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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
January 21, 2021**

- Time & Location:** The meeting was called to order at 12:30 p.m. by Tom Greminger
- Members Present:** Stan Beel, David Bova, Lisa Cook, Stephanie Crawford, Kristen Daniel, Charles Dierks, Tom Greminger, Sherry Hamby-Vance, Ron Huber, Valada Harp, Mark Hulshof, Steve Medlin, Ken Rinehart, Diana Salazar, Janet Childers, Kevin Gruenwald, Libby Guillimas, JJ Lane, Steve Pinkley, Pamela Riehn
- Members Absent:** Sara Burgin, Todd Cruts, Stephen Gray, Lisa Koester, Suzanne Mullins, Angie Nations, Andrea Story, Kathy Teachout, Julie Carter
- County Commissioners Present:** Garry Nelson,
- Staff Present:** Samantha Terry, David Davis, Tamarra Lynn-Richmond, Gretchen Morse
- Guests Present:** Linda Fitzgerald – One-Stop Operator, Valerie Moore – OWD Regional Director, Sandra Cabot

**Please Note – These are DRAFT Minutes until Board vote
and approval in April 2022**

*****Information shared (not listed on agenda)**

**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 members present.

**The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

**To join meeting by phone 1-866-439-0886, no pin number required.

CONSENT AGENDA – TOM GREMINGER

A motion was made by Ken Rinehart to accept the following consent agenda items:

- Approval of Minutes October 15, 2021 meeting
- WDB FY21 AE Report – PY21/FY22 Budget

With a second from Lisa Cook. Motion carried.

BUDGET SUMMARY & FUND Shift – DAVID DAVIS

The budget numbers for December were shown. We are requesting to shift money from DW to Adult. We have only spent 144,000 in DW this year, in contrast we have spent over 400,000 this year in Adult, almost 3 times more in Adult than DW. Shifting the money from one program PY21 which has 106,000 FY21 455,000. We are request 50,000 of the PY21 fund and 150,000 from the FY22 fund in order to get the money expended. The money has to be 80% spent or obligated by June 30th. With the way DW funding has been going, we would have to spend 24,000 a month which is highly unlikely, in adult we are spending 75,000 a month. Allowing the move will allow us to use the money in our region as well as keep the funding based on hitting the 80% expenditure requirement. We are spending at a 60/40 split, without more DW enrollments we do not have the allocations going to that funding. 50,000 from PY21 and 150,000 from FY21 to make those funds available where it is needed.

A question was asked about restrictions with the move of this funding. We can always move money back to DW from Adult if there was an economy change that would warrant the need to move that money between the funding's.

Motion to approve audit made by Garry Nelson. Lisa Cook seconded. Motion carried.

ONE STOP OPERATOR REPORT

The One-Stop operator report was sent out with the Board packets. Linda has taken over this position. Any questions based on that report can be directed to Tammy Tankersley.

SE REPORT CARD, PERFORMANCE, BSD POLICY, WAIVERS – SAMANTHA TERRY

Report Card

A review of the report card comments was completed.

- We are onboarding a new OSO,
- We still have low expenditures in COVID grant, we can only put people to work in placements responding to the COVID crisis.
- There is a note that we are not meeting performance, this is a mid-point in the year and we expect this to happen at this time for the performance indicators. We are not meeting the 60/40 expenditure rate we are not able to obligate expenditures like rent and utilities, as we keep going in the year and with new enrollments we will continue to monitor this and keep it as close to the 60/40 requirement as possible.
- The Cape Job Center is now certified we got that official letter after this report was generated. We have been working closely with state compliance monitors to review our enrollment process. We were able to remove items that were no longer needed and to make the enrollment process easier on both the staff and the participants. We are meeting baseline goal for WIOA enrollments, this is related to our annual agreement requirements. We are exceeding those goals and reviewing it often with staff. We are around 80% for most of the performance goals, this will continue to change as reporting for the year keeps coming in. We are reviewing negative reports for each measure to see if we can bring those numbers up into meeting the negotiated goals. The only areas I am concerned about while looking at the projections for the year are the Dislocated Worker goals due to the low number of participants within that indicator and the Youth Credential rate which is a step harder than other program credentials.

BSD Policy

Every youth enrollment has to have a basic skill assessment done at enrollment. We need to revise our policy because AEL teachers are no longer able to provide the TABE test to participants who are not enrolled into AEL program to get their High School Equivalency. Because of this, our policy has inadvertently made some issues for the case managers and participants. They have the option to use WorkKeys as a basic skill assessment but our policy was written that Workkeys could be used for participants if they had no High School Diploma or Equivalent. The yellow and blue highlights to show the changes that have been made in the policy. Not all participants want to get their HSE, it is not the track for all participants, there are some participants that come to us who just want to go into employment.

