Regional Total</u>	<u>5,174</u>	<u>3,555</u>	<u>-1,619</u>	<u>-37.9%</u>

Southeast Region Economic – Personal Income and Poverty Level

The region’s current economic condition by county is listed in the chart below. It will show the local regional’s average income level and percent of the population living at poverty level, by county.

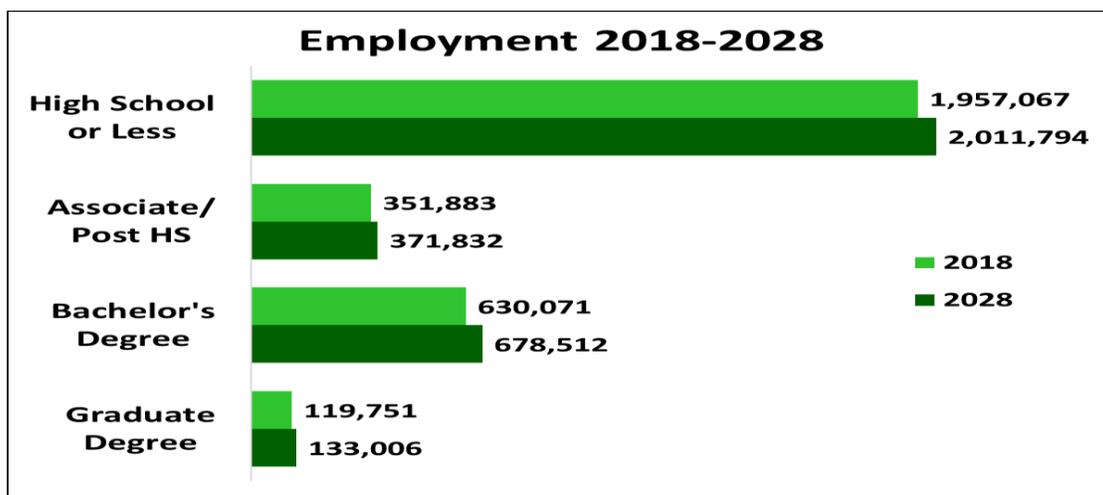
This information was based on Southeast Regional Data through meric.mo.gov and [census.gov/quick facts](http://census.gov/quickfacts).

County	2022 Annual Avg. Wages *Source MERIC	Percent of People Living at Poverty *Source Census.gov
Bollinger	\$36,951	16.5%
Cape Girardeau	\$49,324	14.8%
Dunklin	\$32,964	14.6%
Iron	\$43,887	22.4%
Madison	\$36,810	21.3%
Mississippi	\$38,509	12.4%
New Madrid	\$43,635	23.7%
Pemiscot	\$35,025	19.9%
Perry	\$45,088	24.5%
St. Francois	\$39,203	16.8%
Ste. Genevieve	\$51,905	8.8%
Scott	\$45,553	15.7%
Stoddard	\$43,444	17.4%
Regional Average	\$41,715	16.5%
Missouri State	\$59,225	12.5%

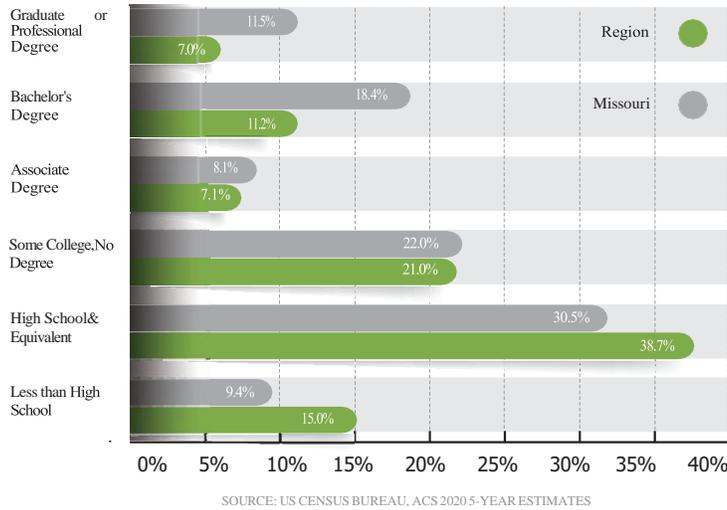
Poverty Status (ages 18-64) <i>ACS, 5 Year Estimate 2017-2021</i>			
<i>Area</i>	<i>Below Poverty Level, Age 18-64</i>	<i>Population Age 18-64 (For Whom Poverty Status is Determined)</i>	<i>Below Poverty Level, Percent of Population 18-64</i>
Missouri Total	443,592	3,606,337	12.3%
Southeast Total	33,639	204,122	16.5%
Bollinger County	922	6,214	14.8%
Cape Girardeau County	6,979	47,801	14.6%
Dunklin County	3,517	15,697	22.4%
Iron County	1,153	5,406	21.3%
Madison County	896	7,218	12.4%
Mississippi County	1,542	6,494	23.7%
New Madrid County	1,873	9,434	19.9%
Pemiscot County	2,211	9,014	24.5%
Perry County	1,122	10,974	10.2%
Ste. Genevieve	931	10,584	8.8%
St. Francois County	6,166	36,808	16.8%
Scott County	3,436	21,843	15.7%
Stoddard County	2,891	16,635	17.4%

Southeast Region Educational Attainment Rates

Educational attainment rates for the Southeast Region are lower than those of the state for bachelor’s or advanced degrees. Twenty-five percent of the region’s population, age 25 and older, has an associate, bachelor’s, or advanced degree compared to thirty-eight percent for the state, and about forty-two percent for the nation.



MERIC lists information on the percentage of the population who has an Associate’s Degree or higher. Many studies show that there is a link between poverty and income and educational attainment. Therefore, educational attainment rates for the Southeast Region are lower than those of the state for bachelor’s or advanced degrees. Twenty-five percent of the region’s population has an associate, bachelor’s, or advanced degree compared to 38 percent for the state, and about 42 percent for the nation.



