Agenda

Council of the Local Elected Officials

December 19, 2025	9:30 AM	Missouri Job Center 1660 N Campbell Ave Springfield, MO 65803

This meeting is held in conjunction with the Ozark Region Workforce Development Board, and as such will immediately follow the Board's meeting.

Join Zoom Meeting
https://zoom.us/j/98203488072?pwd=GNh51cuqCCHDhHGq1goE68txSPbWIJ.1
Meeting ID: 982 0348 8072
Passcode: 468389

1. Call to Order

2. Roll Call

3. Approval of Minutes

3.1. October 3, 2025, CLEO Meeting Minutes

4. New Business

4.1. Finance Report

4.2. Wagner-Peyser Funding

4.3. ORWDB Bylaws revision

4.4. Youth Incentive Policy

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.

4.5. 2026 CLEO Meeting Calendar

5. Reports

5.1. ORWDB Report (*Andrea Sitzes*)

6. Adjourn

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Ozark Region

Council of Local Elected Officials
Meeting Minutes
October 03, 2025

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 9:05 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, Barbara Williams, Bill Skains, Carmen May, Diane Rozier, Ericka Schmeeckle, Jason Ray, Jody Vernon, Karen Dowdy, Maddy MacNeill, Saul O'Dell, Toby Stevenson, and Tracy Keithley		

Approval of Minutes

Minutes of June 26, 2025, CLEO Meeting

Commissioner Dixon asked for any additions or corrections to the minutes.

- **Motion:** Made by Commissioner Nick Plummer.
- **Second:** Commissioner John Crawford.
- **Vote:** Passed unanimously.

New Business

Finance Report

Presented by: Mr. Toby Stevenson

- **Discretionary Funding:** Business services representative funding is just over 7% expended. ABA2 funding had $16,000 expended in the last couple of months, with expectations for this to increase.
- **Program Performance (Funding Closed June 2025):**
  - Dislocated Worker and Adult programs ended with 100% expenditures.
  - Operating vs. Participant split was 66% operating / 34% participant, meeting the board's 70/30 benchmark.
  - Youth program ended with 100% expenditures and 20.2% work experience, meeting the 20% benchmark.
- **Current Carryover Funding:**
  - Dislocated Worker is over 75% expended; Adult is just under 87% expended.
  - Youth program carryover is over 89% expended with 33.7% in work experience.
- **Foot Traffic:**
  - Since July 1, there have been 2,022 visits.
  - An error in the state system failed to populate county data for 187 participants from a job fair; this has been sent to the state for correction.
  - Costs are primarily in Greene and Taney Counties.

	• **Budget & Travel:**
	  ○ New FY25 funding is questionable due to federal budget uncertainties.
	  ○ Budget shows $604.65 in actual expenditures and over $33,000 in expected costs.
	  ○ Upcoming travel includes trips to Mississippi ($13,760), NAWDP ($8,000 + $5,000), and a community leadership trip ($3,000).
	○ **Audit Warning:** Toby advised that travel expenses will be highly scrutinized by auditors for "reasonableness" and "necessity," especially given the potential government shutdown.
	• **Action:**
	○ **Motion to Accept:** Commissioner Paul Ipock.
	○ **Second:** Commissioner John Crawford.
	○ **Vote:** Passed unanimously.

Mone-Stop Operator Monitoring Report	Presented by: Ms. Karen Dowdy • **Summary:** The required annual report contained no significant findings. • **Recommendation:** A recommendation was made to survey partners to gauge their sentiment regarding the job center. • **Action:** ○ **Motion to Accept:** Commissioner Nick Plummer. ○ **Second:** Commissioner Paul Ipock. ○ **Vote:** Passed unanimously.

Substate Monitoring Report	Presented by: Ms. Dowdy
	• **Summary:** A culmination of annual monitoring showed no significant findings.
	• **Action:**
	  • **Motion to Accept:** Commissioner John Crawford.
	  • **Second:** Commissioner Nick Plummer.
	  • **Vote:** Passed unanimously.

EO Program Analysis	Presented by: Ms. Dowdy
	• **Summary:** An annual statistical analysis regarding discrimination.
	• **Findings:** Individuals age 55 and older are struggling to find employment, but no evidence was found that program actions are causing an adverse impact.
	• **Action:**
	  ○ **Motion to Accept:** Commissioner John Crawford.
	  ○ **Second:** Commissioner Paul Ipock.
	  ○ **Vote:** Passed unanimously.

Service Location Changes	Presented by: Ms. Ericka Schmeeckle
	• **Proposal:** Request support to close the Springfield satellite office and move to a referral system with staff regularly present in each county.
	• **Details:**
	  o Current satellite staff support the change and have waived the 120-day notice requirement.
	  o Staff will hold meetings in counties with local partners to determine optimal locations and schedules.
	• **Action:**
	  o **Motion to Accept:** Commissioner Nick Plummer.
	  o **Second:** Commissioner John Crawford.
	  o **Vote:** Passed unanimously.

CLEO Bylaws Updates	Presented by: Ms. Dowdy
	• **Proposed Changes:** Updates to the address, secretary appointment process, and removal of specific issuance numbers. Recommendation to change Vice Chair elections to every two years instead of every year.
	• **Amendment:** The CLEO discussed and agreed to change the Vice Chair election term from one year to two years.
	• **Action:**
	  o **Motion to Approve (with amendment):** Commissioner Paul Ipock.
	  o **Second:** Commissioner Nick Plummer.
	  o **Vote:** Passed unanimously.

Basic Skills Deficiency Policy	Presented by Ms. Dowdy
	• **Policy Update:** Introduction of a questionnaire for youth to determine basic skills deficiency. This allows supervisors to determine an alternative assessment for participants who cannot complete the questionnaire, replacing the need for a four-hour test when not used for eligibility purposes.
	• **Action:**
	  o **Motion to Accept:** Commissioner John Crawford.
	  o **Second:** Commissioner Paul Ipock.
	  o **Vote:** Passed unanimously.

