



1021 Kingsway, Suite 1  
Cape Girardeau, MO 63701

[www.job4you.org](http://www.job4you.org)

Phone: 573.334.0990, Relay 711

**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI  
BOARD MEETING MINUTES  
October 20<sup>th</sup>, 2023, 10:00am-1:00pm (In-Person with Virtual Option)  
Cape Girardeau Career & Technology Center  
1080 South Silver Springs Road, Cape Girardeau, MO 63701**

**Time & Location:** The meeting was called to order at 10:11 a.m. by Valada Harp. Meeting was held in-person with some members & guests joining via Zoom.

**Members Present:** Todd Cruets, Valada Harp, Ron Huber, Ken Rinehart, Diana Salazar, Vance Read, Kevin Gruenwald, Stacy Snider, Latricia Fennell, Scott Sattler, Brock Crowley, Valerie Moore

**County Commissioners Present:** Mike Sauer

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

**Guests Present:** Sandra Cabot, MO DED; Linda Fitzgerald, EDSI; Samantha Terry, EDSI; Patrick Kintner, Stanley Durenberger & Hopper;

\*\*The Workforce Development Board reserves the right to go into closed (Session 610-021, 610-023, RSMo Discussion of Personnel or Contracts) with a majority vote of the private members present.

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

A motion was made by Scott Sattler to accept the following consent agenda item: Approval of July 25<sup>th</sup>, 2023 meeting minutes, with a second from Stacy Snider, motion carried.

### **INDEPENDENT AUDITOR REPORT – PATRICK KINTNER**

Mr. Kintner provided an update on the PY21 & PY22 independent audits. At this time Mr. Kintner is not at a point to provide a full detailed report but did confirm no fraudulent activity has been found. Donna Smith did work within the regions accounting system during the fall of 2022 to enter financial coding that had not been done timely during the transition of key board staff. Mr. Kintner shared that the current financial integrity is in a good place for the organization. Mr. Kintner will continue working with the current board fiscal manager, Sarah Wilson on previous audits and the upcoming audit.

### **FINANCIAL COMMITTEE UPDATE – SCOTT SATTLER/SARAH WILSON**

Committee met on 10/11/23 to review the current expenditures. Financial reports were sent electronically to full board on 10/13/23. Financial reports show region is meeting expenditures in accordance with regulations. Carryover is less than 20%, which is a requirement. Budget splits within the 60% program/40% participant split and WIOA Youth meeting the 20% work experience requirement along with the out-of-school 75% budget.

Motion to accept financial report by Stacy Snider, seconded by Valerie Moore, motion carried.

### **WORKFORCE SYSTEM NETWORK COMMITTEE – STACY SNIDER**

Committee met on 9/29/23 to review the regions workforce system data. Ms. Snider reported that program enrollments currently at a stable level for the region. There is concern regarding the lack of WIOA Youth enrollments in Perry County. Discussion among board members resulted in a plan to be provided by EDSI to increase WIOA Youth enrollments in Perry County.

Ms. Snider gave an update on PY22 Q4 regional performance. The Southeast Region did meet all measures for PY22 and was only one of four regions in the state that achieved all measures. The Southeast Region is required to put a request for proposal (RFP) out for the PY24 year. Committee reviewed the draft RFP and approved. Executive committee to meet and vote to proceed with releasing RFP in March of 2024.

### **SUB-STATE PROGRAM MONITORING – GRETCHEN MORSE/DANISE CLAY**

PY22 sub-state monitoring for the region completed by OWD's extension deadline. PY23 sub-state monitoring has begun and will be conducted per state requirements with annual report to full board.

### **PRESIDENT'S REGIONAL REPORT – GRETCHEN MORSE**

- Welcomed Danise Clay, Manager of Compliance. We are very happy that she is part of our team. She brings with her tremendous knowledge of employment and training programs for many years. Her knowledge from being a frontline case manager has brought to the board her expertise with compliance and policy.
- Board staff gearing up to start working on board 4-year plan, 2024-2028. Very large project. I have ask Scott Sattler to help in a few areas of the plan, and I may call on a couple other board members to assist in a few areas. Plan has 4 sections, 51 areas to address and up to 57 attachments. Plan to go before full board in January 2024, then have two week public comment period, then submit to the state. State deadline is April 30, 2024 but we want to have it submitted early March 2024.