Workforce Region Make-Up Comparisons – Southeast Region, State, and Nation

The charts below show the representation in percentages to compare the Southeast Region, Missouri, and the United States. All data as reported in these charts is from the census webpage, vintage year 2010-2019 series of census information, unless other dates are noted. This information was retrieved from <https://www.census.gov/quickfacts/table/> or from Missouri’s economic information for the region at <https://www.meric.mo.gov>. The Charts will show comparisons for the Civilian Labor Force and the percentage of females in the civilian labor force, percentage of male to females, disability status percentages, and finally a chart that represents Race and National Origin comparisons. Please note based on this information it seems disabilities were underreported again in this program year. Disabilities are a voluntary self- disclosure item and we cannot require anyone to disclose a disability unless they choose to on the National, State, and Regional level. In some areas, information for the region was not available.

2022 Civilian Labor Force Comparison

Taken from the July 1, 2019 estimated census information, the census information for the Civilian Labor force is grouped in 5-year estimates. The estimate for 2015-2019 showed that the Civilian Labor force was made up of 63% for the United States and 62.6% for Missouri, the Southeast Region’s counties had an average labor force of 55%.

Females in the Civilian Labor Force were reported at 58.8% for Missouri and 58.3% for the United States, however in the Southeast Region’s average for the counties was 51.7%. There were no significant changes to these representations between this year and the previous year.

2022 Gender Population Comparison

In 2022 estimate information from the US Census showed that the male percentage of the population for Missouri was 49.7% and the female percentage was 50.3%.

For the United States males represent 49.2% of the population and females represent 50.8%. There was no change between numbers reported in PY18, PY19, or PY20. However, PY22 the Southeast Region population had an average of 52.2% for females and 47.8% male.

Location	Sex				
	LEHD, 2022 3rd Quarter				
Area	Female	Male	Total	Percent Female	Percent Male
Missouri Total	1,410,039	1,391,857	2,801,899	50.3%	49.7%
Southeast Total	70,765	64,924	135,690	52.2%	47.8%
Bollinger County	822	831	1,652	49.8%	50.3%
Cape Girardeau County	21,456	19,321	40,778	52.6%	47.4%
Dunklin County	4,925	3,123	8,048	61.2%	38.8%
Iron County	1,600	1,248	2,848	56.2%	43.8%
Madison County	2,001	1,643	3,644	54.9%	45.1%
Mississippi County	1,444	1,390	2,834	51.0%	49.0%
New Madrid County	3,595	4,102	7,697	46.7%	53.3%
Pemiscot County	2,893	1,863	4,756	60.8%	39.2%
Perry County	3,754	4,883	8,637	43.5%	56.5%
Ste. Genevieve	2,943	3,370	6,313	46.6%	53.4%
St. Francois County	12,614	10,095	22,709	55.5%	44.5%
Scott County	7,836	7,878	15,714	49.9%	50.1%
Stoddard County	4,882	5,177	10,060	48.5%	51.5%

Sources: U.S. Census, 2017-2021 American Community Survey 5-Year Estimates for Disability Status, Military Veteran Status, Poverty Status, and Language Spoken at Home. Data accessed June 2023 from census.gov / U.S. Census, 2023 3rd Quarter Longitudinal Employer-Household Dynamics for Educational Attainment, Sex, Age, Race, and Ethnicity. Data accessed June 2023 from lehd.ces.census.gov

2022 Disability Status Comparison

In this area again, the latest United States Census information was used. The last estimate available on www.census.gov shows data from 2015-2022. Based on review of the chart below, 12.3% of the Missouri population ages 18-64 reported having a disability; however, the United States as a whole there were only 8.6% of the population. The average disability percentage for the Southeast Region was 17.4%. From this data it looks as though the percentage of people who have a disability was under-reported in the United States and State of Missouri in comparison to the Southeast Region.

Location	Disability (ages 18-64)		
	ACS, 5 Year Estimate 2017-2021		
Area	Civilian Non-Institutional Population Age 18-64 with a Disability	Civilian Non-Institutional Population Age 18-64	Percent of population 18-64 with a disability
Missouri Total	447,983	3,647,433	12.3%
Southeast Total	35,830	205,830	17.4%
Bollinger County	1,002	6,214	16.1%
Cape Girardeau County	5,596	49,726	11.3%
Dunklin County	2,961	15,697	18.9%
Iron County	1,274	5,406	23.6%
Madison County	1,593	7,161	22.2%
Mississippi County	1,668	6,494	25.7%
New Madrid County	2,021	9,420	21.5%
Pemiscot County	2,054	9,014	22.8%
Perry County	1,426	10,913	13.1%
Ste. Genevieve	1,540	10,584	14.6%
St. Francois County	7,583	36,803	20.6%
Scott County	3,847	21,800	17.6%
Stoddard County	3,265	16,598	19.7%

Sources: U.S. Census, 2017-2021 American Community Survey 5-Year Estimates for Disability Status, Military Veteran Status, Poverty Status, and Language Spoken at Home. Data accessed June 2023 from census.gov / U.S. Census, 2023 3rd Quarter Longitudinal Employer-Household Dynamics for Educational Attainment, Sex, Age, Race, and Ethnicity. Data accessed June 2023 from lehd.ces.census.gov

2022 Population Comparison by Race

Data from the US Census reported that 82.5% of the Missouri population is white compared to 75.5% of the United States Population and an average of 88.4% for the Southeast Region. The Black or African American race made 11.7% of the Missouri population, 13.6% of the United States population, and 8.3% of the Southeast Region. American Indian or Alaskan Native population percentages were 0.6% for Missouri, 1.3% for the United States, 0.5% of the Southeast Region. Asian

population percentages are reported as 2.3% for Missouri, 6.3% for the United States, 0.6% of the Southeast Region. Data from the census showed that Native Hawaiian or Other Pacific Islanders made up 0.2% for Missouri population, 0.3% for the United States, 0.2% of the Southeast Region. Population percentages for people who identified as being from two or more races made up 2.7% of the Missouri population, 3.0% of the United States population, and 3.4%. Hispanic or Latinos were represented as 4.8% of the Missouri population, 19.1% of the United States population. Finally, population percentages that identified white only, not Hispanic or Latino showed 78.4% of the Missouri population, 58.9% of the United States population, and 86.8% of the Southeast Region. The numbers for the United States was 58.9% and 78.4% for the state of Missouri.

2022 Southeast Data by County

The numbers above represent the regional average. This table shows the actual numbers for each county based on the category for each of the previous sections.

