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Amy Sublett, Acting Director  
Division of Workforce Development

Mark Bauer, Exec. Director  
Missouri Workforce Development Board

William L. Skains Jr., Chair  
Missouri Workforce Development Board

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## Missouri Workforce Development Board

September 6, 2017

1:00 PM to 5:00 PM

Governor's Conference on Economic Development

1 South Broadway, St. Louis, MO 63102

**Members Present:** Garland Barton, Don W. Cook Jr., Pat Luebbering (For Steve Corsi), Herd Dankert, Wayne Feuerborn, Dr. John Gaal, Anna Hui, Michael Pantleo, William L. Skains Jr., Todd Spencer, Cheryl Thruston, Leonard Toenjes, Ray Tubaugh

**Members or Representatives Absent:** Dan Atwill, Matthew Aubuchon (Proxy), Cara Canon (Proxy), Rob Dixon, Roberta LeGrand (Proxy), Zora Mulligan, Jeanette Prenger (Proxy), LeRoy J. Stromberg Jr., Joshua Tennison, Margie Vandeven, Randall Williams

**MoWDB Staff Present:** Mark Bauer, Dave Overfelt

**Guest Attendees:** Amy Sublett, Clinton Flowers, Dennis Hall, Mary Ann Rojas, Steve Bryant, Shonda Gray, Missy Edison, Alan Spell, Katie Jones, Tracey Brown, Yvonne Wright, Ryan McKenna, June O'Dell, Jeriane Jaegers-Brenneke, Dennis Lancaster, Sally Payne, Michael Ravenscraft, Alex Blackwell, Alex Stanley, Karen Dowdy, Keith Roderick, Josh Klein, Amy Jackson, Kelley Lingle, Karen Grim, Scott Drachnik, Sherri Rhuems, Melissa Robbins, Sheila Barton, Rhonda Anderson, Dawn Busick-Drinkard, Debra Lee, Linda Kirk, Lisa Elrod, Julie Carter, Diane Simbro, Jim Kolve

**Call to Order, Welcome and Introductions:** Chairman Skains called the meeting to order at 1:05 PM and welcomed everyone.

**Roll Call:** Dave Overfelt called roll and declared a quorum.

**Approval of Board Minutes:** Chairman Skains called for revisions or comments to the May 17, 2017 meeting minutes. With no changes requested, Ray Tubaugh made a motion to approve the minutes. The motion was seconded by Dr. John Gaal and carried unanimously.

**Certified Work Ready Communities (CWRC), Clinton Flowers:** Clinton indicated 85 counties are participating in the CWRC program, 47 are full certified, and 38 are in-progress. Camden, Miller, and Morgan counties from the Central Region submitted their documentation and were prepared to begin working toward their certification goals. Crawford County in the Central Region, Douglas County in the South Central Region, and Polk County in the Ozark Region had achieved their goals in August and were ready for certification.

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The current CWRC Map was provided and is [available online](#). With the information provided and with no questions, Garland Barton offered a motion to the board:

- “I move that the Missouri counties of Camden, Miller, and Morgan be recognized as “Work Ready Communities in Progress”. I further move that these counties be given until September, 2019 to submit the appropriate documentation required to meet full certification.” John Gaal seconded. Motion carried unanimously with no additional discussion.

Garland Barton offered another motion to the board:

- “I move that the Missouri Workforce Development Board, having been presented with an overview and recommendations from the Application Review Team, having State Board representation on such team, and having met 100% of their qualifying goals, with the acknowledgment from ACT; approve Crawford, Douglas, and Polk counties as “Certified Work Ready Communities” effective September 6, 2017 and recommend to Governor Eric Greitens that these counties be accepted as such.” Motion was seconded by John Gaal. Chairman Skains asked how many counties are currently certified and in-progress with these additions. Clint explained that these votes brought the state to 88 participating counties, 50 of which are certified and 38 of which are in-progress. Motion carried unanimously.

**Department of Elementary and Secondary Education (DESE) Update:** Blaine Henningsen, Assistant Commissioner for College and Career Readiness, started by providing information about recent DESE activities and staffing changes. He explained that, for DESE, making high school graduates college and career ready means they need English and math skills as always, but now they also need skills in communications, team work, critical thinking, problem solving, and more. DESE is trying to get kids to use and demonstrate a wide variety of skills before they come out of school. He also indicated that DESE wants their graduates to be prepared enough academically that they don’t have to take remedial classes if they choose to go to college or, if they choose to enter the workforce, that they are prepared to find a quality job that offers a living wage and opportunities for advancement.

