



Southeast Region Strategic Plan Program Years 2016-2020

Please be advised WDB may revise this document at any time to comply with regulations provided by the Missouri Division of Workforce Development and the U.S. Department of Labor. Section 108(d) of WIOA states the Plan will be made available 30 days prior to submission for public for comment. The Plan will be published on website: www.job4you.org or a paper copy may be obtained at 760 S Kingshighway, Suite C, Cape Girardeau, MO 63703.

Workforce Development Board of Southeast Missouri
Four-Year Strategic Plan
Program Years 2016-2020

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STRATEGIC ELEMENTS

I. Local Workforce Development Board’s Vision

State the Board’s vision for the LWDA and how this vision meets, interprets, and furthers the Governor’s vision in the PY16–PY20 WIOA Missouri Combined State Plan.

The vision of the Workforce Development Board of Southeast Missouri (WDB) is “A high quality standard of life for our region” which supports our mission statement, “To promote a state of economic well being by helping to create a skilled, diverse, motivated and adaptable workforce”.

Governor Nixon’s vision is “Missouri’s WIOA partners will build an integrated demand driven workforce system that leads to self-sufficiency”. The visions complement one another, in that they both support partnerships and maintain a growing economy. We must continue a course forward; skilling-up the pipeline of the future workforce.

II. Local Workforce Development Board’s Goals

Provide the Board’s goals for engaging employers and preparing an educated and skilled workforce (including youth and individuals with barriers to employment). Include goals relating to the performance-accountability measures based on primary indicators of performance to support regional economic growth and economic self-sufficiency.

The Workforce Development Board of Southeast Missouri subscribes to the following goals:

- **Overcoming the barriers to employment**
 - Youth---Scholars@Work is a successful program to help youth with essential skills, while working toward HiSet or further education.
 - Adults—Provide Essential Skills training through Job Clubs and Work Readiness training in the local Job Centers. Participants can receive remediation through jobs.mo.gov in preparation to further their education.
 - Dislocated Workers—Provide, as needed, remediation and study skills to prepare for further education, whether short term or degreed program.

- **Meeting the needs – Job Seekers & Employers**
 - Job Seekers—The Southeast Region is diverse, with many rural areas. Great effort is given to ensure services are available throughout our rural area. Youth offices have computers that can be utilized in every county. Job Centers are present in four of our thirteen counties and strategically located to provide the best coverage. While broadening an understanding of the value of the NCRC we encourage everyone to achieve that worthy goal.
 - Employers—WDB focuses on meeting business needs to continue expanding and attracting new industry. We can only attempt to meet business’s needs by engaging in dialogue with employers. With the Sector Strategy meetings, which include key players such as business representatives, economic developers, education, chamber, and other partners with a vested interest, we are gleaning insight into today, tomorrow, and the future needs of businesses. This is a useful tool to help keep the pipeline of skilled workers ready to meet the demands of the future and gives us the opportunity

to educate businesses to the value of the NCRC.

Education and agency partnerships are major factors in meeting the needs of both job seekers and employers. WDB continues strong partnerships with our two community colleges, our university and with our many voc-tech schools. We need their expertise to develop curriculum to educate our workforce. There is a need for stackable credentials that can lead participants to a degree or continuing education. While doing our best to provide a plethora of services, the Southeast Region understands that it truly *takes a village*. In that spirit we strive to create and maintain very strong working relationships with our agency partners.

Working together with both education and agency partners is not only the best use of the funding, but also our best option for meeting the needs of both job seekers and employers.

III. Local Workforce Development Board's Priorities

Identify the workforce development needs of businesses, jobseekers, and workers in the LWDA, and how those needs were determined.

Utilizing the information and graphs sited in the sections following, the WDB identifies the needs of

Businesses:

Skilled labor poised to fill the employee gaps as the significant number of workers 55+ look to retire.

Jobseekers:

The opportunity to be prepared for employment through consumer-choice education, critical and skills training/certification/On-the-Job Training experience.

Workers:

The possibility of incumbent worker training to provide an up-grade in skill, while also providing an opportunity for those under-employed or looking for transferrable skills from a declining industry to an emerging-demand occupation.

IV. Economic, Labor Market, and Workforce Analysis

If using Missouri Economic Research and Information Center (MERIC) data, please indicate the source is MERIC. If using another resource, please reference the source. MERIC regional representatives can be found online at:

<https://www.missourieconomy.org/about-us/contact-us/#Regional-Contacts>

A. Economic Analysis

1. Describe the LWDA's current economic condition, including the following information by county (if your LWDA includes more than one county) and the overall region:

- **Average personal income level;**
- **Number and percent of working-age population living at or below poverty level;**
- **Unemployment rates for the last five years;**
- **Major layoff events over the past three years and any anticipated layoffs; and**
- **Any other factors that may affect local/regional economic conditions.**

County	Average Personal Income Level	Number People Living at Poverty Level	Percent of People Living at Poverty	Civilian Labor Force	UI Rates for last 5-years				
					2011	2012	2013	2014	2015
Bollinger	\$29,679	2,460	19.9%	5,784	8.3%	6.3%	6.1%	5.9%	4.6%
Cape Girardeau	\$39,560	11,685	15.8%	40,634	7.0%	5.2%	5.6%	4.5%	3.7%
Dunklin	\$34,234	8,180	25.6%	13,655	11.1%	8.2%	6.8%	6.2%	7.0%
Iron	\$31,049	2,519	23.7%	3,980	10.1%	8.0%	6.4%	5.2%	5.8%
Madison	\$30,486	2,616	21.4%	5,620	8.8%	6.2%	5.5%	4.3%	4.8%
Mississippi	\$33,151	3,862	26.9%	6,403	10.8%	8.9%	7.3%	6.4%	4.9%
New Madrid	\$33,651	4,113	21.7%	8,854	9.2%	7.1%	6.3%	5.6%	5.5%
Pemiscot	\$35,853	5,361	29.3%	7,285	10.0%	7.6%	7.1%	6.2%	8.4%
Perry	\$35,377	2,277	12.0%	10,580	5.9%	4.3%	4.2%	3.7%	3.3%
St. Francois	\$39,483	12,680	19.4%	26,620	11.1%	7.7%	6.7%	5.7%	5.2%
Ste. Genevieve	\$29,448	2,159	11.9%	9,159	7.7%	6.1%	5.8%	4.5%	4.2%
Scott	\$37,046	7,486	19.1%	20,491	9.3%	6.2%	5.6%	5.0%	4.5%
Stoddard	\$35,393	4,495	15.0%	13,468	8.5%	6.7%	5.9%	5.2%	5.5%
Regional Average	\$34,980		20.1%		9.1%	6.8%	6.1%	5.5%	4.9%
Regional Total		69,893		345,066					

Information sources: *MERCIS, Southeast Region Data, *Quickfacts.census.gov, sort by county and *Department of Labor

The table below shows the major lay-offs in the Southeast Region over the last three years. At this time Noranda Aluminum in New Madrid is our largest lay-off within the last three years.

Date	Company Name	City	County	Number Affected
03/12/16	Noranda Aluminum	New Madrid	New Madrid	431
02/04/16	Noranda Aluminum	New Madrid	New Madrid	60
01/13/16	Noranda Aluminum	New Madrid	New Madrid	360+
01/29/16	Doe Run Resources Corp		Iron	37
04/03/15	US Postal Services	Cape Girardeau	Cape	18
05/12/15	FMSA Sand	Brewer		40
05/20/15	M-D Building Products			49
01/22/14	Noranda Aluminum	New Madrid	New Madrid	75

02/20/14	Blue Chip Mid-West, LLC	Jackson	Cape	75
07/03/14	State of MO Dept of Revenue	Cape Girardeau	Cape	5
07/08/14	PolyOne	Cape Girardeau	Cape	84
07/18/14	Dept of Mental Health-Cottonwood	Cape Girardeau	Cape	100
08/29/14	National Vinyl Products	Ste. Genevieve	Ste. Genevieve	59
09/02/14	Noranda Aluminum	New Madrid	New Madrid	25
09/10/14	FTS International Brewer Quarry	Perryville	Perry	50
08/02/13	Havco	Scott City	Scott	79
08/06/13	Integrity Solution Services, Inc	Cape Girardeau	Cape	407
01/03/13	Trinity Marine Products, Inc	Caruthersville	Pemiscot	133
06/25/13	Ryan's	Farmington	St. Francois	unknown
06/12/13	Sabreliner Corp.	Perryville	Perry	185
06/28/13	Faurecia	Dexter	Stoddard	82

B. Labor Market Analysis

1 Existing Demand Industry Sectors and Occupations

Provide an analysis of the industries and occupations for which there is existing demand.

Missouri's WIOA partnership includes a functional bureau of state government housed within the Department of Economic Development called the Missouri Economic Research Information Center (MERIC). The following economic analysis has been prepared to explain the Southeast Workforce Development Area's economic conditions and trends, as well as to explain pertinent industrial and occupational demand.

Real-Time Labor Market Analysis

In 2012 MERIC began using a new tool to assess current, or real-time, demand for occupations throughout the state. The tool, provided by Burning Glass Technologies, captures online job advertisements and aggregates those jobs by occupation and industry codes. While on-line advertisements do not represent all job openings, as other informal networks are also used, it does provide a broad picture of hiring activity and serves as one measure of current labor demand.

Industrial Demand

Industry demand analysis from February 2015 through January 2016 showed that the General Medical and Surgical Hospitals was a top job advertisement. Insurance Carriers also had a high number of job advertisers. A few of the industries, such as Restaurants, Department Stores, and Merchandise Stores have high turnover rates, so the large number of job advertisements can reflect the need to refill positions rather than to add new jobs.

Top Ten Real-Time Labor Demand Industries by Online Job Ads

Industry	Job Postings
General Medical and Surgical Hospitals	678
Restaurants and Other Eating Places	454
Insurance Carriers	393
Nursing Care Facilities (Skilled Nursing Facilities)	344
General Freight Trucking	338
Department Stores	305
Other General Merchandise Stores	300
Traveler Accommodation	293
Home Health Care Services	263
Colleges, Universities, and Professional Schools	251

Source: Burning Glass Technologies (February 1, 2015-January 31, 2016)

Occupational Demand

Job analysis highlights the top ten occupations Southeast Region employers advertised for in the past year. Heavy and Tractor-Trailer Truck Drivers were the most advertised positions, followed by Retail Salespersons, Registered Nurses and First-Line Supervisors for Retail Sales Workers. Customer Service Representatives and Sales Representatives followed. Nursing Assistants, Maintenance and Repair Workers, and Freight, Stock Material Movers and Licensed Practical & Licensed Vocational Nurses also made the list.

Real-Time Labor Market Analysis provides a snapshot of current labor demand that is particularly helpful to current job seekers interested in who is hiring and for what occupations. MERIC has developed products, like the Real Time Labor Market Summary, using this tool. The Labor Market Summary provides both a regional and statewide snapshot of data found in job ads and is published every other month. MERIC and DWD will continue to explore how this data can inform workforce and economic development efforts to meet the needs of businesses around the state.

Top Ten Real-Time Labor Demand Occupations by Online Job Ads

Occupation	Job Postings
Heavy and Tractor-Trailer Truck Drivers	1,665
Retail Salespersons	713
Registered Nurses	616
First-Line Supervisors of Retail Sales Workers	486
Customer Service Representatives	340
Sales Representatives, Wholesale and Manufacturing	303
Nursing Assistants	261
Maintenance and Repair Workers, General	247
Laborers and Freight, Stock, and Material Movers, Hand	214
Licensed Practical and Licensed Vocational Nurses	209

Source: Burning Glass Technologies (February 1, 2015-January 31, 2016)

2. Emerging Demand Industry Sectors and Occupations

Provide an analysis of the industries and occupations for which demand is emerging.

Industry

Southeast Emerging Demand Industry		
NAICS Sector	Change	% Change
Educational Services	685	6.1%
Food Service & Drinking Places	818	8.8%
Hospitals	792	8.7%
Social Assistance	1,184	19.5%
Ambulatory Health Care Services	1,214	20.7%
Administrative & Support Services	1,635	34.4%
Nursing & Residential Care Facilities	600	10.4%
Local Government, Excluding Education & Hospitals	144	2.4%
General Merchandise Store	319	7%
Specialty Trade Contractors	940	28.8%

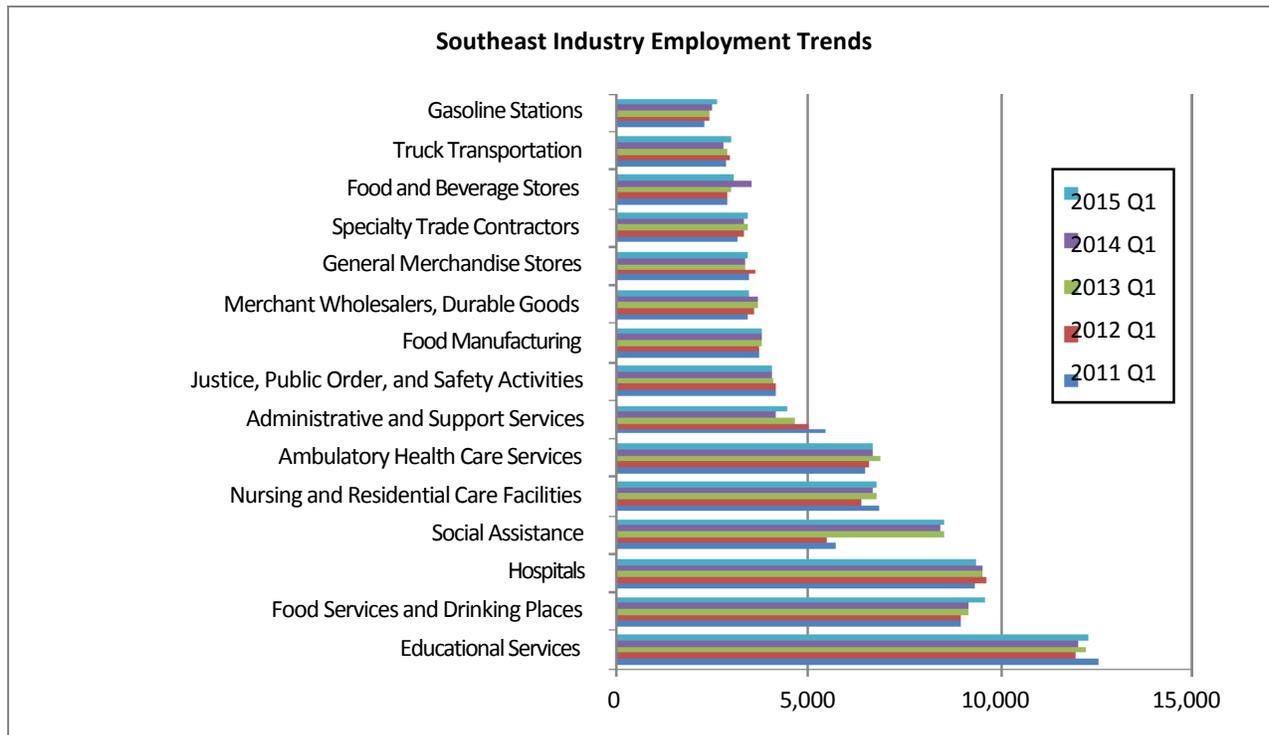
For the 2012-2022 time period, the top net change for industry employment in the Southeast Region are projected to be Administrative and Support Services (1,635); Ambulatory Health Care Services (1,214); Social Assistance (1,184); and Specialty Trade Contractors (940).

Southeast Region 2012-2022 Industry Projections

Title	Employment		Change	
	2012	2022	2012-2022	
	Estimated	Projected	Numeric	Percent
Administrative and Support Services	4,754	6,389	1,635	34.39%
Ambulatory Health Care Services	6,022	7,236	1,214	20.16%
Social Assistance	6,070	7,254	1,184	19.51%
Specialty Trade Contractors	3,260	4,200	940	28.83%
Food Services and Drinking Places	9,336	10,154	818	8.76%
Hospitals	9,104	9,896	792	8.70%
Educational Services	11,287	11,972	685	6.07%
Nursing and Residential Care Facilities	5,766	6,366	600	10.41%
Professional, Scientific, and Technical Services	2,266	2,746	480	21.18%
Truck Transportation	2,835	3,230	395	13.93%

Source: MERIC Employment Projections

Industry employment trends offer insight on the industries that are growing over time in a given area. The chart below is a snapshot of employment over 5 years in industries located in the Southeast Region. During the 5 year period, the highest employment growth is in the industries of Social Assistance; Gasoline Stations; Food Services and Drinking Places; and Specialty Trade Contractors.



Source: US Census Bureau, QWI Explorer Application (qwiexplorer.ces.census.gov)

Occupations

The long-term occupational projections for the Southeast Region show that the top job openings are in the Retail and Food Service Industries. The definition of *Total Openings* is the projected new growth along with replacement needs. Cashiers, for example, shows a total projected employment of 5,100 for 2022, only 147 more than the 2012 estimate of 4,953 jobs. This means of the 2,288 job openings over 10 years, 2,141 are replacement openings due to turnover while 147 are new. Total openings are important to job seekers while new jobs indicate where new training needs may be found.

In addition to *Total Openings*, several occupations are projected to grow much faster than the overall region and have a large number of openings (at least 1,000 over 10 years). Personal Care Aides, Registered Nurses and Truck Drivers all will have more than 1,000 total openings. Rounding out the fastest growing, larger occupation in the top ten are Customer Service Representatives and Freight, Stock and Material Movers.

Southeast Region Top Ten Long-Term Occupation Projections Sorted by Total Openings

Occupation	2012 Estimated Employment	2022 Projected Employment	Growth Openings	Replacement Openings	Total Openings
Cashiers	4,953	5,100	147	2,141	2,288
Combined Food Preparation and Serving Workers	3,172	3,636	464	1,211	1,675
Personal Care Aides	4,836	6,013	1,177	346	1,523
Retail Salespersons	3,676	3,919	243	1,257	1,500
Waiters and Waitresses	2,437	2,555	118	1,172	1,290
Registered Nurses	4,112	4,527	415	797	1,212
Heavy and Tractor-Trailer Truck Drivers	3,581	4,083	502	573	1,075
Nursing Assistants	2,971	3,354	383	565	948
Customer Service Representatives	1,898	2,311	413	516	929
Laborers and Freight, Stock, and Material Movers, Hand	2,196	2,397	201	680	881

Source: MERIC Employment Projections

MERIC Southeast Region Industry Analysis

3. Employers' Employment Needs

Identify the job skills necessary to obtain current and projected employment opportunities. With regard to the industry sectors and occupations, provide an analysis of the employment needs of employers. Describe the knowledge, skills, and abilities required, including credentials and licenses.

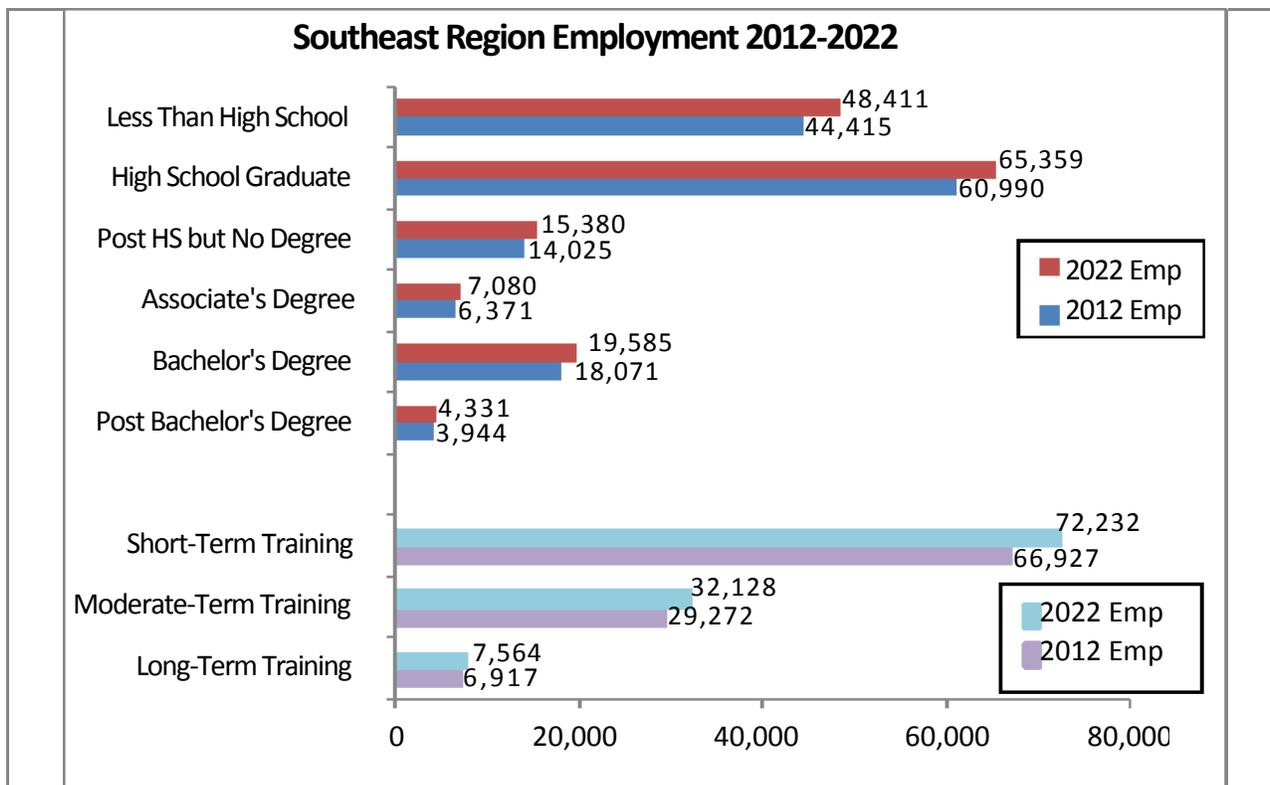
Long-Term Projections – Jobs by Education Level

Occupations typically requiring short-term OJT are expected to account for the largest portion of 2022 employment change in the Southeast Region. Occupations requiring short-term OJT are

projected to experience the highest number of increased employment at over 5,300, or 7.9 percent growth. Employment in occupations requiring moderate-term OJT is expected to grow by approximately 2,856 or 9.8 percent.

Increased employment is also anticipated for occupations requiring a bachelor’s degree. Employment for this education level is projected to increase by more than 1,500 or 8.4 percent. Occupations requiring an associate’s degree or some post-high school training will increase by over 2,000 workers.

As estimated for the year 2022, 71 percent of workers in the Southeast Region will be employed in occupations that require no formal postsecondary education (includes short-term OJT to work experience in a related occupation). Workers in occupations that require just a bachelor’s degree will account for over 12 percent of the total employment in 2022.



Top Occupations by Education Level

The 2012-2022 long-term occupations projections were used to identify the top ten occupations based on total openings and level of education or training needed. Top occupations requiring short to moderate-term training include service and support sector occupations. Healthcare, Driver, and First-Line Supervisor occupations dominate the top new openings requiring at least long-term training or as much as an Associate’s degree. The top occupations requiring a bachelor’s degree or higher include Management, Education, Business and Financial, and Social Work occupations.

Southeast Region Top Ten Long-Term Occupation Projections Sorted by Total Openings

Occupation	2012 Estimated Employment	2022 Projected Employment	Growth Openings	Replacement Openings	Total
Now - Typically requires short-term on-the-job training					
Cashiers	4,953	5,100	147	2,141	2,288
Combined Food Preparation and Serving Workers, Including Fast Food	3,172	3,636	464	1,211	1,675
Personal Care Aides	4,836	6,013	1,177	346	1,523
Retail Salespersons	3,676	3,919	243	1,257	1,500
Waiters and Waitresses	2,437	2,555	118	1,172	1,290
Customer Service Representatives	1,898	2,311	413	516	929
Laborers and Freight, Stock, and Material Movers, Hand	2,196	2,397	201	680	881
Office Clerks, General	3,173	3,328	155	667	822
Team Assemblers	3,214	3,503	289	508	797
Childcare Workers	2,560	2,419	0	753	753
Next - Typically requires an associate's degree or long-term training					
Registered Nurses	4,112	4,527	415	797	1,212
Heavy and Tractor-Trailer Truck Drivers	3,581	4,083	502	573	1,075
Nursing Assistants	2,971	3,354	383	565	948
Maintenance and Repair Workers, General	1,818	1,962	144	349	493
First-Line Supervisors of Retail Sales Workers	1,826	1,875	49	397	446
Carpenters	1,185	1,407	222	146	368
First-Line Supervisors of Office and Administrative Support Workers	1,019	1,144	125	242	367
Licensed Practical and Licensed Vocational Nurses	1,027	1,143	116	251	367
Automotive Service Technicians and Mechanics	1,070	1,151	81	270	351
First-Line Supervisors of Food Preparation and Serving Workers	828	932	104	234	338
Later - Typically requires bachelor's degree or beyond					
General and Operations Managers	2,805	3,090	285	525	810
Elementary School Teachers, Except Special Education	1,552	1,707	155	341	496
Secondary School Teachers, Except Special and Career/Technical Education	1,281	1,321	40	348	388
Accountants and Auditors	674	772	98	199	297
Farmers, Ranchers, and Other Agricultural Managers	1,448	1,193	0	234	234
Substitute Teachers	1,083	1,131	48	185	233
Middle School Teachers, Except Special and Career/Technical Education	613	672	59	135	194
Child, Family, and School Social Workers	491	520	29	104	133
Mental Health and Substance Abuse Social Workers	399	445	46	85	131
Medical and Health Services Managers	335	376	41	81	122

Source: MERIC Employment Projections

Written & Oral Communication:

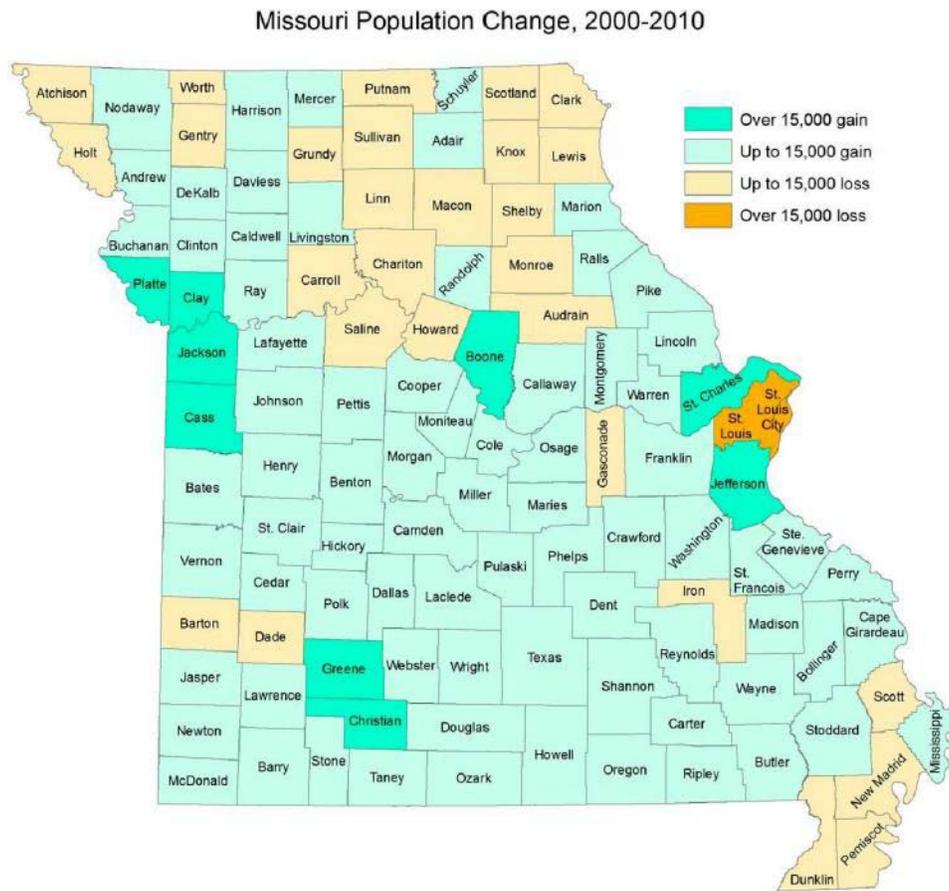
Written and oral communication are disciplines that the workforce development system, along with our partners, are working to integrate into processes such as completing enrollment and assessment paperwork, interviews with counselors, etc. These disciplines are also demonstrated and taught when customers participate in formal training, WorkKeys testing, Job Club curriculum and the Southeast Missouri Transitional Skills Initiative.

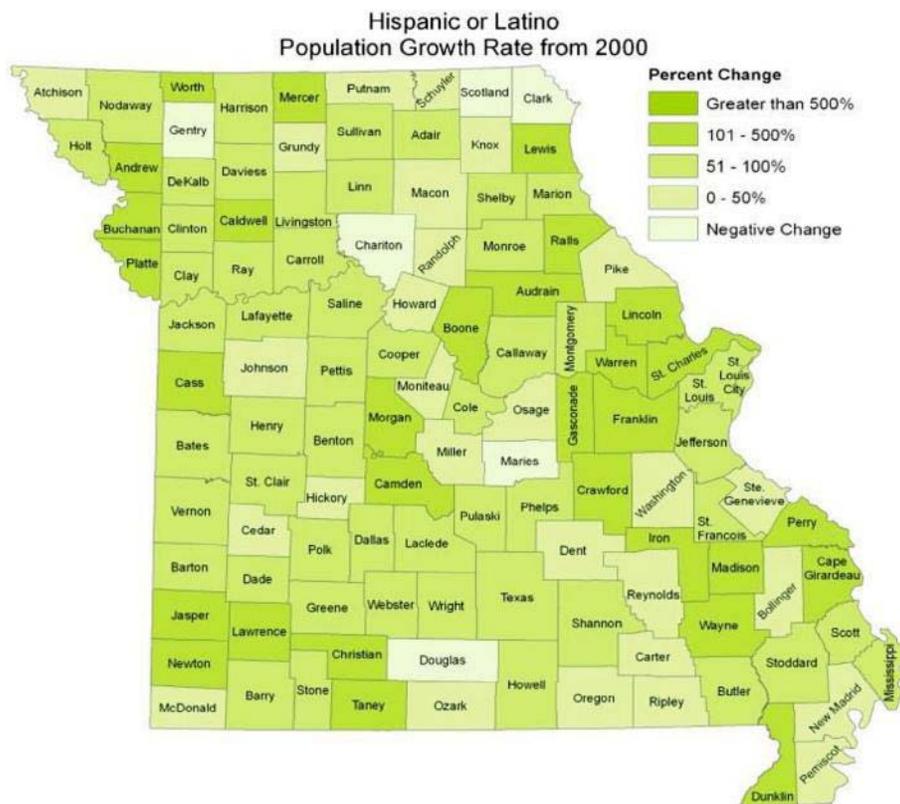
C. Workforce Analysis

Describe the current workforce, including individuals with barriers to employment, as defined in section 3 of WIOA¹. This population must include individuals with disabilities among other groups² in the economic region and across the LWDA.

Geographic Change

Within the Southeast Region, there was a net increase of over 14,500 people between 2000 and 2010. Some counties within the Region saw growth while others maintained and still others saw decreases in population between 2000 and 2010. The Bootheel (Dunklin, New Madrid and Pemiscot counties) has seen a decrease in population of over 3,500 between 2000 and 2010 and Scott County had a decrease of over 1,200. The majority of population growth took place in St. Francois and Cape Girardeau counties which added nearly 16,700 people combined.



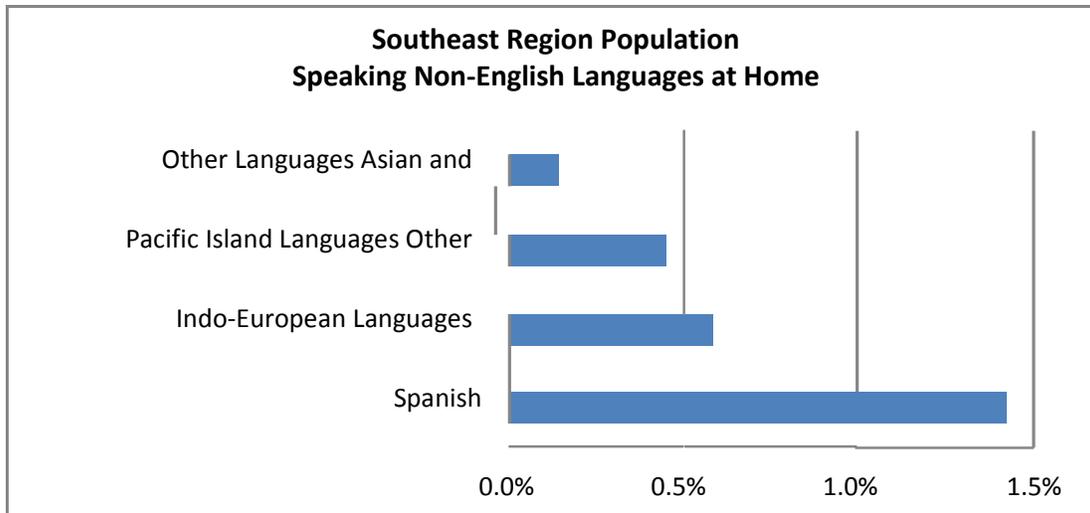


Limited English Proficiency

According to the 2010-2014 American Community Survey 5-Year Estimates, 2.61 percent (5,843) of the Southeast Region population age 18-64 spoke a language other than English at home. The most common non-English languages spoken in the Southeast Region homes were Spanish (1.4 percent); Other Indo-European Languages (.6 percent); Asian and Pacific Island Languages (.5 percent) and Other Languages (.1 percent).

The total percentage of the population speaking languages other than English at home is lower in the Southeast Region than in Missouri. Statewide, 6.6 percent of the population, or 244,947, speak non-English languages at home. In Missouri, the most common non-English language is Spanish (2.7 percent), followed by Other Indo-European languages (1.9 percent), Asian and Pacific Island Languages (1.4 percent) and Other Languages (.5 percent).

The percentage of individuals speaking languages other than English at home across the nation is much higher than the state average. In the U.S., 13.6 percent of the population speaks Spanish at home. Residents speaking Other Indo-European languages and Asian and Pacific Island languages total 3.7 percent each, while those speaking Other Languages are 1 percent.

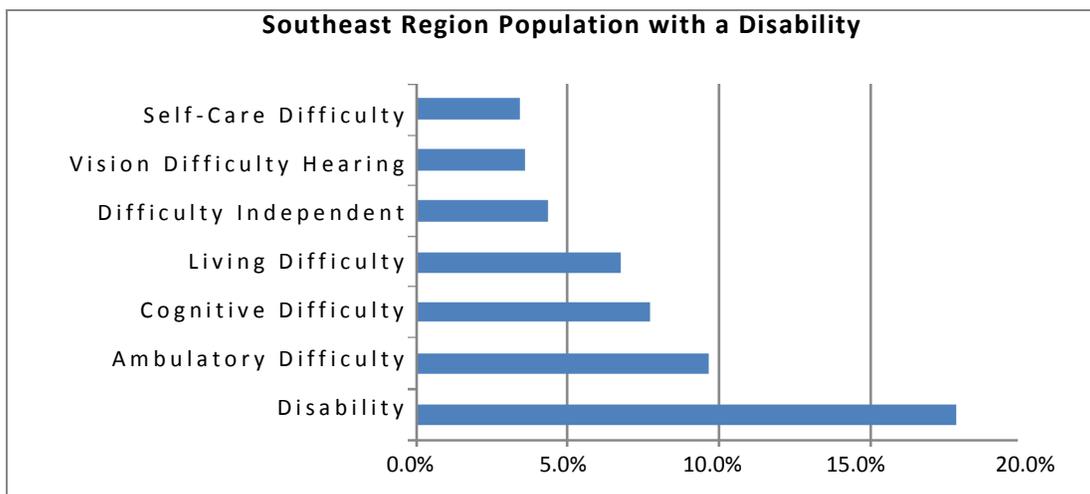


Individuals with Disabilities

According to the American Community Survey 2010-2014 estimates, 17.9 percent, or 38,379 Southeast Region residents age 18-64 had a disability. Ambulatory difficulty was the most prevalent disability type at 9.7 percent of the Region’s population. 7.7 percent of the population had a cognitive difficulty, 6.7 percent with an independent living difficulty and 4.4 percent had a hearing difficulty. Vision difficulty and self-care difficulty were both above 3 percent of the population.

The percentage of individuals with disabilities was higher in every category in the Southeast Region than the state and nation. Statewide, 12.4 percent of residents of the same age group had a disability. Missourians with an ambulatory difficulty was the highest at 6.6 percent, followed by cognitive difficulty (5.4 percent) and independent living difficulty (4.4 percent).

In the U.S., 10.2 percent of the population had a disability. Nationwide, individuals with ambulatory difficulty total 5.2 percent, while 4.3 percent have cognitive difficulty and 3.6 percent have independent living difficulty.

