



Agenda

Council of the Local Elected Officials

October 3, 2025

9:00 AM

Missouri Job Center
1660 N Campbell Ave
Springfield, MO 65803

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
 - 3.1. June 26, 2025, CLEO Meeting Minutes
4. **New Business**
 - 4.1. One-Stop Operator Monitoring Report (*Karen Dowdy*)
 - 4.2. Substate Monitoring Report (*Karen Dowdy*)
 - 4.3. EO Program Analysis (*Karen Dowdy*)
 - 4.4. Finance Report (*Toby Stevenson*)
 - 4.5. Service Location Changes (*Ericka Schmeeckle*)
 - 4.6. CLEO Bylaws

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.

4.7. Basic Skill Deficient Policy (*Karen Dowdy*)

4.8. Co-enrollment Policy (*Karen Dowdy*)

4.9. Election of Vice-Chair

5. Reports

5.1. ORWDB Report (*Andrea Sitzes*)

5.2. City of Springfield Report (*Ericka Schmeeckle*)

6. Adjourn

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Call to Order			
	A meeting of the Council of Local Elected Officials was held via Zoom on Friday, June 26, 2025. The meeting convened at 9:30 a.m., Commissioner Bob Dixon presiding.		
Roll Call			
	Ms. MacNeil called roll and indicated a quorum.		
Attendance			
√ Notes in attendance			
CLEO Members	√Bob Dixon	John Crawford	√Mark Maples
	Lynn Morris	√Nick Plummer	√Paul Ipock
	√Shannon Hancock		
Guests in Attendance	Andrea Sitzes, Bill Skains, Ericka Schmeeckle, Jason Ray, Karen Dowdy, Maddy MacNeill, Pat Shay, Toby Stevenson, and Tracy Keithley		
Approval of Minutes			
Minutes of February 27, 2025 CLEO Meeting	Commissioner Dixon asked for any additions or corrections to the minutes. <i>Motion was made by Paul Ipock and seconded by Shannon Hancock to approve the Minutes of February 27, 2025, CLEO Meeting as presented.</i> <i>Motion carried.</i>		
New Business			
Finance Report	Mr. Stevenson gave the finance report as of April 2025. • Summary Page: ○ Funding for the Business Services had been added to the report. ○ SAEF2 was 53.73% expended. ○ EO was 21.77% expended. • PY23/FY24 DW & Adult programs (July 2023-June 2025) ○ The PY23 Dislocated Worker program was fully expended. ○ The FY24 Dislocated Worker program was fully expended. ○ The PY23 Adult program was fully expended. ○ The FY24 Adult program was fully expended. ○ The operating-to-participant cost ratio was 63% to 37%. • PY23 Youth program (April 2023-June 2025) ○ Was 99.2% expended. ○ The remaining funding was reserved for Work Experience. ○ WEP was at 21.3% • PY24/FY25 DW & Adult programs (July 2024-June 2026) ○ The PY24 Dislocated Worker program was fully expended. ○ The FY25 Dislocated Worker program was 58.9% expended. ○ The PY24 Adult program was fully expended. ○ The FY25 Adult program was 39.93% expended. ○ The operating-to-participant cost ratio was 76% to 24%, respectively.		

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	• PY24 Youth programs ○ Was 46.51% expended. ○ Was at 13.5% WEP. • Data: ○ Since July 2024, 12,064 individuals visited a MO Job Center. ○ Since July 2024, \$1,494,990.92 had been expended (between the two program years). ○ The average cost per individual who visited one of the locations was \$123.92. ○ Mr. Stevenson shared charts detailing foot traffic for the different locations that participants visited compared to the counties they resided in. • Board Budget: ○ Funding status: ▪ Total of 38,043.94 ▪ \$8,603.95 was expended and there were \$9,600.00 of anticipated expenditures. ▪ \$19,839.99 was remaining after expenditures and expected expenditures. ○ Actual Expenditures Line Item Breakdown ▪ Consulting: \$6,600.00 ▪ Food Supplies: \$107.70 ▪ Insurance Premium: \$1,094.11 ▪ Membership Dues: \$15.00 ▪ Non-Capital Computer: \$149.90 ▪ Other Professional Services: \$629.00 ▪ Postage: \$8.24 ○ Expected Expenditures Line Item Breakdown ▪ Travel: \$9,000.00 ▪ Consulting (Bill): \$600.00 • WIOA FY25 Monitoring: ○ The monitoring report was received with no findings or areas of concern. Mr. Stevenson stated that the monitors expressed congratulations for having three years of no findings. <i>A motion was made by Shannon Hancock and seconded by Nick Plummer to approve the Finance Report as presented. Motion carried.</i>
<i>Modification of the Plan of Service</i>	Ms. Dowdy explained that there were changes to some of the documents of the plan of service, but there had not been any changes to the Plan of Service document. However, since there were changes to the attachments, the Plan of Service, in its entirety, needed to be edited. Ms. Dowdy noted the following changes to the attachments: • Update to Attachment 1: an update of the address. • Update to Attachment 4a: an update to the list of board members

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	• Update to Attachment 5: an update of the Board's Bylaws Mr. Stevenson explained that the City of Springfield had updated and approved the purchasing policy. He noted that the major changes in the policy that impacted the Board were the changes to the thresholds regarding purchasing, bids, etc. • Discretionary competition thresholds were changed from \$0-2,000 to \$0-5,000. • Thresholds for informal solicitations without the need for public opening were changed from \$2,000-5,000 to \$5,000.01-25,000. • Thresholds for informal solicitation conducted by the Division of Purchases were changed from \$5,000-20,000 to \$25,000.01-100,000. • Thresholds for formal solicitations was changed from \$20,000+ to \$100,000.01 or more. Mr. Stevenson explained that the Cost Allocation Plan was revised, primarily to reflect the merger of the Departments of Workforce Development and Economic Vitality. He noted that there was also a change to the Youth ratio in the pool. <i>A motion was made by Mark Maples and seconded by Paul Ipock to approve the Modification of the Plan of Service as presented. The motion carried.</i> Ms. Dowdy noted that each of the commissioners would receive a copy of the modified Plan of Service to be publicly posted for comment for 15 days.
<i>Renewal and Modification of Consultant Agreement with Bill Skains</i>	Commissioner Dixon explained that the current agreement with Bill Skains was up for renewal as of June 30, 2025. Mr. Shay added that the ORWDB voted to recommend increasing the monthly payments from \$300 to \$700 per month. Mr. Shay added that the amount would stay within the informal bidding process. Commissioner Dixon explained that there needed to be an extension of the contract that was in place. He added that Mr. Skains had a great value to the CLEO and Board, but had concerns. He recommended renewing the contract at \$300 per month and having further discussions in the future regarding the potential of an increase based on the work of the board and other external factors. <i>A motion was made by Mark Maples and seconded by Paul Ipock to approve the renewal of the existing Consultant Contract with Bill Skains, with the potential of further discussion regarding a modification at a later date.</i> Commissioner Dixon expressed support of the motion, especially with the uncertainties surrounding the future of the WIOA programs and funding. <i>The motion carried.</i>

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<i>ORWDB Candidate</i>	Ms. Dowdy explained that there were two candidates for membership to the ORWDB. • Saul O'Dell as a Business Representative. • Joshua Morris as Labor Representative from the Plumbers & Pipefitters Local 178 Union. <i>A motion was made by Nick Plummer and seconded by Shannon Hancock to approve Saul O'Dell and Joshua Morris as members of the ORWDB. The motion carried</i>
<i>2025-26 Budget</i>	Mr. Stevenson displayed a draft budget. He noted that the budget had gone before the Finance Committee, Executive Committee, and Full Board. He explained that overall, the region received an increase to the budget, with an increase to the Adult and Youth budgets, and a decrease to the Dislocated Worker budget. He noted that the budget was built to maintain the 70% to 30% operating-to-participant cost ratio. He stated there had also been a bidding for janitorial services, and there would be a reflected saving in cost. <i>A motion was made by Shannon Hancock and seconded by Nick Plummer to approve the Modification of the Plan of Service as presented. The motion carried.</i>
Reports	
<i>ORWDB Report</i>	<i>No report was given.</i>
<i>City of Springfield Report</i>	Ms. Schmeeckle gave her report: • DOL was proposing a consolidation of 11 workforce programs into the Make America Skilled Again program. She added that staff were monitoring proposals and potential implications occurring at the federal level. • For the state, there was a new regional federal project officer. • The City of Springfield welcomed a new mayor and a new city manager. • Staff were working on proposals for National Emergency Grants for Webster and/or Greene counties. Those regions had been deemed eligible.
Adjournment	
	<i>A motion was made by Shannon Hancock and seconded by Mark Maples to adjourn. Motion carried.</i> The meeting was adjourned at 10:19 a.m.

Notes taken by: Maddy MacNeil, Executive Secretary

Next Meeting: October 3, 2025



One-Stop Operator Report

2024/2025

Role of the One-Stop Operator

1. serve as an intermediary to public one-stop partners, engaging them to provide access to their services through the public, one-stop-delivery system;
2. know and understand the one-stop partner programs and the program services available through each partner as well as their performance requirements;
3. work with one-stop partners on continuous improvement of the one-stop system;
4. maintain a good working relationship with partners;
5. maintain familiarity with the State of Missouri's Office of Workforce Development's ("OWD's") one-stop certification criteria;
6. assure compliance with the Ozark Region's Job Center standards;
7. assist in developing and implementing the required WIOA Memorandum of Understanding with one-stop partners as directed by the Board;
8. maintain a thorough understanding of federal Department of Labor (DOL) regulations and OWD Issuances;
9. not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services;
10. as a sub-recipient of Federal funds, follow the federal Uniform Guidance at 2 CFR Part 200;

Assignment of One-Stop Operator

The City of Springfield, Public Information and Civic Engagement Department, was selected as the One-Stop Operator through a competitive bidding process in 2022 and rebid in 2023 and the

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Department was once again selected. The Ozark Region Workforce Development Board voted to conduct a month-by-month extension for the One-Stop Operator agreement.

One Stop Coordinator

The One-Stop operator has assigned the duties to a One-Stop Coordinator, Katherine Proctor. The partner meeting, hosted by Ms. Proctor, were more limited during the 24/25 program year. The Springfield Job Center changed locations in October 2024, which may have impacted the meetings. In addition, the Department of Workforce Development and the Department of Economic Vitality merged in the summer of 2024, becoming the Department of Workforce and Economic Vitality. The Director of Economic Vitality remained the director of the merged departments.

Ms. Proctor provides reports on the One-Stop at the regularly scheduled Workforce Development Board meetings. These reports include activities, events, and statistics for the Region.

Monitoring

A review was conducted of the One-Stop Operator and finalized on June 5, 2025, utilizing the monitoring tool developed by the State. There were no significant findings.

Areas of Concern

1. Partner engagement has been limited this past year. The One-Stop Coordinator hosted a meeting to discuss the infrastructure agreements; however, the attendance was low. Steps should be taken to increase partner engagement either through meetings or other means to ensure the engagement.
2. Feedback continues to be limited. Career Services has implemented a process to provide opportunities for feedback from visitors to the job center in Springfield. The results should be shared with the One-Stop Operator. In addition, Staff should continue to be encouraged to share the satisfaction survey provided by the State. It was also recommended that the One-Stop Operator/Coordinator conduct a satisfaction survey of the Partners, this did not occur; however, is planned for July 2025.

Report provided by:

Karen Dowdy, Compliance Coordinator

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Sub-State Monitoring Report

2024-2025

As required, the Region must conduct monitoring of programs to ensure compliance with all applicable guidelines, policies, and regulations. The Ozark Region follows the Sub-state Monitoring policy as set forth by the Office of Workforce Development at the Missouri Department of Higher Education and Workforce Development.

The following report depicts and summarizes the program monitoring conducted for the Workforce Innovation and Opportunity Act (WIOA) programs and related grants.

Program Reviews

Area: ABC

Scope: The review was conducted and included a time period of July 2024 through April 2025. A total of 77 files were reviewed. Compliance staff met with each Workforce Development Specialist to discuss each review and request corrections.

Observations:

- No full explanations of how activities/services were provided.
- Incorrect utilization of I9 for citizenship or unverified.
- Social Security verification incorrect
- Missing WIOA referrals
- Case note contained same phrasing for many of the participants noting “limitations to work around” and “having some barriers”

Number of Files Reviewed: 77

Area: Training

Scope: The training review was conducted and included a time period of July 2024 through June 2025. All new training participant files were reviewed for a total of 45 files. The first two quarters involved co-enrollment with EDA. A notice was received from the State that entering a training activity without WIOA funding would no longer be allowed, which impacted Quarters 3 & 4. Compliance staff met with each Workforce Development Specialist to discuss each review and request corrections. A report was presented to the Skills Team Supervisor for each quarter with enrollments.

