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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI
BOARD MEETING MINUTES
October 15, 2021**

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

*****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 1-312-66-6799, passcode required 170716.

PLEDGE OF ALLEGIANCE – SCOTT SATTLER

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

INTRODUCTION OF FACILITY/SEMO STAFF – TAMMY

We are working together since Workforce Development has been moved under the Department of Higher Education, we are working on an 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. 107 will be the room we set up a job center on campus to serve public and students.

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. We have a quorum and the ability to vote on the necessary agenda items. Southeast Workforce Development Board Staff and Guests introduced themselves.

CONSENT AGENDA – TOM GREMINGER

A motion was made by Todd Cruts to accept the following consent agenda items:

- Approval of Minutes July 9, 2021 meeting
- WDB Admin Budget Reports – June, July, August 2021

With a second from Garry Nelson, all members approved, motion carried.

MISSOURI JOB CENTER CONNECT TOWN HALL & COMMUNITY EVENT – TOM GREMINGER

Next Wednesday, October 20th there will be a town hall meeting with Jefferson City staff members including the OWD Director. This will be held at the new Drury conference center. From 8:30-10. Discussions will include where the boards for the state are standing and things that can be done or things to look forward to with the Job Center of the Future initiative. This is a public event and we hope to see Board Member participation if you are able to attend. Registration is encouraged, this link was on the email sent with Board Packet that was previously sent out. Previous registrations from July were automatically moved over to this new date.

SE REPORT CARD & PERFORMANCE – SAMANTHA TERRY

A review of the State's report card and the Southeast Report Card was completed. The region mirrors the state's ratings and comments. Tammy has been with us for a few months now and has been on boarded. The Cape job center is being recommended for certification by the team and that letter has been submitted to the state, we are just waiting on the official approval through the state. Show me Hero's money was mentioned as a comment with the enrollment numbers. We have 15,000 in money for a special program for veteran's to take advantage of OJT opportunities, to-date we have not had any enrollments or expenditures in this program, we are still looking for those targeted eligible participants of this grant program. We did have the low expenditures in both the youth program and in the COVID Humanitarian Grant program which will be talked about more during the fiscal information provided from David. One extra step in the COVID Grant is the requirement of the duties they are able to perform and placements where they are responding to the COVID needs. The region does have the potential to move towards an observation category, if youth funds are expended and because we are meeting the 60/40 expenditure rates on operating vs participant costs. We requested the state to come do a review of our enrollment process which allowed us to take out anything that is not federally or state required in an effort to streamline the enrollments and make the process easier for both the participants and the case

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managers. WP enrollment in our region are trending upward which relates to our annual agreement and enrollment goals, the SE WDB staff and OWD staff in the centers are working together on this since we are both doing WP enrollments. We also have WIOA enrollment goals listed in the annual agreement that

need to be met and we have recently dually trained state staff on WIOA basic enrollments so we are all able to work together to hit these numbers in the region. The full report cards were sent in the Board Packet.

Review of Final PY2020 performance was shown, final numbers have all been completed and submitted to DOL. There were a few changes in the PY20 numbers, we went up in some measures for Adult (Median Earnings), Youth (Employment Q2), and WP (all measures); Dislocated Worker performance measures remain the same as reported from the last meeting. We still didn't meet 100% of the goal in the Youth Credential, we were off by one person, but we did meet this goal by state standards which is meeting 90% of our goal.

Looking at performance for PY21 – Q1 we have a long way to go for performance this year. A chart was shown providing the current standings against our local negotiated rate and an outlook of how many people will be in the numbers for the entire year. Our areas of concern are DW Measures and the Youth Credential. Dislocated Worker has low numbers so we have to have high success in this program in order to meet the negotiated goals. Youth has the extra step of needing to be working and entering post-secondary training and/or military service so it makes it one step harder for that measure. Reports are being sent to the case managers quarterly so they have a list of all participants showing negative in an effort to ensure documentation has been recorded properly and/or contact can be made as necessary to collect additional information.