Co-Enrollment Policy	Presented by Ms. Dowdy
	• **Policy Update:** Removal of mandatory co-enrollment with the "Skill Up" program to avoid negative impacts on performance metrics.
	• **Action:**
	  o **Motion to Accept:** Commissioner John Crawford.
	  o **Second:** Commissioner Nick Plummer.
	  o **Vote:** Passed unanimously.

Election of Vice Chair	• **Nomination:** Commissioner Paul Ipock nominated Commissioner Nick Plummer.
	• **Acceptance:** Commissioner Nick Plummer accepted the nomination.
	• **Action:**
	   o **Motion to Elect:** Commissioner Paul Ipock.
	   o **Second:** Commissioner John Crawford.
	   o **Vote:** Passed; Nick Plummer elected Vice Chair.

Reports	
ORWDB Report	Presented by Ms. Andrea Sitzes, Board Chair **Update:** Commended staff for refining foot traffic and monitoring reports. Work continues on finalizing details for upcoming travel and consultant meetings to ensure strategic value.

City of Springfield Report	Presented by Ms. Schmeeckle
	• **Federal Funding Update:**
	   o Senate Appropriations Committee proposed level funding for WIOA for 2025.
	   o House Appropriations Committee recommended eliminating WIOA Adult and Youth funding entirely and drastically decreasing Dislocated Worker funding.
	• **Advocacy:**
	   o A continuing resolution is in place until November 21st.
	   o Staff is distributing templates to board members and employers to advocate for WIOA funding.
	   o Ms. Schmeeckle emphasized the need for immediate advocacy given the severe proposed cuts.

Adjournment	
	Commissioner Bob Dixon adjourned the meeting with no objections. The meeting was adjourned at 9:36 a.m.

Notes taken by: Robert Hansen, Administrative Assistant

Next Meeting: December 03, 2025

Workforce Development – Ozark Region

Financial Report as of October 2025

Current Funding Budget & Expenditures

2022/2023/2024 Programs	PY24 ACTUAL	FY25 ACTUAL	PY25 ACTUAL	FY26 ACTUAL	TOTAL ACTUAL	TOTAL BUDGET	% EXPENDED	Prior Year Funding	Variance	Variance Percentage
Workforce Innocation Opportunity Act Funds										
PY24 - ADULT	$126,214.00				$126,214.00	$126,214.00	100.00%	$ 128,198	$ (1,984)	-2%
FY25 - ADULT		$515,799.00			$515,799.00	$515,799.00	100.00%	$ 523,631	$ 48,485	-1%
PY25 - ADULT			$52,616.74		$52,616.74	$156,251.00	33.67%	$ 126,214	$ 30,037	24%
FY26 - ADULT					$0.00	$646,622.00	0.00%	$ 515,799	$ 130,823	25%
TOTAL ADULT					**$694,629.74**	**$1,444,886.00**	48.08%			
PY24 - YOUTH	$834,511.00				$834,511.00	$834,511.00	100.00%	$ 849,196	$ 102,036	-2%
PY25 - YOUTH			$65,833.97		$65,833.97	$974,058.32	6.76%	$ 834,511	$ 139,547	17%
TOTAL YOUTH					**$900,344.97**	**$1,808,569.32**	49.78%			
PY24 - DISLOCATED WORKER	$106,552.00				$106,552.00	$106,552.00	100.00%	$ 94,356	$ 12,196	13%
FY25 - DISLOCATED WORKER		$324,163.72			$324,163.72	$387,736.00	83.60%	$ 343,173	$ 44,563	13%
PY25 - DISLOCATED WORKER			$9,687.60		$9,687.60	$82,318.00	11.77%	$ 106,552	$ (24,234)	-23%
FY26 - DISLOCATED WORKER					$0.00	$303,337.00	0.00%	$ 387,736	$ (84,399)	-22%
TOTAL DISLOCATED WORKER					**$440,403.32**	**$879,943.00**	50.05%			
PY24 - 25% DW-RR BUSINESS SERVICES	$11,485.51				$11,485.51	$80,000.00	14.36%			
OTHER - 392-ABA2		$16,000.00			$16,000.00	$150,000.00	10.67%			

PY23, FY24 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	169,701.10	17,028.44	210,225.13	40,524.03	
24100		DISLOCATED WORKER FY25 PROGRAM	PROG OTHER STAFFING COSTS	40,133.67	6,419.57	33,484.30	-6,649.37	
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	74,086.27	8,084.70	68,607.05	-5,479.22	
			TOTAL	**324,163.72**	**31,532.71**	**387,736.00**	**63,572.28**	**83.60**

PY23, FY24 Adult Programs (July 2024 – June 2026)

FUND	P&G	DESCRIPTION	ACCOUNTS	ACTUAL	MONTHLY	BUDGET	BUDGET VARIANCE	% EXPENDED
24090		ADULT PY24 ADMIN	SALARY/FRINGE/OTHER	12,621.40	0.00	12,621.40	0.00	
24090		ADULT PY24 PROGRAM	SALARY & FRINGE	82,575.86	0.00	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	SALARY/FRINGE/OTHER	51,579.90	0.00	51,579.90	0.00	
24090		ADULT FY25 PROGRAM	SALARY & FRINGE	193,948.79	19,067.75	222,135.76	28,186.97	
24090		ADULT FY25 PROGRAM	PROG OTHER STAFFING COSTS	74,888.66	22,046.99	74,067.08	-821.58	
24090		ADULT FY25 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	63,465.27	0.00	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	131,916.38	27,476.26	91,266.82	-40,649.56	
			TOTAL	515,799.00	68,591.00	515,799.00	0.00	**100.00**

AD & DW PY24/FY25 Operating	647,613.07	68%
AD & DW PY24/FY25 Participant	311,485.56	32%

PY24 Youth Program (April 2024 – June 2026)

