

**Workforce Development Board of Western Missouri, Inc.**  
Full Board Minutes  
January 26, 2022

The Workforce Development Board of Western Missouri, Inc. met on Wednesday January 26, 2022 via teleconference at 1:00 p.m.

Board members present were Jim Kilby, Melissa Murry, Laura Wallen, Dr. Brent Bates, Jen Roodhouse, Jessica Craig, Ben McFarlin, Chris Connell, Kim Kendrick, Tommy Hampton, Michael Schubach, Suzie Brodersen, Joyce Furnell and Chris Green. WDB staff present were Missy Eidson, Tara Colter-Lappat, Angie Bailey and Sarah Wilson. Presiding Commissioner Jim Wheatley also participated.

Board members not present were Gabe Jones, Katie Stanley-Dietzman, Kim Wilhoit, Wayne McMullin, Tami Green, Mark Blankenship and Cara Canon.

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. Tommy Hampton made a motion to approve the agenda. Mr. Jim Kilby seconded the motion. The motion carried.

Mr. Connell asked for a motion to approve the minutes from the November 16, 2021 Full Board meeting. Ms. Laura Wallen made a motion to approve the minutes. Mr. Jim Kilby seconded the motion. The motion carried.

**Chair Report:** Mr. Connell welcomed Ms. Melissa Murry representing Temporary Assistance for Needy Families (TANF) which is a required partner on the board.

**Executive Committee Report:** Mr. Tommy Hampton gave the report from the December 15, 2021 Executive Committee Meeting. The committee discussed contract enrollment requirements. The Adult & Dislocated worker numbers had improved significantly. The youth numbers are lower than the board would like. These numbers are being reviewed and tracked weekly. Budget line item adjustments for November 2021 were reviewed and discussed. The committee voted to allow each board staff an additional paid day off to take by March 30, 2022 as a holiday gift.

**Committee Reports:**

**Finance and Audit:** Ms. Kim Kendrick reported that expenditures / obligations were a little low for the year but overall looking like the board will meet their 80% requirement. The committee made the following recommendations to the board for vote:

Recommend the board vote to request a transfer of \$82,075.53 from Dislocated Worker funds to Adult funds. These funds are 100% transferrable based on the needs of customers. Jim Kilby made a motion to request the transfer as presented. Mr. Chris Green seconded the motion. Dr. Brent Bates abstained. The motion carried.

Recommend the board vote to accept the annual independent audit as presented. There were no findings in the report. Dr. Brent Bates made a motion to accept the audit. Mr. Chris Green seconded the motion. The motion carried.

**Planning and Operations:** Ms. Tara Colter-Lappat gave the report from the committee meeting in Mr. Gabe Jones's absence.

A discussion was had regarding the possible development of a Coordination of Funding Policy that would outline the process for determining if an individuals would be allowed to keep a portion of their Pell Grant. The committee recommended a policy not be developed and individuals be required to utilize the Pell Grant to pay training costs prior to WIOA paying. Mr. Ben McFarlin made a motion to follow the recommendation made by the Planning and Operations Committee. Mr. Jim Kilby seconded the motion. Dr. Brent Bates abstained. The motion carried.

A recommendation was made by the committee to update the following policies as presented:

Follow Up Policy – A motion was made by Dr. Brent Bates. Mr. Ben McFarlin seconded the motion. The motion carried.

Supportive Service Policy – A motion was made by Mr. Jim Kilby. Mr. Tommy Hampton seconded the motion. Dr. Brent Bates abstained. The motion carried.

Individual Training Account Policy – A motion was made by Ms. Kim Kendrick. Mr. Chris Green seconded the motion. Dr. Brent Bates abstained. The motion carried.

Individualized Career Services Policy – Mr. Ben McFarlin made a motion. Mr. Jim Kilby seconded. Dr. Brent Bates abstained. The motion carried.

**Job Center Connection Presentation:** Ms. Jen Roodhouse from the Office of Workforce Development gave a presentation updating the board on the Job Center Connect initiative.

**Employer Engagement Committee:** Ms. Anna Conroy gave an update on the Employer Engagement Committee. The first Employer Workshop was held in January and will continue to be held monthly.

**Contract Required Enrollments:** Mr. Troy Roland with Eckerd gave an update on enrollments for the region. The Adult and Dislocated Worker numbers are on track with where they need to be. The youth numbers are lower than they should be but Mr. Roland outlined current efforts to increase them.

**Job Center / One-Stop Operator Updates:** Ms. Kelly Vert gave an update on Job Center and One-Stop Operator items since the last board meeting.

**Job Center Success Story:** Ms. Anna Conroy discussed an individual being served through the Sedalia Job Center who completed Medical Assistant training through Med Certs six weeks earlier than expected.

**Director's Report:**

**Monitoring and Performance Report / Job Center Survey Results:** Ms. Tara Colter-Lappat reviewed monitoring and performance results for midpoint of the year and answered questions from the board. She also reviewed customer and employer survey results from the beginning of the program year. Out of all responses only one was negative and this issue has been resolved.

**Quarter 1 Performance Report Card:** The performance report card and responses were sent out prior to the meeting. There were no questions from the board on either.

**SFCC Clinton Campus / MU Extension Connection Points:** Ms. Eidson discussed fliers previously sent to the board to use for marketing of the Connection Points in our region. All counties in the region now have physical locations for individuals with transportation and technology issues to access job center services remotely.

**Plan Modification #4 Approval:** Approval for the most recent plan modification submitted to OWD was received by the board on January 5, 2022. This plan modification updated the following:

- Infrastructure Costs
- Roster of CEO Consortium / CEO By-laws
- WDB By-laws / attestation.

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

Chairperson Chris Connell asked for a motion to adjourn the meeting. Mr. Ben McFarlin made a motion to adjourn. Ms. Kim Kendrick seconded the motion. The motion carried.