

**Workforce Development Board**  
Executive Committee Meeting  
October 25, 2017

The Executive Committee of the Workforce Development Board of Western Missouri, Inc. met at 1:00 p.m. on Wednesday, October 25, 2017 at the Workforce Development Board Conference Center located at 3212 West 16<sup>th</sup> Street, Sedalia, Missouri.

Executive Committee members present were Harold Bahrenburg, Gabe Jones, Kim Kendrick, Randy Lee, Cosslett Moore and Laura Wallen.

It was determined quorum was present.

Ms. Kim Kendrick called the meeting to order and asked for a motion to approve the agenda as presented. Mr. Harold Bahrenburg made a motion to approve the agenda. Mr. Cosslett Moore seconded the motion. The motion carried.

Ms. Kendrick asked for a motion to approve the minutes from the August 23, 2017 Executive Committee meeting. Ms. Laura Wallen made a motion to approve the minutes. Mr. Cosslett Moore seconded the motion. The motion carried.

**Request for Bid Release:** Mr. Randy Lee made a motion to release a Request for Bid (RFB) to secure accounting services for the Workforce Development Board. Mr. Gabe Jones seconded the motion. The motion carried.

**ETPS Policy Approval:** Mr. Randy Lee made a motion to approve the Eligible Training Provider System Policy as presented to the board. Mr. Gabe Jones seconded the motion. The motion carried.

**Plan Modification Approval:** Ms. Kirk reviewed all proposed modifications to the current WDB Local Plan. Mr. Cosslett Moore made a motion to approve the modifications as presented. Ms. Laura Wallen seconded the motion. The motion carried.

**WDB Office Space:** Ms. Linda Kirk discussed the need to find office space to house the Workforce Development Board. The board voted in September to release a Request for Bid and the packets will go out October 26, 2017 with responses due back for evaluation no later than November 20, 2017.

**TEAM Update:** Ms. Kirk gave an update on the October TEAM meeting. Trainings were provided both days regarding the Missouri Sunshine Law. Synchronizing select workforce events statewide such as Manufacturing Day, Hiring Events and other workforce events across the state. Updates were given about the CWRC recognition events.

**Youth Monitoring:** Ms. Linda Kirk discussed the recent monitoring review by the Division of Workforce Development. Training has and will continue to be provided to address any issues with the youth program. Conversations regarding the monitoring were held with the subcontractor.

**Miscellaneous:** A discussion was held regarding the need to find additional private sector board members as well as filling the Vice-Chair opening due to Mr. Mark Feedback's recent resignation from the board.

Mr. Harold Bahrenburg made a motion to adjourn the meeting. Mr. Cosslett Moore seconded the motion. The motion carried.