Blaine continued by discussing that the work of his division is to handle curriculum. They talked about the Missouri Assessment Program, career education, career intent education, school counseling, and the Missouri Career Pathways Program. As a part of their initiative to encourage career and technical education, a Career and Technical Education Advisory Council was formed. Blaine described the membership of the council, their locations, and their backgrounds. The purpose of the council in general has been to provide planning, identify gaps where we can better communicate available resources, and support legislative initiatives. Additional information [about the council and their work is available online](#).

Blaine explained that one of the recent actions recommended by the council and approved by the State Board of Education was a Career and Technical Education certificate for students entering

this year's high school class. This is not a mandatory initiative, but DESE is encouraging schools and students to participate. Participating students need to be "concentrators" with three credits in a particular line of study, 50 hours or work-base learning experiences, and a 95% attendance rate. They must also have a 3.0 GPA, demonstrate soft skills and business skills, achieve a score at or above the State standard for college and career readiness, and pass a technical skills assessment or receive an industry recognized credential to be eligible for this certificate.

An attendee asked if students are pre-tested to establish a baseline. Blaine indicated they are working through that now since the first cohort started this year. He went on to show a mockup of the certificate DESE intends to use and explained some of their other upcoming marketing plans.

Blaine went on to discuss the Missouri Career Pathways Program, introducing the state manager Steve Bryant and the St. Louis regional representative Shonda Gray. This program started in 2012 with St. Louis as a Pathways to Prosperity partner. After a few years participating, Missouri moved to develop its own pathways program. The current goal is to promote the Individual Career and Academic Plan initiative. DESE wants every student to have such a plan in place by their 8<sup>th</sup> grade year with the understanding that they need to consider high school classes related to their path. As a part of this initiative, they are also working to improve credential attainment, career attainment, access to AP and dual credit courses, work-based learning activities, counseling, and connections with employers. As part of this work with employers, DESE is also increasing their emphasis on apprenticeships.

An attendee added that apprenticeships would be a good alignment with workforce development, that there shouldn't be duplication of efforts. Blaine added that DESE and the Division of Workforce Development (DWD) are working together to align these career pathway efforts. In the process, DESE has expanded the program with several additional staff around the state, partnered with regional professional development centers, and hired additional advisors to work with current counselors and advise them of the opportunities for students.

Blaine closed by explaining that DESE is changing what they do to fit workforce needs. Their work has grown more collaborative as they are on a number of cross-sector teams, allying with a wide variety of business and government organizations to achieve the economic goals of states and regions, and holding events and other activities to encourage student interest in areas that support these goals.

An attendee asked how the push toward career and technical education is working with students. Blaine indicated they are getting there with 64,000 or 65,000 students participating at the high school level this last year. They believe the emphasis needs to be in the middle schools. They are working to educate counselors, students, parents, and teachers about the middle skilled jobs that don't require a four-year degree.

An attendee asked if we have the capacity to do this work. Blaine explained that he believes we do, particularly considering that so many new partnerships are developing to better use the resources available.

Vice Chairman Toenjes added that he thinks there are two other items to keep in mind. First, what is measured by the administration at the schools and how that gets communicated is important for the outcomes of this new approach. Second, he indicated that the reactions of parents to this initiative are also important for improving outcomes. Blaine explained that they are in the process of developing the next Missouri School Improvement Program and they recognize the need to keep taking steps to help parents understand these middle skill jobs. They are also educating teachers who can help educate parents, with 350 or 360 teachers going through a training program to learn more about the new direction.

John Gaal added that parents can be the most difficult challenge. There has been some success with St. Louis Community College and apprenticeship programs, making college education that leads to an Associate's Degree a part of the apprenticeship. Leaving with a degree has encouraged parents to see greater value in the apprenticeships. Several attendees echoed this point, explaining that greater awareness regarding the value of trades and apprenticeships is needed.

With some discussion around the Career and Technical Education Advisory Council, Chairman Skains asked John Gaal and Amy Sublett to add their points at the end of Blaine's presentation. Amy began by explaining that the Workforce Innovation and Opportunity Act (WIOA) has given the workforce system an opportunity to do a great deal more work together, adding that the State Workforce Board could contribute and asking what the board would like to see emerge from this push to expand career and technical education.

