Agenda

Planning and Oversight Committee

March 18, 2025	11:30 AM	Missouri Job Center 1660 N Campbell Ave Springfield, MO 65803

Join Zoom Meeting
https://zoom.us/j/95605429018?pwd=MpHbSqpa65zrOzqGJTUMoYPvqpJD6O.1

Meeting ID: 956 0542 9018
Passcode: 009305

1. Call to Order

2. Approval of Minutes

2.1. January 14, 2025, Planning & Oversight Committee Minutes

3. New Business

3.1. Bylaws

4. Reports

4.1. Performance Report

4.2. Monitoring Report

5. Adjournment

The Ozark Region Missouri Job Center is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities. Mo TTY users may call 800-735-2966 or contact Missouri Relay at 7-1-1.

In accordance with Americans with Disabilities Act (ADA) guidelines, if you need special accommodations when attending any Department of Workforce Development meeting, please notify the Executive Secretary at 417-841-3346 as soon as possible to ensure our ability to accommodate your needs.

Call to Order			
	A regular meeting of the Ozark Region Workforce Development Board's Planning and Oversight Committee was held via Zoom on Tuesday, January 14, 2025. The meeting convened at 11:31 a.m., with Committee Chair Dan Montgomery presiding.		
Attendance			
*√ Notes in attendance; * Notes Board Member*			
Committee Members	√Dr. Abby Benz*	Charlyce Ruth	√Dan Montgomery*, *Chair*
	Jeremy MacLaughlin*	Michelle Clark*	Susan Johanson*
Guests in Attendance	Diane Rozier*, Kevin McGill*, Steve Morrow*, Bill Skains, Carmen May, Cynthia Collins, Ericka Schmeeckle, Karen Dowdy, Maddy MacNeil, and Tracy Keithley		
Approval of Minutes			
November 12, 2024 Meeting Minutes	Mr. Montgomery asked for any adjustments to the minutes. *A motion was made by Dr. Abby Benz to approve the minutes of the November 12, 2024, meeting as presented.* ***Motion carried.***		
New Business			
Stipend Policy	Ms. Dowdy explained that an issuance was sent out to update the stipend policy in the fall. She further explained that the policy was more recent and had not yet been used. It was to be used for extreme need. One of the changes was to change the amount from $100 to $150 per week for up to nine, with the total maximum changed from $900 to $1200. Ms. Dowdy noted that the original document with revisions sent in the meeting packet had a typo: it showed $100 instead of the correct $150. *A motion was made by Kevin McGill and seconded by Steve Morrow to approve the Stipend Policy as presented.* ***Motion carried.***		
Reports			

Performance	Ms. Dowdy gave the performance report as of PY24 Q2.
	• Reminders:
	    o Green represents meeting 100% or exceeding the performance goal.
	    o Yellow represents meeting the requirement of 90% of performance goal.
	    o Red represents not meeting the performance requirement.
	• Ms. Dowdy displayed the recent performance negotiations and the periods for the data to be reported in performance.
	• For the Adult Program measures:
	    o Employment Rate Q2 reached the requirements and was 90.50% of the goal.
	    o Employment Rate Q4 had not reached the requirements and		

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- was 84.51% of the goal.
  - Credential had not reached the requirements and was 87.72% of the goal. Ms. Dowdy noted that one more participant earning a credential would result in meeting the performance requirement.
  - Measurable Skill Gains had not reached the requirements and was 82.84% of the goal.
  - Median Earnings reached the requirements and was 94.77% of the goal.

Mr. Skains asked if the performance goals were obtainable, specifically the Employment Quarter 2 and Employment Quarter 4 measures. Ms. Dowdy responded that the Employment quarters were difficult to influence. Staff may have been helping a participant gain employment, but the participant may not have accepted a job in that quarter.

Mr. McGill inquired about how the percentage achieved was calculated. Ms. Dowdy explained that the percentage achieved was based on the percentage of the performance goal that had been achieved.

Mr. Skains asked if it was possible to meet the Employment Quarter 4 goal. Ms. Keithley responded that it was possible, but unfortunately, it was out of staff's control. She noted that another issue was that if a participant was being paid under the table, those wages would not be reflected in the UI information. Ms. Keithley noted that there was a staff dedicated to follow-up.

Mr. Montgomery asked if there was a period in which participants dropped off. Ms. Dowdy stated that participants were considered to have exited after 90 days of no services, but staff continued to follow up after exit.

Ms. Dowdy noted she was expecting another Quarter 2 report before the closeout of the quarter.

Mr. Skains asked if work was occurring on the backend to ensure communication. Ms. Dowdy stated that, as part of the process, participants signed a form acknowledging that staff would be in constant communication.

Mr. Skains inquired about the ability to pull information from UI. Staff noted the lack of access due to the agreements between UI and the State. Ms. Schmeeckle noted that UI staff were not in the Job Center, but would look into that partnership.

Mr. McGill asked about the ability to use the stipends to motivate participants to report the needed information once it was obtained. Ms. Dowdy stated that once a participant had exited, they would not be eligible for the stipends. However, she noted, depending on the criteria, they may be eligible for an incentive.

- For the Dislocated Worker Program measures:
  - Employment Rate Q2 had exceeded the goal at 112.04%
  - Employment Rate Q4 reached the requirements and was 97.59% of the goal.
  - Credential had not reached the requirements and was at

	31.65% of the goal. o Measurable Skill Gains had reached the requirements and was 99.17% of the goal. o Median Earnings exceeded the goal at 153.3%. Mr. Skains inquired about when the performance measure would reflect the credential. Ms. Dowdy responded that after the individual exited the program, the credential measure would appear. Mr. Skains asked how that was tracked. Ms. Dowdy explained that case managers kept in contact with participants and knew which individuals were in training. The case managers attempted to enter credentials before the participant exited the program. She stated that when a participant didn't finish the training, it hurt the performance. Ms. Dowdy recalled looking at a report earlier that she believed showed that only 3% of participants were not finishing training. Ms. Dowdy shared that the staff worked to capture the credentials, including reaching out to the training providers. She noted that some schools would not report those credentials unless the student requested it. Mr. Skains asked if students could sign something allowing the release of such information. Ms. Dowdy stated that staff used a form for the release of such information, but certain schools would not accept the form and instead required their form to be utilized. Mr. Skains expressed dissatisfaction with the lack of disclosure. Mr. Skains asked if there was a way for staff to know who was being counted in the credential measure that was receiving training. Ms. Dowdy stated that staff could look at the rosters to identify that information. Mr. Skains asked if partnerships should continue with trainers not disclosing the necessary information. Mr. Montgomery echoed the question. Ms. Dowdy stated that those partnerships remained in place, but the decision to change would need to be made by the Board. Mr. Skains expressed the need to streamline the process. Ms. Keithley stated that there was only one training provider that would not accept the program's form to release information and required participants to use the training provider's release form. Mr. Skains asked for the name of that training provider to be disclosed. Ms. Keithley replied, OTC. Ms. Rozier asked if staff had asked the provider for their form and if staff were using that form? Ms. Dowdy explained that when the form needed to be signed, staff were not always able to get in touch with the participant. Ms. Rozier expressed that the issue was a process. She stated that if the issue was known, then those items needed to be addressed. • For the Youth Program measures: o Employment Rate Q2 had exceeded the goal at 110.6%. o Employment Rate Q4 had exceeded the goal at 104.17%. o Credential Rate had not reached the requirements and was at 0% of the goal. o Measurable Skill Gains had not reached the requirements and was 32.73% of the goal. o Median Earnings had exceeded the goal at 125.83%. Ms. Dowdy noted that for the credential measure, the individual in the