County	Civilian Labor Force	Females in the Civilian Labor Force	Female Population	Reported Disability Status	Race: White	Race: Black or African American	Race: American Indian and Alaska Native	Race: Asian	Race: Native Hawaiian and Pacific Islander	Race: Two or More Races	Race: Hispanic or Latino	Race: White alone not Hispanic
Bollinger	56.5	51.2	49.2	13.1	96.3	0.8	0.9	0.3	n/a	1.8	1.8	95.0
Cape Girardeau	64.6	62.3	51.4	10.1	86.8	8.1	0.4	1.9	0.1	2.6	2.6	84.6
Dunklin	53.9	49.6	52.6	14.2	85.4	10.9	0.5	0.9	n/a	2.2	7.5	78.7
Iron	52.4	49.4	49.8	18.5	95.2	1.8	0.9	0.2	n/a	1.9	2.2	93.3
Madison	55.4	54.0	49.3	17.3	95.5	0.8	0.6	1.0	0.1	2.1	2.8	93.5
Mississippi	45.6	46.6	54.9	21.0	74.7	22.6	0.5	0.3	n/a	1.9	2.8	72.4
New Madrid	52.2	47.8	47.6	16.8	80.5	16.2	0.4	0.4	0.1	2.4	2.2	78.9
Pemiscot	51.1	48.3	47.0	18.0	70.0	26.2	0.6	0.5	0.1	2.6	3.4	67.6
Perry	62.8	58.1	50.6	10.1	96.2	0.7	0.5	1.2	0.1	1.2	2.6	94.1
St. Francois	51.7	51.5	53.7	17.1	92.9	4.1	0.5	0.5	n/a	2.1	2.8	82.5
Ste. Genevieve	59.8	54.7	48.1	12.2	95.7	1.8	0.4	0.3	0.6	1.2	1.4	94.5
Scott	59.9	56.4	51.0	14.0	84.6	12.3	0.5	0.5	n/a	2.1	2.8	82.5
Stoddard	54.4	49.8	48.7	17.3	96.2	1.4	0.5	0.4	n/a	1.4	2.2	94.4
<u>Regional Average</u>	55.5%	52.3%	50.3%	15.4%	88.4%	8.3%	0.5%	0.6%	0.1%	1.9%	2.85%	85.5%

Location	RACE							Ethnicity		
	American Indian or Alaska Native Alone	Asian Alone	Black or African American Alone	Native Hawaiian or Other Pacific Islander Alone	Two or More Race Groups	White Alone	Total	Hispanic or Latino	Not Hispanic or Latino	Total
Missouri Total	15,899	70,916	340,509	4,549	54,403	2,315,624	2,801,899	130,892	2,671,007	2,801,899
Southeast Total	561	1,372	11,218	86	1,848	120,599	135,690	3,569	132,118	135,690
Bollinger County	13	3	20	0	13	1,603	1,652	21	1,631	1,652
Cape Girardeau County	156	595	3,188	27	646	36,167	40,778	1,034	39,743	40,778
Dunklin County	50	58	916	4	123	6,898	8,048	340	7,708	8,048
Iron County	15	11	43		45	2,732	2,848	38	2,810	2,848
Madison County	12	30	81	4	43	3,473	3,644	85	3,559	3,644
Mississippi County	13	15	443		29	2,332	2,834	126	2,708	2,834
New Madrid County	27	52	1,367	4	100	6,147	7,697	210	7,487	7,697
Pemiscot County	20	47	1,078		80	3,530	4,756	122	4,633	4,756
Perry County	35	90	261	7	68	8,175	8,637	270	8,367	8,637
Ste. Genevieve	23	41	170		73	6,005	6,313	110	6,203	6,313
St. Francois County	94	247	855	19	298	21,196	22,709	476	22,232	22,709
Scott County	59	128	2,158	10	214	13,145	15,714	477	15,237	15,714
Stoddard County	44	55	638	11	116	9,196	10,060	260	9,800	10,060

Sources: U.S. Census, 2017-2021 American Community Survey 5-Year Estimates for Disability Status, Military Veteran Status, Poverty Status, and Language Spoken at Home. Data accessed June 2023 from census.gov / U.S. Census, 2023 3rd Quarter Longitudinal Employer-Household Dynamics for Educational Attainment, Sex, Age, Race, and Ethnicity. Data accessed June 2023 from lehd.ces.census.gov

Southeast Region Demographics - Barriers to Employment

The table below shows number and percent of working age population determined to have a barrier to employment. Statewide, 14.7 percent of working age Missourians report a barrier to employment. In all but two of the 13 counties of the Southeast Region, the percentage of persons with barriers to employment is higher than the state average. The lowest percentage is in Cape Girardeau County at 12.8 percent and the highest is found in Pemiscot County at 26.7 percent.

Barriers to employment can be homelessness, disabilities, and limited proficiency with the English language. In 12 of the 13 counties in this region, the percentage of the population with a disability is higher than the state average, with the highest in Pemiscot County at 26.1 percent. The percentage of the population with some difficulty speaking English is lower than the state average in all but one county, with Dunklin County as the exception at 1.9 percent.

According to MERIC’s 2019 Workforce Report, the Southeast Region workforce has over 159,800 employees, making up 5.4% of Missouri’s employment. The workforce is getting older in the Southeast Region and across our nation. In 2018, 23% of the workforce was age 55 or older, up from 19% a decade earlier. The Southeast Region has 18% of the population has a disability compared to 13% in the state of Missouri.

