



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

WDBSE Executive Committee Meeting

Email Vote 6/9/25-6/10/25

Executive Committee Members:

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

#1--- Employee Job Description Revision. Effective 7/1/25 local boards will not be maintaining the Equal Opportunity (EO) requirements. The state will begin covering all EO requirements statewide. We will no longer receive EO funds beginning 7/1/25. We are, however, going to receive Business Representative funds. Revised the EO/Program Liaison job description to remove EO and added Business Representative/Program Liaison. Vote for job description to be revised.

#2---Employee One-Time Merit Incentive. In an effort to maintain salary amounts as they are, the Board offers an annual one-time merit incentive in lieu of a raise. There are three separate incentive forms: the president/COO, full-time employees, and part-time employees. Merit amounts are based on the employee's performance for the past program year using a rating scale. The merit is processed in October to the employee. Vote to continue the one-time merit incentive for the program year ending 6/30/25.

Email Vote Responses (backup filed with minutes):

Scott Sattler-Yes to #1 & #2

Mike Sauer-Yes to #1 & #2

Kristen Daniel-Yes to #1 & #2

Stacy Snider-Yes to #1 & #2

Lisa Cook-Yes to #1 & #2

Sherry Hamby-Vance-Yes to #1 & #2

Signed by: *Scott Sattler* 6/12/2025
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Scott Sattler, WDBSE Board Chair

DocuSigned by: *Sherry Hamby-Vance* 6/11/2025
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Sherry Hamby-Vance, WDBSE Secretary