DESCRIPTION	ACCOUNTS	Actual	MONTHLY	Budget	BUDGET VARIANCE	% EXPENDED
YOUTH PROG PY24 ADMIN	SALARY/FRINGE/OTHER	58,455.60	16,139.15	83,451.10	24,995.50	
YOUTH PY 24 PROGRAM IN SCHOOL	SALARY & FRINGE	20,463.41	-1,046.03	22,011.45	1,548.04	
YOUTH PY 24 PROGRAM IN SCHOOL	PROG OTHER STAFFING COSTS	8,452.64	1,861.45	7,263.71	-1,188.93	
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	35,133.33	8,258.46	13,847.77	-21,285.56	
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	388,804.71	-19,874.64	415,103.10	26,298.39	
YOUTH PY 24 PROGRAM OUT SCHOOL	PROG OTHER STAFFING COSTS	137,170.24	35,057.04	97,578.98	-39,591.26	
YOUTH PY 24 PROGRAM OUT SCHOOL	YOUTH INDIVIDUAL TRAINING ACCOUNT	51,809.00	8,850.00	45,000.00	-6,809.00	
YOUTH PY 24 PROGRAM OUT SCHOOL	WORK EXPERIENCE	76,783.51	16,223.17	73,127.62	-3,655.89	
YOUTH PY 24 PROGRAM OUT SCHOOL	WORK EXPERIENCE STAFFING	53,434.20	23,928.32	60,522.53	7,088.33	
YOUTH PY 24 PROGRAM OUT SCHOOL	SUPPORTIVE SERVICES	4,004.36	1,606.35	10,104.74	6,100.38	
YOUTH PY 24 PROGRAM OUT SCHOOL	OS INDIRECT	0.00	0.00	5,000.00	5,000.00	
TOTAL OBLIGATED EXPENDITURES =0%	**TOTAL WEP = 23.7%**	**834,511.00**	**91,003.27**	**834,511.00**	**0.00**	**100.00**

PY24, FY25 DWP Programs (July 2025 – June 2027)

FUND	P&G	DESCRIPTION	ACCOUNTS	ACTUAL	MONTHLY	BUDGET	BUDGET VARIANCE	% EXPENDED
24100		DISLOCATED WORKER PY25 ADMIN	SALARY/FRINGE/OTHER	7,881.91	7,881.91	8,231.80	349.89	
24100		DISLOCATED WORKER PY25 PROGRAM	SALARY & FRINGE	0.00	0.00	51,143.53	51,143.53	
24100		DISLOCATED WORKER PY25 PROGRAM	PROG OTHER STAFFING COSTS	0.00	0.00	15,180.59	15,180.59	
24100		DISLOCATED WORKER PY25 PROGRAM	INDIRECT PROGRAM	0.00	0.00	100.00	100.00	
24100		DISLOCATED WORKER PY25 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	1,805.69	1,805.69	4,062.08	2,256.39	
24100		DISLOCATED WORKER PY25 PROGRAM	ON THE JOB TRAINING	0.00	0.00	100.00	100.00	
24100		DISLOCATED WORKER PY25 PROGRAM	APPRENTICESHIP	0.00	0.00	100.00	100.00	
24100		DISLOCATED WORKER PY25 PROGRAM	REGISTERED APPRENTICESHIP	0.00	0.00	100.00	100.00	
24100		DISLOCATED WORKER PY25 PROGRAM	WORKFORCE PREPARATION ACTIVITIES	0.00	0.00	100.00	100.00	
24100		DISLOCATED WORKER PY25 PROGRAM	INCUMBENT WORKER TRAINING	0.00	0.00	100.00	100.00	
24100		DISLOCATED WORKER PY25 PROGRAM	SUPPORTIVE SERVICES	0.00	0.00	3,000.00	3,000.00	
24100		DISLOCATED WORKER PY25 PROGRAM	WORK EXPERIENCE	0.00	0.00	100.00	100.00	
			TOTAL	**9,687.60**	**9,687.60**	**82,318.00**	**72,630.40**	**11.77**
24100		DISLOCATED WORKER FY26 ADMIN	SALARY/FRINGE/OTHER	0.00	0.00	30,333.70	30,333.70	
24100		DISLOCATED WORKER FY26 PROGRAM	SALARY & FRINGE	0.00	0.00	140,172.01	140,172.01	
24100		DISLOCATED WORKER FY26 PROGRAM	PROG OTHER STAFFING COSTS	0.00	0.00	50,488.88	50,488.88	
24100		DISLOCATED WORKER FY26 PROGRAM	INDIRECT PROGRAM	0.00	0.00	100.00	100.00	
24100		DISLOCATED WORKER FY26 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	0.00	0.00	46,249.28	46,249.28	
24100		DISLOCATED WORKER FY26 PROGRAM	ON THE JOB TRAINING	0.00	0.00	22,593.10	22,593.10	
24100		DISLOCATED WORKER FY26 PROGRAM	APPRENTICESHIP	0.00	0.00	8,000.03	8,000.03	
24100		DISLOCATED WORKER FY26 PROGRAM	REGISTERED APPRENTICESHIP	0.00	0.00	100.00	100.00	
24100		DISLOCATED WORKER FY26 PROGRAM	WORKFORCE PREPARATION ACTIVITIES	0.00	0.00	100.00	100.00	
24100		DISLOCATED WORKER FY26 PROGRAM	INCUMBENT WORKER TRAINING	0.00	0.00	100.00	100.00	
24100		DISLOCATED WORKER FY26 PROGRAM	SUPPORTIVE SERVICES	0.00	0.00	5,000.00	5,000.00	
24100		DISLOCATED WORKER FY26 PROGRAM	WORK EXPERIENCE	0.00	0.00	100.00	100.00	
			TOTAL	**0.00**	**0.00**	**303,337.00**	**303,337.00**	**0.00**

PY24, FY25 Adult Programs (July 2025 – June 2027)

