

# PY24 Staffing Analysis

## Southeast Workforce Development Board



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**10/30/2025**

## **Workforce Development Board of Southeast Missouri**

The Workforce Development Board of Southeast Missouri is a private, non-profit 501c3 organization that oversees federally funded job placement and training programs in thirteen counties of Southeast Missouri. The Workforce Development Board prides it's self with being able to provide the foundation on which our participants can build a future on. Board staff work hard to create a connection with advanced training and exciting new career pathways for Southeast Missouri. The Workforce Development Board of Southeast Missouri is dedicated to creating a stronger workforce for the region. The vision of the Workforce Development Board of Southeast Missouri (WDBSE) is "A high quality standard of life for our region" which supports our mission statement, "To promote a state of economic well-being by helping to create a skilled, diverse, motivated and adaptable workforce." It is aligned with Governor Parsons's vision, "We are working to move Missouri forward, and by focusing on workforce development and infrastructure-we can reach this goal." The two visions complement one another, in that they both support workforce development and infrastructure. Without a skilled, diverse, motivated, and adaptable workforce we cannot move forward with high-demand training and keep our infrastructure growing.

The WDBSE's goals for engaging employers and preparing an educated skilled workforce are identified by:

- Implement a market driven approach;
- Actively engage employers and private sector WDBSE members as our chief customer;
- Strengthen and build upon our community partnerships;
- Increase our WDBSE engagement and accountability;
- Improve outreach and community awareness to meet both employer needs and job seekers;
- Ensure WIOA services are available throughout the Southeast Region.

The Workforce Development Board of Southeast Missouri identified the following three priorities related to the WIOA Programs and serving eligible participants in our region:

- WIOA Youth Program: The Southeast Region is diverse, with many rural areas which create numerous barriers to employment and/or education. The WDBSE strives to support a high school diploma or HiSet/GED as a first priority. The Board sees benefit in work experience, to strengthen their soft skills and help to identify a career path. Eliminating the barriers is often the biggest challenge. Through intense case management, building relationships with youth, career guidance, and support we achieve success. Youth Case Managers are mobile throughout the region which provides flexibility in serving the youth population.

- WIOA Adult (AD) and Dislocated Worker (DW) Program: The Southeast Region priority for our Adult and Dislocated Workers is to obtain suitable and self- sustaining employment. The Board saw the benefit and success with work experience, and decided to incorporate Work Experience into our adult populations. Work experience gives the job seekers a unique opportunity to explore different career paths and strengthen their soft skills. If needed, education is available for long term and short term training. Case management is available in all avenues. Computers are available at each Job Centers for any job seekers to use and availability to connect via technology to any partner agency services needed.
- Businesses in the Southeast Region are in need of skilled labor, to fill the gaps of our aging workforce. Incumbent Worker training is offered to help fill the gap and upgrade existing employees. This creates an opportunity for less skilled/entry level openings to enter the workforce. This is an excellent opportunity to hire new employees with the help of On-Job-Training (OJT), hiring events and expert Business Outreach/Marketing & Outreach Trainer staff working closely with each employer.

By the very nature of WIOA, partnerships are developing and strengthening. The Workforce Development Board of Southeast Missouri is always seeking innovative ways of communication, integration and referrals. This will allow for improvement to the current system, streamlining services, braiding funding, and working to create a seamless service system in our region. Co-location has been implemented to further serve our customers. The following elements describe the Board's strategies and goals for operation, innovation and continual improvement based on meeting the requirements for the needs of businesses, job seekers, and workers.

**Career Pathways** - Career Pathways allow us to build an intentional and strategic plan to obtain employment and careers that will lead to self-sufficiency through education and training services provided by our programs. It is crucial for every enrolled participant to develop a career pathway so they have a completed plan with a time line to achieve the opportunities provided by the program including attaining credentials, finding employment, increasing wages, and advancing in career opportunities. While some WIOA participants have a plan that includes education, others may engage in work experience - the career path and services is specific to each individual based on their career pathway, assessment, needs, and barriers.

Labor market information is critical for each participant, this information will steer the career pathways initiative to ensure that participants are aware of job opportunities for both what they want to do and other opportunities available in the region. The sector strategies development in the Southeast Region will assist employers by providing qualified job seekers to those careers. Along with occupations that fall into the Southeast Regions Sector Strategies, participants should also be informed of high-wage, high-growth, and in-demand job opportunities. Which is a pathway to employment that leads to self-sufficiency being the key to success for the program, job seeker, and the employer.

**Employer Engagement** - We live in a different world. The WDBSE recognizes this and has prioritized meeting the current needs of employers, which in some cases are vastly different than they were prior to the pandemic. The Southeast Region has a dedicated Regional Business Representative Manager who works directly with employers and finds creative ways to assist them in the newest challenges they face; how to recruit, attract and retain adequate numbers of employees. While not an exhaustive list, some of the most successful strategies for engagement have been the following:

- Combining in-person hiring events with community resource events. When an employer identifies a job seeker with barriers to employment that they would like to hire, they can refer them to the appropriate community resource partners table for assistance.
- Drive-thru hiring events. The Business Services Representative oversees the collection of applications, fliers, and other information from interested employers. The Business Services Representative sets up a parking lot workstation, employer job openings are distributed to job seekers allowing them to drive-thru and complete multiple job applications. This alleviates the childcare barrier for the job seeker and saves gas driving to various businesses. This approach also supports the employers who are faced with staffing shortages; therefore, an employee is not needed to oversee a table at a hiring event.

**Business Needs Assessment** - As stated previously, we live in a different world than even two years ago. The needs of businesses may not be entirely different but are much more focused on navigating the prevailing issue of not having enough employees to maintain previous business practices, losing employees to competitors, and identifying ways in which they can be flexible enough in their mode of operations to stay in business. The Business Services Representative has made onsite visits/tours to facilities while reviewing affordable options with employers for retaining current and attracting new employees.

The region works closely with area Chambers of Commerce, regional planning organizations, Economic Development, and other community agencies to assist with things like: Job Fairs, hiring events, and community events to outreach to both job seekers and employers but to also keep an eye on the needs that our employers are currently facing. Beyond letting employers know our programs exist, we must determine the criteria that makes employees and employers a good fit for each other to ensure that both the employer and the job seeker placed meet the needs on both ends.

To be able to understand the needs of an employer we must have open lines of communication not only with the employers in the area but also among staff and partner staff. Meetings that bring organizations and employers together to assist with both outreach efforts but also with coordination among partners so that we are able to understand the different dynamics that can be applied to meet the needs of some of our hardest to serve participants.

In working to identify business needs, the Nexus Group in the Southeast Region assists with meeting the needs and keeping the lines of communication open between community agencies, Workforce Development, and the regions employers. The goal is for staff and partner staff to work together with employers to find easily attainable employment solutions that last for both the job seeker and the employer.

**Alignment and Coordination of Core Program Services** - The Southeast Region has two Comprehensive (full service) Missouri Job Centers and one Affiliate Missouri Job Center and one Satellite office. These centers are tasked with aligning services within the centers by developing outreach for jobseekers, businesses, customer service, assessments, and supportive services. The Southeast Region continues to work at developing and maintaining meaningful inter-agency relationships to continue working as the hub for all services, making referrals and being the connection between job seekers and employers. Interagency alignment and coordination will be an on-going process. Through communication, staff meetings/trainings, the One-Stop staff continue to become more knowledgeable of the services available through core programs and mandated partners. This will enable all staff to give customers the information they need to improve their knowledge of resources. Partners used to align and coordinate with their core programs include:

- WIOA Adult, Dislocated Worker, & Youth
- Job Corps
- MSFW-Migrant/Seasonal
- Wagner-Peyser Act
- AEL
- Carl Perkins
- Community Service Block Grant
- Housing and Urban Development
- Youth Build
- TANF/MWA
- Rehabilitation Services for the Blind
- Vocational Rehabilitation
- Senior Community Services Employment Program
- Veterans Services
- Division Employment Security – UI
- SNAP

**Coordination with Economic Development** - The Southeast Region board member who represents Economic Development and is a great asset for the region. This involvement allows us to be kept up to date on economic development within our region with Economic Developers at the table. We are also apprised of anything that might influence workforce development in the Southeast Region. The Real-Time Labor Market Analysis developed by MERIC, provides a snapshot of current labor demands that can be helpful to current job seekers interested in who is hiring and for what occupations. The Labor Market Analysis provides both regional and statewide data found in job ads and is published every other month. MERIC and The Office of Workforce Development (OWD) will continue to explore how this data can inform workforce and economic development efforts to meet the needs of businesses around the state.

**Access - Improvements to Physical and Programmatic Accessibility** - The Southeast Region has two comprehensive Missouri Job Centers. One is located in Park Hills and the other located in Kennett. The region also has one affiliate Missouri Job Center located in Cape Girardeau and a satellite office in Sikeston. All locations include WIOA Adult, WIOA DW, SkillUp, RESEA, Wagner/Peyser, and WIOA Youth. There are WIOA Youth services available in all counties as well. Customer services include computer access, program information, program referrals, AEL service referrals, assessment services, and testing services.