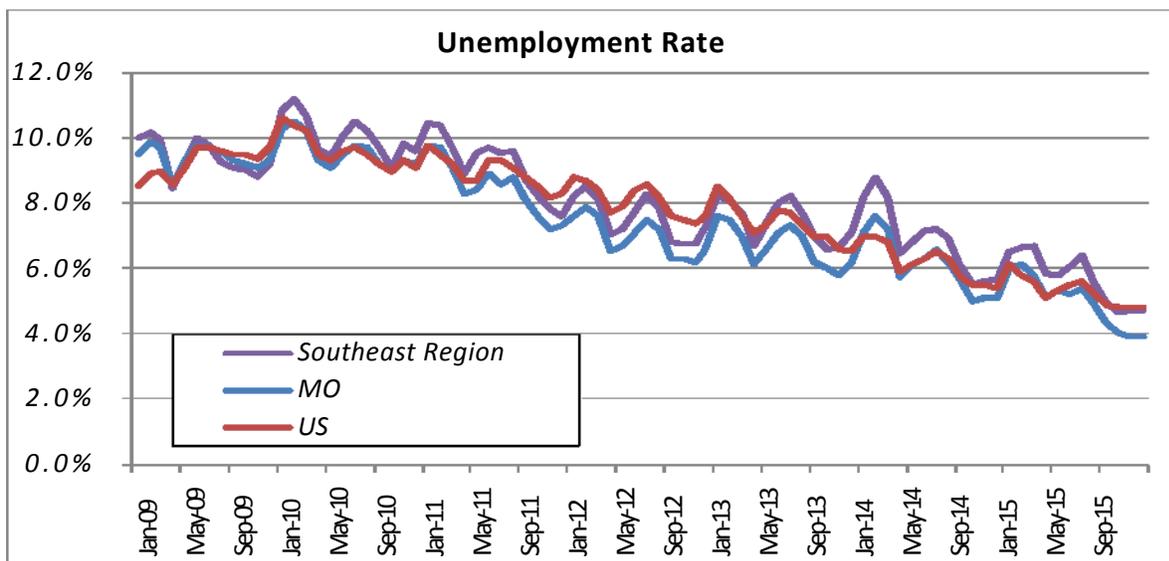
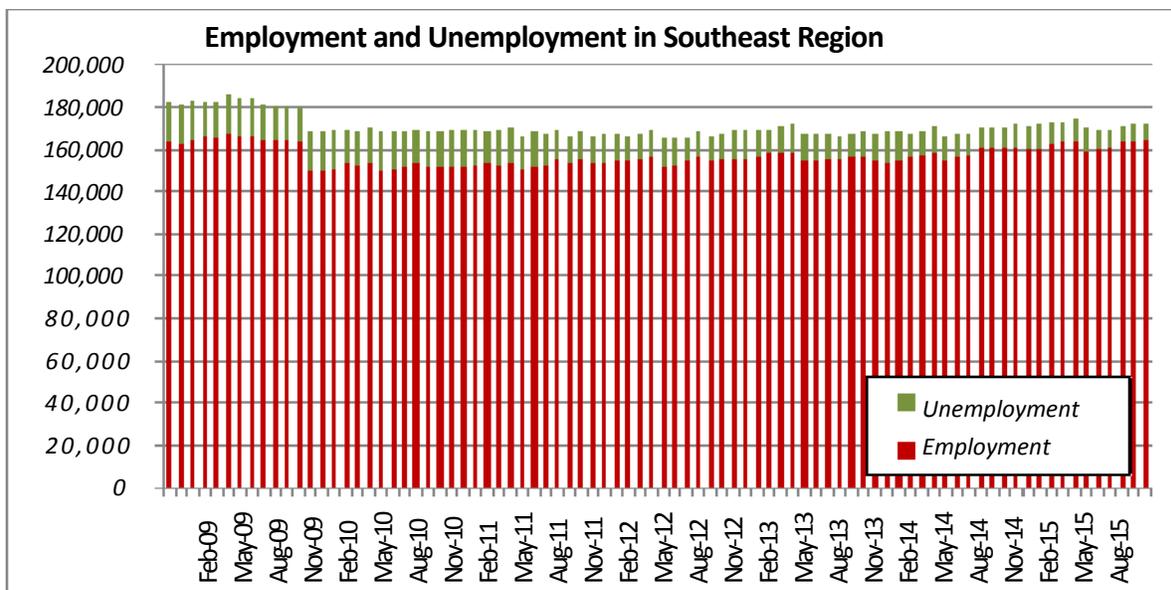


This includes:

1. *Employment and Unemployment*

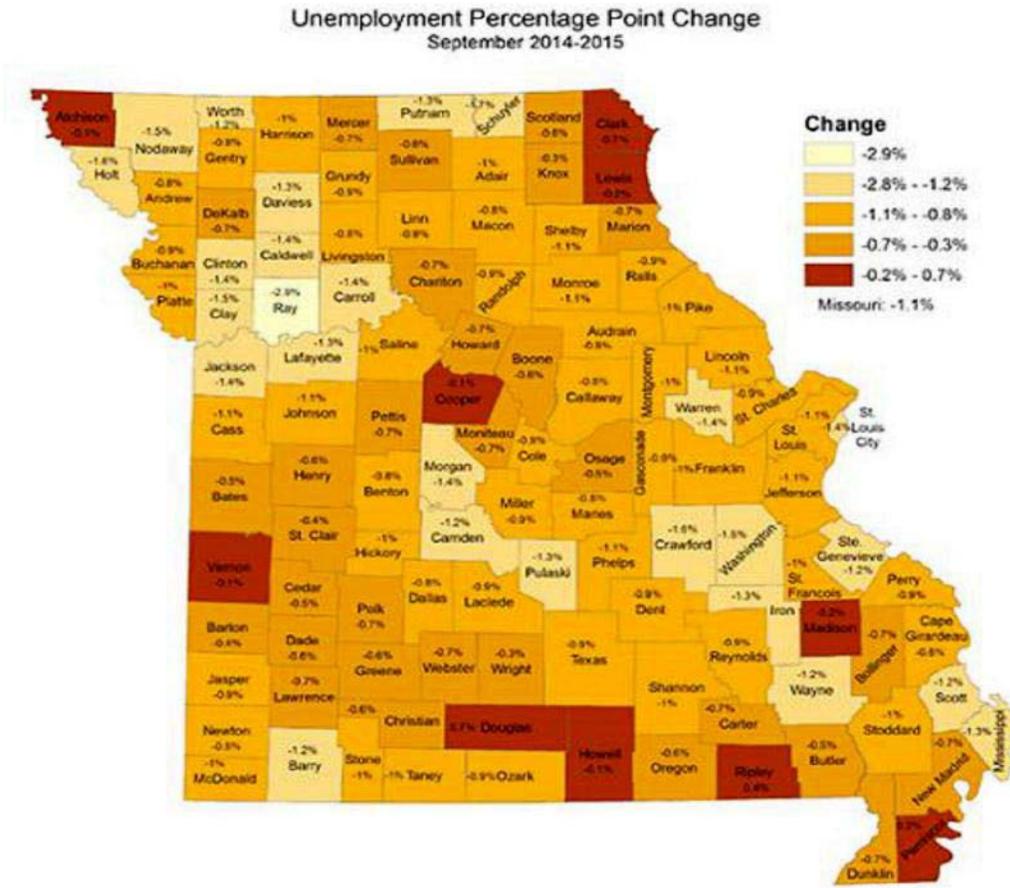
Provide an analysis of current employment and unemployment data and trends in the LWDA.

During the recession, the number of Missourians employed in the Southeast Region decreased, while the number of unemployed increased to a high of 11.2 percent. Over time, employers have become more confident in hiring workers, increasing total employment to over 164,000 at the end of 2015. The unemployment rate has fallen below 4.7 percent in the last quarter of 2015. That is above the Missouri unemployment rate of 3.9 percent and just below the US unemployment rate of 4.8 percent. These numbers, queried from Local Area Unemployment Statistics (LAUS), are based on estimates of all employment, including self-employed workers.



Source: U.S. Department of Labor, Bureau of Labor Statistics

Even with the low unemployment rate statewide, Missouri still has pockets where the unemployment rate is high. The brighter news is that unemployment has decreased in every county during the past year. In the Southeast Region, the unemployment rate decreased 1.8 percent from September 2014 to September 2015. Numbers for each county are available in following table.



2. Labor Market Trends

Provide an analysis of key labor-market trends, including across existing industries and occupations.

Industry Employment Trends

The Southeast Region experienced overall employment growth of 3.4 percent from 2009 to 2014. Employment grew faster in the region compared to the state employment growth of 2.2 percent. Industries with the largest growth were Social Assistance (59 percent), Merchant Wholesalers, Durable Goods (12.8 percent), and Food Manufacturing (8.6 percent). The industry group with the largest employment growth was the Health Care sector with Hospitals,

Ambulatory Health Care Services, and Nursing and Residential Care Facilities all growing. Two industries lost employment during the period: Educational Services and Justice, Public Order, and Safety Activities.

NAICS Sector	2009 Employment	2014 Employment	Change	Percent Change
Total Region Employment	136,215	140,847	4,632	3.4%
Educational Services	13,415	12,843	(572)	-4.3%
Food Services and Drinking Places	9,461	9,928	467	4.9%
Hospitals	9,164	9,563	399	4.4%
Social Assistance	5,573	8,858	3,285	59.0%
Ambulatory Health Care Services	6,384	6,799	415	6.5%
Nursing and Residential Care Facilities	6,717	6,758	41	0.6%
Administrative and Support Services	4,818	4,956	138	2.9%
Justice, Public Order, and Safety Activities	4,193	4,063	(130)	-3.1%
Food Manufacturing	3,503	3,804	301	8.6%
Merchant Wholesalers, Durable Goods	3,356	3,786	430	12.8%

Industry Wage Trends

The Southeast Region saw overall wage growth of nearly 9.8 percent, or over \$2,800, from 2009 to 2014. The region's wage growth was slightly higher than the statewide growth rate of 9.4 percent. Industries with the largest wage growth were Transportation Equipment Manufacturers (30.5 percent), Plastics and Rubber Products Manufacturing (26.3 percent), and Specialty Trade Contractors (24.1 percent). The industries with the largest wages were Hospitals (\$46,440), Merchant Wholesalers, Durable Goods (\$43,836), and Transportation Equipment Manufacturing (\$43,188). One industry had a slight wage decrease, Ambulatory Health Care Services.

NAICS Sector	2009 Wages	2014 Wages	Change	Percent Change
Overall Region Average Wage	\$ 29,160	\$ 32,004	\$ 2,844	9.8%
Hospitals	\$ 43,248	\$ 46,440	\$ 3,192	7.4%
Merchant Wholesalers, Durable Goods	\$ 38,112	\$ 43,836	\$ 5,724	15.0%
Transportation Equipment Manufacturing	\$ 33,108	\$ 43,188	\$ 10,080	30.5%
Educational Services	\$ 39,720	\$ 41,436	\$ 1,716	4.3%
Specialty Trade Contractors	\$ 33,240	\$ 41,244	\$ 8,004	24.1%
Plastics and Rubber Products Manufacturing	\$ 35,076	\$ 39,636	\$ 4,560	26.3%
Ambulatory Health Care Services	\$ 38,784	\$ 38,532	\$ (252)	-0.7%
Merchant Wholesalers, Nondurable	\$ 32,700	\$ 38,484	\$ 5,784	17.7%
Food Manufacturing	\$ 33,252	\$ 37,752	\$ 4,500	13.5%
Credit Intermediation and Related Activities	\$ 32,544	\$ 37,224	\$ 4,680	14.4%

Industry Clusters

The Southeast Region’s highly concentrated industries are centered on manufacturing, according to the location quotient indicator. The location quotient (LQ) indicator describes how concentrated an industry is in a region in relation to the nation, with 1.00 being the national average. The most concentrated manufacturing industries in the region are Plastic and Rubber Products Manufacturing, Food Manufacturing, and Transportation Equipment Manufacturing. Other highly concentrated manufacturing industries in the region are Primary Metal Manufacturing (3.53) and Wood Product Manufacturing (2.98).

NAICS Sector	2009 Location Quotient	2013 Location Quotient
Plastics and Rubber Products Manufacturing	3.23	3.62
Social Assistance	2.08	2.60
Food Manufacturing	2.24	2.53
Truck Transportation	2.27	1.99
Nursing and Residential Care Facilities	1.72	1.73
General Merchandise Stores	1.50	1.38
Hospitals	1.28	1.37
Transportation Equipment Manufacturing	1.42	1.36
Building Material and Garden Equipment and Sup1.22		1.26
Motor Vehicle and Parts Dealers	1.30	1.26

The industry demand is consistent with occupational job postings seen in the Top Ten Real-Time Labor Demand Occupations by Job Ads data found in Section IV.B.1. In this table, the highest number of job ads is for Registered Nurses. Information Technology positions, such as Computer Occupations and Software Developers, are also in demand, and would be employed in Data Processing, Hosting and Related Services; Management of Companies; and Telecommunications. With a concentration of manufacturers, occupations such as Sales Representatives, Wholesale and Manufacturing; Customer Service; and Truck Drivers are also heavily advertised.

3. Education and Skill Levels of the Workforce

Provide an analysis of the educational and skill levels of the workforce.

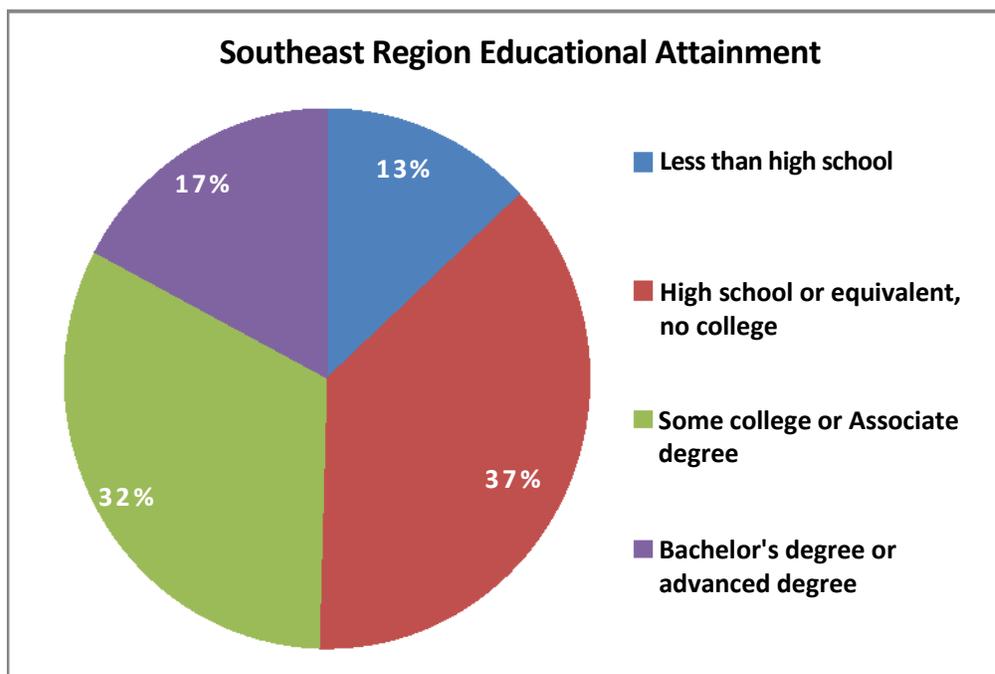
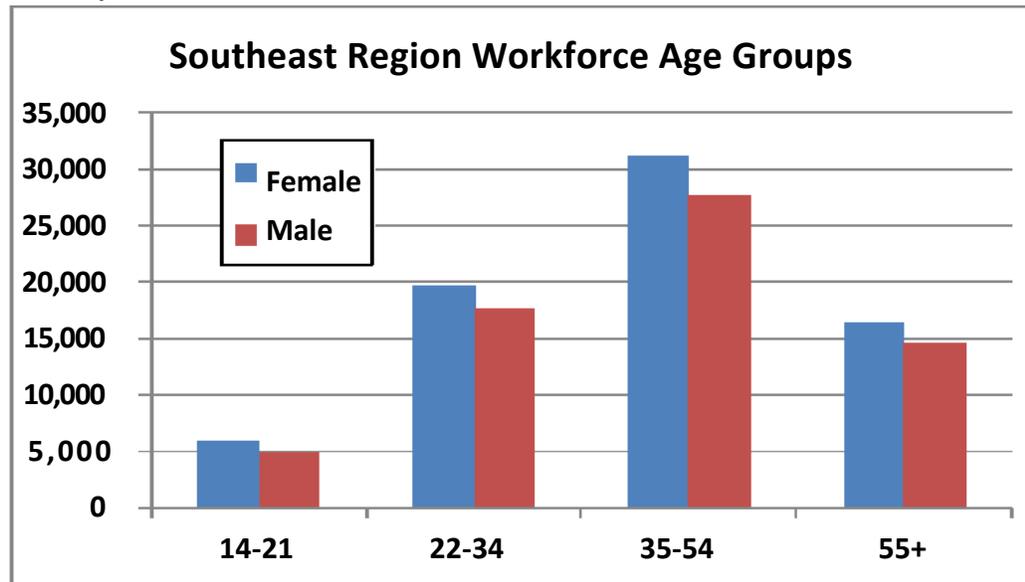
The total population of the Missouri workforce is 2,594,137, and the Southeast Region is home to nearly 138,000, or over 5 percent of the state’s workforce. The workforce demographic numbers are queried from census data, and include only workers employed by firms in Missouri (self-employed individuals not included). The age group for workforce is defined as 14 years or more.

The population of the workforce in the state is aging. In Missouri and the Southeast Region, about 22 percent of the workforce is age 55 or older for both the male and females.

The educational attainment rate for the Southeast Region is slightly less than the average for Missouri. In the Southeast Region 87 percent of the workforce has a high school diploma or

higher, compared to 88 percent for the state. When looking at just those with a bachelor’s degree or higher, the Southeast Region is at 17 percent and Missouri is at 23 percent. The number of workers who have not obtained a high school diploma is 13 percent in the Region and 12 percent statewide.

4. Skill Gaps



Describe apparent "skill gaps."

Analysis of the skills and education gaps that employers have identified is an important step in determining what training issues need to be addressed. National business surveys point to skills gaps that have negatively impacted the economy, such as a 2015 manufacturing survey that indicated 6 out of 10 positions remain unfilled due to talent shortage, even with a large number of unemployed manufacturing workers available for hire³. MERIC has developed target industry competency models; conducted business surveys, and recently acquired a real-time labor market skills demand tool that provides valuable insight into the needs of Missouri employers.

MERIC conducted Industry Competency Model analysis for many of the state's targeted industry sectors, such as Energy, Information Technology, Transportation, and Life Sciences. In doing so, the reports revealed that workers will need to enhance their existing skills sets to meet the demands of new and evolving technologies used in these growing industry sectors, and employers seek a good skill mix of both technical and soft skills in their workers. Interdisciplinary knowledge is a key ingredient to success, especially in high-tech sectors. Proficiency in rules and regulations was also rated as highly important and necessary for work in today's complex business environment.

The Industry Competency Model reports also highlighted issues related to the overall aging of the workforce. The imminent retirement of a large segment of workers across the targeted sectors could result in a shortage of this specialized labor pool. The ability to produce a sustainable pipeline of skilled workers will be important for the success of these sectors and the economy as a whole.

Each year MERIC staff assists the St. Louis Community College to survey hundreds of companies in the St. Louis MSA regarding workforce issues⁴. In 2015 the survey found that 57 percent of businesses identified a "shortage of workers with knowledge or skills" as the main barrier to expanding employment, followed by "economic conditions" at a distance second of 35 percent. The top shortcomings of job applicants were mostly soft skills such as poor work ethic (#1), lack of critical thinking (#2), and lack of communication or interpersonal skills (#3). Lack of general business or industry knowledge rounded out the top four. These shortcomings are consistently the top issues business identify in this survey and mirror the "soft skills" challenge that can be seen across the country in various business surveys. This very large business survey, while limited to the St. Louis MSA, is a good proxy for the issues other businesses face throughout the state. Furthermore, the importance of soft skills revealed in these surveys can be seen in online job ads that consistently rank these skills as a top desire for applicants.

MERIC analyzes the real-time job ads for workforce regions, which are one representation of job demand, versus the supply of job seekers in the state's workforce development system and develops a report each year highlighting results⁵. In 2015, the Southeast Region had the largest labor supply and demand gaps in Business & Sales and Health Care. For example, Business &

³ The skills gap in U.S. manufacturing 2015 and beyond. Deloitte Consulting and the Manufacturing Institute, 2015. Complete report at www.themanufacturinginstitute.org

⁴ State of the St. Louis Workforce 2015. St. Louis Community College Workforce Solutions, August 2015. Available at: <http://www.stlcc.edu/Workforce-Solutions/St-Louis-Workforce/>

⁵ Missouri Labor Supply & Demand Analysis. Missouri Economic Research and Information Center, February 2015. Available at: https://www.missourieconomy.org/pdfs/statewide_labor_supply_n_demand_analysis.pdf

Sales job ads accounted for nearly 24 percent of all postings but less than 9 percent of job seekers were looking for employment in these occupations. These gaps represent opportunities for job seekers, who can get training, to apply for occupations that are in higher demand.

The Southeast Region employers indicate through job advertisements the basic and specialized skills needed to be successful in their business. While these needed skills do not necessarily point to gaps, it does provide a snapshot of skill demand and reinforces some of the findings from earlier surveys and competency model analysis. MERIC researchers analyzed over 12,395 online job advertisements from February 1, 2015 to January 31, 2016 using a tool from Burning Glass Technologies, to determine what skills were in greatest demand over the year.

When considering all occupations, common skills are listed the most in job advertisements and show that basic business fundamentals, communication, organization and customer service skills are the most cited. Writing and computer skills complete the list of top five common skills.

Analysis of specific occupational clusters shows more targeted skill needs in jobs related to healthcare, information technology, finance, engineering and manufacturing. Many of these occupational clusters relate to the industries Missouri has targeted for economic growth.

Basic skills cover a broad range of topics, such as reading and writing, applied math, logic flows, information gathering, ethics, etc., and mainly relate to the educational efforts of primary and secondary schools, institutions of higher learning, and workforce training programs. From the workers' standpoint, many of these skills are hopefully gained through education and early work opportunities as a younger person however evidence from skills gap analysis suggest this is still a challenge. Partnerships by educators, businesses, workforce and economic developers should continue to focus efforts on this issue as these basic skills form the foundation for successful, occupation-specific training to follow.

Specific occupational skills are learned through longer-term employment in an industry which provides training or through the more formal education of apprenticeships, community colleges, or four-year universities. Attaining these skills, outside of business experience and training, presents some challenges to job seekers, particularly those who have been unemployed for a long time period, and to educational institutions. Job seekers need affordable, flexible training alternatives, especially if the person needs to work while gaining new skills. Education providers work to keep up with industry trends and technology while also needing to adapt to new, cost-effective learning methods. As with basic skill development, stakeholders in a healthy, growing economy must also partner to meet the needs of both workers and business.

Missouri’s opportunities for longterm economic growth will increasingly depend on a well educated, flexible workforce that responds quickly to changing business needs. Targeted efforts to prepare workers start at a young age, are honed through higher education and work experience, and are sustained by a culture and ability to embrace life-long learning. Taking bold, and sometimes difficult, steps to equip Missouri’s workforce for success will be one of the strongest economic development tools a state can have in retaining and attracting the industries of the future. MERIC, the WIOA agency leadership and the Sector Strategy research will strive to incorporate real-time feedback from employers about the current status of labor market information in each region and for the state.

Top Southeast Region Real-Time Labor Demand Skills

Top Baseline Skills Needed	Rank
Communication Skills	1
Organizational Skills	2
Customer Service	3
Writing	4
Computer Skills	5

HEALTHCARE	
Top Specific Skills Needed	Rank
Treatment Planning	1
Patient Care	2
Patient/Family Education and Instruction	3
Home Health	4
Patient Direction	5

INFORMATION TECHNOLOGY	
Top Specific Skills Needed	Rank
SQL	1
Microsoft C#	2
.NET Programming	3
C++	4
Software Engineering	5

FINANCE	
Top Specific Skills Needed	Rank
Accounting	1
Sales	2
Personal Computers	3
Cooking	4
Mentoring	5

ENGINEERING	
Top Specific Skills Needed	Rank
AutoCAD	1
Programmable Logic Controller (PLC) Programming	2
Electrical Engineering	3
Computer Aided Drafting/Design (CAD)	4
Manufacturing Processes	5

MANUFACTURING/PRODUCTION	
Top Specific Skills Needed	Rank
Welding	1
Repair	2
Inspection	3
Hand Tools	4
Blueprints	5

Source: Burning Glass Technologies (February 1, 2015- January 31, 2016)

A skill gap is defined as a critical skill that is not meeting the job requirements now or in the future. The survey targeted professionals who have at least a four-year degree. The survey contained a list of 35 skills (and definitions), such as critical thinking, change management, applying information technology, execution and oral communication.

Critical skills are defined as those required to perform one’s job at a high level of performance.

The survey below was developed and administered by the UMSL Survey Team, which is made up of business professionals, faculty and students.

Top 10 Critical Skills from 2008-2012		
2008	2010	2012
Critical Thinking & Problem Solving	Active Listening	Oral Communication
Decision Making	Customer Orientation	Active Listening
Execution	Critical /Analytical Thinking	Written Communication
Oral Communication	Oral Communication	Team/Collaboration
Teamwork/Collaboration	Time Management	Prioritization & Focus
Leadership	Teamwork/Collaboration	Time Management
Customer Orientation	Written Communication	Critical/Analytical Thinking
Written Communication	Prioritization & Focus	External Customer Service*
Data Analysis	Decision Making	Decision Making
Change Management	Leadership	Internal Customer Service*
*new categories in 2012		

Information from University of Missouri-St Louis, College of Business Administrator and Skill Gaps: A Critical Problem.

Top 10 Skills Gaps from 2008-2012		
2008	2010	2012
Critical Thinking & Problems Solving	Leadership	Written Communication
Leadership	People Management/Supervisory	Leadership
Oral Communication	Change Management	Critical /Analytical Thinking
Execution	Strategic Planning	People Management/Supervisory
Written Communication	Written Communication	Strategic Planning/Strategic Thinking
Change Management	Prioritization & Focus	Oral Communication
People Management/Supervisory	Active Listening	Active Listening
Decision Making	Time Management	Prioritization and Focus
Data Analysis	Critical/Analytical Thinking	Time Management
Project Management	Lean Thinking/ Process Improvement	Change Management

Despite these findings raising the awareness of the problem, the skill gaps are not going away. They continue to widen and also they may be changing due to the changing work environment and new challenges. For example, many employers believe that current employees lack both oral and written communication skills. With more information available through technology, people are not prepared to process it effectively. In addition, employees follow old ways to solve problems and creativity becomes another urgent issue for effective work. Most importantly, these skill gaps are a significant business issue that has widespread impact on companies' success or failure in the global marketplace.

D. Workforce Development, Education, and Training Activities Analysis

Describe the workforce development services and activities, including education and training in the LWDA, to address the education and skill needs of the workforce. Include education and training activities of the core programs and mandatory and optional One-Stop Delivery System partners.⁶

Along with all of the WIOA mandatory and core partners, the Southeast Region has identified 6 key services which are the system's primary focus:

1. Staff Assisted Job Search Services-

Missouri Job Centers provide job search assistance to all job seekers looking for employment opportunities. Staff assisted job search services is the process by which staff actively work with a customer to identify a job or career goal, identify skill sets, develop an effective jobs.mo.gov

registration, provide job matching assistance through jobs.mo.gov, help navigate through other government and commercial job search websites, provide on-line application assistance and a connection to other products. [Jobs.mo.gov](http://www.jobs.mo.gov): <http://www.jobs.mo.gov> Missouri's one-stop source for job listings. [Jobs.mo.gov](http://www.jobs.mo.gov) allows job seekers to search for open positions and provides access to career resources.

2. National Career Readiness Certificate-

The National Career Readiness Certificate (NCRC) verifies to employers anywhere in the United States that applicants have the essential core employability skills in Reading, Math, and Locating Information; skills that are highly important to the majority of jobs in the workplace. To help individuals prepare to earn a NCRC, we utilize the CR 101 Initial Assessment. Remediation courseware is available to provide job seekers with a way to build the basic workplace skills that all jobs require and prepare them for a National Career Readiness Certificate. This courseware is internet based and is available for our customers to use 24-hours per day, seven days a week from any location with Internet access. It is strongly recommended that customers wanting to obtain a NCRC certificate utilize the remediation courseware to refresh and build their skills. Job Seekers may receive a National Career Readiness Certificate through any Missouri Job Center.

3. Assessments-

Assessments provide a means to measure a job seekers skills, knowledge, abilities, strengths and interests. Assessments are utilized to determine job seeker career interests, career goals, and areas for skill development.

- Missouri Connections: Missouri Connections is a career information system for adults to use for different types of assessments, find career information, determine how much money they will need to earn for their lifestyle, research educational institutions in both Missouri and throughout the United States that offer the training they are looking for, and other job and career search features. The site allows a customer to build a portfolio to store their information, as well as a resume application. Missouri Connections can be accessed at <http://www.missouriconnections.org>. User name and passwords must be obtained through the Job Center.
- CR 101 Initial Assessment/Quick Guide: The CR 101 initial assessment individually measures cognitive abilities such as applied mathematics, reading for information and locating information. CR 101 initial assessment help identify strengths, abilities and areas for skill development as well as workplace readiness.
- O*Net: <http://www.onetcenter.org/guides.html> O*Net provides multiple self assessment tools. Staff at the Missouri Career Center can assist you with accessing O*Net assessment tools. O*Net assessments include:
- O*Net Ability Profiler: O*NET Ability Profiler (AP) is a career exploration tool that helps clients plan their work lives. The O*NET AP identifies users their strengths and

areas for which they might want to receive more training and education. It also identifies occupations that fit their strengths.

- **O*Net Interest Profiler:** O*NET Interest Profiler (IP) is a self-assessment career exploration tool that helps users discover the type of work activities and occupations that they would like and find exciting. Users identify and learn about broad interest areas most relevant to them. Users can also use their interest results to explore the world of work.
- **O*Net Computerized Interest Profiler (CIP):** O*Net Computerized Interest Profiler is a vocational interest assessment instrument administered by computer. Users receive an accurate, reliable profile of their vocational interests that provide valuable self-knowledge about their vocational interest, fosters career awareness and provides a window to the entire world of work via the 800+ occupations within O*NET On-line.
- **O*Net Work Importance Locator (WIL):** O*NET Work Importance Locator is a self-assessment career exploration tool that allows customers to pinpoint what is important to them in a job. It helps people identify occupations that they may find satisfying based on the similarity between their work values (such as achievement, autonomy, and conditions of work) and the characteristics of the occupations.
- **O*Net Work Importance Profiler (WIP):** O*NET Work Importance Profiler is a computerized self-assessment career exploration tool that allows customers to focus on what is important to them in a job. It helps people identify occupations that they may find satisfying, based on the similarity between their work values (such as achievement, autonomy, and conditions of work) and the characteristics of the occupations.

4. Workshops-

- **Workshops for Laid off Workers:** Missouri Job Centers offer specialized workshops to assist laid off workers at the time of layoff and are made available through the Rapid Response planning process. Workshops are offered in conjunction with other workshops available at Missouri Job Centers. These workshops are offered through the University of Missouri Extension.
- **Career Compass:** This workshop will be offered to Employment Transition Team participants and arranged around layoff events. Workshop will be conducted by state staff within your Job Center.
- **Take Control of Your Finances:** Free workshops to help dislocated workers keep control of family finances while laid off are available through the Missouri Job Centers. Managing your bills until a new job opportunity appears is less stressful when you have a plan. Training topics include how to track your spending and how to develop a budget, how to cut expenses, HOPE NOW mortgage services, how to prioritize debts and maintain good relation with creditors, understanding COBRA Continuation Health

insurance coverage, how to avoid debt and credit scams, and how to identify resources in your community that can help you save money.

- **FastTrac New Venture:** FastTrac New Venture workshops, offered through Missouri Job Centers, are available to dislocated workers with an interest in starting their own business. FastTrac New Venture workshops help you research your business idea and decide whether starting a business is right for you.

5. On-Site Workshops

Every full service career center offers five workshops to help Job Seekers prepare for and conduct an effective job search and maximize your ability to secure employment. Each Job Center may offer workshops specific to their area as well.

- **Basic Computer:** Using a computer competently is essential for today's job seeker. Learn the basic computer skills necessary to search and apply for jobs. This workshop includes everything from using the keyboard to accessing the Internet to creating and saving files. In addition, learn to use jobs.mo.gov to search for your next job.
- **Career Exploration:** It's all about you! This workshop gives you the tools to assess your knowledge, skills, personal interests and priorities on the journey to finding the job that is best for you (or not a good fit). Identify resources that are available to find a rewarding career.
- **Career Networking:** Everyone recommends it, but not everyone does it well: Learn the benefits of effective and strategic 'networking' and how these interpersonal resources and contacts could lead to a new job. This workshop applies what you learn, so you will develop a plan to present yourself to networking groups, a networking source list and a list of the types of networking groups.
- **Resume Preparation:** Wonder what employers are looking for when they read a résumé and cover letter? Find out in this workshop! Identify and optimize all the basic components of a résumé (skills and abilities, work history, and education) so that you stand out above the others. Use some of the same strategies in completing excellent online applications.
- **Interview Process:** With this workshop you get practical advice on how to best showcase your skills and experience through research, practice, and preparation. Get helpful tips on how to dress and groom for an interview. Learn the different types of interviews and strategies for each.
- **Career Success:** Now that you have a job, discover the secrets to keeping it. Learn about meeting employer and workplace expectations, continuous learning on the job and setting career goals. Practice positive communication and the process of adjusting to the workplace environment.

6. Resume Development Assistance-

Resume Development Assistance is the process by which staff helps customers understand the importance of a high quality resume, know what comprises an effective resume, and connect with the tools and resources necessary to develop a professional resume.

Many Missouri Job Center services are delivered in group/workshop settings. This includes customer service training activities, time management classes, computer classes, basic quality classes, and various training activities such as On-The-Job Training and class room training. Many of these activities will be delivered by Missouri Job Center staff, while other more specialized activities may be delivered by outside partners.

1. The Strengths and Weaknesses of Workforce Development Activities
Provide an analysis of the strengths and weaknesses of the workforce development services and activities identified above.

Opportunities available to the customer through the Job Centers assist them in recognizing their skills and where they have weaknesses. Assistance is available to increase existing skills, market skills and work on areas of weakness. Skills assessments help to clarify the next steps needed in an individual's job search, their need for training or skill improvement. WorkKeys, Job Club, and Southeast Missouri Transitional Skills Initiative, along with Job Center workshops provide opportunities for enhancement of resume preparation, interviewing skills, networking, retaining employment, and more. All of this assists the customer in standing out as a job applicant, and in being a better employee once employed. Earning a National Career Readiness Certification (NCRC) using the ACT skills certification system is an opportunity to take skills our customers have demonstrated on a national level. Our partners are working to ensure customers have a smooth referral process and access to valuable resources. Working together with our partners is the best way to assist our customers in their journey to a self-sufficient career pathway.

Strengths

- The Next Generation Job Center Integrated Service Delivery Model has allowed for a robust menu of workforce services to offer both businesses and individuals in the region. A good example is when job seekers earn the NCRC, they earn a credential that is portable through not only Missouri but the nation. This credential certifies their skills for employers.
- The partners are coming to the table with ideas, offering services and resources; improving the work-related outlook for the members of our communities. To improve our job-seekers skills will enhance the productivity and competitiveness of our employers.
- While there is no single job training approach that is right for all workers, having access to accurate and up-to-date labor market data provided by MERIC and other sources, as well as information and guidance about career and training opportunities, helps our customers customize a plan through more informed education and employment decisions.

Weaknesses

- Employers have indicated that finding workers, even with college degrees, with adequate basic essential skills was a challenge. Through our Regional Sector Forums, employers

indicated that job applicants often lack basic personal effectiveness competencies such as communication skills, work ethic, discipline, critical thinking or interpersonal skills. Our regional sector team has identified some of the misconception about manufacturing and is working to address this with young students. Sharing the career pathways available in their local manufacturing areas and understanding the skills needed helps graduates be better prepared to move along the career continuum to on-the-job training, Career and Technical Education or higher post-secondary coursework.

- The negative side of the issues discussed is the complicated nature of the systems. The absence of aligned and standardized data systems makes it extremely difficult to track a client's progress.
- Jobs in today's world are requiring more highly-skilled workers. Workplace skills are essential in all industries to advance in the fast-paced economy and to improve efficiency within our region. The speed at which technology is changing at a rapid speed; this impacts even the employed and key skill deficiencies among the unemployed and underemployed population.

2. Local Workforce Development Capacity

Provide an analysis of the capacity of local entities to provide the workforce development services and activities to address the identified education and skill needs of the workforce and the employment needs of employers in the LWDA.

WIOA requires strong partnerships across all programs, the Southeast Region, over the past ten years, demonstrated that strength. Each partner has capacities that are evident in the scope of services they provide and the excellent performance levels of their programs, as measured both by federally reported performance measures and key business metrics such as total number of customers served, effective labor force attachment and skills progression. The capacity of all partners is expected to grow as we build an integrated, demand-driven workforce system where all are equally included.

The Workforce Development Board of Southeast Missouri focuses on outreach services to customers, especially individuals with barriers to employment, through enhanced collaboration, coordination and partnership development with local community agencies and chambers. Our local business team is working together to improve employer outreach strategies incorporating local economic development partners that benefit both employers and job seekers in the local area. We can more effectively engage with employers in key, high-demand industries by continuing to strengthen partnerships with our local economic development. Southeast will coordinate on-the-job training programs to provide training in these high priority occupations through a larger business team. Our Sector Strategies Leadership Team is working to evaluate and implement sector strategies and career pathways to provide accelerated pathways to high growth industry areas.

OPERATIONAL ELEMENTS

V. Local Structure

A. LWDA Profile

Describe the geographical workforce development area, including the LWDA’s major communities, major employers, training and educational institutions (technical and community colleges, universities, etc.), population, diversity of the population, and relevant growth trends.

The Southeast Region is made up of 13 counties that include Bollinger, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Pemiscot, Perry, St. Francois, Ste. Genevieve, Scott and Stoddard. This large area encompasses:

- 7,840 square miles
- Population of 366,416 individuals (2014)
- Labor force of 170,354 individuals
- 57 public schools and 26 private schools
- 7 Technical Training Schools
- 2 Community Colleges
- 1 State University



The largest city in the region is Cape Girardeau with population of 38,195. The following is a list of each county, their major communities, major employers, training and educational institutes, population, diversity and relevant growth trends;

Bollinger County

Major Communities: Marble Hill

Major Employers: Eldercare of Marble Hill, VIP Industries, Crader Distributing Company, Meadow Heights, Woodland, Leopold and Zalma School Districts, Stitch-It

Training and Educational Institutes: none

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Bollinger County</i>				
Total Population	12,053	12,363	-212	12,394 (+.3%)
White	98.7%	97.7%	-1.0%	

Black	0.2%	0.5%	0.3%	
America	0.8%	0.6%	-0.2%	
Indian/Alaska Native				
Asian/Pacific Islander	0.2%	0.3%	0.1%	
Hispanic/Latino	0.6%	0.8%	0.2%	

Cape Girardeau County

Major Communities: Cape Girardeau, Jackson

Major Employers: St Francis Medical Center, Southeast Hospital, Procter & Gamble, Mondri Jackson, Newell Rubbermaid, Delta Companies, Inc., Rapco Horizon, Cape and Jackson School Districts,

Training and Educational Institutes: Southeast Missouri State University, Cape Girardeau Career & Technical Center, Metro Business College, Southeast Missouri Hospital College of Nursing, Southeast Missouri State University Law Enforcement Academy.

