

Budget Transfer Request Approved

From no-reply@dhewd.mo.gov <no-reply@dhewd.mo.gov>

Date Mon 4/14/2025 8:54 AM

To ALLYSIA J. LONG <ajlong@job4you.org>; Elizabeth.Roberts@dhewd.mo.gov <Elizabeth.Roberts@dhewd.mo.gov>; Gretchen Morse <gmorse@job4you.org>; Grants@dhewd.mo.gov <Grants@dhewd.mo.gov>; jan.miller@dhewd.mo.gov <jan.miller@dhewd.mo.gov>; karen.wood@dhewd.mo.gov <karen.wood@dhewd.mo.gov>; louisa.gedney@dhewd.mo.gov <louisa.gedney@dhewd.mo.gov>; Michelle.Branson@dhewd.mo.gov <Michelle.Branson@dhewd.mo.gov>; moses.ngebeh@dhewd.mo.gov <moses.ngebeh@dhewd.mo.gov>; Tashap@bmc-llc.net <Tashap@bmc-llc.net>; Tonya.Roddy@dhewd.mo.gov <Tonya.Roddy@dhewd.mo.gov>; Vonyetteg@bmc-llc.net <Vonyetteg@bmc-llc.net>

A budget transfer request for grantee Southeast has been approved and is available on the CPR page.



Outlook

Local Plan Budget Modification #1-Southeast Region

From Gretchen Morse <gmorse@job4you.org>

Date Fri 4/11/2025 1:45 PM

To dhewd.wioaplan@dhewd.mo.gov <dhewd.wioaplan@dhewd.mo.gov>; Fletcher, Rebecca <rebecca.fletcher@dhewd.mo.gov>

Cc Sarah Wells <swells@job4you.org>; ALLYSIA J. LONG <ajlong@job4you.org>

 5 attachments (2 MB)

Budget_Modification_Letter_April_2025.docx Signed.pdf; WDBSE_Executive_Committee_Minutes_March_2025 Signed.pdf; Public Notice WIOA budget modification of WIOA DLW to WIOA AD 3 12 25.pdf; FY24_DLW_Budget_Mod.pdf; FY25_DLW_Budget_Mod.pdf;

Please find attached signed cover letter, signed Executive Committee minutes, public notice, and signed PBS's from FRS. There were no comments received from the public notice. Once modification is approved, website will be updated.

Thanks,

Gretchen Morse, President/COO
Workforce Development Board of Southeast Missouri
1021 Kingsway, Suite 1
Cape Girardeau, MO 63701
573-334-0990, ext. 301



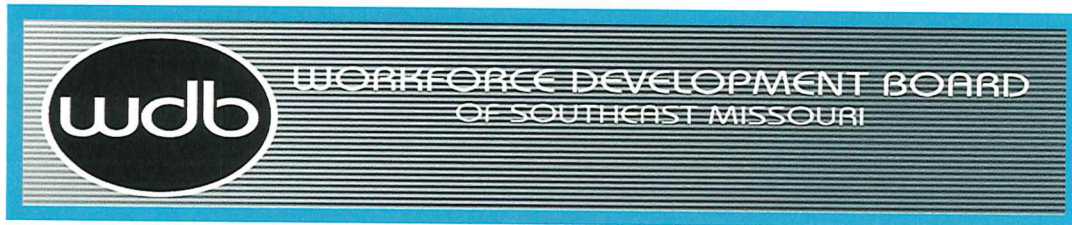
Workforce Development Board of Southeast Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

[Equal Opportunity Is The Law Notice \(English\)](#)

[Equal Opportunity Is The Law Notice \(Spanish\)](#)

For additional information about Missouri Department of Higher Education and Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or [1-888-728-JOBS](tel:1-888-728-JOBS) (5627).

This information can be translated into another language if requested.
Esta información se puede traducir a otro idioma si se solicita.



www.job4you.org
1021 Kingsway Drive, Suite 1
Cape Girardeau, MO 63701
Phone: 573.334.0990

April 10th , 2025

Ms. Julie Carter, Director
Office of Workforce Development
Department of Higher Education &
Workforce Development
301 West High Street, Suite 870
Jefferson City, MO 65102

Dear Ms. Carter,

Enclosed is a modification to the Workforce Development Board of Southeast Missouri's Local Plan.

