

**Workforce Development Board of Western Missouri, Inc.**  
Executive Committee Minutes  
January 22, 2020

The Executive Committee of the Workforce Development Board of Western Missouri, Inc. met at 1:00 p.m. on Wednesday, January 22, 2020 due to a lack of board members being available for the regularly scheduled Full Board meeting.

Executive Committee members present at 150 South Limit Avenue, Suite 300, Sedalia, Missouri were Laura Wallen and Randy Lee. WDB staff members present were Linda Kirk and Missy Eidson. Presiding Commissioner Jim Wheatley was also present.

Executive Committee members present via telephone were Cosslett Moore, Chris Connell and Tommy Hampton.

Executive Committee members not present were Gabe Jones and Kim Kendrick.

It was determined a quorum was present.

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

Mr. Connell asked for a motion to approve the minutes from the December 18, 2019 Executive Committee meeting. Mr. Randy Lee made a motion to approve the minutes. Mr. Cosslett Moore seconded the motion. The motion carried.

**Annual Audit Report:** Ms. Judith Ward from Cochran, Head and Vick & Co., P.C. reviewed the current audit over the phone with the committee. There were no comments or concerns.

**Annual Audit Acceptance:** Mr. Chris Connell asked for a motion to approve the annual audit as presented. Ms. Laura Wallen made a motion to approve the audit. Mr. Tommy Hampton seconded the motion. The motion carried.

**Fund Transfer Approval:** Mr. Randy Lee made a motion to request a transfer from the MO Office of Workforce Development of \$200,585 from Dislocated Worker funds to Adult funds. Mr. Cosslett Moore seconded the motion. Commissioner Jim Wheatley concurred on behalf of the CEO Consortium. The motion carried.

**Budget Line Item Adjustments:** After a discussion regarding the current line item adjustments, Ms. Laura Wallen made a motion to request budget line item adjustments from the MO Office of Workforce Development as presented. Mr. Jim Wheatley concurred on behalf of the CEO Consortium. The motion carried.

**RFB – Annual Audit:** Mr. Randy Lee made a motion to release a Request for Bid to procure annual audit services for the West Central Workforce Development Board. Mr. Cosslett Moore seconded the motion. The motion carried.

**RFP – One Stop Operator / Staffing:** Mr. Cosslett Moore made a motion to release a Request for Proposal to procure One Stop Operator / Staffing services for the period of July 1, 2020 – June 30, 2021 with the possibility of three additional one year extensions. Mr. Tommy Hampton seconded the motion. The motion carried.

**Co-Enrollment Policy Discussion:** As of June 30, 2019 the MO Office of Workforce Development ended their SkillUp Program contract with DSS. Because of that change, OWD revised their co-enrollment policy to state that co-enrollment was no longer a requirement. After board staff reviewed the issuance it was determined it was in the best interest of the West Central Region participant's that co-enrollment should continue. The Executive Committee agreed that the local co-enrollment policy stands as approved by the board on 9/25/19.

**Job Center Certification Team:** Mr. Cosslett Moore stated the following will serve as the Job Center Certification Team:

WDB Chair Representation and Core Partner: Laura Wallen  
Required Partner: Katie Stanley-Dietzman  
OWD Compliance: Donna Brake

**OWD Plan Modification Approval:** A request WDB Plan Modification #5 was submitted to OWD on October, 28, 2019 after the 30 day public comment period. A letter from OWD accepting the modification was received December 6, 2019. The updated plan and approval letter were posted to the WDB website.

**Three Year of Provision of Services Plan:** Ms. Linda Kirk discussed details regarding the Three Year Provision of Services Plan. She stated she is reviewing the plan for necessary changes. The board continues to look at ways to reduce overhead costs at both the WDB office and the region's Job Centers.

**Miscellaneous:** Linda Kirk asked for guidance from the board regarding funding exceptions for individual training accounts. She gave an example of a request that was significantly over the \$7,000 limit as stated in the local policy. The board responded they were comfortable with the executive director making the exceptions since she also reports them to the Planning and Operations Committee. Vice Chair Chris Connells stated that serving the customer is our primary goal and if we need to make these exceptions for participants to be successful, we should make the exceptions, as long as deemed eligible for funding.

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