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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI  
BOARD MEETING MINUTES  
April 22, 2022**

- Time & Location:** The meeting was called to order at 12:30 p.m. by Tom Greminger
- Members Present:** David Bova, Lisa Cook, Todd Cruets, Stephen Gray, Tom Greminger, Sherry Hamby-Vance, Valada Harp, Kathy Teachout, Libby Guilliams, JJ Lane, Steve Pinkley, Latricia Fennell, Julie Carter
- Members Absent:** Pamela Riehn, Kristen Daniel, Charles Dierks, Janet Childers, Scott Sattler, Stan Beel, Sarah Burgin, Stephanie Crawford, Ron Huber, Mark Hulshof, Lisa Koester, Steve Medlin, Angie Nations, Suzanne Mullins, Diana Salazar, Andrea Story, Ken Rinehart,
- County Commissioners Present:** Garry Nelson, Larry Kemp, Make Sauer, Clint Tracy, Ben Young
- Staff Present:** Samantha Terry, David Davis, Gretchen Morse, Deborah Thompson, Tammy Tankersley, Cathy Harris, Allysia
- Guests Present:** Linda Fitzgerald – One-Stop Operator

\*\*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.

Southeast Workforce Development Board Meeting - Time: Apr 22, 2022 12:30 PM Central Time  
Join Zoom Meeting: <https://us06web.zoom.us/j/82493677730?pwd=bk1ycHM2VkRSK3ptM0hoUFpPeEJldz09>  
Meeting ID: 824 9367 7730 Passcode: SEWDB  
Join by Phone 1-312-626-6799 Meeting ID: 824 9367 7730 Passcode: 129230

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### **PLEDGE OF ALLEGIANCE – SCOTT SATTLER**

The Pledge of Allegiance was led by Scott Sattler to signal the beginning of the October 15<sup>th</sup> 2021 Southeast Workforce Development Board Meeting.

### **ROLL CALL – SAMANTHA TERRY**

A roll call for attendees of Board Members and County Commissioners was completed to record the present members and establish there is a quorum as needed for the voting items. The names of Board Members as well as their associated representation, agency, and/or county was called out. We have a quorum and the ability to vote on the necessary agenda items. Southeast Workforce Development Board Staff and present Guests introduced themselves.

### **INTRODUCTION OF GUESTS – TOM GREMINGER**

We are working together since Workforce Development has been moved under the Department of Higher Education, we are working on an Memorandum of Understanding (MOU) so we can begin sharing more information as well as space. You can look forward to more information and the ability of the university to be able to work with us and share more information including grant opportunities as we build this relationship and work together. We can use the building at no charge, we will continue moving the MOU forward as we work on good faith that it will go through. Room 107 will be where we set up a job center on campus to serve the public and students.

### **CONSENT AGENDA – TOM GREMINGER**

- Approval of Minutes January 21, 2022 meeting

A motion was made by Valada Harp to accept the January meeting minutes, with a second from Lisa Cook. All members approved, motion carried.

### **PARTICIPANT VIDEO – TAMMY TANKERSLEY**

Our youth case manager for Cape and St. Francois County submitted a participant video for the board. It is important to know what the programs are doing for our participants and how everything we do and that they review and vote on contributes to the participant's ability to make a change in their life. In this specific success story, one of the participants signed a contract to make \$35,000 per month. He is only 19 years old! The case manager is working with the participant on financial coaching to ensure he is able to create a stable future for himself. It is important for everyone to keep in mind the people behind the numbers.

### **CONSENT AGENDA – TOM GREMINGER**

- WDB Admin Budget Summary Reports – FY21 AE Report – PY21/FY22 Budget

First looking at February on our big budget. This is all the programs that you have seen approval for. The budget adjustment column show the approved adjustments, the available budget shows what we have left. We can then look at expenditures and year to date expenditures which provides us with the balance and percent used. As of February, we were showing 46% expended for the total. While looking at all the totals on February and March, these show expenditures and expenditures to date. In March, expenses picked up partly due to having 3 pay periods which gave us a bigger growth in the money expended. March is showing us at a 55% expended rate for the total. We were approved by the board to do a shift of the money from Dislocated Worker to Adult. While we need this approval from the board first, we then have to post the shift for 30 days before sending it up to the state for the final approval which gives us the ability to move the money as approved by the board This will take the current 91% expenditure amount in Adult down and allow the Dislocated Worker program funds to go down.

