



Agenda

Planning and Oversight Committee

November 18, 2025

11:30 AM

**Missouri Job Center
1660 N Campbell Ave
Springfield, MO 65803**

Join Zoom Meeting

<https://zoom.us/j/95069757498?pwd=IAloRbGmqF8eplyQ7O6di49Cq8V1hZ.1>

Meeting ID: 950 6975 7498

Passcode: 876933

1. Call to Order

2. Approval of Minutes

2.1. September 16, 2025, Planning & Oversight Committee Meeting Minutes

3. New Business

3.1. 2026 Planning & Oversight Committee Meeting Calendar

3.2. Youth Incentive Policy (*Revised*)

4. Reports

4.1. Performance Report (*Karen Dowdy*)

4.2. Monitoring Report (*Karen Dowdy*)

4.3. Workforce Update (*Ericka Schmeeckle*)

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5. Adjournment

Call to Order			
	A regular meeting of the Ozark Region Workforce Development Board Planning and Oversight Committee was held via Zoom on Tuesday, September 16, 2025. The meeting convened at 11:31 a.m., with Dan Montgomery presiding.		
Roll Call			
	Ms. MacNeill called Roll and indicated a quorum.		
<i>*Notes an ORWDB Member,</i>			
Committee Members in Attendance	☐ Abby Benz*	☒ Dan Montgomery*	☐ Charlyce Ruth
	☐ Jeremy MacLaughlin*	☐ Michelle Clark*	☐ Susan Johanson*
Guests in Attendance	Andrea Sitzes*, Joshua Morris*, Kevin McGill*, Pat Shay*, Saul O'Dell*, Bill Skains, Carmen May, Cindi Koenneker, Cynthia Collins, Erick Schmeekle, Karen Dowdy, Katherine Proctor, Laura Vales, Maddy MacNeill, and Tracy Keithley		
Approval of Previous Meeting Minutes			
July Meeting Minutes	A motion was made by Andrea Sitzes and seconded by Kevin McGill to approve the minutes from the July 15 th meeting. The motion carried.		
New Business			
Basic Skills Deficiency (BSD) Policy (Policy Approval)	Ms. Karen Dowdy discussed the existing policy for that has been in effect for a number of years, but recently, some participants were unable to complete the usual methods for determining BSD levels -a questionnaire and TABE test. Ms. Dowdy proposed using other methods (school records such as an IEP or the Pathful Explorer program) at the discretion of the Youth program supervisor (Tracy Keithley). Distinctions: ○ This change is only for non-eligibility determinations. If basic skill deficiency were used as an eligibility criterion, a nationwide standardized test like the TABE would still be required. ○ The Pathful Explorer test is not a nationwide standardized test recognized by the Department of Education, which is acceptable since it is not being used for eligibility. ○ The goal is to get a short test to "back up" the deficiency and direct individuals to work experience and remediation. Discussion on BSD Screening Tool: The current screening tool includes questions like the ability to follow written instructions, fill out a basic medical form, perform basic math (add, subtract, multiply, divide whole numbers up		

	to three digits), and perform basic computer tasks. Participants must read and respond to the questions themselves. <i>A motion was made by Pat Shay to adopt the policy changes and was seconded by Kevin McGill. The motion carried.</i>
<i>Co-Enrollment Policy (Policy Change Approval)</i>	Ms. Dowdy presented the Committee with a proposal to revise the current Co-Enrollment Policy. • Proposed Change: The Committee is removing the internal requirement that every Skill Up participant be co-enrolled with WIOA. • Rationale: The previous requirement was impacting performance because Skill Up individuals were not as successful and were not completing. • Funding and Eligibility: ○ Skill Up and WIOA are funded with two different sets of funds, with Skill Up being non-WIOA. ○ Skill Up funds must be used first if the person qualifies. ○ Individuals must be receiving SNAP benefits to be eligible for Skill Up. ○ Participants will only be co-enrolled with WIOA if they specifically need WIOA services, such as supportive services that Skill Up does not provide. <i>A motion was made by Pat Shay to adopt the policy changes and was seconded by Andrea Sitzes. The motion carried.</i>
<i>Required Partners Survey</i>	Purpose: The survey was suggested to gauge how partners view the job center and its services. This report did not require a vote for approval. Results: ○ Responses: Seven responses were received out of an estimated 14 partners surveyed (approximately a 50% return rate). ○ Satisfaction: The results included two "very satisfied," three "satisfied," one "neutral," and one "dissatisfied". ○ Comments: Positive comments included being "good partners" and quick to respond. Suggestions included increasing engagement by bringing partners together through scheduled meetings/events and welcoming them at job fairs/the job center. ○ Dissatisfaction: The one dissatisfied response was anonymous and did not include comments, which would have been helpful for improvement.