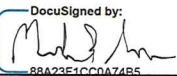
The modification consists of a transfer from PY23/FY24 WIOA DLW to WIOA AD in the amount up to \$227,662.00 (50%) and a transfer from PY24/FY25 WIOA DLW to WIOA AD in the amount up to \$329,675.00 (80%). The current labor market in the Southeast Region has shown a greater need to serve WIOA AD's as opposed to WIOA DLW's. This is due to the lack of layoffs/business closures within the region. This transfer will allow the Southeast Region to assist more WIOA AD's with training services and supportive services.

Executive Committee Meeting minutes, public notice, and Planning Budget Summary (FRS) are included with this submission.

Respectfully,

Signed:  Signed by:
0678D66E4F91465

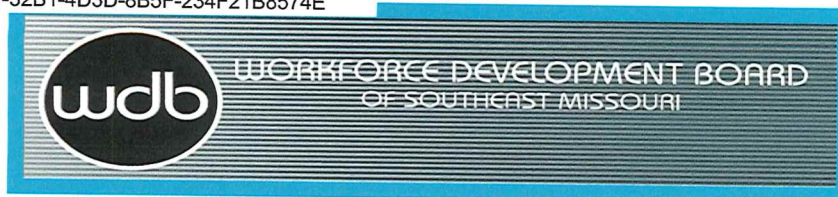
Title: Board Chair

Signed:  DocuSigned by:
88A23E1CC0A74B5

Title: Board CLEO

Signed:  DocuSigned by:
C030154D7B584C3

Title: President/COO



WDBSE Admin Office, 1021 Kingsway, Suite 1, Cape Girardeau, MO 63701

WDBSE Executive Committee Meeting
In-Person Board Admin Office with Virtual Option
March 12th , 2025 9:am-10:30am

Executive Committee Members Present:

Scott Sattler, Mike Sauer, Kristen Daniel, Stacy Snider, Sherry Hamby-Vance

Executive Committee Members Absent: None

WDBSE Staff Present: Gretchen Morse, Allysia Long, Sarah Wells

Guest(s): Patrick Kintner- Stanley, Dirnberger, Hopper & Associates, LLC

Summary:

The Executive Committee convened to review the audit report for the fiscal year ending June 2024, presented by Pat Kintner. He confirmed that the financial records are now reliable, with previous weaknesses addressed and no findings reported in the audit, which is crucial for compliance with federal oversight. Improvements in the accounting records and processes seen based on previous two years. Trial balance is now reliable and accounting records are balanced. WDBSE staff were praised for the hard work and dedication.

- Motion to approve the annual independent audit report ending June 2024 made by Stacy Snider, seconded by Sherry Hamby-Vance, all in favor, motion carried.

Sarah Wells proposed a budget modification to transfer funds from the WIOA Dislocated Worker program to the WIOA Adult program due to underutilization of WIOA Dislocated Worker funds. She recommended transferring up to 50% of PY23/FY24 funds to PY24/FY25 funds which would include an additional transfer of up to \$62k and up to 80% of the current year's funds to optimize spending and adapt to participant needs.

- Motion to approve the transfer of funds from WIOA Dislocated Worker to WIOA Adult made by Mike Sauer, seconded by Stacy Snider, all in favor, motion carried.

The Financial Committee met on March 7th, 2025 to review Independent Auditor proposals. Request for Proposals (RFP) were sent to fourteen accounting firms, with two firms responding that they could not bid at this time and two firms submitting formal bids. The two proposals received were from Honkamp, P.C. and Stanley, Dirnberger, Hopper & Associates, LLC. The Honkamp, P.C. proposal was exceptionally high with a cost per year of \$47,800.00. Stanley, Dirnberger, Hopper & Associates, LLC proposal was significantly lower with a cost per year of \$6,500.00. The Financial Committee recommended Stanley, Dirnberger, Hopper & Associates, LLC for one year with two optional years.

- Motion to recommend Stanley, Dirnberger, Hopper & Associates, LLC for one year with two optional years made by Scott Sattler, seconded by Stacy Snider, all in favor, motion carried.

Gretchen Morse presented a draft policy revision regarding Individual Training Accounts (ITA) to address dual enrollments in WIOA and other funding programs, proposing that WIOA cover up to 10% of training costs for participants dually enrolled with other programs with training resources. In order for WIOA to receive performance in the credential measure and the skills gain measure, WIOA must pay a portion of the participants training.

