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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
July 15, 2022**

- Time & Location:** The meeting was called to order at 12:30 p.m. by Tom Greminger
- Members Present:** Kathy Teachout, Todd Cruets, Valada Harp, Scott Sattler, Lisa Cook, Charles Dierks, Tom Greminger, Kevin Gruenwald, Latricia Fennell
- Members Absent:** Stan Beel, Sarah Burgin, Stephanie Crawford, Pamela Riehn, Kristen Daniel, Janet Childers, Stephen Gray, Sherry Hamby-Vance, Ron Huber, Mark Hulshof, Lisa Koester, Steve Medlin, Suzanne Mullins, Angela Nations, Ken Rinehart, Diana Salazar, Andrea Story, Julie Carter, Libby Guilliams, JJ Lane, Steve Pinkley, David Bova
- County Commissioners Present:** None
- Staff Present:** Samantha Terry, David Davis, Gretchen Morse, Allysia Long, Tammy Tankersley, Debra Thompson
- Guests Present:** Linda Fitzgerald – One-Stop Operator; Stacy Snider – AEL Recommendation to replace Pamela Riehn upon retirement, Valerie Moore- OWD Recommendation to replace Julie Carter

**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 private members present.

SE WDB is inviting you to a scheduled Zoom meeting. Topic: WDB July 15, 2022 Meeting Time: Jul 15, 2022 12:30 PM
Central Time Join Zoom Meeting

<https://us06web.zoom.us/j/81872378977?pwd=MWxwRl9wchGwaVp0dXdXZWRTZXhgUT09>

Meeting ID: 818 7237 8977 Passcode: 728742

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PLEDGE OF ALLEGIANCE – SCOTT SATTLER

The Pledge of Allegiance was led by Scott Sattler to signal the beginning of the October 15th, 2021, Southeast Workforce Development Board Meeting.

ROLL CALL – SAMANTHA TERRY

A roll call for attendees of Board Members and County Commissioners was completed to record the present members and establish there is a quorum as needed for the voting items. We have a quorum and the ability to vote on the necessary agenda items. Southeast Workforce Development Board Staff introduced themselves.

INTRODUCTION OF GUESTS – TOM GREMINGER

An introduction period was held for any guests to introduce themselves. Guests said their name, title, and employer to relate representation or interests that brought them to the meeting today.

CONSENT AGENDA – TOM GREMINGER

A motion was made by Scott Sattler to accept the following consent agenda items:

- Approval of Minutes April 22, 2022, meeting
- WDB Admin Budget Summary Reports – FY21 AE Report – PY22/FY23 Budget

With a second from Charles Dierks all members approved, motion carried.

BOARD REORGANIZATION / ELECTION OF OFFICERS – LEANNA ECKHOFF

A presentation was given by our Board Reorganization Consultant, Leanna Eckhoff, based on the review of the Board By-Laws and Board Composition.

Suggestions for changes within the By-Laws were provided and discussed among the members.

Suggestions included:

- Not requiring a board member from every county, previous by-laws cited having two per county which was an issue based on attendance, job changes, and interest. Scott Sattler expressed concern about making sure we have representation in every county. Requiring a board member from every county could put us out of compliance based on our own by-laws. Board members are on the board now that are not assisting with Board Meetings or votes. Representation for each county would be ideal upon finding qualified candidates who will participate, all counties will receive the services regardless of county representation.
- Nominations for new board members should come from local business and trade organizations, commissioners do not have to make approvals, but the CLEO will have to sign off on the final nomination approval. Notification in writing will be made to the CLEO for any nominations.
- Board Composition changes would assist with meeting Quorum during meeting attendance and voting. By-laws should include hybrid options with technology advancements for virtual and consistent attendance. A quorum is defined as a simple majority (51%) of the members, excluding vacancies and of those members in attendance, no fewer than 25% are business representatives.
- The County Commissioners have one vote, they decide who will become CLEO and will vote on their behalf. CLEOs are required to attend one local Southeast Workforce Development Board Meeting and the OWD mandated CLEO and Board Chair Summit, annually. The CLEO acts as a spokesperson for all other County Commissioners and their requests. Updating and clarifying this wording in the By-Laws is important.
- A suggestion was made to remove references to specific issuances and change it to OWD's most current policy on the specific topic, not only in the By-Laws but all policies.
- Proxy voting and alternative designee voting was provided before. This is suggested to change to the Board not allowing Proxy or alternative voting.

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- Committees with WIOA can be established but they are not required. Under WIA the committees were required. The four committees will be combined into two, Youth and One-Stop Committee's will stand.
- Requirements for business and public positions were reviewed.

Other recommendations included the board positions such as Secretary, Parliamentarian, and Treasurer positions. While we have these positions there are no real assignment of duties, some of the positions can be kept with duties assigned or this can be removed from listed as positions within the board. No requirements have been made to have a Treasurer and Parliamentarian over the passed several years. A concern that the executive committee would be reduced from removing those positions. However, with overall Board reduction the executive committee would also be reduced.

Election of Officers for the Board is typically this is voted on in October, it can be extended based on making these changes. A nomination committee would be created to review the board and interest in positions. The nomination committee will meet and present their recommendations to the full board in October.