Observations: As the Region currently uploads documents, the review utilized the MoJobs system and the uploaded document. Items noted included late notes, limited information on activities, and missing documents.

Supportive services were provided on a limited basis, which needed appropriate casenotes reflecting the need and scope of the supportive service.

As of the beginning of June performance was not being met in Quarter 4 for Employment Q4 and Credential for Adult. For Dislocated Worker, performance was not being met in Credential for Dislocated Workers.

Number of Files Reviewed: 45

Area: OJT

There were no On-the-Job Training enrollments for the year.

Area: Youth (Year-Round Youth)

Scope: The training review was conducted and included a time period of July 2024 through June 2025. All new enrollments were reviewed based on the quarter for which they enrolled. There were 32 new enrollments during the program year. The City of Springfield, Department of Workforce Development, operates the Youth program on behalf of the Workforce Development Board.

Observations:

The following elements were utilized during the program year:

Elements

400 Summer Youth Employment	0
401 Education For Workplace Preparation	0
406 Tutoring	0
408 Internship-Unpaid	0
409 Job Shadowing	0
410 Leadership	3
411 Adult Mentoring	0
415 Alternative Secondary School	0
416 Occupational Skills Training	2
417 Comprehensive Guidance	0
418 Adult Education	0
420 Scholars	0
421 Career Awareness	4
425 Work Experience	14
426 Work Experience Unpaid	0
427 Internship Paid	0
428 OJT	0

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431 Prepare Post-secondary	0
433 Pre-Apprenticeship	0
434 Financial Literacy	6
435 Entrepreneurial Skills	0
436 Labor market information	32
480-486 Supportive Services	4
Incentive	0

Items noted included late notes, limited contact, no WIOA referral, delays in uploading documents, employment history not reflected in system, not fully describing how services were provided, not addressing barriers on ISS, and incomplete training plans.

As of June 2025, preliminary performance reports reflect the Measurable Skill Gains (MSG) was not being met. Rosters were reviewed and staff endeavored to obtain the necessary documentation for the MSG.

Number of Files Reviewed: 32

Supportive Services

Documentation was found for all supportive services. There was a delay in the upload of documentation and opening of the services in one instance. Case notes did not reflect that other resources were considered in some files. This was reviewed with staff at the time of the monitoring review. Supportive services included transportation, work-related items, and a birth certificate.

Work Experience

Work Experience was reviewed during regular file reviews. Youth had placements with a variety of employers. Documentation continues to be slow on being uploaded. There were a couple of instances where the training plan did not have dates listed; however, they were corrected. EO forms signed by the employer were missing in some files.

Entrepreneurial & Incumbent Worker

There were no training that involved Incumbent Worker or Entrepreneurial.

One Stop Operator

A review was conducted utilizing the monitoring tool on June 5, 2025.

Hiring events were suspended until April 2025; however, have been occurring since that date. Social media has increased to provide notification of activities.

It is recommended that efforts for partner engagement be increased. A satisfaction survey was recommended and the One Stop Coordinator has taken steps to develop the survey.

Financial Monitoring

As there was no sub-recipient, no financial monitoring was conducted.

EO

During file reviews, each record was checked for adherence to providing the Equal Opportunity Complaint & Grievance file. Monthly training opportunities were provided to staff on topics related to equal opportunity until suspended early 2025. Posters are visible and braille signage is available in the Branson Office. Because of the relocation of the Springfield Center, signage has not yet been placed.

Rehab Services for the Blind conducted training again for staff on JAWS. A staffing analysis was prepared in October 2024, with no significant findings. The annual data analysis was completed without significant findings. Low numbers in demographics impacted the data appearing that adverse impact was occurring to major demographics. In addition, age 55+ continues to show possible adverse impact in employment, but also reflected in the Individualized Career Services.

Risk Assessment

The annual Risk Assessment was conducted for the City of Springfield on January 13, 2025. Results indicated that the provider was “Low Risk”.

Summary

Efforts were made to review all new enrollments until late June 2025. Several of the items observed mirrored the State’s monitoring. Meetings were held with staff to review the monitoring and to request corrections. Continuous training has occurred is recommended to continue. The Springfield Job Center relocated in October 2024 and remodeling is still expected to occur and will meet all ADA requirements.

Respectfully submitted

Karen Dowdy

7/3/25

Annual EO Report

2025

Missouri's Ozark Region
Data Analysis of PY 2022

Ozark Region PY 22 Customer Demographic Data Statistical Analysis

Introduction

Ozark Region

The Local Workforce Development Area (Christian, Dallas, Greene, Polk, Stone, Taney, and Webster counties) was originally designated as the Ozark Region under the Workforce Investment Act (WIA) of 1998 and re-designated under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Job Centers were established to provide a “one-stop” location for job seekers and businesses to access services. The Missouri Job Centers for the Ozark Region are located in Springfield (main location and North side office) and in Branson, Missouri.

The Ozark Region has established partnerships with several agencies throughout the Region. Each “in-house” partner strives to provide the best possible service to the citizens of the Region without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. This is also highlighted in the Board’s Memorandum of Understanding with the partners.

Healthcare, Transportation and Logistics, Construction, IT, and Manufacturing have been named sectors for the Ozark Region. The focus of training has been these sectors.

The City of Springfield, Department of Workforce Development merged with the Department of Economic Vitality becoming the Department of Workforce and Economic Vitality. This department is the operator of WIOA programs for the Ozark Region. There has been an effort to diversify funding through other federal grants with the decreasing funding of WIOA. Efforts have been made to co-enroll with WIOA when possible.

Initiatives

The Ozark Region has placed a major emphasis on inclusion in the workplace. Some of our initiatives are listed below:

Relocation-In October of 2024, the main Springfield Job Center moved to a more centralized building to better serve those in need.

Continuous Staff Training- Leadership of the Ozark Region Job Center continues to offer an array of training opportunities for staff to learn more about serving diverse clients. Information, tips, and updates are provided at weekly staff meetings. Opportunities are available for staff to attend conferences.

Strengthening of Partnerships- Another initiative we have undertaken is to continually strengthen our partnerships with organizations with similar missions in terms of equal opportunity efforts. Staff engage

with various community organizations and are able to find additional resources. Rehabilitation for the Blind continues to assist the Center regarding assistive technology.

Outreach

The Ozark Region can serve citizens of the seven-county region in a variety of means by providing various access points including MoJobs, social media, the Springfield main office and affiliate site, and the Branson comprehensive site.

Staff continue to provide direct assistance to local business in recruitment, testing, job postings, job fairs, etc. and serve as a resource for legal postings and basic information on employment law.

Staff are involved in community and other organizations and events throughout the Region. Some of these included Rare Breed, Excel Center, Glo Center, Pregnancy Lifeline, Greene County Juvenile Center, AARP/SCSEP, Drew Lewis Foundation, Council of Churches, area high schools, NAACP, the multi-cultural festival, and Juneteenth Saturday. Currently, our north office (north Springfield) is housed in a multi-resource organization at the O'Reily Center for Hope, where they strive to meet the needs of a diverse population.

EEO Officer

Ericka Schmeackle served as the Interim Director for the City of Springfield Department of Workforce Development. She now serves as the Assistant Director. In the summer of 2024, the Department merged with the Department of Economic Vitality becoming the Department of Workforce and Economic Vitality. Amanda Ohlensehlen serves as the Director of Workforce and Economic Vitality. Ms. Schmeackle is responsible for Job Center operations. The current EEO Officer for the Region is Karen Dowdy. In the winter of 2024/2025, the State made the decision to transfer the duties of equal opportunity to that of a state employee. This transition will be completed as of July 1, 2025.

Employment Statistics

According to MERIC, the following indicates the Civilian Labor force in January 2025 was as follows:

Labor Force	286,321
Employment	272,937
Unemployed	13,384
Unemployment Rate	4.7%

According to MERIC, the most recent unemployment rate for the Ozark Region is as follows:

Local Area Unemployment Statistics April 2024				
Area	Civilian Labor Force	Employment	Unemployment	Unemployment Rate
Christian County	48,026	46,259	1,767	3.7%
Dallas County	7,249	6,890	359	5.0%



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Greene County	157,795	152,027	5,768	3.7%
Polk County	15,138	14,485	653	4.3%
Stone County	14,050	12,844	1,206	8.6%
Taney County	25,727	22,812	2,915	11.3%
Webster County	18,336	17,620	716	3.9%

MERIC website: <https://meric.mo.gov/regional-profiles/ozark>

Civilian Labor Force

The Civilian Labor Force plays an integral role in this report. These numbers are crucial in the interpretation and analysis in this report. It will be important to reference these charts and tables as you read through the various programs, to draw comparison between program demographics and Civilian Labor Force.

Age

Gender



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Disability Status

Disability	Number	Percentage
Disabled	42,380	11.22%
Non-Disabled	335,331	88.78%

Race & Ethnicity

White	234,459	Asian	4,685
Black or African American	10,771	Native Hawaiian and Other Pacific Islander	377
American Indian and Alaska Native	2,136	Two or more races	5,658

Hispanic	12,114
Non-Hispanic	245,976

Hispanic is 4.9% of the population

Data Analysis

PY 22 Spreadsheets were received by the EEO Officer. Those included spreadsheets reflecting the 80% rule and Standard Deviation and are as follows:

- Adult 2nd & 4th Quarter after Exits
 - Received Basic Career Services
 - Received Individualized Career Services
 - Received Training
 - Federal Training
 - Received Supportive Services
 - Completed Training
 - Did Not Complete Training
- Dislocated Worker 2nd & 4th Quarter after Exits
 - Received Basic Career Services
 - Received Individualized Career Services
 - Received Training
 - Federal Training
 - Received Supportive Services
 - Completed Training
 - Did Not Complete Training
- MSFW 2nd and 4th Quarter
 - Received Basic Career Services



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- Received Individualized Career Services
 - Received Training
 - Federal Training
 - Received Supportive Services
 - Completed Training
 - Did Not Complete Training
- Veteran 2nd and 4th Quarter
 - Received Basic Career Services
 - Received Individualized Career Services
 - Received Training
 - Federal Training
 - Received Supportive Services
 - Completed Training
 - Did Not Complete Training
- Wagner-Peyser 2nd and 4th Quarter
 - Received Basic Career Services
 - Received Individualized Career Services
 - Received Training
 - Federal Training
 - Received Supportive Services
 - Completed Training
 - Did Not Complete Training
- Youth Services- 2nd & 4th (includes additional levels)
 - Received Basic Career Services
 - Received Individualized Career Services
 - Received Training
 - Federal Training
 - Received Supportive Services
 - Completed Training
 - Did Not Complete Training
 - Received Work Experience
 - Received Educational Achievement
 - Received Summer Employment Opportunities

These analyses were assimilated into one document and a broad view approach was taken to determine patterns across program lines. Much of the data was reviewed according to the following:

Total Gender
Male
Female
Did Not Self Identify
Total Age Group
14-21
22-29



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30-54
55+
Total Race
Asian
African American
American Indian / Alaskan Native
Pacific Islander
White
Multi Race
n/a
Total Ethnicity
Hispanic
Did Not Self-Identify
Not Hispanic
Total Disability
No Disability
Disabled
Participant did not disclose
Total Limited English
Not Limited English
Limited English

Process

The EEO Data Analysis Spreadsheets were received from the State for review for evidence of disparate or possible disparate treatment of demographic groups in the WIOA Adult, WIOA Dislocated Worker, WIOA Youth, MSFW, Veterans and Wagner-Peyser programs. The model used in the initial data analysis process was used to compare PY 22 customer demographics with the Civilian Labor Force.

Review of Data Analysis

A meeting with the program supervisors was held on Tuesday, June 10, 2025 to provide guidance on the review and to set a deadline for responses. Robin McHugh (Regional Manager), John Wilcutt, Mark Hinterleiter (Wagner Peyser), and Cynthia Collins (Career Services Supervisor) were provided an explanation of the process and the focus on the areas that appeared to have an adverse impact in both the 80% and the Standard Deviation. Tracy Keithley (Adult, Dislocated Worker, and Youth) was unable to attend and a separate meeting was held with her. June 17 was set as the deadline to submit ideas and thoughts on possible adverse impacts.

