

Workforce Development Board of Western Missouri, Inc.

Full Board Minutes

January 27, 2021

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, January 27, 2021 via teleconference at 1:00 p.m.

Board members present were Gabe Jones, Jim Kilby, Darlene Jewell, Laura Wallen, Katie Stanley-Dietzman, Dr. Brent Bates, Robin McHugh, Kim Kendrick, Tommy Hampton, Randy Lee, Larry Peters, Harold Bahrenburg, Chris Connell, Cosslett Moore, Michael Schubach and Tami Green. Presiding Commissioner Jim Wheatley was also in attendance. WDB staff present were Missy Eidson, Tara Colter-Lappat, Angie Bailey and Sarah Wilson.

Board members not present were Jessica Craig, Ben McFarlin, Tim Corbin, Kim Wilhoit, Wayne McMullin, Mark Blankenship and Cara Canon.

It was determined that quorum was present.

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

Mr. Moore asked for a motion to approve the minutes from the November 18, 2020 meeting. Mr. Randy Lee made a motion to approve the minutes. Mr. Larry Peters seconded the motion. The motion carried.

Job Centers of the Future: Mr. Ken Mall from EDSI Solutions gave a presentation to explain the Job Centers of the Future initiative currently underway. The Office of Workforce Development procured EDSI Workforce Solutions to consult on Job Centers of the Future. This initiative will reimagine how the Job Centers provide services. It is designed to improve services and enhance service delivery.

Apprenticeships: Due to technical issues Ms. Suzanne Richards will provide a presentation on Apprenticeships at the March 24, 2021 Full Board Meeting.

Chair Report: Mr. Cosslett Moore welcomed new board member Cara Canon from Pro Energy representing private sector for Pettis County. Ms. Canon is also a member of the State Workforce Development Board.

Executive Committee Report: Mr. Chris Connell gave the report from the December 16, 2020 Executive Committee meeting. Line item adjustments from November 16, 2020 were reviewed by the committee. The adjustments were approved by the Board Chair and the Executive Director. The committee voted to allow WDB staff one day off to be used by March 31, 2021 as a holiday gift. The Three Year Provisional Plan was reviewed and discussed. The WDB continues to work towards decreasing overhead costs. The 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. The Quarterly Report Card received from OWD was reviewed and discussed in detail.

CEO Consortium Report: Presiding Commissioner Jim Wheatley gave a report from the January 21, 2021 Chief Elected Officials meeting. Ms. Tara Colter-Lappat gave a brief description on the definition of each performance measure and where the percentages currently stand in the region. Several meetings have been held with Job Center staff to discuss the importance of meeting performance goals and the consequences of not doing so. Performance has begun to improve and will be watched closely by the WDB. The last two reports cards sent by the Office of Workforce Development were reviewed. A discussion was held regarding the "Active Issues". A list of current private sector board members was provided to the consortium members. The Workforce Development Board requested the CEOs aid in developing a pipeline of potential board members due to some changes in the current WDB Board Membership expected for this year. A vote was held to amend the current By-laws to state May will be the annual CEO meeting instead of July. This will allow budgets to be reviewed prior to their implementation.

Committee Reports:

Finance and Audit: Ms. Kim Kendrick gave the report for the Finance and Audit Committee. The following recommendations were made to the Full Board for vote:

A recommendation to accept the Annual Audit as presented (this was emailed to all board members December 3, 2020). There were no findings. Mr. Gabe Jones made a motion to accept the audit. Mr. Randy Lee seconded the motion. The motion carried.

A recommendation to the Full Board to vote to approve transferring \$71,410.84 from Dislocated Worker funds to Adult funds. These funds are 100% transferrable based on the needs of customers. Mr. Larry Peters made a motion to transfer the funds. Mr. Gabe Jones seconded the motion. Dr. Brent Bates abstained. The motion carried.

Ms. Kendrick also stated the annual financial monitoring is currently underway with Wipfli. All requested documents have been submitted. The WDB submitted a request to the Office of Workforce Development to accept their proposed Cost Allocation Plan. They are waiting on notification of acceptance. \$127,000 in funding was received on December 30, 2020 to serve SNAP (Supplemental Nutrition Assistance Program) participants with training costs from the Family Support Division. Budget Line Item Adjustments from December 14th and January 21st were reviewed.

Planning and Operations: Mr. Gabe Jones gave the report for the Planning and Operations Committee. The following recommendations were made to the Full Board for vote:

A recommendation to change the employer reimbursement rate under the On-the-Job Training Policy to 90% for individuals that meet the "individuals with barriers to employment" criteria through June 30, 2022. The State requested a waiver in order to increase this amount to assist in its response to the impacts of the pandemic. It was approved by the Department of Labor in December of 2020. Mr. Randy Lee made a motion to increase the reimbursement rate. Ms. Kim Kendrick seconded the motion. The motion carried.

A recommendation to increase the funding cap allowed per individual from \$7,500 to \$10,000 under the Individual Training Account Policy. Ms. Kim Kendrick made a motion to increase the funding cap. Mr. Larry Peters seconded the motion. The motion carried.

Mr. Gabe Jones also reported the Office of Workforce Development sent letters on January 12, 2021 to certify both the Sedalia and Nevada Job Centers as Comprehensive Centers through June 30, 2023.

Job Center Success Stories: Ms. Anna Conroy told the story of Quinton Young who attended the University Of Central Missouri Police Academy and graduated on December 6, 2020. Mr. Young began employment the following day as a North Kansas City Policy Officer.

Job Center Updates: Ms. Conroy gave updates for both job centers in the region. She detailed Business Service Activities currently underway in the region.

Director's Report:

Request for Bid (office space): Ms. Missy Eidson asked for permission to move forward with releasing a Request for Bid for smaller office space for the WDB. Mr. Chris Connell made a motion to release a Request for Bid for new office space. Dr. Brent Bates seconded the motion. The motion carried.

Plan Modification #2: Ms. Eidson discussed a plan modification due to the update to the Individualized Training Account Policy voted on early in the meeting. The request to transfer funds from Dislocated Worker to Adult will be included due to it exceeding 20 percent of the Board's original formula allocation.

Miscellaneous: There we no miscellaneous items to discuss.

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