- Motion to accept the ITA policy revision made by Stacy Snider, seconded by Kristen Daniel, all in favor, motion carried.

Discussion of WDBSE Employee Manual

- Motion to move into closed session made by Stacy Snider, seconded by Mike Sauer, all in favor, motion carried. Sarah Wells and Allysia Long left the meeting.

The committee discussed updates on part-time employee benefits and revisions to the employee manual. Discussion focused on paid time off, sick time, holidays, the old payroll system verbiage, bereavement and cell phone reimbursement. The Committee agreed to modify the language for part-time employees to say "less than 30 hours per week". In light of recent legislation on paid sick leave, part-time employees will receive one hour of sick time for every thirty hours worked. Committee agreed to \$25.00 per month reimbursement to part-time employees. Revisions to the manual will be made and will be sent to the Executive Committee for email vote.

- Motion to move out of closed session made by Stacy Snider, seconded by Kristen Daniel, all in favor, motion carried

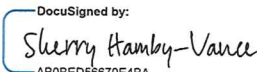
The meeting concluded with a motion to adjourn made by Stacy Snider, seconded by Mike Sauer, all in favor, motion carried.

Signed by:


 Scott Sattler, WDBSE Board Chair

3/19/2025

 Date

DocuSigned by:


 Sherry Hamby-Vance, WDBSE Board Secretary

3/18/2025

 Date

CPR

Data Entry for the month of
March 2025
Southeast

Back

<input checked="" type="checkbox"/>		\$ 46,3	\$165,500.00	Title 1-B Dislocated Worker - PY23/FY24	Original Allocation \$357,131.00
Non-Administrative Transfer from Title 1-B Dislocated Worker - PY23/FY24 to Adult - PY23/FY24					

Transfer History


Date	Amount	Cumulative %
2/2/2024	\$165,500.00	46.34%

Plan Modification is required

Formula Funds

Signed by:

 B678D50E1F91465...

DocuSigned by:

 88A23F1CC0A74B5...

DocuSigned by:

 C030154D7B584C3...

Dislocated Worker

Transfer from Dislocated Worker

Amended Budget	Budget		
Program			
Program Sal/Frng	\$72,251.95	\$ 0.00	\$72,251.95
Program Other Staffing Costs	\$17,098.79	\$ 0.00	\$17,098.79
Indirect Program	\$0.00	\$ 0.00	\$0.00
WBL activities and Training-Related EPs	\$0.00	\$ 0.00	\$0.00
Individual Training Account	\$57,267.16	\$ 39,559.85	\$17,707.31
On the Job Training	\$5,000.00	\$ 5,000.00	\$0.00
Pre-Apprenticeship	\$0.00	\$ 0.00	\$0.00
Registered Apprenticeship	\$0.00	\$ 0.00	\$0.00
Workforce Preparation Activities	\$0.00	\$ 0.00	\$0.00
Transitional Jobs	\$0.00	\$ 0.00	\$0.00
Customized Training	\$0.00	\$ 0.00	\$0.00
Incumbent Worker Training	\$0.00	\$ 0.00	\$0.00
Internships	\$0.00	\$ 0.00	\$0.00
Work Experience	\$0.00	\$ 0.00	\$0.00
Supportive Services	\$4,300.00	\$ 1,800.00	\$2,500.00
Pay for Performance	\$0.00	\$ 0.00	\$0.00
Case Manager Expenses	\$0.00	\$ 0.00	\$0.00
Total Requested:	\$155,917.90	\$46,359.85	\$109,558.05

Transfer to Adult

Program - Program Sal/Frng	\$ 0.00
Program - Program Other Staffing Costs	\$ 0.00
Program - Indirect Program	\$ 0.00
Program - Individual Training Account	\$ 39,559.85
Program - On the Job Training	\$ 0.00
Program - Pre-Apprenticeship	\$ 0.00
Program - Registered Apprenticeship	\$ 0.00
Program - Workforce Preparation Activities	\$ 0.00
Program - Transitional Jobs	\$ 0.00
Program - Customized Training	\$ 0.00
Program - Incumbent Worker Training	\$ 0.00

Program - Internships

\$ 0.00

Program - Work Experience

\$ 0.00

Program - Supportive Services

\$ 6,800.00

Program - Pay for Performance

\$ 0.00

Program - WBL activities and Training-Related

\$ 0.00

EPs

Program - Case Manager Expenses

\$ 0.00

Total:

\$46,359.85

CPR

Data Entry for the month of
March 2025
Southeast

Back

<input checked="" type="checkbox"/>		\$ 196,000	\$0.00	Title 1-B Dislocated Worker - PY24/FY25	Original Allocation \$323,348.00
Non-Administrative Transfer from Title 1-B Dislocated Worker - PY24/FY25 to Adult - PY24/FY25					

Formula Funds

Signed by:
Scott Sattler
B678D50E1F91465...