WIOA Adult/DW

The Skills Team operates the WIOA Adult and Dislocated Worker Programs. Individuals, who are determined to be unsuccessful at the Career Services level, such as not being able to find employment at a



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sustaining wage, and need Training Services, may receive Training Services after the creation of a WIOA Adult or Dislocated Worker actual enrollment through the standard eligibility data collection and program enrollment process. Full eligibility documentation equal to what is required for training services is required before an individual receives these services: including internships, work experiences, supportive services, and job search assistance.

Any individual meeting with a Skills Team member, regardless of eligibility, is offered information about other Job Center programs for which they might be eligible. The client can benefit from testing/assessments; such as but not limited to, the NCRC, Talify, and TABE. Staff provide Job path guidance to customers to determine the proper school and program of study for the client. They are advised of in demand occupations in the Region, utilizing MERIC and ONET, to help the client make an informed decision. Obtaining financial aid through FAFSA, scholarships, is discussed and the client is guided on how to apply for these. Any other applicable resources that might pertain to the client are offered.

Individuals receiving services from this department must meet eligibility for either the Adult or Dislocated Worker Programs. Priority of Service to eligible veterans or spouses is provided. General Eligibility for the Adult Program is for a client to meet poverty or lower living standard income level guidelines, receiving or received within last six months or a member of a family that is or has received in the last six months SNAP, TANF, or SSI, be a homeless individual, or an individual with a disability whose own income meets income guidelines. General eligibility for Dislocated Worker Program as follows:

Category 1...

Who has been terminated, laid off, received a notice of termination or layoff from employment and, is unlikely to return to a previous industry or occupation.

Category 2...

In addition, those who “may” also qualify are those who have been employed for sufficient duration to demonstrate workforce attachment, but is not eligible for UI due to insufficient earnings or the employer is not covered under the state UI law and is unlikely to return to the previous industry or occupation.

Category 3...

Who is terminated or laid off, or has received notice of termination or layoff from employment as a result of the permanent closure or substantial layoff at a plant, facility, or enterprise.

Category 4...

Individuals who are *currently employed* at a facility at which the employer has made a general announcement that the facility will close.

Category 5...

Individual who were previously self-employed (including farmers, ranchers, and fisherman), but is unemployed due to general economic conditions in the community of residence or due to a natural disaster.



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*At least 1 item of documentation must be provided for 1) permanent laid off status; 2) UI employment status; or 3) unlikely to return to a previous industry or occupation.

Category 6...

Is a “Displaced Homemaker”. A Displaced Homemaker is a person who has been providing unpaid services to family members in the home **AND** has been dependent on the income of another family member, but is no longer supported by that income.

OR...

- Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member;
- AND...**
- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Category 7...

Individual is a spouse of a member of the Armed Forces on active duty **AND** who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.

Category 8...

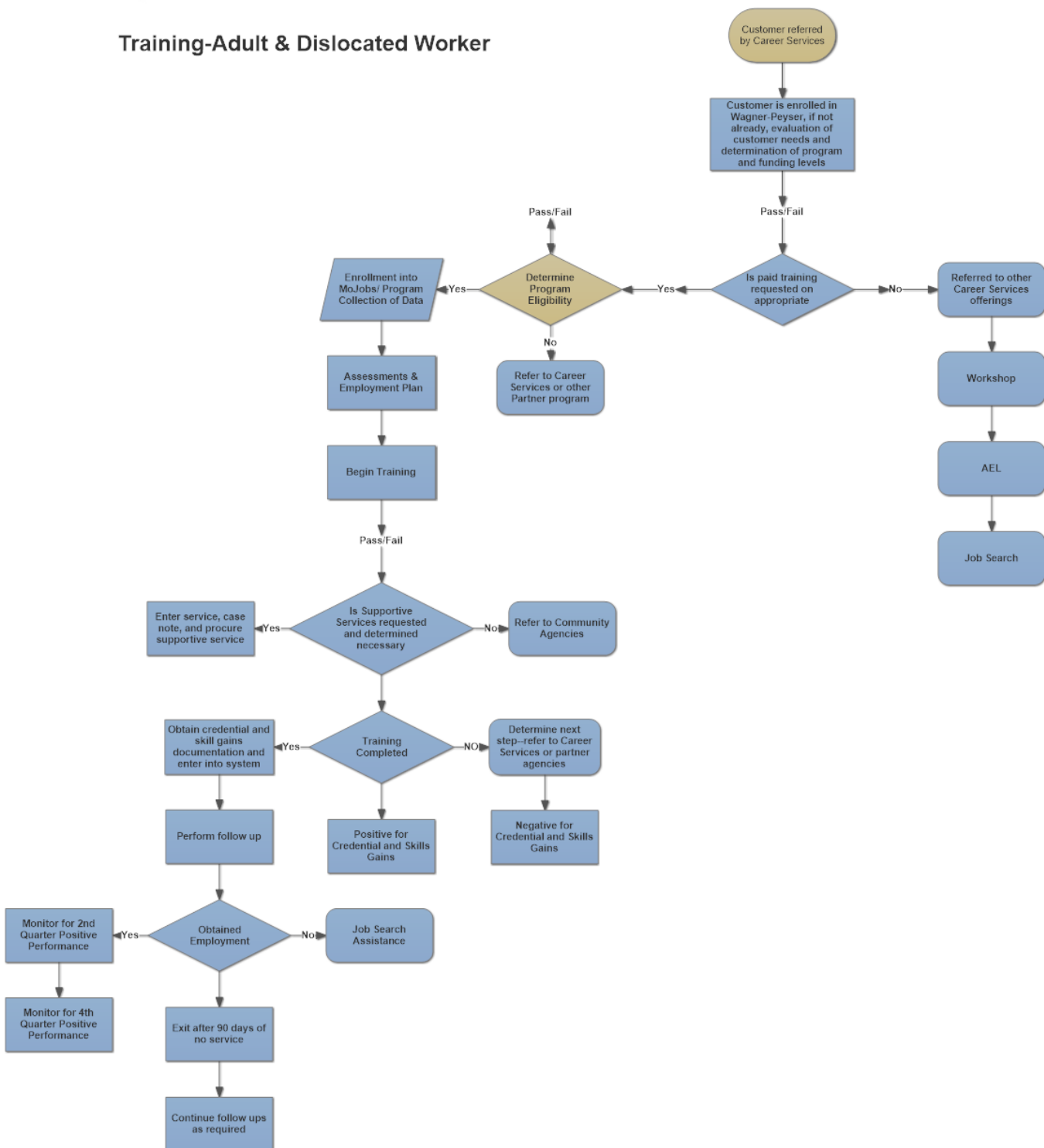
Individual is the spouse of a member of the Armed Forces on active duty **AND** who is unemployed or underemployed **AND** is experiences difficulty in obtaining or upgrading employment.

Category 12...

Dislocated Worker Grant (DWG) eligibility: Individual does not meet criteria outlined for Dislocated Workers in categories 1-8 above; but is an individual that meets DWG eligibility outlined under WIOA Title ID National programs, Sec. 170 National dislocated worker grants, relation to Sec 170(b)(1)(A) workers affected by major economic dislocations or Sec 170(b)(1)(B) workers affected by an emergency of major disaster.

An applicant statement can be used for some eligibility verifications. The service delivery map can be found on the following page:

Training-Adult & Dislocated Worker





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Adult & Dislocated Worker Analysis

The data for PY 22 for the WIOA Adult/DW program reflected possible adverse impact (using both the 80% and 2 Standard Deviation Rules) as follows:

WIOA Adult

	Demo	80%	Standard Deviation
2nd Quarter Employed	55+	79.50	6.388
	Disabled	79.85	2.417
4th Quarter Individualized Career Services	Male	78.85	2.104
	30-54	71.27	3.22
	55+	66.39	3.472
4th Quarter Received Training	Male	42.07	3.35
	30-54	49.71	6.715
4th Quarter Completed Training	Male	37.41	3.09
	30-54	50.22	4.49

Dislocated Worker

	Demo	80%	Standard Deviation
2nd Employed	55+	68.23	7.505
4th Quarter Individualized Career Services	African American	76.92	5.012
4th Quarter Received Training	55+	60.95	2.095
4th Quarter Federal Training	Females	76.83	2.587
4th Quarter Completed Training	30-54	62.26	2.39
	55+	77.31	3.18

During this time period, it is good to note that there had been a push to enroll everyone in WIOA Adult. In addition, Comptia training began, which was a state-focused training opportunity. A number of individuals were co-enrolled into Adult, affecting the numbers.

There is not a clear picture of the reasons those 55+ and disabled were not gaining employment. Some thoughts that were presented by staff included: 55+ are coming to the job centers to interact and not necessarily looking for permanent employment, technical skills such as computer skills are lacking with an aging demographic, seeing a number of individuals who are coming out of retirement looking to supplement their income but not to take employment that would be considered a second career, and individuals with advanced ages coming in but not being considered by employers.

Disabled individuals find it difficult to gain employment in their desired field as employers do not consider advanced accommodations. For example, a case manager has worked for the past year and a half with two blind individuals, providing assistance to apply for positions without success.

On individualized career services, there are only three males less than the females who received individualized career services. 22-29 was rated the best for the individualized career services, however, the total receiving was lower than the other categories. 22-29 had 31 of 58 receive individualized career services compared to the 80 of 210 for 30-54 and 55+ having 55 of 155.

For Dislocated Worker, some of the areas noted involved individuals who came to the Job Center for RESEA appointments. This was an Unemployment Insurance requirement and many were planning on going back to work at their previous job, and did not need Individualized Career services. This was found in some of the African American's that were reviewed.

According to interviews with staff a number of the 55+ appear not to be interested in obtaining training for a new career.

There were 86 of the 179 referred to Federal training for females. Males were only seven ahead at 93 of the 179.

Reviewing the data, although the stats seem to reflect that there could be a possible adverse impact on 55+ and 30-54, they had the higher numbers in completing training. 30-54 had 27 of the 51 who completed training and 55+ had 12 of the 51 completed training.

Staff provide an assessment to all participants in an attempt to determine likelihood of successful completion; however, this is often hard to ascertain as individuals drop from training or are dismissed from training for non-adherence or failure to progress. Though staff attempt monthly contact, some participants do not return calls.

WIOA Youth

A review of the data for Youth reflected following both the 80% rule and the 2.0 Standard Deviation:



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WIOA Youth

	Demo	80%	Standard Deviation
2nd Quarter Received Training	White	30.43	5.16
	Multi	33.33	2.37
2nd Quarter Federal Training	14-21	6.90	5.185
2nd Quarter Supportive Services	White	57.14	2.309
	No Disability	75.00	2.59
2nd Quarter Completed Training	Non Hispanic	50.00	2.18
2nd Quarter Work Experience	Male	68.3	2.009
	White	69.57	2.405
	Non Hispanic	75.00	2.18
	Disabled	69.84	2.179
4th Quarter Individualized Career Services	Multi Race	50.00	2.569
4th Quarter Received Training	White	46.67	2.451
4th Quarter Supportive Services	Not Hispanic	36.36	3.067
	Not Limited English	21.05	8.167
4th Quarter Completed Training	White	33.33	3.364
	Non Hispanic	36.36	3.367
4th Quarter Employed	White	70.00	2.58
4th Quarter Work Experience	Male	52.94	3.514

There were only 37 youth in the denominator. Because of low numbers in the demographics other than white, it appears to impact the ratios. For example, there is only one African American and that individual received training. This resulted in 100% seemingly adverse impact against whites. This appears to be duplicated through several of the categories. However, looking at the 2nd Quarter Work Experience, Disabled appears to have an adverse impact in Work Experience. There were 11 individuals who reported a disability, which is a qualifier for youth. If you look at the number of disabled that