Dislocated worker enrollments have been a concentration for a while. One thing to keep in mind is these are people who have exited a year ago, enrollments taking place now will not affect these numbers but will help in the future yearly performance rates. The Board has concentrated and talked with staff about needing these enrollments due to his headcount financial ratio and me needing them for performance. Some people can be a Dislocated Worker but we have to have appropriate documentation or we are not able to enroll them into that program but can serve them through the Adult program if they are eligible. Some of those COVID enrollments that were dislocated workers, but not all of those have exited to start being represented in these numbers.

Performance was negotiated in August/September 2020 for PY2020 and PY2021 – we were not able to take COVID into the consideration in order to drop those numbers, the state does have the ability to request waivers if needed based on those COVID circumstances but they did not do that for PY2020 and it is unknown if they will consider that for PY2021.

SELECTIVE SERVICE REQUEST – SAMANTHA TERRY

One letter from an individual requesting a waiver for the registration of selective service requirement was read. The participant had not knowingly or willfully failed to register. The participant is seeking WIOA training services.

Gary Nelson made motion to approve the Selective Service Waiver, Charles Dierks seconded. All members approved, motion carried.

BUDGET SUMMARY/AUDITOR EXTENSION – DAVID DAVIS

The PY20/FY21 and PY21/FY22 budgets and expenditure report was presented to the board. Additional money that had not been approved by the board through previous meetings is showing in the Budget

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Adjustment Category so you are able to compare and see what is new and/or changed. This combines with what has been approved, to give us our available funds. Expenditures are then put in against what is available to show the budget balance and percent that has been used.

On the PY20/FY21 Spreadsheet - We finished the year with an overall budget expenditure rate of 72%. In the youth program we did not hit the required 80% obligation percentage – we missed this by \$58,000 – Tammy appealed to the state director to keep this money and it was approved. With this approval, we are able to keep this money to be able to put back into the program and used here in the region.

Another big change was with FSD, they ended the contract a month sooner than had been planned based on the written contract agreement. They contacted us mid-June and stated the contract would be ending in May and all of June's expenses would be put on the new contract budget.

On the PY21/FY22 Spreadsheet - You will see where the 3,000,000 was approved. In some areas, we spent a little more than we thought, but this is okay because it was on participant costs. We listed money as anticipated but based on the changes and actual obligations/expenditure that have come in, that is why we have the budget adjustment category to highlight any changes whether that is overspending what was anticipated or additional money that has come in. Additional money for obligations was budgeted our new money + 20% of the original budgets which did not show obligations for any carry over or fluctuations.

For Adult - Board approved \$142,447 we spent a little more in the carry over money which means we accounted earlier than we expected, but it is okay since it was the carry over money and we need to be moving into the current year money.

In the Youth program there is an adjustment of \$102,457 – part of that is the allowable carryover based on contracts and obligations, the remaining part of that is the \$58,000 the state has approved for us to be able to keep instead of losing it for not meeting the 80% obligation rate. In July's meeting we believed we were on track to meet this expenditure obligation but once the final numbers and/or any de-obligation of funding were all computed, it came in shorter than we had foreseen. The 58,000 is already obligated in we and contracts. Since the previous board meeting

FSD contracts gave us more than we expected in the contracts, we had originally budgeted and approved based on previous contracts, this year they gave us \$70,767 more split between the SkillUp – TANF and FNS programs and the Jobs League program. Also new on this budget is the \$100,000 for the Apprenticeship program. This program just began the classes and operation so we will soon see expenditures for this program.

The WDB Admin indirect rate will be reevaluated based on the staffing changes.

These spreadsheets outline what was voted on, what happened, and what we have now.

The WIOA program did take a major budget cut, and bringing in additional money or carry over that was not expected does help but it does not automatically solve the huge cut in our major program. Each contract comes in with specific guidelines and uses, so while the overall budget appears to be increasing, where, how, and on what that money can be spent on depends on the specific contract. We are not in any means clear or free from the huge cuts we had this program year.

We were cut by 25%, there were many changes made to help take the brunt of that cut – admin office personal changes, office space, case managers, etc. the staff is working hard with the money we have

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without letting the services to the residents be effected. All staff have had to take on additional responsibilities in order to keep things working appropriately for the field staff and participants.

Auditor Extension Request Proposal – we would like to request an exception to extend the use of Stanley, Dernberger and Hopper for one more year – we have used them the past three year. We requested a bid for this exception for one more year, the cost of this would be \$8,200.

