

Workforce Development Board of Western Missouri, Inc.
Full Board Minutes
May 25, 2022

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, May 25, 2022 via teleconference at 1:00 p.m.

Board members present were Gabe Jones, Alan Ayres, Melissa Murry, Laura Wallen, Ben McFarlin, Chris Connell, Kim Kendrick, Tommy Hampton, Chris Green, Joyce Furnell, Tami Green, Mark Blankenship and Michael Schubach. Bates County Presiding Commissioner was also in attendance. WDB staff present were Missy Eidson, Sarah Wilson and Angie Bailey.

Board members not present were Katie Stanley-Dietzman, Jim Kilby, Cara Canon and Suzie Brodersen.

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 approve the agenda. Ms. Suzie Brodersen seconded the motion. The motion carried.

Mr. Connell asked for a motion to approve the minutes from the May 23, 2022 Full Board meeting. Mr. Alan Ayres made a motion to approve the minutes. Ms. Kim Kendrick seconded the motion. The motion carried.

Chair Report: Chairperson Connell reported Dr. Bates submitted his resignation after many years with the board due to his new responsibilities as President of State Fair Community College. A replacement was recommended and all paperwork has been sent to OWD for certification. Mr. Connell asked both standing committees to report on their selections for chair for the upcoming year. Both committees selected their current chairs to remain in the positions. Finance and Audit will be Kim Kendrick and Planning Operations will be Gabe Jones.

CLEO Consortium Report: The Chief Local Elected Officials met on May 10th and discussed a change to their By-laws to allow for longer officer terms (one year to two year). The change will be voted on at the September meeting. Current performance numbers were reviewed and appeared to be on track to the meeting the necessary levels by the end of the program year. Election of the Chair and the Vice Chair were postponed until January 2023 to align with the county elections and the proposed change to the By-laws.

Executive Committee Report: Mr. Tommy Hampton gave a report from the April 27th Executive Committee meeting. A discussion was held regarding the upcoming submission of the West Central Regions' Sustainability Plan to the Office of Workforce Development due in May. The committee discussed a restructuring plan requested by Missy Eidson for the Sedalia Job Center. The results will continue to be monitored and changes to the plan will be made if and when they are necessary. Enrollment numbers for each Job Center were discussed and appear to be on track to meet the goals by the end of the program year. Staff at the board office are beginning to transition documents to the cloud to remove the need for a server. Financial processes are being changed to allow for ACH payment and eliminate the need to run paper checks.

Committee Reports:

Finance and Audit: Mr. Chris Connell gave the update for the Finance and Audit Committee meeting. The committee recommendations to the Full Board:

The committee recommended the board vote to accept the Planning Budget Summaries for PY22/FY23 as presented. Ms. Kim Kendrick made a motion to accept the Planning Budget Summaries. Mr. Chris Connell seconded the motion. The motion carried.

The committee recommended the board vote to request a transfer of \$53,245.79 from Dislocated Worker funds to Adult funds to align with the needs of the individuals the job centers are serving. Mr. Alan Ayres made a motion to request the transfer. Ms. Kim Kendrick seconded the motion. The motion carried.

The committee recommend a change to the current WDB Accounting Manual to state:

All employees are required to comply with OWD's Confidentiality and Information Security Plan (available at <https://jobs.mo.gov/dwdissuances>) as well as the WDB's Confidentiality Policy (located at www.skillupmissouri.org/policies). The plan and policy explain how Personally Identifiable Information will be protected.

Mr. Alan Ayres made a motion to update the Accounting Manual. Mr. Michael Schubach seconded the motion. The motion carried.

Planning and Operations: Mr. Gabe Jones gave the report for the Planning and Operations Committee. The committee added Concorde Career College – Medical Assisting, Dental Assisting, Practical Nursing and Respiratory Therapy and Grand River Welding Institute – Sanitary Welding and Welding Technology to the Local Eligible Training Provider List since the last Full Board meeting.

The committee made the following recommendations to the board for vote:

The committee recommended the board vote to accept the revisions to the Eligibility Individualized Career Services Policy and the Determining Basic skills Deficiency Policy as presented. Ms. Leanna Eckhoff from the Jefferson Franklin Region explained these changes and answered questions regarding the recommendations. Mr. Alan Ayres made a motion to adopt the changes to both policies as presented. Mr. Michael Schubach seconded the motion. The motion carried.

Employer Workshop Presentation: Ms. Anna Conroy with the Sedalia Job Center presented the Employer Orientation Workshop presented virtually each month.

Employer Engagement Committee: Ms. Anna Conroy gave an update on the Employer Engagement Committee for the West Central Region. At the next meeting the committee will begin to discuss bringing employers into the meetings.

Contract Required Enrollments: Mr. Troy Roland with Eckerd Connects reported that the Adult/Dislocated Worker and Youth Enrollment goals had been exceeded for the year.

Job Center / One-Stop Operator Updates: Ms. Kelly Vert gave an update for the region. She reported since the last board meeting there have been 649 individuals visit the West Central Region Job Centers. Several outreach events have been planned in the area. The Sedalia Job Center is fully staffed and the Nevada Job Center has made an offer to fill the remaining position.

Job Center Success Stories: Ms. Anna Conroy highlighted three individuals from the region. Ms. Kim Kendrick thanks the job center staff on behalf of the board for the work they do with the citizens in our region.

Director's Report:

PY21 OWD Monitoring Report: Ms. Missy Eidson reported the annual OWD Monitoring Report had been received. There were 0 findings and 6 concerns which had all been resolved at the time of the final report. Great job to the entire region!

Plan Modification #5 & #6: Ms. Eidson reported Plan Mod #5 (transfer request) and Plan Mod #6 (required 2 year plan update) were submitted to OWD on March 25th. A response was received with minor required updates.

During the July Full Board Meeting the following By-law revisions will be voted on:

Article 4: Chief Local Elected Officials are notified each time there is a need to fill a vacancy on the board via email sent by the Executive Director.

The WDB observes staggered terms for board succession and continuity. Terms are tracked according to the start year of a board member (even or odd) to ensure continuance of board functions.

Miscellaneous: There were no miscellaneous items to discuss.

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