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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
April 21st, 2023 via Zoom**

- Time & Location:** The meeting was called to order at 10:35 a.m. by Valada Harp. Meeting was held virtually via Zoom.
- Members Present:** Lisa Cook, Brock Crowley, Kristen Daniel, Sherry Hamby-Vance, Valada Harp, Ken Rinehart, JJ Lane, Latricia Fennell, Diana Salazar, Vance Read, Stacy Snider, Valerie Moore
- County Commissioners Present:** Mike Sauer
- Staff Present:** Gretchen Morse, Allysia Long, Sarah Wilson
- Guests Present:** Linda Fitzgerald-OSO/EDSI; Samantha Terry-Regional Coordinator/EDSI;

**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.
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CONSENT AGENDA – VALADAHARP

A motion was made by Kristen Daniel to accept the following consent agenda item:

- Approval of Minutes January 27th, 2023, meeting

With a second from Ken Rinehart. All members approved, motion carried.

FISCAL UPDATE – SARAH WILLSON/GRETCHEN MORSE

Ms. Wilson presented on full expenditures and obligations for quarter ending March 2023. Financial reports show funds are being utilized on participants, budget levels are shown and remaining funds available. WIOA expenditures and obligations show WIOA Adult spent at 67%, WIOA Dislocated Worker spent at 36% and WIOA Youth spent at 100%. Other funding summary report included the following programs; EO funding spent at 51%, MO Heroes spent at 0%, FY21 Adult ITA spent at 0%, and Wagner Peyser spent at 2%. SkillUp funding for FNS spent at 76%, TANF spent at 52% and JL spent at 42%. Each funding stream continues to have obligations and expenditures to meet financial percentages for the year.

Due to WIOA Dislocated Worker being under spent, a transfer of funds will need to take place for services to continue under WIOA Adult. WIOA Dislocated Worker funds are under spent due to lack of employer layoffs within the region and the last of dislocated workers seeking services. Only WIOA Dislocated Worker funds can be transferred to WIOA Adult.

A motion was made by Ken Rinehart to accept budget as presented with a second from Valerie Moore. All members approved, motion carried.

A motion was made by Lisa Cook to move \$183,000.00 from WIOA Dislocated Worker funds to WIOA Adult funds with a second from Brock Crowley. All members approved, motion carried.

Ms. Harp gave an update on the status of the South Central Region WDB and their need for staffing. South Central Board administration currently does not have any staff. OWD reached out to Ms. Harp about the Southeast and South Central regions merging or cost sharing staff. Ms. Harp shared with full WDB that the only way that Southeast would consider this type of merge would be that Southeast would absorb South Central and the main board office would stay at current location in Cape Girardeau. More details to follow.

WDB MANUAL – GRETCHEN MORSE

Ms. Morse provided a detailed update on items in the WDB staff manual. Last update was in July 2022. There were five areas discussed: page 1 to change the name from Team to Employee, edit the footer name and date, page 3 change name from Team to Employee, page 4 remove contractor so internal posting goes to WDB staff first then to contractor and the public, page 6 had a typo indicating employees with less than ten years worked can sellback PTO in the amount of thirty hours and it should say forty hours, added to PTO sellback section that employees can sellback hours only once every program year, (7/01/xx-6/30/xx), page 7 add health bank hours are not available for part-time employees, page 8 add medical insurance coverage will be provided “pending agency group size”, pay period change from bi-weekly to semi-monthly, add that full-time employees are provided a medical insurance stipend up to \$650.00 per month when group health insurance isn’t provided by the WDB, change from bi-weekly pay period to semi-monthly on the 15th and 30th of each month, page 9 change bi-weekly to semi-monthly

A motion was made by Stacey Snider to accept the needed updates in the WDB Manual with a second from Lisa Cook. All members approved, motion carried.

