



A proud partner of the americanjobcenter network®  
**Workforce Development Board**

**WDB Meeting Minutes**  
**10-07-2020**  
**Via Zoom Video Conference**

<b>Members:</b>			
*Derick Barnes	Steve Dooley	*Jerry Carpenter	*Thomas Douglas
Ramona George	*Michelle Clark	*Steven Hamm	*Darin Cleir
Mary Hitchings	Rennie Diekemper	*Jane Hood	Tracy McGrady
*Susan Johanson, Chair	Robin McHugh	*Allen Kunkel	Dan Montgomery
Sarah Wyman	*Mike Peters	Jeremy MacLaughlin	*Carl Rosenkranz
Krisi Schell	*Sharon Walker	Pat Shay	*Barbara Williams
*Bill Skains	*Mardy Leathers	*Linda Whipple	
*indicates present by videoconference			
<b>Staff and Guests: Karen Dowdy, Sally Payne, Haley Jones-Sides, Carmen May, Larry Lovig, Katherine Trombetta, Erica Combs, Jennifer Biri, Toby Stevenson</b>			
<b>Item</b>	<b>Discussion/Comments</b>	<b>Action</b>	
<b>Welcome &amp; Call to Order</b>	Susan Johanson called the meeting to Order at 8:35 a.m.  Michelle Clark called roll and a quorum was indicated.		
<b>Approval of Consent Agenda</b>	<ul style="list-style-type: none"> <li>Minutes of August 5, 2020</li> <li>Modification #1 Plan of Service</li> </ul>	Motion by: Bill Skains  Seconded by: Mike Peters  Motion Carried	
<b>Board Member Updates</b>			
	No Board Member Updates were reported.		
<b>New Business</b>			
<b>Financial Report</b>	Toby Stevenson explained the current funding budget and expenditures as of August 2020.  Mr. Stevenson reported that the Adult program and Dislocated Worker programs	Motion to Approve: Bill Skains  Seconded by: Steve Hamm  Motion Carried	



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<p><b>EO Budget</b></p>	<p>fully expended. We are into the PY of the new funding cycle and are already nearing the 50% mark for both. He reported 93% expended in Youth. About \$64,000 went into Youth after retroactively applying Work Experience salaries that should have been charged to Youth initially that helped the percentages as well.</p> <p>Mr. Stevenson reported on a new Notice of Obligations for new year EO funding in the amount of \$25,000.</p> <p>Mr. Stevenson discussed that the City has applied for an additional \$200,000 through the CARES Act funding as the original amount is almost spent.</p>	<p>Motion to Approve: Bill Skains          Seconded by: Sharon Walker          Motion carried</p>
<p><b>Request for additional Administrative funding from the State</b></p>	<p>Mr. Skains and Sharon Walker discussed additional items to complete for the State on behalf of the Workforce Board that included: By Laws, Conflict of Interest, Internal Policies, Equal Opportunity Statements have to be written and put into place need to go through legal review. State offered to help with some of the policies. Marianne Banks said that the Fiscal and Subrecipient agreement had a few inconsistencies and needed to be worked though. Mr. Skains explained the ask to the State for an additional \$30,000 to supplement the budget to avoid putting pressure on the staff and their ability to operate the program.</p> <p>Dr. Leathers said that there has been progress made since August and that he understands the need for legal review for the Fiscal Agreement, but as for the rest, the State has offered any and all technical assistance and review of documents that is needed. A lot of Boards work with the State for the policies and it may not be</p>	<p>Motion to Approve: Thomas Douglas          Seconded by: Sharon Walker          Motion Carried</p>



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	<p>necessary to take on legal fees to take on By Laws and EO Statements.</p> <p>Mr. Douglas explained that one agreement acts as the master agreement and it is important that as a Board that there is clarity. Adhoc Committee will do their best to finalize these documents and create a final presentation to provide to the City for explanation of the State requirements. Dr. Leathers wanted to clarify that these requirements were Federal requirements that the State oversees to ensure all local Boards are in compliance with the local Workforce Innovative Act.</p> <p>Ms. Johanson asked for a motion to request an additional \$30,000 in administrative funds from the State.</p> <p>Dr. Leathers and Barbara Williams abstained from the vote.</p>	
<p><b>Administrative Agreement for the City of Springfield</b></p> <p><b>Subrecipient Agreement between the CLEO Workforce Board, and the City of Springfield</b></p> <p><b>Firewall Policy</b></p> <p><b>Fiscal Agent Agreement</b></p>	<p>Ms. Johanson asked for a motion that after the legal review and comparison of the documents, the Board would give authority to the Board Agreement Adhoc Committee and Executive Committee to approve the amended documents to go to the CLEO and City of Springfield with the understanding that once City of Springfield has their review, the true final document will come back to the full Board for review.</p>	<p>Motion to Approve by: Sharon Walker</p> <p>Seconded by: Bill Skains</p> <p>Motion carried</p>
<p><b>Reports/Updates</b></p>		
<p><b>OSO Report</b></p>	<p>Katherine Trombetta informed the Board that the One Stop Certification process with the State has concluded. It was</p>	<p><b>No action necessary.</b></p>



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	<p>recommended that we receive full certification status for all offices.</p> <p>An ADA audit of each office came back with minor adjustments. This process is completed every 2-3 years.</p>	
<b>Performance Report</b>	<p>Ms. Dowdy gave a performance presentation with background information on negotiated performance measures. Ms. Dowdy reported that we are currently exceeding all performance measures.</p>	<b>No action necessary.</b>
<b>Sally Payne Director's Report</b>	<p>Ms. Payne gave a brief report on the safety measures and cleaning procedures taking place withing the Job Centers pertaining to the pandemic. Traffic at the Fairbanks has picked up with great feedback from the community. Ms. Payne reported on the CARES Act funding that we have received and how the team is quickly expending over half a million dollars in a quarter. We are reporting our numbers every day to OWD but performing so successfully during a pandemic has been something the team is very proud of. We have participated in MU extension office presentations and have discussed braiding funding and information on the Job Centers. Ms. Payne also reported that the Jobs League funding was awarded.</p>	<b>No action necessary.</b>
<b>Bill Skains Director's Report</b>	<p>Mr. Skains discussed that the State would like to see items come directly to the full board. By Laws, Conflict of Interest, and internal policies are being worked on for the board. There was discussion on how often an audit must be conducted and it was gathered that an audit is not required every year due to the City of Springfield auditing regularly. Mr. Skains attended an Elevate Branson meeting to guide on basic life skills. July 1<sup>st</sup> the ratio of expenditures</p>	<b>No action necessary.</b>



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	will change back to 60/40. Ms. Payne explained that the CARES Act funding has helped take pressure off the WIOA budget. Dr. Leathers reported that the Ozark Region has led in the State in CARES Act funding.	
<b>Adjournment</b>	Susan Johanson called the meeting adjourned at approximately 9:55 a.m.	<b>No action necessary.</b>

Notes Taken By: Haley Jones-Sides