

**Workforce Development Board of Western Missouri, Inc.**

Full Board Minutes

November 20, 2019

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, November 20, 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, Katie Stanley-Dietzman, Tami Green, Lee Hamilton, Darlene Jewell, Gabe Jones, Kim Kendrick, Jim Kilby, Randy Lee, Robin McHugh, Wayne McMullin and Cosslett Moore. WDB staff in attendance were Linda Kirk, Missy Eidson, Tara Colter-Lappat and Tonja Hooton. Presiding Commissioner Jim Wheatley was also in attendance.

Board members not in attendance were Tommy Hampton, Charley Kendrick, Ben McFarlin, Larry Peters, Laura Wallen 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. Dr. Brent Bates seconded the motion. The motion carried.

Mr. Moore asked for a motion to approve the minutes from the September 25, 2019 Full Board Meeting. Mr. Wayne McMullin made a motion to approve the minutes. Mr. Chris Connell seconded the motion. The motion carried.

**Chair Report:** Mr. Moore announced that Ms. Donna Brown, representing Economic Development and Lee Hamilton, private sector for Saline County had submitted their resignation letter due to retirement. This was their final board meeting.

**Executive Committee Report:** Mr. Chris Connell gave an update from the October 23, 2019 Executive Committee Meeting. Several policies were reviewed and approved. A discussion was held regarding the Three Year Provision of Services Plan.

**Committee Reports:**

**Finance and Audit:** Mr. Chris Connell gave an update for the Finance and Audit Committee. The Annual Audit is in the final review stage. Ms. Judy Ward with Cochran, Head and Vick will review the audit with the Finance and Audit Committee in January. Ms. Sarah Wilson will begin employment at the WDB on December 2nd as the Accounting Specialist. Wilson Toellner will continue providing services for three months to help with the training and transition.

**Planning and Operations:** Mr. Gabe Jones gave the report for the Planning and Operations Committee. The Committee recommended accepting the following policies as presented to the Full Board for vote:

- Complaint and Grievance
- Adult Employment and Training
- Individual Training Account
- Accessibility – Persons with Disabilities
- Accessibility – Persons with Limited English Proficiency
- Adult Education and Literacy
- VR / RSB Coordination
- Apprenticeships
- Dislocated Worker Employment Transition Team
- Source Documentation and Upload
- Local Criteria and Expenditure Rates
- Needs Additional Assistance
- Firewall
- Business Services Plan

Donna Brown made a motion to accept the new policies as presented. Ms. Kim Kendrick seconded the motion. Presiding Commissioner Jim Wheatley concurred on behalf of the CEO Consortium. The motion carried.

The committee recommended changes to the following policies as presented to the Full Board for vote:

- Veterans Priority of Service
- Eligibility Individualized Career Services
- Youth Work Experience
- Incumbent Worker
- Youth Incentive – with an amount of \$250.00 for the Hi-set Obtainment Incentive
- Supportive Service

Ms. Kim Kendrick made a motion to accept the revised policies as presented. Mr. Randy Lee seconded the motion. Presiding Commissioner Jim Wheatley concurred on behalf of the CEO Consortium.

#### **Director's Report:**

**WIOA 101 - Performance Measures:** Ms. Tara Colter-Lappat explained how performance measures are determined. She reviewed a report with the board outlining the current performance measures for the West Central Region.

**Three Year Provision of Services Plan:** Ms. Linda Kirk discussed details regarding the Three Year Provision of Services Plan. The board continues to look at ways to reduce overhead costs at both the WDB office and the Job Centers in the region.

**Plan Modification #5:** Ms. Missy Eidson stated the Plan Modification voted on at the October 23, 2019 Full Board meeting had been submitted to The Office of Workforce Development for approval or denial. The board has not received a response.

**Local Plan 2020 -2024 Strategy Questionnaire:** Ms. Linda Kirk sent out a survey monkey to the WDB Board members asking questions regarding the 2020-2024 Local Plan. Results of the survey were discussed. Ms. Kirk will use this information when writing the West Central Region's Local Plan.

**Miscellaneous:** There were no miscellaneous items to discuss.

Mr. Cosslett Moore asked for a motion to adjourn. Mr. Randy Lee made a motion to adjourn. Mr. Chris Connell seconded the motion. The motion carried.