Barriers to Employment								
County	Emergency and transitional shelters for people experiencing homelessness	Percent			Percent		Total Working Age Population	% of Working Age Population
		Population 18 to 64 years with a Disability	Population 18 to 64 years with a Disability	Population with Some Difficulty with English	Population with Some Difficulty with English	with a Barrier to Employment	Total Population age 18-64	with a Barrier to Employment
Missouri	2,609	463,456	12.7%	49,514	1.4%	537,757	3,658,653	14.7%
Bollinger	0	1,548	21.3%	0	0.0%	1,590	7,266	21.9%
Cape Girardeau	19	5,736	11.8%	302	0.6%	6,210	48,671	12.8%
Dunklin	0	3,544	20.6%	320	1.9%	3,965	17,183	23.1%
Iron	0	1,380	23.2%	0	0.0%	1,426	5,946	24.0%
Madison	0	1,646	23.0%	0	0.0%	1,674	7,156	23.4%
Mississippi	0	1,296	18.6%	0	0.0%	1,393	6,966	20.0%
New Madrid	0	2,278	21.8%	7	0.1%	2,351	10,437	22.5%
Pemiscot	0	2,597	26.1%	39	0.4%	2,649	9,933	26.7%
Perry	0	1,637	14.6%	46	0.4%	1,793	11,183	16.0%
Scott	0	3,614	15.9%	72	0.3%	3,823	22,764	16.8%
St. Francois	0	7,990	22.3%	0	0.0%	8,175	35,877	22.8%
Ste. Genevieve	0	1,482	14.0%	39	0.4%	1,521	10,623	14.3%
Stoddard	0	3,370	19.4%	5	0.0%	3,407	17,336	19.7%

Sources: 2013-2017 American Community Survey 5-Year Estimates
Homeless Data: U.S. Census Bureau, 2010 Census, table PCT20

WDBSE Program Contractor - Educational Data Systems, Inc., Hiring Practices (EDSI)

EDSI Background Description and Staffing

EDSI is a national workforce development, talent solutions and consulting company based out of Dearborn, MI with over 800 employees. Founded in 1979, EDSI is headquartered in Dearborn, MI and has locations in Pennsylvania, New York, Connecticut, Missouri, North Carolina, Tennessee and Florida.

Advertisement of Job Openings/Applications

When a position becomes available at EDSI, we post the job on our website, EDSI social media sites, and various job boards such as Indeed.com. In addition, we utilize LinkedIn Recruiter to source for potential candidates. To apply for a job, an applicant will click on a link in the job posting that will take them to our Careers page on EDSI.com. Once there, the applicant is able to upload their resume and enter contact information. Once finished, their application is automatically uploaded to our Applicant Tracking System. Our team of pre-screeners review resumes in the ATS and reach out to qualified candidates to conduct pre-screens.

Interviewing

If the pre-screening call goes well, the candidate is then scheduled for a 1st interview. After a successful 1st interview, the Program Manager/supervisor will conduct a 2nd interview with the candidate. After the 2nd interview, a hiring recommendation is made. If a candidate is recommended for hire, we send a conditional offer of employment, and a background check is started. Once a candidate accepts the offer of employment, the onboarding process begins.

We encourage our internal team members to apply for positions as they open. When an internal candidate applies for a position, we schedule an interview with the Program Manager/leader of the location/team with the opening.

Selecting Candidates for Hire

After the interview, internal applicants are notified of the outcome of the interview. If selected, a new offer letter is created and sent to the internal team member.

Job Descriptions

We update our job descriptions regularly in the organization to ensure they are reflecting the responsibilities and tasks of each role. We are an ISO 9001 certified company, and we follow a consistent process in updating and formatting job descriptions across the company.

Performance Evaluations

EDSI conducts yearly performance reviews which we refer to as PLANS (Performance, Learning Applause, Navigating Next Steps) as well as quarterly check ins and a Stay Interview with our team members.

Training Selection

All EDSI team members go through training when starting with EDSI through our onboarding process. After the initial onboarding training, we continuously offer training for our team members through professional development webinars. The webinars are offered on a variety of different topics and areas.

Promotion/Transfer Analysis

There were no promotions or transfers for EDSI employees in the Southeast region during PY23.

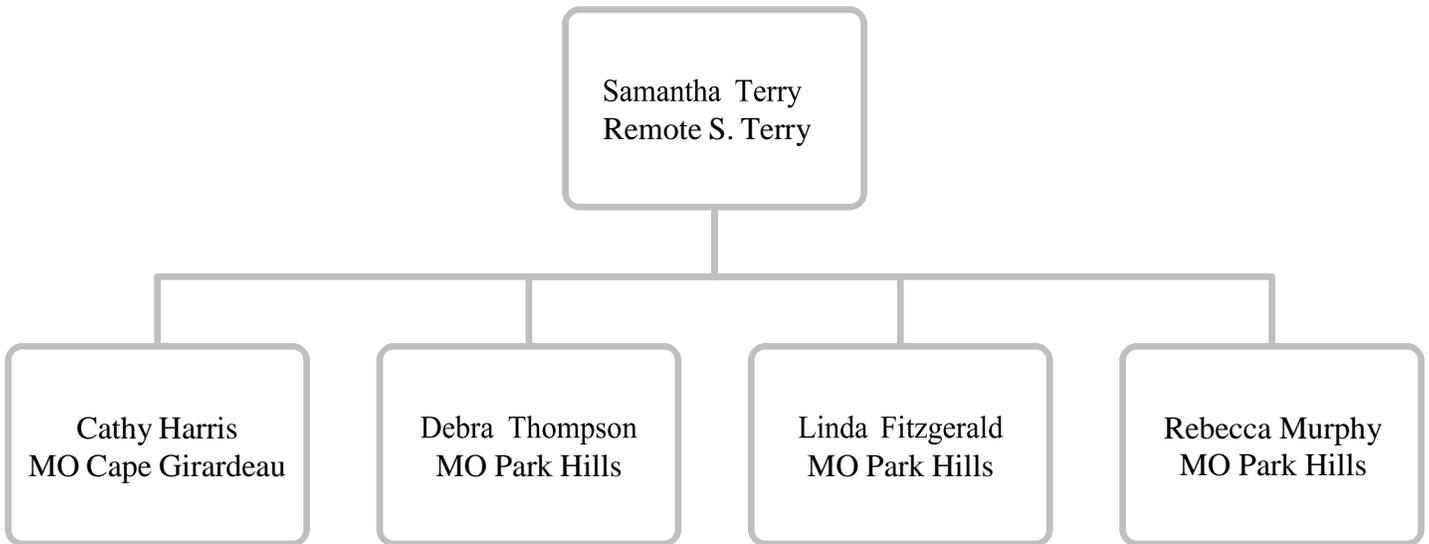
Demotions Analysis

There were no demotions for EDSI employees in the Southeast region during PY23.