Because we run the programs, although we are allowed to carry over 20% from one year to the next, we still have to be at a total of 80% expended or obligated by June 30<sup>th</sup>. Any contract like school, work experience, on-the-job training, etc. will be able to be counted in that obligation even if they have not started.

Family Support Division pulls their money in May. FSD TANF has all expenditures due by June 8<sup>th</sup>. While this contract goes until June 30<sup>th</sup>, they do pull the program before that to have all expenditures and charges turned in before the end of the contract. The FSD FNS contract goes through September 30<sup>th</sup> but they will more than likely pull at the beginning of the month the same as the TANF Program.

Lisa Cook made a motion to accept the February Budget, this a second from Steve Pinkley. All members approved, motion carried.

Lisa Cook made a motion to accept the March Budget, this a second from Valada Harp. All members approved, motion carried.

### **COST ALLOCATION PLAN – DAVID DAVIS**

Accounting has changed over the years, previously, we charged based on headcount. This was changed on the federal level to indirect cost rate funding. This indirect cost rate also looks at the previous year numbers which can be drastically different from year to year as well as how it works for one region like St. Louis or Kansas City opposed to the make-up of our region. With reduction of staff that was done, we also have a ripple effect because when personnel cost is low, the percentage of admin expenses able to be used goes down. Admin is limited to only 10% of the program funding. We are held to a 60% program/40% participant limit. This is done monthly and applied for current month. The policy has been submitted for approval.

This policy is the first step in moving to the policy allocation as outlined in the policy. Funding has to be benefit driven, this means that where the staff charge their money is based on the program they are working through with the participants. Based on where the case managers are charging determines where the administrative expenses fall. This policy outlines administrative expenses, program, direct charges, and allocated expenses. The general rule is that direct charges are applied first, then the remaining charges can be allocated.

Kathy Teachout made the motion to accept the Cost Accounting Policy, with a second from Kevin Gruenwald. All members approved, motion carried.

### **SE REPORT CARD & PERFORMANCE – SAMANTHA TERRY**

A review of the State's report card and the Southeast Report Card was completed, this report card was for PY21 – Q2. A full report card with the state and all regions can be sent to any board member who is interested in seeing the full report. In many areas, the region mirrors the state's ratings and comments. The state performance review listed repeat comments for the lack of a standardized ITA process, behind on 60/40 expenditure rates, and performance areas of concern. They have added that Low expenditures for FY22 in AD/DW programs are being monitored. The comment of youth 75/25 expenditure rate was removed as that waiver request was approved for the state. The southeast region also applied for this waiver based on the January 2022 Board Vote and has been provided for this waiver to be able to bring down expenditures on out-of-school youth from 75% to 50%. This waiver was requested to target supporting training expenses with those youth who are enrolled with an In-School status.

For the Southeast Region, our repeat comments include behind on expenditures and performance areas of concern. There was a new comment on the policy of co-enrolling trade and DW not occurring. I reached out to the state and received information back from the state compliance manager that this was a mistake and does not apply to our region at this time. We have documented that response to keep with report card

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information. Comments that were removed include Linda passing the on-boarding stage as our One-Stop Operator, low expenditures in the COVID grant, Cape Job Center is now certified, and the removal of the region not meeting the 60/40 expenditure rate. We have applied to a waiver for this 60/40 expenditures and it has been approved for us to use. We will still attempt to stay as close as possible to that expenditure rate but it does assist us if we are not right on target.

Looking forward, the state has stated that if expenditure rates and performance measures increase, we could trend from the risk to the observe status. Additionally, they did include that we are meeting baseline enrollment numbers that were set by the Annual Agreement.

Reasons for low expenditures being on our report card relate but are not limited to:

- We had money in other programs like: Summer Jobs League, COVID Humanitarian Grant, Cares Act, and SkillUp which all must take precedence over WIOA funding since WIOA is last resort.
- In addition to these grants the impact the COVID pandemic presented also caused an inference on the ability to keep expenditures going with schools and employers closing their doors.
- Summer months is generally where we see the biggest increase for our youth spending and we expect no difference this year.
- Budgets are being compared at program and admin levels to ensure the ability to meet expenditure/obligation rates remains a focus.