Local community partnership coordination exists throughout the region. The region also has three Access Points for areas without a physical office location to assist with transportation barriers in the rural communities within our region, this allows potential participants physical and programmatic access in areas where that we do not have a brick-and-mortar set-up. We continue outreach efforts to provide additional access points with plans to be implemented in the future. Information for job seekers is also distributed to partner agencies, food pantries, civic organizations, libraries, and other public facilities. Improvements to Physical and Programmatic Access:

- Facilities are checked for ADA compliance as part of periodic Local Equal Opportunity monitoring, using the ADA Self-Assessment Tool, provided by OWD in the local monitoring process.
- Customers are provided reasonable accommodations upon request at the Job Centers. Job Center staff members have been trained to provide accommodations immediately for anything not resulting in a cost so that customers do not have to use specific phrases like “reasonable accommodation” or provide medical documentation to be granted an accommodation.
- Training is provided to all staff members beginning on their first day of employment and continuing throughout employment.
- Assistive technology is available at all full-service job centers in the region. All staff complete OWD EO and assistive technology trainings. Staff are also encouraged to refer customers to the Missouri Assistive Technology “free” Loan Program.
- Sign language interpretation service is available for persons with hearing loss in addition to Braille documents from Rehabilitation Services for the Blind.
- Telephone language interpretation services are available to customers with limited English proficiency.
- Written translations for vital information are provided to customers with limited English proficiency when appropriate.
- Tagline and Babel Notices on all written communications, announcements, brochures, and flyers.

**Assessment** - All customers who visit a Missouri Job Center in the Southeast Region are given information on assessments that can immediately engage the customer in job center activities. This assessment, depending on the age, eligibility, and needs of the customer will identify skill levels, aptitudes, abilities, skill gaps, barriers to employment and/or supportive service needs. Assessments allow assistance with setting goals and developing next steps. Specialized assessment tools include but are not limited to: Basic Skills Assessment, O\*Net, Talify, TABE, WorkKeys, Interest Profiler, CompTia, and Coursera. Assessments allow the customer to self-assess basic academic skills, identify high demand occupations and determine if their interest and qualifications match job requirements or if additional training is needed. Results obtained from these assessments are utilized by the customer to make informed choices in their attempts to connect to employment offering the best wages available at their current skill capacity. The information gained through assessments will be used with sector strategy data and/or Labor Market Information to help customers make informed choices regarding their training and careers and to develop their strategic employment plan.

**Support Services** - WIOA defines Supportive Services as those services necessary to enable an individual to participate in activities authorized under WIOA. Local Supportive Service policies have been developed and are included within the local plan. The region’s Supportive Service policy provides assistance to WIOA eligible adults, dislocated workers, and youth so they may participate in Title I activities or employment/training activities through other

programs when we are braiding funds. Funds may be provided to assist with a wide range of needs, including transportation, housing, childcare, tools, uniforms, and daily living expenses. All other sources of funding must be sought before using WIOA supportive services funds. Referrals are made to partner agencies, such as the Salvation Army, food pantries, faith-based partners, and Community Partnerships. The Family Support Division, SkillUp Program, has specific guidelines for Supportive Service items and needs specific to SkillUp Participants.

The Workforce Development Board of Southeast Missouri is committed to implementing all non-discrimination and equal opportunity provisions of WIOA in Section 188. The Southeast region also requires full commitment of these laws and regulations in all contracts and assurances.

It is the policy of the Workforce Development Board of Southeast Missouri to provide equal employment opportunities to all employees without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or veteran status. This policy governs all phases of employment. All employees are expected to comply with the policy in every respect.

The Harassment and Discrimination Policy outlines the commitment to provide a workplace free of unlawful harassment and discrimination for all employees. Behaviors covered by this policy extend beyond normal work hours and office premises. Any employee found to be in violation of this policy will be subject to disciplinary action up to termination.

The Workforce Development Board of Southeast Missouri has also implemented an Accommodation Policy agreeing to comply with the Americans with Disabilities Act. This organization is committed to the fair and equal employment of people with disabilities. The Workforce Development Board does not discriminate against qualified job applicants or employees with disabilities regarding job application procedures, hiring, employee compensation, advancement, training, discharge or other terms, conditions and privileges of employment. Both employees and applicants with disabilities shall be provided reasonable accommodation when necessary unless this would impose an undue hardship. New policies will be implemented and updated to align with new state and federal regulations as they are released.

## Workforce Development Board of Southeast Missouri Economic - Population, Civilian Labor Force, Employment, and UI Data...

Below is a chart from MERIC showing the Southeast Region Data. The Southeast Region of Missouri is made up of 13 counties. The unemployment rate show improvements between 13 of our counties from 2023 to 2024. As of September 2024, the region's unemployment rate dropped to 2.7% from 3.7% in August 2024.

County	July 2024 Population Estimates	August 2024 Civilian Labor Force	August 2024 Employment	August 2024 Unemployment	August 2024 UI Rate	September 2024 UI Rate	August 2023 UI Rate	Annual 2022 UI Rates
<b>Bollinger</b>	10,610	4,815	4,638	177	3.7%	2.7%	3.1%	2.6%
<b>Cape Girardeau</b>	83,658	42,241	40,686	1,555	3.7%	2.7%	3.0%	2.2%
<b>Dunklin</b>	27,002	11,412	10,745	667	5.8%	4.4%	4.9%	4.0%
<b>Iron</b>	9,420	3,870	3,679	191	4.9%	3.8%	4.4%	4.0%
<b>Madison</b>	12,852	5,278	5,056	222	4.2%	3.2%	4.3%	2.9%
<b>Mississippi</b>	11,750	3,854	3,617	237	6.1%	4.8%	5.4%	3.2%
<b>New Madrid</b>	15,212	7,214	6,782	432	6.0%	4.5%	4.4%	3.0%
<b>Pemiscot</b>	14,407	5,692	5,333	359	6.3%	4.8%	5.6%	3.8%
<b>Perry</b>	19,100	9,623	9,302	321	3.3%	2.5%	2.7%	2.1%
<b>Scott</b>	37,957	18,579	17,820	759	4.1%	3.0%	3.5%	2.4%
<b>St. Francois</b>	67,503	28,371	27,102	1,269	4.5%	3.6%	4.0%	3.3%
<b>Ste. Genevieve</b>	18,546	9,742	9,412	330	3.4%	2.6%	3.1%	2.3%
<b>Stoddard</b>	28,438	12,341	11,767	574	4.7%	3.6%	4.0%	2.9%
<b>Regional Total</b>	<b><u>356,455</u></b>	<b><u>163,032</u></b>	<b><u>155,939</u></b>	<b><u>7,093</u></b>	<b><u>4.4%</u></b>	<b><u>3.3%</u></b>	<b><u>3.7%</u></b>	<b><u>2.8%</u></b>

\*Information sources: \*MERIC.mo.gov, and United States Census Quick Facts, Southeast Region Data. All information was retrieved October 22, 2025.

### Southeast Region Population Changes

The U.S. Census Bureau estimates that Missouri's population grew to over 6.24 million, ranking 19<sup>th</sup> populous state in the United States, up by 0.60 percent in 2024 from the previous year.

Year	Population	% Change
<b>2022</b>	6,179,414	0.13%
<b>2023</b>	6,208,038	0.46%
<b>2024*</b>	6,245,466	0.60%
		Census Population by July1, 2024



In the Southeast Region over the past two years, the population for the region has decreased by 0.97%. 7 out of the 13 counties population has grown while the other 6 counties have decreased. The highest growth rate was in Madison County, adding 113 residents from 2023 to 2024. The largest decrease rate was in Pemiscot County, losing 262 residents from 2023 to 2024.

