



A proud partner of the americanjobcenter network®
Workforce Development Board

WDB Meeting Minutes
June 2, 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	Candida Deckard	*Jeremy MacLaughlin	Carl Rosenkranz
Krisi Schell	*Sharon Walker	Pat Shay	*Barbara Williams
*Bill Skains	*Mardy Leathers	*Linda Whipple	
*indicates present by videoconference			
Staff and Guests: Sally Payne, Haley Jones-Sides, Carmen May, Tracy Polk, Katherine Trombetta, Karen Dowdy, Toby Stevenson			
Item	Discussion/Comments		Action
Welcome & Call to Order	<p>Susan Johanson called the meeting to order at 8:35 a.m.</p> <p>Haley Jones-Sides called roll on behalf of Michelle Clark, and a quorum was indicated.</p> <p>Ms. Johanson provided a recognition of service to Ms. Walker. Her resignation is effective June 30, 2021.</p> <p>Ms. Johanson asked members to declare any conflicts of interest for items voted upon during this meeting. None were indicated.</p>		
Approval of Consent Agenda	<ul style="list-style-type: none"> • WDB Minutes of April 7, 2021 • Adult Priority of Service • Consortium Agreement • ETPS Policy • Purchasing Manual & Supplement • Revised MOU • Sub-State Monitoring Policy • Training Policy • Business Service Plan • Enrollment Policy 		<p>Motion by: Bill Skains Seconded by: Jane Hood Motion Carried</p>



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	<ul style="list-style-type: none"> • WIOA Youth Work Experience Policy • Approval of FY 21/22 Budget • Approval of Line-Item Budget Modifications of Previous Year 	
Review, Discussion, and Possible Action		
Procurement of the One-Stop Operator	<p>One-Stop Operator contract renewal was necessary in 2020, but after explanation that the Board was in the process of approving, the financial monitoring still showed this as a finding. A new procurement was drafted by Karen Dowdy and sent to Ms. Johanson for approval. Ms. Johanson approved and signed the procurement. Ms. Johanson asked for a motion to begin the procurement process for the One-Stop Operator. An ad-hoc committee will need to be formed to complete this.</p> <p>Ms. Payne reported that they already have the template so this process should be simple. Ms. Dowdy will be sending the draft form to the Board. Ms. Walker said she would share the form with Sally Payne, Karen Dowdy, and Susan Johanson.</p>	<p>Motion to Approve: Bill Skains</p> <p>Seconded by: Sharon walker</p> <p>Motion Carried.</p>
Financial Report	<p>Mr. Stevenson presented the Financial Report with data reflected through the end of April. He reported that the RESEA funds ended in April, EO funding will be spent this month, and MO Works Together will expire in September and all funds will be utilized.</p> <p>He also reported that the COVID grant expires in December of 2023, but we are on track to expend the funds by the end of this year.</p> <p>The supplemental funding that Mr. Skains received from the State is set to expire June 30. Mr. Stevenson requested all invoices by June 15th.</p> <p>For Adult, we were at 60% at the end of April, but are on track to meet 80% by the end of June.</p>	<p>Motion to Approve: Jeremy MacLaughlin</p> <p>Seconded by: Mike Peters</p> <p>Motion Carried.</p>