It was added that the AEL program wants to be able to help but due to their program requirements they can only test those who are enrolled so it holds them back from what they are able to do and our policy was holding back our participants. This is a part of our local plan so it will have to be sent to the state for their approval once the board reviews and votes on this policy update. Consultations have been done with state and AEL staff members to ensure this could be accepted

Motion to approve was made by Ken Rinehart and seconded by Charles Dierks. Motion Carried.

Waivers

There is a waiver that has been put out by DOL, Missouri has applied for these waivers so it makes the local region eligible for the waivers. There is one waiver that allows us to pay tuition for in-school youth. Right now, at the time of enrollment, if they are in secondary or post-secondary school we cannot pay for their tuition for training, even with the next step or semester. The waiver goes through June 2022 as of now, it may be extended. This waiver allows us to help those participants who fall into the In-School enrollments. The second waiver is for the percentages that have to be used on In-School and Out-of-School participants. The Out-of-School percentage at the federal level is 70% because they are seen as the ones who have the biggest need. The In-School percentage at the federal level is set at 30%. By applying for this waivers it will allow us to help those In-School participants and stay within funding requirement percentages for both In and Out of school Youth enrollments. There are no foreseen funding issues with these waiver proposals.

Motion to approve the In-School Youth with training services and funds was made by Ron Huber and seconded by Ken Rinehart. Motion Carried.

Motion to approve the 70/30 percentage requirements to allow the funding of tuition was made by Lisa Cook and seconded by Valada Harp. Motion Carried.

SELECTIVE SERVICE REQUEST – SAMANTHA TERRY

Two Selective Service letters have been submitted for board review. Under WIOA every eligible male after Dec 31, 1959 is required to register for selective service and provide proof of that registration to access WIOA services and funding. Registration can be done anytime between their 18th birthday and their 26th birthday, after that they are not able to register. There is a provision in the Military Selective Service act that allows the board to approve a waiver for this requirement as long as that non-registration was not knowingly or willful.

A motion to approve the first Selective Service Waiver was made by Janet Childers and seconded by Steve Pinkley. Motion Carried

A motion to approve the second Selective Service Waiver was made by Janet Childers and seconded by Ron Huber.

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REQUEST FOR PROPOSALS – TAMMY TANKERSLEY

A lot of things have changed, in the past we had to go out for a request for proposal every three years. The last time we did that the board was approved as a service provider. Based on updates to policies we are not required to go out for a request for proposal as long as the CLEO, OWD Director, and Governor approve it. Our focus has now been moved to shifting of staff in order to ensure that the firewall between the administration and oversight and the program. The board is in support of the programs continued to be operating by the board program staff. If we do not get approval from the OWD or Governor then we will have to go back to the request for proposal options. No opposition was made to change the way we are currently operating and the board would like to continue with this option. The board will be able to review a draft letter for this approval before this request is sent to the state.

We are required to go out for bids for IT services, we will have to procure those services from a bidder. Once we know what all the IT request needs to contain, it will be sent out for the board's approval.

ORGANIZATIONAL CHART – TAMMY TANKERSLEY

The shift in staffing is in order to strengthen that firewall between the operation of the program and the oversight and monitoring of the program.

BOARD COMMITTEES REPORT – TAMMY TANKERSLEY

No committee meetings were held today before the full board meeting due to the virtual meeting.

PUBLIC COMMENT AND ADJOURNMENT – TOM GREMINGER

With no further business, a motion to adjourn was made by Garry Nelson and seconded by Tom Greminger. Motion carried.

Respectfully submitted,

Samantha Terry, WIOA Compliance Manager/EO Officer

Tom Greminger, WDB – Chair

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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
ONE-STOP OPERATOR COMMITTEE MEETING MINUTES
April 12, 2022**

- Time & Location:** The meeting was called to order at 11:30 p.m. by Tammy Tankersley
- Members Present:** Kristen Daniel, Kathy Teachout
- Staff Present:** Samantha Terry, Gretchen Morse, Tammy Tankersley, Linda Fitzgerald, Deborah Thompson
- Presenter:** Linda Fitzgerald, One-Stop Operator, MERS/Goodwill

This committee has the purpose of having an overview of the entire region and one-stop system.