Changes must be sent out at least 5 days prior to a vote. Everyone was sent these documents with the Board Packet to allow ample time to look over the changes/suggestions. By-Laws are being looked at for compliance, what is written is what we must do. By using these suggestions, we can reduce the board size. This would allow a more manageable number and hope for better participation and commitment. Average is around twenty-five members from other regions across the state, we were one of the biggest boards in the state. Recommendation is to not replace positions that are vacant to reduce the size of the board naturally. Please see the By-Laws with Changes and Presentation of suggestions for more information.

A motion to accept the change suggestions as presented was made by Todd Cruts. This motion was seconded by Valada Harp. Motion passed.

WDB TEAM MANUAL REVIEW

The Board decided to go into Closed Session at 1:35 pm. A motion was made by Chares Dierks. A second was made by Kevin Gruenwald. Motion carried. Closed Session Minutes have been documented. With business completed through the Closed Session 1:58 pm, A motion was made to end Closed Session by Valada Harp. A second was made by Kevin Gruenwald. Motion Carried.

BUDGET SUMMARY, WDB FY21 AE REPORT – PY22/FY23 BUDGET – DAVID DAVIS

This is the budget, close out is not complete this is a projected range. New Money has been approved through the state. The top half shows the revenues we will be pulling down from. The bottom is how this will be spent. Each tab has an individual breakdown. Important to show what we have received, plan of where it will be spent, and projections. The breakdown shows on the second tab the admin budget. Admin shows taking some from each grant. The Job Center shows costs for staffing, equipment, supplies, infostructure. Participant costs are below that to show the projections of where this will be spent in services. Youth tab shows the staffing and needs and where the participant costs will be coming from. Work experience staffing is in work experience but for this meeting we were showing those staffing costs all together. We are still trying to stay at a 60/40 split. OWD/WIOA Budgets were cut 9% this year. We have received a cut every year since 2013. If there are changes it would come back for approval.

FSD is showing the three programs we have contract through FSD. There was an increase in FNS funds. TANF funds cut by 75,000. Jobs league is higher than last year but less than what we worked with last

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year due to additional funds being released later in the year last year. When we get cuts like this, we try to take some off from staffing and participants, it is important to not get too top heavy and figuring out how to offer the services appropriately.

For more information, please see the full budgets presented and sent through the Board Packet.

The SEWDB wrote proposals for additional programs, we have officially been approved for the Healthy Blue Grant that will work with SkillUp recipients. This would allow a 90-safety net for going into employment and allowing the participants to retain employment. Everyone would be required to collaborate with a financial coach. This grant is 150,000 for this year and the region has been told there is an automatic renewal for 3 years.

A motion was made to approve the Budget Summary was provided by Charles Dierks. A second was provided by Kevin Gruenwald. Motion passed.

SUB-STATE MONITORING SUMMARY – SAMANTHA TERRY

The annual Sub-State Report is required to be put out by June 30th of each year. Please note, because of this deadline, this leaves things like enrollments, performance, and budgets up to changes as the Program Year closes and final reporting is completed. The full report has been posted to our website and sent through e-mail in the Board Packet. A review of the report was completed. Please see the Sub-State Report and Sub-State Presentation for more information.

SOUTHEAST QUARTERLY PROGRAM REVIEW – SAMANTHA TERRY

A review of the newest OWD QPR issued by OWD. The region is showing some continuation with comments and having comments removed and added. Overall, we are in the risk category based on this review. For more information, please see the Quarterly Program Review issued June 1, 2022.

BSD POLICY – SAMANTHA TERRY

The Jeff/Frank Regional Compliance Manager, Leanna Eckhoff, researched the WIOA regulations on Youth Assessments for Basic Skill Deficiency (BSD). In this research, she found that every Youth participant is not required to go through a full assessment as previously believed. We are requesting a change for our Local BSD Policy as this can be a major change for both the participant and the case manager. Our Local BSD Policy is incorporated into the Local Plan. This change incorporates the state approved Basic Skills Screening Tool. Participants who can answer Yes to all questions they have satisfied the assessment requirement. Participants who answer No to any of the questions may have a BSD Barrier. For more information, please see the BSD Policy.

A motion to accept this policy was made by Valada Harp. A second was provided by Kevin Gruenwald. Motion passed.

UPCOMING REQUEST FOR PROPOSALS – TAMMY TANKERSLEY

To make sure that everyone on the board is aware, there will be an RFP for our One-Stop Operator and Auditor. Every 3 years we are required to go out for bids. Those will be posted to our website and released over the next week.

PUBLIC COMMENT AND ADJOURNMENT – TOM GREMINGER

As mentioned, we have been approved for the Healthy Blue Grant. We are currently awaiting information for the EDA Grant Proposal and CHW Grant Proposal that was submitted. Compliments on working through the MoJobs outage were made, the system was out for 2 weeks and once it was up and running again there was a huge amount of data entry that was needed. All Job Center staff really came together to

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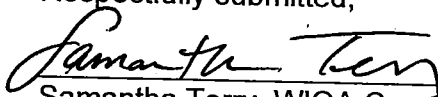
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keep services going for participants, so they did not experience an interruption of their services and needs.

Next meeting will be October 28th at the VFW hall. The location was not open for the normal 3rd Friday rotation and based on input and schedules it was decided to move it back by one week.

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

Respectfully submitted,



Samantha Terry, WIOA Compliance Manager/EO Officer



Tom Greminger, WDB – Chair