



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

**WDBSE Executive Committee Meeting
In-Person Board Admin Office with Virtual Option
March 13th , 2026 10:am-11:30am**

Executive Committee Members Present:

Scott Sattler, Mike Sauer, Kristen Daniel, Sherry Hamby-Vance, Lisa Cook, Charlie Herbst

Executive Committee Members Absent: Stacy Snider

WDBSE Staff Present: Gretchen Morse, Sarah Wells

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

Summary:

Scott Sattler opened meeting with welcome and attendance checked, noting that Stacy Snider was absent. Committee discussed purpose of the meeting, which included reviewing the independent audit, job descriptions and addressing other administrative matters.

The committee convened to review the audit report for the fiscal year ending June 2025, presented by Patrick Kintner. Mr. Kintner reported a clean audit with no balance-sheet adjustments, reasonable expenses, reconciled accounts, and no federal grant compliance findings. There were no weaknesses identified, no audit findings and no questioned costs. WDBSE staff were praised for their continued hard work and dedication.

- Motion to approve the annual independent audit report ending June 2025 made by Mike Sauer, seconded by Lisa Cook, 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. This will cover program salaries, fringe benefits, and participant costs. She recommended transferring up to 50% of FY25 funds to match participant demand.

- Motion to approve the transfer of \$141,013.00 from WIOA Dislocated Worker to WIOA Adult made by Lisa Cook, seconded by Sherry Hamby-Vance, all in favor, motion carried.

Gretchen Morse provided needed updates to the accounting policy for continued compliance with Federal, State, and local regulations.

- Motion to approve updates on accounting policy made by Mike Sauer, seconded by Sherry Hamby-Vance, all in favor, motion carried.

Scott Sattler & Gretchen Morse provided updates needed to board staff job descriptions. This included salary range updates, updated verbiage on health insurance and 403b retirement.

- Motion to approve board staff job description updates made Kristen Daniel, seconded by Sherry Hamby-Vance, all in favor, motion carried.

Scott Sattler shared the need to utilize a new annual performance review tool for the President/COO position that is more in line with the positions job description.

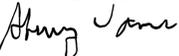
- Motion to approve new performance tool for President/COO made by Kristen Daniel, seconded by Sherry Hambe-Vance, all in favor, motion carried.

Scott Sattler shared an opportunity for Gretchen Morse to attend the Leadership Missouri program. Ms. Morse was nominated to the program and will have to apply. Leadership Missouri is the state’s premier leadership development program and brings together leaders from across Missouri representing a wide range of industries, years of experience to deepen their understanding of Missouri’s opportunities and challenges.

- Motion to approve this opportunity for Ms. Morse made by Lisa Cook, seconded by Kristen Daniel, all in favor, motion carried.

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

<p>Signed by:</p>  <p>_____</p> <p>Scott Sattler, WDBSE Board Chair</p>	<p>3/18/2026</p> <p>_____</p> <p>Date</p>
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<p>DocuSigned by:</p>  <p>_____</p> <p>Sherry Hamby-Vance, WDBSE Board Secretary</p>	<p>3/17/2026</p> <p>_____</p> <p>Date</p>
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