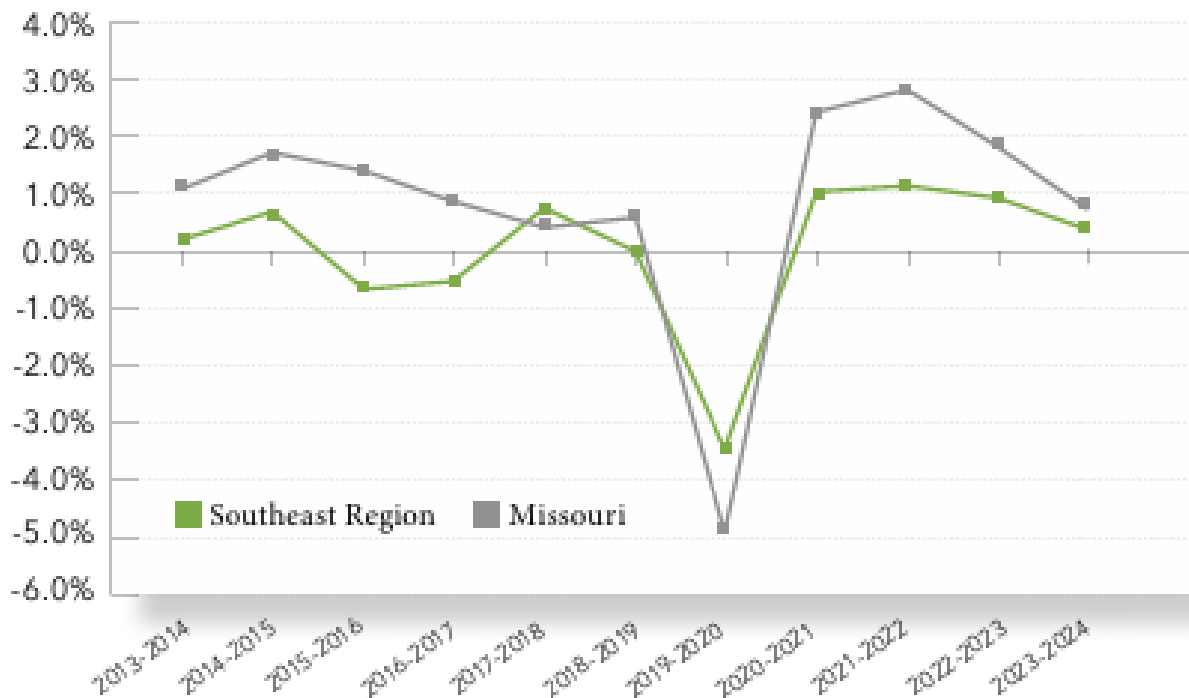
<u>County</u>	<u>2024 Population</u>	<u>2023 Population</u>	<u>Change</u>	<u>% Change</u>
Bollinger	10,610	10,536	74	0.70%
Cape Girardeau	83,658	83,110	548	0.66%
Dunklin	27,002	27,066	-64	-0.24%
Iron	9,420	9,454	-34	-0.36%
Madison	12,852	12,739	113	0.88%
Mississippi	11,750	11,852	-102	-0.86%
New Madrid	15,212	15,388	-176	-1.15%
Pemiscot	14,407	14,669	-262	-1.80%
Perry	19,100	18,950	150	0.79%
Scott	37,957	37,923	34	0.08%
St. Francois	67,503	67,094	409	0.61%
Ste. Genevieve	18,546	18,640	-94	-0.51%
Stoddard	28,438	28,372	66	0.23%
<b><u>Regional Total</u></b>	<b><u>356,455</u></b>	<b><u>355,793</u></b>	<b><u>662</u></b>	<b><u>-0.97%</u></b>

### **Southeast Region Civilian Labor Force Changes**

The civilian labor force increased for the region in all counties except St Francois. Which showed a decrease by 185 in September. However, the region's biggest increase of 442 for this category is in Dunklin County. Overall, the region had an increase of 1,212 in September 2024 in the Civilian Labor Force from 163,032 in August 2024, resulting in a 15.2% change.

<u>County</u>	<u>Sept 2024 CLF</u>	<u>August 2024 CLF</u>	<u>Change</u>	<u>% Change</u>
Bollinger	4,861	4,815	46	0.9%
Cape Girardeau	42,453	42,241	212	0.5%
Dunklin	11,854	11,412	442	3.8%
Iron	3,895	3,870	25	0.6%
Madison	5,295	5,278	17	0.3%
Mississippi	3,951	3,854	97	2.5%
New Madrid	7,356	7,214	142	1.9%
Pemiscot	5,779	5,692	87	1.5%
Perry	9,634	9,623	11	0.1%
Scott	18,688	18,579	109	0.6%
St. Francois	28,186	28,371	-185	0.6%
Ste. Genevieve	9,850	9,742	108	1.1%
Stoddard	12,442	12,341	101	0.8%
<b><u>Regional Total</u></b>	<b><u>164,244</u></b>	<b><u>163,032</u></b>	<b><u>1,212</u></b>	<b><u>15.2%</u></b>

The Southeast Region averaged over 39,600 jobs in 2024. The region gained 514 jobs in 2024, an increase of 0.4 percent. Missouri employment increased by 0.8% in 2024. From 2020 to 2024, the Southeast Region averaged a growth of 0.7% compounded annually for an overall gain of 3.7%. During that same period (2020-2024), Missouri's compound annual employment gain was 1.6% for an overall gain of 8.3%.



SOURCE: BUREAU OF LABOR STATISTICS, QCEW

## **Southeast Region Employment and Unemployment Changes**

In 2024, the Southeast regions employment numbers increased by 29.1% from August to September. The biggest increase being in Cape Girardeau County. While the Civilian Labor force only increased by 15.2%, the number of people employed increased at a much higher rate, we had more people getting back into employment during PY24.

<b>County</b>	<b><u>September 2024 Employment</u></b>	<b><u>August 2024 Employment</u></b>	<b><u>Change</u></b>	<b><u>% Change</u></b>
Bollinger	4,728	4,638	90	1.9%
Cape Girardeau	41,296	40,686	610	1.5%
Dunklin	11,335	10,745	590	5.3%
Iron	3,747	3,679	68	1.8%
Madison	5,125	5,056	69	1.4%
Mississippi	3,760	3,617	143	3.8%
New Madrid	7,028	6,782	246	3.6%
Pemiscot	5,503	5,333	170	3.1%
Perry	9,396	9,302	94	1.0%
Scott	18,120	17,820	300	1.7%
St. Francois	27,167	27,102	65	0.2%
Ste. Genevieve	9,594	9,412	182	1.9%
Stoddard	11,989	11,767	222	1.9%
<b><u>Regional Total</u></b>	<b><u>158,788</u></b>	<b><u>155,939</u></b>	<b><u>2,849</u></b>	<b><u>29.1%</u></b>

The unemployment in the Southeast Region has a decrease by 339% which supports a significant amount of people going back to work as seen in the previous chart.

<b>County</b>	<b><u>September 2024 Unemployment</u></b>	<b><u>August 2024 Unemployment</u></b>	<b><u>Change</u></b>	<b><u>% Change</u></b>
Bollinger	133	177	-44	-28.0%
Cape Girardeau	1,157	1,555	-398	-29.0%
Dunklin	519	667	-148	-25.0%
Iron	148	191	-43	-25.4%
Madison	170	222	-52	-27.0%
Mississippi	191	237	-46	-22.0%
New Madrid	328	432	-104	-27.0%
Pemiscot	276	359	-83	-26.0%
Perry	238	321	-83	-30.0%
St. Francois	568	759	-191	-29.0%
Ste. Genevieve	1,019	1,269	-250	-22.0%
Scott	256	330	-74	-25.0%
Stoddard	453	574	-121	-24.0%
<b><u>Regional Total</u></b>	<b><u>5,456</u></b>	<b><u>7,093</u></b>	<b><u>-1637</u></b>	<b><u>-339%</u></b>

## **Southeast Region Economic – Personal Income and Poverty Level**

The region's current economic condition by county is listed in the chart below. It will show the local regional's average income level and percent of the population living at poverty level, by county.

This information was based on Southeast Regional Data through [meric.mo.gov](https://meric.mo.gov) and the Census Reporter website at <https://censusreporter.org/>. Which is a portal that provides easy access to U.S. Census Bureau data, especially the American Community Survey (ACS), population estimates, and other demographic and economic statistics.

Unfortunately, due to the government shutdown some data on the Census website is not directly accessible.

<b>County</b>	<b>2024 Annual Avg. Wages *Source MERIC</b>	<b>Percent of People Living at Poverty *Source Census.gov</b>
<b>Bollinger</b>	\$41,699	12.2%
<b>Cape Girardeau</b>	\$52,279	12.8%
<b>Dunklin</b>	\$35,150	21.5%
<b>Iron</b>	\$49,273	20.7%
<b>Madison</b>	\$39,278	14.0%
<b>Mississippi</b>	\$42,370	23.0%
<b>New Madrid</b>	\$44,726	18.6%
<b>Pemiscot</b>	\$38,537	27.4%
<b>Perry</b>	\$50,786	11.0%
<b>Ste. Genevieve</b>	\$57,836	7.9%
<b>St. Francois</b>	\$43,086	14.7%
<b>Scott</b>	\$50,104	14.5%
<b>Stoddard</b>	\$46,494	17.0%
<b>Regional Average</b>	<b>\$50,217</b>	<b>15.7%</b>
<b>Missouri State</b>	<b>\$64,754</b>	<b>12.5%</b>

<b>Location</b>	<b>Poverty Status (ages 18-64)</b>		
	<i>American Community Survey-5 Year data (2018-2022)</i>		
<b>Area</b>	<b><i>Below Poverty Level, Age 18-64</i></b>	<b><i>Population Age 18-64 (For Whom Poverty Status is Determined)</i></b>	<b><i>Below Poverty Level, Percent of Population 18-64</i></b>
<b>Missouri</b>	<b>445,345</b>	<b>3,607,621</b>	<b>12.3%</b>
<b>Southeast Total</b>	<b>32,950</b>	<b>202,675</b>	<b>16.3%</b>
Bollinger County	943	6,115	15.4%
Cape Girardeau County	6,852	48,072	14.3%
Dunklin County	3,461	15,400	22.5%
Iron County	1,101	5,415	20.3%
Madison County	779	7,149	10.9%
Mississippi County	1,487	5,985	24.8%
New Madrid County	1,615	9,197	17.6%
Pemiscot County	2,341	8,744	26.8%
Perry County	1,239	10,961	11.3%
Ste. Genevieve	738	10,515	7.0%
St. Francois County	6,501	36,790	17.7%
Scott County	3,137	21,851	14.4%
Stoddard County	2,756	16,481	18.7%