	Next Steps: Management plans to increase engagement with partners and try to conduct the survey annually to track improvements.
Reports	
<i>Performance Report</i>	• Reporting Period: Program Year (PY) 24-25, which ended June 30th. The latest report was updated on 8-14-2025, reflecting data up to 6-30-2025. Performance Measures: Measures include employment in quarter two and quarter four, credential attainment, skill gains, and median earnings. Performance is rated as: Green (100%+ of goal), Yellow (90%+ of goal), or Red (not meeting performance). Performance Results for PY 24-25 (Latest Report): Program Employment Q2 Employment Q4 Credential Skill Gains Median Earnings • Adult 90% (Yellow) 84% (Red) 103% (Green) 135% (Green) 104% (Green) • Dislocated Worker 117% (Green) 98% (Yellow) Did Not Meet (Red) 166% (Green) 116% (Green) • Youth Exceeded all measures for the year (Green) • Wagner-Peyser Met or exceeded all goals (Green) Addressing Performance: Strategies to address performance include consistent outreach, constant contact, and using releases to get grades. The statistical adjustment model will come into play after PY 24-25 closes out. Training & Services (Since July 1, 2024 - WIOA Funded): ○ Training: 18 Adults (average cost: < \$3,500), 1 Dislocated Worker, 8 Youth (average cost: > \$10,000, including welding school). ○ Work Experience: 26 youth participated, making at least minimum wage (\$13.75/hour). PENMAC is the employer of record. ○ Supportive Services: 31 individuals received at least 71 supportive services (e.g., transportation, work-related expenses). ○ Intensive Case Management: The program works with individuals who have barriers, which is not fully counted in the performance measures. Job Center Visits (PY25-26 July1-September 2, 2025): ○ 1447 visitors assisted by staff in Springfield ○ 832 visitors assisted by staff in Branson ○ 2022 visitors total ○ Job Orders: 214 Job Orders, 1427 Job Openings, 1163 referrals

<i>Monitoring Report</i>	Ms. Dowdy gave the Monitoring report. The report is not yet complete. The first quarter report for PY25-26 will be available at the next Planning and Oversight Committee. Internal and State monitoring is currently in progress.
<i>Workforce Update</i>	Ms. Schmeeckle gave an update for the workforce and WIOA. The future of funding was still being debated amongst Congress.
<i>Adjournment</i>	
	<i>A motion was made by Pat Shay and seconded by Kevin McGill to adjourn. Motion carried.</i> The meeting was adjourned at 12:20 a.m.

Notes taken by: Robert Hansen, Administrative Assistant

Next Meeting: TBD, *Tentatively January 20, 2026*

Ozark Region Workforce Development Board

2026 Committee Meetings and Event Calendar

CLEO	9:00 a.m.	ORWDB	8:30 a.m.
Youth	10:00 a.m.	Planning and Oversight	11:30 a.m.
Finance	8:30 a.m.	State of the Workforce	8:30 a.m.
Executive	9:30 a.m.		

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

*The December meeting is a joint meeting between the CLEO and ORWDB, time is TBD.
Week days that are in gray represent days that the Job Center is expectedly closed.

Approved TBD

WIOA Youth/Aspire Program Incentive Policy

Purpose Statement:

Since WIOA Youth programs are driven by performance outcomes, incentives encouraging successful completion are beneficial to youth, program providers and ultimately local areas. Based on this premise, the following youth incentive policy and procedures are established in accordance with OWD Issuances and TEGL 21-16.

Policy:

The criterion for incentive awards is tied to the youth performance outcomes as established by WIOA. Incentives may be awarded to participant based upon their progress and/or achievement of milestones in the program tied to work experience, education, or training outlined in their Individual Service Strategies (ISS) and/or Employment Plan.

A participant may receive more than one incentive for the achievement of multiple outcomes. For purposes of this document, at any point during the program refers to participation in WIOA Youth. No incentives will be awarded to participants during the 12 month follow-up period or after the participant has exited follow-up. Due to availability of funds, incentive amounts may vary throughout a program year. The total dollar amount a participant can receive in incentives shall not exceed \$1,000 per program year dependent on funding availability.

In order to process the incentive, the required documentation will be placed-uploaded in the participant's hard-copy file, documented in the appropriate MoJobs screens, and case noted in MoJobs demonstrating the criteria to receive the incentive has been met. A completed Incentive Request Form (with supporting documentation) will be submitted for approval to the Workforce Development Supervisor or Designee.

Procedures:

The following procedures shall be followed in the issuance of incentives:

High School Diploma/HiSET/GED Credential Incentive Award (\$200)

Participants, enrolled in education at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a high school diploma. Participants who earn their high school equivalency after the date of participation, or at any point during the program, are authorized to receive an incentive award for successful completion of the HiSET or GED. The amount of the incentive is \$200.00. In order to receive the incentive, documentation, in the form of a copy of the diploma, GED/HiSET/High School transcripts, or Comprehensive Score Report will be submitted.

