



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

WDB Meeting Minutes
December 9, 2021
Via Zoom Video Conference

Members:			
Derick Barnes	Steve Dooley	Jerry Carpenter	*Thomas Douglas
Jeremy MacLaughlin	*Michelle Clark	*Steven Hamm	*Darin Cleir
Mary Hitchings	*Rennie Diekemper	*Jane Hood	Tracy McGrady
*Susan Johanson, Chair	*Susan Johanson	*Allen Kunkel	*Dan Montgomery
Sarah Wyman	Mike Peters	Jeremy MacLaughlin	*Carl Rosenkranz
*Krisi Schell	*Sharon Walker	*Pat Shay	*Barbara Williams
*Bill Skains	*Mardy Leathers (proxy- Rebecca Fletcher)	*Linda Whipple	
*indicates present by videoconference			
Staff and Guests: Karen Dowdy, Sally Payne, Haley Jones-Sides, Carmen May, Tracy Polk, Katherine Trombetta, Erica Combs, Dennis Wiggins, Toby Stevenson			
Item	Discussion/Comments		Action
Welcome & Call to Order	Susan Johanson called the meeting to Order at 11:35 a.m. Michelle Clark called roll and a quorum was indicated.		
Approval of Consent Agenda	<ul style="list-style-type: none"> • WDB Minutes of October 7 • WDB Minutes of November 9 • Plan of Service Modification • 2021 WDB Calendar 		Motion by: Bill Skains Seconded by: Mike Peters Motion Carried
New Business			
Financial Report	Toby Stevenson explained the current funding budget and expenditures as of October 2020. Mr. Stevenson reported that the Adult program and Dislocated Worker programs fully expended. PY 19 Youth funds were fully expended in October. PY 20 funds are being utilized.		Motion to Approve: Bill Skains Seconded by: Steve Hamm Motion Carried



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	<p>Side funds in RESEA are currently being used. EO will be fully expended and entering into the PY 20 EO budget.</p> <p>Mr. Stevenson reported that we are using ITA money and have fully expended the original \$458,000 CARES Act. We Requested \$260,000 additional funding and spent that in its entirety as well. Ozark Region is the only region to use up the CARES Act funding.</p> <p>\$20,000 additional funds were given to the Board for extra Admin money. Mr. Skains has been working with Mr. Stevenson to work on Board budget, but they were concerned that the majority of the budget had been spent on legal fees.</p> <p>Ms. Payne explained that this was the first time that we went into the year without the 20% carryover which puts a strain on the entire budget.</p> <p>Ms. Fletcher said that the Show Me Hero funding is dealt with at the governor’s level and informed Mr. Skains that there is extra funding.</p> <p>Mr. Douglas asked if the Board budget should be concerning enough to elicit an audit flag. Mr. Stevenson explained that the board budget is encapsulated in the Admin portion budget.</p> <p>Mr. Skains asked if any funds could reimburse the staff’s salaries.</p> <p>Ms. Payne explained that OWD considers EO money administrative dollars, but we only receive \$25,000 and has to support the EO Officer.</p>	
<p>Election of Vice Chair</p>	<p>Ms. Johanson explained that Mary Hitchings resigned, and the Nominating Committee elected Jeremy MacLaughlin as a recommendation to the Executive Committee.</p>	<p>Motion to Approve: Sharon Walker</p> <p>Seconded by: Jane Hood</p> <p>Motion Carried</p>



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	<p>Ms. Johanson asked for a motion to accept and elect Jeremy MacLaughlin as the Vice Chair of the Ozark Region.</p> <p>Jeremy MacLaughlin abstained from the vote.</p>	
Reports/Updates		
Performance Report	<p>Ms. Dowdy gave a performance presentation and explained that in WIOA adult we are in the first semester and students may not have completed a grading report card or training, which explains the low skill gains levels.</p> <p>Employment second quarter is lagging for Wagner Peyser. These are participants that have not obtained employment. All other measures are being met.</p> <p>Tracy Polk and Ericka Combs explained the solutions to bringing up the performance numbers to include intensive case management, dedicated follow-up, and a roster review to catch missing data in addition to using social media platforms to contact employers and participants.</p>	No action necessary.
JS Survey Data	<p>Ms. Payne gave a brief report on the JS Survey. All results were positively reflecting career services. Ms. Johanson asked if we would compile all of these performance numbers into a single report. Ms. Dowdy also explained that a yearly report is also sent out.</p>	No action necessary.
OSO Report	<p>Ms. Trombetta gave a recap of 2020 explaining that in January we sponsored Good Morning Springfield and a large multi-employer hiring event.</p> <p>Ms. Trombetta gave an update on the Momentum survey- so far 130 surveys completed which is on par for where we were last year. Weekly reminders are being sent out.</p> <p>Unfortunately, the Job Center had to cancel a scheduled minimum wage forum and Wednesday Works with hopes to bring them back in 2021. In</p>	No action necessary.



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	<p>addition, the Center did have to close our doors to the public, but the Job Center remained resilient and made strong efforts to reach the public virtually about services and unemployment claims.</p> <p>May 26, we opened our doors back up and, in the weeks, leading up to that, Ms. Trombetta partnered with the Business Services Team to communicate with employers. All virtual workshops and updates received high viewership.</p> <p>In June, the Job Center pioneered a drive- through job fair with 9 employers, and over the course of 2 hours and we saw over 100 cars drive through our parking lot. Media coverage was high and encouraged other businesses to create their own drive-through events.</p> <p>Ms. Trombetta reported that we partnered with the Hollister Chamber of Commerce for another hiring event and we also opened the Job Center North at the Fairbanks.</p> <p>Rounding out the year, in September we held a manufacturing hiring event with over 12 employers.</p> <p>In October we had a hiring event in Branson with a steady stream of over 50 cars and a virtual manufacturing round table. This month was also the deadline to spend approx. \$700,000 in CARES Act funding.</p> <p>In November, all Job Centers State-wide were asked to go appointment only. A COVID screening occurs prior to entering the building.</p> <p>The Job Center is creating another virtual workshop in December on how to perform a job interview on Zoom or another virtual platform and a healthcare virtual hiring fair on December 22.</p>	
<p>Sally Payne Director’s Report</p>	<p>Ms. Payne reported that the Job Center has remained resilient throughout this global pandemic. She reported that most likely Momentum will be either</p>	<p>No action necessary.</p>



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	<p>virtual or a hybrid event. COVID related questions were added to the survey, but we kept the remainder of the survey the same as we didn't want to lose the trend data.</p> <p>Ms. Payne explained our intentional focus on Youth improvement, Summer Jobs Program, and Youth round tables. As weather permits, another parking lot drive-through hiring event is being schedule as this has been a successful and creative way to reach participants. Ms. Pain is hopeful that WIOA will not see another cut. Congress will be supportive of the Workforce System and restore allocations of a prior funding level.</p> <p>The staff at the Job Center have had to be incredibly flexible and have pushed themselves and proven to themselves how capable they are. Ms. Payne thanked them for all of their very hard work.</p>	
<p>Bill Skains Director's Report</p>	<p>Mr. Skains reported that they submitted the Board/City agreements to the State. He thanked the Board Agreement Adhoc Committee for their hard work on these documents. Ms. Dowdy confirmed that there are two board position openings and Mr. Skains will be working to fill those. Mr. Skains also thanked the Job Center staff for their hard work.</p>	<p>No action necessary.</p>
<p>Adjournment</p>	<p>Susan Johanson called the meeting adjourned at approximately 1:15 p.m.</p>	<p>No action necessary.</p>

Notes Taken By: Haley Jones-Sides