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	measure had received their credential, but the credential would not be reflected until the third quarter.
	Mr. Skains inquired if there was a form that was being signed by participants that would allow educational facilities to release that information directly to staff. Ms. Dowdy noted that participants signed a release of information, which had a high level of success.
	Mr. Skains asked if the lack of information received was causing the low performance for the Skill Gains measure. Ms. Dowdy stated that the information was pulled from November, so if the participant was at a semester style training provider, there may not have been any information to report. Ms. Keithley stated that the next round of reporting should show an increase to the Skill Gains measure. Mr. Skains asked if there was any other push-back regarding the release of information. Ms. Keithley responded, no.
	• For Wagner-Peyser:
	  o Employment Rate Q2 had reached the requirements and met 95.87% of the goal.
	  o Employment Rate Q4 had exceeded the goal at 106.17%.
	  o Median Earnings had exceeded the goal at 111.34%.
	• Comparison
	  o Ms. Dowdy displayed a comparison of the performance measures for Quarter one and Quarter two, stating that the numbers for Quarter two had not been finalized.
	• Addressing Deficiencies
	  o Continued review of rosters
	  o Maintaining communication with participants and educational institutions
	  o Review of reports, such as review of the last case note made
	  o Continued outreach to potential participants and current or potential employers and training providers
	Mr. Skains asked the average case load per staff for the adult and dislocated worker programs. Ms. Keithley stated roughly 50-100.
	Mr. Montgomery asked if there would be the ability to hire more case managers if the need arose. Ms. Schmeeckle replied that if the budget allowed, then yes. She shared that budgets were being reviewed, especially with the layoff notices that had been received. She noted that if case managers had higher caseloads, there would be a review to determine whether cases needed to be shifted or more staff needed to be hired.
	Mr. Skains asked Ms. Schmeeckle to speak to the layoff notices that had been received. Ms. Schmeeckle stated that the main concern regarding the layoffs was the timing. Most of the layoffs appeared to occur during the carry-over period of the new funding year, and the new funding allocations were unknown. She stated that staff were working to get ahead of the layoffs and identify other resources or funding to support the community needs. Mr. Skains asked if a Rapid Response date had been determined. Ms. Schmeeckle said that the Rapid Response team member had reached out, but

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	to her knowledge, no date had been set. Mr. Skains expressed his concerns about the layoffs, the lack of funding, and the need to get ahead of them. Mr. Skains asked about the construction trades' ability to take on funding for training. Mr. Montgomery and Mr. McGill both expressed the need for job openings to take on apprentices. Mr. Skains inquired about state resources. Ms. Schmeeckle stated that the state had announced a funding opportunity that the department was looking at to be able to support those in need and could help with the potential of budget cuts. Ms. Schmeeckle noted that braiding resources was looking to be the best option to support individuals.
Monitoring	Ms. Dowdy gave a report on monitoring. Ms. Dowdy went over the WIOA Training report. She noted that information had come out that co-enrollment into WIOA needed to be after the need was established. Ms. Dowdy went over the Youth Training report. Ms. Dowdy stated that Ms. Keithley had begun attending the meetings between Ms. Dowdy and case managers, to help address any areas of concern. Mr. Montgomery asked if there was a more concrete timeframe regarding case notes. Ms. Dowdy stated that notes were supposed to be entered the same day, the next day was acceptable, but waiting a week was not okay.
Adjournment	
	A motion was made by Kevin McGill and seconded by Steve Morrow to adjourn the meeting. ***Motion carried.*** The meeting was adjourned at 12:34 pm.

Notes taken by: Maddy MacNeil, Executive Secretary

Next Meeting: March 18, 2025

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OZARK REGION WORKFORCE DEVELOPMENT BOARD, INC.

A MISSOURI NONPROFIT CORPORATION
501c3

BYLAWS

Created October 2021

Ozark Region Workforce Development Board, Inc.
Bylaws

ARTICLE I - NAME, LOCATION AND PURPOSE

Section 1. NAME

The name of this organization shall be the Ozark Region Workforce Development Board ("Board" or “ORWDB”), a private nonprofit public benefit corporation formed pursuant to the Workforce Innovation and Opportunity Act of 2014, P.L. 113-128 ("WIOA") serving the counties of Christian, Dallas, Greene, Polk, Stone, Taney, and Webster.

Section 2. LOCATION

The principal office of the Board shall be located at 2900 East Sunshine Street, Springfield, Missouri, 65804. The Board may have offices at other places as the Executive Committee may from time to time determine or as the affairs of the Board may require.

Section 3. PURPOSE

Consistent with its Articles, the purpose of the corporation, in partnership with the Council of Local Elected Officials (CLEO) of the seven-county region consisting of Christian, Dallas, Greene, Polk, Stone, Taney and Webster counties, shall be consistent with those purposes that are identified for a regional Workforce Development Board under the Workforce Innovation and Opportunity Act of 2014 and amendments thereto in accordance with public law. The corporation shall be responsible for strategic planning, policy development and oversight of the local workforce investment system. The corporation is organized exclusively for charitable, education or scientific purposes, within the meaning of Section 501(c)3 of the Internal Revenue Code. Notwithstanding any other provisions of these Bylaws, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501(c)3 of the Internal Revenue Code of 1954, as amended.

The purpose of the Board shall be consistent with those purposes and duties that are identified for a Local Workforce Development Board under the WIOA, Sec. 107(a) and (d) as amended, or any subsequently enacted statutory authority.

The Board is formed to implement and operate exclusively for charitable and educational purposes to:

A. Carry out its vision and mission in the local four (4) year Plan.

B. Increase access to and opportunities for the employment, education, training, and support services needed by the residents and citizens serving the counties of Christian, Dallas, Greene, Polk, Stone, Taney, and Webster, particularly those with barriers to employment, to succeed in the labor market.

C. Support the alignment of the workforce and economic development systems together with our education partners to foster a comprehensive, accessible, and high-quality workforce development system in the ORWDB workforce development area.

Improve workforce development area workers' skills and credentials necessary to secure self-sustaining wages while providing the ORWDB employers with skilled workers thereby increasing the prosperity of workers and employers in the workforce development area.

ARTICLE II - MEMBERSHIP

Section 1. COMPOSITION OF THE BOARD

The Board shall **consist of a minimum of twenty-three (23) members,** unless the exception in Section l(I) of these bylaws is met, who meet the qualifications and requirements set forth in Sec. 107(b)(2)(A) and (B) of WIOA and any additional criteria required by the Governor. Specifically, the members shall be individuals with optimum policy-making authority within the entities that they represent, the members shall represent entities that provide business employment opportunities in in-demand industry sectors or occupations, as defined in WIOA sec. 3(23), and the members shall satisfy the criteria for the entity that they represent as provided in Art. II, Sec l(A)-(G) of these bylaws.