Post-Secondary Degree and/or Certificate Credential Incentive Award (\$250)

Participants, enrolled in Post Secondary education or training at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a degree or credential through advanced training or post-secondary education. The amount of the incentive is \$250.00. In order to receive the incentive, documentation in the form of a copy of the diploma, certificate, license or transcript will be submitted.

Measurable Skill Gain Achievement Incentive (\$50)

Participants who take part in an activity associated with an ISS identified goal that results in a Measurable Skill Gain recognized by WIOA and earned in accordance with WIOA and State of Missouri Office of Workforce Development Policy during WIOA Youth participation are authorized to receive an incentive award. The amount of the incentive is \$50. In the event attaining a Measurable Skill Gain would trigger multiple different incentives under this policy, staff must only pay the highest of the possible incentive. Example: Certification attainment, resulting in a credential, is considered a Measurable Skill Gain and this policy allows for \$250 in incentive for this achievement. The customer would only be eligible for \$250, not \$300 (\$250+\$50). In order to receive this incentive, documentation in the form of:

- Documentation recognized by WIOA and/or State of Missouri Office of Workforce Development that complies with current data validation requirements of the achieved Measurable Skill Gain

Successful Completion of Work Experience Incentive Award (\$200)

Participants who take part in an allowable youth work experience authorized under WIOA associated with an ISS identified goal and receive a minimum of satisfactory or better performance on the Employer Evaluation of the participant at the end of their work experience are authorized to receive an incentive award. The amount of the incentive is \$200. In order to receive the incentive, documentation in the form of:

- Completed Hours documented and verified by timesheets; and
- Employer Evaluation of the participant indicating satisfactory or better performance

Incentive Pay Schedule - Ozark Region WIOA Youth Program

Credential Incentive	Amount	Required Information
HS Diploma/HiSET/GED	\$200	Copy of diploma or transcripts required
Post-Secondary Degree/Certificate*	\$250	Copies of Diploma, Certificate, and/or transcripts
Successful Completion of Work Experience	\$200	Copy of participant evaluation form
* Listed Above Indicates Items Considered for Multiple Performance Measures		