NON-DISCRIMINATION AND HARASSMENT POLICY

EDSI is an equal opportunity employer who prohibits discrimination on the basis of race, color, sex, age, religion, national origin, disability, sexual orientation, gender identity or any other category protected under law. This policy applies to all circumstances of employment, including but not limited to, recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. As a part of this policy, EDSI prohibits any form of workplace harassment based on race, color, sex, age, religion, national origin, disability, sexual orientation, gender identity or any other category protected under law. Conduct in violation of this policy may result in disciplinary action, up to and including termination.

EDSI, PY22 Organization Chart - WDBSE Region



Workforce Development Board of Southeast Missouri - Hiring Practices

Advertisement of Job Openings

WDBSE and internal staff will be notified of vacancies prior to public advertisement by posting vacancy notices via email, as an internal posting. WDBSE may have priority consideration when applying for the position, but the selection will be made based on the best candidate for the position, considering skills, education, work history, and any other relevant employment factors. The President/COO may

determine that sufficient qualified candidates have applied and make outside advertising unnecessary. In that event, the most qualified candidates will be interviewed, and a selection may be made.

Applications

Applications are not considered complete if the applicant does not return the required SEWDB Application for Employment, Voluntary Disclosure Form, and Equal Opportunity/Complaint and Grievance Notice. After review of the applications, interviews will be arranged for those candidates showing highest qualifications and potential.

Interviewing

Interviews are scheduled with immediate supervisors and can include other staff as appropriate. Selection for interviews are based on qualifications and previous job history. After reviewing the applications personal interviews will be scheduled for applicants showing the highest job description qualifications. The interview consists of questions from the job description, duties, requirements, and resume information.

Selection of Candidates for Hire

Once the interview process is concluded those answers are then scored. The applicant with the highest score, based on the using the interview questionnaire as a guide, is then offered the job.

Job Descriptions

Job descriptions are reviewed and updated before each new job position posting and on an annual basis for equal opportunity and nondiscrimination policies. The job description in the job posting is used to develop an interview questionnaire. The interview questionnaire is developed based on the essential responsibilities, organizational policies, and qualifications for the position.

Performance Evaluations

Performance Evaluations are conducted by the employee's direct supervisor annually. These evaluations are based on employee performance. Each employee is evaluated against a set of pre- set professional standards and conduct relating to their job description, responsibilities, and annual goals set by both the employee and the supervisor.

Identification of Promotable and Transferable Employees

Employees may transfer at their request and apply for any open position(s) within the agency. Open positions are posted internally prior to being posted externally. The employee's skills, experience, and current job performance are reviewed to determine if the promotion or transfer is applicable.

Promotions / Transfer Analysis

There was 1 employee promoted and no employees transferred to other positions during PY22.

Demotion/Resignation Analysis

During the 2022 Program Year, there were 4 staff members who were terminated, quit, or submitted their resignation. Four staff members left to seek other employment opportunities.

Training Selection

Workforce Development Board of Southeast Missouri offers training opportunities to all employees through various methods, including in-person, online, off-site workshops, seminars and conferences. Staff selected for joining out of region trainings are determined by overall cost and budget; and who will benefit from attending.

Training Analysis

All staff at the Workforce Development Board of Southeast Missouri attended various trainings in-house presentations, webinars, workshops, seminars, and conferences. We have no staff members who have disclosed a disability. Not reporting a disability is the option of the applicant. While this area was flagged, there's nothing to suggest there was adverse impact that resulted in discrimination.

ALL RACE	Total # of Eligible Applicants/P applicants	# Selected	# Not Selected	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths Rule
White	20	20	0	100%	100%
American Indian or Alaskan Native	1	1	0	100%	100%
Asian	0	0	0	#DIV/0!	#DIV/0!
Black or African American	4	4	0	100%	100%
Native Hawaiian or Other Pacific Islander	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (White race only)	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (all other races)	0	0	0	#DIV/0!	#DIV/0!
2 or more Races (Not Hispanic or Latino)	0	0	0	#DIV/0!	#DIV/0!
TOTAL APPLICANTS	25	25	0	100%	100%

ALL GENDER	Total # of Eligible Applicants/Participants	# Selected	# Not Selected	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths rule
Males	4	4	0	100.0%	100.0%
Females	21	21	0	100.0%	100.0%
TOTAL APPLICANTS	25	25	0		
DISABILITY STATUS	Total # of Eligible Applicants/Participants	# Selected	# Not Selected	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths rule
Disability	0	0	0	#DIV/0!	#DIV/0!
Non Disability	0	0	0	#DIV/0!	#DIV/0!
TOTAL APPLICANTS	0	0	0	#DIV/0!	#DIV/0!

Utilization Analysis / Staffing Hires, Promotions and Terminations Open Positions / Applicant Pool and Interviews

For PY22 there were 3 job openings that were filled and/or posted. The available positions were President/COO, Fiscal Manager, and Compliance Manager. We had 5 applicants apply. Therefore, our Workforce Analysis shows that we have no males on staff vs 3.5 females. We have no staff members who have disclosed a disability. Not reporting a disability is the option of the applicant. While this area was flagged, there's nothing to suggest there was adverse impact that resulted in discrimination.

There were 4 staff members who are considered on this termination sheet.

- Investigating Race, three were white and one black;
- All four resigned;
- Investigating Gender, three females and one male;
- Investigating Disability Status, none disclosed a disability.

The Workforce Development Board of Southeast Missouri will continue to research more ways to ensure the job posting is announced to a larger population in an effort to elicit a more diverse applicant pool.

In the demotion/termination/resignation portion of the 80% rule analysis, to satisfy the 4/5ths rule, you need to show less than 80%. In this program year, we are showing over the 80% in all demographic groups that we have employees. We believe it is due to the overall comparison and make-up of the applicants when that is looked at by demographics. This spreadsheet is accounting for those employees who were terminated during this program year, all 4 employees were voluntary

resignations which can skew the demographics.