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.

- Government Shut: OWD Director met with TEAM (regional directors). If a shutdown does happen, each region will work closely with state fiscal department. Plan in place to keep board operating and subcontractor paid. We will however stop any new obligations for training and support services until shutdown is lifted. Sub-contractor will continue to enroll only for basic services, no paid services.
- SEMO District Fair parade; 300 reusable water bottles were stuffed with program materials and handed out in the parade to help increase job center traffic and market the Cape Job Center.
- I attended the State Workforce Board meeting on 9/6/23 and the Governor's Conference 9/6/23-9/8/23. The state board is set up very similar to the regional boards across the state. They look at funding, performance, job center operations, etc. Southeast Region recognized for having a MO job center located on campus of a university. We were 1<sup>st</sup> in the state to have this partnership with a university.
- Governor's conference was good. The conference was geared towards workforce and infrastructure with a variety of sessions based around community, life, and work. My biggest take away was session on "Childcare Licensing & Process Improvement". Childcare is a huge concern across not only the SE region but across MO and the US. Panel provided statistics and the effects to the families and employers. 14% of labor force has children under the age of 6, 61% of parents miss work due to childcare, 79% of businesses say this is the key barrier to retaining employees. 89 MO counties are without childcare. This is due to decline in licensing and bureaucracy. Leaders across many states coming together with intent to increase childcare availability and viable options, working with employers (onsite daycare options) and promoting tax credits for in-home daycares just to name a couple.
- Need two new private sector members---I have reached out to commissioners and chambers. Two chambers contacted me and they are looking at their membership and to get back with me. Must be owner of a private business or employed by private business and have optimum policymaking and/or hiring authority, prefer employment be in-demand industry for SE;

### **ONE-STOP OPERATOR REPORT- LINDA FITZGERALD**

- Tyson: A real blow to the region was delivered with the news of the closure of the Tyson Plant in Dexter and the loss of more than 350 jobs. Our Job Centers staff responded with Employment Transition Meetings (Rapid Response) were held 8/22 - 8/24 at the Tyson Dexter locations. Presentations were held every 1.5 hours, accommodating 350 workers affected by the upcoming closure of the plant. Job Fairs, Mobile Job Centers and Resource events are scheduled for September and will continue through mid-October. Our region's job center staff will take turns staffing the Mobile Job Centers every Tuesday and Thursday. ETT/RR Job Fair held for workers affected by Tyson closure. Event held on site, with 321 workers visiting/interviewing with 32 employers over a 2-day period. Staff teamed-up with South Central job center staff to provide mobile unit job center services every Tuesday and Thursday through October 5th on site at Tyson.
- We received the Certification Letter on August 3rd ensuring that the both the Park Hills and Kennett Job Centers will hold the certification as comprehensive job centers through June 30th, 2026.
- During this quarter 525 Job Orders were entered into MoJobs, representing close to 7,502

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.

positions and close to 241 staff referrals. Key available positions are production, machine operators, & welders, and key employers include: Cap America (25); Schaeffer Electric (13); Sikeston School District (15); SEMO Behavioral Health (25+); Havco Wood Products (10); Sandy Ridge Cotton (22); Alubar (15); Alan Wire (20); Leggett Platt (12); and Perez Harvesting (36).

- During this period our job centers served more than 1,108 employers providing more than 1300 services.
- While serving so many employers, at the same time our job centers' staff assisted over 1,200 job seekers with quality services and positive survey responses. And even though 158 individuals came to the Region's Job Centers and Satellite sites for training assistance, Unemployment (589) and Job Search Assistant (605) are still the main reasons for our visits.

**CLOSED SESSION – PERSONNEL**

Motion to move into closed session by Scott Sattler, seconded by Kevin Gruenwald, start time in closed 11:28a.m., end time in closed session 11:41a.m.

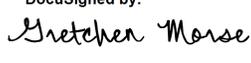
**PUBLIC COMMENT AND ADJOURNMENT – VALADA HARP**

With no further business, a motion to adjourn was made by Scott Sattler and seconded Kevin Gruenwald. Motion carried.

Respectfully submitted,

DocuSigned by: 1/22/2024  
  
4E3C89E413E8435

Valada Harp, WDB – Chair

DocuSigned by: 1/19/2024  
  
C030154D7B584C3...

Gretchen Morse, President/COO