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WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
October 16th, 2026
Douglas C. Greene Center for Innovation & Indentureship
920 Broadway, Cape Girardeau, MO 63701
Meeting 10:00 a.m. – Lunch Provided (In-Person with Virtual Option via Zoom)

Time & Location:	The meeting was called to order at 10:05a.m by Board Chair, Scott Sattler. Meeting was held in-person with virtual via Zoom.
Members Present:	Matt Crabtree, Sherry Hamby-Vance, Scott Sattler, Jennifer Barnett, Diana Salazar, Angela Wilson, Genny Asher, Krystal McLane, JJ Lane, Brandon Sneed, Latricia Fennell, Sandra Cabot, Brock Crowley, Jerri Bowles
County Commissioners Present:	Vice CLEO, Charley Herbst, Cape Girardeau; David Kater, St Francois County; Danny Tetley, Scott County
Board Staff Present:	Gretchen Morse, Sarah Wells, Danise Clay, Allysia Long
Guests Present:	Linda Fitzgerald, EDSI; Samantha Terry, EDSI; Sharrie Berowski, OWD; Sonya Fuller, OWD; Tyler Abernathy, Cape CTC; Grace Miller, EDSI; Dan Presson, SEMO

Please Note-These are draft minutes until board vote and approval in January 2027

**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.

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CALL TO ORDER – SCOTT SATTLER

Meeting called to order by Board Chair, Scott Sattler at 10:05am. Pledge of Allegiance lead by Matt Crabtree. Roll call conducted by Allysia Long confirming a quorum. Scott Sattler led the introductions of guests and board staff.

CONSENT AGENDA – SCOTT SATTLER

A motion was made by Sandra Cabot to accept the following consent agenda item: Approval of July 17th, 2026 meeting minutes, seconded by Jerri Bowles, all in favor, motion carried.

WORKFORCE SYSTEM NETWORK COMMITTEE – GRETCHEN MORSE

Committee met on October 13th, 2026. Gretchen Morse reported on behalf of Committee Chair, Stacy Snider.

The Workforce System Network Committee provided updates on regional job-center operations, EDSI staffing, and workforce initiatives throughout the Southeast Region. EDSI reported being fully staffed, with job-center activities remaining strong. The committee reviewed workplace-ready certification across the 13-county region, with nine counties maintaining certification, along with first-quarter job-center traffic, which remained steady. Customer satisfaction results were also shared, reflecting 95% positive responses from job seekers and 100% satisfaction and confidence among employers.

The committee discussed the transition from MoJobs to HireMo, including challenges with employer records, job orders, and reporting during the system conversion. Staff continue to address data-quality issues, recreate employer accounts as needed, and provide feedback to support improvements to the new system. Reporting limitations were also discussed, as staff have been working between two databases while awaiting additional dashboard and reporting capabilities.

First-quarter WIOA enrollment and active caseloads were reviewed. As of September 30, EDSI was serving 363 WIOA participants, with enrollment activity noted in several counties through work experience opportunities. The committee also reviewed PY25 program performance, historical performance trends, and the PY26–PY27 performance negotiation process. Discussion included youth retention challenges, documentation requirements, and adjustments to participant follow-up practices to strengthen performance during PY26.

Basic Skills Assessment Policy Update: The committee reviewed revisions to the local Basic Skills Assessment Policy to incorporate updated state criteria and expand the assessment tools available to document basic skills proficiency. A motion was made by Matt Crabtree to approve the updated policy, seconded by Genny Asher, all in favor, motion carried.

The committee reviewed the draft Request for Proposals (RFP) for the required three-year subcontractor procurement cycle. Following discussion and minor revisions to the draft, the committee approved the RFP document and timeline.

New Labor Representative and Training Opportunities: The committee welcomed Brandon Sneed as the new labor representative. Brandon provided an overview of the Mid-America Carpenters Regional Council, which serves Missouri, Illinois, Kansas, and Iowa. He discussed local apprenticeship and Millwright training opportunities, along with the three-week PATS program, which provides specialized training, certifications,

and tools for program completers, this will be offered in the Cape Girardeau area. The PATS program will be based at the Carpenters Training Center, with a related high-school initiative planned for later in the year.

FINANCIAL COMMITTEE UPDATE – MATT CRABTREE

The committee met on October 14, 2026. Sarah Wells presented the financial reports and provided updates on expenditures, funding allocations, and program budgets. Overall expenditures were reported to be on track, with PY25 funding primarily remaining for administrative expenses and PY26 expenditures beginning to progress. The committee also reviewed youth program funding, OJT expenditures, and efforts to promote On-the-Job Training and registered apprenticeship opportunities.

