

Workforce Development Board of Western Missouri, Inc.

Full Board Minutes

November 17, 2021

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, November 17, 2021 via teleconference at 1:00 p.m.

Board members present were Gabe Jones, Alan Ayres, Katie Stanley-Dietzman, Dr. Brent Bates, Chris Connell, Kim Kendrick, Randy Lee, Tami Green, Mark Blankenship, Michael Schubach, Suzie Brodersen and Joyce Furnell. WDB staff present were Missy Eidson, Angie Bailey, Tara Colter-Lappat and Sarah Wilson.

Board members not present were Jim Kilby, Laura Wallen, Jen Roodhouse, Jessica Craig, Ben McFarlin, Kim Wilhoit, Tommy Hampton, Wayne McMullin, Cara Canon, Chris Green and Ashely Raetz.

It was determined quorum was present.

Chairperson Chris Connell 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 agenda as presented. Mr. Randy Lee seconded the motion. The motion carried.

Mr. Connell asked for a motion to approve the minutes from the May 26, 2021 Full Board meeting. Mr. Alan Ayres made a motion to approve the minutes. Mr. Gabe Jones seconded the motion. The motion carried.

Chair Report: Mr. Connell welcomed six new board members. Alan Ayres, Jen Roodhouse, Joyce Furnell, Suzie Brodersen, Chris Green and Ashley Raetz. He also thanked Mr. Randy Lee for his years of service to the WDB. Randy will retire at the end of the year so this will be his last board meeting. A virtual meeting was held a few months back with Dr. Mardy Leathers. Mr. Connell and Ms. Missy Eidson attended the meeting. Mr. Connell updated the board on the discussion that took place during the meeting. Overall he felt the meeting was positive. The West Central Region has started sending monthly reports to OWD highlighting things happening in the region. Mr. Connell believes this has been beneficial.

Executive Committee Report: Ms. Tami Green gave the update from the Executive Committee Meeting. The Executive Committee met on August 25th. Budget line item adjustments were reviewed for June, July and August. Insurance Plan Selections for the upcoming year were discussed and voted on. There was a slight increase in premiums resulting in \$3.79 monthly per employee. This will cost the board a total of an additional \$181.92 annually. A closed session was held to review board staff annual evaluations. The evaluation of the Executive Director was completed.

Due to scheduling conflicts the committee didn't meet in October but did receive an update on items that would have been discussed during the meeting. The majority of them will be covered under other agenda items during this meeting. There are currently 11 counties in the West Central Region that do not have Job Centers in them. The WDB is working with State Fair Community College (Henry County) and the MU Extension Offices in Bates, Benton, Cedar, Hickory, St. Clair and Vernon Counties to become Connection Points for job seekers to access job center services. Early next year the board will start

working with the MU Extension Offices in Lafayette, Saline, Chariton and Carroll Counties. This will ensure there is at least one place in each county in our region where services can be accessed virtually.

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

Recommend a vote to change the WDB Accounting Manual to state mileage would be reimbursed at the current IRS rate. Mr. Randy Lee made a motion to change the accounting manual. Mr. Chris Connell seconded the motion. The motion carried.

Ms. Kendrick also reported the following obligation/expenditure rates were achieved for last year:

Adult ...73%

Dislocated Worker....81%

Youth...63%

The Office of Workforce Development de-obligated \$69,209.01 in funding due to required rates not being met. In mid-May of last year each region was given \$458,000 of Cares Act Funding to spend in three months. Concern was expressed at that time of how this would affect spending requirements of WIOA Formula Funds. \$76,000 of Cares Act Funds were spent. If those would have been spent from regular WIOA funding the required rate would have been met.

Budget Line Item Adjustments were reviewed for October and November were reviewed.

Mr. Gabe Jones gave the report for the Planning and Operations Committee. The committee made a recommendation to the board to terminate the NCRC and SEAL Waivers previously put into place due to Covid. Mr. Michael Schubach made a motion to terminate the SEAL & the NCRC Waivers. Ms. Kim Kendrick seconded the motion. Dr. Brent Bates abstained. The motion carried.

The Committee recommended the following policy revisions be accepted as presented.

Eligibility Individualized Career Services Policy – Motion by Randy Lee, Seconded by Gabe Jones. The motion carried.

Eligible Training Provider Policy – Motion by Alan Ayres, Seconded by Michael Schubach. Dr. Brent Bates abstained. The motion carried.

On the Job Training Policy – Motion by Gabe Jones, Seconded by Alan Ayres. The motion carried.

Follow Up Policy – Motion by Gabe Jones, Seconded by Randy Lee. The motion carried.

Transitional Jobs Policy – Motion by Michael Schubach, Seconded by Randy Lee. The motion carried.

S.E.A.L. Program Policy - Motion by Randy Lee, Seconded by Chris Connell. The motion carried.

Youth Work Experience Policy – Motion by Gabe Jones, Seconded by Alan Ayres. The motion carried.

The committee reached a consensus to recommend to the Full Board the following new policies be adopted as presented:

Self-Sustaining Wage Policy – Motion by Chris Connell, Seconded by Randy Lee. The motion carried.

S.E.A.L+ Program Policy – Motion by Michael Schubach, Seconded by Alan Ayres. Dr. Brent Bates abstained. The motion carried.

Adult Work Experience Policy – Motion by Randy Lee, Seconded by Gabe Jones. The motion carried.

Equal Opportunity Orientation: Ms. Tara Colter-Lappat provided an EO Orientation presentation to the board.

Monitoring and Performance Report:

Adult Education and Literacy Presentation: Ms. Katie Stanley-Dietzman gave a presentation on the services AEL provides and how they partner with the Workforce Development Board / Missouri Job Centers.

Employer Engagement Committee: Ms. Anna Conroy gave an update on the recently assembled Employer Engagement Committee. They are currently working to develop a Virtual Employer Workshop that will be rolled out in January. Employers from the region will be able to attend to learn about services provided, how to navigate MoJobs and to ask any questions.

Contract Required Enrollments: Mr. Troy Roland reported on where the region currently stands with the required enrollments listed in their contract.

Job Center / One Stop Operator Updates: Ms. Kelly Vert reported on job center traffic for both centers and the details of those individuals as well as events happening in the region.

Job Center Success Stories: Ms. Anna Conroy reported on an individual served through the Nevada Job Center. This individual did a virtual enrollment while still incarcerated. Upon release he began attending Missouri Welding Institute. He successfully completed the program and was attending a job interview.

Director's Report:

Disallowed Costs: Ms. Eidson reported that due to the collaboration of Tara and Angie there were no disallowed costs for all of last year.

Annual Audit: MHC will present that audit to the Finance and Audit Committee in January. There has been another year with no findings; the audit was completed earlier than normal. Great Job Sarah!

Quarter 3 / Quarter 4 Report Cards: The Third Quarter Report and responses were sent on June 11th. On June 24th it was reviewed with Job Center Staff. The Fourth Quarter Report and responses were sent on September 1st and discussed with Job Center staff on September 10th. It was noted that all WIOA performance measures were met at the end of the year thanks to the hard work of the WDB and Job Center staff.

Plan Modification #3 Approval: Local Plan Modifications were discussed at the May Board meeting. Approval was received on June 17th from OWD.

Fraud and Internal Control Training: A video was provided to all the Board Members regarding Fraud and Internal Control Training.

Miscellaneous: There were no miscellaneous items to discuss.

Mr. Chris Connell asked for a motion to adjourn. Mr. Alan Ayres made the motion. Mr. Gabe Jones seconded. The motion carried.