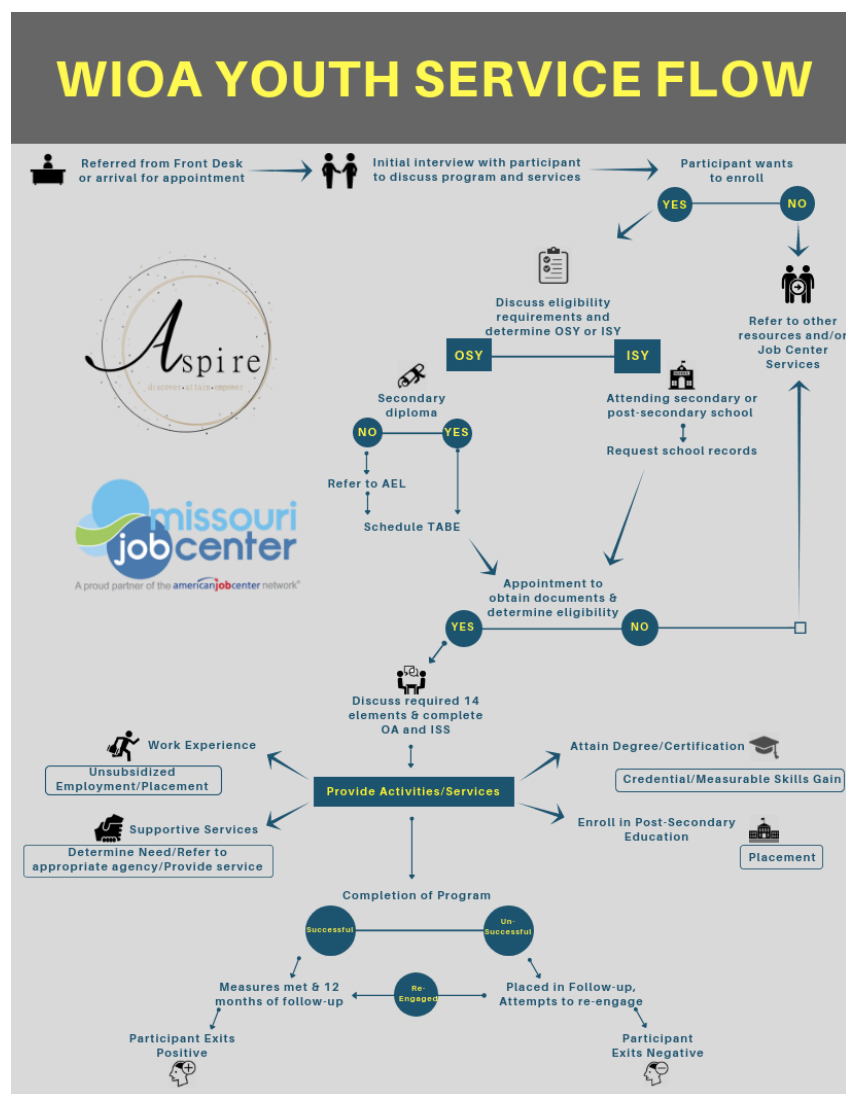


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Ozark Region

received training, there were six. That leaves only one that did not receive either. You could draw from this that individuals, who did not receive work experience, were placed in training. Currently, efforts are being made to provide both work experience and training opportunities together.

The service delivery map for the WIOA Youth program can be found as follows:

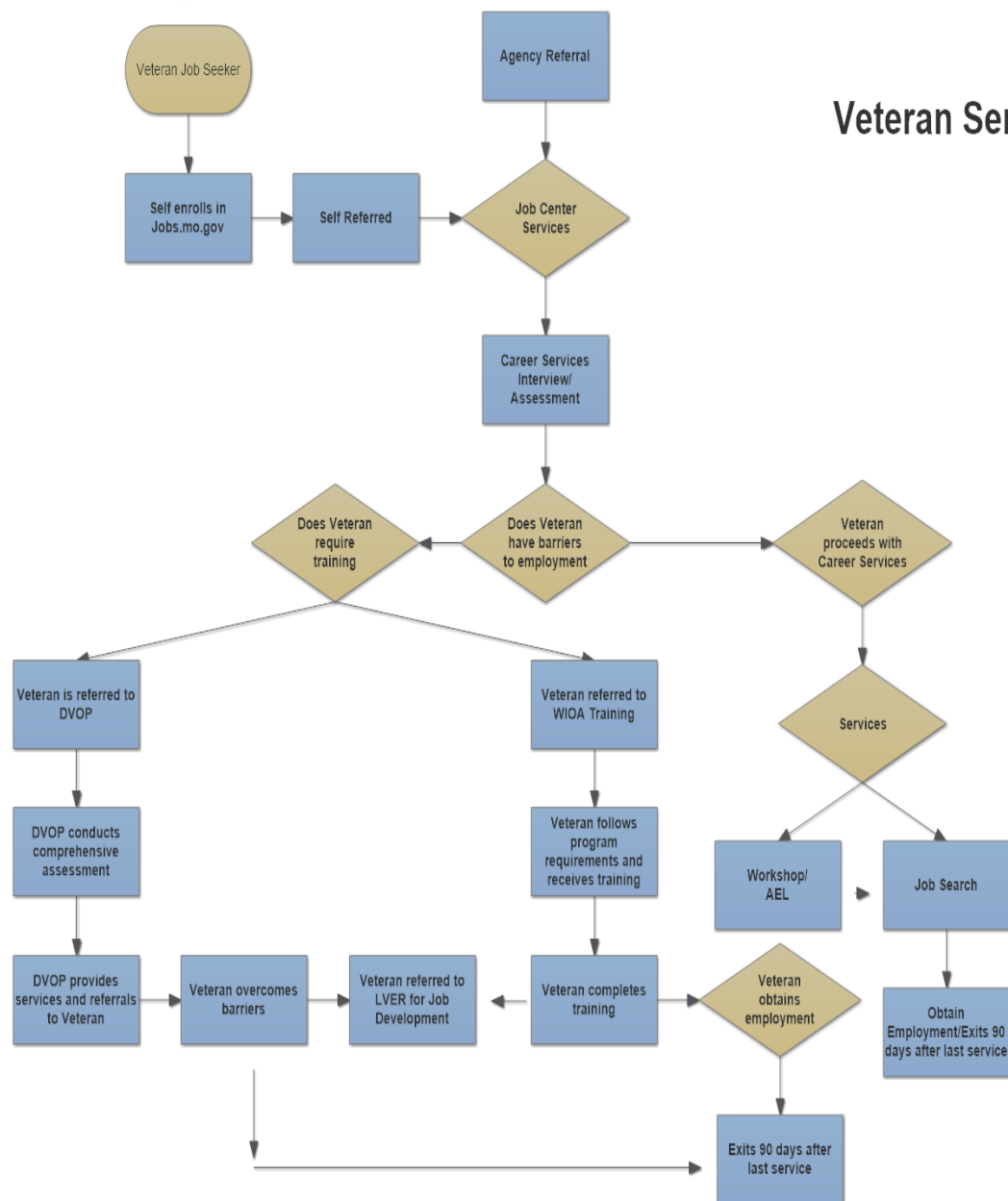


Veterans

A review of the data for Veterans reflected no appearance of adverse impact.

The service delivery map for the Veterans program can be found on the following page:

Veteran Services



Wagner-Peyser

The following data was reviewed and noted as possible adverse impact utilizing the 80% rule and Standard Deviation.

Wagner-Peyser			
	Demo	80%	Standard Deviation
2nd Quarter Individualized Career Services	Ages 14-21	68.92	4.985
2nd Quarter Employed	55+	76.99	8.121
4th Quarter Employed	55+	76.99	8.044

There is thought that several of the youth that are not referred to WIOA are only coming in to obtain POI (Proof of Identity) for Unemployment Insurance and are not, therefore, looking for advanced services. Those that are, are referred to WIOA. 55+ continues to be concerning as they are not obtaining employment. Staff shared that they believed individuals 55+ may be coming into the Job Centers to connect with others. In addition, individuals are often not willing or able to advance their skills, which is necessary in today's job market.

MSFW

There were only two individuals reported for Quarter 2 and only one for Quarter 4.

Common Trend

55+ continues to reflect possible adverse impacts with employment. Several ideas were presented as to the possible reasons that individuals in this category are not gaining employment. This includes technical abilities of this age group, not willing to attend training to gain updated skills, bias of employers, and an increased aging of job seekers such as those coming out of retirement to supplement their income.

A workshop is held to assist individuals of all ages with employment tips and guidance. This is presented by Job Center staff to assist customers, especially those of advanced age.

Findings

It is the opinion of the EEO Officer that there were no deliberate actions that indicated any basis of discrimination. The numbers coming into the Job Center have not changed much over the past year and the demographic data appears to be consistent with the Civilian Labor Force.

Staff members were consulted on their efforts for outreach, which showed that there are many efforts to share the services of the Job Center to a diverse audience. Outreach efforts included presenting and providing information about the Job Center at organizations such as local educational institutes (including

high schools), chambers, partner organizations, veteran organizations, homeless agencies, prisons, and other community organizations. The aspect of customer choice and customer request continues to be the driving force for providing services. A customer chooses to register at www.jobs.mo.gov, a customer chooses to visit a Job center, a customer chooses to pursue training/training site selection, and a customer chooses whether to request supportive services. Staff share with customers the availability of services; however, there are some customers who only wish to utilize computers and not meet with a staff member.

With that, it is the responsibility of Job center staff to provide ample and fact-based information to assist all customers in making informed decisions. It is the responsibility of the leadership of the Job center to provide training to staff on EEO, compliance, customer service, and interpreting labor market information. It is the responsibility of the Workforce Development Board and the Council of Local Elected Officials to provide guidance on regional needs.

Monthly training was provided to staff regarding topics related to EO. Staff have also been encouraged to participate in Wise Up Wednesdays and various other virtual trainings.

Update on Last Year's Recommendations

- Obtain more details and occurrence of staff's interactions with diversity groups. **Staff were contacted and a request was made to obtain types of organizations where staff conducted outreach.**
- Determine if there are opportunities to identify possible adverse impact earlier. **No determination made**
- Continue efforts on providing staff training. Include organizations who can provide training to better serve customers. **JFF brought in to train staff**

Recommendations Moving Forward

Continue outreach efforts, including the use of social media to encourage visitors from all demographics. Continue to offer youth work experience opportunities to those in training.

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Workforce Development – Ozark Region

Financial Report as of August 2025

Current Funding Budget & Expenditures

	FY23	PY23	FY24	PY24	FY25	TOTAL	TOTAL	%		Prior Year		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	EXPENDED		Funding	Variance	Percentage
2022/2023/2024 Programs												
Workforce Innocation Opportunity Act Funds												
PY23 - ADULT		\$128,198.00				\$128,198.00	\$128,198.00	100.00%		104572	\$23,626.00	23%
FY24 - ADULT			\$523,631.00			\$523,631.00	\$523,631.00	100.00%		467314	\$56,317.00	12%
PY24 - ADULT				\$126,214.00		\$126,214.00	\$126,214.00	100.00%		128198	-\$1,984.00	-2%
FY25 - ADULT					\$447,208.00	\$447,208.00	\$515,799.00	86.70%		523631	-\$7,832.00	-1%
TOTAL ADULT						\$1,225,251.00	\$1,293,842.00	94.70%				
PY23 - YOUTH		\$849,196.00				\$849,196.00	\$849,196.00	100.00%		732475	\$116,721.00	16%
PY24 - YOUTH				\$743,507.73		\$743,507.73	\$834,511.00	89.10%		849196	-\$14,685.00	-2%
TOTAL YOUTH						\$1,592,703.73	\$1,683,707.00	94.60%				
PY23 - DISLOCATED WORKER		\$94,356.00				\$94,356.00	\$94,356.00	100.00%		97761	-\$3,405.00	-3%
FY24 - DISLOCATED WORKER			\$343,173.00			\$343,173.00	\$343,173.00	100.00%		388383	-\$45,210.00	-12%
PY24 - DISLOCATED WORKER				\$106,552.00		\$106,552.00	\$106,552.00	100.00%		94356	\$12,196.00	13%
FY25 - DISLOCATED WORKER					\$292,631.01	\$292,631.01	\$387,736.00	75.47%		343173	\$44,563.00	13%
TOTAL DISLOCATED WORKER						\$836,712.01	\$931,817.00					
PY24 - 25% DW-RR BUSINESS SERVICES				\$5,699.26		\$5,699.26	\$80,000.00	7.12%				
OTHER - 392-ABA2					\$16,000.00	\$16,000.00	\$150,000.00	10.67%				

PY23, FY24 DWP Programs (July 2023-June 2025)