A. *Business Representatives* -The majority (at least 51%) of Board membership, or **no less than twelve (12) members,** must be representatives of business in the local area and in good standing with the Secretary of State of Missouri. The business representatives shall include owners of businesses, chief executives or operating officers of business or other business executives, including small businesses, business organizations, or human resource executives. At a minimum, two (2) members must represent small business as defined by the U.S. Small Business Administration. Efforts will be made to include broad representation of businesses throughout the Region, consisting of both large and small employers. Small business representatives must be employers of a minimum of three (3) employees in accordance with State of Missouri policy governing local workforce development boards.

B. *Workforce Representatives* -At least twenty percent (20%), or a minimum of **five (5) Board members,** shall be workforce representatives as follows:

(1) Two (2) or more Board members shall be representatives from labor organizations, where such organizations exist in the local area.

(2) One (1) or more Board members shall be representatives of a joint labor management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor or organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation will be appointed, if one exists.

(3) Composition of the Board *may* include one (1) member or more who is a representative of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities.

(4) Composition of the Board *may* include one (1) member or more who is a representative(s) of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

C. *Local Educational Entities* -At least **one (1) Board member** shall represent an eligible training provider administering adult education and literacy activities under WIOA Title II; and at least **one (1) Board member** shall be a representative from an institution of higher education providing workforce investment activities, including community colleges.

D. *Economic and Community Development Entities* -At least **one (1) Board member** shall represent an economic and community development entity serving the local area.

E. *Wagner-Peyser*-At least **one (1) Board member** shall represent the State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the ORWDB local workforce development area.

F. *Rehabilitation*-At least **one (1) Board member** shall represent programs carried out under Title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title.

G. *Temporary Assistance for Needy Families ("TANF")* -At least **one (1) Board member** shall be a representative of the TANF program serving the ORWDB.

H. The membership of the Board may include individuals or representatives of other appropriate entities in the local area. If additional members are added, then requirements regarding minimum percentages for representation of the business and workforce categories shall be adjusted to meet WIOA legislative representation requirements on the local workforce development board.

I. A member of the Board may serve as a representative of more than one category of membership if the member meets all of the criteria of both categories of membership. If a member(s) meets all of the criteria of more than one category, then the Board may have less than 23 members.

J. The composition of the Board shall be subject to certification by the Governor.

Section 2. NOMINATION

A. Business representatives shall be nominated by local business organizations or business trade associations. Individuals representing small businesses shall be from a business with at least three full-time employees.

B. Labor representatives shall be nominated by local labor federations or, if employees are not represented by local labor organizations in the local area, then by other organizations or representatives of employees.

C. For adult education and training the Department of Elementary and Secondary Education's (DESE) Division of AEL, as a core partner under WIOA, shall nominate this representative in consultation with the Local WDB prior to submitting the name to the Council of Local Elected Officials ("CLEO").

D. The Wagner-Peyser representative shall be nominated by the Missouri Division of Workforce Development, in consultation with the Board, prior to submitting the name to the CLEO.

E. The Division of Vocational Rehabilitation ("DVR"), in consultation with the Board, shall nominate the Rehabilitation representative prior to submitting the name to the CLEO.

F. The Department of Social Services shall nominate this representative, in consultation with the Board, prior to submitting the name to the CLEO.

G. All other members of the Board shall be nominated by the organization or entity they represent.

Section 3. APPOINTMENT AND REMOVAL

A. Upon receipt and consideration of nominations and pursuant to the WIOA and applicable State criteria, CLEO shall make all appointments to the Board.

B. The Board may make recommendations to the CLEO for appointment of members. This does not preempt the rights or obligations of the CLEO to retain the power to appoint members on his or her own recommendation.

C. The Board may make recommendations to the CLEO for removal of a member for failure to perform the duties of a Board member. This does not preempt the rights or obligations of the CLEO to retain the power to remove members on his or her own recommendation. Recommendation for removal may be based on the following:

(1) Three (3) consecutive unexcused absences from regularly scheduled meetings of the Board without excuse from the Chairperson may constitute a de facto resignation of the Board member. A member may satisfy the requirements of this paragraph by sending notice of their inability to attend in person or by phone by contacting the Executive Director of the ORWDB.

(2) Should a Board member cease to represent the category to which he/she was appointed to fill on the Board through change in status, they shall tender their written resignation to CLEO and Board's Chair within thirty (30) days of the date that they ceased to represent the membership category to which they were appointed so that the CLEO may make a new appointment.

(3) In the event that a Board member becomes unable to perform his/her duties on the Board.

(4) In the event a Board member is declared of unsound mind by a Court of Competent Jurisdiction or is convicted of a felony or crime of moral turpitude, their term of office as a Member shall be immediately terminated and a notice shall be provided to the CLEO so that a new appointment may be made to fill the vacated seat.

Section 4. TERM OF APPOINTMENT

A. The Members of the Board shall serve staggered terms and of those members initially appointed, twelve (12) members shall serve two (2) years, and eleven (11) members shall serve one year. Thereafter, members appointed to the Board shall serve two (2) year terms, without any limitation on the number of terms served, except vacancy appointees who shall serve the remaining term of their predecessor. Notwithstanding, all members serve at the pleasure of the CLEO.

B. A Member who desires to be reappointed may be considered for appointment and shall not be required to go through the nomination process to be reappointed. If approved, the member may be reappointed. However, if the Member's term has expired and the Member has not been replaced or reappointed, he or she may continue to serve on the Board until his or her successor is appointed.

Section 5. RESIGNATION

When members deem it necessary to resign from their appointment to the Board, they shall tender their written resignation to the CLEO with copies to the Chair of the Board and to the Executive Director. Said member will be considered an active member until replaced by another individual. The CLEO shall appoint another individual to serve, for the remainder of the unexpired term, in accordance with Section 3 of this Article. If the Chair resigns, the Vice Chair shall serve as Acting Chair until a new Chair is elected by the Board.

Section 6. VACANCY

In the event of a vacancy, the Chair, through the Executive Director, shall notify the CLEO in writing as soon as possible, but not more than five business days after notification of a vacancy.The CLEO shall appoint another individual to serve. Members appointed to fill a vacancy shall serve the remainder of the unexpired term, in accordance with Section 3 of this Article.

Section 7. COMPENSATION

Members of the Board shall not receive compensation for their services.

ARTICLE III- FUNCTIONS AND DUTIES OF THE BOARD

The Board shall perform the functions and duties set forth in the agreement between the Board and the CLEO.

ARTICLE IV - OFFICERS

Section 1. OFFICERS

The Officers of the Board shall be the Chair, Vice-Chair, Secretary and Treasurer (if needed). If the Board determines that additional officers are necessary, then it may do so after an amendment to the bylaws.

Section 2. ELECTION

The Officers shall be elected every three years by a majority vote of all Board members present during the Annual meeting. Officers shall be selected according to the qualifications set forth under Section 4, below. The Officers shall take office immediately following vote. If for some reason the election is delayed, then the election shall take place at the next the regularly scheduled meeting and the Officers shall continue to hold their office until a successor is duly elected.

Section 3. VACANCIES

Any vacancy of an officer, either as a result of resignation or removal or death, may be filled by election at any regularly scheduled meeting of the Board and the vacancy shall be filled for the unexpired portion of the term.

