



www.job4you.org

760 S. Kingshighway, Suite C
Cape Girardeau, MO 63703

Phone: 573.334.0990, Relay 711
Fax: 573.334.0335

**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
January 8, 2021**

Time & Location: The meeting was called to order at 12:30 p.m. by Tom Greminger

Members Present: David Bova, Lisa Cook, Charles Dierks, Tom Greminger, Lisa Koester, Angela Nations, Kathy Teachout, Janet Childers, Valerie Moore, Valada Harp, Todd Cruets, Pamela Riehn, Scott Sattler

Members Absent: Stan Beel, Brian Boyer, Sarah Burgin, Stephanie Crawford, Kristen Daniel, Fred Ducharme, Jack Feezor, Stephen Gray, Suzanne Mullins, Ken Rinehart, Diana Salazar, John Singleton, Mark Baker, Libby Williams, JJ Lane, Steve Pinkley, Randall Rhodes, Letitia Ursery,

County Commissioners

Present: Garry Nelson, Mike Sauer

Staff Present: June O'Dell, Crystal Barker, Samantha Terry, David Davis, Karl Karleskint, Cathy Harris, Danise Clay, Valerie Klein, Robert Schaffer, Gretchen Morse, Linda Fitzgerald

Guests Present: Mike Berry – One-Stop Operator, Kevin Grimwald – Juvenile Officer for 32nd Circuit

*****Information shared (not listed on agenda)**

**The Workforce Development Board reserves the right to go into closed (Session 610-021, 610-023, RSMo Discussion of Personnel or Contracts) with a majority vote of the members present.

**The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

**To join meeting by phone 1-866-439-0886, no pin number required.

CONSENT AGENDA – TOM GREMINGER

December information is still being reviewed through the accountant, December was not sent out. A motion was made by Scott Sattler to accept the following consent agenda items:

- Approval of Minutes October 9, 2020 meeting
- WDB Admin Budget Reports – October 2020, November 2020

With a second from Garry Nelson motion carried.

LOCAL PLAN MODIFICATION #3 – ATTACHMENT 4 & POLICY UPDATE – JUNE O'DELL

The policy update was required to add clarification through a state policy requirement. Added into this policy has been wording on who will complete the monitoring and when it will be completed. The compliance manager is responsible for completing the Data Element Validation Monitoring and it will be completed after the 15th of each of the following months – October, January, April, and July to align with the end of reporting for the previous quarters. Additionally, this policy clarifies that any findings during this monitoring will be corrected. Samples for Data Element Validation will be pulled through the System Generated Uploads provided through MoJobs as outlined in state policy and desk aids. Motion to approve audit made by Angie Nations. Scott Sattler seconded. Motion carried.

BUDGET ADJUSTMENT FROM DW TO ADULT – PLAN MOD 3 – DAVID DAVIS

As mentioned in the previous meeting, money is attributed to headcount of participants, we are spending more money on Adults and more staff time on Adults in addition to participant expense. We are still on the old pot of Dislocated Worker Money. We are asking to move this money from the Adult program to the Dislocated Worker Program. WE are making this money available for adult allocations, again because it is based on participant counts and at this time we have 4:1 adults to dislocated workers. We still have dislocated worker money that is available and will be available to them. The adult and dislocated worker programs have different eligibility criteria. Dislocated Workers are not coming into the center as much right now with all the pandemic assistance, adults are coming into the center and generally the population more in need of help. Explanations of categories of dislocated workers and who could qualify such as homemakers and self-employed was addressed in questions. Motion to approve made by Angie Nations. David Bova seconded. Motion carried.