Performance concerns are in the Credential and Measureable Skill Gain measures. All other measures are currently meeting or exceeding our local negotiated rates. All that information is from the Southeast Report card, please keep in mind the date that was issued was on February 14<sup>th</sup>, 2022 and we have had some changes since that report was issued.

Our current performances standings:

- Adult measures show we are meeting Employment for Q2 and Q4 as well as median earnings. Like mentioned before, Credential and Measurable Skill Gains are the two areas we are currently focusing on for improvement.
- Dislocated Worker is also meeting Employment for Q2 and Q4 as well as median earnings. While we are within the 90% range of the Skill Gain measure, the focus for this program is also on Credentials and Measurable Skill Gains.
- In the Youth Program, we are currently meeting Employment for Q2 and Q4 as well as median earnings, and Skill Gains. The concentration here will also be with the Credential Measure.
- In the Wager-Peyser program, we are exceeding the set median earnings and are within the 90% range for Employment Q2 and Q4.

As noted, the report card was issued in February and is for Q2, we are currently in Q4 so we are expecting a Q3 progress report but there have been many changes from February to April. Some items we are doing to improve our performance include but are not limited to:

- As Program Director, Gretchen now has access to performance system and can pull all reports as needed at any time. Negative customers in each measure are reviewed to see if something should be added or was not entered correctly.
- We will continue to push for attaining 100% of our negotiated local performance goals.
- Program goals are set at 3% higher than regional goals to build in a safety net to ensure we reach locally negotiated goals.

Enrollments – From the latest OWD Provided Dashboard this is how our enrollment trend looks with a break down that includes UI Services, Wagner-Peyser Enrollments, Enrollments and then Training Services for AD, DW, and Youth.

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### Annual Agreement Enrollment Goals

- This only includes the Adult and Dislocated Worker Enrollments and does not include Youth Enrollments. We are meeting baseline enrollment progress, the goal is 213 we are currently at 195, which means we are at a 91.5% progress on obtaining the baseline goal. Currently at this part of the year we would need to be at 166 enrollments or 77.9% so we are exceeding that expectation.
- With the Tier 3 enrollments, our goal is 256 enrollments, we are currently at 195 which gives us a current standing of 76.2% of our goal. Based on their projections we should be at 199 enrollments right now that would account for 77.9% of the goal, but we are only 4 behind, as of the last report.
- We have found some differences in numbers while reviewing these dashboard which caused us to ask questions and get better understanding of how these reports are pulled. Generally I see one or two more than what I believe we should be at based on tracking our enrollment goals but distinguishes between this only being Adult and Dislocated Worker made a big change in how we compare this information. The program is set to have a total of 260 enrollments which would provide us 4 more than the required amount.

### **SELECTIVE SERVICE REQUEST – SAMANTHA TERRY**

Two letters from individuals requesting a waiver for the registration of selective service requirement was read. Both participant's had different circumstances but had not knowingly or willfully failed to register. The participant is seeking WIOA training services.

For the first participant. Ben Young made motion to approve the Selective Service Waiver, Valada Harp seconded. All members approved, motion carried.

For the second participant. Ben Young made motion to approve the Selective Service Waiver, Kathy Teachout seconded. All members approved, motion carried.

### **PLAN MODIFICATION DOCUMENTS – TAMMY TANKERSLEY**

The full plan modification documents were sent out to the board. There is a public notice attached that will show all of the changes that were made from 2020 when the four year plan was first put into place. Local plans are required to be modified every two years. The full document is also posted on the website with the public notice.

Steve Pinkley made motion to approve the plan modification, Lisa Cook seconded. All members approved, motion carried. Julie Carter abstained from that vote.

### **UPCOMING REQUEST FOR PROPOSALS – TAMMY TANKERSLEY**

We are required to go out for a proposal this year for the One-Stop Operator. We had this as a one-year contract with the ability to extend each year up to three years. We will be sending documents out that will need to be reviewed and approved, as we move through this process. The One-Stop Operator contract is currently held by MERS/Goodwill with Linda Fitzgerald being in that position. The One-Stop Operator is a firewall and oversight position, she is not employed by us but she looks at the region as a whole and offers input on services, delivery, recommendations, or any concerns. This is meant to be an outside third-party who carries out this role. Depending on who submits a bid and who is chosen, if there are any changes, those changes will take effect in October.

