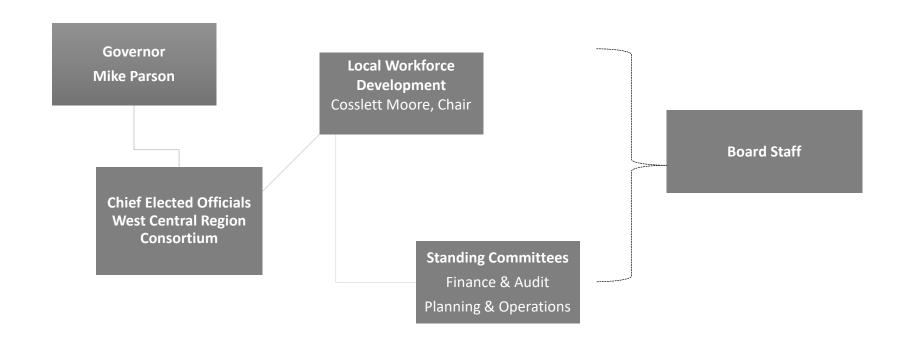# Workforce Development Board of Western Missouri, Inc.

WHAT YOU NEED TO KNOW
as a BOARD MEMBER

Local Board System Structure

Governor Certifies Board

- The Governor, in consultation with the State Workforce Board, establishes criteria for use by chief elected officials in the local areas for appointment of members of the local board.

- The Governor, once every 2 years, certifies one local board for each area in the State.

- Local board members must be approved by the Chief Elected Official (CEO) and must meet the composition requirements of WIOA.

Chief Elected Official (CEO) Responsibilities

- Appoint members of the local Workforce Development Board.
- Set policy for the local workforce system in partnership with local board.
- Participate in the development of the local plan and any modifications.
- Conduct oversight in partnership with the local board of WIOA funded programs.
- Approve budgets and be liable for misuse of any funds for workforce activities.
- Participate in local performance measure negotiations.

Who Serves on the Local Board?

- The Private Sector makes up a majority and are representatives of business and industry in the local area.
- Remainder are representatives of labor, community based organizations, higher education, adult education & literacy, economic development, employment services (Wagner Peyser), and rehabilitation services.

Board Members 2019-20

Harold Bahrenburg - Benton Co

Donna Brown – Economic Development

Tim Corbin – Hickory Co

Tami Green – Lafayette Co

Tommy Hampton – Henry Co

Gabe Jones – Labor

Kim Kendrick – Chariton Co

Randy Lee – Pettis Co

Dr. Brent Bates – Education

Chris Connell – Johnson Co

Katie Stanley-Dietzman – AEL

Lee Hamilton – Saline Co

Darlene Jewell - TANF

Charley Kendrick – Labor

Jim Kilby – Apprenticeships

Ben McFarlin – Pettis Co

Board Members 2018-19 continued

Robin McHugh– Wagner Peyser

Wayne McMullin – Pettis Co

Cosslett Moore – Henry Co

Larry Peters – Chariton Co

Laura Wallen – Vocational Rehabilitation

Kim Wilhoit – Benton Co

Standing Committees

Finance & Audit Committee

• Approves budget for the purpose of carrying out the duties of the Workforce Development Board, which is consistent with the local plan as stated in WIOA law.

• Reviews the State of Missouri generated fiscal monitoring and audit reports.

• Reviews and approves the internal audit each year.

• Conducts over sight, in partnership with the Chief Local Official, of the use and management of funds. This includes ensuring the appropriate investment of funds to maximize performance outcomes is utilized.

• Ensures a Fiscal Operations Manual is prepared and followed.

Planning & Operations Committee

- Reviews reports on program performance and corrective action issues.
- Reviews and recommends approval of local policies and procedures.
- Reviews and recommends approval for contracts, One-Stop Operator and eligible providers of career services.
- Reviews local performance measures at least annually.
- Champions the Certified Work Ready Communities (CWRC) Initiative

Vision Statement

The Vision of the Workforce Development Board: To assess and respond to the training and employment needs of our workforce stakeholders in ways that restore and build competitive, robust local economies.

