

Workforce Development Board
Executive Committee Minutes
February 27, 2019

The Executive Committee of the Workforce Development Board of Western Missouri, Inc. met at 1:00 p.m. on Wednesday, February 27, 2019 at the Workforce Development Board office located at 150 South Limit Avenue, Suite 300, Sedalia, Missouri.

Executive Committee members present were Chris Connell, Gabe Jones, Kim Kendrick, Randy Lee, Cosslett Moore and Laura Wallen. WDB staff present were Linda Kirk and Missy Eidson.

It was determined quorum was present.

Mr. Chris Connell called the meeting to order and asked for a motion to approve the agenda as presented. Mr. Randy Lee made a motion to approve the agenda. Ms. Kim Kendrick seconded the motion. The motion carried.

Mr. Connell asked for a motion to approve the minutes from the December 11, 2018 Executive Committee meeting. Mr. Randy Lee made a motion to approve the minutes. Ms. Laura Wallen seconded the motion. The motion carried.

DWD Program Monitoring: Ms. Linda Kirk stated the Division of Workforce Development is in the process of completing the program monitoring for the West Central Region. An Exit Conference will be held February 28. Mr. Randy Lee asked that Ms. Kirk send a brief email to the Executive Committee to update them on the outcome after the conference is complete.

Respondents for RFP#19-01 and RFP#19-02: No responses were received for RFP19-01 for One Stop Operator/Staffing. The notice was posted on the WDB website and mailed to sixteen organizations on the current bidders list, ten of those receiving the notice requested RFP packets. Ms. Linda Kirk explained that she and Ms. Missy Eidson met with the Division of Workforce Development regarding the situation and to ensure we are within the parameters of WIOA to use our local sole source procurement policy at this point. After review, Steve Reznecick and Dave Keckler instructed the WDB they could proceed with sole source procurement. A meeting was held with Imko Enterprises on February 25, 2019 to gather information about the possibility of contracting with them to provide One Stop Operator/Staffing. Imko expressed interest and agreed to put together a bid for the requested service. Ms. Linda Kirk received the bid shortly before the Executive Committee meeting. She and Missy Eidson will work through the bid and keep the board updated. The Executive Committee agreed to allow staff to move forward with sole source procurement. There was one response to RFP#19-02, the response is currently being scored by the selected individuals; the results will be presented to the Full Board in March.

TEAM Update: Ms. Kirk gave a brief update regarding the February TEAM meeting.

Outreach Events Spring 2019: Ms. Kirk explained the SkillUP Outreach Event is still under review. This event would be used to market current SkillUP services. The West Central Region has not had a problem getting participants in the Job Centers to utilize the services. She is currently waiting for a call back from DWD to discuss the situation. An Equal Opportunity Inclusion Summit / Reverse Job Fair is in the

planning stages. WDB is working closely with Ron Williams from Vocational Rehabilitation and are planning the event for some time in June.

CWRC West Central Region: A map was provided to all members at the meeting. Currently 75 of the 114 counties in Missouri are certified. Ms. Kirk will be attending the St. Clair County Celebration on February 28, 2019 with Jo Ann Lane, Functional Leader, Clinton Missouri Job Center.

Revision to Supportive Service Policy: Mr. Randy Lee made a motion to approve changes to the Supportive Service Policy as presented. Ms. Kim Kendrick seconded the motion. The motion carried.

Revision to Youth Incentive Policy: Ms. Kim Kendrick made a motion to approve changes to the Youth Incentive Policy as presented. Mr. Chris Connell seconded the motion. The motion carried.

Strategic Planning Meeting: Ms. Linda Kirk discussed the need to hold a Strategic Planning Meeting prior to writing the 2021-2025 WDB Local Plan. She will also discuss this with the Chief Elected Officials at their upcoming meeting in March. The Executive Committee stated they would like to have the meeting on a regular full board meeting day. The committee suggested sending out a poll to determine which month would allow for most of the board members to attend. A consultant will be hired to facilitate the meeting.

April Executive Committee Meeting: Ms. Eidson explained the annual MAWD Conference is held during the same time as the Executive Committee meeting. The Committee decided to wait until closer to April to determine if a meeting is necessary. If there are no voting or discussion items the meeting will be cancelled. If there are items needing attention the meeting will be rescheduled to a different date.

Miscellaneous: Mr. Randy Lee requested that staff create a document that summarizes the purpose and work of the board and then place this information on our web page.

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