PERFORMANCE OVERVIEW – SAMANTHA TERRY

As you know previously we talked about the negotiated performance rates that were settled for PY20 and PY21. This performance overview is just an update on where we stand as of quarter 2 so this is data for half of the year. The WDB would like to keep the board updated on our performance throughout the year and the progress on attaining the negotiated goals. The state considers anything at ninety percent or higher as meeting expectations for the targeted goal. With the Adult performance, based on that ninety percent rule, we are meeting all measures. Credential is the only area that we are in the ninety percent range currently coming in at ninety-four percent. With this measure we are able to look at projections over the next two quarters of data it shows that we will meet one hundred percent of this goal as long as there are no credentials that are deemed invalid through case manager, local, and/or state reviews. With the Dislocated Worker Program, we are meeting all performance measures except for Median Earnings. With the Youth Program, there are two areas we are keeping an eye on, Median Earnings and Skill Gains. Measurable Skill Gains are coming in very low but due to the restrictions on what can be counted and what cannot be counted, a lot of these valid Skill Gains would not be earned until after the semester. We do expect to see those percentages going up and will work with the case managers by sending out a list of all negative participants to make sure no information has been left out of the system and/or they know who to target in order to change them from a negative to a positive. Looking at our performance compared to the other regions across Missouri, overall, we are doing about the

same or better than other regions. A question was asked about COVID having an impact on these measures and we do believe that it could have been impacting some elements, for instance the ability to get the documentation with shut-downs and not being able to go into certain places anymore, I do believe we are seeing effects already in our performance from the pandemic.

JOB CENTERS OF THE FUTURE PRESENTATION – GRETCHEN MORSE

This is a Missouri State wide initiative; this will re-engineer Missouri's Workforce System. This began last summer when OWD hired EDSI Solutions as a consulting group who will guide the process of Job Centers of the Future. There are four project goals in the initiative – the people, the process, the goals, and the technology. EDSI brought together statewide stakeholders including LWDB Members, Directors, State WDB Members, Jobs Seekers, Employers, OWD Staff, WIOA Staff, and Educational Leaders to collaborate on this change. The stakeholders are all coming together in focus groups to look at policies, process, changes, problems, and strengths within the Missouri Workforce System. New ways of service delivery will be developed along with new processes and policies to ensure that the federal and state guidance is adhered to while pushing Missouri forward in the advancements to assist job seekers, staff, and employers better. Marketing and Outreach are a big part of this plan, looking at the identifiable opportunities that result in a marketing plan that can be presented throughout the state to make the Job Centers recognizable and move away from the workforce system being one of the "best kept secrets". Project timeline runs through 2025 and has many different stages of progress. We are currently in phase one of three. The first phase is learn – this includes focus groups and gathering data. The second is design where we begin the building blocks of designing the new and better outlook from the information that has been gathered. The final phase, phase three is do, this will be the actual implementation of the design.

COMMITTEE REPORTS:

Committees were canceled due to COVID concerns – no reporting

STAFFING ANNOUNCEMENT/ADHOC COMMITTEE – TOM GREMINGER

A letter was read announcing the retirement of June O'Dell, the decision has been made to step down from the President/COO position. An ADHOC Committee will be appointed by Tom Greminger and Garry Nelson to work through the interviews to fill the position. The hiring process will be followed as outlined in the Personnel Manual. Internal applicants will be accepted and considered first. Internal applicants include current staff, partner/contracted staff, and board members. An announcement will be sent out today with the job description and information on how to apply. If the AdHoc committee feels they have sufficient candidates for interview the job announcement will not be released to the public. If there are not qualified or sufficient applicants the position will be posted for external applicants.

PUBLIC COMMENT AND ADJOURNMENT – TOM GREMINGER

This was our first virtual meeting; we will continue to work on making this better if in-person meetings are

The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay 7-1-1

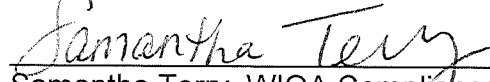
WDB Minutes, Page 4, January 8, 2021

not an option. While we do have some technology issues along the way, overall we were able to conduct the meeting and make progress on the necessary agenda items.

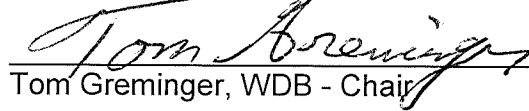
The Business Survey's and Job Seeker Survey's will be sent out next week for your review.

With no further business, a motion to adjourn was made by Charles Dierks and seconded by Pamela Riehn. Motion carried. Next Meeting April 9, 2021.

Respectfully submitted,



Samantha Terry, WIOA Compliance Manager/EO Officer



Tom Greminger, WDB - Chair