Revised November 2025

~~Revised June 2024~~

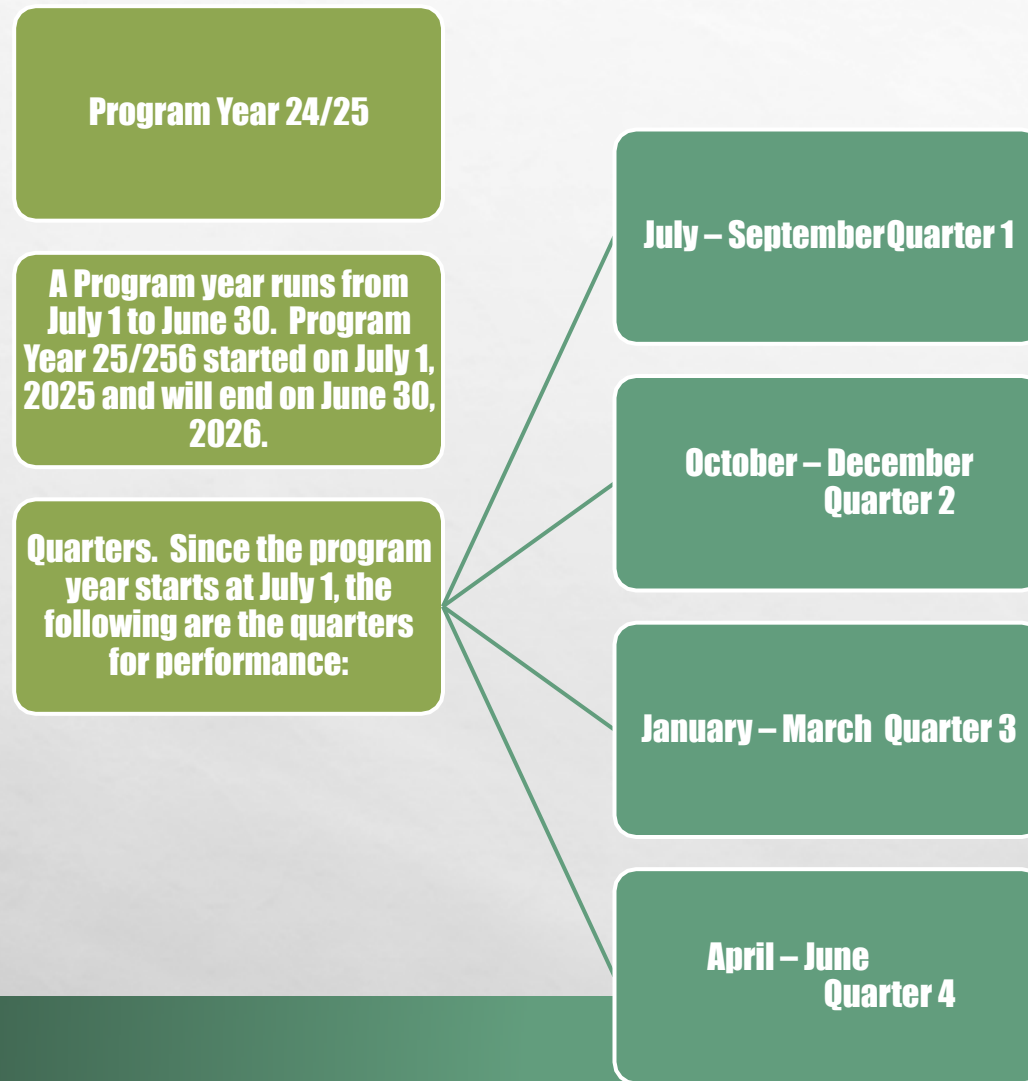
Approved by the WDB 02/07/2024

Approved by the CLEO 02/09/2024



PERFORMANCE

PY 2024 Q4



PROGRAM YEAR

MEASURES

- **THE WORKFORCE INNOVATION AND OPPORTUNITY ACT OUTLINES THE PERFORMANCE MEASURES THAT MUST BE FOLLOWED. THEY INCLUDE:**
 - **EMPLOYMENT QUARTER 2-EXITERS**
 - **EMPLOYMENT QUARTER 4-EXITERS**
 - **CREDENTIAL-EXITERS**
 - **SKILL GAINS-ENROLLED IN TRAINING FOR THE CURRENT YEAR**
 - **MEDIAN EARNINGS-EXITERS**

**Obtained by matching the
MOJobs system and the UI
System**



Median Earnings

The median earnings value is the wage in the middle of the rank order list. Median = the middle value of a set of ordered data. If the list rank order of earnings contains an even number of values, sum the two middle values and divide by two.

**EMPLOYMENT
& MEDIAN
EARNINGS**

EXITERS

**PARTICIPANTS WHO WERE
ENROLLED AND EXITED OUT OF
THE PROGRAM AFTER 90 DAYS
OF NO SERVICES.**

Data status



Current year: PY25



Current Quarter: PY25-Q1

Current month: PY25-Sep

Most recent registration: 09/30/2025

Most recent exit date: 09/25/2025

Date site updated: 10/27/2025

Date file created: 10/23/2025

PERFORMANCE PY 2025-2026 Q1

Green Meeting 100% or more in performance

Yellow Meeting 90% of goal

Red Not meeting performance

Adult

Performance	Contribution				
Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	70.73%	71.50%	98.93%	29	41
Employment Q4	47.83%	71.00%	67.36%	22	46
Credential	100.00%	76.00%	131.58%	3	3
Skill Gains	81.82%	65.00%	125.87%	9	11
Median Earnings	\$4,725.00	\$6,600.00	71.59%	29	0

Dislocated Worker

Performance	Contribution				
Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	100.00%	76.50%	130.72%	3	3
Employment Q4	100.00%	75.50%	132.45%	3	3
Credential	66.67%	79.00%	84.39%	2	3
Skill Gains	0%	55.00%	0%	0	1
Median Earnings	\$999,999.99	\$8,100.00	0%	3	0

Youth

Performance	Contribution				
Indicator	Actual	LWDB Plan	% Achieved	num	den
Employment Q2	87.50%	77.50%	112.90%	7	8
Employment Q4	71.43%	72.00%	99.21%	5	7
Credential	100.00%	64.00%	156.25%	2	2
Skill Gains	27.78%	47.00%	59.10%	5	18
Median Earnings	\$4,123.68	\$4,400.00	93.72%	7	0

Wagner-Peyser

Performance		Contribution				
Indicator		Actual	LWDB Plan	% Achieved	num	den
Employment Q2		68.20%	73.00%	93.43%	459	673
Employment Q4		73.29%	69.00%	106.22%	612	835
Credential		0%	0%	0%	0	0
Skill Gains		0%	0%	0%	0	0
Median Earnings		\$7,835.69	\$7,000.00	111.94%	459	0

We do not negotiate Wagner-Peyser numbers.

COMPARISON

Program	Measure	Goal	Quarter 1 24/25	Quarter 1 25/26	
Adult	Employment Quarter 2	71.5%	71.43%	70.73%	
	Employment Quarter 4	71%	58.52%	47.83%	
	Credential	76%	83.33%	100%	
	Skill Gains	54%	18.18%	81.82%	
	Median Earnings	\$6,600	\$6,482.21	\$4,725	
DW	Employment Quarter 2	76.50%	75%	100%	
	Employment Quarter 4	75.50%	72.22%	100%	
	Credential	79%	25%	66.67%	
	Skill Gains	60%	22.22%	0%	
	Median Earnings	\$8,100	N/A	N/A	
Youth	Employment Quarter 2	77.50%	100%*	87.50%	
	Employment Quarter 4	70%	100%*	71.43%	
	Credential	64%	0**	100%	
	Skill Gains	55%	0	27.78%	
	Median Earnings	\$4,400	N/A	\$4,123.68	