Board Meetings

- The Full Board meets on a bi-monthly basis and on the fourth Wednesday of the month in the months of January, March, May, July, September, and November.

- The Executive Committee holds meetings on the alternate months and reports proceedings to the full board.

- Fifty-one percent of non-vacant seats on the board must be present and fifty-one percent of the total membership must be from private sector to constitute a quorum for a full board meeting.

No Cost Employer Services

Business Consulting

Save time and money using our resources to address workforce issues. We can:

- promote job openings
- keep you informed of hiring events
- arrange interview space in a Job Center
- provide career assessments

Job Matching

Job Center staff can help you

- write job descriptions
- post job orders
- screen job candidates
- host recruitment events

Military to Civilian

Hiring Veterans is Good Business Veterans bring professional attributes to the job

- Tea• Teamwork
- Dedication
- Efficiency
- Loyalty
- Experience
- Decisiveness
- Adaptability
- Perseverance
- Leadership
- Determination

No Cost Employment Assistance

- **Job Matching Assistance** Entry level to advanced, our comprehensive job listings cover all occupations across all industries and all regions throughout the state. Search job openings online on your own, or work with staff at the Job Center to find a job that's right for you.

- **Access to Job Search Tools** From computers and printers to scanners, copiers, fax machines and phones...we've got you covered. Assistive technology is available, including: WindowEyes screen reader, ZoomText screen enlarger, CCTV, and adjustable tables for individuals with accomodation needs. TTY service and Ubiduo™ devices are also available to assist the deaf and hard of hearing; all are available at no cost to help you search and apply for jobs.

- **Job Skills Training** Polish existing job skills or even learn new ones so you stand out to employers. Center staff can help you with tools to identify skill gaps in training and help you find the training to fill them.

- **Write a Résumé that Gets an Interview** Work with our experienced Center staff one-on-one or attend a workshop to write a résumé and cover letter that employers will notice.

- **Earn While You Learn** Gain the skills you need while earning a paycheck! A variety of short and long-term training opportunities — including apprenticeships and on-the-job training — are available. Ask your local Center for help in identifying training programs and resources that are right for you.

No Cost Employment Assistance continued

- **Career Exploration** Center staff help you explore career options. Assess your knowledge, job skills, and interests to help guide your job search and career planning.

- **Career Networking** Career networking is about learning how to have "career conversations" with people for the purpose of finding a job. Center staff present different networking approaches to maximize your time spent and yield better results.

- **Résumé Preparation** Wonder what employers are looking for when they read a résumé and cover letter? In this workshop, identify and optimize your résumé to help you stand out from other job candidates.

- **Interview Process** Learn about the different types of interviews and what strategies help you showcase skills and experience in interviews. Get practical advice through research, preparation, practice, and mock interviews.

- **Basic Computer Skills** Computer basics are essential for today's jobs. Learn to use the keyboard and mouse, access the internet, become familiar with document creation, and save files. Let us also help you search MoJobs to find your next job.

National Career Readiness Certificate (NCRC)

- The National Career Readiness Certificate® (NCRC) WorkKeys® Assessment is used to identify skill levels in the three specific core areas of applied math, workplace documents and graphic literacy. These three foundational Workforce Readiness skills are highly desirable in any workplace.

- The NCRC® helps job seekers document their ability to:

- read company manuals, memos, and procedures

- use practical math to calculate, quantify, and measure

- utilize maps, graphs, schematics, and other visual aids

Employers across the country, especially in Missouri, consider the NCRC® as one factor when screening, hiring and promoting employees. While they may not require it, employers respect it!

Anyone who does not score high enough to earn an NCRC® on the first try can study to improve his or her scores using online software available through Missouri Job Centers. Study modules must be successfully completed before they will be permitted to retake the WorkKeys® assessment at no cost.