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Cape Girardeau County</i>				
Total Population	76,632	73,957	-2,675	78,043 (+3.1%)
White	89.3%	93.1%	3.8%	
Black	7.3%	5.6%	-1.7%	
America				
Indian/Alaska Native	0.3%	0.5%	0.2%	
Asian/Pacific Islander	1.3%	0.8%	-0.5%	
Hispanic/Latino	2.1%	0.9%	-1.2%	

Dunklin County

Major Communities: Kennett, Malden

Major Employers: American Railcar Inc., Twin Rivers Regional Medical Center, Wal-Mart Supercenter, Genesis Homecare, NHC Health Care

Training and Educational Institutes: Southeast Missouri State University-Kennett and Malden Campus, Three Rivers Community College-Kennett Campus, Southern Missouri Trucking Driving School.

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Dunklin County</i>				
Total Population	31,039	31,953	914	31,344 (-1.9%)
White	89.4%	87.6%	-1.8%	
Black	9.8%	10.1%	0.3%	
America Indian/Alaska	0.4%	0.3%	-0.1%	

Native				
Asian/Pacific Islander	0.4%	0.4%	0.0%	
Hispanic/Latino	4.9%	5.8%	0.9%	

Iron County

Major Communities: Ironton, Arcadia

Major Employers: Doe Run Company, Iron County Family Care Clinic, Ironton Baptist Home, Disabled Citizens Alliance Inc

Training and Educational Institutes: Mineral Area Outreach Center - Arcadia Valley Career Technical Center

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Iron County</i>				
Total Population	9,943	10,630	687	10,267 (-3.4%)
White	97.0%	96.2%	-0.8%	
Black	2.5%	1.6%	-0.9%	
America				
Indian/Alaska Native	0.4%	0.5%	0.1%	
Asian/Pacific Islander	0.1%	0.2%	0.1%	
Hispanic/Latino	1.1%	1.3%	0.2%	

Madison County

Major Communities: Fredericktown

Major Employers: Madison Medical Center, Covenant Care System LLC, Wal-Mart Supercenter, Cap America, Versa Tech

Training and Educational Institutes: Mineral Area Outreach Center

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Madison County</i>				
Total Population	12,341	12,226	-115	12,368 (+1.2%)
White	98.8%	97.8%	-1.0%	
Black	0.6%	0.5%	-0.1%	
America				
Indian/Alaska Native	0.3%	0.4%	0.1%	
Asian/Pacific Islander	0.4%	0.4%	0.0%	
Hispanic/Latino	1.4%	2.1%	0.7%	

Mississippi County

Major Communities: Charleston, East Prairie

Major Employers: Southeast Correctional Center, Freight Logistics & Transportation, American Homecare, Edwards Transportation Company

Training and Educational Institutes: Susanna Wesley Family Learning Center

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Mississippi County</i>				
Total Population	13,266	14,358	1,092	14,232 (-.9%)
White	78.4%	74.3%	-4.1%	
Black	20.6%	24.3%	3.7%	
America				
Indian/Alaska Native	0.4%	0.2%	-0.2%	
Asian/Pacific Islander	0.7%	0.2%	-0.5%	
Hispanic/Latino	1.5%	1.7%	0.2%	

New Madrid County

Major Communities: Sikeston, New Madrid, Portageville

Major Employers: SRG Global, Associated Electric Co-op Inc, Wal-Mart Supercenter,

Training and Educational Institutes: Three Rivers Community College-Portageville Center, New Madrid County Area Technical School

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>New Madrid County</i>				
Total Population	17,480	18,956	1,476	18,272 (-3.6%)
White	84.4%	81.9%	-2.5%	
Black	15.2%	15.9%	0.7%	
America				
Indian/Alaska Native	0.2%	0.3%	0.1%	
Asian/Pacific Islander	0.2%	0.5%	0.3%	
Hispanic/Latino	1.4%	1.3%	-0.1%	

Pemiscot County

Major Communities: Caruthersville, Hayti

Major Employers: Trinity Marine, Lady Luck Casino, Pemiscot Memorial Hospital, Loxcren Company, Caruthersville Nursing Center, Trinity Marine Products, Inc.

Training and Educational Institutes: Pemiscot County Vocational School

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Pemiscot County</i>				
Total Population	18,193	18,296	103	17,650 (-3.5%)
White	74.2%	71.0%	-3.2%	
Black	25.0%	27.0%	2.0%	
America				
Indian/Alaska Native	0.3%	0.4%	0.1%	
Asian/Pacific Islander	0.4%	0.3%	-0.1%	
Hispanic/Latino	2.4%	2.0%	-0.4%	

Perry County

Major Communities: Perryville

Major Employers: Gilster-Mary Lee Corp, Perry County Memorial Hospital, TG Missouri, Sabreliner Corp.

Training and Educational Institutes: Mineral Area Outreach Center & Southeast Missouri State University -Perry County Higher Educational Center, IEC of Southeast Missouri-Frohna

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Perry County</i>				
Total Population	18,847	18,971	124	19,202 (+1.2%)
White	98.3%	97.5%	-0.8%	
Black	0.7%	0.5%	-0.2%	
America				
Indian/Alaska Native	0.2%	0.4%	0.2%	
Asian/Pacific Islander	0.8%	0.5%	-0.3%	
Hispanic/Latino	1.4%	2.0%	0.6%	

St. Francois County

Major Communities: Farmington

Major Employers: Accent Marketing, Centene Corp, Eastern Reception Diagnostic, Farmington Correctional Center, Piramal Glass Ltd, US Tool Group, Southeast Missouri Mental Health, Parkland Medical Center, Lee Mechanical Contractors Inc.

Training and Educational Institutes: Mineral Area College, Unitec Career Center

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>St. Francois County</i>				
Total Population	63,884	65,359	1,475	65,960 (+.9%)
White	93.8%	93.6%	-0.2%	
Black	3.8%	4.5%	0.7%	
America				
Indian/Alaska Native	0.5%	0.4%	-0.1%	
Asian/Pacific Islander	0.7%	0.4%	-0.3%	
Hispanic/Latino	1.3%	1.3%	0.0%	

Ste. Genevieve County

Major Communities: Ste Genevieve, Bloomsdale

Major Employers: Mississippi Lime Company, Ste Genevieve County Memorial Hospital, Holcim, Tower Rock Stone Company

Training and Educational Institutes: Southeast Missouri State University-Ste. Genevieve

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Ste. Genevieve County</i>				
Total Population	17,542	18,145	603	17,914 (-1.3%)
White	97.9%	97.6%	-0.3%	
Black	1.5%	0.8%	-0.7%	
America				
Indian/Alaska Native	0.3%	0.3%	0.0%	
Asian/Pacific Islander	0.2%	0.3%	0.1%	
Hispanic/Latino	1.1%	0.9%	-0.2%	

Scott County

Major Communities: Sikeston, Scott City

Major Employers: Unilever, Missouri Delta Medical Center, Ferguson Medical Group, Havco Wood Products LLC, Orgill

Training and Educational Institutes: Southeast Missouri State University-Sikeston Campus, Scott County Career and Technical Center, Three Rivers Community College-Sikeston

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Scott County</i>				
Total Population	40,855	39,191	-1,664	38,903 (-0.7%)
White	87.6%	86.3%	-1.3%	
Black	11.7%	11.5%	-0.2%	

America				
Indian/Alaska Native	0.4%	0.2%	-0.2%	
Asian/Pacific Islander	0.4%	0.4%	0.0%	
Hispanic/Latino	1.5%	1.9%	0.4%	

Stoddard County

Major Communities: Dexter, Puxico

Major Employers: Tyson Foods Inc, Meritor Inc, WW Wood Products Inc, Wal-Mart Supercenter

Training and Educational Institutes: Three Rivers Community College-Dexter Campus, Stoddard County Career Learning Center, Administration Health Care Institute

Demographic Category	2000 Census	2010 Census	Change Over Period	Population Estimates July 1, 2014
<i>Stoddard County</i>				
Total Population	29,069	29,968	899	29,869 (-0.3%)
White	97.6%	97.2%	-0.4%	
Black	1.6%	1.1%	-0.5%	
America				
Indian/Alaska Native	0.5%	0.5%	0.0%	
Asian/Pacific Islander	0.3%	0.2%	-0.1%	
Hispanic/Latino	1.2%	1.4%	0.2%	

B. Local Workforce Development System

Describe the workforce development system in the LWDA. Identify the programs that are included in that system and how the Board will work with the entities carrying out core programs and other workforce development programs. Describe how the Board plans to support alignment to provide services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.).

Our local workforce system consists of the leadership from the board, Division of Workforce Development, One-Stop Operator, Job Center staff, Job Corps, AEL, Vocational Rehabilitation, Family Support Division, Higher Education, United Seasonal Farm Workers, Housing, Probation & Parole, Experience Works and Perkins Career & Technology along with numerous other partners and resources available in our region.

The board is responsible to convene and strategize with partners, and provide guidance and oversight for our local job centers. The Southeast region is working to enhance partnerships and methods of referrals to align services with other area resources and braid funding so that customers receive maximum benefit. Southeast WDB supports technical training (Carl D. Perkins Act) as a career pathway avenue for lifelong learning.

Per Workforce Development Board of Southeast Missouri By-Laws adopted January 19, 2016:

The functions of the WDB shall be consistent with those that are identified for a regional WDB under the WIOA Section 107 and any amendments thereto, including, but not limited to:

- a. Developing and submitting the Southeast Regional Plan to the Governor in partnership with the Local Elected Officials.*
- b. Providing policy, guidance and review for all employment and training programs in the Southeast Region, assuring linkages with partner agencies and supporting the local Missouri Job Centers.*
- c. Analyzing (i) local economic conditions (ii) the knowledge and skills needed by workers and employers for jobs in the local area, (iii) the workforce activities, education and training needed in the region.*
- d. Conducting research, data collection, and analysis related to the workforce needs of the regional economy after receiving input from stakeholders as needed to carry out the board's function.*

2.6 Convening local workforce system stakeholders to assist in developing the local plan and identifying non-federal expertise and resources to leverage support for workforce development activities.

2.7 Engaging employers to:

- a. Promote business representation on the local board.*
- b. Support employer use of the local workforce system and workforce activities.*
- c. Enhance communication, coordination and collaboration among employers, economic development entities and service provider(s) to ensure workforce activities meet employer needs and support economic growth.*
- d. Develop and implement strategies to meet the employment and skill needs of workers and employers such as through industry and sector partnerships that provide the skilled workers for employers and expand employment and career advancement for workers in in-demand sectors or occupations.*

2.8 Developing and implementing career pathways together with secondary and post-secondary education input by aligning employment, training, education and support services needed by adults and youth especially those with barriers.

2.9 Identifying and promoting strategies and initiatives to meet employer, worker and jobseeker needs including providing physical and programmatic accessibility, in the one-stops and identifying and sharing best practices of other local areas meeting such needs.

2.10 Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce system for employers, workers and jobseekers by:

- a. Facilitating connections among the intake and case management information systems of the one-stop partners to support a comprehensive workforce development system.*
- b. Facilitating access to one-stop services including in remote areas.*
- c. Identifying strategies that augment traditional services to meet the needs of individuals with barriers to employment and increase access to services and programs such as improving digital literacy skills.*

d. Leveraging resources and capacity of the workforce system.

- 2.11 Conducting oversight in partnership with the Local Elected Officials, over youth, adult, dislocated worker and one stop WIOA activities ensuring the appropriate use and management of the funds and that the funds are used to maximize performance outcomes.*
- 2.12 Together the WDB with the Local Elected Officials and staff negotiating and reaching agreement on local performance measures with the Governor.*
- 2.13 The WDB with the agreement of the Local Elected Officials and consistent with section 121(d), shall select the one stop operator and staff for the job centers on a competitive basis and may terminate one stop operator and/or staff for cause.*
- 2.14 The WDB shall select service provider(s) on a competitive basis, except as provided in section 123(b), and terminate their contracts. If there is a youth standing committee the WDB shall consider the recommendations of the youth standing committee on selection and termination of youth provider(s).*
- 2.15 Identifying eligible providers of training services consistent with WIOA section 122.*
- 2.16 Working with the State of Missouri to ensure there are sufficient numbers and types of providers of career services and training services, and assuring services are provided in a manner that maximizes consumer choice and offer opportunities for integrated employment for individuals with disabilities consistent with section 122 and paragraphs (2) and (3) of section 134(c).*
- 2.17 Coordinating activities with education and training providers, adult education and literacy activities, providers of career and technical education and local agencies administering plans under Title I of the Rehabilitation Act of 1973.*
- a. Reviewing the application to provide adult education and literacy activities to determine whether the applications are consistent with the local plan.*
 - b. Making recommendations to the eligible agency to promote alignment with the plan.*
 - c. Replicating and implementing memorandum of understanding (MOU) in accordance with the Rehabilitation Act to enhance services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative effects with employers and other efforts.*
- 2.18 Developing a budget for the board's activities, consistent with the local plan and the WDB's duties subject to the approval of the Chief Local Elected Official (CLEO).*
- 2.19 Soliciting and accepting grants and donations from non-federal sources.*
- 2.20 Negotiating the one-stop memorandum of understanding (MOU) with the one-stop partners, assessing and certifying the one-stop in accordance with state and local criteria.*

2.21 *Annually, assessing the physical and programmatic accessibility, of all one-stop job centers in the region.*

2.22 *Developing and submitting reports as deemed necessary by the Governor. Such reports may include input from WDB and CLEO members as well as regional and training partners; and shall be considered a public document.*

The Workforce Development Board of Southeast Missouri has established the following committees to address, integrate into, and support the greater workforce development system. These committees are comprised of board members as well as community and organization leaders in the local workforce system. The board has also initiated a One-Stop Leadership Team in each of the Job Centers in the Southeast Region. These Leadership Teams are a co-op of local entities providing core programs, services, and training. Working collectively is the best way to identify skill and service gaps, creating an innovative team to close those gaps and look beyond today in an attempt to meet the Workforce Development System needs of tomorrow.

- Executive Committee consisting of WDB elected officers, WDB Standing Committee Chairpersons, and Chief Local Elected Official. Duties include but are not limited to reviewing financial reports, WDB President/COO reviews, WDB recruitment and monitoring attendance.
- Alliance for Equal Access, duties includes but is not limited to planning and development for educational outreach, strengthening partnerships and services to ensure equal access for all customers.
- Youth Action Network, duties include but are not limited to plan and develop partnerships and services for youth system, compliance overview, RFP process.
- Workforce System Network, duties includes but are not limited to engaging workforce development system partners for the following purposes; (i) regional workforce planning (ii) sector partnerships (iii) career pathways (iv) economic development (v) training solutions.

Local Facility and Partner Information

1. *Identify the One-Stop partners that are physically located at each of the comprehensive (full-service) center(s) in the LWDA, and the services provided by these partners, and list them in **Attachment 1** to the Plan.*

See Attachment 1

2. *Identify the local comprehensive One-Stop Center(s), including current mailing and street addresses, telephone and fax numbers and list them in **Attachment 1** to the Plan.*

See Attachment 1

3. *Identify the local affiliate sites, including current mailing and street addresses, telephone and fax numbers and list them in **Attachment 1** to the Plan.*

The Southeast Region currently does not have any affiliate sites.

4. *Identify the One-Stop partners that are physically located at each of the affiliated sites and the services provided by these partners and list them in **Attachment 1** to the Plan.*

VI. Local Strategy Implementation

Describe the Board's goals and strategies for operation, innovation, and improvement under WIOA (20 CFR §679.560).

WIOA required strategies. Please include strategies addressing:

1. *Career Pathways;*
2. *Employer Engagement;*
3. *Business Needs Assessment;*
4. *Alignment and Coordination of Core Program Services;*
5. *Outreach to Jobseekers and Businesses;*
6. *Access—Improvements to Physical and Programmatic Accessibility.; Customer Service Training;*
7. *Assessment; and*
8. *Support Services.*

By the very nature of WIOA, partnerships are developing and strengthening. We're seeking innovative ways of communication, integration and referrals. This will allow for improvement to the current system, streamlining services, braiding funding, and working to create a seamless service system in our region. Co-location will take time but is the goal in all areas. Once co-location has been fully implemented innovation will be ramped up to further serve our customers.

Career Pathways-

A pathway to self-sufficiency employment is the key to the success of both the job seeker and the employer. The sector strategies development in the southeast region will assist employers by providing qualified job seekers to those careers.

Employer Engagement-

The Southeast Regions business plan provides the overall frame work to build a single point of contact system that defines each partner's role and responsibilities. Our long history of integrating business services have been highly successful and brought together economic development, education, workforce development and employers throughout the region.

Business Needs Assessment-

Needs of local businesses were identified through sector strategy launch meetings. During these meetings the Southeast regions identified the following business needs:

- Skilled workforce to include soft skills
- Expanded pre-screening to include collecting applications, posting job orders, matching services, etc.
- On the Job Training services
- Retention strategies
- Educate
- Access to meeting facilities/locations

Alignment and Coordination of Core Program Services-

Interagency alignment and coordination will be an on-going process. The Job Center staff has always been, and will continue to be, the hub for all services and making referrals. Through our One-Stop Leadership meetings and staff meetings/training, everyone will become more knowledgeable of the services available through core/mandated partners. This will enable all staff to give customers the information they need to improve their choices.

Current core partner-based activities being used to align the programs include:

- TANF – any participant referred to Missouri Work Assistance (MWA) must complete the same assessment as required by Title I (Career Ready 101).
- TANF – ability to apply for benefits online.
- Missouri Employment and Training Program (METP) will be operated through the Missouri Job Center system. Each METP participant may be co-enrolled in Title I and Title II services to provide them immediate access to career pathways information, training and employment services.
- Family Support Division (FSD) allows the use of jobs.mo.gov for their client's job searches. The time logged in is counted towards their required participation hours for respective programs.
- Title IV – Vocational Rehabilitation has a representative that sits on the local Workforce Development Board that provides direction for program accessibility, physical access to services, and assistive technology needs for individuals with disabilities.

Outreach to Businesses-

The Southeast Region's outreach plan is designed to increase the awareness of available services to job seekers and increase the number of businesses that use the Missouri Job Center products and services.

- Gather business intelligence to identify current economy
- Work with local and regional economic development professionals
- Provided one-on-one assistance to employers with job matching system
- Encourage entrepreneurship with economic developers

Outreach to Job Seekers-

The region's Missouri Job Centers offer an array of services aimed at making every job seeker a better job candidate. Through labor market information, career exploration activities, job seeking assistance, access to regional, state, and national job openings through the website www.job.mo.gov, resume preparation assistance, assessments, workshops, access to short and long term skill-building training, supportive services information, skills certifications such as the National Career Readiness Certificate, job specific training and certifications, placement assistance, opportunities for on-the-job training, and tuition assistance, just to name a few. Methods of referral and opportunities for co-enrollment with other workforce partners will be continually refined. Collaborating with partner agencies to develop a triage approach to serving customers will increase awareness of area resources and avoid duplication of services.

Access—Improvements to Physical and Programmatic Accessibility.; Customer Service Training-

The Southeast Region has four comprehensive Missouri Job Centers located in, Park Hills, Cape Girardeau, Sikeston and Kennett. All four locations include WIOA Adult, WIOA Dislocated Worker, Missouri Employment & Training Program, Re-Employment Services, Wagner/Peysner, Trade, WIOA Youth, Worker Profiling and Missouri Workforce Assistance program. In addition to the four counties that have a comprehensive job center, each of the remaining nine counties has WIOA Youth services and MWA services available. Customer services include computer access, program information, program referrals, AEL services, assessment services, and testing services. Local community partnership coordination exists in each rural area. An access point is available in rural Iron County to assist customers with lack of transportation. We continue outreach efforts to provide additional access points.

Assessment-

All customers who visit a Missouri Job Center in the Southeast region are given an assessment to immediately engage the customer into job center activities. This assessment will identify skill levels, aptitudes, abilities, skill gaps, barriers to employment and supportive service needs. Assessments allow assistance with setting goals and developing next steps. Specialized assessments are offered as well to evaluate interests, personality traits, and diagnostic testing.

Support Service-

Supportive services include items such as transportation, child care, tools, uniforms, dependent care, housing and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIOA Title I.

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- a. Developing and submitting the Southeast Regional Plan to the Governor in partnership with the Local Elected Officials.*

- b. *Providing policy, guidance and review for all employment and training programs in the Southeast Region, assuring linkages with partner agencies and supporting the local Missouri Job Centers.*
- c. *Analyzing (i) local economic conditions (ii) the knowledge and skills needed by workers and employers for jobs in the local area, (iii) the workforce activities, education and training needed in the region.*
- d. *Conducting research, data collection, and analysis related to the workforce needs of the regional economy after receiving input from stakeholders as needed to carry out the board's function.*

2.6 *Convening local workforce system stakeholders to assist in developing the local plan and identifying non-federal expertise and resources to leverage support for workforce development activities.*

2.7 *Engaging employers to:*

- a. *Promote business representation on the local board.*
- b. *Support employer use of the local workforce system and workforce activities.*
- c. *Enhance communication, coordination and collaboration among employers, economic development entities and service provider(s) to ensure workforce activities meet employer needs and support economic growth.*
- d. *Develop and implement strategies to meet the employment and skill needs of workers and employers such as through industry and sector partnerships that provide the skilled workers for employers and expand employment and career advancement for workers in in-demand sectors or occupations.*

2.8 *Developing and implementing career pathways together with secondary and post-secondary education input by aligning employment, training, education and support services needed by adults and youth especially those with barriers.*

2.9 *Identifying and promoting strategies and initiatives to meet employer, worker and jobseeker needs including providing physical and programmatic accessibility, in the one-stops and identifying and sharing best practices of other local areas meeting such needs.*

2.10 *Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce system for employers, workers and jobseekers by:*

- a. *Facilitating connections among the intake and case management information systems of the one-stop partners to support a comprehensive workforce development system.*
- b. *Facilitating access to one-stop services including in remote areas.*
- c. *Identifying strategies that augment traditional services to meet the needs of individuals with barriers to employment and increase access to services and programs such as improving digital literacy skills.*
- d. *Leveraging resources and capacity of the workforce system.*

- 2.11 *Conducting oversight in partnership with the Local Elected Officials, over youth, adult, dislocated worker and one stop WIOA activities ensuring the appropriate use and management of the funds and that the funds are used to maximize performance outcomes.*
- 2.12 *Together the WDB with the Local Elected Officials and staff negotiating and reaching agreement on local performance measures with the Governor.*
- 2.13 *The WDB with the agreement of the Local Elected Officials and consistent with section 121(d), shall select the one stop operator and staff for the job centers on a competitive basis and may terminate one stop operator and/or staff for cause.*
- 2.14 *The WDB shall select service provider(s) on a competitive basis, except as provided in section 123(b), and terminate their contracts. If there is a youth standing committee the WDB shall consider the recommendations of the youth standing committee on selection and termination of youth provider(s).*
- 2.15 *Identifying eligible providers of training services consistent with WIOA section 122.*
- 2.16 *Working with the State of Missouri to ensure there are sufficient numbers and types of providers of career services and training services, and assuring services are provided in a manner that maximizes consumer choice and offer opportunities for integrated employment for individuals with disabilities consistent with section 122 and paragraphs (2) and (3) of section 134(c).*
- 2.17 *Coordinating activities with education and training providers, adult education and literacy activities, providers of career and technical education and local agencies administering plans under Title I of the Rehabilitation Act of 1973.*
- a. *Reviewing the application to provide adult education and literacy activities to determine whether the applications are consistent with the local plan.*
 - b. *Making recommendations to the eligible agency to promote alignment with the plan.*
 - c. *Replicating and implementing memorandum of understanding (MOU) in accordance with the Rehabilitation Act to enhance services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative effects with employers and other efforts.*
- 2.18 *Developing a budget for the board's activities, consistent with the local plan and the WDB's duties subject to the approval of the Chief Local Elected Official (CLEO).*
- 2.19 *Soliciting and accepting grants and donations from non-federal sources.*
- 2.20 *Negotiating the one-stop memorandum of understanding (MOU) with the one-stop partners, assessing and certifying the one-stop in accordance with state and local criteria.*

2.21 Annually, assessing the physical and programmatic accessibility, of all one-stop job centers in the region.

2.22 Developing and submitting reports as deemed necessary by the Governor. Such reports may include input from WDB and CLEO members as well as regional and training partners; and shall be considered a public document.

ADMINISTRATION

VII. Assurances

Describe the process used by the Board to provide an opportunity for public comment, including comment by representatives of businesses and labor organizations, and input into the development of the Plan, prior to submission of the Plan.

Posted on www.job4you.org, emailed to entire WDB, County Commissioners, TEAM, and all core/mandated partners; public notice at 760 S. Kingshighway, Suite C, Cape Girardeau, MO 63703.

VIII. Local Policies and Requirements

- A. SUPPORTIVE SERVICES—Please include as **Attachment 2**, the Board’s policy for Supportive Services to enable individuals to participate in Title I activities. This policy must address the requirements in [DWD Issuance 12-2010, “Statewide Supportive Services Policy.”](#)

See Attachment 2

- B. ADULT—Describe the criteria to be used by the Board to determine whether funds allocated to a LWDA for Adult employment and training activities under WIOA sections 133(b)(2) or (b)(3) are limited, and the process by which any priority will be applied by the One-Stop Operator.

Recognizing the priorities available in the WIOA (ETA 680.600), the Southeast Region will make participant funds available as stated below:

A minimum of 70% of Title I WIOA Adult funds will be allocated to *Priority Level I*, and a maximum of 30% of Title I WIOA Adult funds will go to *Priority Level II* (if needed, a WDB vote would be required to adjust percents during program year).

Priority Level I

1. An individual who receives, or is a member of a family who receives cash public assistance;
2. An individual who receives, or is a member of a family who receives or has been determined within the six months prior to eligibility determination, eligible to receive food stamps;
3. A member of a family whose annualized income does not exceed the higher of (a) Department of Health and Human Services poverty guidelines, or (b) the Department of Labor's Lower Living Standard Income Level;

4. A member of a family whose annualized income does not exceed 150% of the Lower Living Standard Income Level, LLSIL (the “working poor”);

Priority Level II

Currently employed worker who has received a WIOA Adult Career enrollment as defined by the WIOA and is a member of a family whose annualized income does not exceed 250% of the Lower Living Standard Income Level may be considered in need of individualized services in order to retain employment that allows for self-sufficiency. For the purposes of determining the eligibility of currently employed workers, “self-sufficiency” means identifying either of the following conditions that impair an employed worker’s ability to achieve or maintain self-sufficiency:

- A need for additional training to learn skills to use new technologies and/or processes in order to retain current employment (Skill Acquisition).
- Conditions that require an employed worker’s company to retrain its workers to enable the company to be more competitive in the marketplace or to avoid company failure and loss of jobs in the community (Job Retention).
- Conditions that prevent the employed worker from maintaining self-sufficiency due to part-time hours, low hourly wage or employed in a declining industry within the region (Skill Acquisition-New Industry).

- C. *YOUTH—WIOA section 129(a)(1)(B)(VIII) establishes that an eligibility criteria for Out-of-School Youth (OSY) is “a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.” Please explain how the Board will define, identify, document, and serve youth participants meeting this eligibility criteria.*

WIOA section 129(a)(1)(C)(VII) establishes that an eligibility criteria for In-School Youth (ISY) is “an individual who requires additional assistance to complete an educational program or to secure and hold employment.” Please explain how the Board will define, identify, document, and serve youth participants meeting this eligibility criteria.

The WDB has defined needs additional assistance for out-of-school and in-school youth who are low income and meet one of the following criteria:

- Youth has poor school attendance (as defined by the school)
- Attending Alternative School
- Parent (s) Incarcerated
- Migrant Youth
- Poor or no work history
- Lacks occupational skills

Lack of experience may not only pertain to a specific job but a lack of essential skills as well. When skills are lacking it is difficult for youth to obtain and retain employment. These circumstances are difficult due to economic times and counties with considerable rural communities providing few employment and educational opportunities. Youth also find themselves competing with more mature and experienced workers for the same opportunities. Often youth are lacking guidance and direction to pursue or succeed in completing education, securing employment or holding employment. WIOA youth services are provided by the local service provider with a multitude of available WIOA services. Previous efforts for youth who meet this criterion must be documented to assess and verify their need. School assessment records or testing documents will be used to verify the educational component and the signed WIOA Attestation will be used to verify the employment component.

D.VETERANS—Describe how veteran’s priority, as required by Public Law 107-288, will be incorporated into all programs.

Veteran Priority

Veterans that come through the Missouri Job Center system are eligible for “priority rights of service”, that is, they are entitled to certain preferences within the job searching and job referral process. All Missouri Job Center staff is trained on Veteran’s “priority rights of service” and where Veteran’s can receive other needed services. All staff must become familiar with and comply with DWD Issuance 09-2008 “Priority of Services to Veterans”.

1. Priority of Service Defined: Priority of Service is defined as the right of eligible covered persons to take precedence over eligible non-covered persons in obtaining DOL-funded services. This means:

- The covered person receives access to the service or resource earlier in time than the non-covered person; or
- If the service or resource is limited, the covered person receives access to the service or resource instead of or before the non-covered person.

It is important to understand that Priority of Service does not change the intended function of a program or service. Covered persons must meet all statutory eligibility and program requirements for participation in order to receive priority for a program or service.

2. Implementing Priority of Service: The regulations provide that priority of service means the right to eligible covered persons to take precedence over eligible non-covered persons in obtaining services. They further specify that taking precedence may mean:

- The covered person receives access to the service or resource earlier in time than the non-covered person; or
- If the service or resource is limited, the covered person receives access to the service or resource instead of or before the non-covered person.
- The regulations specify how priority of service is to be applied across three different types of qualified job training programs.

E. INDIVIDUAL TRAINING ACCOUNTS (ITAs)—*Identify the funding limit for*

ITAs. Tuition/Training Services-ITA

The Workforce Development Board has established a monetary limitation and time limitation on paid class room training.

- The limit for a participant in non-medical training is \$5,000.00 per contract year for two years.
- The limit for a participant in medical related training is \$7,500.00 per contract year for two years.

F. INDIVIDUALS WITH DISABILITIES—*Describe how the Board will ensure that the full array of One-Stop services is available and fully accessible to all individuals with disabilities. In particular, identify those resources that are available in the Board’s Products & Services Box to assist in the provision of these services.*

Each Job Center is required to maintain specific Assistive Technology including: Window Eyes Screen Reader, Zoom Text, Big Keys LX Keyboard, Trackball Mouse, Phone Amplifier, and Ubi Duo (Face to Face Communication, TTY, and Relay Service. Annual reviews of ADA equipment in our offices, ensuring proper function and training in the use of the equipment, are ways we attempt to increase the value of our services to individuals with a disability. The State of Missouri contracts to provide interpretive (ASL) services at all locations upon request. Specifics for these services are found at:

<https://jobs.mo.gov/dwdeo>

A desk aid may be found at:

https://jobs.mo.gov/sites/jobs/files/dast_sign-language-interpreter_desk_aid_rev11-2015.pdf

In addition, a partnership with the Missouri Rehabilitation Services for the Blind, allows Missouri to provide each Job Center with the EO Notice in Braille and “large print” formats for the individual customers with low vision or who are blind.

In compliance with Federal requirements of the Americans with Disabilities Act (ADA), Missouri Job Center team members must not directly or indirectly deny a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefits, services or training on the basis of disability. Reasonable accommodations will be made in services and procedures when necessary. Programs will be operated so that they are readily accessible to and usable by the individuals with disabilities in the most integrated setting. Communications with persons with disabilities must be as effective as communications with others.

Reasonable accommodations will be made in policies, practices or procedures when modifications are necessary to avoid discrimination on the basis of disability, unless making the modifications would fundamentally alter the nature of the service, program or activity. In the event of a grievance complaint, procedures, forms and any other necessary information will be made available to individuals with disabilities.

The Workforce Development Board of Southeast Missouri has established an Alliance for Equal Access committee, whose duties includes but is not limited to planning and development for educational outreach, strengthening partnerships and services to ensure equal access for all customers.

- G. ONE-STOP SERVICES—*Describe how the Board will ensure that the full array of One-Stop services is available to all individuals with limited English proficiency. In particular, identify those resources that are available in the Board's Products & Services Box to assist in the provision of these services.*

CTS Language Link is available; this service interprets 240 different languages. In compliance with DWD Issuance 06-2014, referrals are made to AEL for LEP classes. DESE provides English Language Learner. A copy of Equal Opportunity is the Law notice – MODOL 4522 (Exhibit II - E), in English and Spanish, is provided to all Job Centers and Youth offices. All services are provided with equal access required in building specifications and ADA equipment in accordance with WIOA section 188. Providing a dedicated WDB staff to meet with Job Center's staff monthly, attending One-Stop Leadership meetings and seeking additional training opportunities to incorporate into the Product & Service Box will only increase WDBs ability to anticipate and meet the changing needs of the Southeast Region's consumers. Using data analysis conducted by EO Officer, and through communication with field staff, areas of language barriers are identified and services stated above are utilized to provide opportunities for those with a language barrier. Opportunities are communicated through posters, newspapers, radio to areas identified as having LEP populations.

- H. NEXT GENERATION CAREER CENTER MODEL (NGCC)—*Describe how the Board promotes integration of services through co-enrollment processes, beyond the automatic co-enrollment of the NGCC model.*

The Southeast Region works hard to bring integration to the area and still allow Job Centers to accommodate needs specific to their communities. Efforts are being made to meet with partners and provide common referral, co-enrollments and follow-up practices, per DWD Issuance 242015. The Southeast Region has developed a team approach to service delivery which provides a quality level of integrated services and products. This model focuses on service to the customer as opposed to programs for funding streams. Keeping in line with the plan's focus of service to the customer, The Workforce Development Board, One-Stop Operator, and The Division of Workforce Development share staffing functions.

Co-locating of Youth Case Manager and MWA Case Managers within Job Center has provided strong partnership and convenience for our customers. Partners are invited to the Job Center on a rotating basis to serve in common customers. We have monthly One-Stop Leadership meeting that include WIOA partners and other organizations that serve in common customers. Each Job Center brings together partners in their areas, referring customers, keeping all partners informed on what their organization in doing and sharing opportunities to get involved in locally.

- I. TRAINING EXPENDITURE RATE / LOCAL CRITERIA FOR TRAINING RECIPIENTS—*Provide your Board's proposed training expenditure rates for both the Adult and Dislocated*

Worker regular formula fund allocations. In addition, describe the local process for determining who will receive training under the NGCC initiative.

Many Missouri Job Center customers will participate in skill building activities; however, some of these customers will participate in formal skills training that lead to certifications, degrees, and other industry recognized credentials. Typically, these customers will have job/career goals that require a formal certification or formal skills training. Once it has been determined that the customer meets the required criteria to participate in occupational skills training activities, the advisor will meet with the customer to review the need for specific credentials or degrees that can be earned through occupational skills training. As part of this conversation, the advisor will also address specific skills that must be acquired through the formal training activity. The advisor will use available assessment results to help guide this discussion, ensuring that all certification and skill issues are addressed. The WDB has established a monetary limitation and time limitation on paid class room training.

- 1) The limit for a participant in non-medical training is \$5,000.00 per contract year for two years.
- 2) The limit for a participant in medical related training is \$7,500.00 per contract year for two years.

Expenditure rates from PBS:

FY16 – 39% Adult

FY16 – 31% Dislocated Worker

- J. TITLE II: ADULT EDUCATION AND LITERACY (AEL)—*Provide a description of how the Board will coordinate workforce development activities with the Missouri Department of Elementary and Secondary Education (DESE) Title II provider(s) of AEL in the LWDA. Include a description of the alignment-review process for DESE Title II applications as required by WIOA section 108(b)(13).*

The Workforce Development Board of Southeast Missouri partners with Missouri Department of Elementary & Secondary Education, the Title II providers of Adult Education & Literacy in our region. The Southeast region's MOU with AEL providers includes the provision of partnership regarding referrals, locations, case management and other opportunities available to our common customers. Services will focus on serving those eligible with a disability, low literacy skills, and those with limited English proficiency. Recommendations will be made regarding alignment with the plan in areas of programs, activities and enrollments under Title I.

- K. TITLE IV: VOCATIONAL REHABILITATION/REHABILITATIVE SERVICES FOR THE BLIND (VR/RSB)—Title IV of the Rehabilitation Act includes both VR/RSB programs. *Describe how the Board will coordinate workforce development activities with these programs. Boards are encouraged to develop a subcommittee on disability services. Describe the partnership with these agencies as this subcommittee is developed.*

The Workforce Development Board of Southeast Missouri has established an Alliance for Equal Access committee, whose duties includes but is not limited to planning and development for

educational outreach, strengthening partnerships and services to ensure equal access for all customers. Representatives from Vocational Rehabilitation/Rehabilitative Services for the Blind (VR/RSB) serve on this committee. Among other things this committee is charged to plan and develop options for educational outreach, strengthen partnerships and services to ensure equal access for all customers.

L. **APPRENTICESHIPS**—*Describe the Board’s policy on providing apprenticeships.*

WDB of Southeast Missouri has three labor representatives serving on our board. Shane Tyler, with the Carpenters’ Apprenticeship Program works with Southeast Region’s Youth provider to educate young people of the opportunities through trades. Mr. Tyler opens the carpenters’ school located in Cape Girardeau, for touring of students, and hosting job fairs for thirty surrounding schools. Job Corp campus, located in Stoddard County, works with the Carpenters’ Apprenticeship programs, as well as, Brick Layers, Heavy Equipment Operators and Painting unions to assist with job placements. WDB will broaden our apprenticeships as we receive further education and become more familiar with the providers available in our region. We are working with companies interested in starting a registered apprenticeship program.

The Southeast Region coordinates Apprenticeships and On-Job-Trainings (OJT) together by utilizing OJT funds for the participant's on-site training. NGCC staff share information about apprenticeship opportunities; benefits in pursuing employment and assist with referral to the local apprenticeship programs. The On-Job-Training is another avenue shared with the customers and with local businesses.