Section 4. QUALIFICATIONS AND DUTIES OF THE OFFICERS

A. The Chair of the Board shall be selected from among the private sector business members on the Board. The Chair may sign, with any other proper officer of the Board thereunto authorized by the membership, any instruments which the Board has authorized to be executed; and in general, shall perform all the additional following duties:

(1) Preside over all regular, special, and Executive Committee meetings of the Board;

(2) Serve as Chair of the Executive Committee of the Board;

(3) Provide information for the preparation of the agenda for the Board meetings in consultation with the Board's Executive Director;

(4) Appoint all committee Chairs and committee members;

(5) Notify the CLEO when there is a vacancy or resignation of a Board member so that the CLEO may appoint a new member which notification may be delegated to the Executive Director.

(6) Assign and delegate responsibilities from time to time; and

(7) Represent the Board as appropriate at local, state, or national meetings at which the Board is required to be represented as appropriate.

B. The Vice Chair of the Board shall be selected from among the private sector members of the Board. In the absence of the Chair or the Secretary, or in the event of their inability to act, the Vice Chair will perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties as from time to time may be assigned by the Chair or the Board.

C. The Secretary shall be elected from any category of the Board's membership and shall be responsible for coordinating with staff to ensure that the Board's business is properly recorded, attendance at each meeting recorded, and that the agenda and minutes for each meeting is posted on Board's website pursuant to the Sunshine Act. The Secretary shall perform such other duties as from time to time may be assigned by the Chair or the Board.

D. The Treasurer shall be elected from any category of the Board's membership and shall be responsible for coordinating with staff to ensure that the Board's finances are properly recorded.

E. The Officers shall serve a term of three years, which shall be renewable for additional three-year terms.

ARTICLE V – MEETINGS

Section 1. REGULAR MEETING TIME AND PLACE

Regular Board meetings shall be held a minimum of six times per fiscal year. Meetings shall be open to the public, publicly noticed, and posted twenty-four hours in advance in accordance with the Missouri Sunshine Law. Copies shall be available to the public that attends the meeting.

The Agenda of any meeting shall be included with the notice and shall be posted pursuant to Federal, State, and local laws on the City's public meeting webpage and the Board's website.

Section 2. SPECIAL MEETINGS

Special meetings may be called by the Chair or by a majority of the Executive Committee, or a majority of the members of the Board for such purposes as identified within the notice of the meeting. Notice of all special Board meetings shall be given at least three days previous thereto, by written communication, delivered personally or electronically to each member at his/her business address. The agenda of any meeting shall be included with the notice and shall be posted pursuant to Federal, State and local laws on the City of Springfield (COS) public meeting webpage.

Section 3. ANNUAL MEETINGS

The Annual Meeting shall count as one of the six (6) meetings held per fiscal year. The Annual Meeting shall be for the purpose of electing officers, making appointments to the Executive Committee and any other business that may arise.

Section 4. QUORUM

A. A simple majority of the members shall constitute a quorum for the transaction of all Board business. Board member meeting attendance may be facilitated through the use of conference calls or teleconferences and members attending via teleconference shall be included in the count when determining whether a quorum has been seated. Board minutes shall reflect those members on conference calls or teleconferencing. A meeting at which a quorum is initially established may continue to transact business or to discuss business if the quorum is not maintained due to the withdrawal or departure of members. Requirements of the Sunshine Law regarding open meetings shall be met at all times including when members attend by teleconference.

B. For purposes of conducting standing or ad hoc committee meetings a quorum will consist of at least three ORWDB members.

Section 5. MANNER OF VOTING

Each member of the Board shall be entitled to one vote on an action. No member of the Board shall cast a vote on which he or she has a conflict of interest, as provided under the conflict of interest and ethics paragraph of these bylaws. Action brought before the Board shall be resolved by a vote of a simple majority of the members voting, provided a quorum is present at the beginning of the meeting.

A. Voice Voting. Voice voting shall be used at all times to decide ORWDB questions with the exception of the roll call voting. Upon the "Call-to-Question" the Chair will have those Board members who wish to vote for passage to say "Aye" and those who wish to vote for non-passage to say "Nay." The majority will decide the question.

B. Roll Call Voting. At the discretion of the Chair or when required by law, roll call voting may be required. Upon the "Call-to-Question," after a motion and second, the Secretary shall "Call the Roll" by individually naming those Board members present. A Board member, upon hearing his or her name, shall cast his or her vote by saying "Aye" for passage, "Nay" for no passage, or "Abstain" for no vote. The Secretary will record and certify the votes on an appropriate record and report the outcome of the vote to the Chair.

C. Conference Calls. When using a conference call option discussed above, the vote cast by those members not in the meeting room shall be identified and included within the minutes as in Roll Call Voting.

D. Proxy. Voting by proxy is permitted at any meeting. Proxy must be given to the Board Chair in writing prior to any vote or meeting.

Section 6. CONFLICT OF INTEREST

A. WIOA Conflict of Interest Provisions. Board members and members of a Standing Committee or Ad Hoc Committee of the Board are subject to WIOA Sec. 107(h), which prohibits conflicts of interest. Specifically, a member of a local Board or a member of a standing committee may not:

(1) Vote on a matter under consideration by the local board-

(a) Regarding the provision of services by such member (or by an entity that such member represents regardless of whether the member or organization they represent will realize a pecuniary benefit); or

(b) That would provide direct financial benefit to such member or the immediate family of such member; or

(2). Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State Plan.

B. Additionally, members who are selected as business representatives cannot be an employee for a governmental entity or a public sector organization.

C. All Board and committee members may be subject to other State and local conflict of interest laws.

These provisions should not be construed to prohibit ORWDB members from training or employing WIOA participants.

D. Conflict of Interest Notice Procedure/Voting Abstention. When an Agenda item arises with which any Board or Committee member has a conflict, the member shall declare their conflict and refrain from participating in any discussion related to that item and shall abstain from voting on issues and matters that will result in a real or apparent conflict of interest. Abstentions and the reasons of the conflict should be duly recorded in the minutes of the meeting.

Section 7. ETHICS

Members of the Board are expected to avoid unethical behavior in the course of performing their official duties. Members are expected to not only avoid any impropriety, but also to avoid the appearance of impropriety whether or not any actually exists. Members must avoid using their position for private gain, giving preferential treatment to any person or entity, losing their independence or impartiality in making decisions or acting in any way that might erode public confidence in the integrity of the Board.

Section 8. RECORDKEEPING

The Board shall maintain, at its principal office, permanent records of the minutes of all formal meetings of the Board and its committees, a record of all actions taken by the Board without a meeting, and a record of all actions taken by standing and special committees of the Board.

ARTICLE VI- STANDING AND SPECIAL COMMITTEES

Any member of the Board can attend any committee meeting and their presence and vote shall count towards meeting the quorum requirements.

Section 1. CREATION OF STANDING COMMITTEES

The standing committees of the Board shall be the Executive Committee, the Workforce Strategic Planning & Oversight Committee, Finance Committee, Marketing/State of the Workforce Committee, and the Youth Committee. The CLEO and the Board may create special committees, ad hoc committees, task forces, or similarly designated groups as deemed necessary or desirable. Any Committee so appointed shall have the powers and authority as is explicitly delegated by the Board in these Bylaws or by the Chair as described below.