*Sources:*

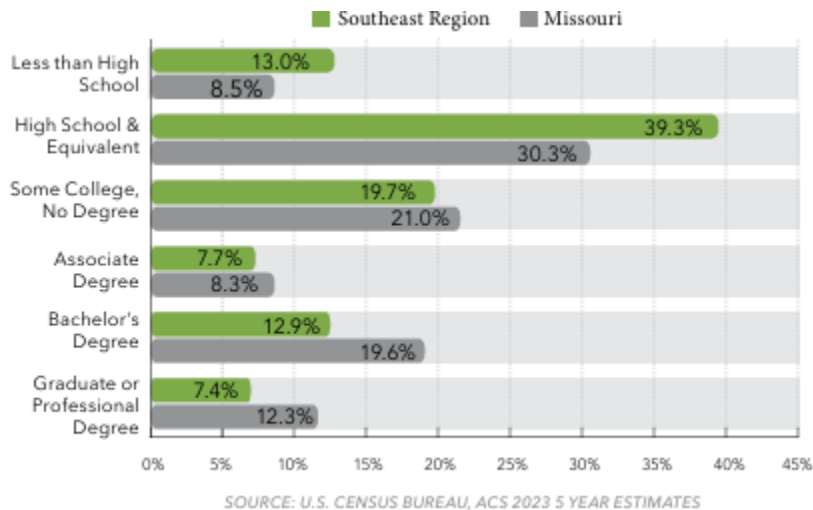
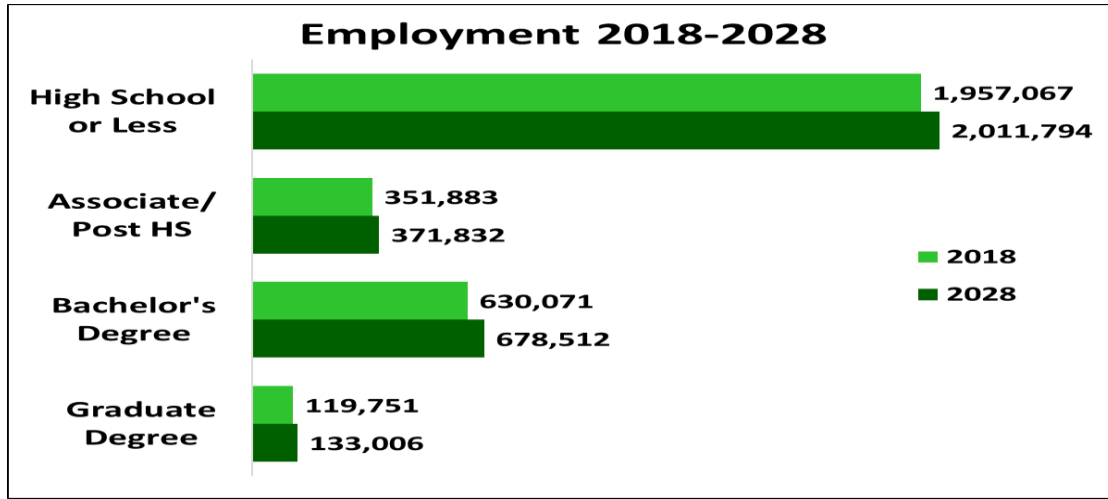
***U.S. Census, 2018-2022 American Community Survey 5-Year Estimates for Disability Status, Military Veteran Status, Poverty Status, and Language Spoken at Home. Data accessed July 2024 from census.gov***

***U.S. Census, 2023 annual averages, all ownership, Quarter Longitudinal Employer-Household Dynamics for Educational Attainment, Sex, Age, Race, and Ethnicity. Data accessed July 2024 from lehd.ces.census.gov***

***\*8/9/2024 - Corrected column totals in Ethnicity category.***

## Southeast Region Educational Attainment Rates

MERIC lists information on the percentage of the population who has an Associate's Degree or higher. Many studies show that there is a link between poverty and income and educational attainment. Therefore, educational attainment rates for the Southeast Region are lower than those of the state for bachelor's or advanced degrees. There's 28.0% of the region's population, age 25 and older, has an associate, bachelor's, or advanced degree compared to 40.2% for the state, and 43.8% for the United States. Approximately, 13.0% of the region's population age 25 and older has less than high school education.



## **Workforce Region Make-Up Comparisons – Southeast Region, State, and Nation**

The charts below show the representation in percentages to compare the Southeast Region, Missouri, and the United States. All data as reported in these charts is from the census webpage, year 2018-2022 with a series of census information, unless other dates are noted. The Charts will show comparisons for the Civilian Labor Force and the percentage of females in the civilian labor force, percentage of male to females, disability status percentages, and finally a chart that represents Race and National Origin comparisons.

Please note, based on this information it seems disabilities were underreported again in this program year. Disabilities are a voluntary self-disclosure item, and we cannot require anyone to disclose a disability unless they choose to on the National, State, and Regional level. In some areas, information about the region was not available.

### **2024 Civilian Labor Force Comparison**

In August 2024, the Census information for the Civilian Labor force was made up of 62.7% for the United States and 60.2% for Missouri, the Southeast Region's counties had an average labor force of 49.3%.

Females in the Civilian Labor Force were reported at 60.2% for Missouri and 57.4% for the United States, however in the Southeast Region's average for the counties was 56.9%. There were no significant changes to these representations between this year and the previous year.

### **2024 Gender Population Comparison**

In PY24 estimate information from the US Census showed that the male percentage of the population for Missouri was 49.4% and the female percentage was 50.6%.

For the United States males represent 51.2% of the population and females represent 48.8%; and the Southeast Region had an average of 51.7% for females and 48.3% male.

Location	Sex				
	LEHD, 2023 annual average				
Area	Female	Male	Total	Percent Female	Percent Male
Missouri	1,428,951	1,393,760	2,822,711	50.6%	49.4%
Southeast Total	69,728	64,032	133,760	52.1%	47.9%
Bollinger County	890	822	1,712	52.0%	48.0%
Cape Girardeau County	20,568	18,917	39,485	52.1%	47.9%
Dunklin County	5,050	3,242	8,292	60.9%	39.1%
Iron County	1,607	1,276	2,883	55.7%	44.3%
Madison County	2,016	1,599	3,615	55.8%	44.2%
Mississippi County	1,474	1,319	2,793	52.8%	47.2%
New Madrid County	3,772	3,978	7,750	48.7%	51.3%
Pemiscot County	2,767	1,865	4,632	59.7%	40.3%
Perry County	3,831	4,912	8,743	43.8%	56.2%
Ste. Genevieve	2,829	3,422	6,251	45.3%	54.7%
St. Francois County	12,276	9,744	22,020	55.7%	44.3%
Scott County	7,690	7,780	15,470	49.7%	50.3%
Stoddard County	4,958	5,156	10,114	49.0%	51.0%
Sources:					
U.S. Census, 2018-2022 American Community Survey 5-Year Estimates for Disability Status, Military Veteran Status, Poverty Status, and Language Spoken at Home. Data accessed July 2024 from census.gov					
U.S. Census, 2023 annual averages, all ownership, Quarter Longitudinal Employer-Household Dynamics for Educational Attainment, Sex, Age, Race, and Ethnicity. Data accessed July 2024 from lehd.ces.census.gov					
*8/9/2024 - Corrected column totals in Ethnicity category.					

## **2024 Disability Status Comparison**

In this area again, the latest United States Census information was used. The last estimate available on [www.census.gov](http://www.census.gov) shows data from 2015-2022. Based on review of the chart below, 12.3% of the Missouri population ages 18-64 reported having a disability; however, the United States as a whole there were only 10.7% of the population. The average disability percentage for the Southeast Region was 17.0%. From this data it looks as though the percentage of people who have a disability was under-reported in the United States and State of Missouri in comparison to the Southeast Region.



Location	Disability (ages 18-64)		
	American Community Survey-5 Year data (2018-2022)		
Area	Civilian Non-Institutional Population Age 18-64 with a Disability	Civilian Non-Institutional Population Age 18-64	Percent of population Age 18-64 with a disability
<b>Missouri</b>	<b>449,967</b>	<b>3,649,379</b>	<b>12.6%</b>
<b>Southeast Total</b>	<b>34,719</b>	<b>204,528</b>	<b>17.0%</b>
Bollinger County	948	6,115	15.5%
Cape Girardeau County	5,436	50,093	10.9%
Dunklin County	3,275	15,400	21.3%
Iron County	1,184	5,415	21.9%
Madison County	1,526	7,083	21.5%
Mississippi County	1,500	5,985	25.1%
New Madrid County	1,898	9,180	20.7%
Pemiscot County	1,880	8,744	21.5%
Perry County	1,319	10,914	12.1%
Ste. Genevieve	1,580	10,515	15.0%
St. Francois County	7,413	36,818	20.1%
Scott County	3,680	21,804	16.9%
Stoddard County	3,080	16,462	18.7%

*Sources:*

***U.S. Census, 2018-2022 American Community Survey 5-Year Estimates for Disability Status, Military Veteran Status, Poverty Status, and Language Spoken at Home. Data accessed July 2024 from census.gov***

***U.S. Census, 2023 annual averages, all ownership, Quarter Longitudinal Employer-Household Dynamics for Educational Attainment, Sex, Age, Race, and Ethnicity. Data accessed July 2024 from lehd.ces.census.gov***

***\*8/9/2024 - Corrected column totals in Ethnicity category.***

## **2024 Population Comparison by Race**

Data from the US Census in 2024 reported that 78.5% of Missouri population is white compared to 58.9% of the United States population and an average of 83.2% for the Southeast Region. The Black or African American race made 11.3% of the Missouri population, 13.7% of the United States population, and 5.1% of the Southeast Region. American Indian or Alaskan Native population percentages were 0.5% for Missouri, 1.3% for the United States, 0.3% of the Southeast Region. Asian population percentages are reported as 2.3% for Missouri, 6.5% for the United

States, 0.7% of the Southeast Region. Data from the census showed that Native Hawaiian or Other Pacific Islanders made up 0.1% for Missouri population, 0.3% for the United States, 0.1% of the Southeast Region. Population percentages for people who identified as being from two or more races made up 3.1% of the Missouri population, 3.1% of the United States population, and 3.2% of the Southeast Region. Hispanic or Latinos were represented as 5.2% of the Missouri population, 19.5% of the United States population and 3.4% of Southeast Region. Finally, population percentages that identified white only, not Hispanic or Latino showed 74.6% of the Missouri population, 57.7% of the United States population, and 81.4% of the Southeast Region.