**WHAT'S
BEING
DONE**

TRAINING

- **35 INDIVIDUALS ACTIVELY PARTICIPATING IN TRAINING**
 - **11 ADULT**
 - **1 DISLOCATED WORKER**
 - **13 YOUTH**
- **TIED TO CREDENTIALS & SKILL GAINS**
- **FUNDED THROUGH WIOA SINCE JULY 1, 2025**
 - **7 ADULT AVERAGE COST \$3,009.67**
 - **1 DISLOCATED WORKER COST \$1,805.69**
 - **8 YOUTH, AVERAGE COST \$7,307.50**

WHAT'S NOT FULLY COUNTED

Work Experience

Supportive Services

Intensive Case Management

***Visits to the Job Center**

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

15

WORK EXPERIENCE

- **19 YOUTH ARE CURRENTLY IN WORK EXPERIENCE OPPORTUNITIES FOR PY25/26 PROGRAM YEAR. PARTICIPANTS RECEIVED AT LEAST MINIMUM WAGE, \$13.75 PER HOUR. PARTICIPANTS CAN HAVE UP TO 400 HOURS OF WORK EXPERIENCE. PENMAC SERVES AS THE EMPLOYER OF RECORD AND COVERS PAYROLL AND WORKMAN'S COMPENSATION.**

SUPPORTIVE SERVICES

- **9 INDIVIDUALS HAVE BEEN ASSISTED WITH SUPPORTIVE SERVICES WITH A TOTAL OF 30 SUPPORTIVE SERVICES.**
 - **SUPPORTIVE SERVICES INCLUDED TRANSPORTATION ASSISTANCE (GAS CARDS AND BUS PASSES) AND WORK-RELATED ASSISTANCE SUCH AS APPAREL FOR WORK.**
 - **SEVEN YOUTH RECEIVED INCENTIVE PAYMENTS.**

INTENSIVE CASE MANAGEMENT

- **WORKING WITH INDIVIDUALS ON THEIR BARRIERS**
- **CONSISTENT CONTACT AND FOLLOW-UP**

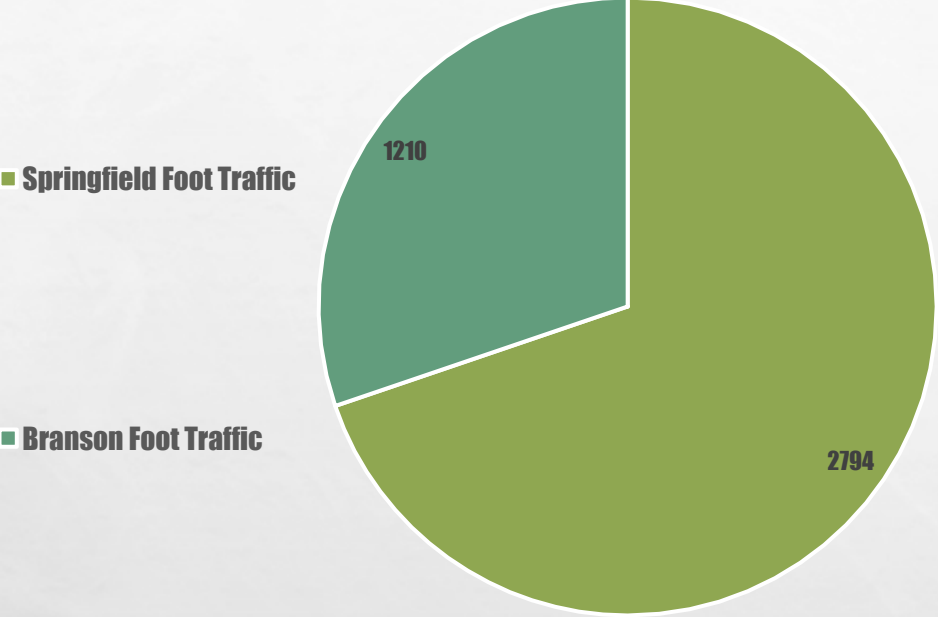
VISITS TO THE JOB CENTER

JULY 1 – SEPTEMBER 2, 2025

- **1,447 HAVE BEEN ASSISTED BY STAFF IN SPRINGFIELD**
- **832 HAVE BEEN ASSISTED BY STAFF IN BRANSON**
- **TOTAL OF 2,022**