IX. **Integration of One-Stop Service Delivery**

Describe the One-Stop Delivery System in the LWDA, including:

A. **ASSESSMENT OF ONE-STOP PROGRAM AND PARTNERS**—*A description of how the Board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;*

The Workforce Development Board of Southeast Missouri greatly values quality customer service. As a result, the Request for Proposal (RFP), for staffing of the Job Centers, focuses heavily on customer service. Training on integration of services and customer service, as well as cross-training of services provided, will be an ongoing endeavor to ensure continuous improvement. Included in customer service training, will be components of EO related issues, such as disability etiquette, utilizing ADA equipment, etc.

WDB staff, utilizing MoPerforms and the new data system will continue to collaborate with partners to monitor and ensure excellence in performance on a regular basis. As well as performance, EO data analysis is conducted. Areas of concerns that are identified will be addressed with an action plan for continuous improvement.

- B. ALIGNMENT AND DATA INTEGRATION—*Describe how all partner agencies will strengthen their integration of services so that it provides a more seamless system; and include:*
1. MEMORANDUMS OF UNDERSTANDING (MOU)—*A copy of each MOU between the Board and each of the One-Stop partners (or one “umbrella” MOU for the same purpose) concerning the operation of the One-Stop Delivery System in the LWDA. Include as **Attachment 3** an updated copy of the MOU with current signatures and dates; if available for Plan submission (DWD requires the MOU to be submitted to the State by July 1, 2016). Missouri Job Centers must ensure that equal access to employment and training services are provided to the farm workers and agricultural employers in their LWDA. See DWD Issuance 12-2015 https://jobs.mo.gov/sites/jobs/files/dwdissuance12-2015_12232015.pdf. (See **Infrastructure Cost Sharing note in section 3 on page 9.**)*

Memorandums of Understanding (MOU) between WDB and One-Stop partners- attachment 3.
Details of partnerships and collaboration are being worked out to provide seamless services.

2. MIGRANT AND SEASONAL FARM WORKERS / AGRICULTURAL EMPLOYMENT SERVICES
WIOA section 167 provides the framework for agricultural services delivery. National Farmworkers Jobs Program (NFJP) services and grants are implemented at 20 CFR Part 685, as proposed. The current Section 167 Grantee, UMOS—United Migrant Opportunity Services, must be included in the MOU as the NFJP partner. The Plan should address how the LWDB will cooperate with UMOS and the State Agricultural Employment Services office to provide employment and training services to this population.

Workforce Development Board of Southeast Missouri plans to work with UMOS/AES in accordance with WIOA section 167 to provide employment and training services to this population.

UMOS MOU-See Attachment 3

3. COST-SHARING AGREEMENT - *Include as **Attachment 4** the negotiated cost-sharing worksheet agreement for each Missouri Job Center that includes the line items’ dollar amounts and percentage rates for DWD and the Board. (Note: Although the WIOA statutory deadline for finalized infrastructure cost-sharing agreements is July 1, 2016, DOL has used its administrative authority to extend that deadline to July 1, 2017, Nevertheless, an interim infrastructure cost agreement, which may be short of specificity, is still a required component of the LWDB One-Stop MOUs due to DWD on July 1, 2016.)*

See Attachment 4

- C. PLANNING PROCESS AND PARTNERS—*The expectation is that the Board will involve business, organized labor, local public officials, community-based organizations, WIOA service providers, and other stakeholders in the development and review of this Plan. Describe the plan-development process, including how input for the Plan was obtained by all the partners involved in the MOU.*

All of our Job Centers are working toward conducting One-Stop Leadership Team meetings on a monthly basis. These teams are comprised of Job Center partners, community organizations, local business, organized labor, and local public officials. These meetings provide opportunity for input and strategizing best suited for each area of the region. During One-Stop Leadership meetings, sections of Plan were reviewed and discussed, and input obtained.

Partner input was incorporated and sent out for review. Plan was available to all WDB members i.e. business, labor, community based, etc. for input and discussion. The board approved the plan on June 21, 2016.

X. Administration and Oversight of the Local Workforce Development System

- A. *Identify the One-Stop Operator(s) for the comprehensive One-Stop Centers and affiliates in the LWDA, and state the method used to designate and certify the One-Stop Operator(s).*

MERS/Goodwill is the Southeast Region’s One-Stop Operator in the four comprehensive Job Centers. They were chosen through a competitive bidding process.

- B. *Identify the members of the Board, the organization or business they represent, and the category (i.e., business, labor, adult education and literacy, vocational rehabilitation, Wagner-Peyser DWD, higher education, economic development, TANF, Other) in **Attachment 5** to the Plan. The certification/recertification form submitted for the certification process may be used.*

See Attachment 5

- C. The Board must review its by-laws annually and complete the “Local Workforce Development Board’s ATTESTATION FOR REVIEW OF BY-LAWS” form included near the end of this document. *Include the Board’s current by-laws and the completed attestation form (copy is included in this guidance) as **Attachment 6** to the Plan.*

See Attachment 6

- D. *If the LWDA includes more than one unit of local government, the Chief Elected Officials (CEO) may develop a CEO agreement; however, it is not mandatory under WIOA law. If the LWDA is including a CEO agreement, please specify the respective roles of the individual CEOs and include the agreement as **Attachment 7**. Also, include any CEO by-laws that are in effect. (The CEO membership should be reviewed after each county and/or municipal election, as applicable, for any changes. If there are changes in the CEO membership, or leadership, a new CEO agreement will need to be signed and submitted to DWD by the first day of June following the election.)*

See Attachment 7

- E. *Include as **Attachment 8** to the Plan, the Conflict of Interest Policy for Board members, staff, and contracted staff to follow (reference [DWD Issuance 15-2011](#), “Transparency and Integrity in Local Workforce Investment Board Decisions” or successive issuances).*

See Attachment 8

- F. *Include the sub-state monitoring plan, as defined in [DWD Issuance 15-2010](#), as **Attachment 9** to the Plan.*

See Attachment 9

PROGRAM ACTIVITIES

The core programs partners in Missouri are:

- Adult program (Title I of WIOA);
- Dislocated Worker program (Title I);
- Youth program (Title I);
- Adult Education and Family Literacy Act program (Title II);
- Wagner-Peyser Act program (Wagner-Peyser Act, as amended by Title III);
- Vocational Rehabilitation (VR) program (Title I of the Rehabilitation Act of 1973, as amended by Title IV); and Missouri Vocational Rehabilitation—General Rehabilitation Services for the Blind;
- Temporary Assistance for Needy Families (TANF) program (42 U.S.C. 601 et seq.);

In addition to the above, the Combined State Plan partners include:

- Employment and Training Programs under the Supplemental Nutrition Assistance Program (SNAP; Programs authorized under Section 6(d)(4) of the Food and Nutrition Act of 2008 [7 U.S.C. 2015(d)(4)];
- Community Services Block Grant (Employment and training activities carried out under the Community Services Block Grant Act [42 U.S.C. 9901 et seq.]); and

XI. Service Delivery

A. One-Stop Service Delivery Strategies

Describe how the LWDA is assisting customers in making informed choices based on quality workforce information and accessing quality training providers. In particular, identify those resources that are available in the Board’s Products & Services Box to assist in the provision of these services.

Utilizing MERIC information, WorkKeys scores, and other assessments, the Job Center staff recognizes in-demand occupations and provides opportunities for consumer-choice training accordingly. The State determines eligibility of training providers and WDB adheres to that. Utilizing Career Ready 101 and KeyTrain, and offering Talify assists staff in guiding customer to make informed choices.

B. Adults and Dislocated Workers

1. *Provide a description and assessment of the type and availability of all Adult and Dislocated Worker employment and training activities in the LWDA. Please include how the Board uses products and services, such as workshops, assessment products*

(KeyTrain, WorkKeys/National Career Readiness Certificate [NCRC], Talify, etc.) and jobseeker skills products (such as Optimal Résumé, etc.), to engage customers and assist with their re-employment efforts.

Adult and Dislocated Worker re-employment services will be accomplished through immediately engaging clients through career and training level services as eligibility, appropriateness, and funding allows. It is the goal of each Next Generation Career Center staff to ensure customers leave the Job Center a better job applicant than when they walked in. To this end, staff-assisted services will be emphasized and Missouri Job Center services will be continuously promoted. Available employment and training activities include: eligibility determination; outreach, intake, and orientation to the information and services available through the one-stop delivery system; initial and specialized assessments including literacy, numeracy, English Language proficiency, aptitudes, abilities and supportive service needs; labor exchange services, job search and placement assistance; workshops, employment statistics information; performance information and program cost per eligible providers of training; local performance information; provision of information regarding filing claims for unemployment compensation; development of an individualized employment plan; short term pre-vocational services; adult work experience, occupational skills training; on-the-job training; skill enhancement services; adult education and literacy activities; retention assistance; and follow-up.

2. *Include a description of the local ITA system and the procedures for ensuring that exceptions to the use of ITAs, if any, are justified.*

The Functional Leader is required to submit a scanned copy of all P-201/P-208's every Friday to cathyharris@job4you.org, and gretchen@job4you.org. The customer is verified in Toolbox 2.0 by Workforce Development Board (WDB) compliance staff for accuracy. WDB fiscal staff will record all tuition requests on an excel spreadsheet. The spreadsheet will be issued/mailed to the Functional Leaders every Tuesday by WDB fiscal staff. Upon receipt of the training invoice from the educational institution, the WDB fiscal staff will process the payment and WDB compliance staff will post the payment in Toolbox 2.0.

The WDB has established a monetary limitation and time limitation on paid class room training.

- The limit for a participant in non-medical training is \$5,000.00 per contract year for two years.
- The limit for a participant in medical related training is \$7,500.00 per contract year for two years.

3. *Provide a description of how Unemployment Insurance claimants will be provided reemployment services, including how Worker Profiling and Re-employment Services (WPRS) will be delivered on a weekly basis between the DWD and partner staff.*

Assistance with Unemployment Insurance is an important Missouri Job Center service to many of the visitors that come to a Center. When a customer comes to the Job Center for job search, the following will be checked:

- Advisors will check to see if they have completed the full Welcome Team process. If they have completed the process then they will be referred to an NGCC staff Employment Team Member.
- If the customer is a first time customer then they will need to go through the Welcome Team process.

When a customer has questions about their unemployment they will be referred to the UI telephone bank to talk to a Regional Claims Center staff person.

The Worker Profile/WPRS activity (s) focus on identifying customers receiving UI benefits that may be expected to exhaust these benefits without skill development and job search assistance. This activity also has several direct linkages to UI services, since participation for identified customers is mandatory and UI benefits can be jeopardized if participation does not occur. As such, this activity will be managed within the Employment Team to ensure that these critical UI linkages are maintained. Refer to DWD Worker Profiling Desk Aide for step by step procedures.

- Request Worker Profiling Selection: The UI automated system will select worker profilers to be scheduled through the Missouri Job Center. In this letter, these customers will be informed of the specific services that they will receive from Missouri Job Center as part of the Worker Profiling activity (s) as well as the specific date and time that they must attend an information session at the Missouri Job Center.
- Worker Profile Information Sessions: A Worker Profiling information session will be held at the Missouri Job Center. All customers that participate in this session will have the following information entered into the Toolbox system (if it is not already entered): (1) their 10 demographics, and (2) a career service – self help community resources. In this session, customers will be given information that is required by the Worker Profiling program (s) as well as job search advice and direction. Of critical importance, however, these customers will also be highly encouraged to participate in the services offered within the Missouri Job Center and these services will be described in some detail.

4. *Describe the Board's strategies for promoting and increasing the number of participants in work-based learning and On-the-Job Training (OJT).*

The WDB has employed an OJT Marketing Specialist, which is a professional position dedicated to promoting work based learning and OJT programs, available through the workforce development system, to businesses and increasing participation in those programs. The OJT Marketing Specialist's responsibilities are but not limited to:

- Market/promote work based learning programs, including On-the-Job Training, Work Experience and Work Ready Missouri to businesses to increase business participation.
- Research hiring employers to target marketing activities.
- Maintain a coordinated effort to improve business customer satisfaction and initiate significant public relations activities necessary to promote and explain the use of

work based learning programs to community groups, business groups, union officials, industrial groups, and planning committees to inform them of opportunities available through the Job Centers.

Prepare and deliver customized presentations .

- Develop work based learning opportunities with employers, including the development of training agreements and participant training plans. Closely coordinate with the State OJT Coordinator and NEG Coordinator to ensure proper eligibility determinations are made.
- Serve as the primary point of contact for employers participating in work based learning programs, ensuring satisfaction with placements, helping employers with required documentation, and monitoring placement worksites.
- Closely coordinate with local Job Center OJT Navigators, Workforce Development Boards and Community Colleges to connect eligible job seekers to Work Based Learning Opportunities.
- Closely coordinate with the regional Business Outreach Teams for purposes of coordinating a streamlined business contact system that ensures non-duplication.
- Provide on-going feedback regarding business hiring needs to OJT Navigators and other Job Center staff to ensure businesses are matched with eligible candidates that meet their expectations.

5. *Explain the Board's strategies for increasing the attainment of credentials, degrees, and certificates by participants in your LWDA and any accommodations you have made to make attainment easier (i.e., collocation of AEL centers, extended hours, etc.). In addition, please describe the Board's approach to ensuring every Missouri Job Center customer has the opportunity to take the WorkKeys assessments and obtain a NCRC. This should include how the Board collaborates with the local community college(s) in the LWDA to provide space and/or proctoring services for WorkKeys assessments on an as-needed basis.*

WorkKeys is promoted to the job seeker as a valuable credential to be utilized in their job search and as an identifier of their abilities. WorkKeys is promoted to employers as a tool to assist in identifying foundational skills needed. Job Center staff encourages employers to include NCRC preferred when posting job orders. Introducing WorkKeys to students 18 and over, by proctoring on-site, allows for an increase in training achievements. Utilizing WorkKeys in this fashion is the first step to identifying abilities and interests that lead to a fulfilling career pathway for our customers. Once a career pathway has been recognized, the Job Center staff, and partners, jointly assists in the attainment of needed credentials, degrees or training.

Partnerships with AEL, Career & Technology Centers, as well as Community Colleges allows for referrals, shared proctoring, and space.

C. Employment Transition Team

Describe how the Board coordinates with the LWDA's Employment Transition Team Coordinators to ensure that information and services are delivered in a seamless fashion, including how pre-layoff services are coordinated and provided. In addition, please provide a description of the proactive measures that are taken to identify potential layoffs in the LWDA, how information is shared with LWDA's Employment Transition

Team Coordinators and how layoff aversion strategies are coordinated. See [DWD Issuance 07-2015, "Statewide Employment Transition Team Policy," Oct. 21, 2015.](#)

The Workforce Development Board utilizes the Local Workforce Coordinator in our area for various needed information. The Workforce Coordinator is contacted at the first evidence or word that a lay-off is even being contemplated by any employer in our area. The Workforce Coordinator will notify other area coordinators if their area could be affected. The Workforce Coordinator first will utilize all elements of resources to prevent the layoff such as (but not limited to) Shared Work—Layoff Alternative.

When the Local Workforce Coordinator has determined with the employer that no other measures can be employed to avoid laying off workers, and then Employment Transition Team services are provided which include: The Employment Transition Team (ETT) is available at no cost to businesses and affected workers. As part of the ETT, a Regional Workforce Coordinator and local workforce system staff are available to provide guidance to the employer and reemployment services for the affected employees. ETT staff will provide information services, including:

- Conducting employee assistance meetings
- Providing Trade Act and other training program information for lay-offs affected by foreign trade
- Presenting Unemployment Insurance information
- Connecting employees with current job openings
- Assisting with employer layoff obligations including providing information concerning legal requirements under the federal Worker Adjustment and Retraining Notification (WARN) Act

D. Youth

WIA Youth Councils are not continued under WIOA. WIOA allows for redesignation of an existing Youth Council as a Youth Standing Committees if its membership and expertise meets the WIOA requirements [(WIOA sec. 107(b)(4)(C)]. Please document whether the Board will designate a Youth Standing Committee. If a Youth Standing Committee is not designated, then the Plan needs to state that the Board is not using a Standing Youth Committee. Whether the Board retains responsibility and oversight of Youth services or a Standing Committee is established, the Board should describe how the Board or Youth Standing Committee will meet the requirements of 20 CFR 681.100–681.120, as proposed.

1. *Describe the composition of the Youth Standing Committee (if designated) and its participation in the design of Youth services in the LWDA; the development of the Plan relating to Youth services; its role in the procurement of Youth service providers and recommending eligible Youth providers to the Board, ensuring the 14 elements are a part of the services planned and conducting oversight with respect to eligible Youth providers of Youth activities and the procurement of Youth service providers. [\(See DWD Issuance 16-2014, "WIOA Standing Youth Committees Requirements," July 1, 2015.\)](#) Also, provide information regarding the Youth Standing Committee*

meetings, such as any core agenda items that would be included, and the planned meeting schedule (i.e., the first Tuesday of every quarter, etc.).

The Southeast WDB has established a Youth Action Network that meets quarterly. The duties of this network are defined as:

- Plan and develop partnerships and services for the youth system,
- Compliance overview,
- Request For Proposal (RFP) process as needed. Youth Action Network met after being sent RFP, submitted proposals, score sheets and instructions. After reviewing and scoring a meeting was held August 22, 2016 to discuss, tally scores, and vote on recommendation to the board for awarding WIOA Services Youth contract.
- To convene area partners as non-voting members.

The membership of this network currently contains representation of Job Corp, AEL, area apprenticeship, FSD, and private sector WDB members with an interest in serving to make a difference in the youth of our region.

2. *Provide a description and assessment of the types and availability of Youth activities in the LWDA, including an identification of successful providers of such activities. This description should include:*

- a. *How the Youth activities in the LWDA are developed to ensure the 14 program elements are available within the LWDA;*

14 REQUIRED ELEMENTS	WHO PROVIDES SERVICES	DESCRIBE SERVICES PROVIDED
1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery	MERS/Goodwill Case Managers	All staff provide individual tutoring, supervised on-line HSE and in 3 locations our Case Management staff are also certified AE instructors providing AE/HSE in our offices. Staff works with HS counselors to re-engage youth in HS when possible.
2. Alternative secondary school offerings or dropout recovery services	Adult Education MERS/Goodwill Case Managers	We do not operate Alternative Ed.; however we directly provide AE/HSE services in 3 offices and are co-located with AE in 3 additional locations. We work with all the established Alt. Ed programs. Staff works with HS counselors to re-engage youth in HS when possible.
3. Work Experience	MERS/Goodwill	20% of WIOA budget goes towards paid work experiences.

		<p>We operate a Scholars@Work program that employs youth the work of studying for their HSE. Additionally, youth can participate as appropriate in unpaid work experience and job shadowing as well as paid and unpaid internships and OJT.</p>
<p>4. Occupational Skills Training</p>	<p>MERS/Goodwill</p>	<p>After completing a series of Career Exploration exercises as part of our 20 hour Work Readiness Curriculum we assist all youth in applying for available financial aid. If the program of study is non-Pell eligible then we have in the past/present/future will to pay for some short-term training expenses. Most often we provide supportive services to assist the youth in getting started with schooling. We pay expenses like, application and testing fees, dorm deposits and assistance with items needed for dorm room set up. Periodic visits to area Higher Ed and</p> <p>Vocational Ed campuses including Job Corp are arranged as the need arises.</p>
<p>5. Education-Workforce preparation, specific to occupation or occupational cluster</p>	<p>MERS/Goodwill</p>	<p>We assist in all education based programs for the youth. If the program of study is non-Pell eligible then program may be used to pay for some short-term training expenses. Youth will be referred to WIOA Adult services as appropriate. Most often we provide supportive services to assist the youth in getting started with schooling. We pay expenses like, application and testing fees, dorm deposits and assistance with items needed for dorm room set up. Occupational education for recognized post-</p>

		secondary credentials aligned with in-demand industry will follow in the same manner as any other educational training program. Start-up cost for short-term training expenses and transportation can be added to the list of supportive service payments.
6. Leadership development	MERS/Goodwill	Modules 1 and 2 of the Career Readiness Credential focus on learning the skills for “Good Decision Making”. This offers the required exposure to postsecondary education. Workshops are offered throughout the year to youth on a rotating basis that often include Topics like: Empowerment strategies, financial and credit management, buying or renting homes, social networking, the value of volunteering, community services, top jobs, and defensive driving. Each County is required to participate in at least two community service projects per program year affording youth the opportunity to experience community service projects first hand.
7. Supportive services	MERS/Goodwill	It is the responsibility of the Case Manager to coordinate these services with applicable community agencies. See attached supportive service and Incentive policy. Incentive money earned through earning credentials and going to work, training and skill gains can be used to assist the youth to pay any court-imposed fines they may have.
8. Adult mentoring	MERS/Goodwill	All workplace placements require youth be assigned an adult workplace mentor to work

		<p>directly with the youth focusing on appropriate workplace habits and behaviors. Mentoring activities may include: Job shadowing and guidance provided by an adult to assist the youth to increase his/her academic performance; goal-setting; support meetings to increase youth motivation; career exploration assistance; world ethics and social skills improvement.</p>
<p>9. Follow-up services</p>	<p>MERS/Goodwill</p>	<p>Follow up may include one or more of the following activities: Regular contact with a participant's employer, including assistance in addressing work-related problems that arise; assistance in securing better paying jobs, career development and further education; work-related peer support groups; mentoring; tracking the progress of participants in employment after training; collecting 2nd and 4th quarter placement and earnings 2nd quarter after exit. Credential rate measured 4th quarter after exit information as it is critical for reporting purposes and to provide necessary support to ensure the success of the Youth post-program.</p>
<p>10. Comprehensive guidance and counseling</p>	<p>MERS/Goodwill</p>	<p>Case Management staff provides a large amount of individual and group guidance and counseling related to career exploration, personal counseling, counseling, financial counseling, and goal setting as needed.</p>

<p>11. Financial Literacy Education</p>	<p>MERS/Goodwill</p>	<p>Case Management staff provides training through Financial Literacy module and outside training from financial resources to create budgets, initiate checking and savings accounts and learn how to effectively manage spending, credit and debt, teach the significance of credit reports and scores to include identity theft awareness and training. Additionally, The Missouri Extension office is working in partnership with local career centers to offer financial workshops, and we will promote this to our youth population when available.</p>
<p>12. Entrepreneurial Skills Training</p>	<p>MERS/Goodwill</p>	<p>Case Management provides training including DVD presentation titled, “Entrepreneurship: Be Your Own Boss” to teach the basics of starting and operating a small business. Case Managers will work with local SBA’s to track and offer Entrepreneurial training opportunities as they become available.</p>
<p>13. Services Provided for labor market and employment information</p>	<p>MERS/Goodwill</p>	<p>Case Management provides training throughout the 12 modules provided in the Work Readiness workshops as well as workshops provided by other outside resources such as the Missouri Job Center Missouri Job Centers, the Missouri Extension Centers etc.</p>

14. Transition to post-secondary Education and training	MERS/Goodwill	Case Management provides extensive Career Development Activities during the 20 hours of Work Readiness, including reviewing a selecting an appropriate school, and a module to apply for Student Aide. One on one Guidance and Counseling as well as Leadership Development workshops are incorporated in the training provided. Those scoring low on the Ansel Casey in Work and Study Skills, will be given the opportunity to participate in workshop that will help them identify their learning style and identify reasons for staying in school. Youth may also take the "College Survival Skill Scale" assessment to determine what areas need to be addressed.
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b. The actual services provided by the LWDA for Youth, the element they represent, and how they fit within DOL's themes (see TEGL 05-12) for the emphasis on serving Youth within a comprehensive Youth development approach;

The Workforce Development Board of Southeast Missouri provides successful youth programs for 13 counties. This success is attained by providing the following services that mirror DOL's theme by providing a comprehensive development approach:

ELEMENTS REPRESENTED	ACTUAL SERVICES PROVIDED
Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery	All staff provide individual tutoring, supervised on-line HSE classes and in 3 locations our Case Management staff are also certified AE instructors providing AE/HSE in our offices. Staff works with HS counselors to re-engage youth in HS when possible.
Alternative secondary school offerings or dropout recovery services	We do not operate Alternative Ed.; however we directly provide AE/ HSE services in 3 offices and are co-located with AE in 3 additional locations. We work with all the established Alt. Ed programs. Staff works with HS counselors to re-engage youth in HS when possible.

Work Experience	20% of WIOA budget goes towards paid work experiences. We operate a Scholars@Work program that employs youth the work of studying for their HSE. Additionally, youth can participate as appropriate in unpaid work experience and job shadowing as well as paid and unpaid internships and OJT.
Occupational Skills Training	After completing a series of Career Exploration exercises as part of our 20 hour Work Readiness Curriculum we assist all youth in applying for available financial aid. If the program of study is non-Pell eligible then we have in the past/present/future will to pay for some short-term training expenses. Most often we provide supportive services to assist the youth in getting started with schooling. We pay expenses like, application and testing fees, dorm deposits and assistance with items needed for dorm room set up. Periodic visits to area Higher Ed and Vocational Ed campuses including Job Corp are arranged as the need arises.
Education-Workforce preparation, specific to occupation or occupational cluster	We assist in all education based programs for the youth. If the program of study is non-Pell eligible then program may be used to pay for some short-term training expenses. Youth will be referred to WIOA Adult services as appropriate. Most often we provide supportive services to assist the youth in getting started with schooling. We pay expenses like, application and testing fees, dorm deposits and assistance with items needed for dorm room set up. Occupational education for recognized post-secondary credentials aligned with in-demand industry will follow in the same manner as any other educational training program. Start-up cost for short-term training expenses and transportation can be added to the list of supportive service payments.
Leadership development	Modules 1 and 2 of the Career Readiness Credential focus on learning the skills for “Good Decision Making”. This offers the required exposure to post-secondary education. Workshops are offered throughout the year to youth on a rotating basis that often include Topics like: Empowerment strategies, financial and credit management, buying or renting homes, social networking, the value of volunteering,

	community services, top jobs, and defensive driving. Each County is required to participate in at least two community service projects per program year affording youth the opportunity to experience community service projects first hand.
Supportive services	It is the responsibility of the Case Manager to coordinate these services with applicable community agencies. See attached supportive service and Incentive policy. Incentive money earned through earning credentials and going to work, training and skill gains can be used to assist the youth to pay any court-imposed fines they may have.
Adult mentoring	All workplace placements require youth be assigned an adult workplace mentor to work directly with the youth focusing on appropriate workplace habits and behaviors. Mentoring activities may include: Job shadowing and guidance provided by an adult to assist the youth to increase his/her academic performance; goal-setting; support meetings to increase youth motivation; career exploration assistance; world ethics and social skills improvement.
Follow-up services	Follow up may include one or more of the following activities: Regular contact with a participant's employer, including assistance in addressing work-related problems that arise; assistance in securing better paying jobs, career development and further education; work-related peer support groups; mentoring; tracking the progress of participants in employment after training; collecting 2 nd and 4 th quarter placement and earnings 2 nd quarter after exit. Credential rate measured 4 th quarter after exit information as it is critical for reporting purposes and to provide necessary support to ensure the success of the Youth post-program.
Comprehensive guidance and counseling	Case Management staff provides a large amount of individual and group guidance and counseling related to career exploration, personal counseling, counseling, financial counseling, and goal setting as needed.

Financial Literacy Education	Case Management staff provides training through Financial Literacy module and outside training from financial resources to create budgets, initiate checking and savings accounts and learn how to effectively manage spending, credit and debt, teach the significance of credit reports and scores to include identity theft awareness and training. Additionally, The Missouri Extension office is working in partnership with local career centers to offer financial workshops, and we will promote this to our youth population when available.
Entrepreneurial Skills Training	Case Management provides training including DVD presentation titled, "Entrepreneurship: Be Your Own Boss" to teach the basics of starting and operating a small business. Case Managers will work with local SBA's to track and offer Entrepreneurial training opportunities as they become available.
Services Provided for labor market and employment information	Case Management provides training throughout the 12 modules provided in the Work Readiness workshops as well as workshops provided by other outside resources such as the Missouri Job Center Missouri Job Centers, the Missouri Extension Centers etc.
Transition to post-secondary Education and training	Case Management provides extensive Career Development Activities during the 20 hours of Work Readiness, including reviewing a selecting an appropriate school, and a module to apply for Student Aide. One on one Guidance and Counseling as well as Leadership Development workshops are incorporated in the training provided. Those scoring low on the Ansel Casey in Work and Study Skills, will be given the opportunity to participate in workshop that will help them identify their learning style and identify reasons for staying in school. Youth may also take the "College Survival Skill Scale" assessment to determine what areas need to be addressed.

c. *The process for identification of Youth service providers;*

Request for Proposal (RFP) is reviewed, discussed, possibly revised, and approved by the Youth Action Network. The Youth Action Network then recommends RFP to the full board. Notification is produced via email, social media, website, etc. of the request for bids. A pre-bid orientation is required for those who intend to bid. The Youth Action Network reviews the

received proposals, scores them, and makes a recommendation to the board. Once a provider has been voted on and approved by the full board, the awarded bidder gets a phone call or personal visit within 24 hours from the President/COO to confirm acceptance of the contract. All other bidders get a letter within 3-5 business days notifying them of the decision. The awarded bidder is published on our website.

d. The evaluation of service providers for performance and impact (please provide details on frequency and criteria);

WDB staff work at the direction of the WDB President, and the board itself, to verify that the Workforce Innovation and Opportunity Act (WIOA) regulations are being upheld and the sub-contractors/sub-contracted staff are performing according to proposals submitted and contracts signed. WDB staff will monitor a percentage of career-only enrollments and/or all new WIOA past career enrollments per program (funding source-Adult, Dislocated Worker, Youth) during the first and second quarter of each contract year based on the direction of the WDB President and the Board. WDB staff will also monitor appropriation programs during program operation to reduce compliance issues. A random technique will be used to identify the selection of files. All forms for eligibility documentation, services rendered, and payments are compared to Toolbox for data entry accuracy. Process for and findings of the monitoring process are presented to and reviewed by the Youth Action Network the full board.

Participant files are reviewed for WIOA eligibility, priority of services, complaint and grievance procedures, employment plans, need for services past career, On-the-Job Training contracts, training plans, supportive services, assessments provided, outcome attainment, supplemental data and the appropriateness of participant payments. WDB staff also monitors sub-contractors for compliance with WIOA, NGCC, Fair Labor Standards Act, Americans with Disabilities Act, and Child Labor Laws. Process for and findings of the monitoring are presented, reviewed, and approved by the Youth Action Network and ultimately the full board.

See Attachment 9, identifying the sub-state monitoring policy.

e. The providers of the Youth services in the LWDA, including the areas and elements they provide;

Youth providers for the Workforce Development Board of Southeast Missouri, MERS/Goodwill, create effective connections to intermediary organizations that provide strong linkages to the job market and employers. These programs offer:

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery
- Alternative secondary school offerings or dropout recovery services
- Work Experience
- Occupational Skills Training
- Education-Workforce preparation, specific to occupation or occupational cluster
- Leadership development
- Supportive services

- Adult mentoring
- Follow-up services
- Comprehensive guidance and counseling
- Financial Literacy Education
- Entrepreneurial Skills Training
- Services provided for labor market and employment information
- Transition to post-secondary Education and training

f. How year-round services are provided to Youth 14–24 years of age that are still in high school or out of school;

Each county has an established office with full-time staff. Workshops, activities, and meetings are conducted year-round. Outreach to schools, and other locations youth frequent, are intensified as summer draws closer to promote WIOA youth services to in and out-of-school youth year-round. For the past few years case managers have also had the privilege of promoting the State Parks Youth Corps (SPYC) and Summer Jobs programs, offering summer employment opportunities for eligible youth, both in and out-of-school. SPYC employs youth to assist in the care of State Parks and Historical Sites in our area, while Summer Jobs provides employment in a field the youth has expressed interest in. Both programs provide the youth with work experience and career readiness skills. This has been a successful partnership with our local parks and businesses and has given much needed summer employment opportunities to rural youth. In addition to SPYC and Summer Jobs, case managers work hard to build community bridges so that in-school youth have an opportunity for summer employment that is so vital in keeping them engaged in the less structured months of summer.

g. An example of the flow of services for a Youth in the LWDA (please include all aspects, including intake, objective assessment process, assessment, coordination of services, follow-up, etc.);

1. Intake/Initial assessment to determine eligibility and appropriateness for services
2. Enrollment into WIOA Youth/Registration on jobs.mo.gov
3. Objective assessment/Assessments
 - TABE-Pre Test required on all out-of-school youth and Post Test for those who are basic skills deficient at enrollment
 - Ansel Casey Life Skills Assessment
 - Career Ready 101 Assessment (required for those 18 or older)
 - Assessments from Work Readiness (required within 30 days)
4. Develop Employment Plan, including short and long-term goals for employment and education
5. Refer youth as needed for additional assistance to other resources based on all assessments and interview with the youth
6. Begin working on short-term goal and prepare for long-term goal (i.e. HSE, Scholars@Work, etc)
7. All youth are given the Work Readiness Credential Training, which consists of ten workshops and eight assessments geared to prepare the youth for entering the workforce

8. Youth participate in monthly workshops and meetings covering various topics. Certain workshops are used to address deficiencies the youth has shown in the assessment results
9. Volunteering in the community for possible employment resources and references
10. Follow-up continues with WIOA services offered, as appropriate and needed, for a minimum of 12 months after exiting the WIOA youth program.

h. The procedures for serving Youth that are most in need (homeless, disabled, offenders, etc.); and

The Southeast area partners, with many local agencies, address all at-risk youth through referrals and partnerships of committee involvement and community connections. This ensures that all areas of concern are addressed as available, and includes youth that are most in need.

- Youth who are subject to the juvenile or adult justice system-after needs are determined, services needed and provided through WIOA are administered. For services needed and not provided under WIOA, youth are referred to appropriate partner agencies.
- Youth who are disabled- after needs are determined, services needed and provided through WIOA are administered. For services needed and not provided under WIOA, youth are referred to appropriate partner agencies.
- Youth who are homeless- after needs are determined, services needed and provided through WIOA are administered. For services needed and not provided under WIOA, youth are referred to appropriate partner agencies.
- Youth who are pregnant or parenting- after needs are determined, services needed and provided through WIOA are administered. For services needed and not provided under WIOA, youth are referred to appropriate partner agencies.
- Youth who have dropped out of high school- after needs are determined, services needed and provided through WIOA are administered. For services needed and not provided under WIOA, youth are referred to appropriate partner agencies.

i. The identification of the partnerships and describe the coordination of services with other agencies within the LWDA.

Youth case managers are actively involved in their county. They identify youth service providers in their area through basic resource mapping, i.e. attending community meetings, making contact with local service providers, and familiarizing themselves with the services a provider offers, eligibility criteria for that service, and preferred referral process. Youth case managers maintain a strong relationship with all core WIOA partners. They stay abreast of opportunities for their participants and make use of the referral systems as needed.

3. Provide a description of any innovative service-delivery projects for OSY currently operating in the LWDA or a project the Board is planning to implement. Describe the Board's involvement in the projects, and the Board's efforts to continue involvement and funding for the continuation of these projects.

The Board oversees the Scholars@Work program, a program that allows part-time employment for out of school youth whose education has been interrupted and who have an adult

responsibility. It is employment that demands responsible focused, hard work. Obtaining their diploma is about 80% for the youth and going to the "next step" is the other 20%. The "next step" part focuses on the daily learning/working out the soft skills employers expect (punctuality and attendance, appropriate appearance, focus, following instructions, personally motivation and attitude, inter-personal communication skills, and personal adaptability); as well as a thoughtful, introspective, twenty hour comprehensive Work Readiness Course. This program is funded by the WDB's WIOA Youth sub-contractor and is based on youth allocations.

E. Business Services

- 1. Describe how the Board coordinates and provides comprehensive and integrated workforce system services to businesses, including the development and delivery of innovative workforce services and strategies to meet the workforce needs of area employers. Explain the collaboration with Missouri Job Center Jobs Teams to facilitate recruitment and meet business demand. In addition, describe how the Board coordinates with economic development.*

There are Business Team members in every Job Center. Each of the four Job Centers has a Jobs Team Lead and a Veteran Representative (DVOP/LIVER). Our OJT Marketing Specialist and OJT Navigator bring the team/process together. This team collaborates to share information so that all businesses may be served. When the opportunity presents itself WDB staff agrees to speak at engagements about services available through Job Centers. Economic Developers are at the table, meeting with companies as well as participating WDB meetings, Sector Strategy exercises, and other projects throughout the region.

- 2. Describe the Board's sector-strategy initiative. Missouri has partnered with the consulting firm Maher & Maher, a specialized change management and workforce development consulting firm, to provide guidance during the launch year and to establish a foundation to achieve transformative system change. Include a summary of the work the Board has conducted with Maher and Maher. Describe how the Board will be collaborating and aligning resources of all partners, public and private, toward developing a talent pipeline. Describe how that alignment will create meaningful career pathways for workers possessing skill levels serving important regional industries. Describe how system services will be framed by industry sectors that are data driven, regionally designed, and guided by employers and how these strategies will be sustained. Include the methods the Board will be using to inform and engage key public and private stakeholders in the development of sector-strategies.*

The Workforce Development Board Ad-Hoc Committee met to begin planning for our sector-strategies for the Southeast Region. Ad-Hoc Committee, identified sectors as: Advanced Manufacturing, Transportation/Distribution/Logistics, Agriculture/Agri-business, Health Sciences Services and Mining/Energy. A Sector Strategies Team was formed to guide system services around industry sectors. The team was regionally designed and compiled of WDB members, economic developers, education, Family Support Division, Job Corp, Regional Planning, Chamber, WDB staff, and Maher & Maher.

The first meeting was held December 2015 to plan regional launch meetings. Employer surveys were developed and disbursed to many manufacturing companies in our area. Results were compiled and used in preparation for launch meetings. Launch meetings were held April 26th and 27th, 2016. Sector Strategies Team meetings will continue monthly.

As a result of the launch meetings the following challenges were identified by local manufacturing companies:

- Lack of transportation
- Lack of housing
- Lack of positive role models
- Societal challenges
- Lack of employability skills
- No incentives to work
- Lack of flexibility to deal with personal issues

Strategies developed during launch meetings:

- Formal transitional employment path
- Employer tours and community outreach
- Opportunity for workplace learning.

Action steps for the Sector Strategies Team:

- Gather and share workplace learning success stories
- Create a stronger dialogue with educators, industry, parents and legislators
- Implement a regional manufacturing day

In an effort to address several of the issues listed above, create a talent pipeline and create meaningful career pathways, the Southeast Region is participating in an Essential Skills Training program development in partnership with Maher & Maher.