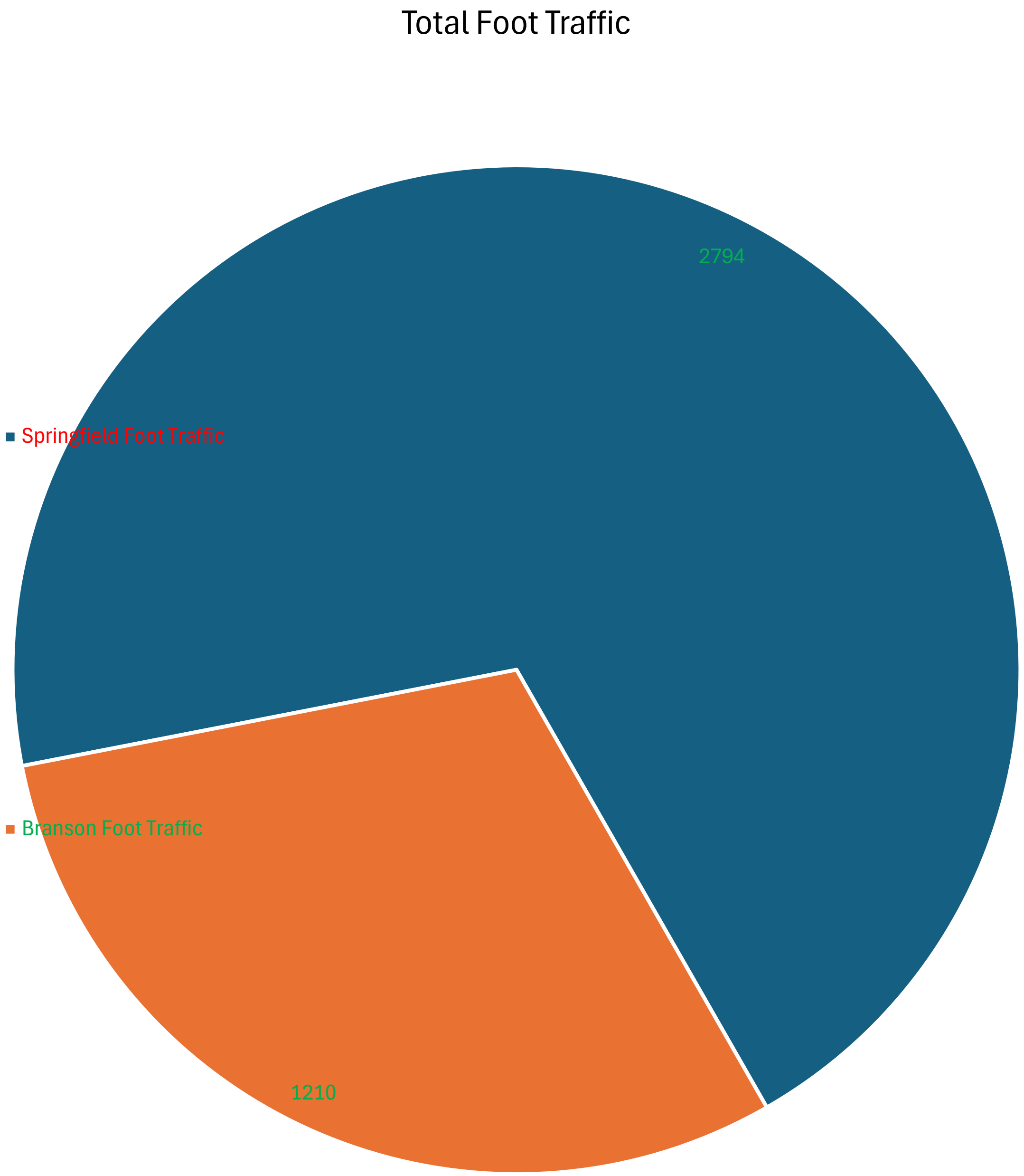
FUND	P&G	DESCRIPTION	ACCOUNTS	ACTUAL	MONTHLY	BUDGET	BUDGET VARIANCE	% EXPENDED
24090		ADULT PY25 ADMIN	SALARY/FRINGE/OTHER	11,347.99	11,347.99	15,625.10	4,277.11	
24090		ADULT PY25 PROGRAM	SALARY & FRINGE	31,198.75	31,198.75	100,723.19	69,524.44	
24090		ADULT PY25 PROGRAM	PROG OTHER STAFFING COSTS	0.00	0.00	24,135.04	24,135.04	
24090		ADULT PY25 PROGRAM	INDIRECT PROGRAM	0.00	0.00	100.00	100.00	
24090		ADULT PY25 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	10,070.00	10,070.00	9,067.67	-1,002.33	
24090		ADULT PY25 PROGRAM	ON THE JOB TRAINING	0.00	0.00	100.00	100.00	
24090		ADULT PY25 PROGRAM	PRE-APPRENTICESHIP	0.00	0.00	100.00	100.00	
24090		ADULT PY25 PROGRAM	REGISTERED APPRENTICESHIP	0.00	0.00	100.00	100.00	
24090		ADULT PY25 PROGRAM	WORKFORCE PREPARATION ACTIVITIES	0.00	0.00	100.00	100.00	
24090		ADULT PY25 PROGRAM	INCUMBENT WORKER TRAINING	0.00	0.00	100.00	100.00	
24090		ADULT PY25 PROGRAM	SUPPORTIVE SERVICES	0.00	0.00	5,000.00	5,000.00	
24090		ADULT PY25 PROGRAM	WORK EXPERIENCE	0.00	0.00	100.00	100.00	
			TOTAL	**52,616.74**	**52,616.74**	**155,251.00**	**102,634.26**	**33.89**
24090		ADULT FY26 ADMIN	SALARY/FRINGE/OTHER	0.00	0.00	64,662.20	64,662.20	
24090		ADULT FY26 PROGRAM	SALARY & FRINGE	0.00	0.00	306,012.75	306,012.75	
24090		ADULT FY26 PROGRAM	PROG OTHER STAFFING COSTS	0.00	0.00	100,418.22	100,418.22	
24090		ADULT FY26 PROGRAM	INDIRECT PROGRAM	0.00	0.00	100.00	100.00	
24090		ADULT FY26 PROGRAM	INDIVIDUAL TRAINING ACCOUNT	0.00	0.00	102,335.56	102,335.56	
24090		ADULT FY26 PROGRAM	ON THE JOB TRAINING	0.00	0.00	49,991.64	49,991.64	
24090		ADULT FY26 PROGRAM	PRE-APPRENTICESHIP	0.00	0.00	17,701.63	17,701.63	
24090		ADULT FY26 PROGRAM	REGISTERED APPRENTICESHIP	0.00	0.00	100.00	100.00	
24090		ADULT FY26 PROGRAM	WORKFORCE PREPARATION ACTIVITIES	0.00	0.00	100.00	100.00	
24090		ADULT FY26 PROGRAM	INCUMBENT WORKER TRAINING	0.00	0.00	100.00	100.00	
24090		ADULT FY26 PROGRAM	SUPPORTIVE SERVICES	0.00	0.00	5,000.00	5,000.00	
24090		ADULT FY26 PROGRAM	WORK EXPERIENCE	0.00	0.00	100.00	100.00	
			TOTAL	**0.00**	**0.00**	**646,622.00**	**646,622.00**	**0.00**