A regional overview from MERIC was covered, this included top jobs in the region and average wages. Looking at a regional overview allowed the committee members to see how many people are accessing the job center and services each week and during Quarter 1 (July – September). Kiosk numbers were reviewed to show the reason for the visit entered for each customer. Wait times and average wait times do depend on staff clicking assist in the MoJobs system, because of this some time is skewed to look longer than the actual wait time. Right now we have had 3,231 individuals check in through the kiosk at the centers with an average wait time of 17 minutes.

A comparison for Wagener Peyser and WIOA was provided to show how our services are stacking up against the rest of the regions. For the most part Southeast is right behind or above the larger populated region.

Participant surveys are created through OWD, there are required questions that are asked for each participant, and those responses are tallied and sent out for assistance with operating the Job Centers effectively. The questions ask why the customer visited the center, if the customer received the services they requested, if the customer received information about services of which they were not previously aware of, if the services were easy to access, how the services could be improved, and if the facilities were easy to access with the ability to move around with ease inside the facility. The question on did you receive the services you needed got a 100% yes response for all participants who completed the survey, overall all the rest of the responses were positive. 35 respondents answered the survey, the results for this information is based on those 35 customers and not on all customers who visited the center. Kennett has the highest return of surveys for our region.

Business Survey Results were generated from the Park Hills April 6th Job Fair. Overall the majority of responses from the employers who participated were positive and provided reviews for the staff and overall event. Questions in this survey included but were not limited to: were you satisfied with the services received, what we can do to improve our services, and which benefits did you experience in the services

you received. Out of 37 respondents, 35 stated they were satisfied or very satisfied, only 2 listed unsatisfied. Comments on why what could have been better to improve the service included: on snacks not being provided, an interest in more college students attending, needing more potential applicants that met qualifications, and better communication with employers and bringing in more applicants. Positive comments from the same question listed a great place to find potential employees, location appreciation, and turnout was good, staff were nice and helpful, and job center staff go above and beyond to assist with what is needed. On the benefits received, most respondents stated the convenience was the benefit followed by time and cost savings. There was 5.41% from the 100 that listed no benefit.

When discussing hurdles there were two presented to the board, there are more openings than qualified job seekers and limited or no computer access. A poll was provided to ask the committee how they believe we could increase the number of qualified job seekers. A committee member expressed that job fairs have been successful in the past and she would like to look at either a job fair/resource event and/or a single hiring event for the company she represents. Many companies have been having good turn out and success through the Cape Job Center. Another member expressed the different need based on the location within the region and needing more of a tailored approach to assist with pulling in qualified candidates in those areas. Deborah Thompson, Business Services Representative for the Southeast Region will be contacting and working with that employer on specific solutions that will work for them.

Another poll asked how does the committee feel about the information presented today, three meeting participants responded that they feel like they know what is going on with the JC services in our region after the information was presented and two selected I feel like we are serving our customers well.

Next Meeting date will be scheduled and sent out to all committee members. At this time we are looking at a process of restructuring the board and committees and have welcomed input from all committee and board members to assist with making these changes effective and provide a better opportunity for board member involvement.

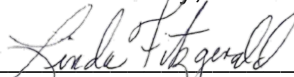
The meeting was called to adjournment at 12:30 p.m. by Tammy Tankersley

Please see attachments for more information – One Stop Operator PowerPoint, Southeast Regional 2021 Economic Report, and Job Fair Employer Comments.

Respectfully submitted,



Samantha Terry, WIOA Compliance Manager/EO Officer



Linda Fitzgerald, One-Stop Operator

Current Southeast Region Performance Standings

Adult Performance

11-Southeast Region

Adult DW Youth WP

Performance	Contribution				
Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	77.86%	70.50%	110.44%	109	140
Employment Q4	74.15%	68.50%	108.25%	109	147
Credential	66.32%	77.50%	85.57%	63	95
Skill Gains	45.52%	55.00%	82.77%	61	134
Median Earnings	\$6,417.43	\$5,300.00	121.08%	109	0

Dislocated Worker Performance

11-Southeast Region

Adult DW Youth WP

Performance	Contribution				
Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	80.77%	75.00%	107.69%	21	26
Employment Q4	90.48%	73.00%	123.94%	38	42
Credential	42.86%	71.00%	60.36%	9	21
Skill Gains	44.68%	48.00%	93.09%	21	47
Median Earnings	\$8,628.03	\$7,400.00	116.59%	21	0

Current Southeast Region Performance Standings

Youth Performance

11-Southeast Region

Adult
 DW
 Youth
 WP

Performance	Contribution				
Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	68.85%	67.00%	102.76%	42	61
Employment Q4	69.09%	68.50%	100.86%	38	55
Credential	47.37%	60.50%	78.29%	18	38
Skill Gains	40.51%	34.00%	119.14%	32	79
Median Earnings	\$5,694.65	\$3,000.00	189.82%	42	0