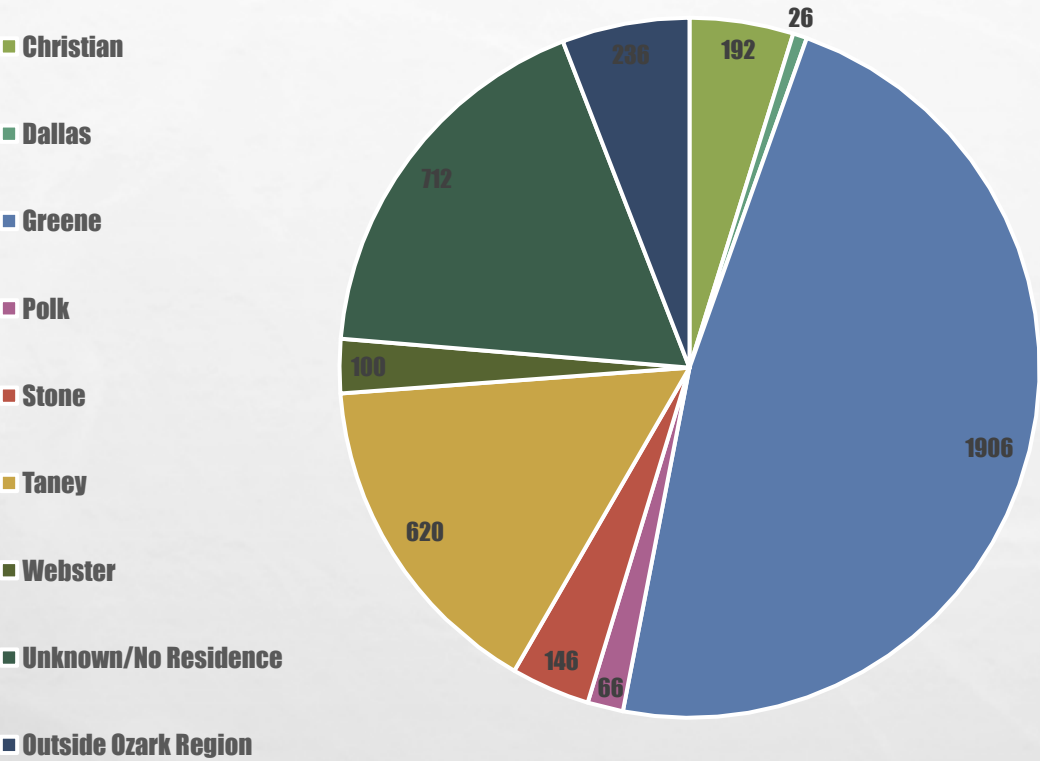
19

Total Foot Traffic



20

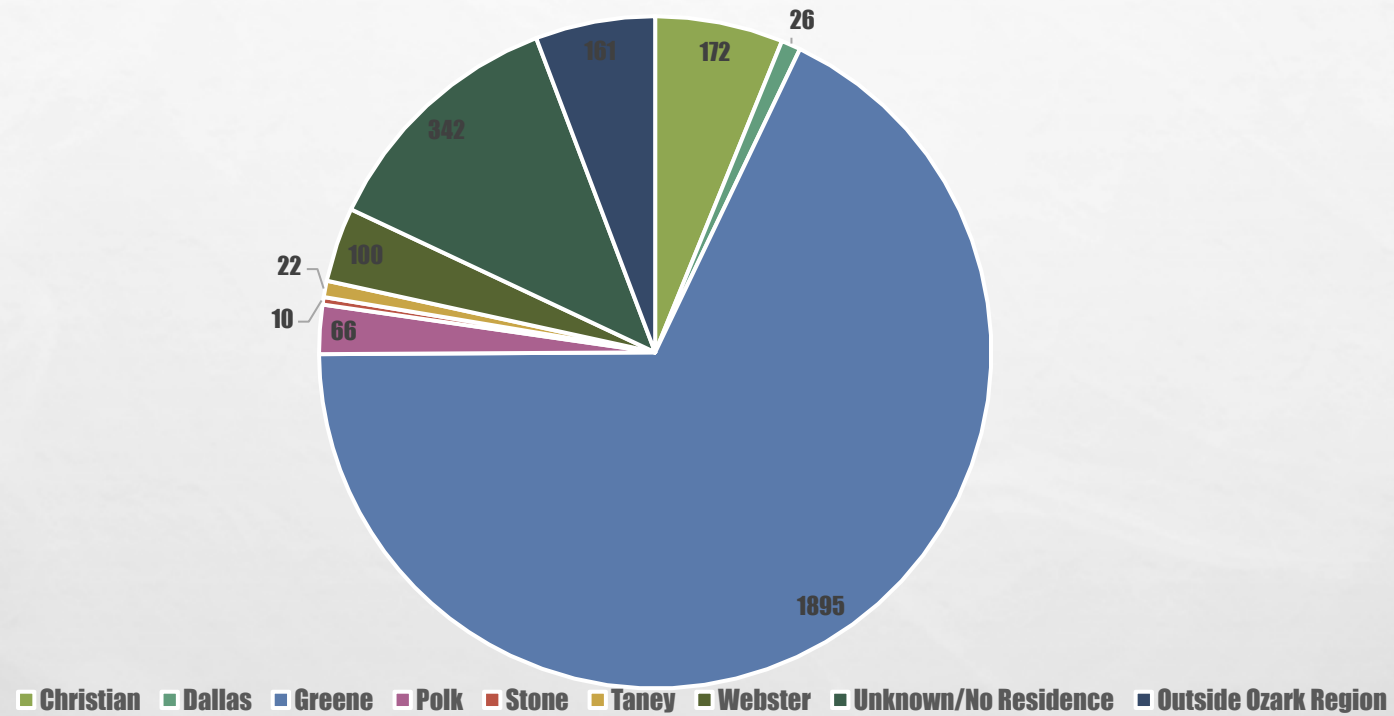
Foot Traffic by County



21

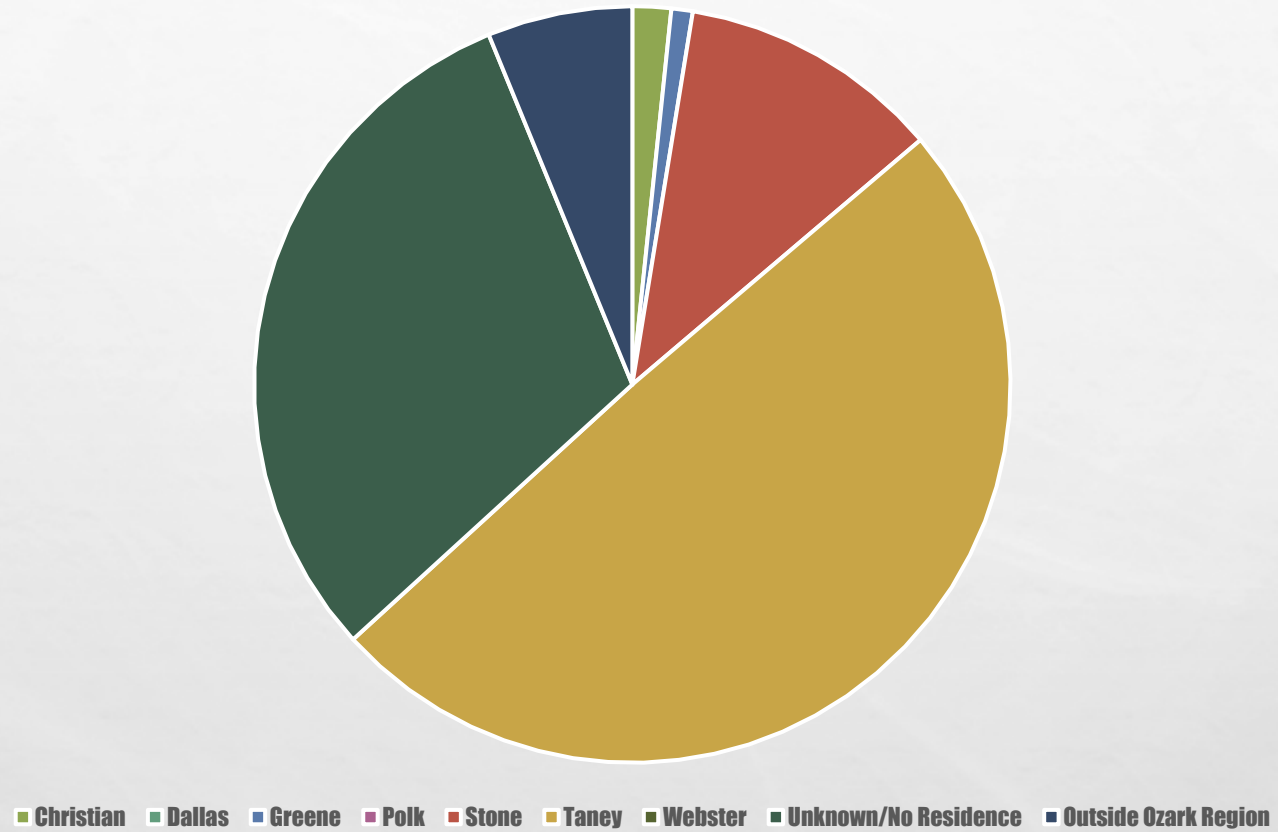
Counties Total	
Christian	192
Dallas	26
Greene	1,906
Polk	66
Stone	146
Taney	620
Webster	100
Unknown/No Residence	712
Outside Ozark Region	236

Springfield Foot Traffic by County



23

Branson Foot Traffic by County



24

JOB ORDERS

Job Order Report - by County					
County	State	Country	Total Job Orders	Total Job Openings	Total Job Referrals
<u>Taney County</u>	MO	US	65	452	266
<u>Christian County</u>	MO	US	17	90	70
<u>Stone County</u>	MO	US	10	24	10
<u>Webster County</u>	MO	US	4	5	10
<u>Greene County</u>	MO	US	253	4,334	3,460
<u>Dallas County</u>	MO	US	5	56	9
<u>Polk County</u>	MO	US	7	21	99
County	State	Country	Total Job Orders	Total Job Openings	Total Job Referrals
Report Totals			214	1,427	1,163
Total Rows: 9					