- 3. Describe how the Board will identify and reach out to the Registered Apprenticeship training program sponsors within its LWDA. Boards must verify that the program is a Registered Apprenticeship sponsor with the DOL Office of Apprenticeship. Eligible Training Provider System guidance requires that Registered Apprenticeship training programs be contained in the state's system.*

WDB Compliance Manager will continue to monitor ETPL, including apprenticeship opportunities. WDB will work closely with community colleges, however, Mineral Area College has 2-3 companies that we will partner with and identify eligible participants to ensure the best candidates have the opportunity. Job Center staff will provide NCRC testing with remediation when necessary, for not only apprenticeship applicants but all participants who meet qualifications. The Southeast Region is working closely with the Community Colleges and the apprenticeship representative on our board to establish registered apprenticeship programs.

- 4. Boards shall maintain a Business Services Plan, outlining team members, including WIOA core partners, and the marketing and outreach roles and expectations of team*

*members. The Business Services Plan also should outline the team's purpose, goals, and policies and procedures to ensure seamless delivery of services, avoid duplication, and ensure feedback to the Board's Job centers. Include the Business Services Plan as **Attachment 10**.*

Business Team is set up to take the lead with business services, however, it takes the entire system for success.

Skills Team posting job orders is crucial in supplying the business needs, keeping a good pipeline of job seekers.

WDB Business Rep meets with businesses, looks at needs and communicates with Skills Team.

Companies choose the right job seeker, business rep writes OJT contract, if eligible.

See Attachment 10

F. Innovative Service Delivery Strategies

- 1. Describe how the Board will support the Missouri Re-entry Process ex-offender initiative. Include the services to be provided for ex-offenders and the process to be used to identify employers willing to hire ex-offenders.*

SEWDB supports the Missouri Re-entry Process ex-offender initiative by closely partnering with Probation & Parole. They are included on One-Stop Leadership Teams and provided strategic input on making services viable and available to ex-offenders. SEWDB also supports Bikers 4 Re-entry. This raises money for services WIOA cannot provide. WDB Business Rep talks one-on-one with employers. Job Center provides workshops for ex-offenders.

SEWDB works closely with DVOPs as well. According to a local DWD Job Center Supervisor:
DVOP's main goal is:

Targeting Services to Veterans with Significant Barriers to Employment (SBE)

Definition: An offender, as defined by WIOA Section 101(27), who have been released from incarceration within the last 12 months;

DVOPs provide intensive services to incarcerated veterans by networking with the Missouri Department of Correction to identify those veterans who have been released or are about to be released from a corrections facility.

The goal of DVOP outreach is to locate veterans with Significant Barriers to Employment and assure that they are provided intensive services and given enhanced opportunities for successful careers. Intensive services will result in successful transition into civilian employment for separating service members, reintegration into the workforce for the homeless and reduced recidivism for the incarcerated veterans.

DVOP staffs provide outreach to Missouri probation and parole offices and prisons so they can provide service to veterans who have been released and are made aware of those veterans about to be released.

Missouri also participates in mobilization and demobilization briefings for the National Guard/Reservist soldiers and their spouses. Missouri will also partner with the ESGR, Veterans Commission, Department of Elementary and Secondary Education (DESE), Department of Corrections, Department of Mental Health, Federal Bureau of Prisons and other public organizations to identify veterans with SBE and provide them intensive services with the goal of meaningful employment.

- 2. Describe the Board's strategies for promoting and increasing enrollments in the work-based learning programs, such as WorkReadyMissouri and Transitional Jobs, including processes to target and encourage employer participation.*

SEWDB's strategy for promoting and increasing enrollments in the work-based learning programs is to partner closely with DWD Regional Workforce Coordinator and local business team. This partnership is accomplished by including them in the One-Stop Leadership Team meetings, as well as meetings at the WDB office to discuss appropriate businesses to target and ensure contact with businesses are coordinated so as not to duplicate visits, but to build relationships that will encourage participation.

- 3. Describe the Board's strategies for promoting Show-me Heroes and the OJT component for participating employers.*

Strategies for promoting Show-me Heroes and OJT in the Southeast Region consists of including DWD Veteran Representatives in our monthly regional calls and ensuring they are promoting that information in the community as well as in the Job Centers, making certain that all Job Center staff are aware and able to promote this as well.

Employing an OJT Marketing Specialist is a strategy for OJT promotion that has proven successful for the SEWDB. This allows the OJT Marketing Specialist to focus on this area, coordinating with DWD Regional Workforce Coordinator and Functional Leaders, to be available for business visits and education to Job Center staff regarding promotion of OJTs. Through our DWD Veteran Representatives, located in each of the four Job Centers, the promotion of Show-Me Heroes is not only present in the Centers but the representatives promote Show-Me Heroes when they are speaking/attending functions in the community.

- 4. Describe the Board's strategies for participating in the Certified Work Ready Communities initiative. Please include, if applicable, any counties in your LWDA that plan to apply for certification and what role the Board will play in the development and implementation of the plan.*

The SEWDB implements the strategy of team-work in the promotion of the Certified Work Ready Communities initiative. The WDB President/COO works with each Presiding County Commissioner and private sector board member for that county to develop a County Team for the implementation and promotion of the process. Once a team has been identified he WDB President/COO speaks to community organizations to assist in the promotion strategy, while also keeping County Commissioners/private sector members aware of the progress being made and areas still lacking in their county.

5. *Describe how the Board will coordinate with the local community colleges. This should include any coordination of training services for all customers, the participation in the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grants, Certified Work Ready Communities initiatives and any other local activities. The TAACCCT grants target Trade Act-eligible workers and include a no-wrong-door approach. Please describe in depth the referral process of participants between the Community Colleges and Job Centers, including participation in the NGCC eligibility process, and, for Trade Act-eligible participants, timely referral to the Skills Team for program requirements. Please include the MOU indicating the collaborations listed above between the Board and Community Colleges as **Attachment 11** to the Plan.*

Through the MO-grants with Mineral Area College and Three Rivers Community College, we work side by side. Mineral Area College has staff in the Job Centers on a regular basis. This staff person helps to not only educate the Job Center staff to the MO-grant opportunities but also promotes those opportunities to Job Center consumers while offering support services and helping with job placement.

See Attachment 11 for details.

G. Strategies for Faith-based and Community-based Organizations

Describe those activities to be undertaken to: (1) increase the opportunities for participation of faith-based and community organizations as committed and active partners in the One-Stop Delivery System; and (2) expand the access of faith-based and community-based organizations' customers to the services offered by the One-Stops in the LWDA. Outline efforts for conducting outreach campaigns to educate faith-based and community organizations about the attributes and objectives of the demand-driven workforce development system. Indicate how these resources can be strategically and effectively leveraged in the LWDA to help meet the objectives of WIOA. (For more information, reference DOL's tool, Making It Real: Strategies for State Agencies and Local Workforce Boards to Increase Partnerships with Faith-Based and Community Organizations.)

In the Southeast Region the Job Center staff, as well as the WDB staff, work on special projects such as Project Homeless Connect, and serve on committees through community based organization, United Way, Probation & Parole, and Community Caring Council, among others.

Strong partnerships are being built through the Job Center Leadership Teams. Most community based organizations and many faith-based organizations are present and collaborating with other members to plan outreach and educate regarding the Workforce Development System in their respective areas.

XII. Regional Planning Guidance

Describe the Regional Plan.

As previously under WIA, Missouri has designated 14 Boards and will continue with these same designations with WIOA. In accordance with WIOA sec. 106(c)(2), each of the LWDA's establishes a Plan; however, collaboration must exist among the Kansas City and St. Louis Economic Regions for the creation of a Regional Plan composed of the following:

- 1) For the Kansas City Region, one Regional Plan for the local planning areas of Kansas City and Vicinity Region and the East Jackson County Region; and*
- 2) For the St. Louis Region, one Regional Plan for the local planning areas of: The City of St. Louis Region, the County of Saint Louis Region, the County of St. Charles Region, and the Jefferson/Franklin County Consortium Region.*

While this establishes 14 Boards that are encouraged to collaborate, cooperate, and plan across common needs, they will not explicitly submit a Regional Plan. It also establishes two Boards within the Kansas City Region that must contribute to a Regional Economic Plan of for the Kansas City regional economy and four Boards within the St. Louis Region that must contribute to a Regional Economic Plan for the St. Louis regional economy. Boards within the Kansas City and St. Louis regional economic planning areas must complete a regional planning requirement by including within each original LWDB Plan a chapter, or section, that is a Regional Economic Plan that is identically shared by all Boards in each economic region. Additional local regional planning guidance may be developed and required pending the release of final implementing regulations.

Not applicable

PERFORMANCE MANAGEMENT / CONTRACTS / BUDGET

XIII. Local Administration

- A. Identify the local levels of performance negotiated with the Governor and CEO to be used to measure the performance of the Board and to be used by the Board for measuring the performance of the Local Fiscal Agent (where appropriate), eligible providers, and the One-Stop Delivery System in the LWDA. (Instructions for this planning item will be sent after the PY 2016 locally negotiated performance goals are finalized.)*

The local levels of performance for PY 2016 have not been determined at this time as we are awaiting planning instructions from the Division of Workforce Development. Additional information about specific action for local performance negotiation will be forthcoming.

- B. Identify the Local Fiscal Agent, if one is designated by the CEO.*

The Local Fiscal Agent, as designated by the Chief Elected Officials Agreement (Attachment 7), is the Workforce Development Board of Southeast Missouri. David Davis is the Fiscal Management staff person.

- C. *Describe the competitive (procurement) process used to award the grants and contracts in the LWDA for activities carried out under subtitle I of WIOA, including the process to procure training services for Youth and any that are made as exceptions to the ITA process. Include as **Attachment 12**, the information on the following processes: advertisement/notification to prospective bidders, time period bidders have to respond to the solicitation, evaluation, and award/non-award notification. This may include those pages from the Board's procurement guidelines that describe the competitive-procurement process and the process to procure Youth training providers.*

If Youth are in training they're co-enrolled in Adult. See Attachment 12

- D. *Describe how the Board is working toward eliminating duplicative administrative costs to enable increased training investments.*

The Workforce Development Board adheres to the policy of writing all the checks for the Adult and Dislocated Worker programs. We conduct compliance monitoring and post all payments at the local level. SEWDB sub-contractor negotiates administrative cost. Missouri Job Center (MJC) services are procured as staffing only with SEWDB acting as fiscal agent. This helps to eliminate administrative costs. Keeping administrative costs low obviously increases training investment opportunities. Youth offices/staff in the 9 SE region counties without a Job Center, cost-share with Missouri Work Assistance (MWA), and the 4 counties with Job Centers cost-share with DWD, Job Corps, and MWA.

- E. *Identify how the Board ensures that services are not duplicated. In particular, explain how the NGCC model affects this process.*

There are several ways the board ensures that services are not duplicated. Trade Act, Wagner-Peyser, WIOA DW/AD, share NGCC teams and services. Job Center Leadership Teams provide opportunities for partners to discuss and collaborate on services to avoid duplication and to promote more accurate referrals as well as greater opportunities for participants. Missouri Work Assistance and Youth programs share workshops and materials. The Southeast region has developed a team approach to service delivery which provides a quality level of integrated services and products. This model focuses on service to the customer as opposed to programs for funding streams. This allows for a lack of duplication. Keeping in line with the plan's focus of service to the customer, the Workforce Development Board, One-Stop operator, and the Division of Workforce Development share staffing functions.

- F. *Include the Planning Budget Summaries for Program Year 2016 and Fiscal Year 2017 in Attachment 13 to the Plan.*

See Attachment 13

- G. *Complete and sign the "Statement of Assurances Certification" form located in this guidance and include this as **Attachment 14** to the Plan.*

See Attachment 14

- H. *Establish and define the local policy and procedure for Complaint and Grievance Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA. Both policies should be incorporated into the MOU and disseminated throughout the LWDA for all workforce development professionals to understand and implement. This should adhere to federal and state complaint and grievance guidance and policy (new DWD issuance is due out soon called, WIOA Grievance and Complaint Resolution Policy) –Include either a statement that the Board will follow the state policy or develop a local policy and include a copy as **Attachment 15** to the Plan.*

The Workforce Development Board of Southeast Missouri follows the State policy and procedures for Complaint & Grievance Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA.

Attachment 1

Park Hills Job Center

Comprehensive Job Center
Functional Leader-Rebecca Murphy (MERS)

403 Parkway Drive, Suite A
Park Hills, MO 63601

Phone: 573-518-2431
Fax: 573-518-2439

Partners Located in Job Center:

Division of Workforce Development (DWD)
MERS/Goodwill, Adult, Dislocated Worker, Youth
Missouri Workforce Assistance (MWA)

Services: WIOA Youth, WIOA Title I, METP, Trade Act, Wagner-Peyser Act, Show-Me Heroes, On-the-Job Training, UI Profiling, Work Ready Missouri, Worker Profiling, National Career Readiness Certificate (WorkKeys), Agricultural Employment Services (MSFW), Re-Employment Job Services (RJS)

AEL/HiSET-classes located in same building. Unitec Career Center provides day and evening HiSET classes.

Cape Girardeau Job Center

Comprehensive Job Center
Functional Leader-Michael Berry (MERS)

1737 N. Kingshighway
Cape Girardeau, MO 63701

Phone: 573-290-5766
Fax: 573-290-5746

Partners Located in Job Center:

Division of Workforce Development (DWD)
MERS/Goodwill, Adult, Dislocated Worker, Youth

Services: WIOA Youth, WIOA Title I, METP, Trade Act, Wagner-Peyser Act, Show-Me Heroes, On-the-Job Training, UI Profiling, Work Ready Missouri, Worker Profiling, National Career Readiness Certificate (WorkKeys), Agricultural Employment Services (MSFW), Re-Employment Job Services (RJS)

Sikeston Job Center

Comprehensive Job Center
Functional Leader-Eugene Myracle (MERS)

202 S. Kingshighway
Sikeston, MO 63801

Phone: 573-472-5250
Fax: 573-472-4577

Partners Located in Job Center:

Division of Workforce Development (DWD)
MERS/Goodwill, Adult, Dislocated Worker, Youth

Services: WIOA Youth, WIOA Title I, METP, Trade Act, Wagner-Peyser Act, Show-Me Heroes, On-the-Job Training, UI Profiling, Work Ready Missouri, Worker Profiling, National Career Readiness Certificate (WorkKeys), Agricultural Employment Services (MSFW), Re-Employment Job Services (RJS)

Kennett Job Center

Comprehensive Job Center
Functional Leader-Emily Modlin (DWD)

1100 South By-Pass, Suite 2
Kennett, MO 63857

Phone: 573-888-4518
Fax: 573-888-1324

Partners Located in Job Center:

Division of Workforce Development (DWD)
MERS/Goodwill, Adult, Dislocated Worker, Youth
Missouri Workforce Assistance (MWA)

Services: WIOA Youth, WIOA Title I, METP, Trade Act, Wagner-Peyser Act, Show-Me Heroes, On-the-Job Training, UI Profiling, Work Ready Missouri, Worker Profiling, National Career Readiness Certificate (WorkKeys), Agricultural Employment Services (MSFW), Re-Employment Job Services (RJS)

Located in same building with Family Support Division

Attachment 2

Supportive Services

1. Supportive Services may be provided at any time after customer has received at least one individualized WIOA service. Only WIOA authorized Supportive Services may be paid, any costs not addressed by WIOA will be disallowed.
2. After the participant has demonstrated a need for the supportive service, the request must be documented on the appropriate WDB Supportive Service form and it must be noted in Toolbox service notes along with the proper Toolbox service/activity.
3. If the expenses are not correctly documented in Toolbox the cost may be disallowed.
4. Needs-related payments may be approved through the WDB Manager of WIOA Compliance on a case by case basis.
5. The WDB has established a monetary limitation for Supportive Services.
 - a. Supportive services include items such as transportation, child care, tools, uniforms, dependent care, housing and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIOA Title I.
 - b. The limit for Supportive Services is \$1,000.00 per contract year per participant.
 - c. The above amounts are the maximums; participants are not automatically entitled to the maximum.
6. The WDB strongly encourages advisors to maintain a very strict interpretation of the above supportive services. Expenses such as car repairs, taxes, medical expenses, and rent, must have prior approval through the WDB Manager of WIOA Compliance on a case by case basis.



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Fax: 573.334.0335

**Memorandum of Understanding
Workforce Development Board of Southeast Missouri
And
Next Generation Job Center Partners**

This Memorandum of Understanding (MOU) is entered into as of July 1, 2016, in the spirit of cooperation and collaboration by the Workforce Development Board of Southeast Missouri (WDB) and the following WIOA Partners:

Family Support Division (FSD) (TANF)

East Missouri Action Agency (Housing)

Division of Workforce Development (Wagner-Peyser/Trade/Veteran's)

Missouri Job Corps (Title 1)

Adult Education & Literacy (AEL)

WIOA Adult/Dislocated/Youth Programs (Title 1)

Vocational Rehabilitation (VR)

Experience Works (Sr. Service)

Cape Career & Technology Center (Perkins Career & Tech)

Probation & Parole (Reintegration)

Workforce Development Board of Southeast Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

INTRODUCTION:

This Memorandum of Understanding (MOU) establishes the spirit of cooperation and collaboration by the Workforce Development Board (WDB) as overseer of the Missouri Job Centers ("MJs") and the One-Stop Delivery System signatory partners (the "Partners") hereafter named. The content of the MOU describes how they will use their various resources to serve affiliate sites. We recognize that the development and implementation of these sites will require mutual trust and teamwork between the partners.

VISION:

Each organization will serve as an outreach site for one another and will provide written and verbal information and referral materials regarding programs offered through the MJs and each partner. These partnering efforts are all to achieve a high-quality and integrated workforce innovation, education and economic-development services for jobseekers, incumbent workers, and employers.

SERVICES TO BE PROVIDED (OVERVIEW):

MJs staff will provide core services through the Welcome Team process (see attached Southeast Next Generation Career Center Procedure Manual for details). Training and employment services, as appropriate, will be offered through the Skills Team (see attached Southeast Next Generation Career Center Procedure Manual for details) and the Employment Team will assist with employment related needs (see attached Southeast Next Generation Career Center Procedure Manual for details),

MJs staff will provide information regarding job openings available through our Job Centers,

MJs staff will coordinate efforts with Partners to refer clients to partners for opportunities they may qualify for, including training openings that could be used as On-the-Job training sites,

MJs staff will abide by and respect the policies and procedures designed to safeguard and protect the confidentiality of all personal information, including photographs and lists of names,

MJs staff will not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status,

MJs staff will provide Universal Access/Accessibility to individuals with disabilities. Program accessibility, nondiscriminatory policies and procedures, reasonable accommodations, auxiliary aids and services, and rehabilitation technology will be available,

MJs staff will use a systematic approach, mutually agreed upon, for referrals to address the individual needs of all customers. Where co-location is not available, referrals will be made to alternative sites to ensure the customer is provided appropriate service,

Partners will as agreed upon and necessary, use the data system Toolbox 2.0 to monitor/track customers, enter service notes on customers and view open job orders,

Workforce Development Board of Southeast Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

Partners will refer applicants to MJC's for the Welcome Team process and any other core services provided for their population,

Partners will refer employers to MJC's for services including posting of job orders, On-the-Job Training opportunities and other business services available,

Partners will provide accessibility, nondiscriminatory policies and procedures, and reasonable accommodations, auxiliary aids and services as appropriate and needed, and not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status,

Partners will refer customers to the WDB who need to file a related complaint in accordance with the assurance per WIOA Act 29 CFR Part 37; Subpart B, 37.20(a)(2). Complaint procedures for participants receiving services from MJC's are generally defined at 20 CFR 667.600 and will be specifically defined by the WDB. Complaint procedures for participants served by Partners are available under the law specifically authorizing that program and can be provided from Partners.

SERVICES TO BE PROVIDED (DETAILED):

The following table details the services that the partners will deliver through the One-Stop System, the agencies responsible for delivering those services, and the revenue sources those agencies will use to fund the services.

Service	Agencies	Revenue Sources

SHARED FUNDING OF INFRASTRUCTURE:

The following table details the non-personnel costs associated with running the Comprehensive One-Stops named, and the allocation of those costs to the various One-Stop Partners.

Rent/Leasing of Facilities	Utilities	Maintenance	Equipment	Specialized Technologies

Workforce Development Board of Southeast Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

SHARED FUNDING OF SERVICES:

The following table details program services and activities that will be mutually funded by the Partners and the revenue sources the Partners will use to fund those services and activities.

Service	Service Description	Revenue Sources	Shared Costs (in-kind, cash, total)	Agencies Sharing Costs

SYSTEMIC REFERRAL PROCESS FOR JOB CENTER CUSTOMERS:

We agree that the Partners will develop commonly accepted systemic practices for referral and follow-up, and ensure that adherence to this policy is identified and expected of employees.

ONE-STOP DELIVERY SYSTEM PERFORMANCE CRITERIA:

We agree that the One-Stop Delivery System will strive to achieve these standards of quality service for its customers, employees, and Partners:

1. All customers will receive prompt and courteous service from the staff.
2. All customers will receive the services designed to assist customers in achieving their educational and/or job placement goals.
3. All employees can expect to work in a safe and professional environment.
4. All Partners will deliver high-quality services through the Missouri Job Centers.

HUMAN RESOURCES MANAGEMENT:

We agree that the Partners will ensure the commonly accepted expectations for customer service, referral/follow-up and engagement. Each Partner will incorporate those expectations through periodic performance reviews in accordance with the requirements of their organization.

DURATION / MODIFICATION / TERMINATION:

The parties agree that the terms of this MOU as a whole will take effect as of July 1, 2016, and will continue in effect until June 30, 2017, or such time as any party will modify, extend or terminate this MOU. Amendments to the MOU may be made upon consensus of all parties at least 30 days prior to the effective date of the change.

Any party to this agreement may cease participation in the agreement. Any party that intends to cease participation must notify the other parties to the agreement at least 30 days prior to the effective termination date.

Workforce Development Board of Southeast Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

Checklist for WDB

The Local Board's WIOA-required partners

	The Local Board's WIOA-required partner	MOU signed by:	Name of: Authorized Representative Signing MOU and Local Agency
1	WIOA Adult Program (Title I)	LWDB Board Chair	Name: Melissa Woltkamp Agency: DWD Date Signed: 6/29/16
2	WIOA Dislocated Worker Program (Title I)	LWDB Board Chair	Name: Melissa Woltkamp Agency: DWD Date Signed: 6/29/16
3	WIOA Youth Program (Title I)	LWDB Board Chair	Name: Melissa Woltkamp Agency: DWD Date Signed: 6/29/16
4	Job Corps (WIOA Title I)	Determined by Local WDB. If the local WDB has a Job Corps Center or Representative, the signatory is determined by the LWDB.	Name: James Boyer Agency: Job Corps Date Signed: 8/3/16
5	YouthBuild (WIOA Title I)	Determined by Local WDB. If the local WDB has a Youth Build program, the signatory is determined by the LWDB.	Name: N/A Agency: Date Signed:
6	WIOA Indian and Native American (INA) programs	INA program grantee if applicable to the region. See page 6 of MOU Guidelines in DWD Issuance 12-2015.	Name: N/A Agency: Date Signed:
7	WIOA Migrant and Seasonal Farmworker Programs	DWD is producing a cooperative agreement that will be signed by each region and the 167 Grantee (UMOS). Please contact Robert Ruble at: 573-751-3754 robert.ruble@ded.mo.gov to acquire a copy.	Name: Stephen Borders Agency: UMOS Date Signed: 7/17/16
8	Wagner-Peyser labor-exchange/employment services	DWD – WP Local WDB Member	Name: Melissa Woltkamp Agency: DWD Date Signed: 6/29/16
9	Adult Education and Literacy (AEL) (Title II)	The number of AEL programs in each region will vary. The Local Director of each of the program(s) partnering in the MOU should sign the MOU.	Name: Amy Jones/Becky Atwood Agency: AEL Date Signed: 5/18/16 – 8/3/16

10	Vocational Rehabilitation (VR)	The local Vocational Rehabilitation WDB representative serving on the board.	Name: Janet Childers Agency: Vocational Rehabilitation Date Signed: 5/25/16
11	The Senior Community Service Program	Determined by Local WDB	Name: Diane Chambers Agency: Experience Works Date Signed: 7/12/16
12	Perkins Career and Technical Education	Local Career and Tech Ed Director	Name: Rich Payne Agency: Cape Career & Technology Center Date Signed: 8/5/16
13	Trade Adjustment Assistance	DWD – WP Local WDB Member	Name: Melissa Woltkamp Agency: DWD Date Signed: 6/29/16
14	Jobs for Veterans State Grants	DWD – WP Local WDB Member	Name: Melissa Woltkamp Agency: DWD Date Signed: 6/29/16
15	Community Services Block Grant Activities	Please contact Jeriane Jaegers at Jeriane.jaegers@dss.mo.gov	Name: Julie Gibson Agency: FSD Date Signed: No date
16	U.S. Dept. of Housing and Urban Development employment and training activities.	Determined by Local WDB	Name: Agency: Date Signed: STILL IN DISCUSSIONS
17	State Unemployment Compensation Law activities	Please contact – Chris Miller at DOLIR and copy Spencer Clark. chris.miller@labor.mo.gov spencer.clark@labor.mo.gov	Name: Chris Miller Agency: DOLIR Date Signed: 7/7/16
18	Reintegration programs for eligible offenders	Determined by Local WDB	Name: Sharon Derrington Agency: Probation & Parole Date Signed: 9/15/16
19	Temporary Assistance for Needy Families (TANF)	Please contact Jeriane Jaegers at Jeriane.jaegers@dss.mo.gov	Name: Julie Gibson Agency: FSD Date Signed: No date



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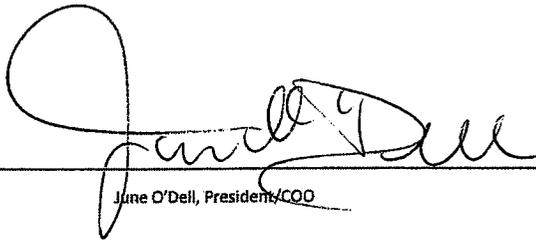


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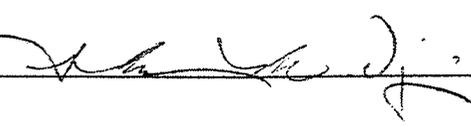
**Memorandum of Understanding
Workforce Development Board of Southeast Missouri
And
Next Generation Job Center Partners**

Probation & Parole (Reintegration)

Workforce Development Board of Southeast Missouri (WDB):

By:  Date: 9-15-16
June O'Dell, President/COO

Probation & Parole (Reintegration):

By:  Date: 9-15-16

#9



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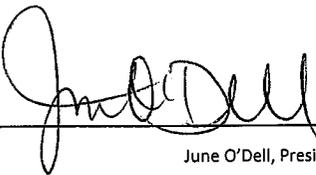


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**Memorandum of Understanding
Workforce Development Board of Southeast Missouri
And
Next Generation Job Center Partners**

Adult Education & Literacy (AEL)

Workforce Development Board of Southeast Missouri (WDB):

By: 
June O'Dell, President/COO

Date: 5/16/16

Adult Education & Literacy (AEL):

By: 

Date: 5/18/16

#9

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Memorandum of Understanding
 Workforce Development Board of Southeast Missouri
 And
 Next Generation Job Center Partners

*See attached
 page of services
 provided.*

Adult Education & Literacy (AEL)

Workforce Development Board of Southeast Missouri (WDB):

By: *June O'Dell*
June O'Dell, President/COO

Date: *5/16/16*

Adult Education & Literacy (AEL):

By: *Berky S. Atwood*

Date: *8/3/16*

Partners will refer applicants to MJC's for the Welcome Team process and any other core services provided for their population,

Partners will refer employers to MJC's for services including posting of job orders, On-the-Job Training opportunities and other business services available,

Partners will provide accessibility, nondiscriminatory policies and procedures, and reasonable accommodations, auxiliary aids and services as appropriate and needed, and not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status,

Partners will refer customers to the WDB who need to file a related complaint in accordance with the assurance per WIOA Act 29 CFR Part 37; Subpart B, 37.20(a)(2). Complaint procedures for participants receiving services from MJC's are generally defined at 20 CFR 667.600 and will be specifically defined by the WDB. Complaint procedures for participants served by Partners are available under the law specifically authorizing that program and can be provided from Partners.

SERVICES TO BE PROVIDED (DETAILED):

The following table details the services that the partners will deliver through the One-Stop System, the agencies responsible for delivering those services, and the revenue sources those agencies will use to fund the services.

Service	Agencies	Revenue Sources
Adult Ed + Lit - HSE	Cape Girardeau AEL	State + fed grants
ESL + Citizenship Classes	" "	" "

SHARED FUNDING OF INFRASTRUCTURE:

The following table details the non-personnel costs associated with running the Comprehensive One-Stops named, and the allocation of those costs to the varies One-Stop Partners.

Rent/Leasing of Facilities	Utilities	Maintenance	Equipment	Specialized Technologies

Workforce Development Board of Southeast Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

#12



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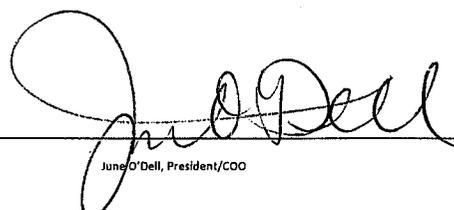


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Memorandum of Understanding
Workforce Development Board of Southeast Missouri
And
Next Generation Job Center Partners

Cape Girardeau Career & Technology Center (Perkins Career & Tech)

Workforce Development Board of Southeast Missouri (WDB):

By:  Date: 5/16/16
June O'Dell, President/COO

Cape Girardeau Career & Technology Center (Perkins Career & Tech):

By:  Date: 5-5-16

MEMORANDUM OF UNDERSTANDING

Between the Missouri Division of Employment Security and Division of Workforce Development

This Memorandum of Understanding (MOU) is an agreement between the Missouri Division of Employment Security (DES) and the Division of Workforce Development (DWD), representing Missouri's Fourteen Workforce Development Boards (WDBs).

I. Purpose of Agreement

This MOU identifies the responsibility of DES as the operator of Missouri's Unemployment Compensation Law activities in relation to the operation of the Workforce Innovation and Opportunity Act (WIOA) one-stop delivery system, hereinafter referred to as the Missouri Job Centers (MJC) in each of the fourteen WDB regions.

II. Duties of the Parties

The parties agree to work together to implement and operate the WIOA One-Stop Delivery System and to serve Unemployment Insurance (UI) Program participants during the period of this Agreement. The parties also agree to the following:

DES agrees to the following role in relation to WIOA:

- The Division of Employment Security (DES) administers Missouri's UI program. The UI program provides partial protection for workers against loss of wages during periods of involuntary unemployment. The benefits paid to insured workers bolster the economy of the state during periods of economic downturn by helping maintain a degree of consumer purchasing power.
- UI programs and activities that fall under the operation of DES include the regular UI program, unemployment compensation for ex-service members, unemployment compensation for federal employees, the Shared Work program, the Reemployment Services Eligibility Assessment program and Trade Readjustment Allowances, including Alternative Trade Adjustment Assistance and Reemployment Trade Adjustment Assistance.
- WIOA established an additional requirement to provide meaningful assistance with filing a claim for unemployment insurance. Meaningful assistance means:
 - Providing assistance on-site using staff who are well trained in unemployment insurance claims filing and the rights and responsibilities of UI claimants; or
 - Providing assistance by phone or other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.

- To meet the requirement to provide meaningful assistance to UI claimants in need of help filing a UI claim, MJC staff must be familiar with the DES online claims filing system and the rights and responsibilities of UI claimants to the point of being able to help them understand DES publications and correspondence.
- An electronic feedback system is in place for MJC staff to refer potential UI eligibility issues to the DES for investigation.

DWD and the WDBs agree to do the following:

- Designate MJC staff to be familiar with the DES online claims filing system and the rights and responsibilities of UI claimants to the point of being able to help them understand DES publications and correspondence.
- Provide training to MJC staff in the centers, as needed, including but not limited to assessing a UI claimants needs, providing labor market information, developing a work search plan, making referrals to services and training, skills remediation and assessment, and computer system information.
- Individuals with significant barriers to employment shall be identified and receive priority service and shall receive services designed to assist them in achieving their educational and /or job placement goals.
- Individuals with disabilities shall be provided accommodations and assistive technology upon request and shall be referred to the appropriate agency for additional assistance as appropriate.

III. Funding of the Job Center infrastructure costs

Under WIOA, all Partners are required to contribute in some manner to the infrastructure of the One-Stop, whether or not the Partner is physically located in the MJC. The Partners of this MOU agree to work together during the duration of this MOU to develop an arrangement through guidance forthcoming from USDOL on funding the infrastructure.

IV. Terms of Agreement

Any revision to this Agreement, whether by modification or supplementation, must be accomplished by a formal amendment or supplement signed and approved by the duly authorized representative of the DWD, DES, and WDBs.

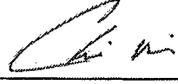
This Agreement may be terminated at any time during the term of the agreement, with or without cause, by either party by furnishing written notice to the other party at least sixty (60) days before the desired termination date.

The parties will observe confidentiality requirements of federal law (20 CFR Part 603) and state law (Section 288.250 RSMo).

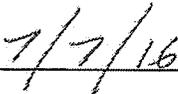
V. Signatures

The undersigned enter into this MOU between the Department of Labor and Industrial Relations, Division of Employment Security and the Department of Economic Development, Division of Workforce Development, on behalf of Missouri's fourteen Workforce Development Boards. This agreement shall remain in effect for three years from the most recent date of signing and parties agree to comply with the provisions of this Agreement.

MISSOURI DIVISION OF EMPLOYMENT SECURITY

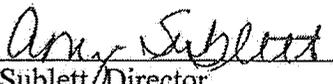


Chris Miller, Acting Director
Division of Employment Security
421 E. Dunklin
Jefferson City, MO 65104

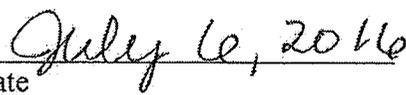


Date

MISSOURI DIVISION OF WORKFORCE DEVELOPMENT

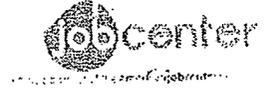


Amy Sublett, Director
Division of Workforce Development
421 E. Dunklin Street
Jefferson City, MO 65101



Date

#1,2,3,8,13,14



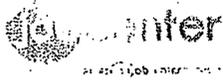
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Memorandum of Understanding
Workforce Development Board of Southeast Missouri
And
Next Generation Job Center Partners

Division of Workforce Development (Wagner-Peyser/Trade/Veteran's)

Workforce Development Board of Southeast Missouri (WDB):

By: June O'Dell Date: 5/16/16
June O'Dell, President/COO

Division of Workforce Development (Wagner-Peyser/Trade/Veteran's)

By: Neil Williams Date: 6-29-16

#11



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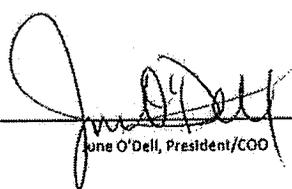


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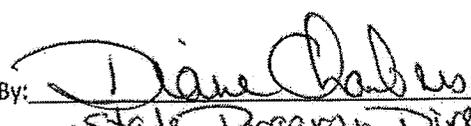
Memorandum of Understanding
Workforce Development Board of Southeast Missouri
And
Next Generation Job Center Partners

Experience Works (Sr. Service)

Workforce Development Board of Southeast Missouri (WDB):

By:  Date: 5/10/14
June O'Dell, President/COO

Experience Works (Sr. Service):

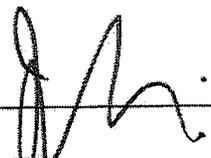
By:  Date: 7-12-16
State Program Director



**Memorandum of Understanding (MOU)
Disclosure
Missouri Department of Social Services**

MOU Title:	One-Stop Delivery System
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1. Department of Social Services (DSS) and Family Support Division (FSD) is signing the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) with the understanding that the WIOA regulations from the U.S. Department of Labor are not yet final rules. Until the WIOA regulations become final rules, it is understood that the MOU may need to be amended. Therefore, DSS/FSD is signing each WIOA MOU as it stands now, with revision pending the final rules; seek to clarify the conditions in which it signs them:
 - a. DSS/FSD will not agree to cost-sharing and data sharing unless approved by the Department.
 - b. The MOUs will be updated when the WIOA regulations become final.
 - c. DSS, its affiliates, successors, assignees, and contractors will continue to adhere to its confidentiality and security policies.
 - d. Termination of the MOUs: Any Partner to these MOUs may withdraw, giving written notice of its intent to withdraw as a Partner. All pertinent terms of the MOUs will continue in effect for the remaining Partners. Any party may cancel the MOU at any time for cause or without cause on a 30-day written notice.
 - e. In the event, there is a conflict of language between the MOU and this Disclosure statement, the language in this Disclosure statement shall govern.
 - f. In the event there is a conflict between law, regulations, and policy governing DSS and the WIOA MOU, then DSS law, regulations, and policies govern.



 Julie Gibson
 Family Support Division (FSD) Director

Temporary Assistance for Needy Families
 Community Services Block Grant

MEMORANDUM OF UNDERSTANDING
Between the Division of Workforce Development
And United Migrant Opportunity Services

This Memorandum of Understanding (MOU) is an agreement between the Division of Workforce Development (DWD), representing Missouri's fourteen (14) Workforce Development Regions and United Migrant Opportunity Services (UMOS), the National Farmworker Jobs Program (NFJP) grantee.

The purpose of this MOU is to ensure the most effective and efficient utilization of the funds provided by the US Department of Labor for administration and operation of the statewide Migrant Seasonal Farm Workers (MSFWs) outreach program, in compliance with 29 CFR 38, Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2015. This also complies with 20 CFR 653.107 (c)(2)(v) as it pertains to the number of MSFWs planned to be contacted by the signatory agencies of this MOU.

DWD and UMOS will work together as partners with the shared goal to provide a full spectrum of services to Missouri's eligible MSFWs and/or a dependent of an eligible MSFW and agricultural employers.

