

Workforce Development Board of Western Missouri, Inc.

Full Board Minutes

September 25, 2019

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, September 25, 2019 at the Workforce Development Board office located at 150 South Limit Avenue, Suite 300, Sedalia, Missouri at 1:00 p.m.

Board members in attendance were Harold Bahrenburg, Dr. Brent Bates, Donna Brown, Chris Connell, Tim Corbin, Tami Green, Lee Hamilton, Tommy Hampton, Darlene Jewell, Charley Kendrick, Kim Kendrick, Cosslett Moore, Larry Peters and Laura Wallen. WDB staff present were Linda Kirk, Missy Eidson, Tara Colter-Lappat and Tonja Hooton. Others present were Presiding Commissioner Jim Wheatley, *Bates County*; Dr. Autumn Porter, *State Fair Community College*; Amy Jackson, *State Fair Community College*; and Spring Allison, *Funtional Leader Sedalia Job Center/Imko Workforce Solutions*.

Board members not present were Katie Stanley-Dietzman, Gabe Jones, Jim Kilby, Randy Lee, Ben McFarlin, Robin McHugh, Wayne McMullin and Kim Wilhoit.

It was determined quorum was present.

Mr. Cosslett Moore called the meeting to order and asked for a motion to approve the agenda as presented. Mr. Chris Connell made a motion to approve the agenda. Ms. Donna Brown seconded the motion. The motion carried.

Mr. Moore asked for a motion to approve the minutes from the July 24, 2019 Full Board meeting. Mr. Tim Corbin made a motion to approve the minutes. Mr. Chris Connell seconded the motion. The motion carried.

Chair Report: Mr. Cosslett Moore introduced new board member, Tami Green from Milbank Manufacturing representing private sector for Lafayette County.

Executive Committee Report: Mr. Chris Connell gave a report from the August 28, 2019 Executive Committee Meeting. The committee voted to approve changes to the Eligible Training Provider Policy and the Confidentiality Policy and to adopt the Priority of Service Policy. A Regional Leadership Meeting was held at the WDB office on August 20th. A discussion was held regarding the Skillup Contract that will be issued to the WDB to start on October 1, 2019 from Family Support Division.

Committee Reports:

Finance and Audit: Ms. Kim Kendrick gave the update for the Finance and Audit Committee. Items requested by Cochran Head Vick and Co. have been submitted to begin the annual audit. Financial reports were reviewed by the committee. The WDB has already implemented some cost saving measures as discussed in the Three Year Provision of Services Plan and continues to research other possibilities to lower overhead costs of the WDB office as well as the Job Centers in the region. There were no voting items to bring to the board.

Planning and Operations: Ms. Donna Brown gave the update for the Planning and Operations Committee. The committee made a recommendation to approve changes to the OJT Policy, the S.E.A.L.

Policy and the Youth Incentive Policy and to adopt the Co-Enrollment Policy and the E.O. Corrective Actions / Sanctions Policy as presented. Ms. Kim Kendrick made a motion to accept the policy revisions and new policies as presented. Ms. Lee Hamilton seconded the motion. Dr. Brent Bates abstained. The motion carried.

Job Center / Youth Reports: Ms. Spring Allison, Functional Leader for the Sedalia Job Center, gave a report updating the board on activities in the job centers across the region.

Fast Track: Ms. Autumn Porter with State Fair Community College gave a presentation regarding Fast Track. The Fast Track Workforce Incentive Grant is a new financial aid program that addresses workforce needs by encouraging adults to pursue a certificate, degree, or industry-recognized credential in an area designated as high need.

Mo Manufacturing Technician Program: Ms. Amy Jackson with State Fair Community College spoke about the Mo Manufacturing Technician Program offered through the college. This program allows a student with little knowledge of the production environment to gain skills and abilities to be employable at a manufacturing facility in entry-level positions such as materials handler, team assembler, or basic machine operator. This program is in response to Governor Parson's initiative to train 500 people across the state as manufacturing technicians.

Director's Report:

Plan Modifications: Ms. Linda Kirk discussed changes needed to update the current WDB Local Plan. Mr. Larry Peters made a motion to accept the following changes to the plan as presented:

- Change in the amount of funding – Planning Budget Summaries
- Change in the Infrastructure Funding Agreement
- Change in the Board Chairperson and change of board members
- Change in One-Stoop Operator
- Change in the CEO and roster changes
- Changes in the required attachments:
 - Local Supportive Service Policy
 - Sub State Monitoring Policy
 - Complaint and Grievance Policy
 - Program Incentives

Mr. Chris Connell seconded the motion to approve the changes. The motion carried.

WIOA 101 / Funding: Ms. Kirk provided a hand out and explained the funding and information flow for the federal dollars received by the public workforce system.

November / December Meeting Dates: Due to the holidays, Ms. Donna Brown made a motion to move the November Full Board Meeting to November 20th and the December Executive Committee meeting to December 18th. Ms. Kim Kendrick seconded the motion. The motion carried.

CLEO / Board Chair Training: Mr. Jim Wheatley, WDB CEO Consortium Chair; Mr. Cosslett Moore, WDB Chairperson; and Ms. Linda Kirk, WDB Executive Director will attend a mandatory CLEO / Board Chair training in Columbia, Missouri on September 26, provided by the Office of Workforce Development .

TEAM Actionable Items: Ms. Linda Kirk discussed a handout in all packets regarding a list of actionable items developed by TEAM (Training & Employment Administrators in Missouri). Copies of this document were handed out at the September 4th MoWDB (State Workforce Board) meeting as well as sent to the Governor. These were items identified by TEAM as ways to improve the Missouri Workforce System.

Governor's Conference: Ms. Kirk attended the Governor's Conference September 5th and 6th. She gave updates from some of the sessions she attended.

CWRC Status Report: Ms. Kirk gave the current status on the CWRC initiative in the West Central Region. There are currently 10 counties that are certified, one that is participating and two that are not participating.

Miscellaneous: There were no miscellaneous items to discuss.

Mr. Cosslett Moore asked for a motion to adjourn the meeting. Mr. Chris Connell made a motion to adjourn. Ms. Kim Kendrick seconded the motion. The motion carried.