FUND	P&G	DESCRIPTION	ACCOUNTS	ACTUAL	MONTHLY	BUDGET	BUDGET VARIANCE	% EXPENDED
24100		DISLOCATED WORKER PY23 ADMIN	SALARYFRINGEOTHER	9,435.60	0.00	9,435.60	0.00	
24100		DISLOCATED WORKER PY23 PROGRAM	SALARY & FRINGE	42,697.54	0.00	42,697.54	0.00	
24100		DISLOCATED WORKER PY23 PROGRAM	PROG OTHER STAFFING COSTS	10,884.32	0.00	10,884.32	0.00	
24100		DISLOCATED WORKER FY23 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	2,731.00	0.00	2,731.00	0.00	
24100		DISLOCATED WORKER PY23 PROGRAM	ON THE JOB TRAINING	7,611.82	0.00	7,611.82	0.00	
24100		DISLOCATED WORKER PY23 PROGRAM	SUPPORTIVE SERVICES	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER PY23 PROGRAM	CASE MANAGER EXPENSES	20,995.72	0.00	20,995.72	0.00	
			TOTAL	94,356.00	0.00	94,356.00	0.00	100.00
24100		DISLOCATED WORKER FY24 ADMIN	SALARYFRINGEOTHER	34,317.30	0.00	34,317.30	0.00	
24100		DISLOCATED WORKER FY24 PROGRAM	SALARY & FRINGE	179,526.63	0.00	179,526.63	0.00	
24100		DISLOCATED WORKER FY24 PROGRAM	PROG OTHER STAFFING COSTS	39,113.28	0.00	39,113.28	0.00	
24100		DISLOCATED WORKER FY24 PROGRAM	INDIRECT PROGRAM	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER FY24 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	15,028.91	0.00	15,028.91	0.00	
24100		DISLOCATED WORKER FY24 PROGRAM	ON THE JOB TRAINING	14,987.75	0.00	14,987.75	0.00	
24100		DISLOCATED WORKER FY24 PROGRAM	PRE-APPRENTICESHIP	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER FY24 PROGRAM	INCUMBENT WORKER TRAINING	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER FY24 PROGRAM	WORK EXPERIENCE	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER FY24 PROGRAM	SUPPORTIVE SERVICES	195.00	0.00	195.00	0.00	
24100		DISLOCATED WORKER FY24 PROGRAM	CASE MANAGER EXPENSES	60,004.13	0.00	60,004.13	0.00	
			TOTAL	343,173.00	0.00	343,173.00	0.00	100.00

PY23, FY24 Adult Programs (July 2023 – June 2025)

FUND	P&G	DESCRIPTION	ACCOUNTS	ACTUAL	MONTHLY	BUDGET	BUDGET VARIANCE	% EXPENDED
24090		ADULT PY23 ADMIN	SALARYFRINGEOTHER	12,819.80	0.00	12,819.80	0.00	
24090		ADULT PY23 PROGRAM	SALARY & FRINGE	83,182.05	0.00	83,182.05	0.00	
24090		ADULT PY23 PROGRAM	PROG OTHER STAFFING COSTS	10,630.95	0.00	10,630.95	0.00	
24090		ADULT PY23 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	4,999.00	0.00	4,999.00	0.00	
24090		ADULT PY23 PROGRAM	ON THE JOB TRAINING	0.00	0.00	0.00	0.00	
24090		ADULT PY23 PROGRAM	SUPPORTIVE SERVICES	753.03	0.00	753.03	0.00	
24090		ADULT PY23 PROGRAM	CASE MANAGER EXPENSES	15,813.17	0.00	15,813.17	0.00	
			TOTAL	128,198.00	0.00	128,198.00	0.00	100.00
24090		ADULT FY24 ADMIN	SALARYFRINGEOTHER	52,363.10	0.00	52,363.10	0.00	
24090		ADULT FY24 PROGRAM	SALARY & FRINGE	225,322.34	0.00	223,650.71	-1,671.63	
24090		ADULT FY24 PROGRAM	PROG OTHER STAFFING COSTS	67,799.89	0.00	106,236.76	38,436.87	
24090		ADULT FY24 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	98,391.00	0.00	0.00	-98,391.00	
24090		ADULT FY24 PROGRAM	ON THE JOB TRAINING	0.00	0.00	0.00	0.00	
24090		ADULT FY24 PROGRAM	PRE-APPRENTICESHIP	0.00	0.00	0.00	0.00	
24090		ADULT FY24 PROGRAM	WORK EXPERIENCE	0.00	0.00	0.00	0.00	
24090		ADULT FY24 PROGRAM	SUPPORTIVE SERVICES	0.00	0.00	50,212.16	50,212.16	
24090		ADULT FY24 PROGRAM	CASE MANAGER EXPENSES	79,754.67	0.00	91,168.27	11,413.60	
			TOTAL	523,631.00	0.00	523,631.00	0.00	100.00

AD & DW PY23/FY24 Operating

659,157.00

66%

AD & DW PY23/FY24 Participant

342,260.92

34%

PY23 Youth Program (April 2023 – June 2025)

DESCRIPTION	ACCOUNTS	Actual	MONTHLY	Budget	BUDGET VARIANCE	% EXPENDED
YOUTH PROG PY23 ADMIN	SALARYFRINGE/OTHER	84,919.60	0.00	84,919.60	0.00	
YOUTH PY 23 PROGRAM IN SCHOOL	SALARY & FRINGE	29,841.35	0.00	29,841.35	0.00	
YOUTH PY 23 PROGRAM IN SCHOOL	PROG OTHER STAFFING COSTS	14,341.17	0.00	14,341.17	0.00	
YOUTH PY 23 PROGRAM IN SCHOOL	WORK EXPERIENCE	0.00	0.00	0.00	0.00	
YOUTH PY 23 PROGRAM IN SCHOOL	WORK EXPERIENCE STAFFING	0.00	0.00	0.00	0.00	
YOUTH PY 23 PROGRAM IN SCHOOL	IS ON THE JOB TRAINING	0.00	0.00	0.00	0.00	
YOUTH PY 23 PROGRAM IN SCHOOL	SUPPORTIVE SERVICES	0.00	0.00	0.00	0.00	
YOUTH PY 23 PROGRAM OUT SCHOOL	SALARY & FRINGE	302,027.24	0.00	302,027.24	0.00	
YOUTH PY 23 PROGRAM OUT SCHOOL	PROG OTHER STAFFING COSTS	152,832.99	0.00	152,832.99	0.00	
YOUTH PY 23 PROGRAM OUT SCHOOL	INDIVIDUAL TRAINING ACCOUNT	110,853.00	0.00	110,853.00	0.00	
YOUTH PY 23 PROGRAM OUT SCHOOL	WORK EXPERIENCE	84,280.02	0.00	84,280.02	0.00	
YOUTH PY 23 PROGRAM OUT SCHOOL	WORK EXPERIENCE STAFFING	59,085.11	0.00	59,085.11	0.00	
YOUTH PY 23 PROGRAM OUT SCHOOL	ON THE JOB TRAINING	0.00	0.00	0.00	0.00	
YOUTH PY 23 PROGRAM OUT SCHOOL	SUPPORTIVE SERVICES	11,015.52	0.00	11,015.52	0.00	
TOTAL OBLIGATED EXPENDITURES =100%	TOTAL OBLIGATED WEP = 20.2%	849,196.00	0.00	849,196.00	0.00	100.00

PY24, FY25 DWP Programs (July 2024 – June 2026)

FUND	P&G	DESCRIPTION	ACCOUNTS	ACTUAL	MONTHLY	BUDGET	BUDGET VARIANCE	% EXPENDED
24100		DISLOCATED WORKER PY24 ADMIN	SALARY/FRINGE/OTHER	10,655.19	0.00	10,655.19	0.00	
24100		DISLOCATED WORKER PY24 PROGRAM	SALARY & FRINGE	53,406.63	0.00	53,406.63	0.00	
24100		DISLOCATED WORKER PY24 PROGRAM	PROG OTHER STAFFING COSTS	15,710.98	0.00	15,710.98	0.00	
24100		DISLOCATED WORKER PY24 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER PY24 PROGRAM	ON THE JOB TRAINING	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER PY24 PROGRAM	SUPPORTIVE SERVICES	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER PY24 PROGRAM	CASE MANAGER EXPENSES	26,779.20	0.00	26,779.20	0.00	
			TOTAL	106,552.00	0.00	106,552.00	0.00	100.00
24100		DISLOCATED WORKER FY25 ADMIN	SALARY/FRINGE/OTHER	38,773.60	0.00	38,773.60	0.00	
24100		DISLOCATED WORKER FY25 PROGRAM	SALARY & FRINGE	152,672.66	-29,827.82	210,225.13	57,552.47	
24100		DISLOCATED WORKER FY25 PROGRAM	PROG OTHER STAFFING COSTS	33,714.10	5,278.16	33,484.30	-229.80	
24100		DISLOCATED WORKER FY25 PROGRAM	INDIRECT PROGRAM	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER FY25 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	1,469.08	0.00	16,000.00	14,530.92	
24100		DISLOCATED WORKER FY25 PROGRAM	ON THE JOB TRAINING	0.00	0.00	15,645.92	15,645.92	
24100		DISLOCATED WORKER FY25 PROGRAM	PRE-APPRENTICESHIP	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER FY25 PROGRAM	INCUMBENT WORKER TRAINING	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER FY25 PROGRAM	WORK EXPERIENCE	0.00	0.00	0.00	0.00	
24100		DISLOCATED WORKER FY25 PROGRAM	SUPPORTIVE SERVICES	0.00	0.00	5,000.00	5,000.00	
24100		DISLOCATED WORKER FY25 PROGRAM	CASE MANAGER EXPENSES	66,001.57	11,279.28	68,607.05	2,605.48	
			TOTAL	292,631.01	-13,270.38	387,736.00	95,104.99	Page 35 of 61

PY24, FY25 Adult Programs (July 2024 – June 2026)

FUND	P&G	DESCRIPTION	ACCOUNTS	ACTUAL	MONTHLY	BUDGET	BUDGET VARIANCE	% EXPENDED
24090		ADULT PY24 ADMIN	SALARYFRINGE/OTHER	12,621.40	0.01	12,621.40	0.00	
24090		ADULT PY24 PROGRAM	SALARY & FRINGE	82,575.86	-0.01	82,575.86	0.00	
24090		ADULT PY24 PROGRAM	PROG OTHER STAFFING COSTS	17,247.38	0.00	17,247.38	0.00	
24090		ADULT PY24 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	0.00	0.00	0.00	0.00	
24090		ADULT PY24 PROGRAM	ON THE JOB TRAINING	0.00	0.00	0.00	0.00	
24090		ADULT PY24 PROGRAM	SUPPORTIVE SERVICES	0.00	0.00	0.00	0.00	
24090		ADULT PY24 PROGRAM	CASE MANAGER EXPENSES	13,769.36	0.00	13,769.36	0.00	
			TOTAL	126,214.00	0.00	126,214.00	0.00	100.00
24090		ADULT FY25 ADMIN	SALARYFRINGE/OTHER	51,579.90	912.29	51,579.90	0.00	
24090		ADULT FY25 PROGRAM	SALARY & FRINGE	174,881.04	47,824.61	222,135.76	47,254.72	
24090		ADULT FY25 PROGRAM	PROG OTHER STAFFING COSTS	52,841.67	15,396.50	74,067.08	21,225.41	
24090		ADULT FY25 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	63,465.27	18,221.97	71,749.44	8,284.17	
24090		ADULT FY25 PROGRAM	ON THE JOB TRAINING	0.00	0.00	0.00	0.00	
24090		ADULT FY25 PROGRAM	PRE-APPRENTICESHIP	0.00	0.00	0.00	0.00	
24090		ADULT FY25 PROGRAM	WORK EXPERIENCE	0.00	0.00	0.00	0.00	
24090		ADULT FY25 PROGRAM	SUPPORTIVE SERVICES	0.00	0.00	5,000.00	5,000.00	
24090		ADULT FY25 PROGRAM	CASE MANAGER EXPENSES	104,440.12	26,894.17	91,266.82	-13,173.30	
			TOTAL	447,208.00	109,249.54	515,799.00	68,591.00	86.70

