



**WORKFORCE DEVELOPMENT BOARD
OF SOUTHEAST MISSOURI**

www.job4you.org

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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
July 9, 2021**

- Time & Location:** The meeting was called to order at 12:30 p.m. by Tom Greminger
- Members Present:** Lisa Cook, Todd Cruts, Tom Greminger, Valada Harp, Ron Huber, Lisa Koester, Angela Nations, Kathy Teachout, Julie Carter, Janet Childers, Kevin Gruenwald, Steve Pinkley, Pamela Riehn, Scott Sattler, Sherry, Hamby-Vance
- Members Absent:** Stan Beel, David Bova, Sarah Burgin, Stephanie Crawford, Kristen Daniel, Charles Dierks, Fred Ducharme, Stephen Gray, Mark Hulshof, Steve Medlin, Suzanne Mullins, Ken Rinehart, JJ Lane, Mark Baker, Andrea Story, Diana Salazar, Libby Guilliams, Letitia Ursery,
- County Commissioners Present:** Garry Nelson, Mike Sauer
- Staff Present:** Samantha Terry, David Davis, Cathy Harris, Danise Clay, Debra Thompson, Gretchen Morse
- Guests Present:** Mike Berry – One-Stop Operator, Vickey Bonney - OWD

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*****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

A motion was made by Steve Pinkley to accept the following consent agenda items:

- Approval of Minutes April 9, 2021 meeting
- WDB Admin Budget Reports – April 2021, May 2021
- Accounting Procedures

With a second from Garry Nelson motion carried.

AUDIT REPORT – PATRICK KINTNER, CPA

The Audit report was sent out with the July Board Meeting Packet. The Audit was conducted by Patrick Kintner with Stanley, Dirnberger, Hopper, & Associates, LLC.

No disallowed costs and no problems. Comfortable with the procedures, there is a good core set of procedures set up. There were a few struggles this year with keeping up and that was more or less based on timing and the events of 2020. There were quite a few entries that needed to be reversed based on the grant year and when we were able to review the information. Instead of being able to reverse those entries in June, we were reversing those entries in September. It did not affect the overall federal budgets but it did effect the work and June entries to ensure those were reversed and accurate. Only one duplication of an invoice, this was resolved as a simple situation. Approved in June and about three weeks later while working at home booked twice, not paid twice just booked. Other than that, reconciliation of cash was fine. David and Patrick talked about reconciling on a monthly basis to see if there is truly an obligation that we incurred prior to submission, with this being on a timelier basis we can eliminate some of the mistakes and hiccups encountered this year. Cleaning up some of the old payroll benefits allowed us to start this year in good standing. Our trial balance structures were set about 8-9 years ago and were based on MERS being the sub-contractor, David and Patrick talked about how these could be changed, now that the grants are processed in-house, there is no longer the need for this structure and it is complicating the process so starting this fiscal year that has been removed. Removing additional accounts will make things easier on fiscal and reduce the amount of reversing or correcting payments, essentially looking at ways to simplify where we can. No concerns in terms of identification of funds by grant, all allocations appeared reasonable and nothing seemed to appear as over allocated on staffing or overhead on any grants. Of course, 2020 situations should be considered. Any questions or concerns can be taken to Patrick through phone or email at any time. David keeps Patrick updated on changes throughout the year

Motion to approve audit made by Kathy Teachout. Scott Sattler seconded. Motion carried.

MISSOURI JOB CENTER CONNECT TOWN HALL & COMMUNITY EVENT – TOM GREMINGER

OWD will be in Cape, they are holding town hall meetings in each region. There was an invite sent out to register for the meeting. It will be held, Wednesday July 14th, you can still register. We would like to have our region have a good showing to attend the meeting and show support for the Workforce Development initiatives.

SE REPORT CARD & PY2020 SUB-STATE MONIORING REVIEW – SAMANTHA TERRY

Report card issues that were listed were accurate based on the timeline associated with the report, the comments were reviewed – Youth expenditures not met, a push was made between the teamwork of fiscal and the youth program management to ensure our expenditures were met. As we know, June retired in April but Tammy has come in with over 17 years of experience and the knowledge of working in every position within the job center and administration office. The Cape Job Center is not certified; the certification team met on June 24 but did not pass the center for certification. Minor changes have to be corrected such as handicap parking spaces being marked, signage on the outside of the building, and ADA equipment before the team will meet again for another review. Certification has been approved for the Kennett, Park Hills, and Sikeston so our region complies with the requirements and we will continue to work towards the Cape Job Center being approved. Youth Median Earning was the final comment on the list and at the time of this report, the board was

not meeting the Youth Median Earning measure, as of the June performance upload we had achieved the measure and were sitting at 107%. There was a note that we were not on track to meet the obligations

The sub-state report was reviewed through a presentation. The report covered the monitoring results of all the programs operated by the Southeast Workforce Development Board contracted through both Office of Workforce Development and Family Support Division. There are no outstanding concerns that have not been resolved. All comments were minor and documentation or changes were made to correct those within the monitoring timeline. The additional sub-state elements based on the new Sub-State Issuance were reviewed such as One Stop Operator Monitoring, Equal Opportunity Monitoring, Eligible Training Provider Monitoring, and Data Element Validation Monitoring. WIOA and FSD Performance was reviewed with all performance measures being exceeded with the exception of the Youth Credential Measure. This measure has been reviewed and participant documentation is under review to see if we are able to submit information that would change a couple of participants from a negative outcome to a positive outcome and allow us to exceed this measure as well. The state recognizes 90% and above as meeting state standards, with that requirement, all measures have been met.