Wagner-Peyser Performance

11-Southeast Region

Adult
 DW
 Youth
 WP

Performance	Contribution				
Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	64.47%	67.00%	96.22%	557	864
Employment Q4	66.51%	67.00%	99.27%	1,154	1,735
Credential	0%	0%	0%	0	0
Skill Gains	0%	0%	0%	0	0
Median Earnings	\$5,769.53	\$4,950.00	116.56%	557	0

Southeast Workforce Development Board
Local Plan 2020-2024, 2-Year Plan Modification

PUBLIC NOTICE

The Workforce Development Board of Southeast Missouri, Southeast Region, serving 13 counties in Southeast Missouri, is preparing a plan modification pursuant to the Workforce Innovation and Opportunity Act (WIOA) Public Law 113 – 128, Section 133(b) (4). Please note the current plan can be viewed at www.job4you.org/resources for comparison purposes. The WIOA plan modification reflects the following changes:

Section 4, Local Workforce Development Board’s Strategies:

- B. Employer Engagement information - updated to reflect new employer engagement strategies.
- C. Business Needs Assessment information - updated to reflect current business needs.
- E. Coordination with Economic development - changed for current Southeast Staff members and current coordination efforts.
- F. Outreach to Job Seekers and Businesses - updated the job title of the Southeast Business Representative to reflect current title. And addition of jobs.mo.gov app reference.
- G. Access – Improvements to Physical and Programmatic Accessibility – changed the Cape Girardeau Job Center from a satellite location to an affiliate location. Updated youth services being available in all counties for the Southeast Region. Inserted addition of plans for outreach to be implemented in the future with the removal of focusing on the budget and expenditure percentage rates. Last bullet point for Tagline and Babel Notice was added to the list for improving physical and programmatic access.
- H. Customer Service Training – References to the required trainings at orientation were updated to a simpler statement of training new staff on necessary policies, procedures, EO information, and Assistive technology in their assigned office. Update for program training to begin on the second day of employment instead of the first as previously listed. Reference to EO Desk Aid was removed as it is outdated and no longer relevant. The last bullet was added to state that Staff are trained on the Case Management System so they are able to fill in the appropriate elements for all participants, these elements begin on the first day of enrollment and continue throughout their one-year of follow-up after exiting the program.
- I. Assessments – Wording was changed to state customers are given information on assessments they can take in the job center opposed to stating all customers are given assessments. Additional wording was included to state the assessment will depend on age, eligibility, and needs of the customer. Specialized assessments were updated to include Comptia and Coursera.
- K. Outcome measures assessment, monitoring and management - The last sentence that stated the goal is to monitor 100% of all enrollments in every program was removed. OWD Issuance reference was updated to current Sub-State and Data Element Validation Issuances.

Section 6, Economic Analysis:

- Updated all charts and narratives to reflect more current information.

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This information can be translated into another language if requested.
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Southeast Workforce Development Board

Local Plan 2020-2024, 2-Year Plan Modification

Section 7, Labor Market Analysis:

- Updated all charts and narratives to reflect more current information, including changes from the COVID-19 Pandemic..

Plan Section 8, Workforce Analysis:

- Updated all charts and narratives to reflect more current information, including changes from the COVID-19 Pandemic.

Plan Section 9, Workforce Development, Education, and Training Activities Analysis

- Updated title of Business Services Representative for the Southeast WDB.

Plan Section 11, Local Facility and Information:

- Updated Attachment 1 information and locations, office sites.

Plan Section 12 Local Facility and Information:

- Updated Attachment 2 & 3 information, One-Stop Partners, MOU/IFA.
-

Plan Section 13, Sub-State Monitoring:

- Updated OWD Issuance number and Sub-State Policy Attachment 4. Policy was revised during Plan mod 3 & 4 of original 2020 plan.

Plan Section 14, Local Workforce Development System:

- A. Updated verbiage to show Job Center staff are working with both WIOA and SkillUp programs instead of having separate staff members for each program. This allows a seamless service delivery and reduces the need for a participant to meet with several staff members within the Job Center. Youth Case Manager information was updated to show they rotate into each of the 4 job centers, this allows them to have outside offices and/or deliver mobile services.

Plan Section 18, Chief Elected Official

- Updated Attachment 5, Membership Roster

Plan Section 20, Local Workforce Development Board Membership

- Updated the OWD Issuance to reflect current guidance. Attachment 6, updated of committees and certification letter.