AD & DW PY24/FY25 Operating

583,050.32

68%

AD & DW PY24/FY25 Participant

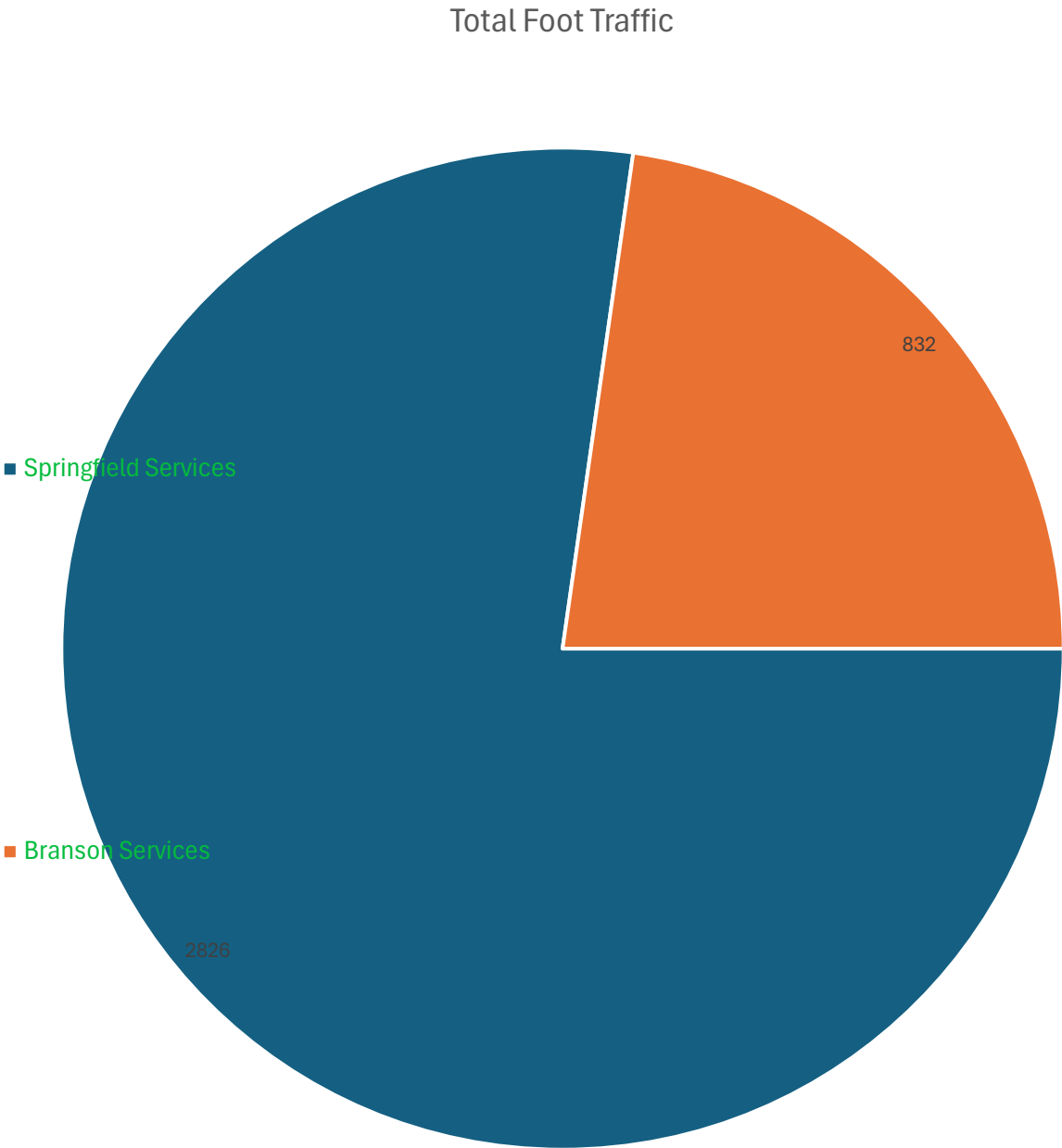
275,924.60

32%

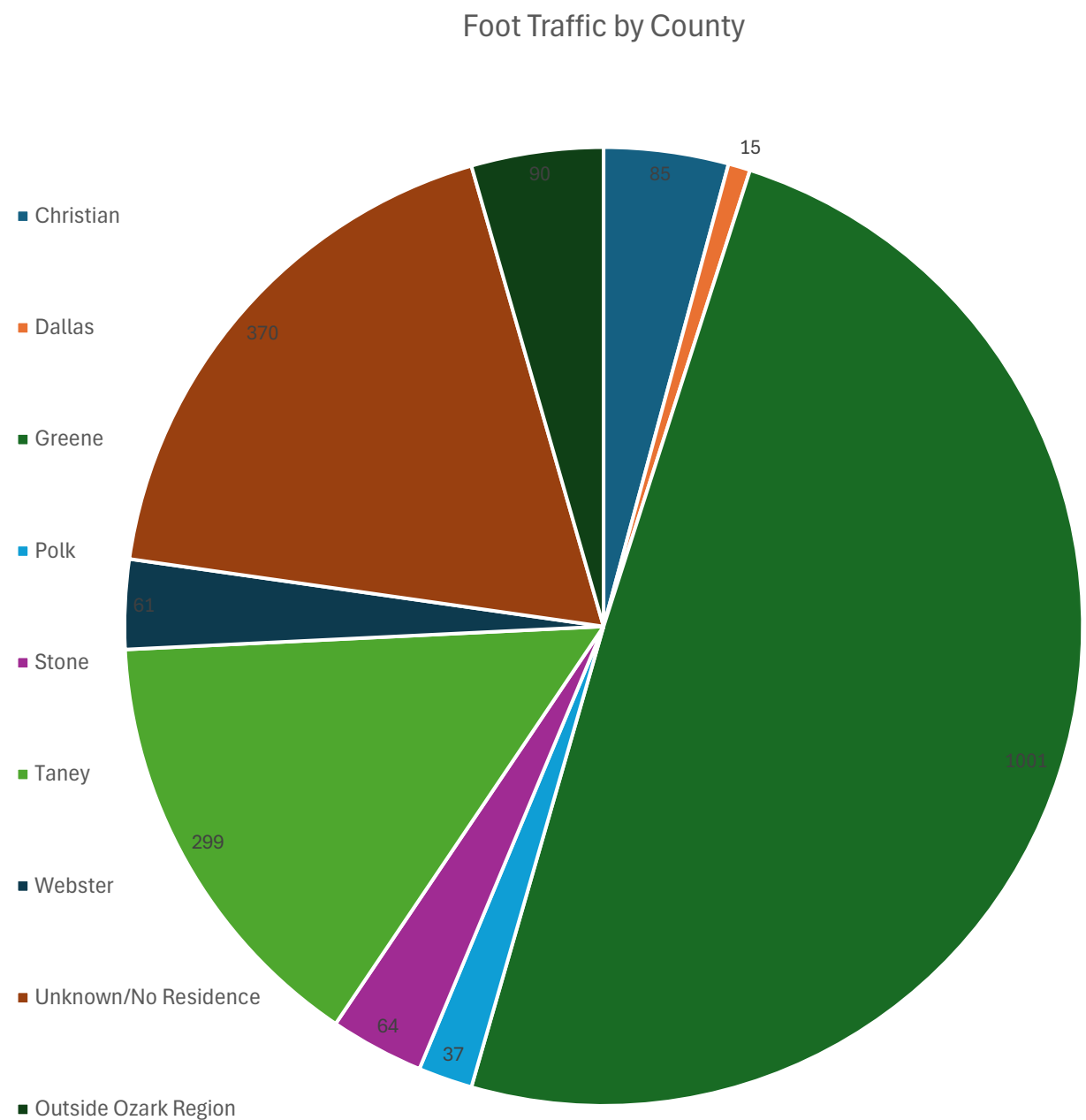
PY24 Youth Program (April 2024 – June 2026)

DESCRIPTION	ACCOUNTS	Actual	MONTHLY	Budget	BUDGET VARIANCE	% EXPENDED
YOUTH PROG PY24 ADMIN	SALARYFRINGE/OTHER	42,316.45	13,726.00	83,451.10	41,134.65	
YOUTH PY 24 PROGRAM IN SCHOOL	SALARY & FRINGE	21,509.44	2,678.72	22,011.45	502.01	
YOUTH PY 24 PROGRAM IN SCHOOL	PROG OTHER STAFFING COSTS	6,591.19	1,288.97	7,263.71	672.52	
YOUTH PY 24 PROGRAM IN SCHOOL	WORK EXPERIENCE	0.00	0.00	1,500.00	1,500.00	
YOUTH PY 24 PROGRAM IN SCHOOL	WORK EXPERIENCE STAFFING	26,874.87	14,027.10	13,847.77	-13,027.10	
YOUTH PY 24 PROGRAM IN SCHOOL	SUPPORTIVE SERVICES	0.00	0.00	0.00	0.00	
YOUTH PY 24 PROGRAM IN SCHOOL	IS INDIRECT	0.00	0.00	0.00	0.00	
YOUTH PY 24 PROGRAM OUT SCHOOL	SALARY & FRINGE	408,679.35	50,895.64	415,103.10	6,423.75	
YOUTH PY 24 PROGRAM OUT SCHOOL	PROG OTHER STAFFING COSTS	102,113.20	24,534.22	97,578.98	-4,534.22	
YOUTH PY 24 PROGRAM OUT SCHOOL	YOUTH INDIVIDUAL TRAINING ACCOUNT	42,959.00	9,995.00	45,000.00	2,041.00	
YOUTH PY 24 PROGRAM OUT SCHOOL	WORK EXPERIENCE	60,560.34	28,340.65	73,127.62	12,567.28	
YOUTH PY 24 PROGRAM OUT SCHOOL	WORK EXPERIENCE STAFFING	29,505.88	17,112.24	60,522.53	31,016.65	
YOUTH PY 24 PROGRAM OUT SCHOOL	SUPPORTIVE SERVICES	2,398.01	125.00	10,104.74	7,706.73	
YOUTH PY 24 PROGRAM OUT SCHOOL	OS INDIRECT	0.00	0.00	5,000.00	5,000.00	
TOTAL OBLIGATED EXPENDITURES =0%	TOTAL OBLIGATED WEP = 33.7%	743,507.73	162,723.54	834,511.00	91,003.27	Page 38 of 61

Jul 1, 2025 - August 31, 2025	Current
Total Services (Branson & Springfield)	3658
Total Foottraffic (Branson & Springfield)	2022
Springfield Services	2826
Springfield Foot Traffic	1447
Branson Services	832
Branson Foot Traffic	575
Total Visits	2022
2025-2026 Expenditures	\$ 195,932.51
Cost Per Participant	\$ 96.90



Counties Total	Aug-25
Christian	85
Dallas	15
Greene	1001
Polk	37
Stone	64
Taney	299
Webster	61
Unknown/No Residence	370
Outside Ozark Region	90



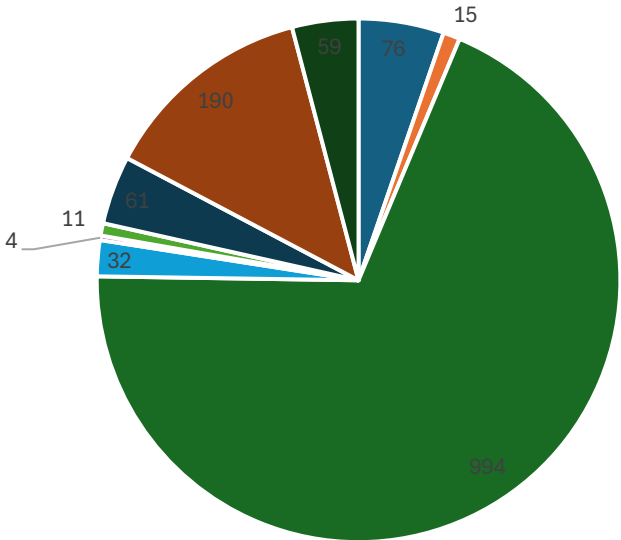
Costs per County	Aug-25
Christian	\$ 8,236.53
Dallas	\$ 1,453.51
Greene	\$ 96,997.25
Polk	\$ 3,585.31
Stone	\$ 6,201.62
Taney	\$ 28,973.20
Webster	\$ 5,910.92
Unknown/No Residence	\$ 35,853.13
Outside Ozark Region	\$ 8,721.03

Counties out of Springfield		Aug-25
Christian		76
Dallas		15
Greene		994
Polk		32
Stone		4
Taney		11
Webster		61
Unknown/No Residence		190
Outside Ozark Region		59

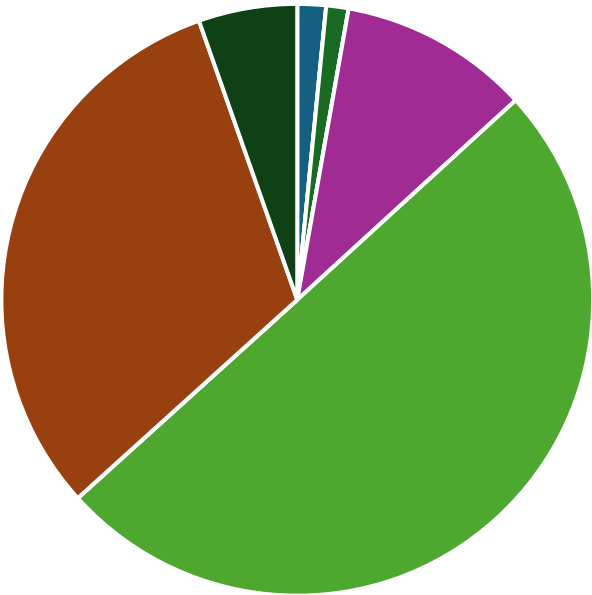
Counties out of Branson		Aug-25
Christian		9
Dallas		0
Greene		7
Polk		0
Stone		60
Taney		288
Webster		0
Unknown/No Residence		180
Outside Ozark Region		31

- Christian
- Dallas
- Greene
- Polk
- Stone
- Taney
- Webster
- Unknown/No Residence
- Outside Ozark Region

Springfield Foot Traffic by County



Branson Foot Traffic by County



- Christian
- Dallas
- Greene
- Polk
- Stone
- Taney
- Webster
- Unknown/No Residence
- Outside Ozark Region

Board Budget

FY24		\$ 18,597.61
FY25		\$ 20,402.71
Total		\$ 39,000.32
Expended		\$ 604.65
Expected		\$ 33,442.82
Remaining		\$ 4,952.85
Expiring June 30		\$ (15,449.86)

Expended Line Item Breakdown		
CONSULTING		\$600.00
POSTAGE		\$4.65
		\$ 604.65

Expected Line Item Breakdown		
CONSULTING		\$3,000.00
INSURANCE PREMIUM		\$667.82
MEMBERSHIP DUES		\$15.00
TRAVEL		\$29,760.00
		\$ 33,442.82

Review, Discussion, Questions

Ozark Region

Council of Local Elected Officials

Bylaws

Adopted by CLEO June 10, 2015. Revised and approved February 1, 2017, June 26, 2019,
March 11, 2022, and June 2024

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Mission Statement

To create a well prepared workforce that meets the needs of a responsible business community.

