

**Workforce Development Board of Western Missouri, Inc.**  
Full Board Meeting Minutes  
January 24, 2018

The Full Board of the Workforce Development Board of Western Missouri, Inc. met on Wednesday, January 24, 2018 at the Workforce Development Board Conference Center located at 3212 West 16<sup>th</sup> Street, Sedalia, Missouri at 1:00 p.m.

Board members present were Harold Bahrenburg, Dr. Brent Bates, Donna Brown, John Burden, Chris Connell, Tim Corbin, Lee Hamilton, Gabe Jones, Charley Kendrick, Kim Kendrick, Jim Kilby, Randy Lee, Wayne McMullin, Dylan Minor, Cosslett Moore, Larry Peters and Laura Wallen. WDB staff present were Linda Kirk, Missy Eidson, Cooleen Hall and Tara Colter-Lappat. Guests present were Pam Regan, Leah Barber, Emily Smith, Regina Haynie, Kelly Vert, Angella Smith, Shari Schenewerk and Tony McCollum.

Board members not present were G.R. Lowe and Deb Williams.

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. Randy Lee made a motion to approve the agenda. Mr. Cosslett Moore seconded. The motion carried.

Ms. Kendrick asked for a motion to approve the minutes from the November 15, 2017 Full Board meeting. Mr. Larry Peters made a motion to approve the minutes. Mr. Chris Connell seconded the motion. The motion carried.

**Chair Report:** Ms. Kendrick asked to have the Conflict of Interest Statements completed by board members who had not turned one in previously. Ms. Kendrick stated Preferred Family Healthcare had requested to make adjustments to budget line items in their Adult and Dislocated Worker contract to match current and anticipated expenditures for the remainder for the contract year. Ms. Kendrick asked for a motion to accept the changes as presented. Mr. Cosslett Moore made a motion to accept the changes in the budget as presented. Mr. Gabe Jones seconded the motion. Dr. Brent Bates abstained. The motion carried.

**CEO Report:** Presiding Commissioner Tony McCollum stated the Chief Elected Officials Consortium had met on January 16, 2018. Many items were discussed; they will meet again on July 17, 2018.

**Youth Task Force Report:** Mr. Gabe Jones gave the Youth Task Force report. He discussed the idea of a mentoring program in the near future. Preferred Family Healthcare discussed their upcoming calendar of events.

**Compliance Monitoring:** Ms. Tara Colter-Lappat provided a report to all board members in attendance and reviewed the content. She stated she will provide these reports to the board in January and July of each year.

**EO Statistical Analysis Report:** Ms. Cooleen Hall explained the recent EO Statistical Analysis Report she had completed and submitted to the Division of Workforce Development.

**Functional Leader Report:** A video was presented showing a participant being interviewed by a Job Center staff. The individual came to the Job Center as a CAN, working and going to school but barely making ends meet. She qualified for WIOA and was able to obtain her LPN. She was valedictorian of her class and became a charge nurse. She went from making \$9.75 per hour to \$18.00 and is currently working to become an RN by June of 2019 earning a wage of \$25.00 per hour. She completed her NCRC and obtained a gold certificate.

**Committee Reports:**

**Finance and Audit:** Mr. Cosslett Moore gave the report for the Finance and Audit Committee meeting. Mr. Moore made the following recommendations to the board for vote:

Recommendation to transfer WIOA Dislocated Worker funds to WIOA Adult funds in the amount of \$221,015. Ms. Lee Hamilton made a motion to transfer the funds. Mr. Randy Lee seconded the motion. Dr. Brent Bates abstained. The motion carried.

Recommendation to accept the audit as presented by Cochran, Head and Vick. Dr. Brent Bates made a motion to accept the audit. Ms. Donna Brown seconded the motion. The motion carried.

**Personnel and Nominating:** Mr. Harold Bahrenburg reported there were no items to bring before the board.

**Planning and Operations:** Mr. Gabe Jones gave the report for the Planning and Operations Committee. He made the following recommendations to the board for vote:

Recommendation to approve the Confidentiality and Information Security Policy as presented. Ms. Donna Brown made a motion to approve the policy. Mr. Chris Connell seconded the motion. The motion carried.

Recommendation to allow the WDB to apply for the Missouri Registered Apprenticeship Program grant. Mr. Randy Lee made a motion to apply for the grant. Ms. Donna Brown seconded the motion. The motion carried.

**Director's Report:**

**Request for Subcontractor Records:** Ms. Kirk explained a request from the US Office of Inspector General was received requesting copies of contracts and monitoring reports on Preferred Family Healthcare from PY13 to the present. These documents were requested to aid in investigations into individuals formerly affiliated with the company. PFH is not a target of an investigation.

**Xceligent Layoff:** Ms. Kirk stated Xceligent closed its doors in Sedalia in December laying off approximately 48 employees. The company researched and collected data on commercial properties. The displaced workers were given assistance by DWD and the Job Center in Sedalia.

**Personnel Policy Review:** Ms. Missy Eidson explained that Cincinnati Insurance Companies provide loss prevention services to policy holders. An attorney with their company has been working with the WDB

to review and update their current Personnel Policy. Once the update is completed it will be brought to the board for review and approval.

**Website Launch:** Grace Advertising contacted the WDB in early fall of 2017 because they were phasing out their older websites. WDB has been working with them to complete the new website which will be launching soon. A link to the new website will be provided to board members.

**Office Relocation Update:** Ms. Linda Kirk stated the new location would be ready for us by April 1<sup>st</sup>, 2018. The current landlord has been approached about the possibility of letting the WDB out of the lease three months early; once a response is received the plan will be set for the move.

**Certified Work Ready Community Update:** Ms. Kirk discussed the Certified Work Ready Communities status in the region and the counties that were not participating at this time. There are currently only three counties that are not participating; Johnson, St. Clair and Hickory. Ms. Cooleen Hall from the WDB will be working with the Job Centers to assist in getting the remaining counties certified.

**Plan Modification Acceptance:** Ms. Kirk presented a letter to the board stating the previously submitted plan modification had been approved.

**Miscellaneous:** Ms. Emily Smith with Preferred Family Healthcare told a story of a gentleman who utilized the youth program and graduated from the Warrensburg Police Academy and has secured a job with the Department of Corrections.

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