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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI  
BOARD MEETING MINUTES  
January 27<sup>th</sup>, 2023**

- Time & Location:** The meeting was called to order at 12:30 p.m. by Valada Harp at the VFW Legion Hall in Cape Girardeau, MO.
- Members Present:** Stan Beel, David Bova, Lisa Cook, Todd Cruets, Kristen Daniel, Sherry Hamby-Vance, Valada Harp, Ken Rinehart, Kevin Gruenwald, JJ Lane, Steve Pinkley, Latricia Fennell, Scott Sattler, Brock Crowley, Valerie Moore
- County Commissioners Present:** Mark Sauer and Larry Kemp
- Staff Present:** Gretchen Morse, Allysia Long, Tammy Tankersley
- Guests Present:** Julie Carter-OWD Interim Director; Linda Fitzgerald-OSO/EDSI; Donna Smith-Fiscal Manager, Central.

\*\*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.

Topic: Southeast WDB Quarterly Full Board Meeting  
Time: Oct 28, 2022 12:30 PM Central Time (US and Canada)  
Join Zoom Meeting  
<https://us06web.zoom.us/j/5453734333?pwd=OXZFRUE3dJlnSHRPWxpYRFhgM05PdZ09>  
Meeting ID: 545 373 4333  
Passcode: qV678G

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**CONSENT AGENDA – VALADAHARP**

A motion was made by JJ Lane to accept the following consent agenda item:

- Approval of Minutes October 28<sup>th</sup>, 2022, meeting

With a second from Steve Pinkley. All members approved, motion carried.

**BUDGET UPDATE – DONNA SMITH/ALLYSIA LONG**

Ms. Smith gave a basic budget update. Continuing to work with the accounting system so that accurate data can be pulled from the system. Gave update on FY23 funding that was given to EDSI to start regional program services 10/1/22. Update on budget vs expenditures based on balances. Expenditures running high due to operational costs and low participant costs. This is due to SE WDB placing a hold on funding. This hold recently lifted so new enrollments can begin and ITA funds can be obligated. The SE WDB has hired Capital Business Solutions to clean up the data in the MIP system. Joon Groh from Capital Business Solutions helped write the MIP system and will be working with Ms. Smith. Ms. Smith now has revenue balanced with the State. Trial balance being worked on now. Cleanup set to done by mid-March 2023.

A motion was made by Scott Sattler to accept budget update with a second from Larry Kemp, all members approved, motion carried.

**SE QPR/PERFORMANCE/YOUTH INCENTIVE/JOB CENTER CERTIFICATION – GRETCHEN MORSE**

Ms. Morse gave PowerPoint presentation on the region and the states quarterly performance report (QPR), along with most recent WIOA and Wagner Peyser performance and enrollments for quarter one of program year 2022.

State placed at risk level for previous quarter and for 1<sup>st</sup> quarter PY22. Risk level based on increased need for regional training and special projects needing attention. OWD to ensure MOU policy with DOL is up to date and local regions have up to date MOU's as well. Promising practices is working on delivery of Missouri Job Ready Day One statewide training.

Southeast Region placed at risk level for previous quarter and crucial situation level for 1<sup>st</sup> quarter PY22. Risk level based on WIOA Youth Credential below negotiated rate, PY21 obligation percent's not being met, and fiscal cost share reporting concern. Crucial situation risk based on fiscal manager resigning, compliance manager resigning, and a new subcontractor 10/01/22, not meeting WIOA Youth Credential, not meeting MSG measure for AD/DW/Youth and fiscal cost share payments behind. Region will stay in crucial situation until newly appointed interim fiscal manager and compliance manager are fully trained. Promising practice; board staff working closely with OWD to stay vigilant on addressing concerns. The cost share payments are now in good standing with the state. The OWD Interim Director did share that the QPR is being reviewed statewide and a new measuring tool will be put in place for the state and the regions.

Quarter 1, PY22 WIOA and Wagner Peyser performance is above negotiated rates in all areas except in WIOA Youth credential and the Measurable Skills Gain measure in WIOA AD/DW/Y. These areas are being tracked to capture any participants that are showing negative but should be positive.

Quarter 1, PY22 Wagner Peyser enrollments are above goal. WIOA enrollments are below goal but enrollments will be increasing due to lift of funding hold.

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Ms. Morse presented changes needed to the local WIOA Youth Incentive Policy. These changes were needed due to funding limitation and due to some incentives no longer being tied to performance.

- Remove incentives for grades, GPA, and completion of work experience
- Change policy from contract year to program year
- Decrease max amount from \$1,000.00 to \$500.00, decrease incentive amounts from \$100.00 to \$50.00, and decrease \$50.00 to \$20.00

A motion was made by Steve Pinkley to approve the Youth Incentive Policy revision with a second from JJ Lane, all members approved, motion carried. It was ask that any document and/or policy needing board vote to be sent out with board packet.

Ms. Morse shared information about the upcoming Job Center Certification requirement for each region in the state. This is a requirement that is to be completed once every three years. The Job Center Certification team is to be led by the LWDB Chair or their designee. Ms. Valada Harp, Chair, nominated Mr. Todd Cruts to lead the certification review team. Once the team members are all in place Ms. Linda Fitzgerald, the One-Stop-Operator will begin providing guidance and assisting to the team.

#### **BOARD COMMITTEES – VALADA HARP/TAMMY TANKERSLEY**

Ms. Tankersley and Ms. Valada Harp, WDB Chair recently discussed the importance of the board having a Finance Committee put in place. Based on the financial situation from last year it would be prudent for the board to have this type of committee. Ms. Tankersley will be reaching out to other boards who have had similar financial situations in the past and how they developed their finance committees for additional oversight. Once the committee is put together it will support full transparency within the fiscal department and keep the board abreast. Ms. Valada will be working to get committee set up and going in the very near future.

#### **WORKFORCE DEVELOPMENT SERVICES/CHANGES – TAMMY TANKERSLEY**

The Southeast Region along with many other regions across the state received funding cuts last year as did the state. This has left limited funding that will not sustain the current Job Center locations. The Cape Girardeau Job Center location is free and the region does not pay for the location. The Sikeston Job Center located in Scott County only had one WIOA staff person and was the most expensive center to operate so the decision was made along with the support of the state to relocate services in Sikeston. Services will be transitioned to access points through-out the area. Currently there are four access points in the area. Services will be duplicated in Stoddard County and Mississippi County. The access points will have extended hours.

#### **\*\*CLOSED SESSION CONTRACT DISCUSSIONS – VALADA HARP**

A motion was made by Scott Sattler to go into closed session at 1:37pm with a second from Steve Pinkley. All members approved, motion carried. Closed session roll call by Gretchen Morse.

A motion to come out of closed session made by Mike Sauer at 1:49pm with a second from Scott Sattler. All members approved, motion carried.

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**PUBLIC COMMENT AND ADJOURNMENT – VALADA HARP**

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

Respectfully submitted,

DocuSigned by:  
  
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Gretchen Morse, Compliance Manager

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Valada Harp, WDB – Chair