I. SERVICES TO BE PROVIDED

UMOS as the NFJP (WIOA section 167) grantee will:

1. Provide a bilingual (Spanish and English) worker to each Job Center deemed "significant" in service to MSFWs: UMOS staff will not be collocated in career centers. Requests for UMOS bilingual staff should be by appointment when possible. UMOS staff will travel as location, logistics, time and budgets allow, assisting DWD staff in providing clients with easy access to services. UMOS staff may request phone interviews to pre-qualify Farmworkers for the NFJP program, before traveling long distances. Qualifying for the NFJP program requires several personal documents upfront; applications cannot be processed without these documents beforehand.
2. Provide outreach workers to visit MSFWs where they live and/or work, in order to inform them of all available Job Center services and community programs, from which they may benefit, including those available to the general public.
3. Refer MSFWs to opportunities for which they may qualify, Agricultural as well as Non-Agricultural employment opportunities currently available to all applicants.
4. Upon request provide a list of names and contact information of eligible MSFW. UMOS will share names of participants in a manner consistent with funding source regulations and applicable Federal and State laws.
5. Assist MSFWs in the preparation of applications for new employment.
6. Refer MSFWs to Job Center staff for training programs.
7. Provide information regarding the types of employment likely to be available when the currently-employed MSFW becomes available for new employment.
8. Receive and subsequently refer complaints, including farm labor complaints, to the State Monitor Advocate.

9. Coordinate farm labor program activities with DWD's MSFW Outreach staff and the State Monitor Advocate.
10. Provide appropriate UMOS staff to travel within the State to attend meetings, training sessions, speaking engagements and/or other activities deemed necessary by both agencies.
11. UMOS will provide DWD with a list referencing a contact person in each of its offices who are familiar with the terms of this cooperative agreement.

Meanwhile, DWD and Missouri's Job Centers will endeavor to provide all services available to MSFWs, as it does to all registered applicants, in accordance with Missouri's Law against Discrimination and, additionally, those services in compliance with the Judge Richey Court Order, namely, including:

1. Provide information to MSFWs about the Job Service Complaint System and refer complainants to the local Job Centers to document and file their complaints.
2. Upon request provide a list of names and contact information for those who indicate farm work.
3. Document and refer to the State Monitor Advocate any apparent violations of employment-related laws, including housing, field sanitation and potable water.
4. Make referrals to specific employment opportunities currently available to unemployed MSFWs, as well as to other job openings for which they may qualify.
5. Assist MSFWs in the preparation of employment applications.
6. Refer MSFWs to appropriate training programs.
7. Provide information regarding the types of employment that are likely to be available when the currently-employed MSFW becomes available for new employment.
8. Take job orders from referred employers and enter them into the appropriate database system, following prescribed procedures.
9. Provide adequate space, including access to telephone and computer, in offices designated "significant" in service to MSFWs, as needed, for a bilingual UMOS worker to attend to clients in the Job Centers.

DWD will provide to UMOS, as requested, a list of names and contact information for all registered customers who have indicated that they have done farmwork.

II. REPORTING SYSTEM

UMOS will make effective use of the desk space, computers, labor market information, employment and training opportunities, and other programs provided by DWD, to generate quarterly statistical reports and submit them to the designated entity within DWD.

Reports will include:

- Number of estimated MSFWs currently in the State
- Number of MSFW contacts made during each day, week, and month
- Number of referrals made to various services
- Number of complaints received and referred
- Number of training applications received and referred

- Placement information on any customers who are co-enrolled, with both UMOS and DWD, who have entered employment
- An outline of services provided, when necessary and requested
- Any significant events that need to be highlighted

III. AGREEMENT

UMOS and DWD will provide initial and periodic cross-training regarding program services offered by each.

Any revision to this MOU, whether by modification or supplementation, must be accomplished by a formal amendment or supplement signed and approved by the duly authorized representative of the DWD and UMOS.

This MOU may be terminated at any time during the term of the agreement, with or without cause, by either party by furnishing written notice to the other party at least thirty (30) days before the desired termination date.

The undersigned have read this "Memorandum of Understanding" between the Division of Workforce Development representing Missouri's fourteen (14) Workforce Development Regions and the United Migrant Opportunity Service to remain in effect for one year from the most recent date of signing (below), and they agree to comply with the provisions of this MOU.

Division of Workforce Development
Amy Sublett, Director

United Migrant Opportunity Services

Amy Sublett
Signature

[Signature]
Signature

Amy Sublett
Printed Name

Stephen D. BORDERS
Printed Name

Director
Title

Director
Title

July 25, 2016
Date

7/17/16
Date

#12



www.job4you.org

760 S. Kingshighway, Suite C

Phone: 573.334.0990, Relay 711

Cape Girardeau, MO 63703

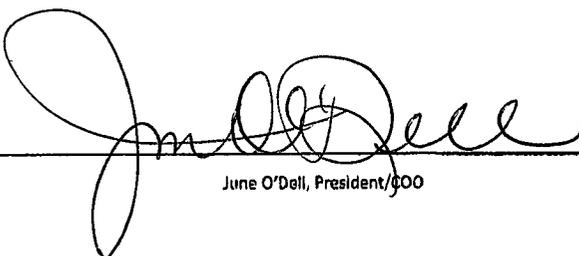
Fax: 573.334.0335

SIGNATURE PAGE

**Memorandum of Understanding
 Workforce Development Board of Southeast Missouri
 And
 Next Generation Job Center Partners**

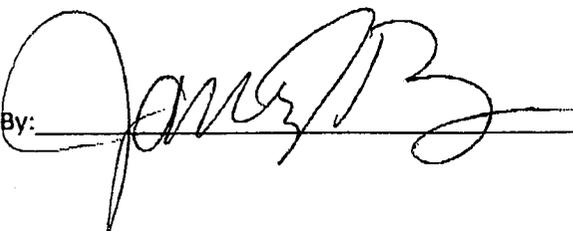
Missouri Job Corps

Workforce Development Board of Southeast Missouri (WDB):

By: 
 June O'Dell, President/COO

Date: 5/16/16

Missouri Job Corps (Title 1):

By: 

Date: 8/3/16



www.job4you.org

760 S. Kingshighway, Suite C

Phone: 573.334.0990, Relay 711

Cape Girardeau, MO 63703

Fax: 573.334.0335

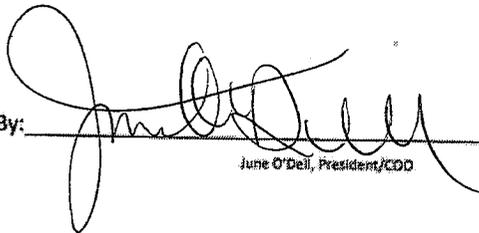


SIGNATURE PAGE

Memorandum of Understanding
Workforce Development Board of Southeast Missouri
And
Next Generation Job Center Partners

Vocational Rehabilitation (VR)

Workforce Development Board of Southeast Missouri (WDB):

By: 
June O'Dell, President/CDO

Date: 5/24/16

Vocational Rehabilitation (VR):

By: 

Date: 5/25/16

Attachment 4

WORKFORCE DEVELOPMENT BOARD SE REGION NGCC

COST SHARE	CAPE	SIKESTON	PARK HILLS	KENNETT	TOTALS
LINE ITEMS	BUDGET 60/40	BUDGET 50/50	BUDGET 56/44	BUDGET 75/25	
COPIER-OFFICE FURNITURE	\$ 1,200.00	\$ 400.00	\$ 2,800.00	\$ 1,300.00	\$ 5,700.00
OFFICE SUPPLIES-NGCC	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 9,000.00
TELECOMMUNICATION	\$ 5,100.00	\$ 5,000.00	\$ 6,800.00	\$ 10,000.00	\$ 26,900.00
POSTAGE	\$ 200.00	\$ 300.00	\$ 200.00	\$ 100.00	\$ 800.00
POSTAGE METER MACHINE	\$ 200.00	\$ 200.00	\$ 100.00	\$ 175.00	\$ 675.00
ORGANIZATION	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
RENT/UTILITIES	\$ 95,000.00	\$ 29,000.00	\$ 52,000.00	\$ 38,000.00	\$ 214,000.00
PRINTING	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00
PUBLICATIONS	\$ -	\$ 200.00	\$ -	\$ -	\$ 200.00
FUNCTIONAL LEADER	\$ 54,500.00	\$ 54,500.00	\$ 54,000.00	\$ 50,000.00	\$ 213,000.00
TOTALS	\$ 158,350.00	\$ 92,600.00	\$ 118,900.00	\$ 100,725.00	\$ 470,575.00

Attachment 5

Workforce Development Board of Southeast Missouri Membership

March 2016

NAME	ADDRESS	REPRESENTING	E-MAIL ADDRESS
Beel, Stan	Crader Distributing Company 808 Hwy 34 W Marble Hill, MO 63764	Private Sector Bollinger County	beels@cdcstihl.biz
Bova, David	Kohl's Department Stores, Inc. 1504 Stonybrook Trail Ste. Genevieve, MO 63670	Private Sector Ste. Genevieve County	davidbova@sbcglobal.net
Boyer, James	Dynamic Educational Systems, Inc. 4253 State Highway T Puxico, MO 63960	Private Sector Stoddard County	boyer.james@jobcorps.org
Burgin, Sarah	Cap America Inc One Cap America Drive Fredericktown, MO 63645	Private Sector Madison County	sarahb@capamerica.com
Childers, Janet	Division of Vocational Rehab P.O. Box 1087 Cape Girardeau, MO 63702	Voc Rehab/Reps of Employees	janet.childers@vr.dese.mo.gov
Culler, Robert L	First State Bank & Trust, Inc 100 West Third, P.O. Box 18 Caruthersville, MO 63830	Private Sector Pemiscot County	bculler@fsbtrust.com
Dierks, Charles	City of Malden P.O. Box 294 Malden, MO 63863	Private Sector Dunklin County	charliedierks@att.net
Greaser, Linda	Procter & Gamble, P.O. Box 400 Cape Girardeau, MO 63701	Private Sector Cape Girardeau County	greaser.LM@pg.com
Graham, Sheri	Parkland Health Center, Director 1101 W Liberty Street Farmington MO 63640	Private Sector St. Francois County	SSG2352@BJC.ORG kensherigraham@sbcglobal.net
Gray, Stephen	Attorney At Law 303 High Street Marble Hill, MO 63764	Private Sector Bollinger County	spgray@bigrivertel.net

NAME	ADDRESS	REPRESENTING	E-MAIL ADDRESS
Greminger, Tom	Ste Genevieve County Memorial Hospital	Private Sector	tgreninger@sgcmh.org
	800 Ste Genevieve Drive	Ste. Genevieve County	
	Ste Genevieve, MO 63670		
Hickam, Bev	Mineral Area College	Higher Education	bhickam@mineralarea.edu
	742 Woodbine		
	Cape Girardeau, MO 63701		
Lane, JJ	MO AFL-CIO	Labor	jjlane77@yahoo.com
	417 N Spring		
	Cape Girardeau, MO 63701		
Jones, Amy	UNITEC	AEL	ajones@ncsd.k12.mo.us
	7163 Raider Road		
	Bonne Terre, Missouri 63628		
Klein, Valerie	Perry County Health Department	Private Sector	Valerie.Klein@lpha.mo.gov
	406 N. Spring, Suite 1	Perry County	
	Perryville, MO 63755		
McDowell, Sara	SADI	Representatives of	sarac@sadi.org
	1913 Busmar	Employees	
	Cape Girardeau, MO 63703		
Medlin, Glen	Medlin Real Estate Services, LLC	Private Sector	glenm@medlinres.com
	445 Main Street	New Madrid County	
	New Madrid, MO 63869		
Nolan, Robin	Division of Family Support	TANF/MWA	Robin.G.Nolan@dss.mo.gov
	P.O. Box 447		
	Park Hills, MO 63601		
Owens, Daryl	Carpenters' Joint Apprenticeship Program	Labor	dowens@carpdc.org
	813 Enterprise St.		
	Cape Girardeau, MO 63703		
Sanders, Kathy	Flowers By Sanders	Private Sector	kathy_sanders@hotmail.com
	306 S 4th Street	Pemiscot County	
	Hayti, MO 63851		

Sattler, Scott	Perry County EDA	Economic Development	perryedasattler@gmail.com
	112 w. Saint Maries, Suite 5		
	Perryville, MO 63775		
Singleton, John	Black River Electric Coop MGR Marketing	Private Sector	jsingleton@brec.coop
	P.O. Box 31	Madison County	
	Fredericktown, MO 63645		
Steiner, Julian	Industrial Dev. Authority of Stoddard County	Private Sector	jsteiner@idasc.org
	P.O. Box 625	Stoddard County	
	Bloomfield, MO 63825		
Swindle, Larry	McDaniel Funeral Service	Private Sector	lnswindle@att.net
	P.O. Box 604	Dunklin County	
	Kennett, MO 63857		
Tyler, Shane	Carpenters' Dist Council of St Louis	Labor/Apprenticeship	styler@cjtf.org
	813 Enterprise Street		
	Cape Girardeau, MO 63703-7515		
Urhahn, Clare	Schaefer's Electrical Enclosures	Private Sector	curhahn@electrical-enclosures.com
	4680-A Nash Road	Scott County	
	Scott City, MO 63780		
Woltkamp, Melissa	Manager Adult & Youth Programs	DWD	melissa.woltkamp@ded.mo.gov
	Division of Workforce Development		
	P.O. Box 1087		
	Jefferson City, MO 65101		

COUNTY COMMISSIONERS

NAME	ADDRESS	REPRESENTING	E-MAIL ADDRESS
Elfrink, Travis	Bollinger County Courthouse 204 High Street, Suite 5 P.O. Box 110 Marble Hill, MO 63764	Bollinger County	tmelfrink@hotmail.com
Tracy, Clint	Cape County Courthouse 1 Barton Square Jackson, MO	Cape Girardeau	ctracy@capecounty.us
Collins, Donald	Dunklin County Courthouse P.O Box 609 Kennett, MO 63857	Dunklin County	don.collins@edwardjones.com
Scaggs, Jim	Iron County Courthouse P.O. Box 42 Ironton, MO 63650	Iron County	jscaggs@windstream.net
Mooney, Robert	Madison County Courthouse 1 Court Square Fredericktown, MO 63645	Madison County	bobmooney2003@yahoo.com
Bennett, Carlin	Mississippi County Courthouse P.O. Box 68 Charleston, MO 63834	Mississippi County	carlin@creativeschoolzone.com
Baker, Mark	New Madrid County Courthouse P.O. Box 68 New Madrid, MO 63869	New Madrid County	clemcravens@newmadridcounty.net
Cartee, Mark	Pemiscot County Courthouse 610 Ward Ave, STE 1-B Caruthersville, MO 63775	Pemiscot County	hhamc@att.net
Leuckel, Carl	Perry County Courthouse 321 N Main St #2 Perryville, MO 63775	Perry County	perrycocommission@sbcglobal.net
Burger, Jamie	Scott County Courthouse P.O .Box 188 Benton, MO 63736	Scott County	Jamieburger@hotmail.com

Mullins, Patrick	St.Francois County Annex 1 W Liberty St Suite 301 Farmington, MO 63640	St. Francois County	pmullins@sfcgov.org
Nelson, Garry	Ste Genevieve County Courthouse 55 S Third Street Ste Genevieve, MO 63670	Ste. Genevieve County	sgcocomm2008@yahoo.com
Mathis, Greg	Stoddard County Courthouse 125 W Stoddard St P.O. Box 110 Dexter, MO 63841	Stoddard County	gmathis57@gmail.com
MO WIB STATE MEMBERS			
Birdie LeGrand	Mondi 14591 State Hwy 177 Jackson, MO 63755	Southeast Region	birdie.legrand@mondigroup.com
Cheryl Thruston	MO AFL-CIO 227 Jefferson Street Jefferson City, MO 65101	Southeast Region	cherlyt@socket.net

Attachment 6



By-Laws

Established July 1, 2015

Adopted by the Workforce Development Board January 19, 2016

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VISION STATEMENT: *A high quality standard of life for our region.*

MISSION STATEMENT: *To promote a state of economic well being by helping to create a skilled, diverse, motivated and adaptable workforce.*

ARTICLE I: IDENTITY

These are the Bylaws of the Southeast Region Workforce Development Board, a Board formed under the Workforce Innovation and Opportunity Act of 2014 serving the counties of Bollinger, Cape Girardeau, Dunklin, Iron, Madison, New Madrid, Mississippi, Pemiscot, Perry, Scott, St. Francois, Ste. Genevieve, and Stoddard.

- 1.1 The Board shall be known as the Workforce Development Board of Southeast Missouri, Inc. (WDB)
- 1.2 The Board is a General Not-For –Profit Corporation organized and operating under the laws of the State of Missouri.
- 1.3 The Board shall maintain its principal office in the 13 Southeast Region Counties.

ARTICLE II: PURPOSE AND FUNCTIONS

Purpose

- 2.1 The purpose of the WDB, in partnership with the Local Elected Officials (i.e. Presiding County Commissioners) of the thirteen-county region, 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 WDB shall be responsible for strategic planning, policy development and oversight of the local workforce development system.
- 2.2 The WDB shall study and make recommendations regarding the improvement of the Region’s employment and training delivery network, including improved federal and state resources use and expanded coordination of job training and employment activities with other related activities.
- 2.3 The WDB shall together with the Local Elected Officials develop and adhere to the Southeast Regional Plan.
- 2.4 The WDB shall serve as a forum for public and private representation to encourage cooperative uses of employment and training funding, facilities and staff resources for a more comprehensive and coordinated regional service delivery system.

Functions

- 2.5 The functions of the WDB shall be consistent with those that are identified for a regional WDB under the WIOA Section 107 and any amendments thereto, including, but not limited to:
 - a. Developing and submitting the Southeast Regional Plan to the Governor in partnership with the Local Elected Officials.
 - b. Providing policy, guidance and review for all employment and training programs in the Southeast Region, assuring linkages with partner agencies and supporting the local Missouri Job Centers.
 - c. Analyzing (i) local economic conditions (ii) the knowledge and skills needed by workers and employers for jobs in the local area, (iii) the workforce activities, education and training needed in the region.
 - d. Conducting research, data collection, and analysis related to the workforce needs of the regional economy after receiving input from stakeholders as needed to carry out the board's function.
- 2.6 Convening local workforce system stakeholders to assist in developing the local plan and identifying non-federal expertise and resources to leverage support for workforce development activities.
- 2.7 Engaging employers to:
 - a. Promote business representation on the local board.
 - b. Support employer use of the local workforce system and workforce activities.
 - c. Enhance communication, coordination and collaboration among employers, economic development entities and service provider(s) to ensure workforce activities meet employer needs and support economic growth.
 - d. Develop and implement strategies to meet the employment and skill needs of workers and employers such as through industry and sector partnerships that provide the skilled workers for employers and expand employment and career advancement for workers in in-demand sectors or occupations.
- 2.8 Developing and implementing career pathways together with secondary and post-secondary education input by aligning employment, training, education and support services needed by adults and youth especially those with barriers.
- 2.9 Identifying and promoting strategies and initiatives to meet employer, worker and jobseeker needs including providing physical and programmatic accessibility, in the one-stops and identifying and sharing best practices of other local areas meeting such needs.
- 2.10 Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce system for employers, workers and jobseekers by:
 - a. Facilitating connections among the intake and case management information systems of the one-stop partners to support a comprehensive workforce development system.
 - b. Facilitating access to one-stop services including in remote areas.
 - c. Identifying strategies that augment traditional services to meet the needs of individuals with barriers to employment and increase access to services and programs such as improving digital literacy skills.
 - d. Leveraging resources and capacity of the workforce system.

- 2.11 Conducting oversight in partnership with the Local Elected Officials, over youth, adult, dislocated worker and one stop WIOA activities ensuring the appropriate use and management of the funds and that the funds are used to maximize performance outcomes.
- 2.12 Together the WDB with the Local Elected Officials and staff negotiating and reaching agreement on local performance measures with the Governor.
- 2.13 The WDB with the agreement of the Local Elected Officials and consistent with section 121(d), shall select the one stop operator and staff for the job centers on a competitive basis and may terminate one stop operator and/or staff for cause.
- 2.14 The WDB shall select service provider(s) on a competitive basis, except as provided in section 123(b), and terminate their contracts. If there is a youth standing committee the WDB shall consider the recommendations of the youth standing committee on selection and termination of youth provider(s).
- 2.15 Identifying eligible providers of training services consistent with WIOA section 122.
- 2.16 Working with the State of Missouri to ensure there are sufficient numbers and types of providers of career services and training services, and assuring services are provided in a manner that maximizes consumer choice and offer opportunities for integrated employment for individuals with disabilities consistent with section 122 and paragraphs (2) and (3) of section 134(c).
- 2.17 Coordinating activities with education and training providers, adult education and literacy activities, providers of career and technical education and local agencies administering plans under Title I of the Rehabilitation Act of 1973.
 - a. Reviewing the application to provide adult education and literacy activities to determine whether the applications are consistent with the local plan.
 - b. Making recommendations to the eligible agency to promote alignment with the plan.
 - c. Replicating and implementing memorandum of understanding (MOU) in accordance with the Rehabilitation Act to enhance services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative effects with employers and other efforts.
- 2.18 Developing a budget for the board's activities, consistent with the local plan and the WDB's duties subject to the approval of the Chief Local Elected Official (CLEO).
- 2.19 Soliciting and accepting grants and donations from non-federal sources.
- 2.20 Negotiating the one-stop memorandum of understanding (MOU) with the one-stop partners, assessing and certifying the one-stop in accordance with state and local criteria.
- 2.21 Annually, assessing the physical and programmatic accessibility, of all one-stop job centers in the region.

- 2.22 Developing and submitting reports as deemed necessary by the Governor. Such reports may include input from WDB and CLEO members as well as regional and training partners; and shall be considered a public document.

ARTICLE III: ORGANIZATION OF THE BOARD

Appointment Authority

- 3.1 The Local Workforce Development Board membership shall be appointed by the Chief Local Elected Official (CLEO) of the Southeast Region, in accordance with WIOA 107 (c) who are certified by the Governor of the State of Missouri every two years. Members shall be from areas of interest stipulated in the Workforce Innovation and Opportunity Act of 2014 [Sec. 107 (2)(A)(i, ii)] and its amendment process shall be in compliance with the Workforce Innovation and Opportunity Act of 2014 as amended.

Required Members/Composition

- 3.2 The required membership and composition of the Local Workforce Development Board shall be consistent with guidelines set forth in WIOA section 107, and the State of Missouri DWD policy.
- 3.3 There shall be two persons appointed from the business sector from each of the following thirteen counties: Bollinger, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, Ste. Genevieve, St. Francois, and Stoddard.
- 3.4 Local Area Business Representatives shall comprise 51% of the membership of the WDB. The business representatives shall be one of the following: owners, chief executive, operating officers, other business executives, and employers with optimum policymaking and/or hiring authority.
- a. They should represent businesses that provide employment opportunities in the local Southeast area that are in-demand industry sectors.
 - b. Nominations should reasonably represent the industrial and demographic composition of the businesses, as defined by the Small Business Administration, and DWD, including minority businesses and shall be made by local business organizations, business trade associations or Chambers of Commerce and shall include two member representing small business.
- 3.5 Local Area WDB membership shall be comprised of 20% being appointed from workforce representatives, which include:
- a. Must include two or more representatives of labor organizations.
 - b. Must include one or more representatives of a joint labor-management or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization.
 - c. May include (i) one or more representative or community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, (ii) organizations that serve veterans (iii) provide or support competitive integrated employment for individuals with disabilities (iv) representatives or organizations that have demonstrated experience and

expertise in addressing the employment, training or education needs of eligible youth, (v) representatives of organizations that serve out-of-school youth.

- 3.5 The Local Workforce Development Board must also include:
- a. At least one eligible provider administering adult education and literacy activities under WIOA Title II.
 - b. At least one representative from an institution of higher education providing workforce development activities, including community college.
 - c. At least one representative from each of the following governmental and economic and community development entities: (i) Economic and community development entities (ii) State employment service office under the Wagner-Peyser Act serving the local area (iii) Programs carried out under Title I of the Rehabilitation Act of 1973, other than section 112 or part C of that title.
 - d. At least one eligible representative from the Temporary Assistance for Needy Families (TANF) program serving the local area.
- 3.6 The CLEO may include individuals or representatives of other appropriate entities in the southeast area:
- a. Entities administering education and training activities that represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment.
 - b. Governmental and economic and community development entities who represent transportation, housing and public assistance programs.
 - c. Philanthropic organizations serving the local area
 - d. Other appropriate individuals as determined by the CLEO.
- 3.7 WDB non-business/public sector appointees may represent more than one category; however shall have one vote per issue.

Board Appointment Process

- 3.8 Business Sector nomination shall be determined eligible by the Presiding Commissioner of the county. A Business Sector Board Membership Application (Attachment 1, forms section) must be completed and a nomination letter from the county Presiding Commissioner sent to the WDB President/COO and CLEO.
- 3.9 Public Sector nomination shall be determined eligible by the organization. A Public Sector Board Membership Application (Attachment 2, forms section) must be completed and a nomination letter from the organization sent to the WDB President/COO and CLEO.
- 3.10 All WDB members are approved by the CLEO in accordance with the process set forth in WIOA and DWD policy issuance 2014-14 and submitted to Governor for approval.
- 3.11 Appointments will be made for a fixed two (2) year terms. Terms shall commence upon official certification of the Governor and will continue until replacement appointments are made.

- 3.12 Attendance: Any member of the Board who has unreported absences from three consecutive regular meetings of the Board will be recommended to the WDB Executive Committee as well as the appropriate commissioner(s) for possible removal from the Board. The WDB Executive Committee shall review circumstances and recommend termination or retention of a member.
- 3.15 All members must notify the WDB Chairperson or the appointed WDB Staff to be excused absences.
- 3.16 Any member may resign at any time by giving written notice to the WDB Executive Committee, the WDB Chairperson, or the appointed WDB Staff. Any such resignation shall take effect at the time specified in the member's written notice.

ARTICLE IV: ELECTION AND DUTIES OF OFFICERS

- 4.1 The officers of the WDB shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, and Parliamentarian. The Chairperson and Vice Chairperson must be private business sector members of the Board. Effective July 1, 2015 the following officers shall be elected bi-annually and may serve two consecutive two-year terms: Chairperson/Chief Executive Officer (CEO), Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- 4.2 A Nominating Task Force appointed by the Chairperson/CEO; shall present a slate of nominees for offices of the Board. Additional nominations may be made from the floor of the Board at the Spring WDB meeting. All officers elected by the Board must receive a simple majority of the votes cast by the members at a meeting in which a quorum is present.
- 4.3 Any officer of the WDB may be removed from office by a simple majority of the affirmative vote of the Board when a quorum present, provided that the notice of the proposed removal is mailed, emailed, or sent by facsimile to each member at least five (5) days prior to the meeting at which the proposed removal is to be acted upon.
- 4.4 Any vacancy occurring in any office shall be filled for the unexpired term thereof by the members in the same manner as any election of officers (see 3.9, 3.10 & 3.11). However, if after reasonable effort the board is unable to reach agreement, the Chief Local Elected Official may then appoint the officer from individuals nominated or recommended.
- 4.5 The Chairperson/CEO shall preside at all meetings of the WDB and WDB Executive Committee. The Chairperson/CEO shall have authority, to execute instruments for and on behalf of the Board. Upon resolution of the Board, the President/Chief Operating Officer (COO) shall also have authority, to execute instruments for and on behalf of the Board. The Chairperson/CEO shall appoint all committees.
- 4.6 The Vice Chairperson shall, in the absence of the Chairperson/CEO, perform the duties and exercise the powers of the Chairperson/CEO. In the event Vice Chairperson is absence/unavailable the CLEO will perform the duties and exercise the powers of the Chairperson/CEO.

- 4.7 The Secretary shall be responsible for certifying WDB meeting minutes and results of elections. Secretary and President/COO in consultation with the Chairperson/CEO shall designate a WDB staff member to record all of the proceedings and verify quorum for WDB meetings. The Secretary or designee shall have possession of a certified master copy of minutes and all other documents retained at the corporate office. Minutes of closed sessions shall be sealed and secured at the WDB office.
- 4.8 The Treasurer and President/COO in consultation with the Chairperson/CEO shall designate a WDB staff member to have custody of the funds of the Board and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Board and shall cause to be deposited all monies in the name and to the credit of the Board in such depositories as may be designated by the Board. The Treasurer or a designee shall cause to be disbursed the funds of the Board as ordered by the membership, taking proper vouchers for such disbursements, and shall render to the members an account of the transactions and financial condition of the Board as required by the membership. The Treasurer or designee shall have possession of and provide for safekeeping of all documents of the office of Treasurer to be retained at the corporate office.
- 4.9 The Parliamentarian shall serve as the Board's advisor and consultant, as needed, to rule on Robert's Rules of Order.
- 4.10 All officers and employees who handle funds, or who are custodians of property, shall be bonded in an amount to be determined by the Board, or as prescribed by law.
- 4.11 All checks drawn against funds of the Board shall be signed by any two of the following: the Chairperson/CEO, the Vice Chairperson, President/COO and the Treasurer.
- 4.12 All staff personnel shall be subject to such personnel polices as may from time to time be established by the Board, by its Executive Committee, or by the President/COO and approved by the Board.

ARTICLE V: REGULAR MEETINGS

- 5.1 All WDB meetings shall be publicly announced in compliance with the open meetings provisions of section 610.020, RSMo.
- 5.2 All meetings will be posted in compliance with State/Federal Sunshine Laws. Written notice of regular and special meetings of the Board shall be made available to each member at least five days prior to the meeting. The notice shall include a copy of the agenda for that meeting. Notice shall be deemed to be duly given when sent by ordinary mail, postage prepaid, by e-mail, or facsimile to each member of the Board at his/her last known email/postal address as it appears on the records of the Board or posted on WDB website at www.job4you.org.
- 5.3 Regular meetings shall be held in the Southeast region, on the third Tuesday of the month at 6:00 p.m. at a regular meeting location to be determined by the Board. The Board shall meet in regular session no less often than six (6) times each fiscal year and at such other times as determined

necessary by the Board Chairperson/CEO. Regular meeting dates and locations may be altered by the Board Chairperson/CEO with proper notice to all members and public.

- 5.4 Special meetings of the Board may be called upon written request of one-third of the members of the Board, filed with the Secretary, or Chairperson/CEO. Such requests shall designate the time, purpose and place of the meeting. The business of any special meeting shall be limited to the stated purpose of that meeting.
- 5.5 Meetings or portions of meetings may be closed to the general public by the Chairperson of the WDB only in compliance with the exemptions granted by the open meetings provisions of section 610.021, RSMo.
- 5.6 Each WDB member shall have one vote on all matters pending before the board.
- 5.7 A quorum shall be present when 51% of voting private sector business members are in attendance in-person, by internet or other electronic means, or by telephone. When a quorum is declared, a majority of the voting members present (in person or other allowable means) shall decide any question, including the election of officers. No formal action shall be taken by the WDB unless a quorum is declared. WDB vacancies shall not be considered in the determination of a quorum.
- 5.8 The minutes of each meeting shall be distributed to the Board and to the Presiding County Commissioners. The minutes shall be posted on the website (www.job4you.org) for public viewing at least five days prior to the next meeting. The minutes of each meeting, and any corrections thereof, duly adopted, shall be signed by the WDB Secretary or designee and retained at the corporate office.

ARTICLE VI: COMMITTEES

- 6.1 An Executive Committee consisting of WDB elected officers, WDB Standing Committee Chairpersons, and Chief Local Elected Official. Duties include but are not limited to reviewing financial reports, WDB President/COO reviews, WDB recruitment and monitoring attendance.
- 6.2 The voice of Presiding Commissioners will be represented by the Chief Local Elected Official according to by-laws established by the County Commissioners Association. The Executive Committee reports all actions/recommendations to the full Board.
- 6.4 Standing Committees or Ad-Hoc Task Forces may be added, deleted, or revised upon the resolution of the majority of the quorum of the Board present.
- 6.5 Standing committee membership includes Board members appointed by the Board Chairperson/CEO as voting members. One or more county commissioners will be selected by the Chief Local Elected Official and others as appointed by the WDB Chairperson to serve on each standing committee as non-voting members. The members of any said committees shall have such authority and perform such duties as the members shall designate by resolution

- 6.6 All committee meetings shall be open to the public in accordance with WIOA and Missouri open meeting laws and shall be notice accordingly. Meetings or portions of meetings may be closed to the general public by the Committee/Taskforce Chairperson only in compliance with the exemptions granted by the open meetings provisions of section 610.021, RSMo.
- 6.7 Standing Committees for the WDB will be as follows:
- a. Alliance **for Equal Access**, duties includes but are not limited to planning and development for educational outreach, strengthening partnerships and services to ensure equal access for all customers.
 - b. Youth **Action Network**, duties include but are not limited to plan and develop partnerships and services for youth system, compliance overview, RFP process.
 - c. Workforce **System Network**, duties includes but are not limited to engaging workforce development system partners for the following purposes; (i) regional workforce planning (ii) sector partnerships (iii) career pathways (iv) economic development (v) training solutions.
- 6.8 Ad-hoc Taskforces may be appointed by the WDB Chairperson from time to time. Ad-hoc Taskforce shall be appointed for a special purpose and which can be addressed within a designated time period. The Taskforce shall be dissolved when their business is completed.

ARTICLE VII: FISCAL YEAR

- 7.1 The fiscal year of the WDB shall be from July 1 through June 30 of the following year.

ARTICLE VIII: AUDIT

- 8.1 The fiscal records of the Board shall be audited annually by a certified public accountant.

ARTICLE IX: CONFLICT OF INTEREST AND CONFIDENTIALITY

- 9.1 WIOA prohibits a member of the WDB from voting on a matter under consideration by the WDB when:
- a. the matter concerns the provision of services by the member or by an entity that the member represents;
 - b. the matter would provide direct financial benefit to the member or the immediate family;
- 9.2 Members of the WDB are expected to avoid unethical behavior in the course of performing their official duties. The WDB not only expects its members to avoid impropriety, but also to avoid the appearance of impropriety whether or not any actually exists. Members must avoid:
- a. using their position for private gain or influence;
 - b. giving preferential treatment to any person or entity;
 - c. losing their independence or impartiality in making decisions; or
 - d. acting in any way that might erode public confidence in the integrity of the WDB.
- 9.3 WDB members shall individually abstain from voting on issues and matters that will result in a direct, indirect conflict of interest, or perceived conflict of interest. Abstentions and the general reasons therefore, should be duly recorded in the minutes of the meeting.

- 9.4 All information, whether transmitted orally or in writing, that is of such a nature that it is not, at that time, a matter of public record or public knowledge is deemed confidential by the WDB. Members shall not disclose confidential information obtained in the course of or by reason of his or her membership on the WDB to any person or entity not directly involved with the business of the WDB, Further:
- a. no member shall use confidential information obtained in the course of or by reason of his or her membership on the WDB in any matter intent to obtain financial gain for the member, the member's immediate family or any business with which the member is associated.
 - b. no member shall disclose confidential information obtained in the course of or by reason of his or her membership on the WDB in any manner with the intent to obtain financial gain for any other person.
- 9.5 Each member of the Board, by signing prior to taking Board seat and then annually, acknowledges that they have read and understand the Code of Conduct and Confidentiality Agreement.

ARTICLE X: BY-LAW AMENDMENTS

- 10.1 The By-Laws of the Board may be amended by the 2/3 majority vote of the members present at any regular meeting of the Board, at which a quorum is present, or at any special meeting thereof at which a quorum is present, provided that the notice of such regular or special meeting shall include a reference to the proposed amendment, and be mailed, e-mailed, or sent by facsimile to each member at least five (5) days prior to the meeting.

ARTICLE XI: GENERAL

- 11.1 Indemnification, Insurance and Bonds: All members of the Board, and any person, who at the request of the Board, served as director, officer, employee or agent, may be indemnified by the Board against expenses actually and reasonably incurred by him/her in connection with the defense of any action, suit or proceeding, civil or criminal, in which they are made a part by reason of being or having been such Board member or representative except in relation to matters that they shall be adjudged to be liable for negligence or misconduct in the performance of duty. Such expenses shall include reasonable settlements, except that no amounts shall be paid hereunder in connection with any such settlement, unless the Board is advised by legal counsel, that such person was not derelict in the performance of his/her duty and that such settlement is in the best interest of the Board. Appropriate insurance coverage to protect the members against liability claims including action in tort is authorized.

ARTICLE XII: NON-DISCRIMINATION

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

Attachments

Workforce Development Board Southeast Missouri

Attachment 1

Business Sector Board Membership Application

Workforce Innovation and Opportunity Act (WIOA)

PLEASE PRINT

NAME

BUSINESS NAME

POSITION CURRENTLY HELD

BUSINESS ADDRESS

BUSINESS PHONE

BUSINESS FAX

FEIN NUMBER

HOME ADDRESS

CONTACT PHONE

CELL PHONE

E-MAIL ADDRESS

Effective July 1, 2015, WIOA requires that a majority of the Local Board members must represent businesses as per Section 107(b)(2)(A).

Which of the required categories qualifies you?

_____ I represent a business of which I am an owner, chief executive or operating officer, business executive, or hold a position of optimum policymaking and/or hiring authority within the business.

OR

_____ I am an individual from an organization that represents businesses (i.e. Chamber Directors) and hold a position of optimum policymaking and/or hiring authority with the organization.

Please tell us a little more about your position.

Yes No

- I hold a position in a business that provides employment opportunities to in-demand industry sectors or occupations within the Southeast Region, as stipulated in WIOA Section 107(a)(2)(i)(ii).
- I hold a position in a business sector with full-time employees and offer opportunity for work-relevant training.
- I hold a position in a business that reflects the hiring trends of the local region, according to current labor market information.
- I hold a position in a business with a demonstrated a history of providing full-time, permanent employment opportunities within the region.
- I hold a position in a business that has used American Job Center services and/or programs within the workforce system.

Current number of employees: _____

SIGNATURE

DATE

Workforce Development Board Southeast Missouri

Attachment 2

Public Sector Board Membership Application

Workforce Innovation and Opportunity Act (WIOA)

PLEASE PRINT

NAME

AGENCY/ORGANIZATION NAME POSITION CURRENTLY HELD

AGENCY/ORGANIZATION ADDRESS

AGENCY/ORGANIZATION PHONE AGENCY/ORGANIZATION FAX

HOME ADDRESS

CONTACT PHONE CELL PHONE E-MAIL ADDRESS

Effective July 1, 2015, WIOA requires that a majority of the Local Board members must represent businesses as per Section 107(b)(2)(A).

