

**Workforce Development Board of Western Missouri, Inc.**  
Full Board Minutes  
July 27, 2022

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, July 27, 2022 via teleconference at 1:00 p.m.

Board members present were Gabe Jones, Alan Ayres, Melissa Murry, Katie Stanley-Dietzman, Michael Rogg, Ben McFarlin, Chris Connell, Suzie Brodersen, Kim Kendrick, Chris Green, Joyce Furnell, Tami Green and Cara Cannon. Bates County Presiding Commissioner was also in attendance. WDB staff present were Missy Eidson, Sarah Wilson and Angie Bailey.

Board members not present were Jim Kilby, Laura Wallen, Jessica Craig, Tommy Hampton, Mark Blankenship and Michael Schubach.

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. Mr. Alan Ayres 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 welcomed new board members Michael Rogg. He also welcomed Robin McHugh who has previously been a board member in the West Central Region. She will be officially joining the board again once certification is received from OWD. Mr. Connell reported the Executive Committee had discussed a recent wage comparison with similar positions with the Office of Workforce Development and other regions. The Committee made the decision to raise the starting salary of each hourly/salary position by \$2.00 to bring them in line with information reviewed. Each incumbent worker at the WDB or the Job Centers will also be increased by \$2.00 an hour. This increase will take effect with the next full pay period for each entity.

**Committee Reports:**

**Finance and Audit:** Ms. Kim Kendrick gave the update for the Finance and Audit Committee meeting. The committee made the following recommendations to the Full Board for vote:

\* To accept the adjustment to the previously approved planning budget summary. Mr. Gabe Jones made a motion to accept the updated PBS as presented. Mr. Chris Green seconded the motion. The motion carried.

* To accept:	PY22/FY23 WIOA Allocations	PY22/FY23 Skillup Allocations
	Youth \$487,679	TANF \$75,000
	Adult \$475,766	FNS \$30,000
	Dislocated Worker \$294,968	

Mr. Alan Ayres made a motion to approve the funding as presented. Ms. Suzie Brodersen seconded the motion. The motion carried.

Ms. Kendrick also reported the ended with the 80% requirements being met in all funding streams. Adult 80.28%, Dislocated Worker 81.37% and Youth 89.69%. The committee also reviewed financial reports and budget line item adjustments for June and July.

**Planning and Operations:** Mr. Gabe Jones gave the report for the Planning and Operations Committee.

The following training programs have been approved by the committee for addition to the Local Eligible Training Provider List since the last meeting.

Med Certify: Bookkeeping and Payroll Assistant, Clinical Medical Assistant, Dental Assistant, Electronic Healthcare Record, Human Resources Assistant, Medical Administrative Assistant, Medical Administrative Assistant with Coding, Medical Administrative Assistant with Electronic Healthcare Records, Medical Billing and Coding, Pharmacy Technician and Phlebotomy.

St. Charles Community College: Certified Nursing Assistant

University of Kansas: Data Analytics Bootcamp

Warehouseman Training, Inc.: Warehouseman Training, Admin Assistant Supply Chain Technician

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

The committee recommended the board vote to accept the revisions to the Supportive Service Policy the Sub-State Monitoring Policy and the Local Outreach Plan as presented. Ms. Kim Kendrick made a motion to accept the revisions as presented. Ms. Suzie Brodersen seconded the motion. The motion carried.

**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 on the current status of enrollments in the region.

**Job Center / One-Stop Operator Updates:** Ms. Kelly Vert gave an update for the region. She reported that each job center in the region exceeded their enrollment goals for PY21. Updates were given on the current individuals attending training, those that have completed and those in the pipeline. The trainings include, ITAs, Work Experience, On-the Job Training, and Incumbent Worker.

**Job Center Success Stories:** Ms. Anna Conroy highlighted an individual working with the Nevada Job Center who recently completed Clement's Truck Driving Academy, earned his CDL and gained employment.

## **Director's Report:**

**PY21 Sub-recipient Program Monitoring:** Ms. Tara Colter-Lappat reviewed the annual program monitoring of Eckerd Connects with the board. She explained the results of the monitoring and the plans for technical assistance training for the areas needed.

**Job Center Survey Results:** Ms. Tara Colter-Lappat reviewed job center customer and employer survey results with the board since the last time she reported.

**PY21 Sub-recipient Financial Monitoring:** Ms. Sarah Wilson reviewed the annual financial monitoring of Eckerd Connects. She discussed the two findings reported and the plan for correcting them.

**By-law Revision:** Mr. Ben McFarlin made a motion to approve the following updates to the WDB By-laws that were discussed during the May 25<sup>th</sup> Full Board Meeting.

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.**

Ms. Kim Kendrick seconded the motion to approve the updates as presented. The motion carried.

**Quarter 3 Performance Review:** Ms. Missy Eidson reviewed the Quarter 3 Performance Review and Response with the board. She stated this was the first time the region had been rated in the blue category – Observe status and thanked all the staff in the region for their hard work in making this happen.

**Plan Modification #5 & #6:** Ms. Eidson reported approval had been received for both Plan Modifications #5 & #6. Updates have been made to the Local Plan and uploaded to the WDB's website.

**Plan Modification #7:** Ms. Eidson reported Plan Modification #7 was submitted to OWD for approval on June 7<sup>th</sup>. This modification was discussed at the last board meeting and includes updates to transfer Dislocated Worker funds to Adult funds, PY22/FY23 Planning Budget Summaries, and updates to the Basic Skills Assessment Policy and the Individualized Career Services Policy. Once approval is received the OWD the necessary updates will be made to the Local Plan and posted to the website.

**Plan Modification #8:** Plan Modification was posted for Public Notice today on the WDB's website for a 14 day comment period. Once complete the plan modification will be submitted to the OWD for approval. This modification includes updates to the Sub-state Policy and the Supportive Service Policy that were approved today. Also submitted will be the updated By-law Attestation Form and an updated board roster.

**Private Sector Board Members:** Ms. Eidson asked the board to submit information on any private sector board members that might be interested in joining the board. While the board is still in compliance with the state there have been some retirements and resignations in the last few years

dropping the private sector side under the desired level. She would like to add an additional five or six members. An email was also sent to all the Commissioners regarding this.

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

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