WDBSE - Applicant Pool / Interviews

ALL RACE	Total # of Applicants	# Hired	# Not Hired	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths Rule
White	4	0	4	0.0%	#DIV/0!
American Indian or Alaskan Native	1	1	0	100%	#DIV/0!
Asian	0	0	0	#DIV/0!	#DIV/0!
Black or African American	0	0	0	#DIV/0!	#DIV/0!
Native Hawaiian or Other Pacific Islander	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (White race only)	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (all other races)	0	0	0	#DIV/0!	#DIV/0!
2 or more Races (Not Hispanic or Latino)	0	0	0	#DIV/0!	#DIV/0!
TOTAL APPLICANTS	5	1	4	#DIV/0!	#DIV/0!
ALL GENDER	# of Applicants	# Hired	# Not Hired	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths rule
Males	0	0	0	#DIV/0!	#DIV/0!
Females	5	1	4	20.0%	20.0%
TOTAL APPLICANTS	5	1	4		
DISABILITY STATUS	# of Applicants	# Hired	# Not Hired	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths rule
Disability	0	0	0	#DIV/0!	#DIV/0!
Non Disability	0	0	0	#DIV/0!	#DIV/0!
TOTAL APPLICANTS	0	0	0	#DIV/0!	#DIV/0!

WDBSE – Promotions to Eligible Candidates / Promotion Analysis

ALL RACE	Total # of Eligible Applicants	# Promoted	# Not Promoted	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths Rule
White	0	0	0	#DIV/0!	#DIV/0!
American Indian or Alaskan Native	1	1	0	#DIV/0!	#DIV/0!
Asian	0	0	0	#DIV/0!	#DIV/0!
Black or African American	0	0	0	#DIV/0!	#DIV/0!
Native Hawaiian or Other Pacific Islander	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (White race only)	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (all other races)	0	0	0	#DIV/0!	#DIV/0!
TOTAL APPLICANTS	1	1	0	#DIV/0!	#DIV/0!
ALL GENDER	Total # of Eligible Applicants	# Promoted	# Not Promoted	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths rule
Males	0	0	0	#DIV/0!	#DIV/0!
Females	1	1	0	50.0%	50.0%
TOTAL APPLICANTS	1	1	0	50.0%	50.0%
DISABILITY STATUS	Total # of Eligible Applicants	# Promoted	# Not Promoted	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths rule
Disability	0	0	0	#DIV/0!	#DIV/0!
Non Disability	0	0	0	#DIV/0!	#DIV/0!
TOTAL APPLICANTS	0	0	0	#DIV/0!	#DIV/0!

Termination Analysis

The Workforce Development of Southeast Missouri had 22 employees terminate in PY22; however, these were employees who were hired by EDSI for continued employment. While all categories with data satisfied the 4/5ths rule, there was no data available to conduct an analysis for employees with or without a disclosed disability.

ALL RACE	Total Number of Employees	Total Number Terminated	# Not Terminated	Termination Rate Percentage	Must be LESS THAN 80% to satisfy 4/5ths rule
White	20	20	1	90.5%	#DIV/0!
American Indian or Alaskan Native	1	0	1	#DIV/0!	#DIV/0!
Asian	0	0	0	#DIV/0!	#DIV/0!
Black or African American	4	3	1	75.0%	75.0%
Native Hawaiian or Other Pacific Islander	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (White race only)	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (all other races)	0	0	0	#DIV/0!	#DIV/0!
2 or more Races (Not Hispanic or Latino)	0	0	0	#DIV/0!	#DIV/0!
TOTAL APPLICANTS	25	22	3	73.0%	73.0%
ALL GENDER	Total Number of Employees	Total Number Terminated	# Not Terminated	Termination Rate Percentage	Must be LESS THAN 80% to satisfy 4/5ths rule
Males	4	4	0	100.0%	100.0%
Females	21	18	3	85.7%	85.7%
TOTAL APPLICANTS	25	7	18		
DISABILITY STATUS	Total Number of Employees	Total Number Terminated	# Not Terminated	Termination Rate Percentage	Must be LESS THAN 80% to satisfy 4/5ths rule
Disability	0	0	0	#DIV/0!	#DIV/0!
Non Disability	0	0	0	#DIV/0!	#DIV/0!
TOTAL APPLICANTS	0	0	0	#DIV/0!	#DIV/0!

Examining Staff Analysis Demographics not Passing the 80% Rule

Equal Opportunity Demographic information is provided by the applicant on a voluntary basis. Due to this disclosure being voluntary for each applicant, some choose not to submit the information; some submit the information but do not mark the appropriate box. Without this information being voluntarily self-reported or if there is a majority of our applicants or employees choosing not to disclose, our demographics will not pass the 80% rule.

Based on the reasoning above in the investigation summary, we feel there was no adverse impact that resulted in the demographics that did not pass the 80% rule, based on all demographics being flagged in the termination analysis.

Investigative Summary PY22

During updates to the Team Manual we reviewed the hiring process and made minor changes. Please see the Southeast Team Manual for more information. We will still inform internal applicants of a position prior to it being posted to the public. However, due to the need to fill these positions quickly in an effort to not disrupt the programs and services our participants or potential participants are receiving, there is no policy limitation on how long that prior window will be held. Internal applicants are considered first when they follow this submission time-line but it is not mandatory for us to select them for the open position as we will fill the position with the applicant who best suits the knowledge, skills, and abilities for the open position. We will start to list a closing date on the applications to ensure prompt time to interview all selected applicants and make a decision, the closing date can be extended if necessary.

The Workforce Development Board of Southeast Missouri will still notify board members who work with area partner agencies of the job opening in increase awareness and the demographic applicant pool. While collaborating with other area resources and community groups for outreach we will encourage our staff to pass along job opening notices to those groups and agencies they interact with. And when appropriate, we will continue posting on websites such as job4you.org, jobs.mo.gov, Indeed and the SEMO Universities job posting board, and using social media to increase awareness of our job openings.

As mentioned, we will begin to target domicile specific job posting opportunities and push out notices through the connections our staff has made with community organizations and resources mentioned in the Outreach Section of this report. The Southeast Workforce Development Board will continue to research more ways to ensure the job posting is announced to a larger population in an effort to elicit a more diverse applicant pool.

Southeast Workforce Development Board Outreach Plan

Recruiting for open positions is primarily done through the avenues explained above in the Hiring Practices section of this report. However, through certain positions or suggestions, we are always willing to incorporate or share openings through other avenues, announcements, partners, and community agencies through the Outreach efforts being done by the Workforce Development Board of Southeast Missouri and its staff members.

The services of the Job Centers are not only for Job Seekers but also for Employers, Organizations, and Community Partners as well. Education and agency partnerships are major factors in meeting the needs of both job seekers and employers. WDBSE continues strong partnerships with our two community colleges, our university and with our many Voc-Tech schools. We need their expertise to develop curriculum to educate our workforce. Working together with both education and agency partners is not only the best use of the funding, but also our best option for meeting the needs of both job seekers and employers.