Updates were provided on EDSI-managed funding, including Wagner-Peyser, Quest, and anticipated increases in business-services funding. Approximately $80,000 in total funding is anticipated to support business services and apprenticeship outreach combined. The committee discussed EDSI's dedicated apprenticeship support, expected deliverables, and the monthly reporting and reimbursement process. Additional discussion included Cape Girardeau Job Center staffing. It was noted that there are no longer any State employees assigned to the Cape Girardeau Job Center; however, the State will continue to assist with the rental expenses at the location, facility needs, parking concerns, and funding to support operations at the location. Division of Social Services funding was also reviewed, including spending progress and an anticipated allocation of $54,500 for FNA and TANF services.

The committee reviewed the PY26 first-quarter internal financial monitoring of EDSI, with no findings identified and no financial compliance concerns reported. Upcoming Division of Social Services financial monitoring, scheduled for December 3, 2026, was also discussed, along with required documentation and program-specific funding requirements.

The committee further discussed a $20,000 Wagner-Peyser allocation for improvements at eligible Job Centers. Planned improvements include furniture, charging stations, mobile flat-screen televisions, and virtual-reality headsets. Several items have already been ordered, and assistance from OWD has been secured for the removal and installation of new cubicles.

A motion to approve the financial report was made by Matt Crabtree, seconded by Genny Asher, all in favor, motion carried.

BUSINESS SERVICES & APPRETNICESHIP – SAMANTHA TERRY & GRACE MILLER

Samantha Terry and Grace Miller provided a presentation on registered apprenticeships, outlining program requirements, benefits to employers, and the role of the Job Centers in assisting with program development and recruitment. They reviewed regional apprenticeship goals and encouraged Board members to help identify and connect local employers with apprenticeship resources. The presentation also included an update on the upcoming November 10 session and current registration numbers.

SUCCESS STORY – SAMANTHA TERRY

Samantha Terry shared her personal journey as a former WIOA participant, describing how she went from experiencing job loss and participating in workforce services to completing her degree and building a career in workforce development. She emphasized that the impact of workforce programs extends beyond

performance measures and statistics, making a lasting difference in the lives of individuals and the communities they serve. Samantha also recognized the contributions of local workforce staff, the State workforce team, and Board members in supporting participants and strengthening the regional workforce system.

PRESIDENT'S REPORT – GRETCHEN MORSE

Gretchen Morse provided updates on ongoing administrative activities and regional workforce initiatives. The local STEM Career Pathway Apprenticeship project continues to move forward, with efforts focused on bringing together employers and community partners to create apprenticeship opportunities for young adults with disabilities. Plans are underway to schedule employer lunch-and-learn sessions with guest speakers, while continuing outreach and employer engagement throughout the region.

Gretchen shared highlights from the Missouri Governor's Conference, held September 9–11, 2026, in Kansas City and hosted by the Missouri Department of Economic Development. Key takeaways included the importance of partnerships, the connection between workforce development and economic development, and the impact of artificial intelligence and emerging technologies on the workplace. She emphasized the importance of using AI as a tool to support workforce development while keeping human judgment, accountability, and compassion at the center of decisions affecting workers and families.

Seven Missouri workforce board directors also presented at the conference, highlighting how local workforce systems serve as strategic partners in economic development through employer-driven training, expanded access to employment opportunities, barrier removal, and business engagement. The presentation included regional workforce projects, WIOA-funded services, and participant success stories.

The committee also received an update on the Delta Regional Authority grant proposal submitted in late spring 2026. The $300,000, three-year proposal remains pending. If awarded, the funding would support an Employer Resource Network across the region, including four workforce success coaches focused on improving employment retention, strengthening employer engagement, and supporting workplace stability.

Gretchen encouraged Board members to consider volunteering for the Financial Committee and/or Workforce System Network Committee. She highlighted the limited time commitment of approximately four hours annually and the opportunity for Board members to contribute their knowledge and make a positive impact throughout the region.

Additional discussion included regional apprenticeship opportunities, skilled-trade career pathways, and hands-on career exploration through the Build My Future event, where students were able to experience various trades through practical activities and virtual experiences. The discussion also highlighted the importance of vocational training and preparing students for in-demand careers.

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PUBLIC COMMENT AND ADJOURNMENT – SCOTT SATTLER

With no further business, a motion to adjourn made by Matt Crabtree, seconded by Sandra Cabot, all in favor, motion carried.

Respectfully submitted,

_____
Scott Sattler, Board Chair

_____
Gretchen Morse, President/COO

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