Lisa Cook made a motion to keep them one more year as exception through all the transitions, Valada Harp seconded the motion. All in favor, motion passed.

PARTICIPANT VIDEO – TAMMY / GRETCHEN

A case manager in the south worked with him, dually enrolled in programs to assist him. They were really proud of him and his success within the program and their ability to connect resources to make sure he was successful. The participant was enrolled in May – the Board covered tuition and weekly stipend for meals and weekly needs – he was able to complete on time despite COVID by making up hours and staying over, upon graduation he has signed a contract for 18,000 in 30 days all because we helped him get his training.

STAFF AND HOLIDAYS – TAMMY TANKERSLEY

We have had a lot of changes, everyone works really hard and we all pull together to make sure things are in the right place to make things work for our participants. We are looking at part-time staff additions to help fill in gaps where we are able to support the full-time staff and their duties.

Every Christmas the board has given an end of the year stipend of \$100, last year, we were told we cannot do that anymore. Just like every other employer, we have to get creative to make sure the staff know we appreciate their hard work. In lieu of the \$100 we would like to give them 8 hours of PTO in the middle of thanksgiving so they can use it whenever they need it for holiday needs or after to allow us to compensate for this new change of not being able to do the \$100 normal. This would be for all staff, admin and field. There are 18 total staff at this time. It costs us no extra money. We allow up to 40 hours a year in buy-backs – if they chose to do a buy back, they could get the money. This could be listed as at the digression of the director/board. Email vote with the Executive Board will be done to ensure the working is appropriate and applicable.

ADMIN OFFICE/REGIONAL OUTREACH – TAMMY TANKERSLEY

We are in the new office and getting settled, you are welcome to come see the office today, a staff member is there to let anyone in who would like to visit. It is everything we need without the extra things that we do not need. The cost reduction is worth it based on the justification of smaller staff and only 4 meetings a year. This space is free to use. In the future we would like to look at moving around the region for the meetings so that we are not always in Cape.

Partner staff and other agencies took the excess things that were in the bigger office things that could not be put into the smaller office.

Regional outreach – be more efficient with the dollars, collaborate more. We are looking at putting people in places where there is a need like DAEOC in Portageville, Cape CTC, SEMO Campus, and other areas that we can use to reach those smaller communities.

SURVEY RESULTS – TAMMY TANKERSLEY

Responses are appreciated from those who completed them. It was a close tie on Wednesdays or Fridays for meetings but there was an overwhelming response that the meeting should be held in the morning

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opposed to the afternoon. One of the things that came up was the newsletter, it appears everyone likes those, we would like to submit those newsletters half-way between the board meetings to keep in touch between those quarterly.

COMMITTEES AND THE BOARD (AD HOC) – TOM GREMINGER

Our board is the biggest with the most board members than any other region in the state. The average is 21-23 compared to our 40. With the budget cuts we are also looking at the possibility of revamping the board makeup. 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. There will be Jan 2022 appointees and January 2023 appointees. The change in by-laws requires a vote and revision to be submitted to the state today, this was a requirement back in 2016 with the change in law to WIOA however during a DOL monitoring it was found as not being enforced.

The two years is not listed as a term limit – it is a reappointment so the board member can stay active with a reappointment.

A motion was made by Garry with Scott seconded. All in favor, motion passed.

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
- Ideas include changing dates, times, locations, makeup of the board, etc.

PUBLIC COMMENT AND ADJOURNMENT – TOM GREMINGER

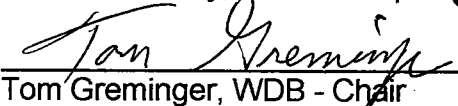
No committee meetings were held today before the full board meeting.

Next meeting will be January 21st, the executive committee voted to move the meeting from the second week to the third Friday of the month. For now, it will be at the same time and location, unless the AdHoc committee meets and makes other decisions before then.

With no further business, a motion to adjourn was made by Garry and seconded by Valada. Motion carried.

Respectfully submitted,


Samantha Terry, WIOA Compliance Manager/EO Officer


Tom Greminger, WDB - Chair