Outreach to businesses is conducted through WDBSE and Job Center involvement with regional chambers of commerce, and economic development departments, as well as by contact from the Regional Business Representative. The Southeast Region's outreach plan for businesses is designed to increase the awareness of available services to increase the number of businesses that use the Missouri Job Center products and services.

- Gather business intelligence to identify current economy;
- Work with local and regional economic development professionals;
- Provided one-on-one assistance to employers with job matching system;
- Encourage entrepreneurship with economic developers.

For outreach with job seekers, the job center staff, one-stop operator, youth staff, and WDBSE staff have each made it a priority to get out into the communities and help to spread the word about the job centers, services, and openings. Through this targeted outreach we have been able to connect with county and city resource organizations. This outreach can include setting up booths at events, collaborating through meetings and taskforces, sharing and gathering information, co-enrollment for braiding of resources, and offering services off-site.

The region's Missouri Job Centers offer an array of services aimed at making every job seeker a better job candidate. Through the website www.jobs.mo.gov job seekers are able to have access to regional, state, and national job openings. Through labor market information, career exploration activities, job seeking assistance, resume preparation assistance, assessments, skills certifications such as the National Career Readiness Certificate, and workshops we can assist job seekers in the preparation of applying for jobs that match with their knowledge, skills, and abilities. We offer access to short and long term skill-building training and employment services, supportive services information, job specific training and certifications, placement

assistance, opportunities for on-the-job training, and tuition assistance to build on the knowledge, skills, and abilities that a job seeker will need for their chosen career path. Methods of referral and opportunities for co-enrollment with other workforce partners will continue to be refined.

Collaborating with partner agencies to develop a triage approach to serving customers will increase awareness of area resources and avoid duplication of services.

The Southeast Region has a Priority of Service Policy that allows Veterans and their eligible Spouses, Veteran Representatives in the Southeast Region work closely with Veteran Organizations to assist in the outreach and recruitment of qualified and eligible veterans.

The Southeast Region also has an additional income eligible tier, Priority Level Two Enrollments, this tier allows participants to enroll into the program for assistance as long as their income does not exceed 250% of the Lower Living Income Level as compared to Priority Level One enrollments whose annual income cannot exceed 150% of the Lower Living Income Level. This allows us to serve participants who need assistance to achieve or maintain a level of self-sufficiency but are currently working in an effort to make a better life for them and their families.

Outreach includes agencies, organizations, required core partners, community organizations, schools at all levels, task forces, non-profits, and more. A summary of the work that is being done will still not highlight all the efforts of the regional staff members. One-Stop meetings are held monthly to bring together organizations to collaborate, network, and connect with their resources.

Here is a list we were able to compile from the staff responses and are outreach efforts by our staff members throughout the Southeast Region:

- Fresh Start Self-Improvement Center (MS CO)
- Multiple School district's and Alt High Schools throughout the region
- Multiple JAG Programs throughout the region
- Sikeston, Cape, Pemiscot, and Kennett - Career and Technology and Technical Skill Centers
- Multiple Colleges and Universities including Mineral Area College, SEMO, New York Rochester University (School for Deaf), Ranken, J' La Rue, Renaissance
- Multiple AEL Programs throughout the region
- Bootheel Babies
- Multiple County Juvenile, Probation, Prisons, Police Departments, and Parole Offices
- Charleston Board of Special education
- Missouri Bootheel Regional Consortium
- Multiple Departments of Social Services
- Hope International
- Bootheel Counseling Services
- SEMO Health Network
- Multiple Food Pantries including but not limited to: SEMO Food Bank
- NMCO Diaper Bank and Family Resource Center
- Heat Up St.Louis & LIHEAP
- DAEOC
- Community Resource Coalition
- Outreach community support center
- Virgie's place
- Multiple Area NEXUS meetings
- C.I.T.
- Pemiscot county initiative network
- Sikeston, Cape, Perryville, Jackson, Madison - Chamber of Commerce
- SFC Community Partnership
- Multiple EMEA Agencies and Programs throughout the region
- United Way
- Vocational Rehabilitation
- Job Corp
- West County Hope Center
- Perryville Disability Alliance, Cape Chamber of Commerce, TRA Representative
- MBRC Community Outreach
- Bowden Outreach Center
- UMOS
- MO DESE
- Skills USA Chapter, New Madrid County
- US DOL
- SNAP and SkillUp Agencies
- Show Me Hope Missouri
- Presbyterian Children's Home and Services
- Farmington Pet Adoption Center
- Vocational Rehab for Deaf/Hard of Hearing
- Public Libraries
- ResCare Homecare
- Catholic Charities of SE MO
- Shared Blessings Homeless Shelter
- St Francois County Board for the Developmentally Disabled
- MERS/Goodwill
- Life Center for Independent Living
- First State Community Bank
- Visions of Hope/Dress to Impress
- Social Security Administration
- Family Support Division
- MWA/TANF Programs
- WIOA National Farmworker Program
- Veteran SBE Program
- Legendary Plainswalkers
- Safe Harbor
- 180 Healthcare
- Hope Chest
- Cape Community Counseling
- CoNEXTion Community Resource
- WIC
- HUD, USDA Rental Assistance Program, Liberty Apartment and Housing Program, MSCO Housing Authority
- Gibson Recovery Association
- Pregnancy Resource Center
- Birthright
- Amelia's Fashion Exchange Resale Shop
- Medicaid
- AmeriCorps
- Project Homeless Connect
- Probation and Parole –ReEntry Program
- Health Career Pathways – Missouri Hospital Association
- SHRM Society for Human Resource Management
- Project Cape
- Safe House for Women
- Caring Council
- Dunklin County Caring Council
- Helping Hands
- Break Through Recovery Group
- Social Media Outreach
- Ste. Genevieve community Forum
- Council of Agencies, Perryville
- Bollinger County Community Care Council
- E.D.G.E
- S.N.A.P Resource Office
- Community Partnership of SEMO

The Workforce Development Board of Southeast Missouri utilizes the following tagline on all communications, brochures, advertisements, and other documents both inside and outside of the office.