Section 2. GENERAL COMMITTEE RULES

The following rules shall apply to all standing and ad hoc committees of the Board:

A. The Board's Chair shall appoint committee chairs and the members of each standing committee. Committee Chairs shall be selected from any sector of the Board. The Board's Chair shall serve as the Chair for the Executive Committee. Committee co-chairs may be from any category of board membership.

B. In addition to appointed members, any Board member may serve on any committee. All Board members shall select a committee following their Board orientation meeting.

C. Committee membership shall include private sector business and public-sector, representatives and may include individual who are not Board members who the Chair or the CLEO determines have appropriate experience and expertise. All members of a committee shall be afforded voting privileges for that committee. Board members shall constitute the majority of committee members.

D. Committees may move any matter before their committee so long as three (3) members are present of which two (2) shall be Board members.

Section 3. EXECUTIVE COMMITTEE

The Executive Committee membership shall consist of the Chair, the Vice Chair, the Secretary, the Treasurer (if needed), Executive Director, the Chair of each standing committee, the immediately past two (2) board chairs if they are still on the Board, and two-voting members as nominated and elected by the full Board. The Executive Committee shall be responsible for making recommendations to the Board on policies necessary to address the workforce issues in the Workforce Development Area. The Executive Committee shall be authorized to conduct matters of routine minor business for the WDB when it is not feasible for the full WDB to be convened, not to include contracts or awarding of funds. The Executive Committee shall also identify potential nominees on an on-going basis for current and future Board vacancies, assist the Executive Director and Board's Chair in setting the Board's meeting agenda as well as delegate specific program funds to go under specific committee oversight.

In general, all matters should first be presented to the Executive Committee for their recommendation prior to being heard by the Board except where time is of the essence and the matter did not come up prior to the Executive Committee meeting immediately preceding the Board meeting.

Section 4. THE WORKFORCE STRATEGIC PLANNING & OVERSIGHT COMMITTEE

The Workforce Strategic Planning & Oversight Committee shall:

A. Provide policy recommendations concerning all employment training services including supportive services, etc. including youth and employer services;

B. Provide oversight over local performance measures, and monitor performance outcomes;

C. Consider Eligible Training Provider Applications including courses of training prior to submission to the Executive Committee and Board for approval;

D. Address policies related to skills gaps, education, and credential needs of the workforce system participants for incorporation into Board policy;

E. Consider and review one-stop, one-stop operator, and youth provider performance outcomes, and make recommendations to the Executive Committee, the Board, and the CLEO to continue applicable agreements, one-stop and one-stop operator models, and new applicable agreements based on recommendations from Request for Proposal review committees;

F. Make recommendations to the Executive Committee, Board and CLEO with respect to program policies required to be approved by the Board or the Board and the CLEO;

G. Review and recommend acceptance of the four (4) year Plan and any intermediate modifications by the Executive Committee, Board, and the CLEO, including the conduct of hearings as a part of the Plan submission process for State approval; and

H. Such other business as assigned by the Board Chair.

Section 5. FINANCE COMMITTEE

The Finance Committee shall:

A. Conduct fiscal oversight of the Board in conjunction with the CLEO by reviewing all internal, external, State, and federal monitoring reports along with the corrective action taken with respect to findings and observations and recommend acceptance to the Executive Committee, Board, and the CLEO.

B. Consider and recommend acceptance of the annual 2 CFR 200 Part F audit to the Executive Committee, the Board, and the CLEO.

C. Consider and recommend acceptance of the COS annual budget to the Executive Committee, the Board and the CLEO.

D. Consider and make recommendations to the Executive Committee, Board and CLEO regarding:

1. Requests to transfer funds from the WIOA Dislocated Worker Funding stream to the Adult Funding stream and from the Adult Funding Stream to the Dislocated Worker Funding Stream;

2. Infrastructure Agreements related to the one-stop memoranda of understanding;

3. Quarterly reviews of actual vs. budgeted expenditures; and

4. Policies applicable to competing for discretionary grant funds.

E. Such other matters as may be assigned by the Chair or the CLEO.

Section 6 Youth Committee

A. This committee has primary responsibility for the development and oversight of WIOA-funded youth activities operating within the Ozark Region. At least one committee member shall be from a Community Based organization

Section 7 Marketing Committee/State of the Workforce

A. Assignments as determined by the WDB Chair.

B. State of the Workforce has primary responsibility for development of the annual Momentum survey and planning associated event.

C. Responsible for public relations and marketing plan for the Workforce Development Board.

Section 8. AD HOC COMMITTEES

Committees appointed by the Chair for specific tasks shall be considered dismissed as soon as final action is taken by the Board or until the Chair determines that that the Committee is dismissed. The Board's Nominating Committee shall be convened as necessary for the election of WDB officers.

ARTICLE VII- PROCUREMENT

To accomplish its procurement responsibilities under WIOA, the Board shall follow 2 CFR 200.318 through 200.326 and any other applicable Federal or State regulations.

ARTICLE VIII -NON-DISCRIMINATION

The Board shall not discriminate against any employee, agent or provider of consulting or contract services, or applicant for employment, agency or consulting or contract services on the basis of race, color, religion, gender, age, national origin, disability, or veteran status. It shall be the policy and practice of the Board to comply fully with federal and state laws, regulations, and requirements in respect of non-discrimination, affirmative action, equal employment and civil rights.

ARTICLE IX - AMENDMENTS

These bylaws may be amended at any regular meeting of the Board with prior written notice having been given to all members of the Board at least five (5) days in advance. Approval of any amendment to the bylaws requires the affirmative vote of two-thirds of the members present and voting at a meeting at which a quorum is present and the approval by the CLEO.

ARTICLE X - SEVERABILITY

If any provisions of these bylaws shall be found void or unenforceable for whatever reason by any court of law or equity, it is expressly intended that such provision(s) be severable, and the remainder of the bylaws shall remain in full force and effect.

ARTICLE XI - PARLIAMENTARY PROCEDURE

The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any statutes applicable to this Board.

ARTICLE XII - INDEMNIFICATION

A. Indemnification in Third Party Proceedings. The Board shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Board) by reason of the fact that he/she is or was a representative of the Board, or is or was serving at the request of the Board as a representative ofanother Board, Board, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with such inaction, suit or proceeding if he/she acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interest of the Board, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shallnot of itself create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in, or not opposed to, the best interests of the Board, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was unlawful.

B. The Board shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Board to procure a judgment in its favor by reason of the fact that he/she is or was a representative of the Board, or is or was serving at the request of the Board as a representative of another against expenses (including attorneys' fees) actually and reasonably incurred in connection with the defense or settlement of such action or suit if he/she acted in good faith and in a manner he/she reasonably believed to be in, or not opposed to, the best interests of the Board; except that no indemnification shall be made in respect of any claim, issue or matter as towhich such person shall have been adjudged to be liable for negligence or misconduct in the performance of his/her duty to the Board unless and only to the extent the Court having jurisdiction over the matter or such other court shall deem proper.