Proceedings may follow the Roberts Rules of Order.

Definitions

DHEWD Department of Higher Education and Workforce Development
OWD Office of Workforce Development (State)
MOWIB: Missouri Workforce Investment Board
WIOA Workforce Innovation and Opportunity Act
MJC: Missouri Job Center
CLEO: Council (or Chief) Local Elected Official, (consists of the chief elected official from each of the following entities):

Christian County
Dallas County
Greene County
Polk County

Stone County
Taney County
Webster County

Voting Member: Members shall have full voting rights and privileges.

ARTICLE I IDENTITY

These are the By-Laws of the Ozark Region Council of Local Elected Officials, a Council formed under the Workforce Innovation and Opportunity Act of 2014, P. L. 113 – 128 (“WIOA”), consisting of the counties of Christian, Dallas, Greene, Polk, Stone, Taney and Webster. The City of Springfield serves as Ex Officio member as provided below.

ARTICLE II PRINCIPAL OFFICE

The principal office of the CLEO shall be located in the Missouri Job Center, ~~2900-E. Sunshine~~1660 N. Campbell, Springfield, Missouri 65803~~4~~. Other office locations may be established as necessary to carry out the CLEO roles and responsibilities under the WIOA.

ARTICLE III PURPOSE AND POWERS

Section 1. Purpose

- I. The purposes of the CLEO, in Partnership with the Workforce Development Board of the seven-county region, shall be consistent with those purposes that are identified for a Regional Council of Local Elected Officials under the Workforce Innovation and Opportunity Act of 2014, P.L. 113-128 and as it may be amended in the future, and Section 620.521 et seq., RSMo, and amendments thereto, and other purposes that, in accordance with public law, may be bestowed upon the CLEO.

- II. The CLEO shall study and make recommendations regarding the improvement of the Region's employment and training delivery network, including improved federal and state resource use and expanded coordination of job training and employment activities with other related activities.
- III. The CLEO shall approve the Ozark Region Plan of Services.
- IV. The CLEO shall serve as a forum to encourage cooperative uses of employment and training funding, facilities, and staff resources for a more comprehensive and coordinated regional service delivery system.
- V. Appointment of the Ozark Region Workforce Development Board shall be in accordance with Article VII, WDB Nomination and Appointment Process.
- VI. The CLEO appoints the fiscal agent in accordance with WIOA.
- VII. In consultation with the Board, the CLEO designated the City of Springfield, Department of Workforce Development, to serve as WIOA Title I Adult, Dislocated Worker, Youth and Career Services provider.

Section 2. Powers

- I. The powers of the CLEO shall be consistent with those powers that are identified for a Regional CLEO under WIOA section 107 and any amendments thereto, including, but not limited to:
 - A. Providing policy guidance and review for all employment and training programs in the Region. Developing appropriate linkages with other programs to assure non-duplication among the programs and activities; coordinating activities with local Missouri Job Center (MJC) Partners and providing advice and recommending alternatives to the WDB and MOWIB regarding the employment and training performance standards required by federal and state regulation.
 - B. Reviewing and approving the implementation status of the Local Workforce Plan and reviewing the consistency of such plan with criteria developed for coordination of activities under WIOA with other federal, state and local employment related programs.
 - C. Reviewing the operation of programs conducted within the Region and the availability, responsiveness and adequacy of regional workforce development services; and making recommendations to the WDB, Partners and service providers, MOWIB and the general public with respect to ways to improve the effectiveness of such programs or services.
 - D. Developing and submitting reports as deemed necessary by the Governor. Such reports may include input from CLEO and WDB members, as well as regional employment and training partners and shall be considered public documents. The CLEO shall also issue such other studies, reports or documents as it deems advisable to assist the Region in carrying out the purposes of the WIOA, as amended.

- E. Identifying, in coordination with the appropriate Partners and service providers the employment, training and vocational education needs throughout the Region and assessing the extent to which employment and training, vocational education, rehabilitation services, public assistance, economic development, and other federal, state and local programs and services represent a consistent, integrated and coordinated approach to meeting such needs.

ARTICLE IV CLEO MEMBERSHIP

Section 1. Organization of the Council

The membership of the CLEO shall consist of the Chief Local Elected Official from each of the seven counties within the Ozark Region. The Chief Elected Official of the City of Springfield shall be an ex-officio non-voting member of the Council.

Section 2. Terms of Office

Each member of the CLEO shall serve as long as he/she holds the position of Chief Local Elected Official of the jurisdiction which he/she represents.

ARTICLE V OFFICERS AND THEIR DUTIES

Section 1. Officers

- I. The officers of the CLEO shall be a Chair and Vice-Chair. The Chair shall be the Greene County Commission President, unless at such time the CLEO deems it necessary to elect a new Chair. Election of the Vice-Chair shall be held at the last regular Council meeting of the program year with terms running from July 1 through June 30 of each calendar year.
- II. ~~The WDB/Council Executive Director shall assign a~~ staff person of the program operator will ~~to~~ serve as the Board Clerk to provide support in the areas of agenda preparation, meeting notifications, and minutes. ~~In the event that the position of Executive Director is vacant the City Manager of Springfield shall assign a staff person to serve in that capacity.~~

Section 2. Duties of the Chair

The Chair shall preside at all meetings of the CLEO. The Chair shall call, or cause to be called, all meetings of the CLEO and shall approve the agenda, which shall minimally include any items relegated to the elected officials or the elected officials together with the local board they shall appoint under the WIOA and which include, but are not limited to, those powers identified in the chart attached as Exhibit A to these By-Laws. The Chair shall perform such other duties as are incident to the Chair's office or properly required by the CLEO.

Section 3. Duties of the Vice-Chair

The Vice-Chair shall assist the Chair in conducting CLEO business. In the Chair's absence, disability, or resignation, the Vice-Chair of the CLEO shall assume the position of, and perform the duties of, the Chair, with all the power and authority of the Chair's office. Further, the Vice-Chair of the CLEO shall have such powers and discharge such duties as may be properly assigned to the Vice Chair, from time to time, by the Chair.

ARTICLE VI MEETINGS

Section 1. Regular and Special Meetings

- I. Regular meetings of the CLEO shall be held at least four times each year concurrent with meetings of the WDB.
- II. Special meetings may be called by the chair in accordance with the Missouri open meetings laws.
- III. To facilitate participation the CLEO's may take advantage of the use of technology, phone, skype and/or web-based meetings to the extent allowed by state law.
- IV. In the event a CLEO member is unable to attend a meeting, they may designate another elected official to serve as proxy at the meeting. A designated proxy may then vote on any issue, with the exception of elections.

Section 2. Notice of Regular, Special and Committee Meetings

- I. Notices of all meetings and committee meetings of the CLEO shall be made in accordance with Chapter 610 RSMo. Notices of regular CLEO meetings shall include a notice of the time, date, and place of each meeting, and its tentative agenda pursuant to RSMo section 610.020.
- II. When it is necessary to hold a special meeting on less than twenty-four hours' notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes, pursuant to RSMo section 610.020 (4)

Section 3. Meetings and Information

- I. All meetings of the CLEO shall be open to the public in accordance with WIOA and Missouri open meeting laws. The CLEO shall make available to the public, on a regular basis through its open meetings, information regarding the activities of the CLEO, including information regarding the Regional Plan prior to submission of the Plan, information regarding membership and, upon request, minutes of formal meetings of the CLEO.

- II. Meetings or portions of meetings may be closed to the general public by the Chair of the CLEO, but only in compliance with the exemptions granted by the open meetings provisions of section 610.021, RSMo.

Section 4. Meeting Minutes

Minutes of the CLEO meetings shall be taken and shall be distributed to all CLEO members at or before the next regular meeting of the Council.

Section 5. Quorum

- I. A quorum shall be required in order for the Council to transact business. The quorum shall be four of the seven members; half of which can be the designee of the Chief Elected Official (CEO). This designee must be an elected official representing said county and must present signed proxy from the CEO at each meeting. A simple majority vote of the quorum shall be sufficient for passage of any item placed before the body for action.
- II. In the event a Commissioner cannot fulfill their responsibilities leaving only six members of the Council, a quorum of three (3) members shall be sufficient to conduct business until a new member is appointed and the Council consists of seven (7) members.

ARTICLE VII WDB NOMINATION & APPOINTMENT PROCESS

When a vacancy occurs on the Workforce Development Board, the CLEO will be notified of the vacancy. Either by the Workforce Development Board Chair, Executive Director, or staff designee. The notification will be provided to the Presiding Commissioners of the county for which the vacancy appears.

Pursuant to WIOA, the CLEO appoints the members of the local Workforce Development Board in accordance with the following:

Section 1. Nomination

- I. Business representatives must be appointed from among individuals nominated by local business organizations and business trade associations. The definition of business members must meet the minimum criteria set forth by the ~~DWD in its policy 10-2018, titled: Local Workforce Development Board Membership Requirements and Certification/Recertification Procedures under the Workforce Innovation and Opportunity Act (WIOA or Act) Change 1, dated May 21, 2019~~ by the current OWD issuance, or as it may be amended.
- II. Labor organization representatives must be appointed from among individuals who have been nominated by local labor federations in accordance with a formal policy established by the CLEO to facilitate these nominations.
- III. When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment

activities as described in WIOA 107(b)(2)(C)(i) or (ii), nominations shall be solicited from those particular entities to select a representative from adult education and literacy providers or a representative from higher education. (WIOA sec. 107(b)(6)).

- IV. Representatives appointed to local workforce development boards must have "optimum policy-making authority", that is the individual may reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action as well as meet any additional definitions set by the DWD.
- V. Members who are representatives of organizations with "demonstrated experience and expertise" shall mean an individual who contributes to the field of workforce development, human resources, training and development, or a core program function or who the Local Board recognizes for valuable contributions in education or workforce development related fields.
- VI. Members of the Local Board may be appointed as a representative of more than one entity if the individual meets all the criteria for representation.

Section 2. Appointments

- I. The Council of Local Elected Officials appoints members to the Local Workforce Development Board per WIOA 107(b)(1) and WIOA section 107(b)(2). Diversity considerations should be given when appointing members to the local Workforce Development Board to ensure racial, ethnic, and cultural diversity, as well as the diversity of individuals with disabilities from labor markets within the local Workforce Investment Area.
- II. The WDB shall consist of a minimum of 19 members of which 51% shall be local business representatives, as follows: One (1) from each of the seven counties and the balance at-large members.
 - A. The business representatives shall be owners, chief executive or operating officers, or other business executives, or employers with optimum policymaking or hiring authority. They should represent businesses that provide employment opportunities in the local area in demand industry sectors or occupations.
 - B. Two of the business representatives shall be representatives of small business as defined by the Small Business Administration.
- III. 20% of the WDB members shall be appointed from workforce representatives. These representatives:
 - A. Must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives.

- B. Must include one or more 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 organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.
- C. May include one or more representatives 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 or representatives 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.