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	<p>Mr. Stevenson stated that we are going to meet the 20% WEP and 80% expenditures by the end of June. In addition, Dislocated was at 63% at the end of April, but we are expected to be at the 80% expenditure mark by the end of June.</p> <p>Mr. Stevenson briefly discussed the compliance finding regarding the One-Stop Operator. He stated that the indirect cost rate would be abandoned, and that the website also needs to be updated.</p> <p>Mr. Skains stated that he would ask Dr. Leathers for a 2–3-month extension to complete negotiations with the city.</p>	
By Laws	<p>Ms. Johanson has sent over a copy of the current Bylaws to Marianne Banks to look over to make changes or provide recommendations. Took current Bylaws and Sharon Walker took the lead on minor changes. Ms. Johanson stated that as a suggestion from Dr. Leathers, a clause was added to allow the grandfathering in of Board members as of January 1, 2021. In the chat Dr. Leathers commented that it is a federal requirement to allow Boards to petition for a grandfathering clause. Dr Leathers also stated that if a formal letter was sent to OWD requesting an extension, then they would review it.</p>	No action necessary.
Non-Profit Status Update	<p>Ms. Johanson gave an update that they are waiting on the Bylaws, Form 1023, and need to apply for an EIN. They already have articles of organization.</p> <p>Mr. Douglas shared that when the non-profit is finalized, they can apply for insurance.</p>	No action Necessary.
In-person meetings	<p>Ms. Johanson asked Haley Jones-Sides to send out a survey for meeting attendance preferences.</p>	No action necessary.
Board Candidates	<p>Steve Dooley and Sharon walker have submitted their resignation; Karen Dowdy is working on filling these positions.</p>	No action necessary.
Follow-up Policy	<p>This policy came up in a recent issuance. Due to timing, we couldn't take it before Planning and</p>	Motion to approve: Bill Skains



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	Oversight. The Policy outlines how we keep in touch with the participant after services and ensures we meet our performance measures.	Seconded by: Thomas Douglas Motion carried Dr. Leathers abstained from the vote.
Reports/Updates		
Performance Report	Ms. Dowdy provided a performance report PowerPoint. Adult and Dislocated Worker are meeting and/or exceeding in all measures, and Youth has improved greatly since the last meeting. Only the Skills Gains needed improvement, but the measures are on track to meet the performance goals. WP numbers showed needed improvement in Q2 which largely reflected UI numbers.	No action necessary.
OSO Report	Gearing up for the next drive-through hiring event, June 9 from 9 a.m. to 12 in the parking lot of the Missouri Job Center. We are partnering with the Health Department to offer a “Get a Shot, Get a Job” vaccination clinic. Our next pop-up will be on the Springfield downtown square, and then the Job Center plans on a pop-up event in each of counties in the Ozark Region.	No action necessary.
Bill Skain’s Director Report	Mr. Skains reported that he, Mr. Dixon, the Mayor, and the City Manager will get together to finalize the agreements. Ms. Johanson stated that the agreements had been sent to the City, and the City responded with a Wishlist, but that the priority is to get the agreements signed as soon as possible.	No action necessary.
Sally Payne’s Director Report	Ms. Payne reported that WIOA funds were cut by over \$350,000 so it’s challenging to continue serving the population at the same rate. She stated that Job Center Connect will help put Missouri on the map and is a great way of telling our story and streamlining our services.	No action necessary.



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	<p>She also explained that she is in discussion with the landlord to determine if rent costs could be negotiated due to COVID as well as connecting with legislatures to effectively advocate for the Missouri Job Center.</p> <p>Ms. Payne reported on the upcoming presentations in for NAWB in DC.</p> <p>On July 7 Ms. Payne will be starting a Podcast called the Workforce Vibe with the help of the City’s PIO department, and will be discussing gig economy, livable wages, transferable skills, short term training, and the various sectors etc....)</p> <p>Dr. Leathers thanked the Board for the positive transformations. He gave an overview of the workforce system and how demographics have been against us throughout the pandemic. He reported that the average age of apprentices is 29 and growing. Dr. Leathers also reported that we have fewer youth in the workplace, but they are busier than ever, juggling sports, high school, and dual college enrollment which means less youth in summer jobs and employment.</p> <p>Board members and CLEO members are in a position to allocate ARPA funding. Dr. Leathers stated that he and the State would be willing to match up to 30% or \$100,000 if the CLEO members can come together to create a partnership to allocate county funding.</p>	
<p>Adjournment</p>	<p>Ms. Johanson called the meeting adjourned at 10:15 a.m.</p>	<p>No action necessary.</p>

Notes Taken By: Haley Jones-Sides