AD & DW PY24/FY25 Operating	31,198.75	72%
AD & DW PY24/FY25 Participant	11,875.69	28%

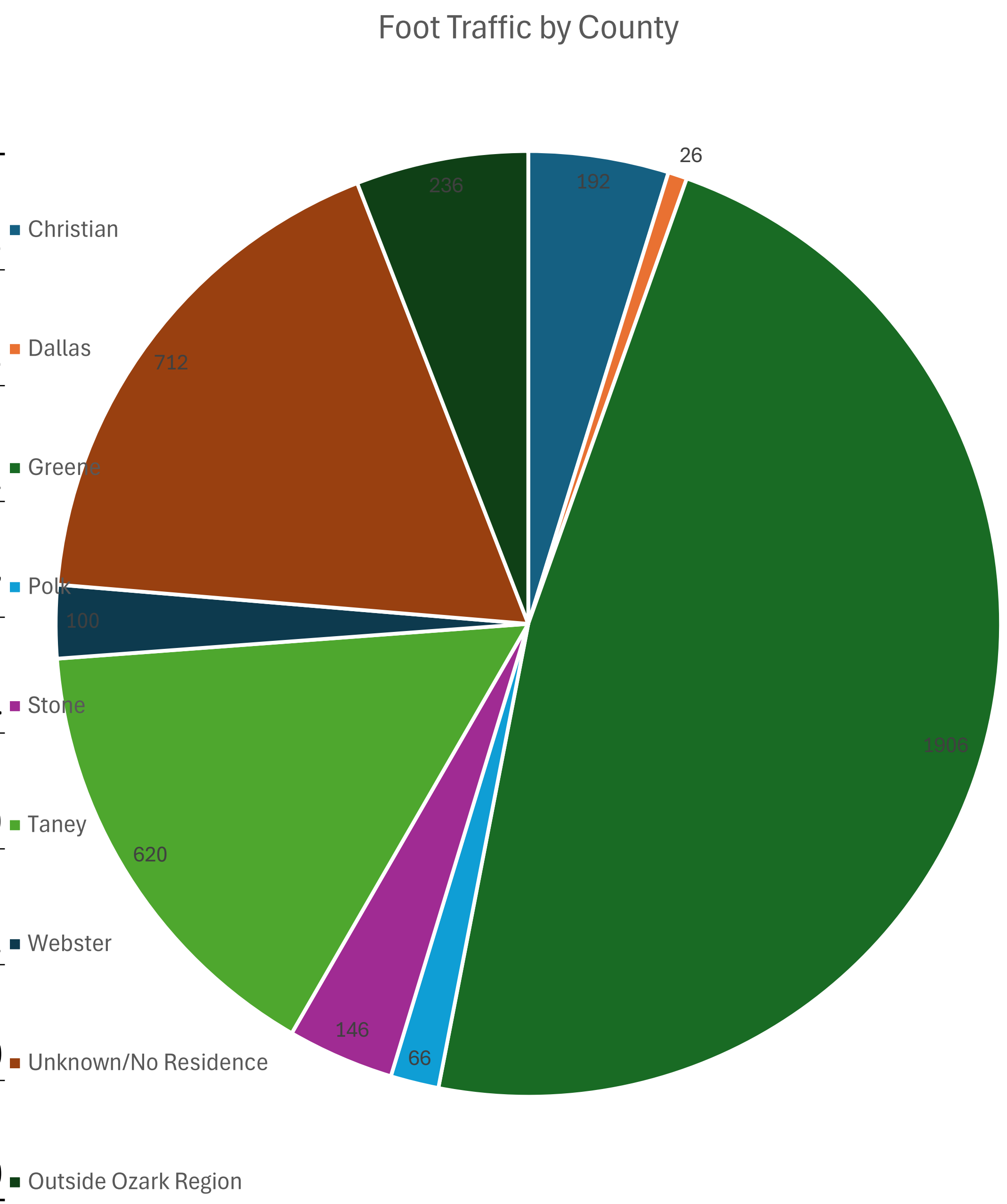
PY24 Youth Program (April 2025 – June 2027)

