

Workforce Development Board Executive Committee Meeting Minutes February 3, 2017; 8:30 am

Conference Call

The Northwest Region Workforce Development Board (WDB) Executive Committee held a conference call on Friday, February 3, 2017 at 8:30 am. At roll call there were seven (7) Executive Committee Members and two (2) WDB staff participating. Those participating included the following:

Executive Committee Members

John Zeliff	Gregg Roberts	John Dickmeyer	Juanita Assel
Kent Osborn	Lisa McGhee	Debb Trautloff	

WDB Staff

Lisa Hostetler	Jeanie Griffin
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Business Meeting – Roll call was taken and a quorum established.

Business:

1. WDB Director Lisa Hostetler discussed One-Stop Job Center Certification required for two (2) One-Stop Job Centers in the Northwest region – St. Joseph and Chillicothe. Hostetler referenced Missouri Division of Workforce Development (DWD) Issuance 02-2016 “*Missouri One-Stop Job Center Certification Evaluation and Criteria*”, noting that each One-Stop in Missouri is required to be certified. Members of the Certification Review Team must be appointed and approved by the Board; those Team members will be responsible for completing evaluations of the One-Stop Centers using a standardized certification review form. The Review Teams will make certification recommendations to the NW WDB when the process is complete.

Hostetler presented a proposed Chillicothe Certification Review Team Roster to include: Laura Brewer – WIOA Title I Adult/DW partner; David Scholz – DWD/WP partner; Brent Stevens – NW WDB EO Officer; and Rob Zirfas – Vocational Rehabilitation partner. The proposed St. Joseph Certification Review Team includes: Bobby Barlow – DWD Veterans Representative partner; Nshan Erganian – Goodwill/Goodworks partner; Sherry Hecker – DWD Employer Services Representative partner; Brent Stevens – NW WDB EO Officer; and Betty Wymore – AEL partner. The composition of each team has been vetted with the Division of Workforce Development and includes members who will provide fair, impartial and thorough evaluation.

After discussion, a motion was made by Gregg Roberts, seconded by John Dickmeyer to approve the One-Stop Job Center Certification Team Rosters as presented. The motion passed by roll call vote with seven (7) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

2. WDB Fiscal Manager Jeanie Griffin presented a plan modification request to move Dislocated Worker funds to Adult funds. In a request to be forwarded to Division of Workforce Development, Griffin indicates a need to transfer \$100,000 of our FY16 Dislocated Worker allocation to Adult. We are requesting that \$40,000 be used for Individual Training Accounts (ITA’s) for assistance with tuition, books and fees, \$10,000 to be used for participant supportive services while participating in training and \$50,000 to be used to cover staffing costs in our local job centers.

Griffin presented a chart that depicts the total population being served in our regional Job Centers, stating that only 6% represents dislocated workers with the balance (94%) adult only customers. This substantiates our need for a funds transfer to serve the adult customers.

Motion was made by Kent Osborn, seconded by Debb Trautloff to approve the plan modification to transfer \$100,000 from Dislocated Worker program to Adult program. The motion passed by roll call vote with seven (7) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions

3. A list of surplus property in the St. Joseph Job Center was discussed; Griffin asked Executive Committee Members to approve of destruction/disposal as required by Division of Workforce Development.

Motion was made by Gregg Roberts, seconded by Lisa McGhee to dispose of surplus property in the St. Joseph Job Center as listed. The motion passed by roll call vote with seven (7) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions

Meeting was adjourned.

Next Full Board Meeting – March 7, 2017; location to be determined