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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI  
BOARD MEETING MINUTES  
July 25<sup>th</sup>, 2023 via Zoom**

- Time & Location:** The meeting was called to order at 9:05 a.m. by Valada Harp. Meeting was held virtually via Zoom.
- Members Present:** David Bova, Lisa Cook, Kristen Daniel, Stephen Gray, Valada Harp, Ron Huber, Ken Rinehart, Diana Salazar, Vance Read, Kevin Gruenwald, JJ Lane, Stacy Snider, Latricia Fennell, Scott Sattler, Valerie Moore
- County Commissioners Present:** Mike Sauer
- Staff Present:** Gretchen Morse, Allysia Long, Sarah Wilson
- Guests Present:** Cathy Harris, Program Manager/EDSI; Sandra Cabot, MO DED

**Please Note – These are DRAFT Minutes until Board vote and approval in October 2023**

\*\*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.  
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### **CONSENT AGENDA – VALADA HARP**

A motion was made by Scott Sattler to accept the following consent agenda item: Approval of April 21<sup>st</sup>, 2023 meeting minutes, with a second from Lisa Cook, motion carried.

### **WORKFORCE SYSTEM NETWORK COMMITTEE – GRETCHEN MORSE**

Committee met on June 16<sup>th</sup>, 2023. Ms. Morse provided update on behalf of Stacy Snider, Committee Chair. Committee looks at many things within the region. They look at how the sub-contractor is doing, are services being provided throughout the region in the job centers and with the WIOA Youth program, are WIOA enrollments being conducted, performance being met, and is the One-Stop Operator complying according to contract. Committee will be the lead of the “RFP” process and will begin preparing this fall for bids in the spring with contract start date of 7/1/24. Enrollments for the year are low but this was due to not having the ability to enroll new clients during October, November and part of December 2022 because of funding constraints at the board level. Since January 2023, sub-contractor has been working very hard to bring enrollments up which they have done. Sub-contractor has also worked very hard opening the new satellite office in Sikeston due to the Sikeston Job Center closing. An increase of foot traffic has been seen at the new satellite office.

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

- Fiscal Update-Financial committee met on 7/19/23. Committee reviewed; current fiscal status of each grant, the accounting policy for needed updates, discussed the extension of the current auditor’s contract, and the possibility of a new grant with OWD for the southeast region. Current funding expenditures and carry over funds for the region at the end of June 2023 are in good standing with no concerns at this time. Percentage goals on spending within limits, are good for the region. Special project summary of expenditures are within spending percentages based on end of program year. Since the region met at least 75% expended/obligated in AD/DW/Youth, per the State it is very unlikely for them to take funds from a region. Region did very well for PY22 given the challenges that occurred during the year. We have a good team and did very well; therefore staff were thanked for their hard work in getting us back to a good position. Financial committee will continue to meet on a regular basis.
- Planning Budget Summary (New Funds)-Sarah Wilson, WDBSE Fiscal Manager provided details of the Planning Budget Summary (PBS) on the new funds for PY23/FY24 for WIOA Adult, WIOA Dislocated Worker and WIOA Youth. Funding allocations based on 10% WDBSE admin with 60% operations and 40% program to sub-contractor. WIOA Adult PY \$109,416.00/FY \$446,913.00, WIOA Dislocated Worker PY \$98,193.00/FY \$357,131.00, and WIOA Youth April 2023-June 2025 \$583,964.00. Motion to accept the Planning Budget Summary by Stacy Snider with a second by Ken Rinehart, motion carried.
- Accounting Policy Edits-Policy was sent out in advance to all members. Policy edits discussed were as follows; administrative office address updated, date in footer, page numbers edited, page 11-14 Equal Opportunity contact information updated, page 17 removed previous sub-contractor MERS Goodwill, page 20 added Program Liaison/EO Officer job title, page 21 added WDB Chair to sign bank statements, pages 23 & 24 credit card policy edited to show President/COO is the only staff person with a WDB credit card, page 25 updated to show change of cash requests procedure, page 30 merit review and risk assessment updated to remove the “rfp” verbiage, page 33 payroll process edited to show timesheets are used with proper cost center codes. Motion to approve edits and updates by Scott Sattler with a second by Keven Gruenwald, motion carried.

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- Independent Auditor Extension-Stanley, Dirnberger, & Hopper submitted a proposal to the RFP in September 2022 and was awarded the bid for independent auditor. The RFP stated that the awardee could provide two additional years of service through an extension. Mr. Kintner was contacted by Ms. Morse about the extension of service for the two years, through June 2025 and the company was definitely interested in the additional two years. Mr. Kintner provided an approximate amount of \$6,000.00 for each additional year. Motion to extend the current independent auditor for two additional years made by Scott Sattler, with a second by Valerie Harp, motion carried.

**SEWDB BY-LAWS – GRETCHEN MORSE**

The WDBSE By-Laws were sent out in advance to all members. By-Laws contained highlighted areas for review. Ms. Morse provided details of each highlighted area. Those areas include: 3.1-appointments will be made in January of even years and January of odd years, 4.9-removed treasurer, 5.3-quarterly meetings will be held on the third Friday of the month following the quarter, 5.7-majority vote of 51% of those members present is sufficient for approval of any motion, 5.9-added CLEO and/or Vice CLEO must attend each WDB meeting and removed annually, 6.6-standing committees with description, financial committee and workforce system network committee. Motion to approve proposed changes by Ken Rinehart, with a second by Kristen Daniel, motion carried.

**COMPLIANCE POLICY UPDATES – GRETCHEN MORSE**

- Selective Service Policy-Ms. Morse provided details on selective service regulations and need for the region to have a selective service policy in place. Motion to approve selective service policy made by Scott Sattler, with a second from Keven Gruenwald, motion carried.
- Supportive Service Policy-Ms. Morse went over the current policy and the need for cosmetic edits along with adding correct direction for comments or questions regarding on the policy. Motion to accept edits made by Stacy Snider, with a second from Valerie Moore, motion carried.

**SOUTHEAST QUARTERLY PERFORMANCE REVIEW – GRETCHEN MORSE**

Ms. Morse shared the most recent performance review released by OWD for PY22 on WIOA Adult, Dislocated Worker, WIOA Youth and Wager/Peyser. The below details show each measures actual percent achieved along with the (goal %):

	<u>Employment Q2</u>	<u>Employment Q4</u>	<u>Credential</u>	<u>Skills Gain</u>
<u>WIOA Youth</u>	79.7% (72%)	73.6% (72%)	58.3% (62%)	60.1% (40%)
<u>WIOA DW</u>	85.1% (79%)	83.7% (74%)	72.7% (75%)	71.4% (50%)
<u>WIOA AD</u>	79.7% (72%)	81.4% (70%)	71.0% (79%)	66.9% (56%)
<u>WAG/PEY</u>	71.9% (68%)	67.4% (69%)		

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**PUBLIC COMMENT AND ADJOURNMENT – VALADA HARP**

Ms. Morse shared that the board meeting in October 2023 is scheduled to be in-person with date, time and location to be determine.

With no further business, a motion to adjourn was made by Scott Sattler and seconded by Ron Huber. Motion carried.

Respectfully submitted,

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Valada Harp, WDB – Chair

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Gretchen Morse, President/COO

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