25

11/17/2025

TYPES

Industry Sector Description	Total Job Orders	Total Job Openings	Total Job Referrals
Construction	26	51	50
Professional Scientific & Technical Svc	15	17	20
Wholesale Trade	20	50	116
Education Services	3	13	5
Arts, Entertainment, and Recreation	1	1	3
Management of Companies and Enterprises	1	3	0
Admin., Support, Waste Mgmt, Remediation	58	178	136
Manufacturing (31-33)	10	14	32
Information	21	21	60
Health Care and Social Assistance	36	1,290	37
Retail Trade (44 & 45)	11	160	79
Agriculture, Forestry, Fishing & Hunting	5	11	0
Accommodation and Food Services	40	437	52
Local Government, Exc. Education, Hospitals	13	212	36
Finance and Insurance	14	16	17
Total Government	4	4	4
Manufacturing (31-33)	1	2	0
Transportation and Warehousing (48 & 49)	6	17	10
Utilities	17	17	10
Manufacturing (31-33)	9	24	40
Other Services (except Public Admin.)	26	36	44
Public Administration	8	9	16
Retail Trade (44 & 45)	6	12	18

Scope of Work

A review of the first quarter of 2025-2026 was conducted for files found beginning July 2025. There were 14 new enrollments in Quarter 1, July 1, 2025 – September 30, 2025. The State MOJOBS database system was used, which also contained uploaded documentation.

Results

The following information was determined:

Eligibility	
Wagner-Peyser Application	14 of 14
SS #	13 of 14 (one used an incorrect verification, but Birth Certificate was obtained.)
Citizenship	14 of 14
Age/Date	14 of 14
Selective Service	8 of 8
EO Compliant & Grievance	14 of 14
Income/Family Size	3 of 3
In School Met	3 of 3
Out of School Met	11 of 11
Employment Plan	
Objective Assessment	14 of 14
Basic Skills Tested	14 of 14
Basic Skills Deficient	2
Occupational Skills	14 of 14
Prior Work Experience	14 of 14
Employability	14 of 14
Interests	14 of 14
Aptitudes	14 of 14
Supportive Service Needs	14 of 14
Developmental Needs	14 of 14
ISS Completed	14 of 14
Career pathway	14 of 14
Barriers addressed	14 of 14
Appropriate Casenote	14 of 14
Youth progress noted	9 too early, 5 noted
Services Provided	
400 Summer Youth Employment	0
401 Education For Workplace Preparation	0
406 Tutoring	0
408 Internship-Unpaid	0
409 Job Shadowing	0
410 Leadership	0



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Overall Review WIOA Youth Program Program Year 2025-2026

Ozark Region

411 Adult Mentoring	0
415 Alternative Secondary School	0
416 Occupational Skills Training	0
417 Comprehensive Guidance	0
418 Adult Education	0
420 Scholars	0
421 Career Awareness/Exploration	0
425 Work Experience	6
426 Work Experience Unpaid	0
427 Internship Paid	0
428 OJT	0
431 Prepare Post-secondary	0
433 Pre-Apprenticeship	0
434 Financial Literacy	1
435 Entrepreneurial Skills	0
436 Labor market information	14
480-486 Supportive Services	2
Incentive	0
Incentive according to policy	N/A
Follow Up Services	0
Service closed appropriately	All
Services not supposed to be posted	0
Corresponding casenotes	14 of 14
Services provided not posted	0
Work Experience	
Work Experience	0
Detailed Plan	0
Complaint and Grievance	0
Occupational component	0
Academic Goal	0
Supportive Services	
In allowable activity	1 of 1
Reasonable and necessary	1 of 1
Unable to obtain through other programs	1 of 1
Documented under activities	1 of 1
Case noted	1 of 1
Follow-local plan	1 of 1
Performance Review	
MSG	NA
Attainment of certificate Credential Tab	NA
In File?	NA
Follow-up provided	NA

MISSOURI JOB CENTER is an equal Employer/Program.

Auxiliary aides and services are available upon request to individuals with disabilities. Missouri Relay 1-800-735-2966

Notes:

- No employment history
- Incomplete documentation
- Need to work on objectives
- Late notes

Observations/Areas of Concern

Some had objectives the same as goals. Documents were slow to be uploaded until the last of the quarter when this improved. Work Experience documentation had missing information on several worksite agreements.

At the time of the preparation of this report, Quarter 1 performance had not been released.

Summary

The Compliance Coordinator met one-on-one with staff to review individual monitoring sheets. Staff were provided a copy and given a deadline for correcting and returning the monitoring sheets.

Staff should be encouraged to ensure objectives reflect steps to achieve the goals. In addition, to ensure paperwork is complete, a new process was implemented to include a review of the paperwork prior to starting the work experience. It is continued recommended that the elements be reviewed to determine if other elements are actually being utilized.

Completed September 30, 2025
Karen Dowdy, Compliance Coordinator