We also are required to put out a request for proposal for an auditor. This is also a three year requirement, we had extended the current auditor but we are now in a position where extensions are not

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available on that contract. This information will also be coming out to the board for review and approval so we are able to continue through the process. The changes will take effect in October and will be based on who submits a proposal and who is chosen to carry out this role.

Currently, we are also looking for bids with IT organizations. With not having an IT person on staff anymore, this has caused a struggle for us with technology that is set up for us to conduct business. We are looking for an organization so that there is not one person who has all the technology information. At this point, we are on an emergency basis where we could do a temporary need while also securing a contract through the Request for Proposal process.

Julie Carter commented that the financial unit at this point is the same as the situation in the IT department. It is one person how is making up the whole department, looking at other regions there has been some issues with other people being able to understand what all goes into fiscal and the requirements we are under with federal and state funding. She would highly encourage us to find options that would put us in a better position. The way other regions operate was inquired, many of our other regions are contracted through a city or organization so it gives them the ability with multiple people and splitting the work between them. We have also been encouraged through Tom Greminger to put together information and cross-training with all staff including administration staff so that we are not put in a hard position if someone leaves the organization. Even through all the reductions of staff, the requirements and obligations are not being reduced, they are growing.

### **BOARD ORGANIZATION/ELECTION OF OFFICERS – TAMMY TANKERSLEY**

Ad Hoc Committee was established in the October 2021 Board Meeting. As noted in that meeting:

- Our board is the biggest with the most board members than any other region in the state.
- The by-laws list a term limit but we haven't really looked at renewing terms. The state is requiring a change in by-laws with a staggered board so everyone doesn't rotate off at the same time. This one is open to interpretation and allows us some flexibility. The two years is not necessarily listed as a term limit – it is a reappointment so the board member can stay active with a reappointment.
- A motion for establishing an AdHoc Committee was made by Garry Nelson and Scott Sattler seconded. All in favor, motion passed.
- Ideas include changing dates, times, locations, makeup of the board, etc.
- An AdHoc Committee has been appointed to look at the board make up and committees.
  - Scott Sattler, Valada Harp, Angela Nation, Tom Greminger, Tammy Tankersley

Based on this information and new information released in the updated Office of Workforce Development level, we are requesting to have an independent contractor to come in and assist with the restructuring of the board and committees. The contract was available for review. This would provide consultation for by-laws, reconfigure membership, and restructure the committees. The charge is \$40 an hour with a timeframe of 20-30 hours to be finished by June 30<sup>th</sup>. Everything through this independent consultant would be recommendations to the AdHoc Committee that was established, the decision on those recommendations would be brought to the full board for a vote. Discussion was held on the contract, the length of time, progress reports as we move through the process, and right of substitution.

A motion was made to accept the independent contractor contract with a time length of 30 hours, with the ability of Tammy to extend to another 10 for a total of 40 maximum unless it is brought back to the board. The motion also contained that with the each invoice should be submitted on a specific date and contain a progress report and/or updated timeline so there is a way to document the work that has been done along with the time that has been spent.

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Steve Pinkley made motion to approve the independent contractor contract with the additions of time length, invoices, and progress reports, Kathy Teachout seconded. All members approved, motion carried.

**MISSOURI ASSOCIATION OF WORKFORCE DEVELOPMENT (MAWD) – TAMMY TANKERSLEY**

Most of the staff will be out next week for the Annual MAWD Conference. This conference will be held in Branson, MO. While some offices will be closed, the board will be able to contact Tammy for anything that comes up or could be needed.

**PUBLIC COMMENT AND ADJOURNMENT – TOM GREMINGER**

Access Points are being set up. The first one was set up at the Ste. Genevieve Library. We are looking at an Access Point being set up in the Marble Hill Library, Bloomfield, Dexter, Jackson, Perryville, and Fruitland for some options. Our case managers are assigned and able to be mobile, because we cannot leave the job center unstaffed they are not able to get out and go to the other counties as much as we would like. These access points provide customers the opportunity to access the programs and information without having to travel to a job center.

Committee Meetings were held the week of April 11<sup>th</sup>. Minutes from those meetings were attached to the Board Packet sent on April 15<sup>th</sup>.

With no further business, a motion to adjourn was made by Steve Pinkley.

Respectfully submitted,



Samantha Terry, WIOA Compliance Manager/EO Officer



Tom Greminger, WDB – Chair