C. Mandatory Indemnification. Notwithstanding any contrary provision of these By-laws, to the extent that a representative of the Board has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in either paragraph A or B immediately above, he/she shall be indemnified against expenses (including attorneys' fees) accurately and reasonably incurred by him/her in connection therewith.

D. Indemnification of Former Representatives. Each such indemnity may continue as to a person who has ceased to be a representative of the Board and may inure to the benefit of the heirs, executors, and administrators of such person.

E. Each person who shall act as an authorized representative of the Board shall be deemed to be doing so in reliance upon the rights of indemnification provided by this Article.

F. Insurance - The Board shall have the power to purchase and maintain on behalf of any person who is or was a Director, employee or agent of the Board or is or was serving at the request of the Board as a Director, Officer, employee or agent of another Board, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any capacity or action rising out of such person's status as such, whether or not the Board would otherwise have the power to indemnify such person against such liability.

ARTICLE XIII - DISSOLUTION

Upon the dissolution of the corporation, the Board shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, religion or scientific purposes as shall qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the circuit court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIV -ADOPTION AND EFFECTIVE DATE

These Bylaws shall become effective immediately upon the adoption by the Board.

September 20, 2023
Date

ORWDB Chair

September 20, 2023
Date

ORWDB Vice-Chair

Revision approval date 08/02/2023

Performance

PY 2024 Q2

Program Year

- Program Year 24/25

A Program year runs from July 1 to June 30. Program Year 24/25 started on July 1, 2024 and will end on June 30, 2025.

- Quarters. Since the program year starts at July 1, the following are the quarters for performance:
  - July – September Quarter 1
  - October – December Quarter 2
  - January – March Quarter 3
  - April – June Quarter 4

Measures

- The Workforce Innovation and Opportunity Act outlines the performance measures that must be followed. They include:
  - Employment Quarter 2-Exiters
  - Employment Quarter 4-Exiters
  - Credential-Exiters
  - Skill Gains-Enrolled in training for the current year
  - Median Earnings-Exiters

Employment & Median Earnings

- Obtained by matching the MOJobs system and the UI System
- Median Earnings
  - The median earnings value is the **wage in the middle of the rank order list**. Median = the middle value of a set of ordered data. If the list rank order of earnings contains an even number of values, sum the two middle values and divide by two.

Exiters

- Participants who were enrolled and exited out of the program after 90 days of no services.

When does the impact occur?

- WIOA Performance Indicators - Definitions and Timing

Data status

Current year: PY24

WIOA indicators calculated into: PY24-Q2

Current month: PY24-Dec

Most recent registration: 12/31/2024

Most recent exiter date: 12/19/2024

Date site updated: 02/18/2025

Date file created: 02/14/2025

Performance PY 2024-2025 Q2

Green	Meeting 100% or more in performance
Yellow	Meeting the 90% of goal
Red	Not meeting performance

Adult

Performance | Contribution

Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	64.71%	71.50%	90.50%	22	34
Employment Q4	60.00%	71.00%	84.51%	102	170
Credential	66.67%	76.00%	87.72%	8	12
Skill Gains	78.05%	65.00%	120.08%	32	41
Median Earnings	$6,255.15	$6,600.00	94.77%	22	0

Credential—Numerator is 8 and the Denominator is 12, resulting in 66.67%. 76% is the negotiated goal. 66.67% is 87.72% of the goal. If we obtained one more credential, that would put us at 75% or 98.6% of the goal. We must achieve at least 90% percent of the goal.

Dislocated Worker

Performance	Contribution

Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	85.71%	76.50%	112.04%	6	7
Employment Q4	73.68%	75.50%	97.59%	56	76
Credential	25.00%	79.00%	31.65%	1	4
Skill Gains	72.73%	55.00%	132.23%	8	11
Median Earnings	$10,321.98	$8,100.00	127.43%	6	0

Dislocated Worker Credential—must achieve at least two more to make 94% of the goal.

Youth

Performance | Contribution

Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	85.71%	77.50%	110.60%	6	7
Employment Q4	75.00%	72.00%	104.17%	6	8
Credential	0%	64.00%	0%	0	0
Skill Gains	30.77%	47.00%	65.47%	4	13
Median Earnings	$5,536.30	$4,400.00	125.83%	6	0

Credential is expected to meet performance in the third quarter as there will be one in the Numerator and one in the Denominator making it 100%.

To meet Skill Gains, we need at least two more in the numerator, to make 97.8% of the goal or 46%.

Wagner-Peyser

Performance | Contribution

Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	70.04%	73.00%	95.95%	1,190	1,699
Employment Q4	73.54%	69.00%	106.58%	1,826	2,483
Credential	0%	0%	0%	0	0
Skill Gains	0%	0%	0%	0	0
Median Earnings	$7,695.71	$7,000.00	109.94%	1,190	0

We do not negotiate Wagner-Peyser numbers.

Program	Measure	Goal	Quarter 1	Quarter 2		Quarter 3	Quarter 4
Adult	Employment Quarter 2	**71.5%**	71.43%	64.71%	64.71%		
	Employment Quarter 4	**71%**	58.52%	60%	60%		
	Credential	**76%**	83.33%	66.67%	66.67%		
	Skill Gains	**54%**	18.18%	53.85%	78.05%		
	Median Earnings	**$6,600**	$6,482.21	$6,255.15	$6,255.15		
DW	Employment Quarter 2	**76.50%**	75%	85.71%	85.71%		
	Employment Quarter 4	**75.50%**	72.22%	73.68%	73.68%		
	Credential	**79%**	25%	25%	25%		
	Skill Gains	**60%**	22.22%	54.55%	72.73%		
	Median Earnings	**$8,100**	N/A	$12,417.70	10,321.98		
Youth	Employment Quarter 2	**77.50%**	100%*	85.71%	85.71%		
	Employment Quarter 4	**70%**	100%*	75.00%	75.00%		
	Credential	**64%**	0**	0**	0**		
	Skill Gains	**55%**	0	15.38%	30.77%		
	Median Earnings	**$4,400**	N/A	$5,536.30	$5,536.30		

- *Only one in the numerator and denominator
- ** Nothing in the numerator or denominator

What's Being Done

- Review Rosters
- Increased Outreach
- Constant Contact
- Signed Releases

Rosters

Participant ID	DOB	Report Date	den	num	reason code	Reason
003125361750	19640807	PY24-Q1-Jul	1	1	0	Included
003125456553	19970301	PY24-Q3-Jan	1	1	98	Pending Success
003124669746	19821007	PY25-Q3-Jan	1	1	98	Pending Success
003123679964	19870108	PY25-Q2-Dec	1	0	99	Pending
003123215187	19730401	PY25-Q2-Dec	1	1	98	Pending Success
003125461077	19611226	PY25-Q3-Feb	1	1	98	Pending Success
003124315427	20031229	PY24-Q1-Jul	1	1	0	Included
003111796213	19900221	PY25-Q3-Feb	1	1	98	Pending Success
003124696241	19720124	PY24-Q1-Sep	1	1	0	Included
003125531610	19550708	PY25-Q3-Jan	1	1	98	Pending Success
003125492791	19800724	PY25-Q2-Nov	1	1	98	Pending Success
000012628667	19890116	PY24-Q3-Feb	1	0	99	Pending
003124125513	19950403	PY24-Q4-May	1	0	99	Pending
003100613415	19670917	PY25-Q2-Oct	1	0	99	Pending
003125414943	19800421	PY24-Q2-Oct	1	0	5	Did not Attain Credential within 1 year of Exit