John agreed with Amy, adding that the board gets opportunities to shape the agenda of each meeting. He also indicated he has some concern about quality control in the push to dramatically expand apprenticeships and he does not think we should be relaxing government oversight of these programs. John added that he has been very impressed with the growth of and advocacy for apprenticeships in Missouri. He encouraged more work tied to community colleges and technical schools to expand apprenticeships that also end with Associate's Degrees as those employees are in extremely high demand.

Director Bauer indicated that if any board member had more ideas for where to go with these discussions and activities, they could share those with him or Dave Overfelt to be recorded for future consideration.

An attendee asked how they are spreading the word about apprenticeships and asked Mary Ann Rojas to explain recent events on the construction trades. Mary Ann explained they have had great attendance and success drawing interest in construction at "Building Our Future" events where students get to learn what the jobs are like. The idea for this event emerged out of

industry roundtables. More recently they have created a Good Jobs Committee comprised entirely of parents. John Gaal added that some similar events are in the works in St. Louis.

With no further discussion around apprenticeships or career and technical education, Chairman Skains brought the meeting back to the DESE update and asked Jeanne Loyd to continue. Jeanne introduced Keith Roderick, indicating she would speak about Vocational Rehabilitation (VR) and Keith would speak about Rehabilitation Services for the Blind (RSB).

Jeanne reported that VR looks to be on track to meet or exceed all federal standards and performance indicators for this year. Beginning July 1, VR and RSB began converting to the type of information gathering and data collection that will support the common measures required by WIOA. She sees that the intent of WIOA wasn't to change their program substantially, but to emphasize areas they haven't been able to emphasize in the past. Traditionally VR has been allowed to serve students in their senior year of high school to help them move into work, college, vocational training, on-the-job training, apprenticeships, or whatever is appropriate for that individual. Under WIOA, an emphasis has been on reaching students at a younger age and allowing them an array of experiences even if they are only potentially eligible for the program. This means VR will go from serving about 5,000 students a year to potentially working with 15,000 and 20,000 students and providing those students with five different services that have to do with job counseling and exploration, work-based learning opportunities, workplace readiness, post-secondary education, vocational training and counseling services, and self-advocacy and independence education.

Jeanne indicated this increase in numbers has required VR to get innovative in achieving those goals. One way to do this has been to enter into a contract with the University of Missouri to increase capacity. The current goal is to make sure they are in every school district that has a high school. They are making services available to any student with an individual education plan or an accommodation plan. This was their third year working toward this goal and they were able to have a presence in all high schools.

Jeanne explained that the second part of the act which addresses competitive integrated employment was targeted at any employee in the state who was entering into or already in a subminimum wage job. There were 6,700 such employees across the state and VR was required to meet with all of them this year to offer counseling on the opportunity for competitive integrated employment. As of mid-July, VR was able to meet this target.

The third and final area Jeanne discussed was a focus on working with the Department of Mental Health to increase opportunities for folks with chronic and persistent mental illness and to help them engage through a collaboration and braiding of funds and supports to ensure they get an opportunity at competitive integrated employment. At the close of this year VR will have about 25 of those sites around the state with four targeted at youth with mental illnesses.

Keith started by explaining that Missouri is fortunate to have such close relationships between VR and RSB as they are constantly working to eliminate duplication. For RSB, they work with a low

incident disability and so have fewer students. As of this report, Keith indicated they had 180 clients on their list. One of the things RSB has been doing to serve these clients is a recently released contract with some community rehabilitation programs to provide soft skills training, pre-exploration activities, and post-secondary activities. They have also started doing year-round work experience where the community rehab programs are hiring these students or partnering with businesses to place them.

Keith added that moving to new data elements under WIOA has been challenging as they are now required to report on measures they have not previously dealt with. These requirements have created the need for many internal changes in how RSB collects data and the electronic systems they use for reporting. They started these processes July 1 and will be looking at baseline data over the next two years.

Chairman Skains asked if Mark Bauer is still the workforce representative on the RSB board. Yvonne Wright indicated Mark is on the RSB board and added that Dave Overfelt has recently been added to the VR board. Yvonne continued by explaining that her role is with VR but she also works with all core partners on WIOA implementation. Yvonne explained that the goal at VR in general is to make sure the individuals they serve are included in the workforce and that they have the same opportunities as any other job seeker.