Location	Race						
	2023 annual average						
Area	American Indian or Alaska Native Alone	Asian Alone	Black or African American Alone	Native Hawaiian or Other Pacific Islander Alone	Two or More Race Groups	White Alone	Total
Missouri	16,340	73,580	346,346	4,815	57,048	2,324,578	2,822,707
Southeast Total	544	1,333	11,263	113	1,919	118,585	133,761
Bollinger County	12	6	24		12	1,658	1,713
Cape Girardeau County	153	537	3,307	50	658	34,780	39,485
Dunklin County	39	66	922	4	123	7,138	8,292
Iron County	18	9	50		45	2,760	2,883
Madison County	11	30	85		43	3,445	3,615
Mississippi County	13	14	428		36	2,302	2,794
New Madrid County	26	60	1,414	4	117	6,130	7,751
Pemiscot County	19	40	1,036	3	87	3,447	4,632
Perry County	34	88	276	6	87	8,252	8,743
Ste. Genevieve	21	48	118	4	68	5,992	6,251
St. Francois County	98	245	830	20	302	20,525	22,020
Scott County	58	128	2,084	12	216	12,971	15,469
Stoddard County	42	62	689	10	125	9,185	10,113

Sources:

**U.S. Census, 2018-2022 American Community Survey 5-Year Estimates for Disability Status, Military Veteran Status, Poverty Status, and Language Spoken at Home. Data accessed July 2024 from [census.gov](https://census.gov)**

**U.S. Census, 2023 annual averages, all ownership, Quarter Longitudinal Employer-Household Dynamics for Educational Attainment, Sex, Age, Race, and Ethnicity. Data accessed July 2024 from [lehd.ces.census.gov](https://lehd.ces.census.gov)**

**\*8/9/2024 - Corrected column totals in Ethnicity category.**

## **2024 Southeast Data by County**

The numbers above represent the regional average which are the same as what was reported in 2023. This table shows the actual numbers for each county based on the category for each of the previous sections.

<b>County</b>	<b>Civilian Labor Force</b>	<b>Females in the Civilian Labor Force</b>	<b>Female Population</b>	<b>Reported Disability Status</b>	<b>Race: White</b>	<b>Race: Black or African American</b>	<b>Race: American Indian and Alaska Native</b>	<b>Race: Asian</b>	<b>Race: Native Hawaiian and Pacific Islander</b>	<b>Race: Two or More Races</b>	<b>Race: Hispanic or Latino</b>	<b>Race: White alone not Hispanic</b>
Bollinger	55.8	52.3	50.2	15.1	56.2	n/a	n/a	n/a	n/a	49.8	n/a	n/a
Cape Girardeau	59.7	55.4	51.3	13.4	60.1	52.8	50.2	66.2	n/a	51.0	63.4	55.2
Dunklin	54.2	50.1	50.5	16.2	54.7	50.3	n/a	n/a	n/a	50.4	61.2	n/a
Iron	53.1	49.7	50.0	17.3	53.4	n/a	n/a	n/a	n/a	50.0	n/a	n/a
Madison	55.3	51.8	50.4	15.9	55.7	n/a	n/a	n/a	n/a	50.2	n/a	n/a
Mississippi	52.9	49.2	50.7	17.1	53.3	49.1	n/a	n/a	n/a	50.6	60.8	n/a
New Madrid	54.6	50.8	50.6	15.7	55.0	51.6	n/a	n/a	n/a	50.3	62.5	n/a
Pemiscot	53.5	49.5	50.3	17.5	53.9	48.7	n/a	n/a	n/a	50.1	61.9	n/a
Perry	57.2	53.1	50.1	14.2	57.6	n/a	n/a	67.1	n/a	50.0	n/a	n/a
Scott	56.1	52.0	50.4	15.4	56.5	51.2	n/a	n/a	n/a	50.2	62.1	n/a
Ste Genevieve	58.1	54.3	49.7	14.5	58.5	n/a	n/a	n/a	n/a	49.9	62.8	n/a
St Francois	56.4	52.6	49.8	16.8	57.1	48.9	n/a	n/a	n/a	50.1	64.2	52.4
Stoddard	55.0	51.2	50.2	16.0	55.4	50.5	n/a	n/a	n/a	50.1	61.5	n/a
<b><u>Regional Average</u></b>	56.9%	52.7%	50.5%	15.6%	56.6%	50.7%	50.0%	60.9%	n/a	50.2%	62.1%	52.0%

Location	Race							Ethnicity		
	2023 annual average							2023 annual average		
Area	American Indian or Alaska Native Alone	Asian Alone	Black or African American Alone	Native Hawaiian or Other Pacific Islander Alone	Two or More Race Groups	White Alone	Total	Hispanic or Latino	Not Hispanic or Latino	Total
<b>Missouri</b>	<b>16,340</b>	<b>73,580</b>	<b>346,346</b>	<b>4,815</b>	<b>57,048</b>	<b>2,324,578</b>	<b>2,822,707</b>	<b>137,971</b>	<b>2,684,737</b>	<b>2,822,708</b>
<b>Southeast Total</b>	<b>544</b>	<b>1,333</b>	<b>11,263</b>	<b>113</b>	<b>1,919</b>	<b>118,585</b>	<b>133,761</b>	<b>3,575</b>	<b>130,186</b>	<b>133,761</b>
Bollinger County	12	6	24		12	1,658	1,713	20	1,693	1,713
Cape Girardeau County	153	537	3,307	50	658	34,780	39,485	1,055	38,431	39,486
Dunklin County	39	66	922	4	123	7,138	8,292	315	7,977	8,292
Iron County	18	9	50		45	2,760	2,883	39	2,844	2,883
Madison County	11	30	85		43	3,445	3,615	81	3,534	3,615
Mississippi County	13	14	428		36	2,302	2,794	112	2,682	2,794
New Madrid County	26	60	1,414	4	117	6,130	7,751	212	7,538	7,750
Pemiscot County	19	40	1,036	3	87	3,447	4,632	154	4,479	4,633
Perry County	34	88	276	6	87	8,252	8,743	298	8,445	8,743
Ste. Genevieve	21	48	118	4	68	5,992	6,251	115	6,136	6,251
St. Francois County	98	245	830	20	302	20,525	22,020	467	21,552	22,019
Scott County	58	128	2,084	12	216	12,971	15,469	431	15,038	15,469
Stoddard County	42	62	689	10	125	9,185	10,113	276	9,837	10,113

Sources:

U.S. Census, 2018-2022 American Community Survey 5-Year Estimates for Disability Status, Military Veteran Status, Poverty Status, and Language Spoken at Home. Data accessed July 2024 from census.gov

U.S. Census, 2023 annual averages, all ownership, Quarter Longitudinal Employer-Household Dynamics for Educational Attainment, Sex, Age, Race, and Ethnicity. Data accessed July 2024 from lehd.ces.census.gov

\*8/9/2024 - Corrected column totals in Ethnicity category.

## **Southeast Region Demographics - Barriers to Employment**

The percent of working age populations determined to have a barrier to employment is 13.5% of Missourians. In all but two of the 13 counties of the Southeast Region, the percentage of persons with barriers to employment is higher than the state average. The lowest percentage is in Cape Girardeau County at 13.4% and the highest is found in Mississippi County at 25.1%.

Barriers to employment can be homelessness, disabilities, and limited proficiency with the English language. In 12 of the 13 counties in this region, the percentage of the population with a disability is higher than the state average, with the highest in Pemiscot County at 17.5%. The percentage of the population with some difficulty speaking English is lower than the state average.

According to MERIC's Workforce Report, in 2024 the Southeast Region workforce had over 158,100 employees, making up 5.2% of Missouri's employment. The workforce is getting older in the Southeast Region, a trend continuing throughout Missouri and the U.S. In 2023, 23.9% of the workforce was age 55 or older, up from 20% a decade earlier. It was 23.5% for Missouri and 24.1% for the nation. The Southeast Region has 17% of its population has a disability compared to 12.6% in the state of Missouri and 10.7% in the U.S.

