

**Workforce Development Board of Western Missouri, Inc.**  
Executive Committee Minutes  
February 24, 2021

The Executive Committee members present were Chris Connell, Cosslett Moore, Randy Lee, Gabe Jones, Kim Kendrick, Tommy Hampton 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. Cosslett Moore 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 December 16, 2020 Executive Committee meeting. Ms. Kim Kendrick made a motion to approve the minutes. Mr. Randy Lee seconded the motion. The motion carried.

**Slate of Officers:** A discussion was held regarding the proposed Slate of Officers for the upcoming Board Officer terms. The committee agreed to present the current slate to the board members for vote.

**Board Recertification:** Board recertification is done every two years by the state. The board will meet the requirements necessary to be recertified and pending paperwork from one new board member it is ready to be submitted for approval.

**New Board Member Orientation Requirement:** The Office of Workforce Development has a new requirement that each local region provide new board members with an orientation as outlined in OWD Issuance 11-2020. The training materials have been developed and sent to OWD for feedback before final submission.

**Zoom Phone Update:** The board staff have completed the transition to an internet based phone system through Zoom. The main WDB phone number was ported over to the new service. There is a significant cost savings and the transition has been seamless.

**Request for Bid Update:** There have been five requests for packets in relation to the current RFB# 21-01 for WDB office space. Responses are due Monday, May 8, 2021.

**Public Sales:** The WDB will hold two or three public auctions in order to downsize the office. The first auction will be completed before the end of March. Information will be sent out regarding how to participate in the public online auctions.

**US Bank Compromised Account Status:** A new account has been set up, checks have been obtained and direct deposit with the state is currently underway. The compromised account has been closed.

**Budget Line Item Transfers:** Line item adjustments from February 11, 2021 were reviewed by the committee. The adjustments were approved by the Board Chair and the Executive Director.

**Miscellaneous:** All items have been submitted to Wipfli for the annual Financial Monitoring. A date for an Exit Conference is pending.

Mr. Chris Connell asked for a motion to adjourn the meeting. Mr. Cosslett Moore made a motion to adjourn. Mr. Tommy Hampton seconded the motion. The motion carried.