

**Workforce Development Board of Western Missouri, Inc.**

Full Board Minutes

March 24, 2021

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, March 24, 2021 via teleconference at 1:00 p.m.

Board members present were Darlene Jewell, Laura Wallen, Katie Stanley-Dietzman, Dr. Brent Bates, Robin McHugh, Jessica Craig, Ben McFarlin, Chris Connell, Kim Wilhoit, Kim Kendrick, Tommy Hampton, Randy Lee, Wayne McMullin, Tami Green, Mark Blankenship, Michael Schubach and Cosslett Moore. 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 Gabe Jones, Jim Kilby, Cara Canon, Larry Peters and Harold Bahrenburg.

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. Chris Connell 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 January 27, 2021 meeting. Mr. Randy Lee made a motion to approve the minutes. Ms. Tami Green seconded the motion. The motion carried.

**SWDB and Local Board Engagement Committee:** Mr. Cosslett Moore gave an update on a discussion with Ms. Stephanie Garrett from the State Workforce Development Board. Stephanie has been assigned to the West Central Region in an effort to build relationships between the State and Local Boards.

**Apprenticeships:** Ms. Suzanne Richards gave a presentation on Registered Apprenticeships.

**Wagner-Peyser Services:** Ms. Robin McHugh explained Wagner-Peyser services and the role they play in the Public Workforce System.

**Executive Committee Report:** Mr. Chris Connell gave the report from the February 24, 2021 Executive Committee meeting. 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. 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. 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. Line item adjustments from February 11, 2021 were reviewed by the committee. The adjustments were approved by the Board Chair and the Executive Director.

## **Committee Reports:**

**Finance and Audit:** Ms. Kim Kendrick gave the report for the Finance and Audit Committee. After the fraudulent activity detected with one of the WDB bank accounts with US Bank a new account has been set up, checks have been obtained and direct deposit with the state is complete. The compromised account has been closed. All items have been submitted to Wipfli regarding the annual financial monitoring of the Workforce Development Board. An Exit Conference date is pending. Additional details will be provided to the board once complete. There are no voting items to bring before the board.

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

A recommendation to accept the Board Member Orientation Policy as presented. Dr. Brent Bates made a motion to accept the policy. Mr. Chris Connell seconded the motion. The motion carried.

A recommendation to remove the requirement from the Co-Enrollment Policy for RESEA participants to be co-enrolled in WIOA Dislocated Worker and adding RESEA participants will be co-enrolled into Dislocated Worker if they are in need of WIOA services as appropriate. Mr. Randy Lee made a motion to revise the policy. Mr. Chris Connell seconded the motion. The motion carried.

A recommendation to renew the One Stop Operator and Staffing contracts with Odle Management Group for the period of July 1, 2021 to June 30, 2022. Ms. Kim Kendrick made a motion to renew the contracts. Mr. Chris Connell seconded the motion. The motion carried.

A recommendation to change hours for the Odle Management Group staff working in the Job Centers to 8-5 with a one hour lunch beginning April 12<sup>th</sup>. This will align with hours the state staff are working. Ms. Tami Green made a motion to change the hours to 8-5. Mr. Chris Connell seconded the motion. The motion carried.

A recommendation to the S.E.A.L. Program Policy to allow for participation through the MoLearns program as another option for students to prepare for taking their HiSet. Ms. Kim Kendrick made a motion to revise the policy to allow for participation in MoLearns. Mr. Randy Lee seconded the motion. The motion carried.

A recommendation to allow for a participant to request additional funds for training after being approved for previous funding if the training is justifiable by making the individual more marketable to employers or it will allow for a higher sustaining wage with the added certificate. Approval for these exception requests will be approved by a majority of the Chair, Vice-Chair and Second Vice-Chair. There will be a 48 hour window to receive the votes from each of the officers. After that time has passed, the Executive Director will cast a vote in the event there is a tie or not enough votes submitted to determine an approval or denial. Ms. Laura Wallen made a motion to revise the Individualized Training Account Policy. Ms. Kim Kendrick seconded the motion. Dr. Brent Bates abstained. The motion carried.

**Job Center Success Stories:** Ms. Anna Conroy told the story of an individual who is currently a nursing student at Oliver Technical College.

**Job Center Updates:** Ms. Kelly Vert 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 explained there were no bids submitted in response to RFB #21-01. The Office of Workforce Development stated that because the amount would be under the \$25,000 threshold in our accounting policy to proceed with getting bids. Bids were obtained for three locations. Mr. Cosslett Moore asked for a motion to accept the bid from Elliot Management Group for the location at 515 S. Kentucky in Sedalia. Ms. Kim Kendrick made a motion to sign a lease with Elliot Management Group. Mr. Chris Connell seconded the motion. The motion carried.

**Plan Modification #2:** The transfer of \$71,410.54 of Dislocated Worker to Adult was approved by OWD. Once formal approval is received the plan modification will be completed.

**PY20 Quarter 2 Report Card:** The Quarter 2 report card was sent with a response on March 10, 2021 to all Board Members and Presiding Commissioners.

**Miscellaneous:** There we no miscellaneous items to discuss.

Mr. Cosslett Moore asked for a motion to adjourn the meeting. Mr. Laura Wallen made a motion to adjourn. Mr. Kim Kendrick seconded the motion. The motion carried.