“The Workforce Development Board of Southeast Missouri is an Equal Opportunity Employer/Program. Auxiliary Aids and services are available upon request to individuals with a disability. Missouri Relay Service 711.”

A Babel Notice has also been added to documents and flyers that are provided to customers and potential customers to inform them that there are translation services available at no cost to them. The Workforce Development Board of Southeast Missouri utilizes the following Babel Notice.

“Please contact the Missouri Job Center for translation assistance. Este documento contiene información importante sobre acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.”

Staffing Analysis Report Summary

The Workforce Development Board of Southeast Missouri will continue posting new job opportunities with jobs.mo.gov, and job4you.org, Indeed, local University/Colleges, and Social Media. We believe these provide the largest connections to a diverse demographic pool; as well as recruiting efforts through current employees and previously mentioned area contacts/partners. We'll continue to target domicile specific job posting opportunities and push out notices through the connections our staff has made with community organizations and resources.

The Workforce Development Board of Southeast Missouri is committed to fair hiring practices that include nondiscrimination policies and practices and will work through suggestions brought up in the investigation summary to ensure there is no intentional or unintentional discrimination in any part of our hiring process including job announcement access.

All employees have received and will continue to receive training on nondiscrimination and Equal opportunity topics and Compliance and Performance monthly. All employees are available to be selected for training opportunities as they become available.

Outreach plans will be evaluated and revised as necessary to make way for new partnerships, opportunities, and ways to reach the public. We will continue to encourage staff and management to allow staff members to actively participate in meetings and opportunities in which Outreach and Information about not only our job postings but also our Programs and Services can be shared with other demographic areas, community agencies, and partners.

The Workforce Development Board of Southeast Missouri will also continue monitoring our employment practices, and programs and services as well as the One-Stop Operator and any new Sub-Recipients. We will work to ensure that policies and the Affirmative Action Plan are followed and utilized to ensure Equal Opportunity practices and implementations.

TERMINATIONS						RACE CODES:		English Spanish French German Chinese	VET STATUS CODES:		
						AI - American Indian	B - Black		D - Disabled	V - Vietnam Era	
						H - Hispanic	A - Asian		OE - Other Eligible		
						RACE CODES:			VET STATUS CODES:		
AI - American Indian	B - Black	D - Disabled	V - Vietnam Era	V - Vietnam Era							
H - Hispanic	A - Asian	OE - Other Eligible									
PI - Native Hawaiian/Pacific Islander		SM - Armed Forces Service Medal									
T - Two or More Races ()		W - White			RS - Recently Separated						
DATE	JOB GROUP	JOB TITLE HELD	RACE	SEX M/F	Disabled	Vet Status	Primary Lang	VOLUNTARY TERM?	Termination or Resignation	REASON	
08/12/2022	ADMIN	FISCAL MANAGER	B	M	DND	NR	ENGLISH	Y	RESIGNATION	CAREER CHANGE	
09/16/2022	ADMIN / PRGM	WIOA ACCOUNTING TECHNICIAN	B	F	DND	NR	ENGLISH	N	TERMINATED	LAYOFF - LACK OF FUNDING	
09/30/2022	PROGRAM	YOUTH CASE MANAGER	W	M	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	QUALITY ASSURANCE MANAGER	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	OUTREACH / BUSINESS MARKETING REP	W	M	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	FOLLOW-UP TECHNICIAN	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	COMPLIANCE ASST / OFFICE ASST	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	WIOA/SKU CASE MANAGER	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	WIOA/SKU CASE MANAGER	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	SKU PROGRAM LEAD	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	JOB CENTER LEAD	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	WIOA/SKU CASE MANAGER	B	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	YOUTH CASE MANAGER	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	WIOA/SKU CASE MANAGER	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/20/2022	PROGRAM	YOUTH CASE MANAGER	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	ADMIN / PRGM	COMPLIANCE MANAGER	W	F	DND	NR	ENGLISH	N	RESIGNED	ACCEPTED POSITION W/EDSI	
09/30/2022	PROGRAM	OUTREACH / BUSINESS MARKETING REP	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	FINANCIAL COACH	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
09/30/2022	PROGRAM	YOUTH CASE MANAGER	W	F	DND	NR	ENGLISH	N	TERMINATED	PROGRAM MANAGED BY SUB-CONTRACTOR	
03/15/2023	ADMIN / PRGM	PRESIDENT / COO	W	F	DND	NR	ENGLISH	N	RESIGNED	RELOCATION	

APPLICANT FLOW LOG						RACE CODES:			VET STATUS CODES:			
						AI - American Indian	B - Black	D - Disabled	V - Vietnam Era			
						H - Hispanic	A - Asian	OE - Other Eligible				
						PI - Native Hawaiian/Pacific Islander		SM - Armed Forces Service Medal				
						T - Two or More Races (2+)		W - White			RS - Recently Separated	
DATE	NAME	JOB APPLIED FOR	JOB GROUP	RACE	SEX M/F	Disabled	VET STATUS	Prim/ Pref Lang	TEM P Y/N ?	SELECTED/R EJECTED/ S/R	DATE OF HIRE	REASON FOR NON-SELECTION
3/16/2023	Gretchen Morse	Interim - President / COO	Admin / Program	Am Indian		No	No	English			03/16/2023	Promoted to Interim-President/COO
5/02/2023	Gretchen Morse	President / COO	Admin / Program	Am Indian	Am Indian	No	No	English			05/02/2023	Promoted to President / COO
6/14/2023	Danise Clay	Manager of Compliance	Program	W	Am Indian	No	No	English			08/01/2023	Applicant was offered position for starting 08/01/23 in PY23 not during PY22 reporting period.

HIRES/OFFERS		RACE CODES:			VET STATUS CODES:		
		AI - American Indian	B - Black	D - Disabled	V - Vietnam Era		
		H - Hispanic	A - Asian	OE - Other Eligible			
		PI - Native Hawaiian/Pacific Islander		SM - Armed Forces Service Medal			
		T - Two or More Races (2+)		W - White			RS - Recently Separated
HIRE DATE	NAME	JOB TITLE	RACE	SEX M/F	Disabled	VET STATUS	Primary/ Pref Lang
3/16/2023	Gretchen Morse	Interim - President / COO	AI - American Indian	F	N	N	English