



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  
January 19, 2024, 1:00pm-2:30pm Virtual Only**

**Time & Location:** The meeting was called to order at 1:11p.m. by Valada Harp. Meeting was held virtually via Zoom.

**Members Present:** Lisa Cook, Kristen Daniel, Stephen Gray, Sherry Hamby-Vance, Valada Harp, Ron Huber, Diana Salazar, JJ Lane, Stacy Snider, Latricia Fennell, Scott Sattler, Brock Crowley, Valerie Moore

**County Commissioners Present:** Vice CLEO, Charlie Herbst

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

**Guests Present:** Samantha Terry, EDSI; Patrick Kintner, Stanley Durenberger & Hopper.

**Please Note – These are DRAFT Minutes until Board vote and approval in May 2024**

\*\*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 consent agenda item: Approval of meeting minutes, with a second from Stephen Gray, motion carried.

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

Committee met on January 17<sup>th</sup>, 2024. Mr. Sattler and Ms. Wilson provided update on current financials. WIOA expenditures are all within the required percentages of 10% admin, 60% program and 40% participant. Special program expenditures are level based on expended amounts and remaining amounts for the first half of the program year. No financial concerns at this time. No vote required.

Due to WIOA Dislocated Worker being under spent, a transfer of funds will need to take place for services to continue under WIOA Adult. WIOA Dislocated Worker funds are under spent due to lack of employer layoffs within the region and the lack of dislocated workers seeking services. Only WIOA Dislocated Worker funds can be transferred to WIOA Adult. A motion was made by Scott Sattler to move \$165,500.00 from WIOA Dislocated Worker funds to WIOA Adult funds with a second from Lisa Cook, motion carried.

Patrick Kintner with Stanley, Dirnberger, & Hopper provided report on the financial audit year ended June 2022. No significant deficiency identified on financial statements nor on Federal awards. The audit is considered “qualified” due to the lack of previous internal controls. The organization has made a concerted effort to ensure that all Federal and State program reporting meets compliance standards. The organization has changed reporting and processing procedures that has improved overall internal controls. A motion to approve audit as presented made by Scott Sattler with a second by Stacy Snider, motion carried.

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

Committee met on January 5<sup>th</sup>, 2024. Ms. Snider shared performance information on the most recent data. PY23 Quarter 1 (7/01/23- 9/30/23) for WIOA Adult, Dislocated Worker, and Youth. Performance looks good for the first quarter. Areas of focus for WDBSE staff and subcontractor are adult credential, adult skills gain, youth employment and youth measureable skills gain as these areas are not at the 90% of the goal. WDBSE Compliance Manager will continue to work with subcontractor’s Program Manager to review data in these areas to ensure increased performance.

Enrollments for the region are steady but should see an increase of more enrollments throughout the next several months. Youth enrollments for Ste. Genevieve County and Perry County are still being watched closely. Subcontractor has a new WIOA Youth Case Manager who is working in these two counties to increase awareness of WIOA Youth program and working with partner agencies which will provide referrals.

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

- One-Stop Operator report emailed in packet-please take time to read over. Contains good data to show the number of job seekers being served in the job centers.

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.

- OWD annual statewide summit held in St. Louis October 25<sup>th</sup> and 26<sup>th</sup>. The focus was bringing together 13 directors/presidents and compliance together with the OWD supervisors. Sessions on WIOA program compliance and board policies. Also, opportunity for regional directors to meet with OWD management team for planning.
- Booth Financial Group held statewide meeting with each regions fiscal staff. OWD has contract for 3 years with Booth to monitor each regions financials-11/7/23 & 11/8/23 Jefferson City- Sarah Wilson and Allysia Long attended.
- Danise Clay conducted Region-Wide program case management training on 11/17/23 with subcontracted staff, EDSI. The training went very good!
- February-March 2024 annual inventory of WDB owned equipment will be completed. WDBSE staff review each office and check that all electronic equipment owned by the WDBSE is accounted for.
- WDBSE staff, EDSI staff and OWD staff are working together on employer engagement planning-includes: outreach/marketing planning and strategies, planning hiring events, services to employers, tailored services to targeted sectors, etc.
- Gretchen Morse will attend pre-meeting at the CCAM Annual Training. CCAM training is in February 2024 at Lake of the Ozarks- 6 regions presenting to their respective commissioners. Subjects to be presented on will be local board functions, regional planning, WIOA funding, compliance, performance, workforce system as a whole, responsibilities, etc.
- Gretchen Morse shared experience from the OWD Summit last October 2023. Modern Warrior Live Video-This production was held live at the summit. Very moving, very powerful. Modern Warrior Live was created in 2017, they have held 125 live productions nationwide, and they have reached over 10,000 Veterans, 30,000 civilians, and connected over 4,000 Veterans to mental health services.
  - ✓ Non-profit organization-travel nationwide-
  - ✓ Mission to break down societal barriers that leave Veterans feeling alone.
  - ✓ Autobiographical live production. Immersive narrative and music with meaningful conversation about mental health, post-traumatic growth, resiliency and the Veteran experience.
  - ✓ The production shared a personal & emotional journey of military service & what Veterans face when they return home.

### **SOUTHEAST LOCAL PLAN 2024-2028 – GRETCHEN MORSE**

The Southeast Local Plan 2024-2028 was sent to the full board prior to the meeting to allow members to review. Ms. Morse provided details on the importance of the local plan 2024-2028, the timeline of submission of the plan along with the procedures. A motion to approve the local plan 2024-2028 with minor edits was made by Scott Sattler with a second by Lisa Cook, motion carried.

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.

**PUBLIC COMMENT AND ADJOURNMENT – VALADA HARP.**

With no further business, a motion to adjourn was made by Kristen Daniel and seconded by Stacy Snider. Motion carried.

Respectfully submitted,

---

Valada Harp, WDB – Chair

---

Gretchen Morse, President/COO

**Please Note – These are DRAFT Minutes until Board vote  
and approval in May 2024**