Training

- *59 Individuals actively participating in training
  - 40 Adult
  - 7 Dislocated Worker
  - 20 Youth**
- Tied to Credentials & Skill Gains
- 16 funded through WIOA
  - 9 Adult—Average cost $2,963 for tuition
  - 2 Dislocated Worker—Average Cost $1,219 for tuition
  - 10 Youth—Average Cost $11,131 for tuition**
- *Includes those co-enrolled, where WIOA did not necessarily pay tuition (payer of last resort)
- **Based on the Youth's fiscal year April 1, 2024 – March 30, 2025

What's Not Fully Counted

- Work Experience
- Supportive Services
- *Visits to the Job Center
- Intensive Case Management

*Those enrolled in services counted in Employment Quarter 2 & Employment Quarter 4

Work Experience

- *15 youth have participated in work experience opportunities during the PY24/25 program year. Participants received at least minimum wage, which increased to $13.75 per hour in January. Participants can have up to 400 hours of work experience. Penmac serves as the employer of record and covers payroll and workman’s compensation.

*Some may have started before July 1, 2024.

Cost

- Youth Work Experience Expenditures
  - $62,810.04
  - Average of $4,187.34 per person

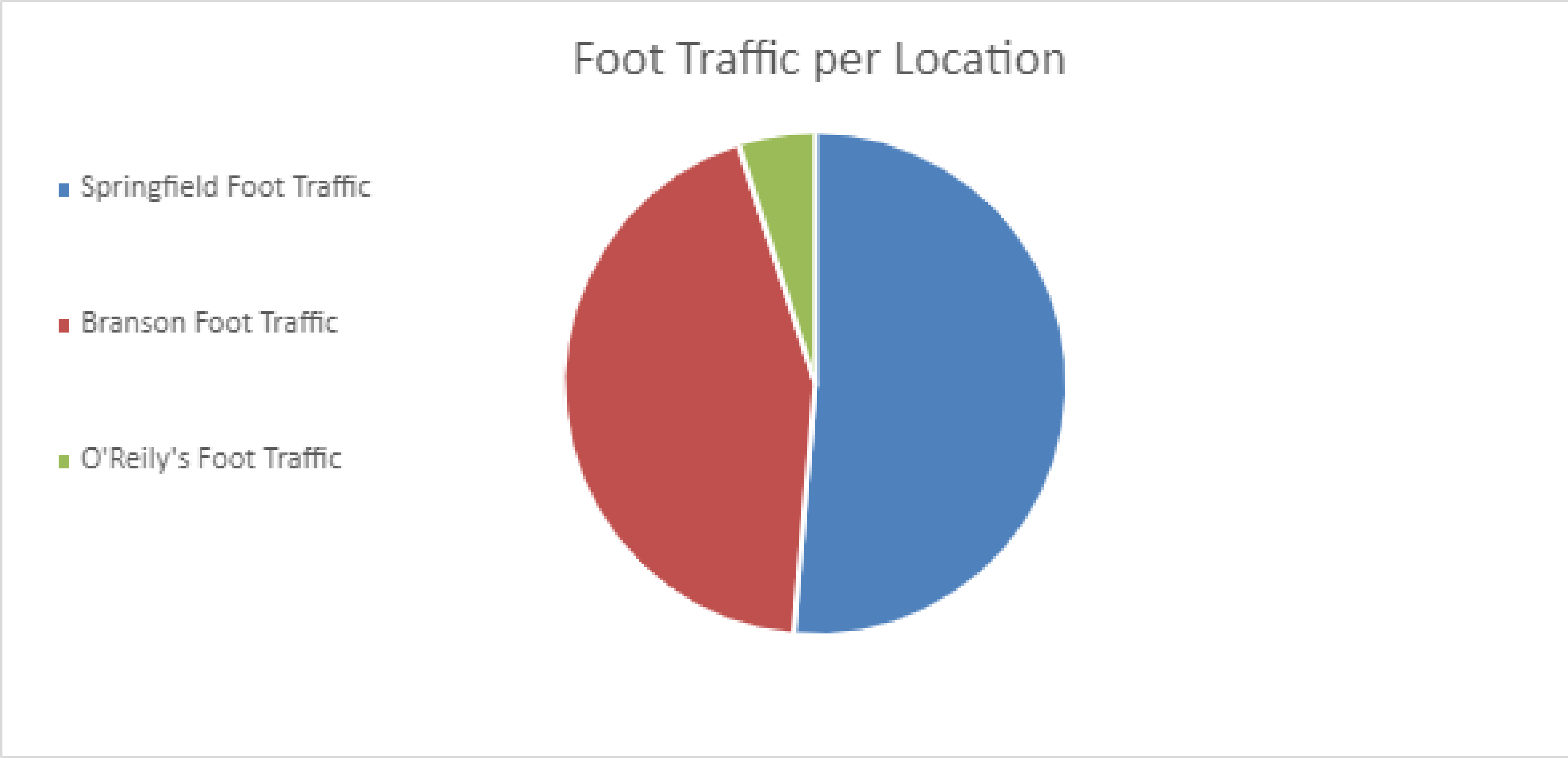
Supportive Services

- 17 individuals have been assisted with Supportive Services with a total of 54 supportive services.
  - Supportive services include transportation assistance (gas cards and bus passes) and work related assistance such as apparel for work.
  - Total cost for supportive services =$10,172.57
  - Average cost per individual =$598.39