DESCRIPTION	ACCOUNTS	Actual	MONTHLY	Budget	BUDGET VARIANCE	% EXPENDED
YOUTH PROG PY25 ADMIN	SALARY/FRINGE/OTHER	0.00	0.00	97,405.80	97,405.80	
YOUTH PY 25 PROGRAM IN SCHOOL	IS SALARY & FRINGE	3,291.70	3,291.70	34,325.80	31,034.10	
YOUTH PY 25 PROGRAM IN SCHOOL	IS PROG OTHER STAFFING COSTS	0.00	0.00	11,436.67	11,436.67	
YOUTH PY 25 PROGRAM IN SCHOOL	IS INDIRECT	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM IN SCHOOL	IS ALTERNATIVE SEC. SCHOOL SERVICES	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM IN SCHOOL	IS DROPOUT PREVENTION AND RECOVERY	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM IN SCHOOL	IS ENTREPRENEURIAL SKILLS TRAINING	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM IN SCHOOL	IS FINANCIAL LITERACY EDUCATION	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM IN SCHOOL	IS INCENTIVES	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM IN SCHOOL	IS OCCUP SKILLS TRNG	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM IN SCHOOL	IS ON THE JOB TRAINING	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM IN SCHOOL	IS REGISTERED APPRENTICESHIP	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM IN SCHOOL	IS SUPPORTIVE SERVICES	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM IN SCHOOL	IS WORK EXPERIENCE	0.00	0.00	12,260.24	12,260.24	
YOUTH PY 25 PROGRAM IN SCHOOL	IS WORK EXPERIENCE STAFFING	0.00	0.00	5,213.45	5,213.45	
YOUTH PY 25 PROGRAM IN SCHOOL	IS WORK EXPERIENCE SUPPORTIVE SERVICES	0.00	0.00	2,000.00	2,000.00	
YOUTH PY 25 PROGRAM IN SCHOOL	SUPPORTIVE SERVICES	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS SALARY & FRINGE	62,542.27	62,542.27	423,351.87	360,809.60	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS PROG OTHER STAFFING COSTS	0.00	0.00	141,052.29	141,052.29	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS INDIRECT	0.00	0.00	2,500.00	2,500.00	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS ALTERNATIVE SEC. SCHOOL SERVICES	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS DROPOUT PREVENTION AND RECOVERY	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS ENTREPRENEURIAL SKILLS TRAINING	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS INCENTIVES	0.00	0.00	2,500.00	2,500.00	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS OCCUP SKILLS TRNG	0.00	0.00	78,149.03	78,149.03	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS ON THE JOB TRAINING	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS REGISTERED APPRENTICESHIP	0.00	0.00	100.00	100.00	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS SUPPORTIVE SERVICES	0.00	0.00	2,500.00	2,500.00	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS WORK EXPERIENCE	0.00	0.00	84,743.85	84,743.85	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS WORK EXPERIENCE STAFFING	0.00	0.00	72,519.32	72,519.32	
YOUTH PY 25 PROGRAM OUT SCHOOL	OS WORK EXPERIENCE SUPPORTIVE SERVICES	0.00	0.00	2,500.00	2,500.00	
TOTAL OBLIGATED EXPENDITURES =0%	**TOTAL OBLIGATED WEP = 14.6%**	**65,833.97**	**65,833.97**	**974,058.32**	**908,224.35**	**6.76**

	7/1/25-10/31/25	7/1/25-8/31/25
Total Services (Branson & Springfield)	7047	3658
Total Foottraffic (Branson & Springfield)	4004	2022
Springfield Services	5170	2826
Springfield Foot Traffic	2794	1447
Branson Services	1877	832
Branson Foot Traffic	1210	575
Total Visits	4004	2022
2025-2026 Expenditures	$ 460,197.80	$ 195,932.51
Cost Per Participant	$ 114.93	$ 96.90

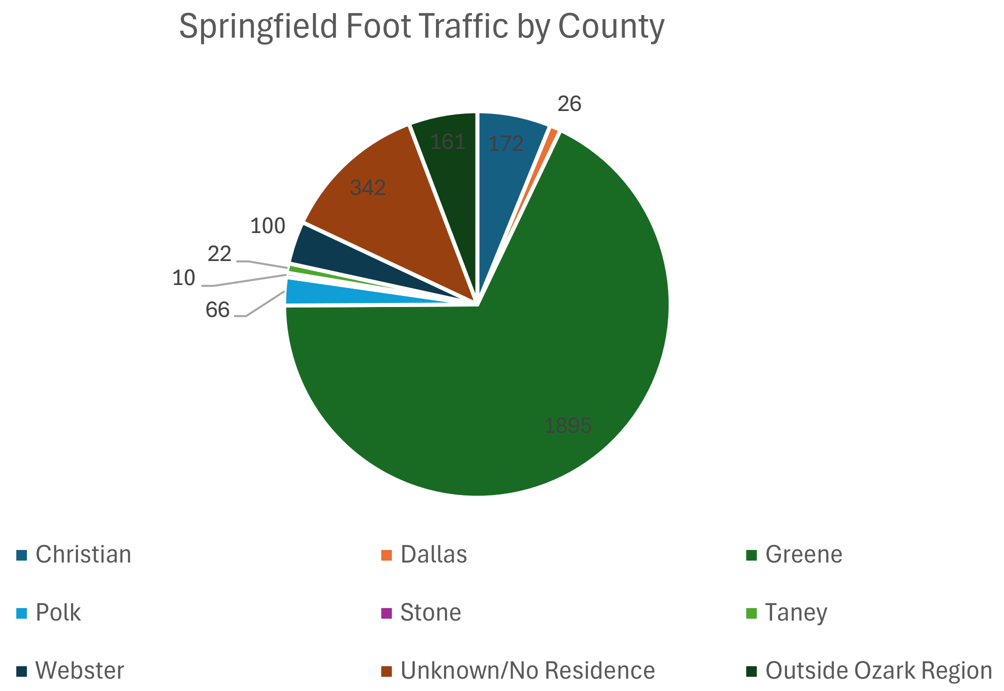


Counties Total	7/1/25-10/31/25	7/1/25-8/31/25
Christian	192	85
Dallas	26	15
Greene	1906	1001
Polk	66	37
Stone	146	64
Taney	620	299
Webster	100	61
Unknown/No Residence	712	370
Outside Ozark Region	236	90

