

Workforce Development Board of Western Missouri, Inc.
Executive Committee Minutes
December 16, 2020

The Executive Committee members present were Chris Connell, Cosslett Moore, Randy Lee, Gabe Jones, Kim Kendrick and Laura Wallen. WDB staff person present was Missy Eidson.

It was determined quorum was present.

Mr. Chris Connell asked for a motion to approve the agenda as presented. Mr. Randy Lee made a motion to approve the agenda. Mr. Gabe Jones seconded the motion. The motion carried.

Mr. Connell asked for a motion to approve the minutes from the October 28, 2020 Executive Committee meeting. Ms. Kim Kendrick made a motion to approve the minutes. Mr. Gabe Jones seconded the motion. The motion carried.

Budget Line Item Transfers: Line item adjustments from November 16, 2020 were reviewed by the committee. The adjustments were approved by the Board Chair and the Executive Director.

Staff Holiday: Mr. Randy Lee made a motion to allow WDB staff one day off to be used by March 31, 2021 as a holiday gift. Ms. Kim Kendrick seconded the motion. The motion carried.

Three Year Provisional Plan: The Three Year Provisional Plan was reviewed and discussed. The WDB continues to work towards decreasing overhead costs.

Remote Work Discussion: The Executive Committee had a discussion regarding the WDB staff continuing to work from home and procuring a smaller office space as a significant cost savings to aid in getting to a 60/40 split and/or help to absorb budget cuts in the event they continue. The committee decided that working from home had been extremely successful since beginning mid-March and the region will move forward with this model. The board will search for other office space and plan to have this completed by June 30, 2021. The Office of Workforce Development is supportive of this decision.

Sick Time Accrual: The committee discussed looking into short/long term disability and reducing the number of hours allowed to be accrued for sick time. The WDB staff will look into this and another discussion will be held in the future.

Upcoming Slate of Officers: The Slate of Officers for next year will need to be sent to the board members prior to the May Full Board meeting. The discussion will continue at the February Executive Committee meeting.

Quarterly Report Card: The Quarterly Report Card received from OWD was reviewed and discussed in detail.

Job Center Certification Update: An update was given on the steps taken to address all issues found in the recent Job Center Certification. The response is due to OWD by February 1, 2021 and is on track to be submitted in mid-January.

Miscellaneous: Well wishes for a safe and happy holiday.

Mr. Chris Connell asked for a motion to adjourn the meeting. Mr. Cosslett Moore made a motion to adjourn. Ms. Laura Wallen seconded the motion. The motion carried.