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WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
July 25th, 2025, 10:00am-11:30pm
Virtual Meeting Only – via Zoom

Time & Location: The meeting was called to order at 10:03 a.m. by Scott Sattler. Meeting was held virtually via Zoom.

Members Present: Stan Beel, Lisa Cook, Kristen Daniel, Scott Sattler, Ken Rinehart, Angela Wilson, Genny Asher, Krystal McLane, JJ Lane, Stacy Snider, Latricia Fennell, Sandra Cabot, Brock Crowley, Valerie Moore

County Commissioners Present: Mike Sauer, CLEO

Staff Present: Gretchen Morse, Allysia Long, Sarah Wilson, Danise Clay

Guests Present: Linda Fitzgerald, EDSI; Cathy Harris, EDSI; Andrew Misplay, EDSI; Graig Wilson, MERS Goodwill

****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.**

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CALL TO ORDER – SCOTT SATTLER

Meeting began with welcome, pledge of allegiance, roll call, introductions of new Board members, introductions of guests and Board staff.

CONSENT AGENDA – SCOTT SATTLER

A motion was made by Sandra Cabot to accept the following consent agenda item: Approval of May 16th, 2025 meeting minutes, seconded by Lisa Cook, all in favor, motion carried.

WDB EMPLOYEE MANUAL – SCOTT SATTLER

Scott Sattler and Gretchen Morse shared the need for several updates to the employee manual. Discussion referenced sections 3.2, 9.0, 14.0, and 23.3 of the manual. Discussion included removing references to 401k, updating language around harassment and discrimination reporting, with complaints now going to the President/COO or Board Chair. Discussion also included changes to travel policies, increasing the maximum tip percentage from 15% to 20% and the daily food allowance from \$50.00 to \$65.00 per day as well as exit interview procedures.

A motion to approve employee manual changes made by Kristen Daniel, seconded by Ken Rinehart, all in favor, motion carried.

FINANCIAL COMMITTEE UPDATE – LISA COOK/SARAH WELLS

Committee met on July 22nd, 2025. Financial updates were provided by Lisa Cook and Sarah Wells.

Sarah Wells reported on the spending and obligations of the various funds, noting significant expenditures of WIOA Adult and WIOA Dislocated Worker funds, as well as a successful year of carryover WIOA Youth funds to help cover the first quarter of PY25. The program year ending with approximately \$480k in carryover funds.

Motion to accept financial report ending June 2025 made by Lisa Cook, seconded by Sandra Cabot, all in favor, motion carried.

Sarah Wells presented the funding structure for the upcoming year which includes a 10% admin fee and a 65% / 35% split between program and participant funding. The Board receives a portion of WIOA funds beginning July 1st, 2025 and the balance of funds October 1st, 2025.

Motion to accept PY25/FY26 funding as proposed made by Brock Crowley, seconded by JJ Lane, all in favor, motion carried

Lisa Cook shared the rationale for the Board to consider transitioning employee retirement plan from a 401k to a 403b. Approving this transition will save the Board approximately \$1,800.00 per year as well as have the employee retirement plan set up for non-profit agencies. Past employees will be given 60 days to move their funds from the current retirement plan.

Motion to make changes to the current retirement plan (401k to 403b) made by Kristen Daniel, seconded by Sandra Cabot, all in favor, motion carried.

WORKFORCE SYSTEM NETWORK COMMITTEE – STACY SNIDER

Committee met on July 23rd, 2025. Stacy Snider and Board staff shared annual reports showing an increase in the number of customers served throughout the region in the prior year, highlighting improvements in customer service, new YouthBuild partnership, and expanded re-entry services in Perry County. EDSI exceeded their contractual enrollment goals for PY24 and met contractual performance goals. The region faced workforce challenges including population decline and an aging workforce, but maintained strong commitments to serves throughout the region. The committee acknowledged the importance of collaboration among job seekers, employers, as well as staff, recognizing their contributions.

WIOA and Wagner Peyser draft performance data was shared which showed strong results with all measures meeting or exceeding targets, including the 90% and above percent of achievement. EDSI continues to do an excellent job along with the local OWD staff.

One-Stop Operator (OSO) final PY24 report was discussed along with the One-Stop Operator annual review. The review found no concerns identified with the OSO's decision making or execution of responsibilities. The value of the OSO's leadership and working relationships across the region reinforce effectiveness.

Discussion of the annual WIOA Program Monitoring report for PY24, showed no formal findings, though there were minor concerns, these were previously addressed and corrected.

PRESIDENT'S REGIONAL REPORT – GRETCHEN MORSE

Gretchen Morse expressed appreciation for the efforts of all front line staff and Board staff in achieving strong performance in PY24. The importance of building relationships with job seekers and employers was emphasized, along with recognition of the hard work behind the scenes. Update on the National Emergency Grant was shared. Currently only two counties are participating, Iron and New Madrid. WIOA reauthorization remains under a continuing resolution with no final legislation passed yet. The MO Extension hosting several workforce summits across the state with one being held at Allen Wire in Sikeston this fall. The 67th annual Governors Conference will be held in September 2025 in Branson. The annual OWD Summit will be held in October 2025 at Lake of the Ozarks. This summit is for local compliance managers, board directors, and OWD staff. The MO State Board meeting will be held virtually in November 2025.

Gretchen Morse shared two success stories of individuals who overcame various barriers and challenges to success with the support of local programs. Each story emphasized the programs impact in supporting individuals.

In closing, gratitude expressed to board members, commissioners, and staff for their continued dedication and commitment.

PUBLIC COMMENT AND ADJOURNMENT – SCOTT SATTLER

With no further business, a motion to adjourn was made by Stacy Snider and seconded by Valerie Moore, all in favor, motion carried.

Respectfully submitted,

Signed by:

Scott Sattler

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Scott Sattler, WDB – Chair

DocuSigned by:

Gretchen Morse

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Gretchen Morse, President/COO

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