SUCCESS STORY – TAMMY TANKERSLEY & GRETCHEN MORSE

Tammy wanted to reinforce that while the numbers are important and we have to focus on things like performance and numbers sometimes, we do not want to get lost in just the numbers, the numbers represent a person and the person is our focus. The success of our participants is what our dollars are doing for our participants.

Gretchen presented a success story on a homeless veteran in Dunklin County. In May, he came into the job center and met with the veteran representative. The veteran representative, the SkillUp case manager, and WIOA case manager all set down with the participant in a coordinated effort to assist him with the multiple barriers he was facing. He was enrolled into all three programs and all the case managers worked together and worked with the participant to put a plan together for a path to successful employment. He was set up with training at SMTDS transportation, finances, and shelter. The school has agreed to allow him to remain on campus until he finds a job that can provide a wage to provide for his own living, assist him with transportation to interviews, and other needs as they arise. He has applied to a local employer and has been hired. Additionally, he has been offered a trainer position at that company so he is able to help others. He will be done with training July 30 and is already set up with employment and a path for success with supports in place to assist him along the way. The case managers will continue to assist and work with him while he is in the program and through follow up to continue to ensure his success

PLANNING BUDGET SUMMARY & PY2021 BUDGET – DAVID DAVIS

The budgets were sent out with the July Board Meeting Information.

Current expenditures that are shown are as of June. The focus goes back to approved, adjusted, and available. The Youth and Dislocated Worker Programs were our two programs that we were worried about being underspent. The vote previously at the board meeting allowed us to charge money from Dislocated Worker to Adult to assist with meeting the requirement. Summer months allows us to pick up spending with youth so in both of these programs appear will meet the 80% obligated rates required by the state.

Comparing this year to last year, we had a major budget cut. FSD is still unknown so we are projecting what FSD could be based on how it was previously figured. Based on the funding between one year to the next we have around \$956,000 less than the previous year. This projected a 25% cut across the board – in the Admin office, in the Adult Program, in the Skillup Program, etc. Carryover Projected can change, higher or lower, with final numbers. We took a \$120,000 cut to reduce Admin. Job center staffing was cut. 60/40 has to be met, the 10% admin can come off the top but then we are required to meet that requirement.

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Question on the job center staffing line – this would be only the WIOA staffing for the WDB Staff member in each Job Center, each JC does not have their own bucket and the state pays for their own staff members.

The new money, plan and projection of spending was shown and explained, this is a detailed breakdown of where and how we are planning to spend the money. A 60/40 split must be maintained within the program budget. You can use more money on the participants, but you cannot use more money on the program.

Motion to approve audit made by Garry Nelson. Kathy Teachout seconded. Motion carried.

PY2021 BUDGET IMPACT – TAMMY TANKERSLEY

Based on the numbers, the impact this has made some huge and difficult changes. This has required staff to take on more and the staff at the board has been amazing and understanding. COVID may have prepared us a little for this; there were fewer offices, remote work, and less travel. We now have one staff in each job center doing WIOA. We have a North lead and a South lead to cover two centers. Mike has been doing huge help as the One Stop Operator, we will be leaning on this position more and more as required and as needed. The admin staff has been reduced to four people. We lost 5 in the admin office, 3 full-time and 2 part-time. Our employer services rep has been extended to cover the entire region. The youth only has 5 case managers, 3 full-time and 2 part-time to cover 13 counties. Reduced staff means that we will serve as many people as we can serve in new and creative ways. We are collaborating with all the organizations that we can to wrap services around the participants. Processes have been reviewed and changes have been made. Our focus has become the hardest to serve participants with many barriers and our employers. Remote work and mobile work has been instituted to assist with flexibility. Offices have been reviewed; the admin office will be relocated and downsized. Overall, once we are through the hurdles, there is excitement in the changes that are being made and the new things that are to come. We are looking for new grants and partnerships, as shown on the budget there will be popup opportunities for new grants to come in but we do not know what or when at this point. Meeting rooms are available to be used free for our board meetings. We have many options and we are exploring them and open to consider ideas. The key is to get through the changes that are necessary and to not allow those changes to affect the customers.

PARTNERSHIP AND EMPLOYER SUPPORT – DEBRA THOMPSON & VICKEY BONNEY

Partnering for progress, they are not marketing sales or placement. They are partnering to cover the entire region and providing mutual support. Each community across the region is different and we have to get to know each of them to provide the best for the employers in those communities. Hiring events have been held, individual employer services have been provided; provide contracts and leads on applicants. Meeting with employers and providing information to each other allow seamless services to be provided as a team approach, the employer does not care which funding the support comes from, they just want the help. The ability for us to work together allows us to make sure they get all the information while we work behind the scene to make sure they are served in the best possible way for their needs.

COMMITTEES, BOARD MEETINGS, & CERTIFICATION – TAMMY TANKERSLEY

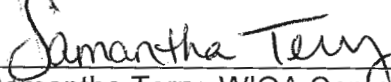
Now that all the changes are being implemented and looking forward, we started looking at what are the actual requirements for the board. We have learned that there are many things that we thought were federally required is not mandated. By-laws are being reviewed so that changes can be made for the current requirements and we are not making things harder. Things like board member term limits, two business sector people in each county, etc. will be reviewed and revised. There are many things that have evolved and changed and we need to keep up with those new requirements.

No committee meetings were held today before the full board meeting.

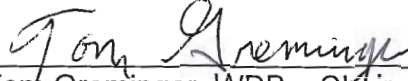
PUBLIC COMMENT AND ADJOURNMENT – TOM GREMINGER

With no further business, a motion to adjourn was made by Scott Sattler and seconded by Valada Harp. Motion carried.

Respectfully submitted,



Samantha Terry, WIOA Compliance Manager/EO Officer



Tom Greminger, WDB – Chair

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