Plan Section 26, Planning Budget Summaries

- Updated years for budgets from 2020/2021 to 2021/2022
- Updated Attachment 5 information, Planning Budget PY2021 FY2022

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Southeast Workforce Development Board Local Plan 2020-2024, 2-Year Plan Modification

Plan Section 27, Complaint and Grievance Policy/EEO Policy

- Updated information, Attachment 12 C&G/EEO

Plan Section 28, Planning Process and Partners:

- Added statement regarding the Plan Modification being taken to the board.

Plan Section 29, Performance Negotiations:

- Updated to current year and current performance negotiated goals

Plan Section 32, Supportive Services Policy

- Updated Attachment 13, Supportive Services

Plan Sections 35, Youth – Eligibility

- Updated Attachment 16, OSY/INY Needs Additional Assistance

Plan Section 36, Youth – Out-of-School

- Updated information to match policy on Attachment 16

Plan Section 37, Youth - In-School

- Updated information to match policy on Attachment 16

Needs additional assistance updated, WIOA attestation and source documentation for NAA element updated

Plan Section 41, Basic Skills Assessment (Testing) Policy

- Updated Attachment 19, BSD Testing

Plan 42, Individual Training Accounts:

- Added information for DOL In-School Youth tuition waiver

Plan Section 43, Individuals with Disabilities

- Updated information Attachment 21, Disability Accessibility Policy

Plan Section 44, Limited Proficiency

- Updated to current OWD Issuance
- Updated information Attachment 22, Limited English Proficiency

Plan Section 45, Co-enrollment

- Updated to current OWD Issuance
- Updated information Attachment 23, Integration of Services Policy

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Southeast Workforce Development Board

Local Plan 2020-2024, 2-Year Plan Modification

Plan Section 49,

- Updated to current OWD Issuance

Plan Section 50, Follow-up:

- Updated to current OWD Issuance

Plan Section 55, Credential Attainment:

- Updated to include information on MIRC's
- Changed release of information signed at enrollment to when needed-part of the lowering enrollment time process. Statement of not all schools requiring this

Plan Section 56, ETT/Layoff Aversion:

- Updated to current OWD Issuance

Plan Section 59, Youth Activities

- D. Changed monitoring statement from during the first and second quarter to program year quarters based on updated sub-state issuance. Findings and monitoring are presented to the entire board, removed statement of presented to youth committee only. Removed NGCC reference. Added monitoring for compliance with any other contracted grant requirements. Information on Data Element Validation, Equal Opportunity Monitoring, and Subcontractor or One-stop operator monitoring requirements based on OWD sub-state policy was added.
- E. changed reference to the 14 youth elements previously listed in the report instead of listing them all again in this section
- F. information was updated to reflect current youth case manager integrated into the job center and the updated information for permanent youth offices promoting mobile youth services. Changed Summer Jobs League to updated title Jobs League through family support division.
- G. removed information repeated in section f. added the process flow for youth enrollments. Required assessment, in school/out of school determination, creating employment plan with labor market information, participants have many different options for services and their service plan will be based on their needs, barriers, and skills. Co-enrollment is encouraged when needed, exit process and follow-up
- H. procedures for serving youth that are most in need. Updated statement that a referral to partner agencies when appropriate or when WIOA cannot help all areas needed into the beginning paragraph and removed the repetitive sentence from the other paragraphs in this section. Added assistance to address Youth Foster Care participants
- I. removed repeat information that was listed in H. added current outreach information including a list of current partnerships staff have established and use.

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Southeast Workforce Development Board
Local Plan 2020-2024, 2-Year Plan Modification

Plan Section 62, Employer engagement

- Removed reference to October 2019
- Updated Business Representative for SE WDB title

Plan Section 63, services to meet the workforce needs of employers

- Added information on services for employers, organizations, and community partners. As well as, coordination with education agencies and outreach goals.

