



www.job4you.org

1021 Kingsway, Suite 1
Cape Girardeau, MO 63701

Phone: 573.334.0990, Relay 711

**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES**

May 3rd, 2024, 10:00am-12:00pm In-Person with Virtual Option

My Daddy's Cheesecake

265 South Broadview Street, Cape Girardeau, MO 63703

Time & Location: The meeting was called to order at 10:05am by Valada Harp. Meeting was held in-person with virtually option via Zoom at My Daddy's Cheesecake in Cape Girardeau, MO.

Members Present: Lisa Cook, Todd Cruets, Valada Harp, Ken Rinehart, Angela Wilson, Vance Read, Kevin Gruenwald, Stacy Snider, Scott Sattler, Brock Crowley, Valerie Moore

County Commissioners Present: Charlie Herbst, Vice CLEO; Larry Kemp; Danny Tetley

Staff Present: Gretchen Morse, Allysia Long, Sarah Wilson, Danise Clay

Guests Present: Samantha Terry, EDSI; Linda Fitzgerald, EDSI; Debra Thompson, EDSI; Vicky Bonney, OWD; Sandra Cabot, DED; Tamika Green, OWD; Cathy Harris, 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 (51%) vote of members present.

The Southeast Workforce Development Board is an equal opportunity program/employer.
Auxiliary aids and services are available upon request.
This information can be translated into another language if requested.
Esta información se puede traducir a otro idioma si se solicita.

CONSENT AGENDA – VALADA HARP

Motion made by Charlie Herbst to accept the consent agenda item: Approval of January 2024 meeting minutes, with a second from Lisa Cook, all in favor, motion carried.

FINANCIAL COMMITTEE UPDATE – SCOTT SATTLER/SARAH WILSON

Committee met on April 17th, 2024. Scott Sattler and Sarah Wilson provided financial update. Committee reviewed all financial documents with Sarah and Gretchen. The only concern were expenditure rates on SkillUp funds and allocating staff time to the grant. Gretchen will review staff time and work with Sarah on these expenditures. Sarah indicated that financials are much better for PY23 and we're pleased with the direction we're going. Sarah has been a great help with getting us where we are currently. The reports ending March 2024 were shared during meeting as well as in board packet. We have one more quarter that will end June 2024. We're on track to meet our 80% obligations for WIOA funds. We're at 74% spent on WIOA Adult, 76% spent on WIOA Dislocated Worker and 91% spent on WIOA Youth. We're a little over on WIOA Youth but WIOA Youth funds technically started April 1st, 2024. Regions are waiting on WIOA Youth funds as the State hasn't received their funds just yet. The state is a little slow in pushing out the funds once received, however, there's no need for concern at this time as the funds should be available very soon.

Motion to accept financial report by Scott Sattler, seconded by Valerie Moore, all in favor, motion carried.

BUSINESS SERVICES PRESENTATION BY EDSI & OWD

Vickey Bonney with OWD and Debra Thompson with EDSI provided presentation on business services for the Southeast Region. The presentation highlighted the rapid response services provided by the Business Support Unit, which aims to assist workers during mass layoffs or closures. Additionally, the team discussed employer outreach, business consulting, and connecting employers with training options, emphasizing the importance of collaboration and partnership with other agencies to support employers and job seekers in the region. The presentation also outlined the 2024 goals for employer services in the Southeast region.

PRESIDENT'S REGIONAL REPORT – GRETCHEN MORSE

- One-Stop Operator report by Linda Fitzgerald was emailed in board packet-please take time to read over. Contains very good information regarding regional events, WIOA enrollments, and number of job seekers being served in the job centers along with employer information.
- Allysia Long completed the annual inventory of board owned equipment in March 2024. I would like to report that everything is accounted for that is owned by the board. Items include printers/copiers, desk top computers, lap tops, filing cabinets, tables, shredders, and other miscellaneous office furniture.
- Gretchen Morse and Danise Clay are preparing for WIOA performance negotiations later this year with OWD. This will be performance negotiations for PY24 & PY25. OWD sent each regional director their local statistical adjustment factors to begin the negotiation process. Regions should be receiving PY23 Q3 performance in the very near future.
- The Southeast Region's 2024-2028 4-year plan was submitted to OWD on 04/02/24, the due date was 4/30/24. Thanks to all that helped with the plan! OWD will review each regions submitted plans along with every attachment and once reviewed, OWD will issue approval or denial along with next steps. The Southeast plan was 70 pages with 55 attachments. Once the plan and attachments have final approval, all documents will be posted on WDBSE website prior to 7/1/24 start date.