Yvonne explained that in WIOA, local boards have the option to create standing committees to focus on individuals with disabilities and she was happy to report the majority of regions have chosen to do so in some capacity. Many of the regions have started to hold disability inclusion events. A recent event in the St. Louis area was called "Accommodations for Success" and it emphasized educating employers about working with people with disabilities. The event was a huge success with the participation of many WIOA partners and over 80 businesses. One focus was to hold a reverse job fair where employers came to tables created by individuals with disabilities. She announced that a similar event is coming soon in Joplin, Springfield is holding their third annual event in August, West Plains and Poplar Bluff are preparing their second event, Cape Girardeau is holding their first event soon.

Yvonne closed by explaining they are in the process of figuring out the best way to update assistive technology in Job Centers across the state through a partnership with Missouri Assistive Technology, RSB, VR, DWD, and the Centers for Independent Living. The first step will be to change out some equipment. The second step will be to create training that will help staff feel more comfortable with sharing information with people with disabilities. The final step will be to market the availability of this technology.

**St. Louis Agency on Training and Employment (SLATE):** Kelli Lingle introduced herself and indicated she was here to speak on behalf of Alice Prince, the newly appointed director of SLATE. Kelli explained that a great deal of collaboration is happening in the St. Louis region and they are excited about recently being awarded apprenticeship grants. In the few weeks prior to the meeting, she explained they were awarded another YouthBuild contract and an FHI360 contract,

both Department of Labor Employment and Training Administration (DOL-ETA) grants to work with disadvantaged youth in the city.

Kelli explained that lower unemployment has meant less traffic in their Job Centers, adding that Dr. Prince is working on initiatives to bring in more people who may not know about the centers or their offerings. A variety of efforts are underway to achieve this goal, including longer hours on Wednesdays for instance. Kelli closed by welcoming everyone to St. Louis for the Governor's Conference on Economic Development.

**Trade Adjustment Assistance Community College and Career Training (TAACCCT) Update:** Dawn Busick-Drinkard, the Missouri Workforce Innovation Networks (MO-WINs) statewide grants director, thanked the board for inviting her to provide another annual update on TAACCCT grants. Dawn started by explaining that the Missouri Community College Association (MCCA) oversees these grants and is a voluntary association in which all 13 community and technical colleges participate. In addition to MCCA, the workforce system contributes to the delivery of services and the grant overall is monitored and modified by an executive advisory board. The areas dedicated to each college do not necessarily line up with the MO-WINs regions, requiring they enter into Memorandums of Understanding (MOU) to outline the types of services each grant participant would engage in.

Dawn explained that the TAACCCT grants began in 2010 when we had extremely high unemployment and high enrollment in community colleges. The colleges applied as a consortium and began to work together as a system. Out of a total of \$2 billion in federal grants through the Employment and Training Administration, the State of Missouri received \$65 million, \$55 million of which was received through the consortium of colleges. \$20 million was awarded in round 1 of funding and was distributed in 2011 with a focus on healthcare. Efforts focused on high demand areas like Certified Nurse Assistants. Ozark Tech was the host institution and MCCA was the grant administrator. \$15 million was awarded in round 2 of funding and was distributed in 2012 with a focus on manufacturing. 9 community colleges participated in this grant. Funding was not received for round 3 in 2013. \$15 million was awarded in round 4 and was distributed in 2014 with a focus on STEM; including, advanced healthcare, advanced manufacturing, information technology, bio-sciences, and transportation and logistics. Additionally, \$5 million in supplemental funding to address statewide policy and integration or further collaboration was received during round 4. This money went toward expanding available data in partnership with MERIC and developing Missouri's first statewide credit for learning model policy that is now required for all 13 two-year institutions. With the average age of students in community colleges being 29, they are working to recognize other life and work experience and tracking more effectively with robust data collection and performance reporting systems.

Since these are DOL-ETA grants, MCCA partners with DWD and reports on the same WIOA performance measures. In this partnership, all grant participants are co-enrolled in DWD's database. Dawn described several partnerships with government, non-profit, and education organizations that help support the MO-WINs grants and improve overall outcomes, improve the coordination within the community college system and across to all partner organizations,

develop and spread credit for prior learning policies, develop real-time regional labor market data, develop regional and state career pathway reports, improve skills of faculty and staff at community colleges, develop competency-based education models, and more.

