

**Workforce Development Board of Western Missouri, Inc.**  
Full Board Minutes  
May 26, 2021

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, May 26, 2021 via teleconference at 1:00 p.m.

Board members present were Gabe Jones, Jim Kilby, Darlene Jewell, Laura Wallen, Dr. Brent Bates, Jessica Craig, Kim Kendrick, Tommy Hampton, Randy Lee, Tami Green, Mark Blankenship, Michael Schubach, Cosslett Moore and Larry Peters. Presiding Commissioner Jim Wheatley was also in attendance. WDB staff present were Missy Eidson, Tara Colter-Lappat and Sarah Wilson.

Board members not present were Katie Stanley-Dietzman, Robin McHugh, Chris Connell, Wayne McMullin and Cara Canon.

It was determined quorum was present.

Chairperson Cosslett Moore called the meeting to order and asked for a motion to approve the agenda as presented. Ms. Tami Green made a motion to approve the agenda as presented. Mr. Larry Peters seconded the motion. The motion carried.

Mr. Moore asked for a motion to approve the minutes from the March 24, 2021 meeting. Mr. Gabe Jones made a motion to approve the minutes. Mr. Mark Blankenship seconded the motion. The motion carried.

**Chair Report:** Mr. Cosslett Moore announced that 17 of the 20 members returned ballots for the election of officers for the upcoming term. The results were unanimous for:

Chairperson: Chris Connell  
Vice Chairperson: Tommy Hampton  
2<sup>nd</sup> Vice Chairperson: Tami Green  
Secretary: Mark Blankenship  
Treasurer: Laura Wallen

**CEO Consortium Report:** The CEO Consortium met on May 12, 2021. 8 of the 13 Presiding Commissioners were in attendance. A revision was made to the By-laws to require the Chair of the Consortium attend at least one LWDB meeting annually, will attend summit(s) provided by OWD and will attend an annual meeting with the LWDB Chairperson and OWD Director. The Annual Governance Agreement was reviewed and discussed. The Consortium elected Mr. Jim Wheatley to continue as Chair and Mr. David Dick continue as Vice Chair for the upcoming term. A discussion was held regarding the possibility of Commissioners supporting more staff positions to serve the outlying counties where Job Centers are not located. While the West Central Region did receive an increase in funding for the upcoming year this has not been the case for the last several years and the State of Missouri overall did see a reduction. The continuing decline has made it more difficult to reach all the counties in the region to the degree the WDB feels it should. A meeting will be held on June 22, 2021 for the Commissioners to put together a plan to move forward.

**Executive Committee Report:** Mr. Laura Wallen gave the update from the April 28, 2021 Executive Committee Meeting. The Three Year Provision Plan and the Annual Agreements were reviewed and discussed. OWD will allow for some Adult and Dislocated Worker staffing costs to be charged as direct participant costs in the upcoming year. The annual financial monitoring performed by Wipfli was provided to the group. There were no issues requiring a response. The annual program compliance monitoring conducted by OWD was also reviewed. The two items requiring responses were reviewed. The WDB office will be moving on June 15<sup>th</sup>, 2021. The new address will be 515 South Kentucky Avenue, Suite C. There has been a reduction of \$20,000 in overhead costs for the WDB due to the relocation, remote work and the board moving to virtual meetings. The region will receive \$11,500 in RESEA funding to allow partner staff to continue to enroll participants in the program.

**Committee Reports:** Ms. Kim Kendrick gave the report for the Finance and Audit Committee. The committee made the following recommendations to the board for vote:

Recommend a vote to accept the PY21/FY22 Planning Budget Summaries as presented. Ms. Kim Kendrick made a motion to recommend the PBS as presented. Ms. Laura Wallen seconded the motion. Dr. Brent Bates abstained. The motion carried.

Recommend a vote to accept the Accounting Manual Changes as presented. Ms. Kim Kendrick made a motion to accept the changes. Dr. Brent Bates seconded the motion. The motion carried.