Plan Section 70, Trade Adjustment Assistance

- Updated to current OWD Issuance

VFW Post 3838

Daily Lunch Menu

Monday - Friday 11am - 2pm



Appetizers, Snacks & Shareables

- Chicken Wings (5).....\$6.00
(Served with choice of dipping sauce)
Ranch, Bleu Cheese, BBQ or Hot Sauce
10 Wings.....\$9.00
- Mozzarella Sticks (5).....\$4.50
Served with Marinara Sauce
- Breaded Mushrooms.....\$4.50
Served with Ranch Dip
- Pulled Pork Potato Skins...\$5.50
- Corn Nuggets.....\$4.00
- Chili Cheese Fries.....\$5.50
- Fried Green Beans.....\$4.00
- Potato Skins (4).....\$5.00
Bacon bits, Cheese & Sour Cream
- Fried Ravioli.....\$4.50
served with Marinara Sauce
- Fried Okra.....\$4.00
- Mini Tacos.....\$6.00
Served with Cheese, Sour Cream & Salsa
- ♦ Pretzel & Beer Cheese.....\$3.50
- ♦ Cheese Cubes (Hot or Reg)....\$5.00

Dinners

- 2 pc. Chicken Strip Basket
Served with Fries & Cole Slaw....\$7.00
- 2 Piece Fish Dinner.....\$9.00
Served with Fries, Slaw & Hushpuppies

Wraps

Choice of:

- Philly Cheese Steak, Chicken Bacon Ranch or The Gary Wrap
(chicken, bacon, ranch & BBQ sauce)....\$6.00

Salads

- Chef.....\$7.00
- Fried Chicken Strip.....\$8.00

Choice of Dressings: Ranch, French, Thousand Island or Creamy Italian, Honey Mustard or Bleu Cheese



- **Chicken or Steak Quesadilla..\$6.00**
Grilled Chicken or Steak, Mexi-cheese, Corn & Black Beans served with Sour Cream & Salsa
- **Dave's Homemade Chili.....\$3.00**
Cheese & Onions available upon request

Sides

French Fries, Waffle Fries, Onion Rings, Potato Salad, Cole Slaw, Home Chips or Home Fries....\$2.50

Add 3 oz. Beer Cheese to any order....\$.75

****See reverse side for Sandwiches****

Dave's Sandwich Favorites

- | | | | |
|--|--------|---------------------------------|--------|
| Classic Hamburger..... | \$3.75 | Cheeseburger..... | \$4.00 |
| ★ Bacon Cheeseburger.. | \$4.75 | PepperJack Bacon Cheeseburger.. | \$5.00 |
| ★ Mushroom & Swiss Burger.... | \$5.00 | VFW Famous BBQ..... | \$4.00 |
| ★ "The Garden" Cheeseburger (no bun, served on a bed of lettuce)..... | \$4.75 | | |
| ★ Philly CheeseSteak (Seasoned Steak, Swiss Cheese, Peppers & Onions)..... | \$6.00 | | |
| ★ Chicken Philly (Seasoned Chicken, green peppers & onions)..... | 6.00 | | |
| ★ Chicken Bacon Ranch Philly (Seasoned Chicken, Bacon & Ranch)..... | 6.00 | | |
| ★ Roast Beef Deluxe(roast beef, bacon, cheese, lettuce & tomato)..... | 6.00 | | |
| ★ Roast Beef & Beer Cheese..... | 6.00 | | |
| ★ "The Lucas" Burger (fried egg, bacon, cheese, lettuce & tomato)..... | 6.25 | | |
| ★ Hot & Wild Burger (Bacon, Pepperjack Cheese and Jalapenos)..... | 6.25 | | |
| ★ 5 oz. Ribeye (Made to Order)..... | 6.00 | | |
| ★ Jumbo Chili Dog (Dave's Homemade Chili, Cheese & Onions)..... | 5.75 | | |
| ★ Rueben (Corned Beef, Swiss Cheese, Sauerkraut & 1000 Island)..... | 6.25 | | |
| ★ Fried Chicken Breast (Served with Lettuce, Tomato & Mayo)..... | 6.00 | | |
| ★ "King" BBQ (Smoked Pork, American Cheese, Bacon, Onion Rings & Sweet Baby Ray's).. | 6.00 | | |
| ★ Fried Bologna (Bologna, Bacon, Cheese, Lettuce, Tomato & Dave's Special Sauce)..... | 4.75 | | |
| ★ Patty Melt (1/3 pound, American & Swiss Cheeses, & Grilled Onions on Sourdough or Rye) | 4.75 | | |
| ★ Seasoned Fried Fish Sandwich (With Tartar Sauce)..... | 5.00 | | |

