

Northwest Workforce Development Board
Minutes of Board Meeting
December 7, 2021
In-Person / Virtually via *GoToMeeting*

The Northwest Region Workforce Development Board (NW WDB) met in open session in a hybrid in-person /virtual format on Tuesday, December 7, 2021. NW WDB Chair Gregg Roberts called the meeting to order at 4:36 pm. A quorum was established with eleven (11) Board members participating (6 private sector and 5 partner sector members); one (1) Presiding Commissioner; fourteen (15) Ex-officio (non-voting) members and guests; and three (3) WDB staff participating. Those participating included the following:

Board Members

Gregg Roberts	Julie Jones	Kelly Bordewick	Scott May	Cathie Chalfant
Damon Neff	Amanda Haile	Jennifer Roodhouse	Erin Dennis	Gary Clapp
Cole Kiner				

Commissioners

Bud Motsinger – Caldwell County

Ex-officio (non-voting) Members and Guests

Robin Hammond	Anita Jolly	Tyler Ferrell	Tom Epling	Rita Wallinga
Janice Spearman	Susan Brand	Alfredo Pinto	Kim Mildward	Lynette Saxton
Corinne Watts	Bobby Barlow	Cathy Scott	Cayla Foster	Jerri Dearmont

WDB Staff

Brent Stevens	Jeanie Griffin	Kerry Savage
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Open Session Business Meeting

Board Chair Gregg Roberts introduced new Board Members Erin Dennis and Cathie Chalfant. Roberts also introduced guests Tyler Ferrell, new Executive Director for MO-KAN Regional Council as well as Tom Epling with the Family Support Division.

Commissioner Reports

Commissioner Bud Motsinger (Caldwell County) gave an update on the status of the county ARPA funds as well as talked about projects going on in Caldwell County.

Customer Success Story

Rita Wallinga from Northwest Missouri Regional Council of Governments shared a success story about a participant who utilized services through the Maryville Job Center.

Consent Agenda

NW WDB Chair, Gregg Roberts, directed Board members to the consent agenda items, which included minutes of the 9/14/2021 WDB Meeting; Expenditure and Contract Reports; WDB Funds Progress Reports; and Budget Amendments.

After discussion around each of the items presented, motion was made by Cole Kiner, seconded by Gary Clapp to approve the consent agenda as presented. The motion passed with no opposition.

WIOA-Mandated Business

1. WDB Director Brent Stevens presented the State Re-Allocation of funds for the Adult and Youth Programs to the Board. It was recommended to allocate the newly available funds to the current sub-recipients using the allocation formula used by the Board in the past.

A motion was made by Gary Clapp, and seconded by Cole Kiner to approve the allocation of funds available based on the current allocation methods. The motion passed with no opposition.

2. NW WDB Fiscal Manager Jeanie Griffin presented draft versions of new/updated administrative policies (Financial Management and Accounting Procedures, Inventory Policy, Record Retention Policy, and Program Income/Stand-in Cost Policy) to the Board.

A motion was by Cole Kiner and seconded by Gary Clapp to approve the four policies presented. The motion passed with no opposition.

3. Director Stevens presented a list of items to be considered as surplus inventory.

A motion was made by Kelly Bordewick and seconded by Cathie Chalfant to declare the items surplus and dispose of the items according to policy after approval is given by the North Central Missouri College Board of Trustees. The motion passed with no opposition.

Updates and Other Program Business:

1. The Board was updated on recent vacancies on the Executive Board. Volunteers were sought to fill the spots. The slate of individuals interested will be presented and voted on at the next meeting.
2. Director Stevens gave a presentation to the Board that talked about population and labor force participation rate changes.
3. Kim Mildward shared the One-Stop Operator Report.
4. Director Stevens shared with the Board the annual review and attestation of By-Laws and Conflict of Interest will be sent out digitally after the first of the year.

The Meeting adjourned at 5:50 PM

Next Meeting – March 1, 2022 (Location TBA)

Future meetings:

June 7, 2022

September 6, 2022