Please reply:

Yes _____ No _____ I represent an agency/organization in which I have optimum decision/policy making authority and/or hiring authority.

Please tell us a little more about your position.

Yes No

- I hold a position in an agency/organization that provides employment opportunities to in-demand industry sectors or occupations within the Southeast Region, as stipulated in WIOA Section 107(a)(2)(i)(ii).
- I hold a position in an agency/organization with full-time employees and offer opportunity for work-relevant training.
- I hold a position in an agency/organization that reflects the hiring trends of the local region, according to current labor market information.
- I hold a position in an agency/organization with a demonstrated a history of providing full-time, permanent employment opportunities within the region.
- I hold a position in an agency/organization that has used American Job Center services and/or programs within the workforce system.

Current number of employees: _____

SIGNATURE DATE

**WORKFORCE DEVELOPMENT BOARD INC.
CODE OF CONDUCT
ESTABLISHED JULY 1, 2015**

The following code of conduct governs the performance of persons involved in the award and administration of contracts and sub-grants awarded to and contracted through the Workforce Development Board of Southeast Missouri (WDB), including WDB members.

GENERAL STATEMENT

Board members awarding and administering public monies must be concerned about standard of conduct in carrying out their responsibilities. Every reasonable course of action must be taken in order to maintain the integrity of expenditure of public funds and to avoid any favoritism and questionable or improper conduct.

Those governed by this policy are required to act in good faith and in a manner he or she reasonably believed to be in, the best interests of the WDB which must always be foremost and superior to one's personal or financial interests. Information obtained by virtue of public service to the WDB cannot be used for personal, family, or associated business interest gains. The WDB relies on the public's trust in carrying out its mission.

The policies expressed in this document must not replace or otherwise supplant specific state or federal law governing these matters, but rather must be considered in conjunction with such laws.

MATERIAL FINANCIAL OR OTHER INTERESTS

No individual subject to this policy in a decision-making capacity may participate in the selection or award of a contract or subcontract supported by WDB funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the individual
- any member of the individual's family (or step-family), either by blood or marriage, which includes the employee's spouse, children, grand children, nephews, nieces, brothers, sisters, parents, grandparents, uncles, and aunts,
- the individual's business partner,
- any organization which employs, or is about to employ, any of the above,

has a material financial or other interest in the firm or organization selected for the award. For the purpose of this Code of Conduct, a material financial or other interest is defined as "any ownership singularly or collectively, directly or indirectly, of ten percent or more of any business entity, or of any understood interest, or the receipt, singularly or collectively, of a salary, gratuity, or other compensation or remuneration. Those subject to this policy must publicly declare and make known to the WDB Chairperson all potential conflicts of interests prior to the awarding of funds by contracts or subcontracts or addenda to contracts or subcontracts.

WDB members having a potential real or apparent conflict of interest, in any contract or subcontract or addendum awarded by the WDB must (i) absent themselves physically from the committee or board meeting during the

discussion and voting process in which their perceived real or apparent conflict of interest could influence decision making, and (ii) abstain from voting on any and all such issues. All such absences and abstentions will be noted in the meeting minutes. The meeting chairperson shall have the right and responsibility to require such members to absent themselves from the meeting.

“Vended” purchases from those governed by this policy as defined above using public funds administered through the WDB are discouraged. Such purchases may be made, but only after competitively advertising the purchase in the manner directed by the WDB’s procurement procedures.

BOARD MEMBER COMPENSATION

Board members shall receive no compensation for their services on the WDB; however members will be reimbursed for their direct expenses incurred while participating in WDB and/or committee activities in accordance with WDB policies. Indirect expenses, including lost wages, are not compensated or reimbursed. Board members are not allowed to accept honoraria for speaking engagements on behalf of the WDB if offered.

PERSONAL BENEFITS

Those subject to this policy are not allowed to accept gifts, gratuities, services, favors, loans, fee, compensation, or anything of monetary value, from persons or organizations doing business with the WDB unless such personal benefits are of an obvious nominal value (\$25 or less), and the benefits are considered normal and otherwise acceptable in the course of conducting business.

POLITICAL ACTIVITIES

Those subject to this policy are prohibited from using official authority to represent the WDB or its subcontractors in partisan political activities, which includes influence for purpose of interfering with or affecting the result of an election or nomination for office. Further, the use of the WDB’s or its subcontractor’s name, property, or facilities in connection with any partisan political activity is prohibited. This policy does not prohibit those governed by the policy from being a candidate for elective office.

IMPLEMENTATION

The WDB Chair may appoint an Ad-Hoc Ethics Task Force at his/her discretion. The Ad-Hoc Ethics Task Force would have the expressed responsibility to hear and review allegations of violations of any part of this policy. They will recommend corrective action to the full WDB.

The Ad-Hoc Ethics Task Force would educate the WDB and staff about conflict of interest and take an active role in preventing it from occurring. The Ad-Hoc Ethics Task Force would develop procedures, which will include appeals procedures, for receiving and resolving complaints of perceived or alleged violations. All recommendations of the Ad-Hoc Ethics Task Force would be acted upon by the full WDB.

**WORKFORCE DEVELOPMENT BOARD of SOUTHEAST MISSOURI
MEMBER AND EMPLOYEE POTENTIAL CONFLICT OF INTEREST DISCLOSURE**

Attachment 4

The Code of Conduct adopted by the Workforce Development Board of Southeast Missouri (WDB) as part of these by-laws requires board members and employees to publicly declare and make known to the WDB Chairperson all potential conflicts of interest prior to the awarding of funds by contracts or subcontracts or addenda to contracts or subcontracts.

No individual subject to this policy in a decision-making capacity may participate in the selection or award of a contract or subcontract supported by WDB funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the individual,
- any member of the individual’s family (or step-family), either by blood or marriage, which includes the employee’s spouse, children, grand children, nephews, nieces, brothers, sisters, parents, grandparents, uncles, and aunts,
- the individual’s business partner.
- an organization which employs, or is about to employ, any of the above,

has a material financial or other interest in the firm or organization selected for the award. A material financial or other interest is defined as “any ownership singularly or collectively, directly or indirectly, of ten percent or more of any business entity, or the receipt, singularly or collectively, of a salary, gratuity, or other compensation or remuneration.

WDB members having a potential real, apparent, or perceived conflict of interest in any contract or subcontract or addendum awarded by the WDB must (i) absent themselves physically from the committee or board meeting during the discussion and voting process in which their perceived real or apparent conflict of interest could influence decision making, and (ii) abstain from voting on any and all such issues. All such absences and abstentions will be noted in the meeting minutes. The meeting chairperson shall have the right and responsibility to require such members to absent themselves from the meeting.

“Vended” purchases from those governed by this policy as defined above using public funds administered through the WDB are discouraged. Such purchases may be made, but only after competitively advertising the purchase in the manner directed by the WDB’s procurement procedures.

SIGNATURE

I, in my capacity as a WDB member or employee of the Workforce Development Board of Southeast Missouri, hereby publicly declare and make known the following potential conflicts of interests, real, apparent, or perceived, known by me. By signing this statement, I am indicating that I have read and understand the WDB’s Code of Conduct as it applies to the conditions described below. Each member of the Board, by signing prior to taking Board seat and then annually, acknowledges that they have read and understand the Code of Conduct and Confidentiality Agreement.

The following potential conflicts of interests, real, apparent, or perceived, described as to their nature and conditions, may exist as of the date of my signature:

Signature

Date

Attachment 7

AGREEMENT FOR CAUCUS OF LOCAL ELECTED OFFICIALS SOUTHEAST REGION OF MISSOURI

THIS AGREEMENT made and entered into this 1 of, July 2015, by and for the thirteen counties of Bollinger, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Pemiscot, Perry, St. Francois, Ste. Genevieve, Scott, and Stoddard in the State of Missouri (referred to hereafter as Southeast Regional Caucus);

Whereas, the County Commissioners of the aforementioned counties as the Southeast Regional Caucus did previously adopt resolutions authorizing and creating the Southeast Regional Workforce Development Area and the Workforce Development Board of Southeast Missouri (WDB);

NOW THEREFORE, the Southeast Regional Caucus hereby agrees to the following:

SECTION 1: The aforementioned counties are hereby constituted as a Southeast Regional Caucus for the purposes of Section 107(c)(1)(B) of Public Law 113-128, of the Workforce Innovation and Opportunity Act (WIOA);

SECTION 2: The presiding commissioner of each of the aforementioned counties (or their designee associate commissioner) shall constitute the Southeast Regional Caucus of Local Elected Officials for the purpose of appointing individuals to serve as board members of the Workforce Development Board of Southeast Missouri for the Southeast Region under Section 107(c)(1)(A) of the Workforce Innovation and Opportunity Act (WIOA);

SECTION 3: The Southeast Regional Caucus shall elect from its membership a Chairperson (known as the Chief Local Elected Official) and Vice Chairperson to serve for a term of one year or until a successor is elected or appointed. Vacancies in either of these offices shall be filled by an election for the remaining portion of the unexpired term(s). The Chief Local Elected Official shall be permitted to sign documents for and upon behalf of the Southeast Regional Caucus. Upon request by the Southeast Regional Caucus, the Workforce Development Board of Southeast Missouri will appoint a staff member to act as the clerk for the Southeast Regional Caucus;

SECTION 4: The Southeast Regional Caucus may adopt bylaws or other operational guidelines, or may amend this Agreement, by the affirmative vote of a majority of the Southeast Regional Caucus present at any regular meeting of the Southeast Regional Caucus, provided that written copies thereof are mailed to each member of the Southeast Regional Caucus at least seven (7) days prior to consideration of the proposed action;

SECTION 5: The Southeast Regional Caucus shall execute an agreement with the WDB specifying the roles and responsibilities of each party to the agreement. The agreement shall be reviewed and ratified, or changed, at least once each year to ensure it maintains relevancy and consistency with Section 107 of the Workforce Innovation and Opportunity Act (WIOA);

AUG 10 2015

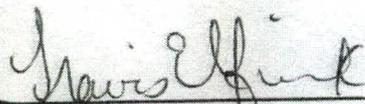
SECTION 6: The Southeast Regional Caucus shall review and approve local plans and plan modifications prepared by the WDB concerning the use of Workforce Innovation and Opportunity Act (WIOA) funds. In the event a local plan submitted for the approval of the Southeast Regional Caucus is not approved, the Southeast Regional Caucus shall detail the correction action necessary by the WDB to secure approval;

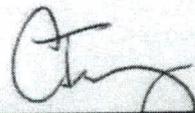
SECTION 7: As required by Section 107(c)(B)(i) of the Workforce Innovation and Opportunity Act (WIOA), the local elected officials of the local area shall serve as the grant recipient of WIOA funds, and shall be liable for any misuse of the grant funds allocated to the local area under sections 128 and 133 of the Act. In order to assist in the administration of these grant funds, the local elected officials have the option of designating an entity to serve as the local grant sub recipient for the local area. The Caucus of Local Elected Officials has selected the Workforce Development Board of Southeast Missouri (WDB) to assist in the administration of these grant funds as the local grant sub recipient and fiscal agent;

SECTION 8: While the liability for the misuse of grant funds is passed on to the WDB and in turn on to subcontracted program operators, the ultimate liability for misuse of funds does not detach from the local elected officials. In the event of misuse of funds that cannot be resolved any other way, the entity responsible for the misuse will be the first accountable for repayment. If this party is unable to satisfy the debt, responsibility will revert to the WDB, and if for any reason there remains liability beyond the WDB's ability to repay, the remaining liability will be apportioned among the thirteen counties of the Southeast Region based on each county's level of participation in the specific disallowed cost. If the liability is a generalized debt over all thirteen counties, the liability to each county shall be proportionate to the number of participants served in that county for the same year in which the misuse of funds occurred.

SECTION 9: This Agreement shall be effective when approved by resolutions adopted by each county party hereto and signed by the presiding commissioner (or their designee) of each county. This Agreement supercedes any and all prior written agreements of a similar nature under Public Law 113-128, the Workforce Innovation and Opportunity Act.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed as shown by the signature of the presiding commissioner (or designee) of each county party, as follows:


Bollinger County


Cape Girardeau County

Don Collins

Dunklin County

Iron County

Robert Mooney

Madison County

Mississippi County

Mark Baker

New Madrid County

Pemiscot County

Carl Zampelli

Perry County

Robert Shilling

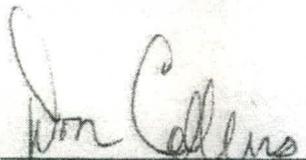
St. Francois County

Garrett Nelson

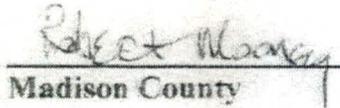
Ste. Genevieve County

Scott County

Stoddard County

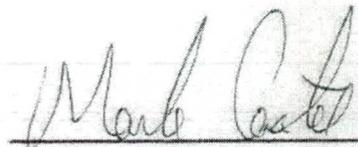

Dunklin County

Iron County


Madison County

Mississippi County

New Madrid County


Pemiscot County


Perry County


St. Francois County


Ste. Genevieve County

Scott County

Stoddard County

Don Collins

Dunklin County

Iron County

Robert Mooney

Madison County

Mississippi County

New Madrid County

Pemiscot County

Carl Lambell

Perry County

Robert Phillips

St. Francois County

Barney Pekar

Ste. Genevieve County

Scott County

A. Matt

Stoddard County

Dunklin County

Iron County

Madison County

Mississippi County

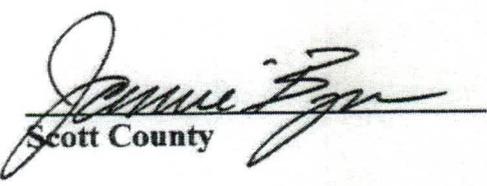
New Madrid County

Pemiscot County

Perry County

St. Francois County

Ste. Genevieve County

 Scott County

Stoddard County

Don Collins
Dunklin County

Jim Seeger
Iron County

Robert Maack
Madison County

Mississippi County

New Madrid County

Pemiscot County

Carl Zank
Perry County

Robert Helling
St. Francois County

Gary Nelson
Ste. Genevieve County

Scott County

Stoddard County

Don Collins

Dunklin County

Iron County

Robert Mooney

Madison County

Mississippi County

New Madrid County

Pemiscot County

Carl Lambeth

Perry County

Robert Mullins

St. Francois County

Gary Nelson

Ste. Genevieve County

Scott County

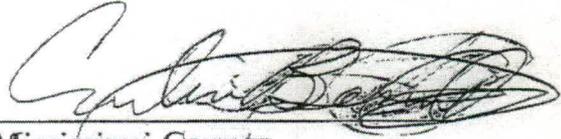
Stoddard County

Dunklin County

Iron County

Madison County

Mississippi County

A handwritten signature in cursive script, appearing to read "Carlisle B. [unclear]", is written over the line for Mississippi County.

New Madrid County

Pemiscot County

Perry County

St. Francois County

Ste. Genevieve County

Scott County

Stoddard County

County Commissioners 2016

Travis Elfrink, Bollinger County Presiding Commissioner
Clint Tracy, Cape County Presiding Commissioner
Donald Collins, Dunklin County Presiding Commissioner
Jim Scaggs, Iron County Presiding Commissioner
Robert Mooney, Madison County Presiding Commissioner
Carlin Bennett, Mississippi County Presiding Commissioner
Mark Baker, New Madrid County Presiding Commissioner
Mark Cartee, Pemiscot County Presiding Commissioner
Carl Leuckel, Perry County Presiding Commissioner
Jamie Burger, Scott County Presiding Commissioner
Patrick Mullins, St. Francois County Commissioner
Garry Nelson, Ste Genevieve County Presiding Commissioner
Greg Mathis, Stoddard County Presiding Commissioner

CHIEF LOCAL ELECTED OFFICIALS SOUTHEAST REGION OF MISSOURI BY-LAWS

Preamble

WHEREAS, the counties of Bollinger, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Pemiscot, Perry, St. Francois, Ste. Genevieve, Scott, and Stoddard have been duly constituted themselves to be the Southeast Region of Missouri Local Elected Officials (referred to hereafter as Southeast Regional Caucus).

NOW THEREFORE, the Southeast Regional Caucus do hereby adopt the following by-laws:

ARTICLE I Caucus Established

The counties of aforementioned do hereby constitute themselves to be the Southeast Regional Caucus for the purpose of the Workforce Innovation and Opportunity Act (WIOA).

ARTICLE II Governance

2.1 Southeast Regional Caucus

The Southeast Regional Caucus shall be governed by the members consisting of the Local Elected Officials of each of the thirteen (13) counties or his/her designee thereof, as provided hereinafter.

- a. The Presiding Commissioner shall be the Local Elected Official or his/her designee of the thirteen (13) counties listed in the Preamble of these by-laws.
- b. The Local Elected Official may designate an alternate representative from their local government entity to attend and participate in the Caucus meetings on the Local Elected Official's behalf. However, this designee shall not possess the right to vote on behalf of such Local Elected Official, unless the proxy voting is as outlined in Article 2.5 of the Southeast Regional Caucus By-Laws.

2.2 Officers

- a. Every odd year in December, the Southeast Regional Caucus shall elect from its membership a chairperson (referred to hereafter as Chief Local Elected Official, CLEO), a Vice-Chairperson (referred to hereafter as the Vice-Chief Local Elected Official, Vice-CLEO) and such other officers as may be provided in the Southeast Regional Caucus by-laws for a term of two years or until a successor is elected. Vacancies shall be filled by

election for the remainder of the unexpired term. The Southeast Regional Caucus shall elect from its membership a Secretary.

- b. The CLEO shall preside over meetings of the Local Elected Officials, be responsible for managing the affairs of the Caucus and serve as the Chief Local Elected Official under the Workforce Innovation and Opportunity Act. The CLEO shall sign all documents as authorized by the Act.
- c. The Vice-CLEO shall perform the duties of the CLEO in his/her absence.
- d. The Southeast Regional Caucus Secretary shall be responsible for the taking, recording, duplicating, distributing and filing of all minutes of the Southeast Regional Caucus meetings and shall be responsible for keeping a record on file of all official public records and correspondence of the CLEO's.

2.3 Committees

- a. All Workforce Innovation and Opportunity Act committees shall consist of at least one member of the Southeast Regional Caucus.
- b. All committees authorized hereunder shall report and be accountable to the Southeast Regional Caucus membership.

2.4 Meetings

- a. The Local Elected Official shall meet in December of each calendar year. The Southeast Regional Caucus Secretary shall provide meeting notices, copies of the previous meeting's minutes and an agenda of any business to be discussed to all Southeast Regional Caucus members at least five (5) calendar days prior to the date of each meeting.
- b. A quorum shall consist of a simple majority of the Local Elected Official's duly representing member counties present at a meeting or present by telephone/internet connection. The business of the Southeast Regional Caucus must be conducted in order to serve participants and businesses in a timely manner, therefore, the Local Elected Officials will make every conscious effort to be in attendance at the annual meeting. To assure that the Local Elected Officials may conduct business timely and to assure a quorum, members may connect to the annual meeting by telephone/internet.
- c. Special meetings may be called when requested by the CLEO, Local Elected Official, WIOA Chairperson and/or WIOA President/COO with at least five (5) in advance.
- d. Conference calls and/or internet connection meetings may be held to conduct business that is necessary prior to the next regular Commissioner or WIOA Board meeting. A forty-eight (48) hour notice will be emailed or texted to the Local Elected Officials and

notice will be posted. These calls will be open to the public and access numbers will be provided on the notice.

- e. Agreements, local plans and budgets under Public Law requiring CLEO approval and any amendments thereto, shall be approved by simple majority vote of the members present or connected by telephone/internet at a meeting of the Local Elected Officials prior to execution by the CLEO. Local Plan Modifications required by the state may be "signed off" by the CLEO who has authority to sign the approval letter by the other members without a special called meeting or conference connection.

2.5 Proxies

Absent members of the Local Elected Officials may authorize another member of such member's Commission to stand as their proxy. Such proxy authorization shall state the date, name of absent member and name of the proxy; include a notarized signature of the absent member; and shall be submitted to the Clerk of the Local Elected Officials at or prior to the meeting(s) for which the proxy is effective. If the proxy authorization is properly executed and submitted, the proxy may act with all powers of the absent member.

2.6 Parliamentary Authority

Meetings of the Local Elected Officials shall be conducted according to the procedures contained in Robert's Rules of Order, revised and in accordance with the Missouri Sunshine Law.

2.7 Local Elected Official Records

The Southeast Regional Caucus Secretary shall keep meeting notices, copies of the previous meeting's minutes and agendas in their office.

ARTICLE III Functions of the Local Elected Officials

The Southeast Regional Caucus shall perform the following functions for Local Elected Officials, as specified in Public Law 113-128, the Act:

- 3.1 GRANT RECIPIENT. - IN GENERAL. -** The Local Elected Official in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under sections 128 and 133.
- 3.2 DESIGNATION. -** The Southeast Regional Caucus may designate an entity to serve as local grant sub-recipient or as local fiscal agent; such designation shall not relieve the Local

Elected Officials/ Southeast Regional Caucus of liability for any misuse of grant funds. In the event of grant funds that cannot be recovered, in whole or in part, from the sub-recipient or fiscal agent responsible for the misuse, the Workforce Innovation and Opportunity Act (WIOA) Board shall repay an amount equal to the amount of the misused funds that cannot be recovered. Any misused funds will be reimbursed through a claim on the board's liability insurance. If the claim is not covered by the insurance, or the payment is not sufficient to reimburse the misused funds, the balance will be settled with stand-in costs. Should the WIOA Board be unable to provide funds in an amount sufficient to repay the amount of misused funds that cannot be recovered; any remaining amount of misused funds must be reimbursed by the local government, (see Agreement for Southeast Regional Caucus of Local Elected Officials, Southeast Region of Missouri).

3.3 REGIONAL PLANNING.-The local WIOA Board and the Southeast Regional Caucus in each planning region described in sub-paragraph (B) or (C) of sub-section (a) (2) shall engage in a regional planning process.

3.4 SELECTION OF ONE-STOP OPERATOR.- Consistent with section 121(d), the local board, with the agreement of the Southeast Regional Caucus for the local area shall designate or certify one-stop operator as described in section 121(d)(2)(A); and may terminate for cause the eligibility of such operator.

3.5 PROGRAM OVERSIGHT. – The local board, in partnership with the Southeast Regional Caucus for the local area, shall conduct oversight for local youth WIOA activities authorized under section 129(c), local employment and training activities authorized under sub-sections (c) and (d) of section 134, and the one-stop delivery system in the local area; and ensure the appropriate use and management of the funds provided under sub-title B for the activities and system described in clause (i); and (B) for WIOA activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes under section 116.

3.6 BUDGET AND ADMINISTRATION. – (A) BUDGET.- The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board under this section, subject to the approval of the Southeast Regional Caucus. (A) ADMINISTRATION. - (i) GRANT RECIPIENT. –IN GENERAL.- The Southeast Regional Caucus in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under sections 128 and 133, unless the Southeast Regional Caucus reaches an agreement with the Governor for the Governor to act as the local grant recipient and bear such liability. (II) DESIGNATION.- In order to assist in administration of the grant funds, the Southeast Regional Caucus or the Governor, may designate an entity to serve as a local grant sub-recipient for such funds or as a local fiscal agent. Such designation shall not relieve the Southeast Regional Caucus or the Governor of the liability for any misuse of grant funds as described in Section 3.2. (III) DISBURSAL.- The local grant recipient or an entity designated under sub-clause (II) shall disburse the grant funds for WIOA activities as the direction of the local board, pursuant to the requirements of this title. The local grant recipient or entity designated under

sub-clause (II) shall disburse the funds immediately on receiving such direction from the local board.

3.7 NEGOTIATION OF LOCAL PERFORMANCE ACCOUNTABILITY MEASURES.- The local board, the Southeast Regional Caucus, and the Governor shall negotiate and reach agreement on local performance accountability measures as described in section 116(c).

3.8 APPOINTMENT OF BOARD MEMBERS AND ASSIGNMENT OF RESPONSIBILITIES. –IN GENERAL. –The Southeast Regional Caucus in a local area is authorized to appoint members of the local board for such area, in accordance with the State of Missouri criteria established under sub-section (b).

Section 107 (b)(2) COMPOSITION.—Such criteria shall require that, at a minimum—

Minimum Required Membership	Category
<i>Section 107 (2) A.</i>	<i>a majority shall be representatives of business in local area;</i>
12	51% Private
<i>Section 107 (2) B.</i>	<i>Not less than 20% represent workforce of local area, who</i>
3	<i>(i) shall include representatives of labor organizations</i>
0 N/A	<i>(ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists</i>
1	<i>(iii) may include representatives of <u>community based organizations</u> that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve <u>veterans</u> or that provide or support competitive integrated employment for <u>individuals with disabilities</u>; and</i>
1	<i>(iv) may include representatives of <u>organizations</u> that have demonstrated experience and expertise in addressing the employment, training, or <u>education needs of eligible youth</u>, including representatives of <u>organizations that serve out-of-school youth</u></i>
<i>Section 107 (2) C.</i>	<i>shall include representatives of entities administering education and training activities in the local area, who</i>
1	<i>(i) shall include a representative of eligible providers administering adult education and literacy activities under title II</i>
1	<i>(ii) shall include a representative of institutions of higher education providing</i>

	<i>workforce investment activities (including community colleges)</i>
0	<i>(iii) <u>may</u> include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;</i>
<i>Section 107 (2) D.</i>	<i>each local board shall include representatives of governmental and economic and community development entities serving the local area, who</i>
1	<i>(i) shall include a representative of economic and community development entities</i>
1	<i>(ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act</i>
1	<i>(iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act</i>
1	<i>(iv) <u>*may</u> include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance</i>
0	<i>(v) may include representatives of philanthropic organizations serving the local area</i>
Total Minimum Membership = 23	Board members are appointed for a term that shall be at least two years or until a successor is appointed.
	*WIOA provides that the Temporary Assistance for Needy Families (TANF) program is a mandatory local "one-Stop" partner, whereas the Governor will not expressly opt-out of this provision. Thus the local board must include a TANF representative.

3.9 Perform any other duties or obligations conferred upon the Local Elected Officials as designated under the Act.

ARTICLE IV Amendments

4.1 Amendments may be proposed to the CLEO in writing by any Southeast Regional Caucus member. By-laws or amendments may be adopted by the affirmative vote of the majority of the entire Southeast Regional Caucus membership at any meeting called for that purpose.

4.2 Copies of all proposed amendments shall be furnished in writing to each member of the Southeast Regional Caucus at least five (5) calendar days prior to consideration.

Workforce Innovation and Opportunity Act (WIOA) enacted July 22, 2014

The by-laws were revised and adopted in accordance and to align with Public Law 113-128, the

Workforce Innovation and Opportunity Act upon approval: 6-24-15 .

Presented to the Southeast Regional Caucus: 6-24-15

Voted upon to accept: 6-24-15

Garry Nelson
Garry Nelson, CLEO Chairman

Attachment 8

**WORKFORCE DEVELOPMENT BOARD INC.
CODE OF CONDUCT / CONFLICT OF INTEREST / CONFIDENTIALITY
ESTABLISHED JULY 1, 2015**

The following code of conduct governs the performance of persons involved in the award and administration of contracts and sub-grants awarded to and contracted through the Workforce Development Board of Southeast Missouri (WDB), including WDB members.

GENERAL STATEMENT

Board members awarding and administering public monies must be concerned about standard of conduct in carrying out their responsibilities. Every reasonable course of action must be taken in order to maintain the integrity of expenditure of public funds and to avoid any favoritism and questionable or improper conduct.

Those governed by this policy are required to act in good faith and in a manner he or she reasonably believed to be in, the best interests of the WDB which must always be foremost and superior to one's personal or financial interests. Information obtained by virtue of public service to the WDB cannot be used for personal, family, or associated business interest gains. The WDB relies on the public's trust in carrying out its mission.

The policies expressed in this document must not replace or otherwise supplant specific state or federal law governing these matters, but rather must be considered in conjunction with such laws.

MATERIAL FINANCIAL OR OTHER INTERESTS

No individual subject to this policy in a decision-making capacity may participate in the selection or award of a contract or subcontract supported by WDB funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the individual
- any member of the individual's family (or step-family), either by blood or marriage, which includes the employee's spouse, children, grandchildren, nephews, nieces, brothers, sisters, parents, grandparents, uncles, and aunts,
- the individual's business partner,
- any organization which employs, or is about to employ, any of the above,

has a material financial or other interest in the firm or organization selected for the award. For the purpose of this Code of Conduct, a material financial or other interest is defined as "any ownership singularly or collectively, directly or indirectly, of ten percent or more of any business entity, or of any understood interest, or the receipt, singularly or collectively, of a salary, gratuity, or other compensation or remuneration. Those subject to this policy must publicly declare and make known to the WDB Chairperson all potential conflicts of interests prior to the awarding of funds by contracts or subcontracts or addenda to contracts or subcontracts.

WDB members having a potential real or apparent conflict of interest, in any contract or subcontract or addendum awarded by the WDB must (i) absent themselves physically from the committee or board meeting during the discussion and voting process in which their perceived real or apparent conflict of interest could influence decision making, and (ii) abstain from voting on any and all such issues. All such absences and abstentions will be noted in the meeting minutes. The meeting chairperson shall have the right and responsibility to require such members to absent themselves from the meeting.

"Vended" purchases from those governed by this policy as defined above using public funds administered through the WDB are discouraged. Such purchases may be made, but only after competitively advertising the purchase in the manner directed by the WDB's procurement procedures.

BOARD MEMBER COMPENSATION

Board members shall receive no compensation for their services on the WDB; however members will be reimbursed for their direct expenses incurred while participating in WDB and/or committee activities in accordance with WDB policies. Indirect expenses, including lost wages, are not compensated or reimbursed. Board members are not allowed to accept honoraria for speaking engagements on behalf of the WDB if offered.

PERSONAL BENEFITS

Those subject to this policy are not allowed to accept gifts, gratuities, services, favors, loans, fee, compensation, or anything of monetary value, from persons or organizations doing business with the WDB unless such personal benefits are of an obvious nominal value (\$25 or less), and the benefits are considered normal and otherwise acceptable in the course of conducting business.

POLITICAL ACTIVITIES

Those subject to this policy are prohibited from using official authority to represent the WDB or its subcontractors in partisan political activities, which includes influence for purpose of interfering with or affecting the result of an election or nomination for office. Further, the use of the WDB's or its subcontractor's name, property, or facilities in connection with any partisan political activity is prohibited. This policy does not prohibit those governed by the policy from being a candidate for elective office.

IMPLEMENTATION

The WDB Chair may appoint an Ad-Hoc Ethics Task Force at his/her discretion. The Ad-Hoc Ethics Task Force would have the expressed responsibility to hear and review allegations of violations of any part of this policy. They will recommend corrective action to the full WDB.

The Ad-Hoc Ethics Task Force would educate the WDB and staff about conflict of interest and take an active role in preventing it from occurring. The Ad-Hoc Ethics Task Force would develop procedures, which will include appeals procedures, for receiving and resolving complaints of perceived or alleged violations. All recommendations of the Ad-Hoc Ethics Task Force would be acted upon by the full WDB.

WIOA prohibits a member of the WDB from voting on a matter under consideration by the WDB when:

- a. the matter concerns the provision of services by the member or by an entity that the member represents;
- b. the matter would provide direct financial benefit to the member or the immediate family;

Members of the WDB are expected to avoid unethical behavior in the course of performing their official duties. The WDB not only expects its members to avoid impropriety, but also to avoid the appearance of impropriety whether or not any actually exists. Members must avoid:

- a. using their position for private gain or influence;
- b. giving preferential treatment to any person or entity;
- c. losing their independence or impartiality in making decisions; or
- d. acting in any way that might erode public confidence in the integrity of the WDB.

WDB members shall individually abstain from voting on issues and matters that will result in a direct, indirect conflict of interest, or perceived conflict of interest. Abstentions and the general reasons therefore, should be duly recorded in the minutes of the meeting.

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

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

Each member of the Board, by signing prior to taking Board seat and then annually, acknowledges that they have read and understand the Code of Conduct and Confidentiality Agreement.

**WORKFORCE DEVELOPMENT BOARD of SOUTHEAST MISSOURI
MEMBER AND EMPLOYEE POTENTIAL CONFLICT OF INTEREST DISCLOSURE**

The Code of Conduct adopted by the Workforce Development Board of Southeast Missouri (WDB) as part of these by-laws requires board members and employees to publicly declare and make known to the WDB Chairperson all potential conflicts of interest prior to the awarding of funds by contracts or subcontracts or addenda to contracts or subcontracts.

No individual subject to this policy in a decision-making capacity may participate in the selection or award of a contract or subcontract supported by WDB funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the individual,
- any member of the individual’s family (or step-family), either by blood or marriage, which includes the employee’s spouse, children, grandchildren, nephews, nieces, brothers, sisters, parents, grandparents, uncles, and aunts,
- the individual’s business partner.
- an organization which employs, or is about to employ, any of the above,

has a material financial or other interest in the firm or organization selected for the award. A material financial or other interest is defined as “any ownership singularly or collectively, directly or indirectly, of ten percent or more of any business entity, or the receipt, singularly or collectively, of a salary, gratuity, or other compensation or remuneration.

WDB members having a potential real, apparent, or perceived conflict of interest in any contract or subcontract or addendum awarded by the WDB must (i) absent themselves physically from the committee or board meeting during the discussion and voting process in which their perceived real or apparent conflict of interest could influence decision making, and (ii) abstain from voting on any and all such issues. All such absences and abstentions will be noted in the meeting minutes. The meeting chairperson shall have the right and responsibility to require such members to absent themselves from the meeting.

“Vended” purchases from those governed by this policy as defined above using public funds administered through the WDB are discouraged. Such purchases may be made, but only after competitively advertising the purchase in the manner directed by the WDB’s procurement procedures.

SIGNATURE

I, in my capacity as a WDB member or employee of the Workforce Development Board of Southeast Missouri, hereby publicly declare and make known the following potential conflicts of interests, real, apparent, or perceived, known by me. By signing this statement, I am indicating that I have read and understand the WDB’s Code of Conduct as it applies to the conditions described below. Each member of the Board, by signing prior to taking Board seat and then annually, acknowledges that they have read and understand the Code of Conduct and Confidentiality Agreement.

The following potential conflicts of interests, real, apparent, or perceived, described as to their nature and conditions, may exist as of the date of my signature:

Signature

Date

Attachment 9



WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI

Compliance and Monitoring Policy

1. Oversight function is performed by members of the Workforce Development Board (WDB) staff, programmatic and fiscal. WDB staff work at the direction of the WDB President, and the board itself, to verify that the Workforce Innovation and Opportunity Act (WIOA) regulations are being upheld and the sub-contractors/sub-contracted staff are performing according to proposals submitted and contracts signed.
2. The WDB has charged WDB staff to conduct monitoring as staff is not authorized to operate programs. Monitoring includes but is not limited to fiscal expenditures, WIOA program compliance and eligibility, NGCC compliance as well as Toolbox compliance. WDB staff report to the Youth Action Network and the WDB the results of the sub-state monitoring and any issues that were discovered.
3. Monitoring documents are used to evaluate program compliance issues. These documents are updated annually to reflect new directives as issued by the Division of Workforce Development (DWD) or as requested by the WDB, President/COO, or Chief Local Elected Official (CLEO).
4. WDB fiscal staff monitors contracts through the normal course of spot checking and when conducting their fiscal audit each program year. Onsite fiscal monitoring occurs once each fiscal year. Monitoring consists of accounting standards review based upon but not limited to OMB Circular A-110 Section 95.21 and applicable state requirements. No payments are made to sub-contractors until all eligibility documentation, length and payment of participant training, participant employment plans, participant activities, and Toolbox entries have been verified. WDB fiscal staff monitors on a monthly basis to ensure youth expenditures are in line with DWD Issuance 15-2010.
5. WDB staff will monitor a percentage of career-only enrollments and a percentage of new WIOA past career enrollments per program (funding source-Adult, Dislocated Worker, Youth) during the first and second quarter of each contract year based on the direction of the WDB President and the WDB. WDB staff will also monitor appropriation programs during program operation to reduce compliance issues. A random technique will be used to identify the selection of files. All forms for eligibility documentation, services rendered, and payments are compared to Toolbox for data entry accuracy. This monitoring includes the following:

-Exception-In each local area not more than 5% of youth with barriers that require low income may be over-income (5% window). This includes all the In-School with barriers and the two-Out-of-School barriers that require low income.

-Limitation-No more than 5% of the In-School Youth may be made eligible under the "Needs Additional Assistance" barrier in each local area.

6. Participant files are reviewed for WIOA eligibility, priority of services, complaint and grievance procedures, employment plans, need for services past career, On-the-Job Training contracts, training plans, supportive services, assessments provided, outcome attainment, supplemental data and the appropriateness of participant payments. WDB staff also monitors sub-contractors for compliance with WIOA, NGCC, Fair Labor Standards Act, Americans with Disabilities Act, and Child Labor Laws.
7. WDB staff performs regular monitoring visits of each sub-contractor/Job Center to insure that services and partner referrals are made available to all participants. WIOA participant files are counted once each program year. This insures that for every WIOA Toolbox entry there is a file.
8. An official letter is sent to each sub-contractor/Job Center by the President/COO of the WDB when the sub-state monitoring has been completed. This letter identifies the results of the sub-state monitoring, concerns identified, any compliance issues from prior reviews, and if previous compliance issues were found were they no longer a concern (state and/or local). Performance reviews are provided to the WDB and the CLEO on an annual basis.
9. The WDB adheres to all Federal Equal Opportunity guidelines.