	Southeast Region	Missouri	United States
Average Monthly Employment in 2024	158,150	3,016,886	161,346,000
Average Unemployment Rate in 2024	4.1%	3.7%	4.0%
Male	48.3%	49.9%	51.2%
Female	51.7%	50.1%	48.8%
Non-White	11.8%	18.1%	24.9%
Hispanic or Latino	2.9%	5.1%	18.3%
Ages 55 and Older	23.9%	23.5%	24.1%
With Disabilities (Ages 18-64)	17.0%	12.6%	10.7%
Below Poverty Levels (Ages 18-64)	16.2%	12.1%	11.6%
Language other than English (Ages 18-64)	3.2%	7.4%	23.8%
Education of Associate Degree or Higher (25 years & Older)	28.0%	40.2%	43.8%
Veterans (Age 18-64)	4.2%	4.7%	4.2%

SOURCE: QWI 2024 Q1; PRIVATE OWNERSHIP. CENSUS 2023 ACS 5 YEARS DATA, LAUS 2024 DATA



## **WDBSE Program Contractor - Educational Data Systems, Inc., Hiring Practices (EDSI)**

### **EDSI Background Description and Staffing**

EDSI is a national workforce development, talent solutions and consulting company based out of Dearborn, MI with over 800 employees. Founded in 1979, EDSI is headquartered in Dearborn, MI and has locations in Pennsylvania, New York, Connecticut, Missouri, North Carolina, Tennessee and Florida.

EDSI will be submitting a separate report compiled with data and information from Southeast and all regions they currently provide services within. This is information inclusive of the following; 1) Advertisement of Job Openings/Applications; 2) Interviewing; 3) Interviewing; 4) Selecting Candidates for Hire; 5) Job Descriptions; 6) Performance Evaluations; 7) Training Selection; 8) Promotion/Transfer Analysis; 9) Demotion Analysis and; 10) Non-Discrimination and Harassment Policy.

## **Workforce Development Board of Southeast Missouri – Hiring Practices (WDBSE)**

### **Advertisement of Job Openings**

WDBSE and internal staff will be notified of vacancies prior to public advertisement by posting vacancy notices via email, as an internal posting. WDBSE may have priority consideration when applying for the position, but the selection will be made based on the best candidate for the position, considering skills, education, work history, and any other relevant employment factors. The President/COO may determine that sufficient qualified candidates have applied and make outside advertising unnecessary. In that event, the most qualified candidates will be interviewed, and a selection may be made.

### **Applications**

Applications are not considered complete if the applicant does not return the required WDBSE Application for Employment, Voluntary Disclosure Form, and Equal Opportunity/Complaint and Grievance Notice. After review of the applications, interviews will be arranged for those candidates showing highest qualifications and potential.

### **Interviewing**

Interviews are scheduled with immediate supervisors and can include other staff as appropriate. Selection for interviews are based on qualifications and previous job history. After reviewing the applications personal interviews will be scheduled for applicants showing the highest job description qualifications. The interview consists of questions from the job description, duties, requirements, and resume information.

### **Selection of Candidates for Hire**

Once the interview process is concluded those answers are then scored. The applicant with the highest score, based on the using the interview questionnaire as a guide, is then offered the job.

### **Job Descriptions**

Job descriptions are reviewed and updated before each new job position posting and on an annual basis for equal opportunity and nondiscrimination policies. The job description in the job posting is used to develop an interview questionnaire. The interview questionnaire is developed based on the essential responsibilities, organizational policies, and qualifications for the position.

### **Performance Evaluations**

Performance Evaluations are conducted by the employee's direct supervisor annually. These evaluations are based on employee performance. Each employee is evaluated against a set of pre- set professional standards and conduct relating to their job description, responsibilities, and annual goals set by both the employee and the supervisor.

### **Identification of Promotable and Transferable Employees**

Employees may transfer at their request and apply for any open position(s) within the agency. Open positions are posted internally prior to being posted externally. The employee's skills, experience, and current job performance are reviewed to determine if the promotion or transfer is applicable.

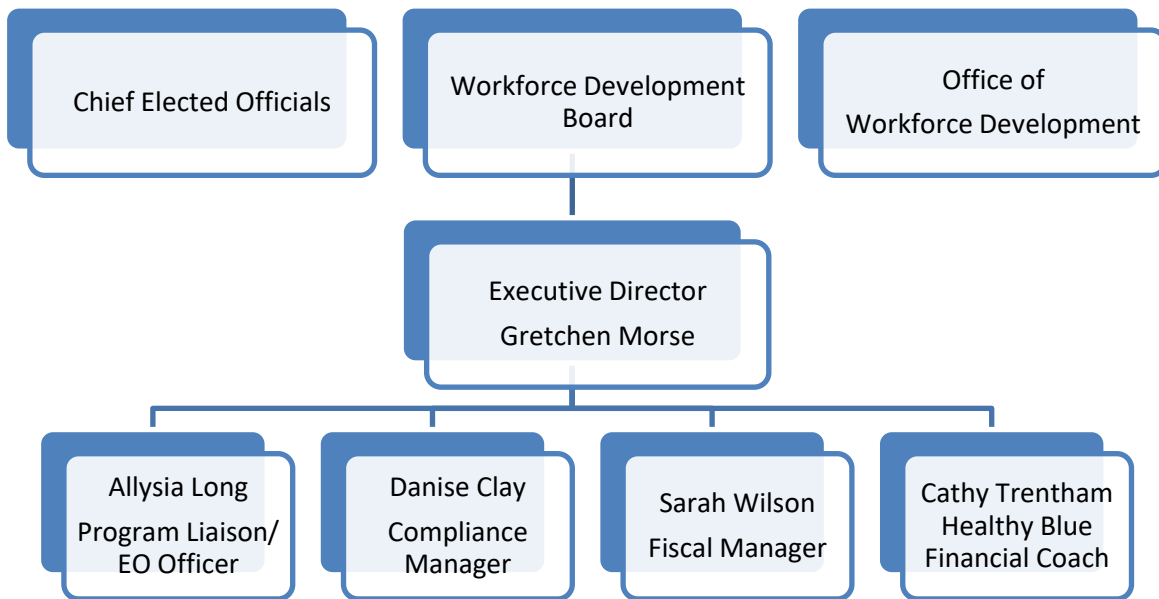
### **Training Selection**

Workforce Development Board of Southeast Missouri offers training opportunities to all employees through various methods, including in-person, online, off-site workshops, seminars and conferences. Staff selected for joining out of region trainings are determined by overall cost and budget; and who will benefit from attending.

### **Non-Discrimination and Harassment Policy**

Workforce Development Board of Southeast Missouri is an equal opportunity employer who prohibits discrimination on the basis of race, color, sex, age, religion, national origin, disability, sexual orientation, gender identity or any other category protected under law. This policy applies to all circumstances of employment, including but not limited to, recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. As a part of this policy, Workforce Development Board of Southeast Missouri prohibits any form of workplace harassment based on race, color, sex, age, religion, national origin, disability, sexual orientation, gender identity or any other category protected under law. Conduct in violation of this policy may result in disciplinary action, up to and including termination.

## WDBSE Organizational Chart





### Training Analysis

All staff at the Workforce Development Board of Southeast Missouri attended various trainings in-house presentations, webinars, workshops, seminars, and conferences. We have no staff members who have disclosed a disability. Not reporting a disability is the option of the applicant. While this area was flagged, there's nothing to suggest there was adverse impact that resulted in discrimination.

<b>ALL RACE</b>	<b>Total # of Eligible Applicants/ Participants</b>	<b># Selected</b>	<b># Not Selected</b>	<b>Selection Rate Percentage</b>	<b>Must be 80% or greater to satisfy 4/5ths Rule</b>
White	2.5	2.5	0	0%	#DIV/0!
American Indian or Alaskan Native	1	1	0	0%	#DIV/0!
Asian	0	0	0	#DIV/0!	#DIV/0!
Black or African American	1	1	0	0%	#DIV/0!
Native Hawaiian or Other Pacific Islander	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (White race only)	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (all other races)	0	0	0	#DIV/0!	#DIV/0!
2 or more Races (Not Hispanic or Latino)	0	0	0	#DIV/0!	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>4.5</b>	<b>4.5</b>	<b>0</b>	<b>0%</b>	<b>100%</b>

<b>ALL GENDER</b>	<b>Total # of Eligible Applicants/ Participants</b>	<b># Selected</b>	<b># Not Selected</b>	<b>Selection Rate Percentage</b>	<b>Must be 80% or greater to satisfy 4/5ths rule</b>
Males	0	0	0	#DIV/0!	#DIV/0!
Females	4.5	4.5	0	0%	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>4.5</b>	<b>4.5</b>	<b>0</b>	<b>0%</b>	
<b>DISABILITY STATUS</b>	<b>Total # of Eligible Applicants/ Participants</b>	<b># Selected</b>	<b># Not Selected</b>	<b>Selection Rate Percentage</b>	<b>Must be 80% or greater to satisfy 4/5ths rule</b>
Disability	0	0	0	#DIV/0!	#DIV/0!
Non Disability	4.5	4.5	0	0%	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>4.5</b>	<b>4.5</b>	<b>0</b>	<b>0%</b>	<b>#DIV/0!</b>

## Utilization Analysis / Staffing Hires, Promotions and Terminations Open Positions / Applicant Pool and Interviews

For PY24, the Workforce Development Board of Southeast Missouri is fully staffed. Therefore, we had no job openings that needed to be filled and/or posted. However, if positions must be posted, the Workforce Development Board of Southeast Missouri will ensure job postings are properly announced for attracting diverse pool of applicants.

