



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

WDBSE Executive Committee Meeting
In-Person Board Admin Office with Virtual Option
March 12th , 2025 9:am-10:30am

Executive Committee Members Present:

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

Executive Committee Members Absent: None

WDBSE Staff Present: Gretchen Morse, Allysia Long, Sarah Wells

Guest(s): Patrick Kintner- Stanley, Dirnberger, Hopper & Associates, LLC

Summary:

The Executive Committee convened to review the audit report for the fiscal year ending June 2024, presented by Pat Kintner. He confirmed that the financial records are now reliable, with previous weaknesses addressed and no findings reported in the audit, which is crucial for compliance with federal oversight. Improvements in the accounting records and processes seen based on previous two years. Trial balance is now reliable and accounting records are balanced. WDBSE staff were praised for the hard work and dedication.

- Motion to approve the annual independent audit report ending June 2024 made by Stacy Snider, seconded by Sherry Hamby-Vance, all in favor, motion carried.

Sarah Wells proposed a budget modification to transfer funds from the WIOA Dislocated Worker program to the WIOA Adult program due to underutilization of WIOA Dislocated Worker funds. She recommended transferring up to 50% of PY23/FY24 funds to PY24/FY25 funds which would include an additional transfer of up to \$62k and up to 80% of the current year's funds to optimize spending and adapt to participant needs.

- Motion to approve the transfer of funds from WIOA Dislocated Worker to WIOA Adult made by Mike Sauer, seconded by Stacy Snider, all in favor, motion carried.

The Financial Committee met on March 7th, 2025 to review Independent Auditor proposals. Request for Proposals (RFP) were sent to fourteen accounting firms, with two firms responding that they could not bid at this time and two firms submitting formal bids. The two proposals received were from Honkamp, P.C. and Stanley, Dirnberger, Hopper & Associates, LLC. The Honkamp, P.C. proposal was exceptionally high with a cost per year of \$47,800.00. Stanley, Dirnberger, Hopper & Associates, LLC proposal was significantly lower with a cost per year of \$6,500.00. The Financial Committee recommended Stanley, Dirnberger, Hopper & Associates, LLC for one year with two optional years.

- Motion to recommend Stanley, Dirnberger, Hopper & Associates, LLC for one year with two optional years made by Scott Sattler, seconded by Stacy Snider, all in favor, motion carried.

Gretchen Morse presented a draft policy revision regarding Individual Training Accounts (ITA) to address dual enrollments in WIOA and other funding programs, proposing that WIOA cover up to 10% of training costs for participants dually enrolled with other programs with training resources. In order for WIOA to receive performance in the credential measure and the skills gain measure, WIOA must pay a portion of the participants training.

- Motion to accept the ITA policy revision made by Stacy Snider, seconded by Kristen Daniel, all in favor, motion carried.


Discussion of WDBSE Employee Manual


- Motion to move into closed session made by Stacy Snider, seconded by Mike Sauer, all in favor, motion carried. Sarah Wells and Allysia Long left the meeting.

The committee discussed updates on part-time employee benefits and revisions to the employee manual. Discussion focused on paid time off, sick time, holidays, the old payroll system verbiage, bereavement and cell phone reimbursement. The Committee agreed to modify the language for part-time employees to say “less than 30 hours per week”. In light of recent legislation on paid sick leave, part-time employees will receive one hour of sick time for every thirty hours worked. Committee agreed to \$25.00 per month reimbursement to part-time employees. Revisions to the manual will be made and will be sent to the Executive Committee for email vote.

- Motion to move out of closed session made by Stacy Snider, seconded by Kristen Daniel, all in favor, motion carried

The meeting concluded with a motion to adjourn made by Stacy Snider, seconded by Mike Sauer, all in favor, motion carried.

Signed by:  <small>B879D50E4F04465...</small>	3/19/2025
Scott Sattler, WDBSE Board Chair	Date

DocuSigned by:  <small>AB0BED56870E4BA...</small>	3/18/2025
Sherry Hamby-Vance, WDBSE Board Secretary	Date