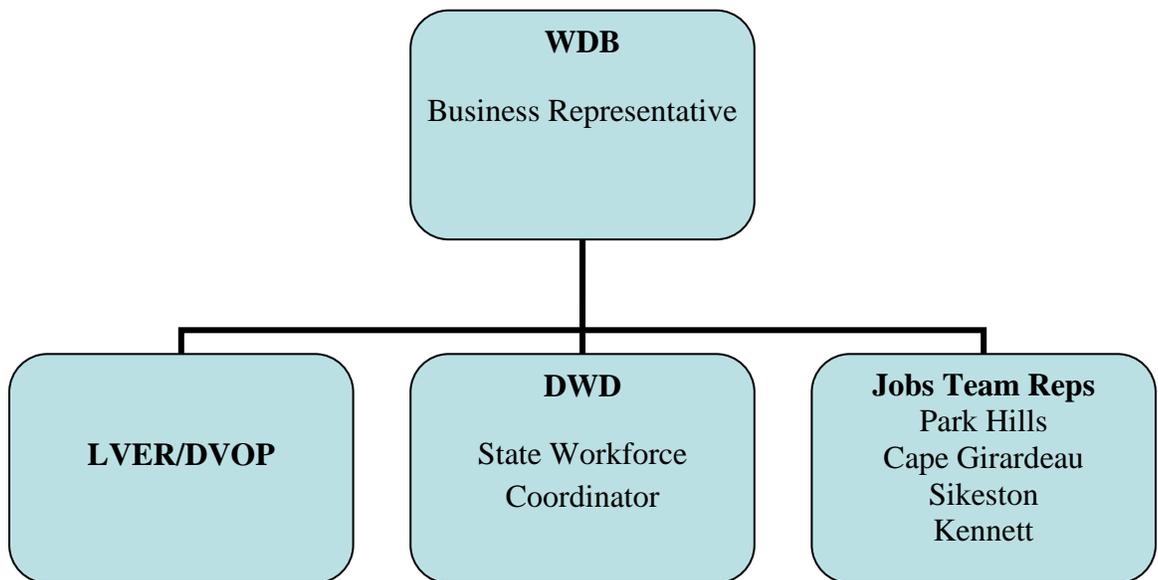
Attachment 10

Chapter 30 - Introduction and Overview

Business Team Mission

The mission of the Southeast Missouri Regional Business Employment Services Team (BES) is to develop a seamless service delivery system for business. Partners will coordinate efforts to ensure a point of contact to deliver training and employment services.

Business Team Organization Chart



The Regional Business Outreach Team will be staffed with the WDB Business Representative and Management Staff, State DWD Workforce Coordinator, Job Team Representatives and the LVERs/DVOPs. The team will provide outreach to employers and promote career center services (i.e. OJT, WOTC, job orders, etc) to continually promote the product box.

Business Team Functional Responsibility

Business Services

- Gather business intelligence and compile data
- Provide information about workforce related topics and services to companies and make appropriate referrals

- Promote participation in Missouri Job Center business and employer services and provide assistance in accessing those services
- Serve as an intermediary to other economic development activities and entities
- Provide feedback to Missouri Job Center about regional skills gaps, product development, and evaluation of companies for services
- Work with local and regional economic development professionals in business retention, and expansion activities as needed.
- Support other Teams as needed

Employer Services

- Advance the Missouri Job Center's primary goal of transition to a business driven system by providing research, development, coordination and implementation of business and employer services
- Promote employer services, employer products and monitor the implementation of those products for specific employers.
- Manage job orders from participating employers in job matching computer system, subject to changes in job matching system.
- Work collaboratively with Skills Development Team with implementation and management of On-the-Job Training
- Assist employers on job matching system
- Assures adequate job opportunities and products to meet the needs of the Missouri Job Center job applicant pool
- Makes arrangements for employer services related products such as customized recruitment events
- Support other Teams as needed (e.g. rapid response)

Economic & Workforce Development

Overview: Work with other economic development partners to support the attraction, growth, and retention of businesses that bring wealth and provide jobs to the region

- Utilize business intelligence to identify the current economic life cycle of regional businesses.
- Provide information to and work with Local Economic Development Organizations (LEDO) and others working on attraction and retention projects concerning skills of the workforce in the region and potential recruitment and training services available.
- Make presentations to business, civic and trade organizations regarding the workforce related topics and services.
- Lend support to employers in developing regional networks.
- Develop relationships with other economic development organizations such as Chambers of Commerce, Human Resources Organizations, etc.
- Encourage entrepreneurship by working with Small Business Development Center (SBDC), Innovation Centers, and similar organizations

- Attend programs or meetings and maintain relationships with related state agencies.

Outreach Elements

Overview: Promotes Missouri Job Source employer services products to meet needs of targeted companies and provide job opportunities for applicants screened through Missouri Job Center.

- Make available resources outlining the products and services available to employers.
- Ensure that all staff are knowledgeable of all services available to employers. Electronically communicate any updates in a timely manner.
- Every employer receiving any level of service from the Missouri Job Center will receive information about ALL services available to them.

Communication Elements

Overview: Communication from Business Employment Services Team to Missouri Job Center.

- Job Orders will also serve as communication regarding jobs posted through Toolbox and other systems. Job Orders will contain specific instructions to aid Employment and Skills Team Members in referring qualified applicants for that position. It will give details about any additional requirements (e.g. WorkKeys®).
- Information about employers hiring processes will be communicated to the appropriate Job Center staff for possible referrals. Referrals to employers for these programs must meet all employer-mandated criteria and will be subject to further screening by Business Employment Services Team members.
- Toolbox will be the communication tool for entered employment. When Business Employment Services Team are advised of any hires by the employer they will indicate that information in Toolbox.
- All scheduling will occur on the Toolbox scheduling system.

Business Team Outreach Strategy

Overview

The Southeast Regional Business Team Plan provides the overall frame work to build a single point of contact system that defines each partner's role and responsibilities as well as the menu of services to be delivered.

The Southeast Region has a long history of integrating business services. We have been highly successful in bringing together economic development, education, workforce development and employers.

A. Business Outcomes

The outreach and marketing plan is designed to increase the awareness of available services and increase the number of businesses that use One-Stop products and services.

This plan was developed on the local level in the 13 counties, which forms the Southeast Region Workforce Development Area. The services to local businesses will be improved in the following ways:

1. Access to a comprehensive enhanced menu of services from all partners' programs.
2. Coordinated single point of contact system for the delivery of products and services, to eliminate duplication of employer contacts.
3. Improved customer service from trained staff based on an analysis of what businesses want and need to be successful
4. Measurable enhanced customer satisfaction due to improvements in service delivery (e.g., streamlined services, multiple service delivery options)

B. Description of the outreach /marketing strategy.

1. Needs of local business
 - a. Southeast regions business needs that we identified are:
 - Skilled workforce to include soft skills
 - Expanded pre-screening to include collecting applications, posting job orders, matching services, etc.
 - On the Job Training
 - Retention strategies
 - Educate business on the use of tools
 - Access to meeting facility
 - b. The needs were validated by using the following sources:
 - WDB focus groups
 - Missouri Employer Committee
 - Regional Chamber of Commerce studies
 - Economic Developers
 - Labor Market Information
 - Consortium group inputs
 - Experience of Business Representatives
 - Regional Planning Commissions
 - Past Surveys

2. Responsibilities of the business outreach/marketing representatives. All individuals participating in business outreach activities have certain responsibilities to the Job Center system. We have identified these responsibilities as:
 - Acting as a single point of contact
 - Building and maintaining long-term relationships
 - Promoting all of the system's business services
 - Gathering business customer's complaints and suggestions.

The Workforce Development Board will be responsible for the oversight of the Regional Business Teams effort. The Workforce Development Board will coordinate the meetings and training.

C. Description of how the services will be delivered. The Southeast Region's point of contact system incorporates these key principles:

- Contacting local businesses is a shared, system-wide activity
- All partners will promote the full range of the system's services
- All representatives will use standardized procedures when contacting businesses.
- All representatives will use standard materials, with regional literature.
- All representatives will share information about business contacts by recording contact information in Toolbox.
- All representatives will review Toolbox for prior contact before they schedule an appointment with a business.
- Representatives will continually educate the business outreach teams through quarterly meetings.
- Targeted outreach to business customers will be coordinated geographically. The Workforce Development Board will respond to requests for services and will assign the requests to the proper Representative in a geographical area.

D. Description of standardized practices.

1. Marketing Material could include:
 - On-the-Job handouts
 - Business Services information
 - WOTC handout
 - Business Card
 - Missouri Job Center Job Order form
 - VET program information
 - Federal Bonding program information
 - Customized Training information refer to Community Colleges
2. Workforce Development Board and DWD will cost share material. Distribution of materials will be based on employer needs.

3. Information sharing in Toolbox system.

E. Description of the services the local area will provide to meet specific needs of businesses.

1. All partners that currently do business outreach, as a part of providing services to their customers, will continue to do so. They will provide their services in three ways.
 - In person
 - By telephone
 - By other electronic means
2. Representatives may be active in Chamber of Commerce and Personnel Associations in their local areas.
3. Job Centers will offer an area for Business Services.

Chapter 31 – Job Order and Hiring Plan Process

Overview

Companies will be assisted in learning how to use the Missouri Job Source, the job matching system. Further assistance in job matching, recruitment, screening, and interviewing will be offered to premier companies.

A. Assists Employer with Job Orders and Hiring

Employers will be given assistance in learning how to use the job matching system and will be given further assistance in actually placing the order and in recruitment for the position, including services as selected by the employer within BES guidelines such as who to contact

- interview assistance
- screening and referral
- WorkKeys® assessment
- employment verification
- additional assessments
- customized recruitment events
- information events
- economic development information
- information about the applicant pool
- labor market information

B. Job Orders Communicated through Toolbox

Any job orders facilitated by Business Employment Service Team will be entered within 24-48 hours of the initial contact by the company.

Attachment 11

ADDENDUM #3 to
CONSORTIUM PARTNER MEMORANDUM OF UNDERSTANDING

between

Mineral Area College, hereinafter referred to as "College" and

Workforce Investment Board of Southeast Missouri, hereinafter referred to as "WIB"

This Addendum #1 to the Memorandum of Understanding is hereby made and entered into by and between the (College) and the (WIB).

Whereas, the (College), as a member of the Missouri STEM Workforce Innovation Networks (MoSTEMWINS) consortium of thirteen Missouri colleges, is a co-awardee to Metropolitan Community College on a U.S. Department of Labor: Employment and Training Administration grant under Round IV of the *Trade Adjustment Assistance Community College Career Training (TAACCT) Grant Program* (CFDA #: 17.282). The grant agreement number is TC-26470-14-60-A-29 with a period of performance from October 1, 2014 – September 30, 2018.

Whereas on (date of original MOU), the (College) and (WIB) executed a Consortium Partner Memorandum of Understanding to establish continued support of the TAACCT Round I grant initiative, MoHealthWINS, whereby both parties agree to provide integrated workforce services for the target population.

The language of the Memorandum of Understanding is hereby altered, added to, or amended as provided herein. All such changes are reflected in italics. No other changes are made to the Agreement, which, as amended herein, shall remain in full force and effect.

Purpose

In support of the *MoHealthWINS, MoManufacturingWINS and MoSTEMWINS* statewide grant initiative, the Missouri Workforce Investment Boards and the Missouri public community and technical colleges have agreed to provide support for career training and job placement of workers eligible under the *MoHealthWINS, MoManufacturingWINS and MoSTEMWINS* programs, as well as other disadvantaged job seekers that may benefit from grant efforts.

Term

The term of this MOU is March 1, 2015 through September 30, 2018 to be reviewed and renewed annually *until the conclusion of the MoSTEMWINS grant period, September 30, 2018.*

Scope of Work

The services to be carried out during the term of this Agreement are described in Exhibits A and J: *Scope of Work for MoHealthWINS, MoManufacturingWINS, and MoSTEMWINS* which delineates the work flow and cooperative efforts of both parties.

Miscellaneous Provisions and Exhibits

Mutual Respect of Organizational Practices

All partners agree to respect each other's organizational practices and management structures in the provision of services under this Agreement.

Indemnification and Liability

By executing this Agreement, each party agrees to collaborate in delivery of training and workforce services for employer partners and the *MoHealthWINS/MoManufacturingWINS /MoSTEMWINS* target population. However, the entities are not legal "partners" to the extent that term encompasses joint and several liabilities. Each party is responsible for the acts, or neglect to act, of its own employees, representatives, agents and subcontractors.

Exhibits

The following Exhibits are integrated as part of this MOU and copies can be accessed at the following websites, mccatoday.org/mohealthwins , mccatoday.org/momanufacturingwins and mccatoday.org/mostemwins:

- A. MoHealthWINS Scope of Work
- B. MoHealthWINS Eligibility Guidance
- C. FEC Supportive Services Policy
- D. MoHealthWINS Academic Programs and Financial Support
- E. FERPA Release of Information
- F. MoHealthWINS Required Reporting Data
- G. MoHealthWINS Grant Award and Proposal
- H. MoHealthWINS Financial Aid Assistance Guidance Tool
- I. MoHealthWINS Enrollment Form
- J. *MoManufacturingWINS Scope of Work*
- K. *MoManufacturingWINS Eligibility Guidance*
- L. *MoManufacturingWINS Academic Programs and Financial Support*
- M. *MoManufacturingWINS Required Reporting Data*
- N. *MoManufacturingWINS Grant Award and Proposal*
- O. *MoManufacturingWINS Financial Aid Assistance Guidance Tool*
- P. *MoManufacturingWINS Enrollment Form*
- Q. SAMPLE MoSTEMWINS Enrollment Form
- R. MoWINS Organizational Chart 9.1.15

The following Exhibits are attached :

- A. Career Pathway Chart for MOSTEMWINS (2)
- B. Mineral Area College MoSTEMWINS Abstract

MOSTEMWINS Navigator Position

Per the terms of the MOSTEMWINS Grant, Mineral Area College will hire a part-time Navigator to identify possible program applicants for the grant training programs. To assist in this effort the WIB agrees to having this position located part time at the Mo Career Center in Park Hills and on an as needed basis at the Missouri Career Center in Cape Girardeau. The Navigator position will also be housed part time at Mineral Area College.

Continuous Improvement

The parties will meet at least three times annually to review progress, identify issues and make adjustments as appropriate.

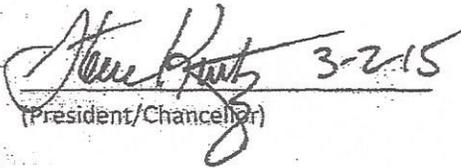
Modification

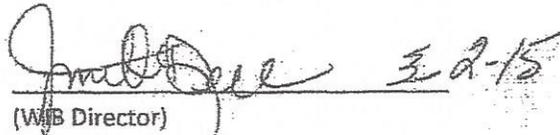
This Memorandum of Understanding, together with Exhibits, constitutes the entire agreement between (College) and (WIB) and supersedes all prior written agreements or oral understandings. This agreement and said Exhibits may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Both parties to this agreement will comply with all applicable requirements of federal, state, and local laws, executive orders, regulations and policies governing the *MoHealthWINS*, *MoManufacturingWINS* and *MOSTEMWINS* programs.

This agreement is made as of (date).

Mineral Area College

Workforce Investment Board of Southeast Missouri

 3-2-15
(President/Chancellor)

 3-2-15
(WIB Director)

CONSORTIUM PARTNER MEMORANDUM OF UNDERSTANDING

between

Three Rivers College,

and

Workforce Development Board of Southeast Missouri

Three Rivers College, as a sub-grant recipient for the MoSTEMWINS consortium among 13 colleges in the state of Missouri, has been awarded federal funds from the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants Program (CFDA # 17.282) under the authority of the U.S. Department of Labor.

Grant Agreement #TC-26470-14-60-A-29.

The federal awarding agency is the Department of Labor, Employment and Training Administration.

The Period of Performance is October 1, 2014 through September 30, 2017.

This consortium partner memorandum of understanding is by and between the undersigned June O'Dell, President/COO of the "Workforce Development Board of Southeast Missouri" and Wes Payne, President of "Three Rivers College" whereas both parties have developed this agreement in continued support of the Missouri STEM Workforce Innovation Networks (MoSTEMWINS) grant initiative. This MOU will serve as the regional workforce network which both parties agree to provide integrated workforce services for the MoSTEMWINS grant target population to include Veterans, Trade Act Assistance participants, unemployed participants, underemployed participants and low-skilled participants.

Purpose of the MOU

In support of this statewide grant initiative the LWDAs, Missouri's fourteen Local Workforce Development Boards, and the public 2 year institutions, a consortium of Missouri's public community colleges, entered into a consortium Memorandum of Agreement (MOA) to jointly enhance support for the career training and job placement of workers eligible under the TAACCCT Grant MoSTEMWINS Program as well as other disadvantaged job seekers that may benefit from the grant efforts. This MOU will serve to describe each party's role of services provided to the grant target population within each of their service areas.

Goal and Priorities

Missouri STEM Workforce Innovation Networks (MoSTEMWINS) supports the development of innovative approaches to address current and future workforce needs in Science, Technology, Engineering, Mathematics related occupations. As a consortium, Missouri's community colleges will serve the diverse workforce needs of the state and its citizens. Consortium colleges will work together to (1) collaborate on program design, including the development of new

curriculum and course redesign; (2) improve efficiency by eliminating redundancies and sharing best practices; and (3) improve results by developing and implementing new and innovative approaches; and (4) connect target populations to educational opportunities which support employment opportunities in the State's growing health care industry. By focusing on the following recognized priorities, Missouri's community colleges will introduce significant changes in the way they support adult student success.

Services Supported by the MOU

At a minimum, the following services will be provided by each party as described below:

"Three Rivers College" will deliver basic and technical skill training to the grant participants. Three Rivers College will offer training programs that lead to 5 certificates in Industrial Maintenance Awareness areas of study. Offerings are 8 weeks in length and are to be delivered in the community of Sikeston. The targeted number to be served is at least 82 participants.

"Three Rivers College" will provide the "Workforce Development Board of Southeast Missouri" informational flyers and brochures to place in the American Job Centers so job seekers are aware of the training and have access to information on the training.

"Three Rivers College" will set up and manage a regional advisory committee(s). Membership will include representatives from "Three Rivers Community College", Workforce Development Board of Southeast Missouri President/COO, Kennett, Cape Girardeau, and Sikeston Missouri Job Center Functional Leaders and representatives from other state agencies and industry leaders, to ensure the timely execution of deliverables and to support curriculum design that uses identified best practices and improvements outlined in the MoSTEMWINS grant initiative.

"Three Rivers College" will be responsible for creating and distributing education and outreach materials and efforts. All material given to the "Workforce Development Board of Southeast Missouri" will be made available to job seekers in the Missouri Job Centers.

Job seekers interested in the training referenced above will first be determined eligible by the "Workforce Development Board of Southeast Missouri" Job Center Staff. After a job seeker is determined eligible they will need to take the National Career Readiness Certificate test at "Three Rivers College" or a local American Job Center. Once testing is complete job seekers will be referred to "Three Rivers College" or to remediation and further testing as appropriate. "Three Rivers College" will complete all additional testing and eligibility prior to training.

Any job seeker interested in the training referenced above seeking services at "Three Rivers College" first will be referred to the Missouri Job Center to ensure placement performance.

"Workforce Development Board of Southeast Missouri" will enter into Toolbox, and through read only access share results with "Three Rivers College" on current assessment services for participants and other targeted populations, including interest and aptitude assessments, skill assessments (e.g. WorkKeys®, Accuplacer), sector specific assessments, and academic credit for prior learning, as appropriate for meeting grant deliverables. The Data Specialist and one alternate shall have read only access to Toolbox. Any partner staff with access to Toolbox will

attend training, provided by the “Workforce Development Board of Southeast Missouri” and pass a confidentiality test. “Three Rivers College” will share the academic status of all job seekers as requested.

“Three Rivers College” will utilize the current Career Mentor hired for the Round 3 DOL Grant, to assist MoSTEMWINS participants. The Career Mentor is to transition fully to the MoSTEMWINS participants in April of 2017.

“Workforce Development Board of Southeast Missouri” can provide supportive services to job seekers, who need them and cannot obtain them from another source, in order to complete the training referenced above. Job seekers must meet all eligibility guidelines, which may be different than training eligibility. Supportive Services are limited by the “Workforce Development Board of Southeast Missouri” policy and budgets.

“Workforce Development Board of Southeast Missouri” can pay training fees, for job seekers who need them and cannot obtain them from another source, that are not included in the grant. Job seekers must meet all eligibility guidelines, which may be different than training eligibility. Training fees are limited by the “Workforce Development Board of Southeast Missouri” policy and budgets.

Quarterly reports required by the grant will be completed by “Three Rivers College”.

“Workforce Development Board of Southeast Missouri” will leverage the portfolio of business services, job search, and training assistance (eligibility determination required) through Career Centers for the benefit of the job seeker and targeted economic development industry sectors.

“Workforce Development Board of Southeast Missouri” will provide formal and informal workforce intelligence through Job Center business services units on employment and training needs in the respective industry sectors.

“Workforce Development Board of Southeast Missouri” will assist in employer engagement for validation of curricula, hiring needs, and participant placement.

The “Three Rivers College” will coordinate participant employment placement and the reporting of these outcomes; such as wage data, time of placement, and name of employer. Outcome reports will be provided to the “Workforce Development Board of Southeast Missouri”.

Participants completing programs or exiting will be surveyed upon exit and six months post completion by “Three Rivers College”. Records of certificates and credentials earned by participants will be maintained and made available by “Three Rivers College”. This will enable tracking of students that have completed programs.

Employer engagement is vital in so much as program development, updates, needs assessments, job postings, and post-employment follow-up. It will be the responsibility of the Career Mentor to work with employers. The Missouri Job Centers will also play a vital role in facilitating job openings and employer information to the Career Mentor.

Miscellaneous Provisions and Exhibits:
Mutual Respect of Organizational Practices

All partners agree to respect each other's organizational practices and management structures in the provisions of services under this memorandum of understanding.

Indemnification and Liability

By executing this MOU, each party agrees to work together to deliver workforce services for employer partners and the MoSTEMWINS target population. However, the entities are not legally "partners" to the extent that term encompasses joint and several liabilities. Each legal entity under the MOU is responsible for its own employees, representatives, agents and subcontractors.

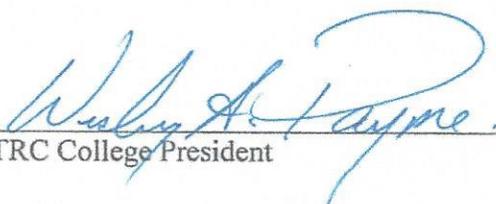
Exhibits

Both parties may agree to develop standardized forms and applications and/or technology supported systems specific to meet the services described above.

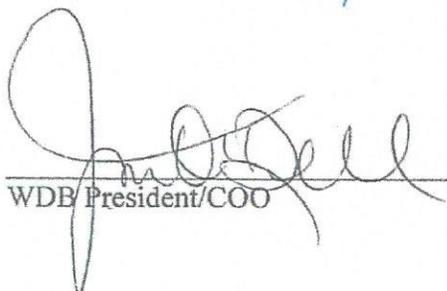
Modification Process

This Memorandum of Understanding, together with the exhibits identified above, constitutes the entire agreement between "Three Rivers College" and the "Workforce Development Board of Southeast Missouri" and supersedes all prior written or oral understandings. This agreement and said exhibits may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Both parties to this agreement will comply with all applicable requirements of Federal, State, and Local laws, executive orders, regulations and policies governing this program.

This is an agreement made as of March 23, 2016, between "Three Rivers College" and "Workforce Development Board of Southeast Missouri"



TRC College President



WDB President/COO

Attachment 12

Local Competitive Procurement Process for Fiscal

Effective July 1 2015

Purchases for the WDB may be made by a purchase order request. Travel vouchers, which are specifically designed disbursement documents, are authorized for travel and travel related expenditures and are not intended as a purchasing document.

Check Requests

Can only be used for special circumstances requiring a deposit before a full payment is made.

Procedures

1. A purchase order request form is available in the central files, it must be fully completed by the staff member initiating the purchase, including a description of the anticipated purchase, needs assessment, cost estimates, assessment of procurement requirements based on anticipated purchase amount, recommended vendor applicable explanations.
2. The fully completed purchase order request form must be submitted to the initiator's immediate supervisor for approval and signature.
3. The initiator's supervisor then gives the purchase order request form to the Manager of Fiscal Operations for verification of proper procurement procedures and adequacy of budget by the supervisor.
4. After verification the Manager of Fiscal Operations gives the form to the President/COO for approval.
5. Once approved by President/COO, the purchase request is given to the fiscal department to be purchased.

Purchase Order Exemptions

The following expenditures are exempt from purchase order requests:

- 1) Local purchases of kitchen supplies.
- 2) Local purchases of meeting supplies.
- 3) Local purchases of miscellaneous supplies ordered directly through the President/COO.
- 4) Local purchases of office supplies under \$500.

The functions assigned to designated staff members in these procedures can be performed by their immediate supervisor in the prolonged absence of the designated staff member, if necessary.

Additional Procurement Requirements

Purchases of at least \$2,501.00 but less than \$24,999.00

Require three written bids from separate vendors. Purchase from the lowest and best bid meeting needs. The vendor name, price, date, name of person contacted and description of the item or service to be purchased must be attached to the purchase order request form.

Purchases for \$25,000.00 or more

Require a formal advertised competitive bid process. Consult with immediate supervisor before proceeding.

Three Bids Unavailable Wavier

Requests for bids must be made from adequate number of offers until three bids receives; however, if for some reason three bids cannot be obtained, contact the Fiscal Department and/or the President/COO. They will insure that the bidding process was followed in accordance with Sec. 97.36 C and record the results.

Items exempt from competitive procurement; Sole Source Exemptions.

The following items are exempt from competitive bidding process:

Magazines, books, periodicals, newspapers, direct advertising space and time, unless there are multiple businesses in the area to provide the same service or the same coverage.

- 1) The cost of attending or participating in conferences.
- 2) Training sessions and seminars.
- 3) Copyrighted materials such as films, film strip books and pamphlets.
- 4) Updates on currently possessed computer and telephone software.

Emergency Purchases

An emergency purchase is a purchase that has to be made for an immediate need. This will include equipment, office supplies or other items for program participants. All purchases require the signature of the President/COO.

Sole Source Purchases

Sole source purchases are specialized items geared to meet specific needs of the program. Due to certain conditions, such purchases do not have a marketable competitor who can meet the needs of the purchase. All purchases require the signature of the President/COO.

Local Competitive Procurement Process for Competitive Procurement Process for WIOA Youth, Adult, and Dislocated Worker Programs.

Effective July 1 2015

To ensure full and open competition for provision of services under the Workforce Innovation and Opportunity Act (WIOA), the Southeast Workforce Development Board (SE WDB) has established the processes outlined below. These processes comply with 29 CFR (Code of Federal Regulations) 95, 95.40 through 95.48; TEGL 09-00; TEGL 35-10; and DWD Issuance 01-2012.

Advertisement/Notification:

To foster competitive procurement in accordance with WIOA guidelines, the WDB maintains a list of potential bidders who receive the Request for Proposals either in hard copy or electronic format. That list is updated periodically as the WDB becomes aware of new/different organizations that might have an interest in providing services. The notice of Request for Proposals is also posted on the SE WDB website (www.job4you.org). The WDB posts notices in conventional media outlets; we also use MAWD and TEAM website.

Proposal Response Time:

The notice of Request for Proposals is posted, and correspondence to potential bidders is sent with no less than, 30 days prior to the grant submission deadline. With the announcement of solicitation for proposals, we provide a mandatory pre-bidders conference, date/time. At the conference, a brief background on the 13-county area; the projected amount of funds available for the WIOA program(s) we are soliciting proposals on; instructions for completing the proposal; attachments that must be included with the proposal; the application submission process and deadline.

Proposal Evaluation:

WDB staff develop an evaluation (score) sheet based on criteria required for successful performance of the WIOA program. Evaluation factors considered include completeness and timeliness of proposals (all the required elements are addressed/attached and the proposal was received prior to deadline expiration); reasonableness of costs; performance targets; probability of achieving proposed targets; compliance with WIOA; and past performance (if applicable).

Review of Proposals:

We operate under the NGCC model, as a staffing grant only, for the WIOA Adult and Dislocated Worker programs. The WDB Staff and WDB Executive Committee members receive the RFP guidelines, the proposals received in response to the RFP, and the proposal evaluation sheet after the submission deadline. Committee members who represent an agency which has submitted a proposal for consideration are not included in this distribution.

WDB staff and committee members independently review and score each proposal.

Award Recommendation: During a full WDB meeting those members discuss and review evaluations; a vote is cast in committee to recommend subcontractor(s) to the full board. When WIOA Youth service providers are procured, a similar process is followed as described above. The WDB Youth Action Network receives the proposals for review, as do the appointed WDB Staff. The Youth Action Network makes a recommendation presentation to the full board for vote.

Award/Non-award Notification: The Organization(s) that is award contract(s) are contacted via phone and notified of the WDB decision. Each organization that responds to the RFP with a written proposal is notified via letter of award/non-award based on majority vote at the board meeting.

Attachment 13

CPR

Data Entry for the month of
 April 2016
 Southeast

Funding: WIOA Adult Funding

Grant:

Project:

CFDA: 17.258

Formula Funds

DWD Contract: 10-11-11-17

PY16

Start Date: 7/1/2016

End Date: 6/30/2018

PY16	FY17		
Adult - PY16/FY17		Total Budget:	\$ 120,284.00
Admin			
	Admin Salary/Fringe		\$ 8,419.00
	Admin Other		\$ 3,608.00
	Subtotal:		\$12,027.00
Program			
	Program Sal/Frng		\$ 60,623.00
	Program Other Staffing Costs		\$ 25,981.00
	Individual Training Account		\$ 20,000.00
	On the Job Training		\$ 0.00
	Pre-Apprenticeship		\$ 0.00
	Registered Apprenticeship		\$ 0.00
	Transitional Jobs		\$ 0.00
	Incumbent Worker Training		\$ 0.00
	Work Experience or Internship		\$ 0.00
	Supportive Services		\$ 1,653.00
	Subtotal:		\$108,257.00
	Transitional Jobs: 0%		
	Incumbent Worker Training: 0%		
	Total:		\$120,284.00

CPR

Data Entry for the month of
 April 2016
 Southeast

Funding: WIOA Adult Funding

Grant:

Project:

CFDA: 17.258

Formula Funds

DWD Contract: 10-11-11-17

FY17

Start Date: 10/1/2016

End Date: 6/30/2018

PY16	FY17		
Adult - PY16/FY17		Total Budget:	\$ 824,315.00
Admin			
	Admin Salary/Fringe		\$ 57,702.00
	Admin Other		\$ 24,729.00
	Subtotal:		\$82,431.00
Program			
	Program Sal/Frng		\$ 389,488.00
	Program Other Staffing Costs		\$ 129,829.00
	Individual Training Account		\$ 180,000.00
	On the Job Training		\$ 30,000.00
	Pre-Apprenticeship		\$ 0.00
	Registered Apprenticeship		\$ 0.00
	Transitional Jobs		\$ 0.00
	Incumbent Worker Training		\$ 0.00
	Work Experience or Internship		\$ 0.00
	Supportive Services		\$ 12,567.00
	Subtotal:		\$741,884.00
	Transitional Jobs: 0%		
	Incumbent Worker Training: 0%		
	Total:		\$824,315.00

CPR

Data Entry for the month of

April 2016

Southeast

Funding: WIOA Dislocated Worker

Grant:

Project:

CFDA: 17.278

DWD Contract: 10-11-11-17

Formula Funds

PY16

Start Date: 7/1/2016

End Date: 6/30/2018

PY16	FY17		
		Dislocated Worker - PY16/FY17	Total Budget: \$ 102,232.00
		Admin	
		Admin Salary/Fringe	\$ 7,156.00
		Admin Other	\$ 3,066.00
		Subtotal:	\$10,222.00
		Program	
		Program Sal/Frng	\$ 51,524.00
		Program Other Staffing Costs	\$ 22,082.00
		Individual Training Account	\$ 18,404.00
		On the Job Training	\$ 0.00
		Pre-Apprenticeship	\$ 0.00
		Registered Apprenticeship	\$ 0.00
		Transitional Jobs	\$ 0.00
		Incumbent Worker Training	\$ 0.00
		Work Experience or Internship	\$ 0.00
		Supportive Services	\$ 0.00
		Subtotal:	\$92,010.00
		Transitional Jobs: 0%	
		Incumbent Worker Training: 0%	
		Total:	\$102,232.00

CPR

Data Entry for the month of

April 2016

Southeast

Funding: WIOA Dislocated Worker**Grant:****Project:****CFDA:** 17.278**DWD Contract:** 10-11-11-17**Formula Funds****FY17****Start Date: 10/1/2016****End Date: 6/30/2018**

PY16	FY17		
		Dislocated Worker - PY16/FY17	Total Budget: \$ 544,714.00
		Admin	
		Admin Salary/Fringe	\$ 38,129.00
		Admin Other	\$ 16,341.00
		Subtotal:	\$54,470.00
		Program	
		Program Sal/Frng	\$ 257,377.00
		Program Other Staffing Costs	\$ 85,792.00
		Individual Training Account	\$ 110,000.00
		On the Job Training	\$ 25,000.00
		Pre-Apprenticeship	\$ 0.00
		Registered Apprenticeship	\$ 0.00
		Transitional Jobs	\$ 0.00
		Incumbent Worker Training	\$ 0.00
		Work Experience or Internship	\$ 0.00
		Supportive Services	\$ 12,075.00
		Subtotal:	\$490,244.00
		Transitional Jobs: 0%	
		Incumbent Worker Training: 0%	
		Total:	\$544,714.00

CPR

Data Entry for the month of
 April 2016
 Southeast

Funding: WIOA Youth

Grant:

Project:

CFDA: 17.259

Formula Funds

DWD Contract: 10-11-11-17

PY16

Start Date: 4/1/2016

End Date: 6/30/2018

PY16	
Youth - PY16	Total Budget: \$ 981,806.00
Admin	
Admin Salary/Fringe	\$ 68,726.00
Admin Other	\$ 29,454.00
Subtotal:	\$98,180.00
In-School	
IS Salary/Fringe	\$ 79,245.00
IS Other Staffing/Oper Costs	\$ 33,962.00
IS Occup Skills Trng	\$ 0.00
IS Work Experience	\$ 33,962.00
IS Work Experience Staffing	\$ 0.00
IS On the Job Training	\$ 0.00
IS Supportive Services	\$ 13,000.00
IS Pre-Apprenticeship Programs	\$ 0.00
IS Internships	\$ 0.00
IS Financial Literacy Education	\$ 0.00
IS Dropout Prevention and Recovery	\$ 0.00
IS Alternative Secondary School Services	\$ 0.00
IS Other Direct Part Cost	\$ 1,891.00
Subtotal:	\$162,060.00
In-School Summer	

ISS Salary/Fringe	\$	2,500.00
ISS Other Staffing/Oper	\$	500.00
ISS Work Experience	\$	9,600.00
ISS Supportive Services	\$	2,400.00
Subtotal:		\$15,000.00

Out-School

OS Salary/Fringe	\$	316,981.00
OS Other Staffing/Oper	\$	135,849.00
OS Occup Skills Trng	\$	0.00
OS Older Youth Individual Training Account	\$	0.00
OS Work Experience	\$	135,849.00
OS Work Experience Staffing	\$	0.00
OS On the Job Training	\$	0.00
OS Supportive Services	\$	50,000.00
OS Pre-Apprenticeship Programs	\$	0.00
OS Internships	\$	0.00
OS-Financial Literacy Education	\$	0.00
OS Dropout Prevention and Recovery	\$	0.00
OS Adult Education and Literacy Activities	\$	0.00
OS Other Direct Part Cost	\$	7,887.00
Subtotal:		\$646,566.00

Out-School Summer

OSS Salary/Fringe	\$	10,000.00
OSS Other Staffing/Oper	\$	2,000.00
OSS Work Experience	\$	38,400.00
OSS Supportive Services	\$	9,600.00
Subtotal:		\$60,000.00

OS Budget: 79.96%

Work Experience Budget: 0%

Total:	\$981,806.00
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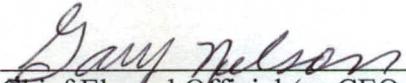
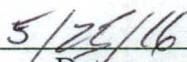
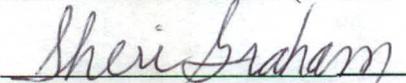
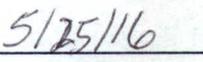
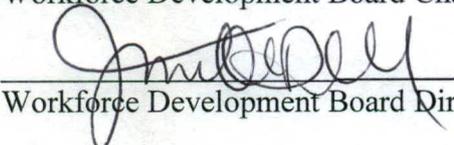
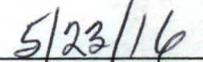
Attachment 14

STATEMENT OF ASSURANCES CERTIFICATION

To minimize the documents attached to the Local Workforce Development Plan, the officials listed below certify through their signature that the Local Workforce Development Board has met the following requirements:

- Assures the local stakeholders (businesses, organized labor, public officials, community-based organizations, and WIOA service providers) were involved in the development of this Plan;
- Assures a written agreement has been developed between the Local Workforce Development Board and the current One-Stop Operator(s);
- Assures a written agreement has been developed between the Chief Elected Official(s) and the Local Workforce Development Board;
- Assures the Chief Elected Official(s) agree(s) with the selection of the One-Stop Operator;
- Assures the Chief Elected Official(s) authorized the designation/selection of the Local Workforce Development Area's Local Fiscal Agent; and
- Assures the Governor and his administrative staff that all Local Workforce Development Board members are nominated, and maintenance of membership over time is completed, on good faith, and actions in compliance with DWD Issuance 14-2014, "Policy for Local Workforce Development Board Membership Requirements and Certification/Recertification Procedures under the Workforce Innovation and Opportunity Act (WIOA or Act)," July 1, 2015.

The **Workforce Development Board of Southeast Missouri** certifies that it has complied with all of the required components of the Workforce Innovation and Opportunity Act. The Board also assures that funds will be spent in accordance with WIOA and its regulations, written U.S. Department of Labor guidance implementing this Act, and all other federal and state laws and regulations.

 _____ Chief Elected Official (or CEO Chair)	 _____ Date
 _____ Workforce Development Board Chair	 _____ Date
 _____ Workforce Development Board Director	 _____ Date

Attachment 15

- A. *Establish and define the local policy and procedure for Complaint and Grievance Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA. Both policies should be incorporated into the MOU and disseminated throughout the LWDA for all workforce development professionals to understand and implement. This should adhere to federal and state complaint and grievance guidance and policy (new DWD issuance is due out soon called, WIOA Grievance and Complaint Resolution Policy) –Include either a statement that the Board will follow the state policy or develop a local policy and include a copy as **Attachment 15** to the Plan.*

The Workforce Development Board of Southeast Missouri follows the State policy and procedures for Complaint & Grievance Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA.

Attachment 16

Southeast Workforce Development Board

does not have an incumbent worker program at this time.