In the demotion/termination/resignation portion of the 80% rule analysis, to satisfy the 4/5ths rule, you need to show less than 80%. In this program year, we are showing over the 80% in all demographic groups that we have employees. We believe it is due to the overall comparison and make-up of the applicants when looked at by demographics.

### WDBSE - Applicant Pool / Interviews

ALL RACE	Total # of Eligible Applicants	# Hired	# Not Hired	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths Rule
White	0	0	0	0%	#DIV/0!
American Indian or Alaskan Native	0	0	0	#DIV/0!	#DIV/0!
Asian	0	0	0	#DIV/0!	#DIV/0!
Black or African American	0	0	0	#DIV/0!	#DIV/0!
Native Hawaiian or Other Pacific Islander	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (White race only)	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (all other races)	0	0	0	#DIV/0!	#DIV/0!
2 or more Races (Not Hispanic or Latino)	0	0	0	#DIV/0!	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>#DIV/0!</b>
ALL GENDER	# of Applicants	# Hired	# Not Hired	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths rule
Males	0	0	0	#DIV/0!	#DIV/0!
Females	0	0	0	0%	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	
DISABILITY STATUS	# of Applicants	# Hired	# Not Hired	Selection Rate Percentage	Must be 80% or greater to satisfy 4/5ths rule
Disability	0	0	0	#DIV/0!	#DIV/0!
Non Disability	0	0	0	0%	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>#DIV/0!</b>

## WDBSE – Promotions to Eligible Candidates / Promotion Analysis

<b>ALL RACE</b>	<b>Total # of Eligible Applicants</b>	<b># Promoted</b>	<b># Not Promoted</b>	<b>Selection Rate Percentage</b>	<b>Must be 80% or greater to satisfy 4/5ths Rule</b>
White	2.5	0	2.5	0%	#DIV/0!
American Indian or Alaskan Native	1	0	1	0%	#DIV/0!
Asian	0	0	0	#DIV/0!	#DIV/0!
Black or African American	1	0	1	0%	#DIV/0!
Native Hawaiian or Other Pacific Islander	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (White race only)	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (all other races)	0	0	0	#DIV/0!	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>4.5</b>	<b>0</b>	<b>4.5</b>	<b>0%</b>	<b>#DIV/0!</b>
<b>ALL GENDER</b>	<b>Total # of Eligible Applicants</b>	<b># Promoted</b>	<b># Not Promoted</b>	<b>Selection Rate Percentage</b>	<b>Must be 80% or greater to satisfy 4/5ths rule</b>
Males	0	0	0	#DIV/0!	#DIV/0!
Females	4.5	0	4.5	0%	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>4.5</b>	<b>0</b>	<b>4.5</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>DISABILITY STATUS</b>	<b>Total # of Eligible Applicants</b>	<b># Promoted</b>	<b># Not Promoted</b>	<b>Selection Rate Percentage</b>	<b>Must be 80% or greater to satisfy 4/5ths rule</b>
Disability	0	0	0	#DIV/0!	#DIV/0!
Non Disability	4.5	0	4.5	0%	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>4.5</b>	<b>0</b>	<b>4.5</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

### **Termination Analysis**

The Workforce Development of Southeast Missouri had no terminations in PY24. Therefore, no data was available to conduct the 4/5<sup>th</sup> rule analysis.

<b>ALL RACE</b>	<b>Total Number of Employees</b>	<b>Total Number Terminated</b>	<b># Not Terminated</b>	<b>Termination Rate Percentage</b>	<b>Must be LESS THAN 80% to satisfy 4/5ths rule</b>
White	0	0	0	#DIV/0!	#DIV/0!
American Indian or Alaskan Native	0	0	0	#DIV/0!	#DIV/0!
Asian	0	0	0	#DIV/0!	#DIV/0!
Black or African American	0	0	0	#DIV/0!	#DIV/0!
Native Hawaiian or Other Pacific Islander	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (White race only)	0	0	0	#DIV/0!	#DIV/0!
Hispanic or Latino (all other races)	0	0	0	#DIV/0!	#DIV/0!
2 or more Races (Not Hispanic or Latino)	0	0	0	#DIV/0!	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>ALL GENDER</b>	<b>Total Number of Employees</b>	<b>Total Number Terminated</b>	<b># Not Terminated</b>	<b>Termination Rate Percentage</b>	<b>Must be LESS THAN 80% to satisfy 4/5ths rule</b>
Males	0	0	0	#DIV/0!	#DIV/0!
Females	0	0	0	#DIV/0!	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>DISABILITY STATUS</b>	<b>Total Number of Employees</b>	<b>Total Number Terminated</b>	<b># Not Terminated</b>	<b>Termination Rate Percentage</b>	<b>Must be LESS THAN 80% to satisfy 4/5ths rule</b>
Disability	0	0	0	#DIV/0!	#DIV/0!
Non Disability	0	0	0	#DIV/0!	#DIV/0!
<b>TOTAL APPLICANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

### **Examining Staff Analysis Demographics not Passing the 80% Rule**

Equal Opportunity Demographic information is provided by the applicant on a voluntary basis. Due to this disclosure being voluntary for each applicant, some choose not to submit the information; some submit the information but do not mark the appropriate box. Without this information being voluntarily self-reported or if there is a majority of our applicants or employees choosing not to disclose, our demographics will not pass the 80% rule.

Based on the above reasoning in the investigation summary, we feel there will be no adverse impact resulting in the demographics that may not pass the 80% rule, pending all demographics being flagged in the termination analysis.

### **Investigative Summary PY24**

The Workforce Development Board of Southeast Missouri hiring process consist of informing internal applicants of a position prior to announcing it to the public. Internal applicants are considered first when they follow the submission time-line. However, it is not mandatory for us to select them for the open position, as we will fill the position with the best applicant possessing the knowledge, skills, and abilities. A closing date will be listed on the applications to ensure prompt interview times and decision making of the selected applicant. The closing date can be extended if necessary.

The Workforce Development Board of Southeast Missouri will still notify board members who work with area partner agencies of the job opening. As this will increase awareness and the demographic applicant pool. While collaborating with other area resources and community groups for outreach, we will encourage EDSI, the sub-recipient staff to share job opening notices to those groups and agencies they interact with. And when appropriate, we will continue posting on websites such as job4you.org, jobs.mo.gov, Indeed and the SEMO Universities job posting board, and utilize social media to increase awareness of our job openings.

As mentioned, we will begin to target domicile specific job posting opportunities and push out notices through the connections our staff has made with community organizations along with resources mentioned in the Outreach Section of this report. The Workforce Development Board of Southeast Missouri will continue to research more ways to ensure job postings are announced to a larger population in an effort to elicit a more diverse applicant pool.

## **Southeast Workforce Development Board Outreach Plan**

Recruiting for open positions is primarily done through the avenues explained above in the Hiring Practices section of this report. However, through certain positions or suggestions, we are always willing to incorporate or share openings through other avenues, announcements, partners, and community agencies through the Outreach efforts being done by the Workforce Development Board of Southeast Missouri and its staff members.

The services of the Job Centers are not only for Job Seekers but also for Employers, Organizations, and Community Partners as well. Education and agency partnerships are major factors in meeting the needs of both job seekers and employers. WDBSE continues strong partnerships with our two community colleges, our university and with our many Voc-Tech schools. We need their expertise to develop curriculum to educate our workforce. Working together with both education and agency partners is not only the best use of the funding, but also our best option for meeting the needs of both job seekers and employers.

Outreach to businesses is conducted through WDBSE and Job Center involvement with regional chambers of commerce, and economic development departments, as well as by contact from the Regional Business Representative. The Southeast Region's outreach plan for businesses is designed to increase the awareness of available services to increase the number of businesses that use the Missouri Job Center products and services.

- Gather business intelligence to identify current economy;
- Work with local and regional economic development professionals;
- Provided one-on-one assistance to employers with job matching system;
- Encourage entrepreneurship with economic developers.

For outreach with job seekers, the job center staff, one-stop operator, youth staff, and WDBSE staff have each made it a priority to get out into the communities and help to spread the word about the job centers, services, and openings. Through this targeted outreach we have been able to connect with county and city resource organizations. This outreach can include setting up booths at events, collaborating through meetings and taskforces, sharing and gathering information, co-enrollment for braiding of resources, and offering services off-site.

The region's Missouri Job Centers offer an array of services aimed at making every job seeker a better job candidate. Through the website [www.jobs.mo.gov](http://www.jobs.mo.gov) job seekers are able to have access to regional, state, and national job openings. Through labor market information, career exploration activities, job seeking assistance, resume preparation assistance, assessments, skills certifications such as the National Career Readiness Certificate, and workshops we can assist job seekers in the preparation of applying for jobs that match with their knowledge, skills, and abilities. We offer access to short and long term skill-building training and employment services, supportive services information, job specific training and certifications, placement

assistance, opportunities for on-the-job training, and tuition assistance to build on the knowledge, skills, and abilities that a job seeker will need for their chosen career path. Methods of referral and opportunities for co-enrollment with other workforce partners will continue to be refined. Collaborating with partner agencies to develop a triage approach to serving customers will increase awareness of area resources and avoid duplication of services.