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SOUTHEAST QUARTERLY PERFORMANCE REVIEW – GRETCHEN MORSE

Ms. Morse shared the most recent performance review released by OWD, PY22 Quarter 2 (10/01/22-12/31/22) for WIOA Adult, Dislocated Worker, and Youth. The below details show each measures actual percent achieved along with the (goal %):

| | <u>Employment Q2</u> | <u>Employment Q4</u> | <u>Credential</u> | <u>Skills Gain</u> | <u>Earnings</u> |
|-------------------|----------------------|----------------------|-------------------|--------------------|----------------------|
| <u>WIOA Youth</u> | 73.0% (72%) | 71.4% (72%) | 58.3% (62%) | 31.2% (40%) | \$7,101.39 (\$4,000) |
| <u>WIOA DW</u> | 83.3% (79%) | 77.7% (75%) | 80.0% (75%) | 50.0% (49%) | \$8,005.63 (\$8,900) |
| <u>WIOA AD</u> | 81.8% (72%) | 86.7% (70%) | 78.4% (78%) | 44.3% (56%) | \$6,400.53 (\$6,900) |

WDB MEMBERSHIP RECERTIFICATION – GRETCHEN MORSE

Ms. Morse created and shared a WIOA Board Composition document to fully show each member and what the area of strength they represent. Ms. Morse is currently working with Ms. Harp, Board Chair and Mr. Sauer, CLEO on updating the board recertification to ensure compliance. This recertification process is to be completed and submitted to the state by April 30, 2023.

WDB BOARD COMMITTEES – VALADA HARP/GRETCHEN MORSE

Ms. Morse gave update on the need to bring back board committees in order to provide more in depth information and sharing for the full board so they have what is needed to make informed voting decisions. The board has continued to have an Executive Committee in place consistently. The need for a Financial Committee will be put into place to review quarterly financial closeout, review bank statements, and periodically review the fiscal policy to ensure compliance. Scott Sattler will chair the committee and will be asking several other board members to join his committee. The other committee will be the Workforce System Network. This committee will review the structure of job centers in the region, employer engagement, RFP processes, program compliance & performance along with youth system review & planning. A chair and 2-3 board members is needed for this committee.

ONE-STOP OPERATOR UPDATE – LINDA FITZGERALD

Ms. Fitzgerald provided a detailed update on One-Stop Operations. The 2023 number of job seekers seen within the job centers has decreased some from 2022. Over-all drop in traffic from 2022 was 588 job seekers region wide. Job Seeker Surveys continued to be tracked. The number 1 reason for job seekers visiting the job centers is for job search assistance. The other reasons for visit are unemployment assistance, resource room equipment usage, meeting with a staff member, training and/or school referrals, and filing unemployment claims. Unemployment has always been the chief driving force for individuals to utilize the job centers services but this first quarter saw a decline in the area of service delivery. However, if the economy takes a dip as it is anticipated, job center staff will have to be prepared as we approach April, May and June. WorkKeys testing continues throughout the region. Multiple large employers in the region are taking advantage of the WorkKeys testing as part of their hiring process as well as local schools in the region. With the March 2023 closing of the Sikeston Job Center, a customer service delivery system was quickly put in place by opening two self-service access points and one satellite office that will house over

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five partner agencies. The challenge to continue serving the area was met!

PUBLIC COMMENT AND ADJOURNMENT – VALADA HARP

Ms. Morse shared that earlier this morning The Department of Labor, Employment & Training Administration released the WIOA funding for the next year. Missouri had an increase of 10.20% in Adult, decrease of 8.29% in Dislocated Worker and an increase in of 10.02% in Youth compared to last year.

With no further business, a motion to adjourn was made by Stacey Snider and seconded by Kristen Daniel. Motion carried.

Respectfully submitted,

DocuSigned by:

Valada Harp

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Valada Harp, WDB – Chair

DocuSigned by:

Gretchen Morse

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Gretchen Morse, Interim President/COO, Compliance Manager