IV. The WDB must also include:

- A. At least one eligible provider administering adult education and literacy activities under WIOA title II.
- B. At least one representative from an institution of higher education providing workforce investment activities, including community college.
- C. At least one representative from each of the following governmental and economic and community development entities:
 - i. Economic and community development entities
 - ii. The State employment service office under the Wagner-Peyser Act serving the local area
 - iii. The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title

V. The CLEO may include individuals or representatives of other appropriate entities in the local area, including:

- A. Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment
- B. Governmental and economic and community development entities who represent transportation, housing, and public assistance programs
- C. Philanthropic organizations serving the local area; and

- D. Other appropriate individuals as determined by the chief elected officials.
- VI. WDB appointees may represent more than one category; however, shall only have one vote per issue.
- VII. WDB members shall continue in their positions once their terms have expired until their term is renewed or a new member has been appointed to their seat.
- VIII. All WDB members shall be appointed by a consensus of the members of the Council.
- IX. The Council may appoint a nominating committee or may request that the WDB appoint a nominating committee.

Section 3. Appointments Terms

The CLEO shall appoint the members of the WDB for two year staggered terms. Members may be reappointed at the pleasure of the CLEO.

Section 5. Vacancies

- I. In the event of notification of a vacancy a new member shall be appointed from the category of membership in which the vacancy occurred.
- II. The appointment shall be made in accordance with the nomination process applicable to the category of membership in which the vacancy occurred.
- III. The member appointed shall fulfill the term of the member whose separation from the WDB resulted in the vacancy.

Section 6. Removal

The CLEO may remove a board member and reappoint someone to the seat vacated as a result of the removal at any time that the appointing CLEO becomes aware:

- I. That a WDB member has had more than three (3) unexcused absences, or
- II. That an appointed board member ceases to represent the category of membership to which they were appointed, or
- III. That a Board member has resigned, is unable to finish their term because of health reasons, death, or resignation, or
- IV. That a Board member has committed an act of moral turpitude

ARTICLE VIII CONFLICT OF INTEREST AND CONFIDENTIALITY

Section 1. Voting Prohibited

- I. CLEO members are prohibited from voting on a matter under consideration by the CLEO when:
 - A. the matter concerns the provision of services by the member or by an entity that the member represents; or
 - B. the matter would provide direct financial benefit to the member or the immediate family of the member; or
 - C. the matter concerns any other activity determined by the CLEO to constitute a conflict of interest as specified in the Regional Plan.
- II. CLEO's Policy. Members of the CLEO are expected to avoid unethical behavior in the course of performing their official duties. The CLEO not only expects its members to avoid impropriety, but also to avoid the appearance of impropriety whether or not any actually exists. Members must avoid:
 - A. using their position for private gain;
 - B. giving preferential treatment to any person or entity;
 - C. losing their independence or impartiality in making decisions; or
 - D. acting in any way that might erode public confidence in the integrity of the CLEO.
- III. Abstention. CLEO members shall individually abstain from voting on issues and matters that will result in a direct, indirect, or perceived conflict of interest. Abstentions, and the general reasons therefore, should be duly recorded in the minutes of the meeting.

Section 2. Confidentiality

All information, whether transmitted orally or in writing, that is of such a nature that it is not, at that time, a matter of public record or public knowledge is deemed confidential by the CLEO. Members shall not disclose confidential information obtained in the course of or by reason of his or her membership on the CLEO to any person or entity not directly involved with the business of the CLEO. Further:

- I. No member shall use confidential information obtained in the course of or by reason of his or her membership on the CLEO in any matter with intent to obtain financial gain for the member, the member's immediate family or any business with which the member is associated.
- II. No member shall disclose confidential information obtained in the course of or by reason of his or her membership on the CLEO in any manner with the intent to obtain financial gain for any other person.

ARTICLE IX RECORDKEEPING

Section 1. Minutes and Actions of the CLEO

The CLEO shall maintain, at its principal office, a permanent record of the minutes of all formal meetings of the CLEO.

Section 2. Miscellaneous Records

A copy of the following records shall be maintained at the CLEO's principal office:

- I. By-Laws and all amendments thereto;
- II. Resolutions of the CLEO;
- III. All written communications to all members within the past three years;
- IV. A list of the names, business, and contact information of the members and officers currently serving on the CLEO; and
- V. Any written reports, studies, recommendations, plans or other documents approved and adopted by the CLEO in the course of carrying out its duties and purposes.

ARTICLE X NON-DISCRIMINATION

The CLEO 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, sex, national origin, disability or veteran status. It shall be the policy and practice of the CLEO to comply fully with federal and state laws, regulations and requirements governing non-discrimination, affirmative action, equal employment and civil rights.

ARTICLE XI AMENDMENTS

The By-Laws may be amended at any regular meeting of the CLEO with prior written notice having been given to all members of the CLEO at least seven (7) days in advance. Approval of any amendment to the By-Laws requires a simple majority vote of the quorum.

ARTICLE XII SEVERABILITY

If any of the provisions of these By-Laws 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 By-Laws shall remain in full force and effect.

Basic Skill Deficient (BSD) Policy

Basic Skills Assessment

Introduction

The following Basic Skills Assessment shall be followed to ensure individuals are assessed for Basic Skills Deficiencies. Testing accommodations will be made to any test administration procedure to provide equal access for individuals with disabilities.

Background

The Workforce Innovation and Opportunity Act (WIOA) focuses on serving “individuals with barriers to employment” and seeks to ensure access to quality services. WIOA states recipients of public assistance, other low-income Individuals, and individuals who are **basic skills deficient**, must receive priority for individualized career services and training services.

For purposes of WIOA, Basic Skills Deficient (BSD) means, an individual:

- Who is a youth, that has English, reading, writing, or computing skills at or below the eighth (8th) grade level on an accepted standardized test; or
- Who is a youth or adult, that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or society.

Determining basic skills deficiency during intake assists in qualifying customers for eligibility, allows for quality referrals, and can determine program effectiveness.

Determination of WIOA Youth eligibility based on the BSD barrier

A formalized assessment will be administered to evaluate the youth’s strengths as well as any areas of deficiency in the academic skills of Reading, Math, and Language. One or more of the following assessments may be utilized:

- Test of Adult and Basic Education (TABE)
- ACT
- Health Education Systems Inc. (HESI)
- Wonderlic
- Test of Essential Academic Skills (TEAS)
- Comprehensive Adult Student Assessment System (CASAS)
- WorkKeys
- Accuplacer

These assessments may be administered by the Region’s AEL programs, the client’s chosen training provider, or workforce staff.

Assessment results are utilized to document basic skill deficiencies for an eligibility barrier or to determine the youth’s ability to be successful in an academic program.

Determination of Basic Skills for the Objective Assessment (OA)

WIOA requires every youth to complete an Objective Assessment (OA) to evaluate the basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs,

Basic Skill Deficient (BSD) Policy

Basic Skills Assessment

and developmental needs of the participant. The OA must identify the career pathway for the youth participant and is used to develop a corresponding Individual Service Strategy (ISS).

The requirement to review basic skills as part of the objective assessment process is not the same as conducting a basic skills assessment for eligibility determination for the basic skills deficient barrier or conducting a basic skill assessment for determination of an education functioning level gain within the Measurable Skills Gain indicator. If using the basic skill deficient component of WIOA Youth eligibility in WIOA(3)(5)(A), programs must use a generally accepted standardized test, which DOL defines as an approved test from the list of tests the Secretary of Education determines to be suitable for use in the National Reporting system for Adult Education¹

The Ozark Region has adopted a screening tool to help identify if an individual is basic skills deficient. This Basic Skills Screening Tool is required for all WIOA youth applicants. The Basic Skills Screening Tool will help assess the youth for the required basic skills section of the OA and help determine if additional testing is needed to evaluate “basic skill deficient”. The Basic Skill Screening Tool must not be used to determine a youth’s educational needs.

A youth, who is unable to complete the screening tool without assistance and answers “No” to one (1) or more questions, must automatically be assessed as basic skills deficient using at least one of the approved assessments identified in the previous section, school records, or other assessment as approved by the program supervisor that provide sufficient details to determine skill level..

A youth, who can complete the screening tool without assistance and answers “Yes” to all the questions, has satisfied the basic skills requirement of the OA. However, for youth entering training services, additional assessments may be used to determine the appropriateness of the training program.

Determination of BSD for Adult Priority of Service

The Basic Skills Screening Tool will help identify if an individual is basic skill deficient for the purposes of priority of service and referrals for Adults or Dislocated Workers. The screening tool should be given prior to conducting any assessment test. The tool is for identification of priority of service and for referral purposes.

Anyone unable to complete the screening tool without assistance or answers “No” to one (1) or more questions, must automatically receive a referral for adult basic education services. Any WIOA Adult participant should receive priority of services as having a basic skills deficiency.

Approved by the Workforce Development Board August 3, 2022 and by the Council of Local Elected Officials October 12, 2022.

¹ Department of Labor Employment and Training Administration, Strategies and Considerations: A Brief on Youth Assessments, Youth Connections. ITA Strategies and Considerations Youth Assess 20210205 (1). pdf



Co Enrollment and Exit Policy

The Ozark Region utilizes an integrated service model that promotes universal access, consistency of services, and dual enrollment of customers into programs. An overview is provided below.

- Customers seeking assistance in the Ozark Region receive a welcome and check-in using the Kiosk. Customers are then given computer access to begin their Wagner-Peyser registration. All customers meet with staff where individual needs and eligibility for a variety of programs and services are reviewed.
- The Ozark Region follows the State's policies for co-enrollment of WIOA, TAA, and all Wagner-Peyser services. When appropriate, dual/multi enrollment is used to expedite the customer's training plan and to leverage all available funding sources.
- All of the Labor Exchange services authorized by WP are also classified as WIOA Basic or Individualized Career Services and, therefore, must be delivered by all Missouri Job Center staff. The only Missouri Job Center services that are restricted to State merit staff are those funded by the Jobs for Veterans State Grant.
- Career Services for both WIOA Title I Adult and Dislocated Worker customers, and for Title III WP customers, are to be promptly provided by all appropriate staff, regardless of their employer of record or funding source. Staff must enroll and provide services in the program in which they are funded by. These services may be recorded by any staff authorized to utilize the statewide electronic case-management system case data, under the appropriate program providing the service.
- To ensure personnel are fully knowledgeable about all MJC programs and services, staff members participate in Dislocated Worker and Trade Act service integration training, Missouri Association of Workforce Development (MAWD), and National Association of Workforce Development Professionals (NAWDP) capacity building sessions. They also participate in intra-agency teams and committees that help with case management activities.

Mandatory Co-Enrollment

- All job seekers receiving staff-assisted services must be enrolled in the Wagner-Peyser program.
- Any Career Service provided by WIOA-funded staff that is not defined as self-service or informational, requires, at a minimum, the completion of a WIOA Adult Basic Career (ABC) enrollment. WIOA staff must complete this enrollment directly after completing a Wagner-Peyser enrollment; it is recommended that the Common Intake feature be utilized. If enrolling into Dislocated Worker program, full Dislocated Worker eligibility is required. .



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- All TAA participants must be co-enrolled in the WIOA Dislocated Worker program.
- All National Dislocated Worker Grant requirements will be dependent on the individual grant and outline in the respective manual.
- ~~All Missouri SkillUP (skills, training, or work experience for Food Stamp recipients) participants who receive training must be co-enrolled in the WIOA Adult program.~~
- Co-enrollment with other job training grants will be considered based on the specific grant and availability of funds.

Priority of Service

The Region will follow the local Priority of Service policy, which rate will not be lower than 50.1%.

Exits

A “common exit” approach is used by the system for WIOA Title 1 Adult, Dislocated, and Youth, Title III Wagner-Peyser, and TAA programs.

A “soft” exit occurs when an individual has not received a documented staff-assisted service in 90 days in Wagner-Peyer, WIOA, or TAA (Trade Act).

A “hard” exit may be requested under the following conditions:

- If the participant exits the program because he or she has become incarcerated in correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.
- If the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- If the participant is deceased.
- If the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- If the participant is in the foster care system as defined in 45 CFR 1255.20(a), and exits the program because the participant has moved from the area as part of such a program or system. (Youth only)
- If the participant is a criminal offender in a correction institution under section 225 of WIOA.

Exit Follow-Up

WIOA Adult and Dislocated Worker

For customers who are not showing on the performance rosters as reporting wages, staff must complete the follow-up tabs for the 2nd and 4th quarter after exit. Staff are required to contact participants to: obtain supplemental employment information (if applicable) or determine that the customer is not employed and offer and provide the appropriate services as needed.



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For customers that received WIOA training services, staff must complete the follow-up tabs for the 2nd quarter after exit. Staff are required to contact participants to collect Training Related to Employment information.

WIOA Youth

Staff must complete the WIOA follow-up tab for all four quarters after exit. For reporting purposes, staff must complete all exit information, including, but not limited to, entered employment, school status, youth placement, and credential obtainment.

Staff must attempt different avenues to make contact with participants. These must be documented in the follow-up tab or in Case Notes.

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