



Bates, Benton, Carroll, Cedar, Chariton, Henry, Hickory, Johnson, Lafayette, Pettis, Saline, St. Clair & Vernon Counties

Workforce Development Board of Western Missouri, Inc.

Board Member Orientation

Vision Statement

To assess and respond to the training and employment needs of our workforce stakeholders in ways that restore and build competitive, robust local economies.

What is WIOA?

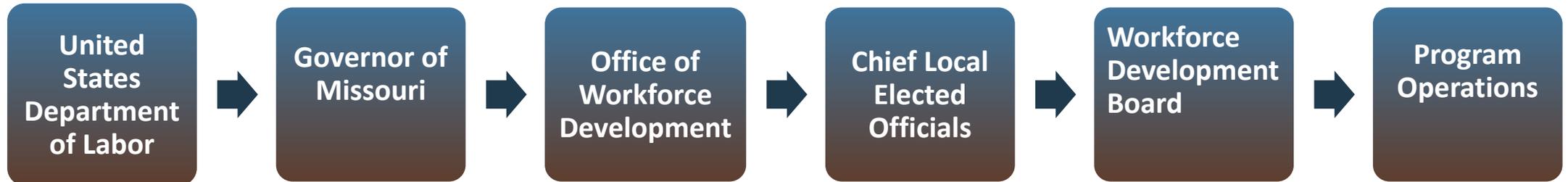
The Workforce Innovation and Opportunity Act (WIOA) was signed into law July 22, 2014. It is designed to help job seekers and workers access employment, education, training and support services needed to succeed in the labor market, and match employers with the skilled workers needed to compete in the global economy

[Adult Services program](#) provides individualized career and training services to help job seekers who are at least 18 years old. Priority is given to low-income individuals, low-skilled individuals and recipients of public assistance.

[Dislocated Workers program](#) provides training, job search and other assistance for workers who have been laid off or are about to be laid off.

[The Youth Services program](#) serves eligible youth, ages 14-24, who face barriers to education, training and employment.

Workforce Innovation and Opportunity Act (WIOA)



Chief Elected Official (CEO) Responsibilities

- Appoint members of the local Workforce Development Board.
- Set policy for the local workforce system in partnership with local board.
- Participate in the development of the local plan and any modifications.
- Conduct oversight in partnership with the local board of WIOA funded programs.
- Approve budgets and be liable for misuse of any funds for workforce activities.
- Negotiate and reach agreement on performance measures in conjunction with the local board.
- Select a one-stop operator in partnership with the local board.

Local Workforce Board Membership

Business Representatives – at least 51% (two members from small business)

Workforce Representatives – not less than 20%

Other Representatives – Balance of membership

- Adult Education / Literacy Providers
- Higher Education
- Economic and Community Development
- Wagner-Peyser Employment Services
- Vocational Rehabilitation



Board Meetings

The Full Board meets virtually on a bi-monthly basis and on the fourth Wednesday of the month in the months of January, March, May, July, September, and November.

The Executive Committee holds meetings virtually on the alternate months and reports proceedings to the full board.

Fifty-one percent of non-vacant seats on the board must be present and fifty-one percent of the total membership must be from business sector to constitute a quorum for a full board meeting.



Board Member Responsibilities

- Provide strategic and operations oversight.
- Participate in developing the Local Plan.
- Conduct oversight of the Adult, Dislocated Worker, and Youth Programs.
- Negotiate and reach agreement on performance measures in conjunction with the Chief Elected Officials.
- Competitively procure provider(s) of adult and youth program services, career services and the One-Stop Operator in partnership with the Chief Local Elected Official.
- Develop a budget for activities of the board.
- Promote private sector involvement in the statewide public workforce system through networking, brokering, and coaching activities.
- Adhere to meeting attendance requirement as outlined in the WDB By-Laws.
- Conduct business in an open manner as required by Sunshine provisions.

