

Workforce Development Board of Western Missouri, Inc.

Full Board Minutes
September 23, 2020

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, September 23, 2020 via teleconference at 1:00 p.m.

Board members present were Gabe Jones, Charley Kendrick, Darlene Jewell, Laura Wallen, Robin McHugh, Kim Kendrick, Randy Lee, Larry Peters, Chris Connell, Cosslett Moore, Tami Green and Mark Blankenship. WDB staff in attendance were Missy Eidson, Angie Bailey, Tara Colter-Lappat and Sarah Wilson. Others in attendance were Presiding Commissioner Jim Wheatley; *Chariton County*, Cara Cannon; *ProEnergy*, Troy Roland; *Odle Management Group*, Anna Conroy; *Odle Management Group*, Kelly Vert; *Odle Management Group* and Michelle O'Donnell; *Equus Workforce Solutions*.

Board members not in attendance were Jim Kilby, Katie Stanley-Dietzman, Dr. Brent Bates, Jessica Craig, Ben McFarlin, Tim Corbin, Kim Wilhoit, Tommy Hampton, Wayne McMullin and Harold Bahrenburg.

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. Charley Kendrick made a motion to approve the agenda. Ms. Kim Kendrick seconded the motion. The motion carried.

Mr. Moore asked for a motion to approve the minutes from the May 27, 2020 Full Board Meeting. Ms. Kim Kendrick made a motion to approve the minutes. Mr. Randy Lee seconded the motion. The motion carried.

Chair Report: Mr. Cosslett Moore welcomed new board member Mark Blankenship from WireCo World Group representing private sector for Pettis County. Mr. Moore also welcomed Cara Cannon from the State Workforce Development Board and asked her for a brief update.

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

June 24, 2020: The closure of the Clinton Job Center was complete in May. All items were sold during the online auction. Proceeds in the amount of \$2,700 were returned to the funds in which the items were originally purchased from. \$100,000 of Dislocated Worker Return Strong Funds were passed on to the West Central Region from the state on May 22, 2020. The project period was May 26, 2020 – June 30, 2020. These funds were for participant training. Several methods of outreach were used and no interest was generated. The Executive Committee suspected the lack of interest was due to the Pandemic Unemployment Insurance Compensation Program. A discussion was held regarding the benefits of virtual board meetings. There will be a significant cost savings of administrative dollars for the WDB and the committee anticipates better attendance will also be a result due to the lack of travel required. The Executive Committee decided all future meetings of the Workforce Development Board would be held virtually. In the event there is a need for an in person meeting that option will be facilitated at that time.

August 26, 2020: The committee voted to waive the NCRC testing requirement until Job Centers are back to full customer capacity retroactive back to April 20, 2020. The committee approved the FY2020 Financial Monitoring conducted by Wipfli LLP. A vote was taken to continue with the same health insurance plans for staff as the previous year. There were no increases in the premiums. A closed session meeting was held to discuss staff performance reviews and salaries.

Committee Reports:

Finance and Audit: Mr. Cosslett Moore gave the report for the Finance and Audit Committee. The committee made the following recommendations to the Full Board:

A recommendation to continue with U.S. Bank and the identified interest-bearing accounts. Ms. Kim Kendrick made a motion to continue with U.S. Bank and the identified interest-bearing accounts. Mr. Randy Lee seconded the motion. The motion carried.

A recommendation to accept the WDB Accounting Manual revisions as presented. Mr. Randy Lee made a motion to accept the revisions as presented. Mr. Gabe Jones seconded the motion. The motion carried.

Planning and Operations: Mr. Gabe Jones gave the report for the Planning and Operations Committee. The committee recommended changes to the following policies be accepted as presented to the Full Board for vote:

- Confidentiality Policy
- Firewall Policy
- Individual Training Account Policy
- Sub State Monitoring Policy

Mr. Chris Connell made a motion to accept the policy revisions as presented. Mr. Randy Lee seconded the motion. The motion carried.

The committee made a recommendation the Full Board accept the WDB Outreach Plan as presented. Ms. Kim Kendrick made a motion to accept the WDB Outreach Plan as presented. Mr. Larry Peters seconded the motion. The motion carried.

Olde Management Group Introduction: Mr. Troy Roland introduced himself to the board and gave a brief overview of Odle Management Group.

Job Center Updates: Ms. Kelly Vert, Nevada Functional Leader reported that both job centers in the region had reopened to the public on July 29th. Foot traffic is down but call volume remains steady. The staff are learning to assist the public in many new ways. Nevada is currently working with Hickory County Presiding Commissioner Keith Mertz to identify candidates for employment with the county working through the MO-43 NEG grant. Two new staff have been hired at the Sedalia Job Center and are currently attending required training. Sedalia will be hosting a Training Information and Hiring Event on September 29th. Nevada will host a Drive Thru Training Fair on October 8th. Both centers are working daily on outreach to employers and job seekers to engage them in reemployment and training

opportunities. They are using Facebook, partner meetings, radio, newspaper, email, texting and phone calls.

Ms. Anna Conroy shared success stories of two individuals who graduated from the University of Missouri Police Academy.

Job Center Certification: Ms. Laura Wallen stated reviews had been completed on both the Sedalia and Nevada Job Centers. There were no deficiencies found by the review team.

Director's Report:

Monitoring Reports (Local and State): Ms. Tara Colter-Lappat provided a report to all board members in attendance and reviewed the content.

Plan Modification: The 30 day public comment period started today for the following updates to the WDB Local Plan:

- Infrastructure Agreements
- Chief Elected Officials Agreement replaced with the Local Governance Agreement
- Updated Board Membership Roster
- Updated Polices : Youth Barriers Policy, Individual Training Account Policy and Sub-State Monitoring Policy

By-law Change: Mr. Randy Lee made a motion to strike the following sentence from Article 5, 5.4: Only in the event quorum will not be present at a Full Board meeting will attendance via electronic means be allowable. Mr. Gabe Jones seconded the motion. The motion carried.

Workforce Specialist Position: Ms. Tonja Hooton submitted her resignation on June 30, 2020. Her last day was July 14th. Ms. Angie Bailey started with the WDB on July 8th. She previously worked at the Sedalia Job Center so she has knowledge of WIOA and the Public Workforce System. She is a great addition to the team.

Miscellaneous: There were no miscellaneous items to discuss.

Mr. Cosslett Moore asked for a motion to adjourn. Mr. Gabe Jones made a motion to adjourn. Mr. Larry Peters seconded the motion. The motion carried.