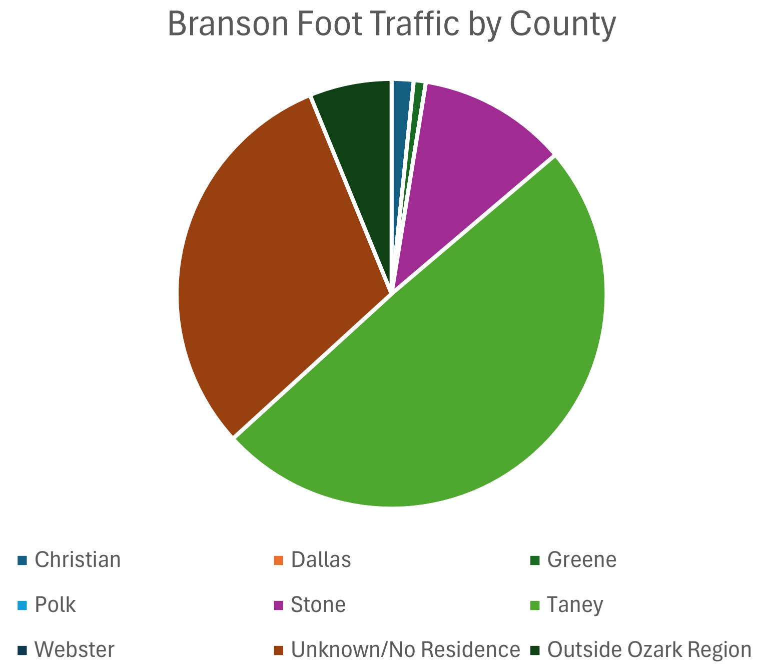


Costs per County	**7/1/25-10/31/25**	**7/1/25-8/31/25**
Christian	$ 22,067.43	$ 8,236.53
Dallas	$ 2,988.30	$ 1,453.51
Greene	$ 219,065.19	$ 96,997.25
Polk	$ 7,585.68	$ 3,585.31
Stone	$ 16,780.44	$ 6,201.62
Taney	$ 71,259.40	$ 28,973.20
Webster	$ 11,493.45	$ 5,910.92
Unknown/No Residence	$ 81,833.38	$ 35,853.13
Outside Ozark Region	$ 27,124.55	$ 8,721.03

Counties out of Springfield	7/1/25-10/31/25	7/1/25-8/31/25
Christian	172	76
Dallas	26	15
Greene	1895	994
Polk	66	32
Stone	10	4
Taney	22	11
Webster	100	61
Unknown/No Residence	342	190
Outside Ozark Region	161	59



Counties out of Branson	7/1/25-10/31/25	7/1/25-8/31/25
Christian	20	9
Dallas	0	0
Greene	11	7
Polk	0	0
Stone	136	60
Taney	598	288
Webster	0	0
Unknown/No Residence	370	180
Outside Ozark Region	75	31



Board Budget

FY24		$ 18,597.61
FY25		$ 20,402.71
Total		$ 39,000.32
Expended		$ 1,215.09
Expected		$ 24,507.00
Remaining		**$ 13,278.23**
Expiring June 30		$ (7,124.48)

Expended Line Item Breakdown	
CONSULTING	$1,200.00
POSTAGE	$15.09
	$ 1,215.09

Expected Line Item Breakdown	
CONSULTING	$2,400.00
INSURANCE PREMIUM	$588.00
MEMBERSHIP DUES	$15.00
TRAVEL	$21,504.00
	$ 24,507.00

Budget Modifications

CPR

Data Entry for the month of
September 2025
Ozark

Funding: WIOA
Grant: 25A55AT000144-01-00
Project: 875
CFDA: 17.258
DWD Contract:

Formula Funds

PY25 **Start Date: 7/1/2025** **End Date: 6/30/2027**

PY25

Adult - PY25 WIOA Adult **Total Budget:** $ 156,251.00

Admin		
Admin Indirect/CAP	$	0.00
Admin Other	$	4,277.11
Admin Salary/Fringe	$	11,347.99
Subtotal:		$15,625.10
Program		
Program Sal/Frng	$	100,723.19
Program Other Staffing Costs	$	25,135.04
Indirect Program	$	100.00
Individual Training Account	$	9,067.67
On the Job Training	$	100.00
Pre-Apprenticeship	$	100.00
Registered Apprenticeship	$	100.00
Workforce Preparation Activities	$	100.00
Incumbent Worker Training	$	100.00
Supportive Services	$	5,000.00
Work Experience	$	100.00
Subtotal:		$140,625.90

Transitional Jobs: 0%
Incumbent Worker Training: 0.07%

Total: $312,502.00

WDB Director______________________

Local WDB Chair Andrea Sitzes______________________

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Final Audit Report 2025-11-07

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By:	Toby Stevenson (toby.stevenson@springfieldmo.gov)
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CPR

Data Entry for the month of
September 2025
Ozark

Funding: WIOA
Grant: 25A55AW000142-01-00
Project: 881
CFDA: 17.278
DWD Contract: P0992600035

Formula Funds

PY25 **Start Date: 7/1/2025** **End Date: 6/30/2027**

PY25

Dislocated Worker - PY25 WIOA DW **Total Budget:** $ 82,318.00

Admin

Admin Salary/Fringe	$ 5,961.40
Admin Other	$ 2,270.40
Admin Indirect/CAP	$ 0.00
Subtotal:	$8,231.80

Program

Program Sal/Frng	$ 51,143.53
Program Other Staffing Costs	$ 15,180.59
Indirect Program	$ 100.00
Individual Training Account	$ 4,062.08
On the Job Training	$ 100.00
Apprenticeship	$ 100.00
Registered Apprenticeship	$ 100.00
Workforce Preparation Activities	$ 100.00
Incumbent Worker Training	$ 100.00
Supportive Services	$ 3,000.00
Work Experience	$ 100.00
Subtotal:	$74,086.20

Transitional Jobs: 0%
Incumbent Worker Training: 0.13%

Total: $82,318.00

WDB Director____________________

Local WDB Chair Andrea Sitzes____________________

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Final Audit Report 2025-11-03