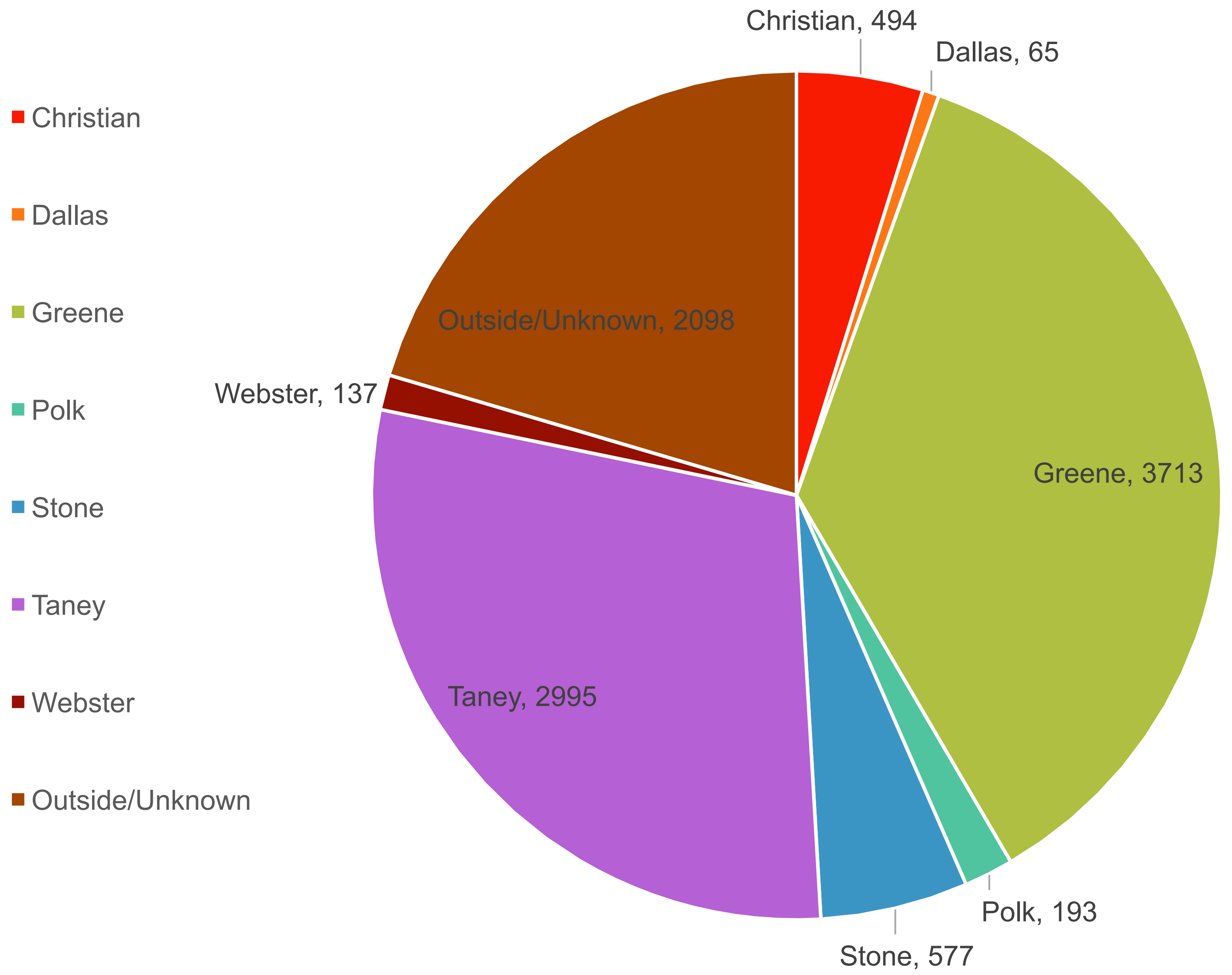
Visits to the Job Center July 1 – February 28

- 5,557 have been assisted by staff in Springfield
- 4,715 have been assisted by staff in Branson
- 538 Visitors were recorded for the North Office

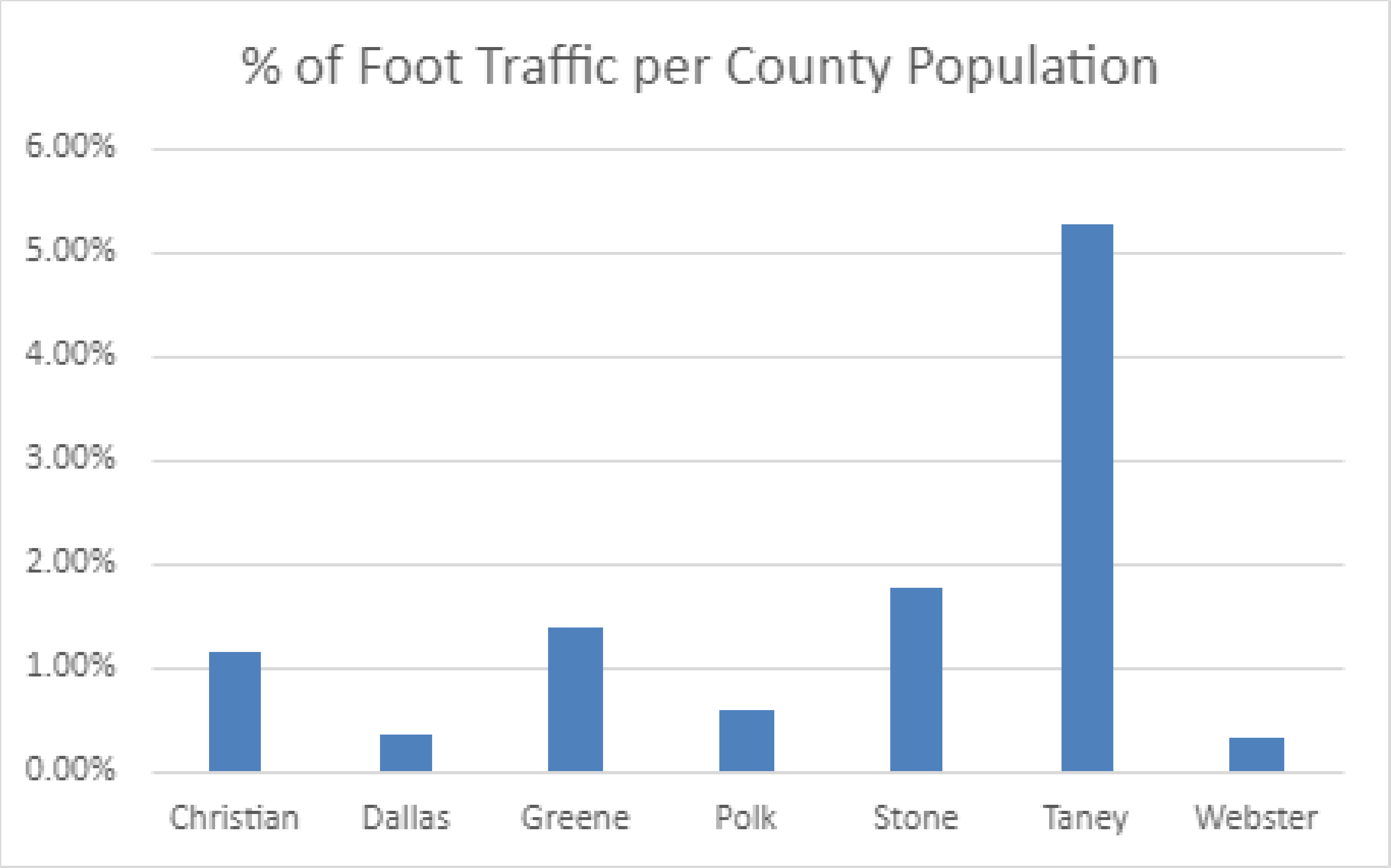
- Total of 10,810


Foot Traffic per Location
Springfield Foot Traffic
Branson Foot Traffic
O'Reily's Foot Traffic

Total Foot Traffic per County



Counties Total	
Christian	494
Dallas	65
Greene	4251
Polk	193
Stone	577
Taney	2995
Webster	137
Outside/Unknown	2098


% of Foot Traffic per County Population
6.00%
5.00%
4.00%
3.00%
2.00%
1.00%
0.00%
Christian
Dallas
Greene
Polk
Stone
Taney
Webster

County Populations

County	County Population	County Foot Traffic	% of Pop.
Christian	42422	494	1.16%
Dallas	17768	65	0.37%
Greene	304611	4251	1.40%
Polk	32780	193	0.59%
Stone	32658	577	1.77%
Taney	56775	2995	5.28%
Webster	41472	137	0.33%

Intensive Case Management

- Working with individuals on their barriers
- Consistent contact and follow-up