Dawn indicated that, as of the time of her presentation, 375 employers had engaged with and supported the MO-WINs grants, making commitments to hire the graduates of the programs. Employers have also donated equipment, allowed courses and training to occur at their facilities, engaged with colleges as part time instructors, and committed to reviewing curriculum and participating in employer expectation discussion panels at each class.

Central to these grants were the goals of increasing student retention and completion. To achieve these goals, credit for prior learning, professional development opportunities for staff and students, and statewide model policies have been central. Some notable outcomes have been increased community college capacity, improved retention and test scores, new programs that meet industry needs, and stronger online learning. Evidence based models had to be carefully selected to achieve these outcomes. Intrusive advising, where advisors give academic and career advice and students have only one advisor through their career was one important step.

Dawn explained that the target population is Trade Act participants, veterans and their spouses, unemployed or under-employed individuals, and low skilled individuals. They used fairly expansive definitions for these categories to be able to enroll more people. The first target was 7,500 total enrollees and they were at about 10,900 at the time of this report. 10,998 certificates or degrees were awarded. During the healthcare focused grant in round 1 with a goal of serving 2,500, 4,251 were served. 74% of those served were female, and the average age of participants was 35. 28% of those students came from a Job Center and 80% attained employment with an average wage of \$22,540. Dawn indicated they have not had these levels of retention and completion in any other program in higher education history. Part of this accomplishment was persistence in contacting and reenrolling adults who stopped out of the program and coordinating with other organizations to get additional services where needed. When an attendee inquired about tracking detailed outcomes around employment and income, Dawn, Amy Sublett, and Alan Spell explained the difficulties of tracking adult program participants who move into new employment without being able to know and share social security numbers across various organizations.

Round 2 with the manufacturing focus had a goal of serving 2,500 and served 3,600 participants. 79% were male and 76% attained employment with an average wage of \$33,000. Round 4 was ongoing and, at the time of this presentation, they had served 2,143 people with an initial goal of serving 1,800. They plan to continue to enroll until March 2018. The average age was 33.6 with 52% of participants being male. Early results on wage outcomes indicate the average wage was \$33,700. This final round requires apprenticeships or work-based learning opportunities so they have created 250 new opportunities.

Dawn indicated that one of the biggest challenges is with Pell grants. Adult learners are unsure whether or not they want to pursue a full degree, which is required to get Pell grants. MCCA is issuing white papers to encourage expansion of Pell grants.

Dawn closed by explaining they are working to develop a performance employment scorecard and methods for accepting coursework done in different states. She added that all community colleges want to continue to work as a unit and, in that spirit, have signed MOU's so that they can behave as a unit when it comes to workforce development issues.

**WIOA State Workforce Plan Modification, Deb Lee:** Deb explained the background of developing the 2016-2020 State Plan, adding that federal requirements trigger plan modifications two years into the planning period. This modification process requires all WIOA partners to review where they are, make edits, and offer opportunities for public comment before submitting modifications to the federal government. DWD serves as the lead organizer of this process and all core partners have collaborated on the development of the plan and the modifications.

Deb explained that several meetings were held over the summer to review the 88 sections of the plan completed by core partners. The team handed assignments out to subject matter experts, most of which have been completed and returned. Those written materials will be edited and integrated by the edit team. Overall, there were four reasons to update: economic changes, strategy changes, inaccuracies that need correction, or new programs and services. It was determined that economic changes have not been significant enough to merit changes and strategies will remain the same. The plan [can be reviewed online](#).

Deb indicated that the plan will be posted for public comment on November 22 after updates have been completed. The public comment period will end on December 22 and the board will get a chance to review those comments prior to the January meeting. After board approval the plan will go to the Governor's office for final approval before it is uploaded to the federal website.

**WIOA Performance Report, Clinton Flowers:** Clint explained that he would discuss the WIOA performance measures, the Workforce Data Quality grant, and offer some data provided by Adult Education and Literacy (AEL) and VR. There are currently seven performance measures. Two measures of effectiveness serving employers have been added to the 5 indicators for serving adults, dislocated workers, and youth. Clint explained that completion of the final data report for Program Year 2016 has been delayed due to the data conversion process. Data conversion issues led DOL-ETA to delay the reporting due date to October 16 nationwide. Clint indicated DWD should be done with its report by the end of September.