The Southeast Workforce Development Board is an equal opportunity program/employer.

Auxiliary aids and services are available upon request.

This information can be translated into another language if requested.

Esta información se puede traducir a otro idioma si se solicita.

- The Annual Missouri Association for Workforce Development Conference (MAWD) was held April 24th-April 26th in Branson, MO. Gretchen Morse attended the conference this year. The MAWD theme this year was “Breaking Barriers, Building Bridges”. We have the pleasure of having the MAWD President, Ms. Samantha Terry with us here today. Samantha is the Missouri Regional Director for EDSI. The conference was very good, with many sessions to pick from depending on your interest. Sessions varied from working with job seekers to working with employers as well as personal growth.
- The Regional Board Directors/Presidents across the state did attend a pre-session at MAWD on April 23rd with the Council for Adult and Experiential Learning (CAEL). CAEL is a national, nonprofit organization that supports the creation of education-to-career pathways, fueling economic mobility, and community prosperity for all. The CAEL group will be providing training to the regional directors on board strategies, board leadership and board operations.
- OWD has a financial auditing contract with Booth Management Consulting, LLC (BMC) for 3 years to monitor each region's financials. BMC is based in Maryland. This is their second year on the contract with OWD. BMC is required to go onsite with each region. Their onsite visit for SE region was this past Monday and Tuesday. The review went very well. Final report is fourth coming---- The time period of this financial review was 7/1/23-1/31/24. Areas they reviewed included internal controls, financial oversight, and financial management, accounting policy, procedures, service design and delivery. Myself, Sarah, and Allysia worked together gathering and uploading over 30 documents to BMC for the review.
- Danise Clay, board compliance manager conducted her second region-wide program case management training on 4/12/24 with the EDSI subcontracted staff. This training was focused on WIOA Youth. Training went very well with lots of open discussion on program services.
- Allysia Long and Debra Thompson will be providing region-wide professional development on communication and customer service in June. This will be for all contracted staff, OWD state staff and board staff.
- Gretchen Morse's' upcoming events
 - MO State Board meeting on May 17th at Lake of the Ozarks
 - Statewide Partnership meeting on May 23rd
 - Missouri Economic Development Council (MEDC) will hold their annual conference June 24th – 26th in Branson. I along with several of my counterparts will be presenting at the conference on what Workforce Development Boards do and what their roles are.
- Gretchen Morse shared a recent Healthy Blue Success Story-Healthy Blue is private funding to assist/support newly employed individuals for 90 days to ensure successful employment retention. Signed authorization from client to share story on file.
- Acknowledgement by Gretchen Morse to Allysia Long, Danise Clay, Sarah Wilson, and Cathy Trentham for a job well done this past year.

The Southeast Workforce Development Board is an equal opportunity program/employer.

Auxiliary aids and services are available upon request.

This information can be translated into another language if requested.

Esta información se puede traducir a otro idioma si se solicita.

WORKFORCE SYSTEM NETWORK COMMITTEE – STACY SNIDER

Stacy Snider made motion to go into closed session at 11:05am. Motion seconded by Kevin Gruenwald, all in favor, motion carried. Board roll call by Allysia Long, closed session.

ADJOURNMENT – VALADA HARP.

Roll call 11:14am by Allysia Long. With no further business, a motion to adjourn made Ms. Stacy Snider and seconded Ms. Lisa Cook, all in favor, motion carried.

Respectfully submitted,

DocuSigned by:

Valada Harp

4E3C89E413E8435

Valada Harp, WDB – Chair

DocuSigned by:

Gretchen Morse

C030154D7B584C3...

Gretchen Morse, President/COO