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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
January 17th, 2025, 10:00am-11:30pm
Virtual Meeting Only – via Zoom**

Time & Location: The meeting was called to order at 10:01 a.m. by Scott Sattler. Meeting was held virtually via Zoom.

Members Present: Stan Beel, Lisa Cook, Matt Crabtree, Kristen Daniel, Stephen Gray, Sherry Hamby-Vance, Scott Sattler, Tim Earnheart, Ken Rinehart, Angela Wilson, Vance Read, Kevin Gruenwald, JJ Lane, Stacy Snider, Latricia Fennell, Sandra Cabot, Brock Crowley, Valerie Moore

County Commissioners Present: Mike Sauer

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

Guests Present: Linda Fitzgerald, EDSI; Samantha Terry, EDSI; Cathy Harris, EDSI; Michelle Rooffener, DHEWD/OWD

**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.

The Southeast Workforce Development Board is an equal opportunity program/employer.
Auxiliary aids and services are available upon request.
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CONSENT AGENDA – SCOTT SATTLER

A motion was made by Sandra Cabot to accept the following consent agenda item: Approval of November 1st, 2024 meeting minutes, seconded by Valerie Moore, all in favor, motion carried.

APPRECTICESHIPS PRESENTATION – MICHELLE ROOFFENER

Michelle Rooffener, the Apprenticeship Outreach Coordinator for the Missouri Department of Higher Education, presented on navigating registered apprenticeships. She emphasized the industry-driven nature of these programs and outlined the seven core components required by the U.S. Department of Labor. Michelle highlighted the significance of on-the-job learning and supplemental education, which can be funded by local programs if eligibility criteria are met. She also discussed the role of Missouri Job Centers in supporting apprenticeship seekers and promoting these opportunities to employers.

FINANCIAL COMMITTEE UPDATE – SCOTT SATTLER/SARAH WILSON

Committee met on 1/14/25 to review the current expenditures. Financial reports were sent electronically to full board on 1/14/25. Financial reports show the region is meeting expenditures in accordance with regulations including spending rates across all programs. Sarah Wells pointed out the potential need to transfer funds from WIOA DW to WIOA AD to enhance services and spending rates. This transfer will be looked at in early spring for approval by the Board Officers. Sarah Wells conducted PY24 Q2 required internal financial monitoring of subcontractor, EDSI. No findings or concerns were identified during the monitoring.

There are additional funds coming in to the region to support Business Services, RESEA, and Wagner Peyser. Awaiting contracts from OWD.

Motion to accept financial report made by Scott Sattler, seconded by Stacy Snider, all in favor, motion carried.

The board is required to request bids for independent audit services every three years. Draft request for proposals (RFP) presented to full board for June 2025.

Motion to release independent audit RFP made by Scott Sattler, seconded by Brock Crowley, all in favor, motion carried.

WORKFORCE SYSTEM NETWORK COMMITTEE – STACY SNIDER

Committee met on 1/8/25 to review the regions workforce system. Stacy Snider presented the one-stop operator report, focusing on initiatives to prepare individuals in correctional facilities for employment upon release. The Southeast Region has been recognized as having a best practice with their One-Stop mobile job centers in Iron County, Ste. Genevieve County, and Madison County. Job order referrals throughout the region continue with a positive impact to job seekers. Stacy shared the regions WorkKeys testing impact for local employers and local schools. She noted an increase in customer traffic at job centers in 2024 compared to 2023 and reported that EDSI was serving 429 WIOA customers as of 12/31/24. EDSI is very close to meeting their WIOA enrollment goal for the program year along with meeting WIOA performance contractual goals, despite concerns regarding skills gain metrics.

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Stacy provided details of the draft WDBSE policy on a short-term WIOA Work Experience Incentive Initiative 1/1/25-6/30/25. This policy will allow individuals who complete work experience successfully during the time period to earn a one-time \$200.00 completion incentive. This incentive will be supported by the PY23 performance funding the region received.

Motion to approve the WIOA Work Experience Incentive Initiative January 2025-June 2025 policy made by Stacy Snider, seconded by Sandra Cabot, all in favor, motion carried.

Stacy discussed the current WDBSE Sub-State Compliance and Monitoring policy and the need to update based on local and state guidelines.

Motion to approve the necessary updates to the Sub-State Compliance and Monitoring policy made by Stacy Snider, seconded by Matt Crabtree, all in favor, motion carried.

PRESIDENT'S REGIONAL REPORT – GRETCHEN MORSE

The president provided an update on the first half of PY24, highlighting successful annual program monitoring by the Division of Social Services, which found no programmatic or financial concerns. The Southeast Region had its annual EO review, there were no findings or concerns identified. Recognition was given to Danise Clay, Allysia Long, and EDSI for their contributions to the board's success. Information was shared about the ongoing reauthorization of WIOA, which has been under a continuing resolution since 2020, and they are preparing a packet to send to legislators to emphasize the importance of WIOA in workforce ecosystems. WIOA for now will continue to be funded through annual federal appropriations.

Upcoming events shared by Gretchen:

Nationwide Workforce Board virtual training sessions to be held on 1/28/25, 2/4/25, and 2/11/25. Gretchen Morse, Allysia Long, Stacy Snider, Scott Sattler, and Kristen Daniel will be attending. Missouri State Workforce Development Board virtual meeting on 2/6/25. MAWD annual conference April 2025 in Branson, MO. NAWDP annual conference May 2025 in Virginia. Employ Ability Summit in the early stages of planning, to be held in Cape Girardeau spring 2025.

PUBLIC COMMENT AND ADJOURNMENT – SCOTT SATTLER

With no further business, a motion to adjourn was made by Ken Rinehart and seconded by Kevin Gruenwald, all in favor, motion carried.

Respectfully submitted,

Signed by:

Scott Sattler

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Scott Sattler, WDB – Chair

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Gretchen Morse

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Gretchen Morse, President/COO