

Workforce Development Board of Western Missouri, Inc.
Full Board Meeting
January 23, 2019

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, January 23, 2019 at the Workforce Development Board office located at 150 South Limit Avenue, Suite 300, Sedalia, Missouri at 1:00 p.m.

Board members present were Dr. Brent Bates, Donna Brown, Chris Connell, Tim Corbin, Katie Stanley-Dietzman, Tommy Hampton, Lee Hamilton, Gabe Jones, Charley Kendrick, Kim Kendrick, Randy Lee, Dylan Minor, Cosslett Moore and Larry Peters. WDB staff in attendance were Linda Kirk, Missy Eidson, Tara Colter-Lappat and Tonja Hooton. Others in attendance were Larry Wheatley; *Rescare*, Jo Ann Lane, *Preferred Family Healthcare*; Anna Conroy, *Preferred Family Healthcare* and Nyah Newton, *Youth Participant*.

Board members not in attendance were Harold Bahrenburg, Jim Kilby, Wayne McMullin, Mike Mills 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. Ms. Lee Hamilton made a motion to approve the agenda. Mr. Randy Lee seconded the motion. The motion carried.

Ms. Kendrick asked for a motion to approve the minutes from the September 26, 2018 Full Board meeting. Ms. Donna Brown made a motion to approve the minutes. Mr. Cosslett Moore seconded the motion. The motion carried.

Chair Report:

Officer Vacancy: Ms. Kendrick stated John Burden resigned from the board due to retirement as of September 26, 2018 leaving the Vice Chair position vacant. She appointed Mr. Chris Connell to fill the remainder of the position through June 30, 2019. Mr. Larry Peters made a motion to approve the appointment. Mr. Randy Lee seconded the motion. The motion carried.

By-law Attestation Form: Ms. Kendrick asked that everyone in attendance fill out the By-law Attestation Form which was circulated among the members.

Complaint and Grievance: Complaint and Grievance Acknowledgment Forms were included in board member packets. Ms. Kendrick asked that they be completed and returned to Missy Eidson.

Executive Committee Report: Ms. Kim Kendrick gave the update from the December 11, 2018 Executive Committee meeting. A discussion was held regarding recommended changes to the structure of the committees as well as the Executive Committee and the changes necessary to WDB By-laws to reflect them. It was determined that HSA deductibles for employees would be prorated by the month of hire during the first year of employment. The staff were given an additional day off as a holiday gift by the board to be used no later than March 31.

Job Center Report: Ms. Jo Ann Lane gave a report updating the board on activities in the job centers across the region.

By-Law Revisions: Suggested By-law revisions were mailed out to board members prior to the board meeting. Dr. Brent Bates made a motion to accept the By-law revisions as presented. Mr. Cosslett Moore seconded the motion. The motion carried.

Youth Program Success Story: Ms. Nyah Newton gave a report on her experience in the West Central's S.E.A.L. program. Ms. Anna Conroy shared several youth success stories from the region.

Performance Measures / Compliance Monitoring: Ms. Tara Colter-Lappat provided a report to all board members in attendance and reviewed the content.

Committee Reports:

Finance and Audit: Mr. Cosslett Moore gave an update on the Finance and Audit Committee meeting. They made the following recommendations to the board for vote:

Recommendation to accept the annual audit as presented. Dr. Bates made a motion to accept the audit. Ms. Donna Brown seconded the motion. The motion carried.

Recommendation to request a transfer from Division of Workforce Development of \$295,040 from Dislocated Worker funds to Adult funds. Ms. Donna Brown made the motion to submit the request to DWD. Mr. Charley Kendrick seconded the motion. Dr. Brent Bates and Katie Stanley-Dietzman abstained. The motion carried.

Recommendation to increase the limit on the WDB Visa card to \$20,000 from the current \$10,000. Ms. Lee Hamilton made a motion to approve the increase. Mr. Charley Kendrick seconded the motion. The motion carried.

Recommendation to accept an additional \$25,000 in Equal Opportunity funding from DWD. Ms. Lee Hamilton made the motion to accept the funding. Larry Peters seconded the motion. The motion carried.

Recommendation to accept additional TANF Summer Jobs funding in the amount of \$55,538. Mr. Randy Lee made a motion to accept the funding. Mr. Gabe Jones seconded the motion. The motion carried.

Director's Report:

WDB New Staff: Ms. Tonja Hooton, Workforce Specialist at the Workforce Development Board office was introduced.

WIOA 101 / Local Plan: Ms. Linda Kirk gave a presentation outlining the steps to complete a local plan and why board involvement is needed.

DWD Updates: Mr. Dylan Minor gave an update regarding Empower, a comprehensive training program the Division of Workforce Development is requiring of all employees. They are now making this available to all job center staff.

TEAM Updates: Ms. Kirk stated the Division of Workforce Development is moving from Department of Economic Development to Department of Higher Education. The move will happen sometime in August. She will update the board with further information as it becomes available.

Miscellaneous: Mr. Randy Lee spoke about State Fair Community College's pre-apprenticeship program they are currently developing.

Ms. Kim Kendrick asked for a motion to adjourn the meeting. Mr. Charley Kendrick made a motion to adjourn. Mr. Gabe Jones seconded the motion. The motion carried.