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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
January 21, 2022**

- 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 Cruets, 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

*****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.

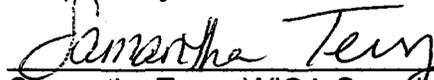
BOARD COMMITTEES REPORT – TAMMY TANKERSLEY

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