Standing Committees



Finance & Audit Committee

- Approves budget for the purpose of carrying out the duties of the Workforce Development Board, which is consistent with the local plan as stated in WIOA law.
- Reviews the State of Missouri generated fiscal monitoring and audit reports.
- Reviews and approves the internal audit each year.
- Conducts oversight, in partnership with the Chief Local Elected Official, of the use and management of funds. This includes ensuring the appropriate investment of funds to maximize performance outcomes is utilized.
- Ensures a Fiscal Operations Manual is prepared and followed.

Standing Committees



Planning & Operations Committee

- Reviews reports on program performance and corrective action issues.
- Reviews and recommends approval of local policies and procedures.
- Reviews and recommends approval for contracts, One-Stop Operator and eligible providers of career services.
- Reviews local performance measures at least annually.
- Champions the Certified Work Ready Communities (CWRC) Initiative

West Central PY22/23 Negotiated Performance Measures

Measure	Adult	Dislocated Worker	Youth	Wagner Peyser
Employment Q2	73%	71%	77%	71%
Employment Q4	75%	75%	76%	70%
Credential	73%	75%	60%	n/a
Median Earnings	\$7,000	\$7,750	\$3,000	\$5,500
Measurable Skills Gain	71%	60%	52%	n/a

WIOA Funding

Adult and Dislocated Worker

10% Admin for the Workforce Development Board

Staff salaries and fringe benefits, space, travel, utilities, supplies, annual audit, board expenses.

70% Program Costs

Staff salaries and fringe benefits, space, travel, utilities, supplies.

30% Participant Costs

Tuition, OJT, Pre-Apprenticeships, Apprenticeships, Workforce Preparation Activities, Customized Training, Incumbent Worker Training, Internship, Work Experience, Supportive Services

Youth

75% of funding to Out-of-School Youth

20% of total funding to Work Experience

* Adult and Dislocated Worker funds are 100% transferable.

* Adult and Dislocated Worker have a 30% participant costs requirement. Youth does not have a participant cost requirement.



West Central Region Comprehensive One Stop Job Centers



Nevada Job Center
621 E. Highland Ave., Suite 300
Nevada, MO 64772
417-448-1177



Sedalia Job Center
515 S. Kentucky Ave.
Sedalia, MO 65301
660-530-5627

WIOA Required One-Stop Partners

Adults

Dislocated Workers

Youth

Job Corps

YouthBuild

Native American Programs (not applicable to the West Central Region)

Migrant and Seasonal Farmworker Programs

Wagner-Peyser

Adult Education and Literacy

Vocational Rehabilitation

Senior Community Service Employment Program

Career and Technical Education Programs

Trade Adjustment Assistance

Jobs for Veterans State Grants Programs

Employment and Training
Activities by Department of Housing and Urban Development (not applicable to the West Central Region)

Programs authorized under State Unemployment Compensation

Programs authorized under the Second Chance Act of 2007 (not applicable to the West Central Region)

Temporary Assistance for Needy Families

No Cost Employer Services

Business Consulting

Save time and money using our resources to address workforce issues.
We can:

- promote job openings
- keep you informed of hiring events
- arrange interview space in a Job Center
- provide career assessments

Job Matching

Job Center staff can help you

- write job descriptions
- post job orders
- screen job candidates
- host recruitment events

Military to Civilian

Hiring Veterans is Good Business Veterans bring professional attributes to the job

- Teamwork
- Dedication
- Efficiency
- Loyalty
- Experience
- Decisiveness
- Adaptability
- Perseverance
- Leadership
- Determination

No Cost Employment Assistance

Job Matching Assistance Entry level to advanced, our comprehensive job listings cover all occupations across all industries and all regions throughout the state. Search job openings online on your own, or work with staff at the Job Center to find a job that's right for you.

Access to Job Search Tools From computers and printers to scanners, copiers, fax machines and phones...we've got you covered. Assistive technology is available, including: WindowEyes screen reader, ZoomText screen enlarger, CCTV, and adjustable tables for individuals with accommodation needs. TTY service and Ubiduo™ devices are also available to assist the deaf and hard of hearing; all are available at no cost to help you search and apply for jobs.