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CPR

Data Entry for the month of
September 2025
Ozark

Funding: WIOA
Grant: 25A55AY000131-01
Project:
CFDA: 17.259
DWD Contract:

Formula Funds

PY25 **Start Date: 4/1/2025** **End Date: 6/30/2027**

PY25

Youth - PY25 WIOA **Total Budget:** $ 974,058.32

Admin		
Admin Salary/Fringe	$	74,008.88
Admin Other	$	23,396.92
Admin Indirect/CAP	$	0.00
Subtotal:		$97,405.80
In-School		
IS Salary/Fringe	$	34,325.80
IS Other Staffing/Oper Costs	$	11,436.67
IS Indirect	$	100.00
IS Alternative Secondary School Services	$	100.00
IS Dropout Prevention and Recovery	$	100.00
IS Entrepreneurial Skills Training	$	100.00
IS Financial Literacy Education	$	100.00
IS Incentives	$	100.00
IS Occup Skills Trng	$	100.00
IS On the Job Training	$	100.00
IS Registered Apprenticeship	$	100.00
IS Supportive Services	$	100.00
IS Work Experience	$	12,260.24
IS Work Experience Staffing	$	5,213.45
IS Work Experience Supportive Services	$	2,000.00
Supportive Services	$	100.00
Subtotal:		$66,336.16
Out-School		
OS Salary/Fringe	$	423,351.87

OS Other Staffing/Oper	$	141,052.29
OS Indirect	$	2,500.00
OS Alternative Secondary School Services	$	100.00
OS Dropout Prevention and Recovery	$	100.00
OS Entrepreneurial Skills Training	$	100.00
OS Incentives	$	2,500.00
OS Occup Skills Trng	$	78,149.03
OS On the Job Training	$	100.00
OS Registered Apprenticeship	$	100.00
OS Supportive Services	$	2,500.00
OS Work Experience	$	84,743.85
OS Work Experience Staffing	$	72,519.32
OS Work Experience Supportive Services	$	2,500.00
Subtotal:		$810,316.36

OS Budget: 92.43%

Work Experience Budget: 20.57%

Total: $974,058.32

WDB Director________________________________

Local WDB Chair Andrea Sitzes________________

Signature: Andrea Sitzes

Email: asitzes@arvest.com

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Final Audit Report 2025-11-07

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Review, Discussion, Questions

OZARK REGION WORKFORCE DEVELOPMENT BOARD, INC.

A MISSOURI NONPROFIT CORPORATION
501c3

BYLAWS

Created October 2021

Ozark Region Workforce Development Board, Inc.
Bylaws

ARTICLE I - NAME, LOCATION AND PURPOSE

Section 1. NAME

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

Section 2. LOCATION

The principal office of the Board shall be located at 1660 N. Campbell, Springfield, Missouri, 65803. The Board may have offices at other places as the Executive Committee may from time to time determine or as the affairs of the Board may require.

Section 3. PURPOSE

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

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

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

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

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

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

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

ARTICLE II - MEMBERSHIP

Section 1. COMPOSITION OF THE BOARD

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 2. NOMINATION

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

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

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

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

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

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

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

Section 3. APPOINTMENT AND REMOVAL

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

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

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

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

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

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

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

Section 4. TERM OF APPOINTMENT

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

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

Section 5. RESIGNATION

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

Section 6. VACANCY

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

Section 7. COMPENSATION

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

ARTICLE III- FUNCTIONS AND DUTIES OF THE BOARD

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

ARTICLE IV - OFFICERS

Section 1. OFFICERS

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

Section 2. ELECTION

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

Section 3. VACANCIES

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

Section 4. QUALIFICATIONS AND DUTIES OF THE OFFICERS

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

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

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

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

(4) Appoint all committee Chairs and committee members;

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

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

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

~~(7)~~(8) Approve letters of support for outside entities applying for workforce-related grants if no monetary commitment is required.

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

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

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

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

ARTICLE V – MEETINGS

Section 1. REGULAR MEETING TIME AND PLACE

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

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

Section 2. SPECIAL MEETINGS

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

Section 3. ANNUAL MEETINGS

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

Section 4. QUORUM

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

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

Section 5. MANNER OF VOTING

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

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

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

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

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

Section 6. CONFLICT OF INTEREST

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

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

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

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

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

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

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

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

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

Section 7. ETHICS

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

Section 8. RECORDKEEPING

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

ARTICLE VI- STANDING AND SPECIAL COMMITTEES

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

Section 1. CREATION OF STANDING COMMITTEES

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

Section 2. GENERAL COMMITTEE RULES

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

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

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

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

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

Section 3. EXECUTIVE COMMITTEE

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

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

Section 4. THE WORKFORCE STRATEGIC PLANNING & OVERSIGHT COMMITTEE

The Workforce Strategic Planning & Oversight Committee shall:

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

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

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

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

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

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

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

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

Section 5. FINANCE COMMITTEE

The Finance Committee shall:

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

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

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

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

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

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

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

4. Policies applicable to competing for discretionary grant funds.

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

Section 6 Youth Committee

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

Section 7 Marketing Committee/State of the Workforce

A. Assignments as determined by the WDB Chair.

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

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

Section 8. AD HOC COMMITTEES

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

ARTICLE VII- PROCUREMENT

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

ARTICLE VIII -NON-DISCRIMINATION

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

ARTICLE IX - AMENDMENTS

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

ARTICLE X - SEVERABILITY

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

ARTICLE XI - PARLIAMENTARY PROCEDURE

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

ARTICLE XII - INDEMNIFICATION

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

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

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

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

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

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

ARTICLE XIII - DISSOLUTION

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

ARTICLE XIV -ADOPTION AND EFFECTIVE DATE

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

Date	ORWDB Chair
Date	ORWDB Vice-Chair

Revision approval date 08/02/2023
Revision approval date 04/02/2025

missouri job center

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Ozark Region

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

Ozark Region WORKFORCE Development Board

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

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*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.

Aprroved TBD