The Southeast Region has a Priority of Service Policy that allows Veterans and their eligible Spouses, Veteran Representatives in the Southeast Region work closely with Veteran Organizations to assist in the outreach and recruitment of qualified and eligible veterans.

The Southeast Region also has an additional income eligible tier, Priority Level Two Enrollments, this tier allows participants to enroll into the program for assistance as long as their income does not exceed 250% of the Lower Living Income Level as compared to Priority Level One enrollments whose annual income cannot exceed 150% of the Lower Living Income Level. This allows us to serve participants who need assistance to achieve or maintain a level of self-sufficiency but are currently working in an effort to make a better life for them and their families.

Outreach includes agencies, organizations, required core partners, community organizations, schools at all levels, task forces, non-profits, and more. A summary of the work that is being done will still not highlight all the efforts of the regional staff members. One-Stop meetings are held monthly to bring together organizations to collaborate, network, and connect with their resources.

Here is a list we were able to compile from the staff responses and are outreach efforts by our staff members throughout the Southeast Region:

- Fresh Start Self-Improvement Center (MS CO)
- Multiple School district's and Alt High Schools throughout the region
- Multiple JAG Programs throughout the region
- Sikeston, Cape, Pemiscot, and Kennett - Career and Technology and Technical Skill Centers
- Multiple Colleges and Universities including Mineral Area College, SEMO, New York Rochester University (School for Deaf), Ranken, J' La Rue, Renaissance
- Multiple AEL Programs throughout the region
- Bootheel Babies
- Multiple County Juvenile, Probation, Prisons, Police Departments, and Parole Offices
- Charleston Board of Special education
- Missouri Bootheel Regional Consortium
- Multiple Departments of Social Services
- Hope International
- Bootheel Counseling Services
- SEMO Health Network
- Multiple Food Pantries including but not limited to: SEMO Food Bank
- NMCO Diaper Bank and Family Resource Center
- Heat Up St.Louis & LIHEAP
- DAEOC
- Community Resource Coalition
- Outreach community support center
- Virgie's place
- Multiple Area NEXUS meetings
- C.I.T.
- Pemiscot county initiative network
- Sikeston, Cape, Perryville, Jackson, Madison - Chamber of Commerce
- SFC Community Partnership
- Multiple EMLA Agencies and Programs throughout the region
- United Way
- Vocational Rehabilitation
- Job Corp
- West County Hope Center
- Perryville Disability Alliance, Cape Chamber of Commerce,
- TRA Representative
- MBRC Community Outreach
- Bowden Outreach Center
- UMOs
- MO DESE
- Skills USA Chapter, New Madrid County
- US DOL
- SNAP and SkillUp Agencies
- Show Me Hope Missouri
- Presbyterian Children's Home and Services
- Farmington Pet Adoption Center
- Vocational Rehab for Deaf/Hard of Hearing
- Public Libraries
- ResCare Homecare
- Catholic Charities of SE MO
- Shared Blessings Homeless Shelter
- St Francois County Board for the Developmentally Disabled
- MERS/Goodwill
- Life Center for Independent Living
- First State Community Bank
- Visions of Hope/Dress to Impress
- Social Security Administration
- Family Support Division
- MWA/TANF Programs
- WIOA National Farmworker Program
- Veteran SBE Program
- Legendary Plajshwalkers
- Safe Harbor
- 180 Healthcare
- Hope Chest
- Cape Community Counseling
- CoNEXTion Community Resource
- WIC
- HUD, USDA Rental Assistance Program, Liberty Apartment and Housing Program, MSCO Housing Authority
- Gibson Recovery Association
- Pregnancy Resource Center
- Birthright
- Amelia's Fashion Exchange Resale Shop
- Medicaid
- AmeriCorps
- Project Homeless Connect
- Probation and Parole -ReEntry Program
- Health Career Pathways - Missouri Hospital Association
- SHRM Society for Human Resource Management
- Project Cape
- Safe House for Women
- Caring Council
- Dunklin County Caring Council
- Helping Hands
- Break Through Recovery Group
- Social Media Outreach
- Ste. Genevieve community Forum
- Council of Agencies, Perryville
- Bollinger County Community Care Council
- E.D.G.E
- S.N.A.P Resource Office
- Community Partnership of SEMO

The Workforce Development Board of Southeast Missouri utilizes the following tagline on all communications, brochures, advertisements, and other documents both inside and outside of the office.

*“The Workforce Development Board of Southeast Missouri is an Equal Opportunity Employer/Program. Auxiliary Aids and services are available upon request to individuals with a disability. Missouri Relay Service 711.”*

A Babel Notice has also been added to documents and flyers that are provided to customers and potential customers to inform them that there are translation services available at no cost to them. The Workforce Development Board of Southeast Missouri utilizes the following Babel Notice.

*“Please contact the Missouri Job Center for translation assistance. Este documento contiene información importante sobre acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.”*



## **Staffing Analysis Report Summary**

The Workforce Development Board of Southeast Missouri will continue posting new job opportunities with jobs.mo.gov, and job4you.org, Indeed, local University/Colleges, and Social Media. We believe these provide the largest connections to a diverse demographic pool; as well as recruiting efforts through current employees and previously mentioned area contacts/partners. We'll continue to target domicile specific job posting opportunities and push out notices through the connections our staff has made with community organizations and resources.

The Workforce Development Board of Southeast Missouri is committed to fair hiring practices that include nondiscrimination policies and practices and will work through suggestions brought up in the investigation summary to ensure there is no intentional or unintentional discrimination in any part of our hiring process including job announcement access.

All employees have received and will continue to receive training on nondiscrimination and Equal opportunity topics and Compliance and Performance monthly. All employees are available to be selected for training opportunities as they become available.

Outreach plans will be evaluated and revised as necessary to make way for new partnerships, opportunities, and ways to reach the public. We will continue to encourage staff and management to allow staff members to actively participate in meetings and opportunities in which Outreach and Information about not only our job postings but also our Programs and Services can be shared with other demographic areas, community agencies, and partners.

The Workforce Development Board of Southeast Missouri will also continue monitoring our employment practices, and programs and services as well as the One-Stop Operator and any new Sub-Recipients. We will work to ensure that policies and the Affirmative Action Plan are followed and utilized to ensure Equal Opportunity practices and implementations.

## MINORITY WORKFORCE ANALYSIS

by Department/Organizational Unit

Department Name:  
Date of Workforce Information:

Workforce Development Board of Southeast Missouri  
PY24 (07.01.24-06.30.25)

Company Name/Location: \_\_\_\_\_  
Address: \_\_\_\_\_

Southeast Region

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*													
				Total Male Employees	Total Female Employees	Male Minority Employees						Female Minority Employees						Total Minority Employees	
						AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP	M		
President/COO	Admin/Program	\$58,000 - \$75,000	1	0	1							1						1	
Fiscal Manager (Part-Time)	Admin/Program	\$25.00 - \$35.00	.5	0	.5														
Program Liaison / Business Service Rep	Admin/Program	\$49,000 - \$58,000	1	0	1									1				1	
Manager of Compliance	Admin/Program	\$45,000 - \$60,000	1	0	1														
Healthy Blue - Financial Coach	Program	\$30,000 - \$42,000	1	0	1														
TOTAL			4.5	0	4.5	0	0	0	0	0	0	1	0	1	0	0	0	2	

\*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

TERMINATIONS					RACE CODES:		English Spanish French German Chinese	VET STATUS CODES:				
					AI - American Indian			B - Black	D - Disabled		V - Vietnam Era	
					H - Hispanic			A - Asian	OE - Other Eligible			
					RACE CODES:			VET STATUS CODES:				
					AI - American Indian			B - Black	D - Disabled		V - Vietnam Era	V - Vietnam Era
					H - Hispanic			A - Asian	OE - Other Eligible			
					PI - Native Hawaiian/Pacific Islander			SM - Armed Forces Service Medal				
					T - Two or More Races (			W - White	RS - Recently Separated			
DATE	JOB GROUP	JOB TITLE HELD	RACE	SEX M/F	Disabled	Vet Status	Primary Lang	VOLUNTARY TERM?	Termination or Resignation	REASON		

APPLICANT FLOW LOG							RACE CODES:				VET STATUS CODES:			
							AI - American Indian		B - Black		D - Disabled			V - Vietnam Era
							H - Hispanic		A - Asian		OE - Other Eligible			
							PI - Native Hawaiian/Pacific Islander		W - White		SM - Armed Forces Service Medal			
							T - Two or More Races (2+)				RS - Recently Separated			
DATE	NAME	JOB APPLIED FOR	JOB GROUP	RACE	SEX M/F	Disabled	VET STATUS	Prim/ Pref Lang	TEMP Y/N ?	SELECTED/ REJECTED S/R	DATE OF HIRE	REASON FOR NON-SELECTION		
		No Positions Were Posted During PY24												

HIRES/OFFERS		RACE CODES:		VET STATUS CODES:				
		AI - American Indian	B - Black	D - Disabled		V - Vietnam Era		
		H - Hispanic	A - Asian	OE - Other Eligible				
		PI - Native Hawaiian/Pacific Islander		SM - Armed Forces Service Medal				
		T - Two or More Races (2+)		W - White		RS - Recently Separated		
HIRE DATE	NAME	JOB TITLE		RACE	SEX M/F	Disabled	VET STATUS	Primary/ Pref Lang

There Were No Job Offers During PY24