

Workforce Development Board of Western Missouri, Inc.
Full Board Minutes
May 27, 2020

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, May 27, 2020 via teleconference at 1:00 p.m.

Board members present were Gabe Jones, Charley Kendrick, Jim Kilby, Katie Stanley-Dietzman, Robin McHugh, Jessica Craig, Ben McFarlin, Kim Wilhoit, Kim Kendrick, Tommy Hampton, Randy Lee, Larry Peters, Chris Connell and Cosslett Moore. WDB staff present were Linda Kirk, Missy Eidson, Tara Colter-Lappat, Tonja Hooton and Sarah Wilson. Presiding Commissioner Jim Wheatley was also in attendance.

Board members not present were Darlene Jewell, Laura Wallen, Dr. Brent Bates, Tim Corbin, Wayne McMullin, Harold Bahrenburg and Tami Green.

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. Larry Peters made a motion to approve the agenda. Mr. Randy Lee seconded the motion. The motion carried.

Mr. Moore asked for a motion to approve the minutes from the November 20, 2019 Full Board meeting. Ms. Kim Kendrick made a motion to approve the minutes. Mr. Gabe Jones seconded the motion. The motion carried.

Chair Report: Mr. Cosslett Moore thanked Ms. Linda Kirk for her years at the board and wished her well on her upcoming retirement.

Executive Committee Report: Mr. Chris Connell gave the following updates for Executive Committee reports:

December 18, 2019: The minimum wage increase that went into effect January 1, 2020 caused the WDB to update some of the current policies. A suggestion was made to use general language in the policies that would prevent an update each time the amount changes going forward.

A meeting was held November 15 to begin discussion regarding the One-Stop Job Center MOU and Infrastructure Funding Agreements.

The transition of duties between the new Accounting Specialist and Wilson Toellner were outlined.

January 22, 2020: Ms. Judith Ward from Cochran, Head and Vick reviewed the current audit with the committee. There were no comments or concerns found during the audit. The committee voted to approve the annual audit as presented.

A discussion was held regarding the need for budget line item adjustments. They were approved by the Committee.

A vote was held to release a Request for Bid to procure annual audit services.

A vote was held to release a Request for Proposal to procure One Stop Operator / Staffing services.

Mr. Cosslett Moore appointed a Job Center Certification Team consisting of Laura Wallen, Katie Stanley-Dietzman and Donna Brake.

February 26, 2020: It was reported the current WDB landlord agreed to continue the annual cost savings of \$6,000 for the upcoming year.

There were no respondents to the RFP released by the WDB for One Stop Operator / Staffing services. Imko Workforce Solutions also contacted the office stating they did not wish to renew the contract for Participant Payroll. A vote was held to release an RFP for One-Stop Operator and an RFP for staffing or to utilize emergency procurement to obtain these services based on the determined need.

March 26: Several local policies were revised during the meeting.

A vote was held to move \$1,000 from the Edward Jones Account to the WDB non-federal checking account.

A vote was held to accept the WDB 2020-2024 Local Plan as presented.

Closed session meetings were held in March, April and May per MoRS 610.021.3 regarding personnel matters.

Committee Reports:

Planning and Operations: Mr. Gabe Jones gave the report for the Planning and Operations Committee. The committee agreed to leave Mr. Jones as Committee Chair for the upcoming PY20/FY21 year.

The Committee recommended changed to the following policies be accepted as presented to the Full Board for vote:

- Individual Training Account
- Job Center Customer Accommodation
- Eligible Training Provider
- Follow Up
- Religious Accommodation
- Sub State Monitoring
- Youth Incentive
- Determining Basic Skills Deficiency
- Incumbent Worker
- Youth Barriers Eligibility
- Accessibility – Persons with Limited English Proficiency
- Co-Enrollment

Mr. Tommy Hampton made a motion to accept the policies as presented. Mr. Randy Lee seconded the motion. Mr. Jim Wheatley concurred on behalf of the CEO Consortium. The motion carried.

Finance and Audit: Ms. Kim Kendrick gave the report for the Planning and Operations Committee. The committee agreed to leave Ms. Kendrick as Committee Chair for the upcoming PY20/FY21 year. The committee made the following recommendations for vote to the Full Board:

Recommend a vote to award Cochran Head and Vick a contract to conduct the independent audit for the West Central Region for one year with two possible one year extensions. Mr. Jim Kilby made a motion to award the contract to Cochran Head and Vick to conduct the independent audit for the West Central Region for one year with the two possible one year extensions. Mr. Randy Lee seconded the motion. The motion carried.

Recommend a vote to accept the PY20/FY21 Planning Budget Summaries as presented. Mr. Chris Connell made a motion to accept the Planning Budget Summaries as presented. Mr. Randy Lee seconded the motion. Mr. Jim Wheatley concurred on behalf of the CEO Consortium. The motion carried.

Recommend a vote to accept the necessary line item adjustment as presented. Mr. Larry Peters made a motion to approve the budget line item adjustments as presented. Mr. Chris Connell seconded the motion. Mr. Jim Wheatley concurred on behalf of the CEO Consortium. The motion carried.

Director's Report:

WIOA 101: WIOA Programs and Wagner Peyser Services: Ms. Linda Kirk gave an overview of WIOA and Wagner Peyser services being offered in the Job Centers.

Performance Measures / Compliance Monitoring: Ms. Tara Colter-Lappat provided a report to all board members in attendance and reviewed the content.

Three Year Provisional Plan: A discussion was held regarding the Three Year Provisional Plan and the changes that were made to absorb the funding cuts for the upcoming year.

Miscellaneous: There were no miscellaneous items to discuss.

Mr. Cosslett Moore asked for a motion to adjourn the meeting. Mr. Larry Peters made a motion to adjourn the meeting. Mr. Randy Lee seconded the motion. The motion carried.