

**Workforce Development Board**  
Executive Committee Minutes  
October 23, 2019

The Executive Committee of the Workforce Development Board of Western Missouri, Inc. met at 1:00 p.m. on Wednesday, October 23, 2019 at the Workforce Development Board office located at 150 South Limit Avenue, Suite 300, Sedalia, Missouri.

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

Executive Committee member not present was Tommy Hampton.

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. Ms. Kim Kendrick made a motion to approve the agenda. Mr. Gabe Jones seconded the motion. The motion carried.

Mr. Connell asked for a motion to approve the minutes from the August 28, 2019 Executive Committee meeting. Mr. Randy Lee made a motion to approve the minutes. Ms. Kim Kendrick seconded the motion. The motion carried.

**Board Chair / CLEO Training:** Mr. Jim Wheatley, WDB CEO Consortium Chair; Mr. Cosslett Moore, WDB Chairperson; and Ms. Linda Kirk, WDB Executive Director attended a mandatory CLEO / Board Chair training in Columbia, Missouri on September 26, provided by the Office of Workforce Development.

**Overview of Staff Responsibilities:** Ms. Kirk discussed responsibilities and job duties of all staff currently working at the WDB office. She provided the committee with job descriptions for each position within the organization. The Finance and Audit Committee previously requested the WDB staff put out a job order to search for someone to fill the position of Accounting Specialist. Ms. Kirk reported some resumes had been received and interviews would be scheduled in the near future.

**Three Year Provisional Plan:** Ms. Linda Kirk stated she and Missy Eidson had met with Ms. Lisa Elrod from Office of Workforce Development to start discussions regarding upcoming funding cuts and changes necessary to adapt to those cuts. Details of the Three Year Provisional Plan were discussed with the Executive Committee.

**Local Plan 2020-2024 Strategy Questionnaire:** The committee agreed that Ms. Linda Kirk would send out a survey monkey to the WDB Board members asking questions regarding the 2020-2024 Local Plan. Results of the survey will be discussed at the November 20, 2019 Full Board meeting.

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

Mr. Chris Connell asked for a motion to adjourn the meeting. Mr. Randy Lee made a motion to adjourn. Mr. Cosslett Moore seconded the motion. The motion carried.