

## **Workforce Development Board of Western Missouri, Inc.**

### **Full Board Minutes**

July 24, 2024

The Workforce Development Board of Western Missouri, Inc. met on Wednesday, July 24, 2024 via teleconference at 1:00 p.m.

Board members present were Gabe Jones, Kamber Fusco, Laura Wallen, April Godwin, Robin McHugh, James White, Chris Connell, Suzie Brodersen, Kim Kendrick, Tommy Hampton, Chris Green and Michael Schubach. WDB staff present were Tara Colter-Lappat, Sarah Wilson and Missy Eidson.

Board members not in attendance were Jessica Craig, Jim Kilby, Dr. Murders, Joyce Furnell and Angy Littrell.

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. Ms. Kim Kendrick made a motion to approve the agenda. Mr. Michael Schubach seconded. The motion carried.

Mr. Connell asked for a motion to approve the minutes from the May 22, 2024 Full Board meeting. Mr. Gabe Jones made a motion to approve the minutes. Ms. Kim Kendrick seconded. The motion carried.

#### **Committee Reports:**

**Finance and Audit:** Ms. Kim Kendrick gave an update from the Finance and Audit Committee. Financial Reports were reviewed and discussed. Booth completed the financial monitoring report for the year. There were no issues identified. The Office of Workforce Development has changed the 80% obligation of funds requirement for each year. The requirement going forward will be that the funds are 100% expended by the end of the two years that are covered in the WIOA grant. This will allow more flexibility for the regions as funding amounts continue to decline.

The committee recommends the Full Board approve the PY24 Planning Budget Summaries as presented. Mr. Gabe Jones made a motion to approve the PBS as presented. Ms. Kim Kendrick seconded the motion. Ms. Amber Fusco and Ms. Robin McHugh abstained. The motion carried.

**Planning and Operations:** Mr. Gabe Jones gave the update for the Planning and Operations Committee. The committee reviewed the Local Eligible Training Provider List and made approvals for the upcoming year. The committee recommends the board vote to rescind the Source Documentation and Naming Policy and approve the changes as presented to the following policies:

- **Apprenticeships:** Mr. Chris Green made a motion to approve as presented. Ms. Kim Kendrick seconded the motion. Ms. Amber Fusco and Ms. Robin McHugh abstained. The motion carried.
- **Transitional Jobs:** Mr. Michael Schubach made a motion to approve as presented. Ms. Kim Kendrick seconded the motion. Ms. Amber Fusco and Ms. Robin McHugh abstained. The motion carried.
- **OJT:** Mr. Chris Green made a motion to approve as presented. Ms. Suzie Brodersen seconded the motion. Ms. Amber Fusco and Ms. Robin McHugh abstained. The motion carried.

- Follow-up: Ms. Suzie Brodersen made a motion to approve as presented. Mr. Chris Connell seconded the motion. Ms. Amber Fusco and Ms. Robin McHugh abstained. The motion carried.
- Sub-State Monitoring: Mr. Michael Schubach made a motion to approve as presented. Ms. Suzie Brodersen seconded. Ms. Amber Fusco and Ms. Robin McHugh abstained. The motion carried.
- Self-sustaining Wage: Mr. Michael Schubach made a motion to approve as presented. Ms. Suzie Brodersen seconded the motion. Ms. Amber Fusco and Ms. Robin McHugh abstained. The motion carried.
- Eligible Training Provider: Mr. Chris Connell made a motion to approve the policy as presented. Mr. Michael Schubach seconded the motion. Ms. Amber Fusco and Ms. Robin McHugh abstained. The motion carried.
- Business Services Plan: Mr. Chris Green made a motion to approve the policy as presented. Ms. Kim Kendrick seconded the motion. Ms. Amber Fusco and Ms. Robin McHugh abstained. The motion carried.

Mr. Chris Green made a motion to rescind the Source Documentation and Naming Policy. Ms. Suzie Brodersen seconded the motion. Ms. Amber Fusco and Ms. Robin McHugh abstained. The motion carried.

**Adult Education and Literacy (AEL) Presentation:** Ms. April Godwin with State Fair Community College gave an overview of the Adult Education and Literacy program which includes High School Equivalency, Adult Basic Education and English Language Learner.

**Contract Required Enrollments:** Mr. Troy Roland explained the region was behind on the enrollment goals set for the Quest Grant and outreach strategies have been implemented to increase the numbers. All other goals are being exceeded.

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

**Job Center Success Stories:** Ms. Vert both shared success stories from the region.

#### **Director's Report:**

**Job Center Survey Results:** Ms. Tara Colter-Lappat reported on survey results that had been received for the last program year.

**Program/Financial Monitoring Report:** Ms. Tara Colter-Lappat and Ms. Sarah Wilson explained the annual monitoring report of Eckerd by the WDB.

**Performance Report:** The current performance report was reviewed and a discussion was held regarding how to meet the measures that currently are not being met. The WDB has discussed with the Job Center staff ways to increase the outcomes of these measures.

**Continuous Improvement Committee:** Ms. Tara Colter-Lappat gave an update on the Continuous Improvement Committee. They are currently working on a resource guide to make referrals to partner agencies easier.

**PY25-PY28 Local Plan Update:** Ms. Missy Eidson reported the local plan was approved from the Office of Workforce Development on June 25, 2024 and has been uploaded to the WDB's website.

**PY25-PY28 Local Plan Modification #1:** Ms. Eidson will be preparing a plan modification to submit to OWD which consists of the Planning Budget Summaries and several of the policies voted on during this meeting.

**Miscellaneous:** One of the priorities for the last program year was improving the return rate on corrections for approvals submitted to the board office which would in turn improve customer service with a faster turnaround. Over the course of the year several procedures were reviewed and changed with input from all staff. Ms. Eidson reported that the year started with a 157% return rate and ended with a 28% return rate.

**WDB Office Closure Update:** The office was completely closed on June 26<sup>th</sup>, 2024 and is now 100% virtual.

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