Up through the third quarter, DWD is on track to meet all measures but credential attainment. This measure has been more difficult because all participants count, even those that only engage online, and so there is have a large denominator that makes achieving the negotiated rate of credential attainment very challenging. The way these people are tracked is changing so Clint indicated he believes DWD will be on track with this measure for Program Year 2017. He

continued by explaining the status of each performance measure, adding that failure to achieve performance is considered on an agency by agency basis.

Effectiveness serving employers will be measured using repeat services to employers, the number of establishments that have received or continue to receive a service or other assistance during the reporting period and utilized a service within the last three years, and market penetration, the number of establishments that have received or continue to receive a service during the reporting period. These measures are part of a pilot project and DOL-ETA will select one of them when the pilot is complete. Clint explained that DWD and the board will have time to consider the measures, what progress looks like, and what measures are most useful during the pilot.

\$1 million was awarded in June through the Workforce Data Quality Initiative grant. The grant includes building or procuring a data interface to analyze all the partner data in order to match individuals across programs. Clint closed by offering recent data from AEL and VR, explaining that many partner organizations just started collecting new data to fit WIOA requirements in July so the data provided was preliminary.

**WIOA Financial Update, Julie Carter:** Julie provided and explained a chart illustrating where and how WIOA money is received and the process of distributing that money to the regions. An attendee asked for an explanation of the total state allocation. Julie explained this allocation is \$55,993,000 and indicated it is up from 2014. She continued by pointing out the additional charts provided regarding local allocations, explaining that DOL-ETA sets the formula for Adults and Dislocated workers but WIOA allows 100% transfer between the two funds when regions need to do so.

**Missouri Economic Research and Information Center (MERIC) Annual Report, Alan Spell and Ronda Anderson:** Alan explained that the Workforce Information Grant is given annually to every state to develop Workforce Information products around the research they conduct. The core required products are to maintain an information database, conduct employment projections, and develop economic reports, all of which need to be web accessible. Alan offered general information about the Annual Economic Report, which [can be reviewed online](#). The report discusses the general economy, size, and overall trends and Alan suggested people review the sections specific to their region.

Alan added that, for the third year, MERIC has conducted a supply and demand analysis where they have taken all the job seeker and workforce databases and matched that against occupations in high demand. Through this analysis they show gaps where there are worker shortages and where there are too many workers in other areas, giving job seekers better data to shape their training and search choices. These reports can help provide information to close the skills gap and MERIC has provided grades for these high and low growth careers to make it more easily accessible and understandable. The methodology and outreach effort on the Career Grades reports and posters won MERIC an award. They also completed a middle skilled jobs analysis indicating that many industries are in need of people with this level of training and ability. Alan explained the opportunities and limitations of tracking wages after graduation. While MERIC can

get a decent general picture within an industry, it is difficult to track specific people who, for instance, move out of the state. This scorecard project is now working to move toward the individual school level to provide better data on cohorts of graduates as they move into the workforce.

Ronda provided more detailed information about the scorecard project, explaining that it has been designed to be easy to use for adults, parents, students, counselors, and really anyone who wants more information about available careers. [This tool is available online](#). The goal in the final year of the project is to make it more comprehensive, where someone can explore different career options and find where the training is offered. Ronda added that they are working on developing more career pathway information aligned with the sector strategies within the state.

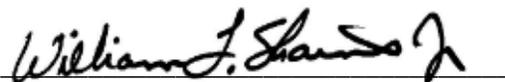
Ronda closed by explaining that MERIC was able to reach over 2,000 people this year through delivering presentations and providing webinars. John Gaal asked if they have provided workshops to schools. Ronda explained that they have been doing this and requests for presentations have grown rapidly as more people have learned about their availability. Additional opportunities for presentations at other organizations were discussed.

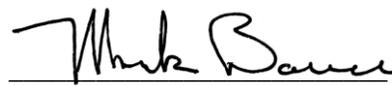
**Chairman’s Report, Bill Skains:** Chairman Skains indicated he was giving his time to Scott Drachnik, the leader of Training and Employment Administrators of Missouri (TEAM). Scott provided general information about the ongoing activities in each of the workforce regions, emphasizing that every region is reaching out and trying to find new ways to be innovative.

**Closing remarks, Chairman Bill Skains:** Chairman Skains asked that Mark coordinate a time for the planning committee to meet regarding State Plan Modifications.

**Adjourn:** Chairman Skains called the meeting to a close at 4:50 PM.

**Approved:**

  
William “Bill” Skains Jr. Board Chairman

  
Mark Bauer Executive Director