***** Add'l \$1.00 to split for an additional plate *****

Lunch Monday-Friday 11 am - 2 pm Friday Dinner 4:30-6:30pm

<u>Available Anytime Menu</u>	<u>Soft Drinks</u>
Sandwiches	
Smoked BBQ on Toast, Hamburger, Cheese-burger, Bacon Cheeseburger, BLT, Grilled Cheese, Bacon Grilled Cheese See Sandwich pricing above	Fountain: Coke, Diet Coke & Sprite, Sweet Tea, Un-sweet Tea.... 16 oz \$1.00 32 oz \$1.50
Canteen Roast Beef..... \$5.00	Cans: Coke, Diet Coke, Coke Zero, Caffeine Free Diet Coke, Sprite, Sprite Zero, Mountain Dew, Diet Mountain Dew, Dr. Pepper, Diet Dr. Pepper, Pepsi, and Diet Pepsi \$1.00
Andoro's 9" Pizza \$8.00	Bottles: Fitz's Rootbeer or Fitz's Diet Rootbeer \$1.00
Supreme-Mega Meat-Deluxe Pepperoni-Sausage/Pepperoni Combo	Juice: Orange, Tomato, Pineapple, Grapefruit and Cranberry..... Small \$1.00 Large \$2.00

In a hurry? Call Ahead, Dine-In, or Carry-Out (573) 334-4438



WDB Admin Office, 1021 Kingsway, Suite 1, Cape Girardeau, MO

**Friday, April 22, 2022
Lunch at 12:00 p.m.
WDB Meeting starts at 12:30 p.m.
VFW Hall, 1049 N. Kingshighway, Cape Girardeau**

Meeting Attendees: WDB Members, WDB Staff, County Commissioners,
Program Staff and Public

Agenda:	Presenter
Call to Order	Tom Greminger
Pledge of Allegiance	Scott Sattler
Roll Call	Samantha Terry
Introduction of Guests	Tom Greminger
Approval of January 21, 2022 Meeting Minutes	Tom Greminger
Budget Summary, WDB FY21 AE Report – PY21/FY22 Budget-	David Davis
Cost Allocation Plan	David Davis
SE QPR / Selective Service Request / Performance	Samantha Terry
Plan Modifications Document	Tammy Tankersley
Upcoming Request for Proposals	Tammy Tankersley
Board Organization / Election of Officers	Tammy Tankersley
Missouri Assoc. Of Workforce Dev. Prof. Conference	Tammy Tankersley
Public Comment and Adjournment	Tom Greminger

*Workforce Development Board voting items with a majority vote of the private members present.

**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.

Southeast Workforce Development Board Meeting - Time: Apr 22, 2022 12:30 PM Central Time

Join Zoom Meeting: <https://us06web.zoom.us/j/82493677730?pwd=bk1ycHM2VkRSK3ptM0hoUFpPeEJldz09>

Meeting ID: 824 9367 7730 Passcode: SEWDB

Join by Phone 1-312-626-6799 Meeting ID: 824 9367 7730 Passcode: 129230

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.



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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
WORKFORCE SYSTEMS NETWORK MEETING MINUTES
April 12, 2022**

- Time & Location:** The meeting was called to order at 12:30 p.m. by Tammy Tankersley
- Members Present:** Kathy Teachout, Tom Grieminger, Lisa Cook, JJ Lane, Todd Cruts
- Members Absent:**
- Staff Present:** Samantha Terry, Gretchen Morse, Tammy Tankersley, Linda Fitzgerald, Deborah Thompson
- Presenter:** Deborah Thompson, Business Services and Outreach Representative, Southeast Workforce Development Board

This committee has the purpose of having an overview of the business services and employer relations for the entire region.

Discussion was held to focus on how the region has served employers during the pandemic. Business services and events include but are not limited to: hiring events, job fairs conjoined with resource events, virtual meetings, and drive-thru hiring events. While it is preferred to have the traditional hiring event, we will continue to utilize all successful combinations to serve employers and job seekers in the best way possible. Job Fairs that are conjoined with Resource Events have proven effective for both employers and job seekers. Job Seekers are able to come to the event and not only approach employers but also have the opportunity to get more information on the resources available that could help with transportation, child care, and other needs that are required when a job seeker goes back to work.

Training for our participants that help employers have also been developed and pushed by Missouri Office of Workforce Development. For the time period of March 14-20th, job seekers for training and education services reported 380 volunteers, 244 CompTIA, and 189 Coursea interactions.

Job postings is something that is closely watched not only in the Southeast region but across the entire state as well. There have been 19,280 new job postings during the pandemic, March 2021 alone had 126,120 job postings. Comparing that with March 2022 which had an increase in job postings to 165,910. This is an increase of 39,790 or 24%.

Employer services listed are for Deborah's outreach and services provided information from January 4, 2022 – April 4, 2022 which included assisting 344 employers and resulted in 534 employer services. Since these numbers are based on the outreach and services only performed by the business representative, when you include all staff in the Southeast Region, these numbers would be even higher.

