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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
May 16th, 2025
Catalyst Center for Business, 508 North Main Street, Perryville, MO 63775
Meeting 10:00 a.m. – Lunch Provided (In-Person with Virtual Option via Zoom)**

Time & Location: The meeting was called to order at 10:03 a.m. by Kristen Daniel. Meeting was held in-person with virtual via Zoom.

Members Present: Stan Beel, Lisa Cook, Matt Crabtree, Kristen Daniel, Stephen Gray, Sherry Hamby-Vance, Scott Sattler, Angela Wilson, Stacy Snider, Sandra Cabot, Brock Crowley, Valerie Moore

County Commissioners Present: Mike Sauer, CLEO

Staff Present: Gretchen Morse, Sarah Wilson, Danise Clay

Guests Present: Linda Fitzgerald, EDSI; Samantha Terry, 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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CALL TO ORDER – KRISTEN DANIEL

Meeting called to order by Kristen Daniel, Board Vice Chair. Kristen Daniel led the meeting in the absence of Scott Sattler, Board Chair. Scott Sattler joined meeting virtually, explaining his absence due to a personal matter and expressed gratitude to Kristen for her assistance in leading the meeting. Pledge of Allegiance led by Valerie Moore. Roll call conducted by Danise Clay confirming a quorum. Scott Sattler led the introductions of guest and board staff.

CONSENT AGENDA – SCOTT SATTLER

A motion was made by Sandra Cabot to accept the following consent agenda item: Approval of 1/27/25 meeting minutes, seconded by Valerie Moore, all in favor, motion carried.

FINANCIAL COMMITTEE UPDATE – SCOTT SATTLER/SARAH WILSON

Committee met on 4/15/25 to review the current expenditures. The financial committee report highlighted that the board is managing its budget effectively, with a carryover expected for the next fiscal year. Scott Sattler informed the group about the state assuming control of EO funds, which will impact future funding. Additionally, he announced that the youth work experience budget has increased by \$60,000, and Lisa Cook will be the new financial committee chairperson. Motion to accept financial report made by Scott Sattler, seconded by Stacy Snider, all in favor, motion carried.

WORKFORCE SYSTEM NETWORK COMMITTEE – STACY SNIDER

Committee met on 4/9/25 to review the regions workforce system. Stacy Snider shared that job centers experienced a significant increase in visitors, with over 2,700 in the third quarter, contributing to a total of approximately 8,000 individuals served. Positive feedback was received for the Park Hills Job Center, and the boards subcontractor, EDSI has successfully met their contractual WIOA enrollment goals with 212 new enrollments during the first three quarters with a total of 432 WIOA participants being served as of 3/31/25. Additionally, compliance monitoring revealed no eligibility issues, although some areas for improvement were identified.

PRESIDENT'S REGIONAL REPORT – GRETCHEN MORSE

- Gretchen Morse reported on the board's successful recertification for compliance, which occurs every two years. The Southeast Board has been re-certified for another 2 years! The board is in full compliance for another two years.
- Discussion highlighted the importance of WIOA reauthorization and its historical context, with a focus on the program's evolution since 1913. Funding for Missouri appears to be level with last year's funding. Should know more in the weeks to come.
- The recent MAWD Conference, themed "*Forging the Future*," was a great success, with 265 attendees, 30 breakout sessions, and three dynamic keynote speakers. I had the opportunity to serve in my role as an ex-officio member of the MAWD board, representing workforce board directors across the state on behalf of TEAM. This was my first year working the conference—it was a lot of effort, but incredibly rewarding. Allysia Long and Danise Clay, who also attended and found the experience invaluable.
- Booth Consulting completed our annual financial review, covering July 2024 through January 2025. The review included an examination of financial reporting and cash draws, cost allocation, payroll, personnel files, accounting systems and policies, disbursements, and subcontractor oversight. I'm proud to report there were no findings or concerns. The exit conference was held on May 8th, with

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the final report received on May 12th, 2025.

- Youth Build program, a community-based initiative funded by the Department of Labor that provides education, job training, and leadership development for young adults aged 16 to 24 who are disconnected from school or work. The program focuses on helping participants earn their high school diploma or equivalent while gaining hands-on experience in construction emphasizing skills needed for long-term success. The WIOA Youth program provides many services including assessments, employment plans, career counseling & guidance, leadership, supportive services, and paid work experience. The program requires participants to be enrolled in both Youth Build and WIOA, with 30 young adults dual-enrolled as of February 2025, of whom 22 completed both programs successfully. This is truly an amazing opportunity for young adults in the Cape Girardeau MO area. The 3rd cohort of YouthBuild & WIOA enrollments began in April 2025.
- Our new Business Services Representative, Andrew Misplay, has made an immediate positive impact. His efforts were key in organizing two major hiring events this spring:
Cape Girardeau Drive-Through Hiring Event (May 6, 2025): 200 information bags were distributed to job seekers, featuring employer flyers and job center resources.
Mineral Area College Spring Hiring Event (April 2, 2025): 120 job seekers and 40 employers participated, making it a well-attended and productive event.
If you or an employer you know is in need of business services, please reach out—I'm happy to facilitate the connection.
- A success story from Jonathan Hickson was shared, Kolton's story of transformation through the WIOA program, highlighting how Colton, who grew up in poverty without access to post-secondary education, pursued his passion for welding with support from the program. The WIOA Youth program helped cover Colton's welding school tuition and provided tools and supplies, enabling him to secure a traveling rover position after graduation. Kolton's success story demonstrates the impact of the WIOA program in providing opportunities for young people to overcome financial and educational barriers and build a promising future.
- Gretchen Morse shared several updates and announcements, including upcoming board orientation sessions on May 23rd and June 6th, and the 67th Annual Missouri Governor's Conference on Economic Development on September 3rd- 5th, 2025 in Branson. The conference is organized by MEDC (MO Economic Dev Council).
- Closing remarks- As a small gesture of appreciation, soft-sided coolers funded by non-program dollars have been provided for board members—just in time for your summer activities. Mileage reimbursement forms are also available if needed.

Thank you for your ongoing support and dedication to our region's workforce development efforts.

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CLOSED SESSION – CONTRACTS

Motion to move into closed session made by Scott Sattler, seconded by Sandra Cabot, all in favor, motion carried, time 10:46am. Roll call completed by Danise Clay. Quorum maintained.

Motion to extend EDSI contract through 6/30/26 made by Matt Crabtree, seconded by Mike Sauer, all in favor, motion carried, one abstention.

PUBLIC COMMENT AND ADJOURNMENT – SCOTT SATTLER

With no further business, a motion to adjourn was made by Stacy Snider at 10:59am and seconded by Sandra Cabot, all in favor, motion carried.

Respectfully submitted,

Signed by:

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Kristen Daniel, WDB – Vice Chair

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Gretchen Morse, President/COO