

Workforce Development Board of Western Missouri, Inc.

Full Board Minutes
September 27, 2023

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, September 27, 2023 via teleconference at 1:00 p.m.

Board members present were Alan Ayres, Gabe Jones, Robin McHugh, Jessica Craig, Cara Canon, Chris Connell, Suzie Brodersen, Kim Kendrick, Chris Green, Nancy Grey, Angy Littrell, Michael Schubach, Jessica Craig and James White. WDB staff present were Missy Eidson, Tara Colter-Lappat and Sarah Wilson.

Board members not in attendance were Jim Kilby, Tommy Hampton, Laura Wallen and Joyce Furnell.

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. Ms. Kim Kendrick seconded. The motion carried.

Mr. Connell asked for a motion to approve the minutes from the July 26, 2023 Full Board meeting. Mr. Michael Schubach made a motion to approve the minutes. Mr. Alan Ayres seconded. The motion carried.

Chair Report: Mr. Connell stated the Executive Committee met in August to review staff evaluations, conduct the Executive Director's evaluation, review pay increases and staff health insurance selections for 2024.

Committee Reports:

Finance and Audit: Ms. Kim Kendrick gave the report for the Finance and Audit Committee. All documents requested for the annual independent audit have been submitted to Hood and Associates. Financial reports and Budget Line-item Transfers for July and August were reviewed. Ms. Kendrick brought a recommendation from the committee to the Full Board for vote; the committee recommended the changes to the WDB's Accounting Manual as presented. Ms. Angy Littrell made a motion to approve the changes. Mr. Alan Ayres seconded the motion. Robin McHugh abstained. The motion carried.

Planning and Operations: Mr. Gabe Jones reported there were \$990.05 in participant funding exceptions since the last committee meeting. There were no additions to the Local Eligible Training Provider List. The committee recommended updates as presented to the following local policies:

Individual Training Account: Ms. Kim Kendrick made a motion to approve the changes. Mr. Michael Schubach seconded the motion. Robin McHugh abstained. The motion carried.

Eligibility: Mr. Chris Green made a motion to approve the changes. Ms. Suzie Brodersen seconded the motion. Robin McHugh abstained. The motion carried.

VR-RSB Coordination: Mr. Alan Ayres made a motion to approve the changes. Mr. Chris Green seconded the motion. Robin McHugh abstained. The motion carried.

Youth Apprenticeships: Ms. Kim Kendrick made a motion to approve the changes. Mr. Gabe Jones seconded the motion. Robin McHugh abstained. The motion carried.

Eligible Training Provider: Ms. Chris Green a motion to approve the changes. Mr. Kim Kendrick seconded the motion. Robin McHugh abstained. The motion carried.

Confidentiality: Mr. Michael Schubach made a motion to approve the changes. Ms. Angy Littrell seconded the motion. Robin McHugh abstained. The motion carried.

Transitional Jobs: Mr. Alan Ayres made a motion to approve the changes. Mr. Gabe Jones seconded the motion. Robin McHugh abstained. The motion carried.

Adult Work Experience: Mr. Michael Schubach made a motion to approve the changes. Ms. Angy Littrell seconded the motion. Robin McHugh and Kamber Fusco abstained. The motion carried.

Supportive Services: Ms. Kim Kendrick made a motion to approve the changes. Alan Ayres seconded the motion. Robin McHugh abstained. The motion carried.

Business Services Plan: Ms. Kim Kendrick made a motion to approve the changes. Mr. Alan Ayres seconded the motion. Robin McHugh abstained. The motion carried.

Harassment and Discrimination: Ms. Angy Littrell a motion to approve the changes. Mr. Gabe Jones seconded the motion. Robin McHugh abstained. The motion carried.

The committee recommended the Full Board vote to approve the new Safety/Disruption Policy. Mr. Allen Ayres made a motion to approve the changes. Mr. Gabe Jones seconded the motion. Robin McHugh abstained. The motion carried.

Contract Required Enrollments: Mr. Troy Roland reported where enrollment numbers are for the current program year. They look to be on track.

Job Center / One Stop Operator Updates: Ms. Kelly Vert and Ms. Laura Kempf gave updates on happenings in the West Central Region since the last Full Board meeting in March.

Job Center Success Stories: Ms. Kempf shared a story about an individual that had received her LPN Certificate through working with the Sedalia Job Center.

Director's Report:

Job Center Survey Results: Ms. Tara Colter–Lappat reported on results received from the 1st Quarter and all were positive.

Local Plan Update/Survey: Ms. Missy Eidson went over results from the PY24-27 Local Plan Strategic Planning Questionnaire. Discussion was held regarding how these results will shape the direction of the plan that is currently under way. Ms. Eidson reported that she has begun writing the plan and intends to have it completed by the January 2024 Full Board meeting.

Plan Modification #11: Approval for the #11 plan modification was received from the Office of Workforce Development on August 11. All updates have been made on the website.

Meeting Date Changes (Holiday): Mr. Gabe Jones made a motion to move the November Full Board meeting to the third Wednesday (15th) of the month and to move the December Executive Committee meeting to the third Wednesday (20th) due to the holidays. Ms. Kim Kendrick seconded the motion. The motion carried.

Quest Dislocated Worker Grant: Ms. Eidson reported the state received the entire 5 million requested for this grant and the West Central Region will receive the entire \$473,000 requested to operate the grant. This grant will cover a three-year period. More details will be shared once a Scope of Work is received.

Office of Workforce Development Director: Ms. Julie Carter who has been the interim director the state for the last nine months was recently named Director.

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