DocuSigned by:
[Signature]
88A23F1CC0A74B5...

DocuSigned by:
Brechen Morse
C030154D7B584C3...

Dislocated Worker

Transfer from Dislocated Worker

Program	Amended Budget	Budget		Transfer from Dislocated Worker
Program Sal/Frng		\$165,000.00	\$ 85,000.00	\$80,000.00
Program Other Staffing Costs		\$24,158.58	\$ 18,000.00	\$6,158.58
Indirect Program		\$0.00	\$ 0.00	\$0.00
Individual Training Account		\$93,854.62	\$ 85,000.00	\$8,854.62
On the Job Training		\$3,000.00	\$ 3,000.00	\$0.00
Pre-Apprenticeship		\$0.00	\$ 0.00	\$0.00
Registered Apprenticeship		\$0.00	\$ 0.00	\$0.00
Workforce Preparation Activities		\$0.00	\$ 0.00	\$0.00
Transitional Jobs		\$0.00	\$ 0.00	\$0.00
Customized Training		\$0.00	\$ 0.00	\$0.00
Incumbent Worker Training		\$0.00	\$ 0.00	\$0.00
Internships		\$0.00	\$ 0.00	\$0.00
Work Experience		\$0.00	\$ 0.00	\$0.00
Supportive Services		\$5,000.00	\$ 5,000.00	\$0.00
Pay for Performance		\$0.00	\$ 0.00	\$0.00
WBL activities and Training-Related EPs		\$0.00	\$ 0.00	\$0.00
Case Manager Expenses		\$0.00	\$ 0.00	\$0.00
OSS Pay for Performance		\$0.00	\$ 0.00	\$0.00
Postage Meter Machine-Office Furn & Equip Rental		\$0.00	\$ 0.00	\$0.00
Postage-MWA/SkillUp		\$0.00	\$ 0.00	\$0.00
Total Requested:		\$291,013.20	\$196,000.00	\$95,013.20

Transfer to Adult

Program - Program Sal/Frng	\$ 85,000.00
Program - Program Other Staffing Costs	\$ 18,000.00
Program - Indirect Program	\$ 0.00
Program - Individual Training Account	\$ 85,000.00
Program - On the Job Training	\$ 3,000.00
Program - Pre-Apprenticeship	\$ 0.00
Program - Registered Apprenticeship	\$ 0.00

Program - Transitional Jobs

Program - Customized Training

Program - Incumbent Worker Training

Program - Internships

Program - Work Experience

Program - Supportive Services

Program - Pay for Performance

Program - WBL activities and Training-Related

EPs

Program - Case Manager Expenses

\$	0.00
\$	0.00
\$	0.00
\$	0.00
\$	0.00
\$	0.00
\$	5,000.00
\$	0.00
\$	0.00
\$	0.00
\$	0.00

Total: \$196,000.00



A non-profit dedicated to creating a stronger workforce for Southeast Missouri

Public Notices

**WIOA Budget Modification Public Notice 3/12/25-4/10/25
PY23/FY24 WIOA DLW transfer to WIOA AD in the amount up to \$227,662.00
PY24/FY25 WIOA DLW transfer to WIOA AD in the amount up to \$329,764.80**

Questions, comments or concerns should be sent to:

Please contact Gretchen Morse at 573-334-0990, ext. 301 or via email gmorse@job4you.org

Upcoming Meetings

**Workforce System Network Committee Meeting April 9th, 2025
Financial Committee Meeting April 15th, 2025**

**Full Quarterly Workforce Development Board of Southeast Missouri Meeting will be held May 16th, 2025, beginning at 10:00am
The Catalyst Center for Business
508 North Main Street
Perryville, MO 63775**

WIOA budget modification of WIOA DLW to WIOA AD-3/12/25-4/10/25

Website posting on 3/12/25

Gretchen Morse