

Workforce Development Board
Full Board Meeting Minutes
September 27, 2017

The Full Board of the Workforce Development Board of Western Missouri, Inc. met on Wednesday, September 27, 2017 at the Workforce Development Board Conference Center located at 3212 West 16th Street, Sedalia, Missouri at 1:00 p.m.

Board members present were Harold Bahrenburg, Dr. Brent Bates, Donna Brown, John Burden, Chris Connell, Mark Feedback, Lee Hamilton, Gabe Jones, Charley Kendrick, Kim Kendrick, Jim Kilby, G.R. Lowe, Wayne McMullin, Dylan Minor, Cosslett Moore, Larry Peters, Laura Wallen and Deb Williams. WDB staff present were Linda Kirk, Tara Lappat and Missy Eidson. Others present were Presiding Commissioner Tony McCollum, Chariton County; Emily Smith, Leah Barber and Jo Ann Lane, Preferred Family Healthcare; Jeanna Caldwell and Suzanne Richards, Division of Workforce Development.

Board members not present were Tim Corbin, Randy Lee, Melody Nichols and Amber Robertson.

It was determined that quorum was present.

Ms. Kim Kendrick called the meeting to order and asked for a motion to approve the agenda as presented. Dr. Brent Bates made a motion to approve the agenda. Ms. Lee Hamilton seconded the motion. The motion carried.

Ms. Kendrick asked for a motion to approve the minutes from the July 26, 2017 Full Board meeting. Mr. Larry Peters made a motion to approve the minutes. Ms. Lee Hamilton seconded the motion. The motion carried.

Chair Report: Ms. Kendrick stated the Workforce Development Board By-laws were sent out prior to the meeting for all members to review. She asked the board to sign the By-law Attestation form being passed around as required by the Division of Workforce Development.

Executive Committee Report: Mr. Mark Feedback gave the report from the August 23, 2017 Executive Committee meeting. A discussion was held regarding the need for a current board member to chair the Youth Task Force. Mr. Gabe Jones accepted the position. A vote was held to add Ms. Missy Eidson as a signer on all Workforce Development Board bank accounts. The Executive Committee elected to stay with the same health insurance coverage for 2018; there were no rate increases this year.

Youth Task Force Report: Mr. Gabe Jones gave the Youth Task Force report. Preferred Family Healthcare will begin sending out monthly newsletters to different businesses, agencies and organizations in the region to bring awareness to the current youth program and the services offered.

Committee Reports:

Finance and Audit: Mr. Cosslett Moore gave the Finance and Audit Committee report. He stated there were no voting items to bring before the board. A discussion was held regarding the open accounting position at the WDB and some of the reports that are currently in the process of being completed. The WDB staff is working closely with Cochran Head Vick and Co. on the annual independent audit.

Personnel and Nominating: Mr. Harold Bahrenburg stated the Personnel and Nominating Committee did not meet due to a lack of agenda items.

Planning and Operations: Mr. Gabe Jones gave the Planning and Operations Committee report. He stated there were no voting items to bring before the board. A discussion was held regarding the Business Services Representative job opening at the Missouri Job Center in Sedalia. Ms. Rekha Nanchal from Rehabilitation Services for the Blind will be visiting the Job Centers in the region to aid in identifying issues with the assistive technology equipment currently in place.

Apprenticeship Opportunities: Ms. Suzanne Richards gave a presentation regarding Apprenticeship USA and the benefits of the program.

Director's Report:

EO Policy Revisions: Ms. Linda Kirk discussed updates to the WDB EO Policy. Mr. Wayne McMullin made a motion to accept the policy as presented and add it to the WDB Personnel Policy. Ms. Donna Brown seconded the motion. The motion carried.

EO Officer: Ms. Kirk announced Ms. Cooleen Hall had accepted the position of EO Officer for the West Central Region.

By-law Policy Change: The board reviewed a change to the current by-laws discussed at the July 26, 2017 Full Board meeting and sent out prior to today's meeting. Mr. Gabe Jones made a motion to add the following to the WDB By-laws:

"Only in the event quorum will not be present at a Full Board meeting will attendance via electronic means be allowable."

Mr. Cosslett Moore seconded the motion. The motion carried.

RFB Release – WDB Office Space: A letter was received from Stone Creek Plaza stating they would not be renewing the current lease for the Conference Center (3212) and will raise the rent, add a maintenance fee and no longer pay utilities for the WDB office (3208) and the Youth @ Work office (3210) after the lease ends on June 30, 2018. Ms. Linda Kirk asked the board to approve the release of a Request for Bid (RFB) to move forward with the process of obtaining new space. Mr. Charley Kendrick made a motion to approve the release of an RFB. Ms. Donna Brown seconded the motion. The motion carried.

November / December Meeting Dates:

Ms. Kim Kendrick asked for a motion to change the November 22nd Full Board meeting to November 15th due to the Thanksgiving holiday and to change the December 27th Executive Committee meeting to December 20th due to the Christmas holiday. Mr. Harold Bahrenburg made a motion to change the meeting dates due to the holidays. Ms. Lee Hamilton seconded the motion. The motion carried.

Job Center Report: Ms. Linda Kirk gave a brief overview of the current happenings in the Missouri Job Centers in the West Central Region.

Governor's Conference: Ms. Kirk stated she and Ms. Missy Eidson attended the Governor's Conference in St. Louis September 6th - September 8th.

Fall Business Summit: The Division of Workforce Development sponsored the Fall Business Summit held on the Missouri State Fair Grounds in Sedalia on September 19th and September 20th. Linda Kirk, Cooleen Hall and Tara Lappat from the WDB office attended both days.

MERIC Resources: Ms. Kirk talked about handouts in board member packets regarding 2016 Business Formations in Missouri and Missouri Real Time Labor Market Summaries; both reports were pulled from Missouri Economic Research and Information Center (MERIC).

CWRC Status Report: Ms. Linda Kirk reviewed the Certified Work Ready Communities Report which showed the counties in the region who were maintaining or participating at this time. There are currently only three counties that are not participating; Johnson, St. Clair and Hickory.

Miscellaneous: There were no miscellaneous items to discuss.

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