Job Skills Training Polish existing job skills or even learn new ones so you stand out to employers. Center staff can help you with tools to identify skill gaps in training and help you find the training to fill them.

Write a Résumé that Gets an Interview Work with our experienced Center staff one-on-one or attend a workshop to write a résumé and cover letter that employers will notice.

Earn While You Learn Gain the skills you need while earning a paycheck! A variety of short and long-term training opportunities —including apprenticeships and on-the-job training — are available. Ask your local Center for help in identifying training programs and resources that are right for you.

No Cost Employment Assistance continued

Career Exploration Center staff help you explore career options. Assess your knowledge, job skills, and interests to help guide your job search and career planning.

Career Networking Career networking is about learning how to have "career conversations" with people for the purpose of finding a job. Center staff present different networking approaches to maximize your time spent and yield better results.

Résumé Preparation Wonder what employers are looking for when they read a résumé and cover letter? In this workshop, identify and optimize your résumé to help you stand out from other job candidates.

Interview Process Learn about the different types of interviews and what strategies help you showcase skills and experience in interviews. Get practical advice through research, preparation, practice, and mock interviews.

Basic Computer Skills Computer basics are essential for today's jobs. Learn to use the keyboard and mouse, access the internet, become familiar with document creation, and save files. Let us also help you search MoJobs to find your next job.

National Career Readiness Certificate (NCRC)

The National Career Readiness Certificate® (NCRC) WorkKeys® Assessment is used to identify skill levels in the three specific core areas of applied math, workplace documents and graphic literacy. These three foundational Workforce Readiness skills are highly desirable in any workplace.

The NCRC® helps job seekers document their ability to:

read company manuals, memos, and procedures

use practical math to calculate, quantify, and measure

utilize maps, graphs, schematics, and other visual aids

Employers across the country, especially in Missouri, consider the NCRC® as one factor when screening, hiring and promoting employees. While they may not require it, employers respect it!

Anyone who does not score high enough to earn an NCRC® on the first try can study to improve his or her scores using online software available through Missouri Job Centers. Study modules must be successfully completed before they will be permitted to retake the WorkKeys® assessment at no cost.

By-laws and Governance Agreements

Current By-laws and governance agreements may be found at:

CEO By-laws:

<https://skillupmissouri.org/wp-content/uploads/2022/02/current-CEO-Consortium-By-Laws-February-2022.pdf>

WDB By-laws:

<https://skillupmissouri.org/wp-content/uploads/2020/09/current-WDB-By-Laws-September-2020.pdf>

Governance Agreement:

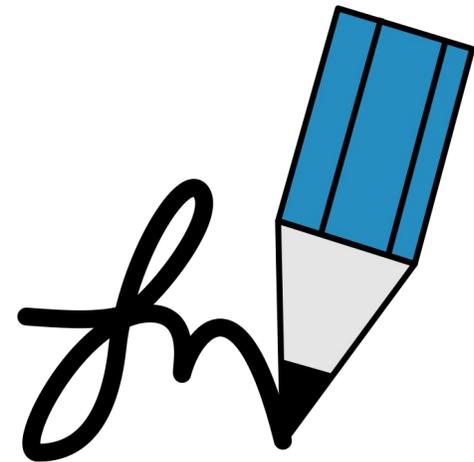
<https://skillupmissouri.org/wp-content/uploads/2022/07/signed-22-23-agreement.pdf>

Local Plan and Orientation Attestation

The West Central Region's Local Plan can be found at:

<https://skillupmissouri.org/wp-content/uploads/2020/10/Local-Plan-Narrative-2020-2024-For-Publication.pdf>

Please complete the New Board Orientation Attestation form located on the last page of this PowerPoint and return to Missy Eidson at m.eidson@wcregion.org





Board Member Orientation Attestation

I have reviewed the following:

- Board Member Guide PowerPoint
- Overview of the State WDB and Office of Workforce Development PowerPoint
- West Central Workforce Development Board By-laws

Signature

Date