Ms. Kendrick also reported the region received an unexpected overall increase in WIOA allocations for the upcoming year in the amount of \$358,620. The annual financial monitoring of our subrecipient Odle Management Group has been completed. All items were addressed satisfactorily. The only concern remaining was including language in their policies to outline the process for reporting waste, fraud or abuse. The WDB will revisit this during the next audit to ensure it has been addressed. Monthly budget line item adjustments were also reviewed.

Mr. Gabe Jones gave the report for the Planning and Operations Committee. The committee made a recommendation to the board to accept the changes has presented to the following policies:

- Sub State Monitoring
- Adult Employment and Training
- Determining Basic Skills Deficiency
- Individual Training Account
- Co-Enrollment
- Business Services Plan
- Incumbent Worker

Mr. Larry Peters made a motion to approve the recommend changes to all seven policies. Ms. Kim Kendrick seconded the motion. The motion carried.

Mr. Jones also reported the region would be adding an additional Case Manager in both the Sedalia and Nevada Job Centers due to the funding increase received for the upcoming year. These positions will aid in providing services to both the Adult/Dislocated Worker and Youth customers.

**Employer Relations and Engagement:** Ms. Laura Laramore, Employer Relations and Engagement Specialist with OWD introduced herself and gave a brief update on activities in the counties she covers for the West Central Region.

**Vocational Rehabilitation:** Ms. Laura Wallen explained the services offered by Vocational Rehabilitation and how they partner with the Missouri Job Centers.

**Job Center Success Stories:** Ms. Anna Conroy highlighted a story about a participant who did a work experience and an on the job training with the City of Waverly through the Job Center. The individual is still employed with them and is an exceptional employee.

**Job Center / One Stop Operator Update:** Ms. Kelly Vert gave the update for both job centers and One Stop Operator activities. Each of the centers have been busy reaching out to employers, attending functions to speak about job center services and writing OJT contracts. There have been successful job fairs hosted at each location.

**Transfer of Odle Management Group Contracts:** Mr. Troy Roland gave a presentation regarding the proposed transfer of the current contracts with Odle Management Group to Eckerd Connects, parent company to Olde. The job center staff will receive an increase in benefits offered at a reduced cost to them. The transfer was verified with OWD to ensure the contracts could be reassigned and remain compliant. Ms. Kim Kendrick made a motion to re-assign both contracts held from Odle Management Group to Eckerd Connects for the remainder of the term as outlined in both RFPs beginning July 1, 2021. Mr. Jim Kilby seconded the motion. The motion carried.

#### **Director's Report:**

**Board Recertification:** The WDB received board certification from OWD on April 1, 2021. The board is certified from July 1, 2021 – June 30, 2023.

**By-law Changes:** Recommendation of By-law changes were sent out to all members prior to the meeting for review. These changes reflect requirements or suggestions from OWD and a change in verbiage to allow for electronic officer elections. Dr. Brent Bates made a recommendation to approve the changes as presented. Mr. Tommy Hampton seconded the motion. The motion carried.

**Annual Governance Agreement:** The Annual Governance Agreement was revised and discussed.

**Annual Agreement:** Changes in the Annual Agreement between the WDB and OWD were presented to the board. All documents required for submission in the agreement will be sent later today. The enrollment expectations and funding incentives were also reviewed.

**Plan Modification #3:** A plan modification was posted to the public today. The following items were included:

- Planning Budget Summaries
- Updated Board Roster
- Change in the WDB office address
- Policies as voted on during the board meeting.

**Miscellaneous:** Cosslett Moore and Larry Peters were recognized for their service and commitment to the board; this will be the last Full Board meeting for both of them.

Mr. Cosslett Moore asked for a motion to adjourn. Ms. Kim Kendrick made a motion to adjourn. Dr. Brent Bates seconded the motion. The motion carried.