In the time period of January 4, 2022 – April 4, 2022, the Southeast Region has held 15 hiring events, with one additional being held on April 6, 2022. There were more than 239 job seekers who have attended these events which created great turn out events for employers utilizing the job center resources.

Economic status's and a review of information through the pandemic was shows to highlight the changes in economic statuses and changes.

A barrier to employment includes child care which was already tough but with the higher minimum wage increases that can make this impossible for someone with children to be able to enter the workforce again. Using events like job fairs combined with resource events assists the job seeker and employer in the most efficient way by confronting both the need of services to go back to work and the need of employment at the same location.

Looking forward with business services, we need to continue with our initiatives, connect with more employers and with more tailored needs to the employer, and watch the changes that we see based on the economy, civilian labor force, and pandemic concerns. Ideas to work with this include:

- Marketing and business ideas
- Incentives to entice more employers to use our services
- Assisting with work-life balance and barriers
- Be cognizant of the cost to work and the cost to employers

We must all work as a team within our region which includes staff, board members, employers, training providers, county commissioners, and job seekers to overcome the needs of our region and to seek opportunities to connect qualified job seekers with employers and to assist job seekers who need qualifications so they are able to fill open position needs as they acquire those skills.

A poll was generated to ask how the committee feels about the information presented today members could select more than one response. Four meeting participants responded that they feel like they know what is going on with the employers/employer services in our region after the information was presented. Two stated they feel like we are serving employers well. One selected they feel we need to work on improving the service to our employers.

Next Meeting date will be scheduled and sent out to all committee members. At this time we are looking at a process of restructuring the board and committees and have welcomed input from all committee and board members to assist with making these changes effective and provide a better opportunity for board member involvement.

The meeting was called to adjournment at 1:20 p.m. by Tammy Tankersley

Please see the attachment for more information – Employer Services

Respectfully submitted,



Samantha Terry, WIOA Compliance Manager/EO Officer



Deborah Thompson, Business Service and Outreach



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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
YOUTH ACTION NETWORK COMMITTEE MEETING MINUTES
April 11, 2022**

- Time & Location:** The meeting was called to order at 12:00 p.m. by Tammy Tankersley
- Members Present:** **Kathy Teachout, Pamela Riehn, Tom Greminger**
- Staff Present:** Samantha Terry, Cathy Harris, Tammy Tankersley, Gretchen Morse, David Davis
- Presenter:** Cathy Harris, WIOA Quality Assurance, Southeast Workforce Development Board

The purpose of this committee is to review and provide oversight of the WIOA Youth Program.

Enrollment numbers were presented to the committee broken down by associated Job Center locations. Enrollments are low but the program believes that with the pandemic restrictions and upcoming summer months, enrollments will pick up.

A committee member asked specifically about enrollments in each county, especially counties that have an assigned AEL teacher. Looking at the numbers provides us an opportunity to see where the outreach and need is the biggest within the region.

Barriers for enrollments and services like Work Experience, Occupational Skill Training, On-the-Job Training and other office services are an issue that continues to be reviewed. Barriers include transportation, currently the Southeast Workforce Development Board is looking at options to put access points into each of the counties. A confirmed location is the Marble Hill Library which also has an AEL teacher in that building. This location will allow the access point to be open longer hours than the job center and youth offices which in turn will allow better access to our programs and services based on the customer's time schedule.

Options for other locations brought up by the committee includes DAEOC centers in all the southern counties, libraries, and AEL offices. Youth Case Managers are approved to be mobile and meet participants where they need to, encouraging the access points and mobility should assist with filling in the enrollment gaps many counties are experiencing.

Currently, the budget for youth is 41% expended and there has been a push to spend or obligation more funding through tuition and work based learning contracts. While at this point in the year we should have expended more money, Because of WIOA being the grant of last resort, other grants like SkillUp, Jobs League, and the COVID Humanitarian Grant has taken precedence over the WIOA budget.

Work experiences are a big push, if you have any suggestions on placements, let Cathy or Gretchen know about those areas.

Next Meeting date will be scheduled and sent out to all committee members. At this time we are looking at a process of restructuring the board and committees and have welcomed input from all committee and board members to assist with making these changes effective and provide a better opportunity for board member involvement.

The meeting was called to adjournment at 12:30 p.m. by Tammy Tankersley

Please see attachments for more information – Enrollments, AEL Enrollments, and Youth Budget

Respectfully submitted,

Samantha Terry

Samantha Terry, WIOA Compliance Manager/EO Officer

Cathy Harris

Cathy Harris, WIOA Quality Assurance