

**Workforce Development Board of North Missouri
Executive Committee
Minutes of Meeting
July 18, 2023
Virtual**

The Workforce Development Board of North Missouri Executive Committee met virtually via Zoom in open session on Tuesday, July 18, 2023. The meeting was called to order by Chairperson, Gregg Roberts, at 4:03 PM

Roll Call was conducted and quorum was established with four committee members present.

Executive Committee Members Present

Gregg Roberts	Mark Chambers	Michael Purol	Julie Jones
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Executive Committee Members Absent

Julia Birkeness	Allie Bennett
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Staff

Brent Stevens	Jeanie Griffin	Kerry Savage
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Guests

Erica Davis	Dana Keller	Lynette Saxton	Dr. Lenny Klaver	Anita Jolly
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Meeting in Open Session

A. Department of Social Services NEMO Monitoring/Questioned Costs

Director Stevens explained the DSS financial monitoring report findings. He explained there were questioned costs in two areas in which backup documentation could not be provided. He explained these items happened prior to North Central Missouri College becoming the fiscal agent. The CPA firm was contacted, but they did not have the backup documentation to explain the costs. Stevens recommended the Board use the NEMO donation/discretionary account to repay the DSS program in the amount of \$1677.69.

A motion was made by Julie Jones and seconded by Mark Chambers to approve the payment to DSS in the amount of \$1677.69 using the donation/discretionary account. The Motion carried with no opposition.

B. Surplus Equipment

Director Stevens directed committee members to the surplus equipment in the Board packet. He explained this equipment has been deemed no longer useful and has no value.

A motion was made by Julie Jones and seconded by Michael Purol to allow the items listed to be disposed of. The motion carried with no opposition.

C. Planning Budget Summaries

Director Stevens reviewed the planning budget summaries in the Board packet. The budgets included were for: PY 23 Adult, FY 24 Adult, PY 23 Dislocated Worker, FY 24 Dislocated Worker, and PY 23 Youth. Stevens explained the budgets and the availability of funds. Board Chair, Gregg Roberts, pointed out that these budgets can be amended throughout the year with approval from the Board.

A motion was made by Mark Chambers and seconded by Michael Puro to approve the five budgets as presented. The motion carried with no opposition.

D. Administrative Policies

Director Stevens presented an overview of the proposed administrative policies. The policies included were:

<i>A-1 Board Member Orientation</i>	<i>A-13 Drug-Free Workplace</i>
<i>A-2 Confidentiality</i>	<i>A-14 Inventory</i>
<i>A-3 Conflict of Interest and Code of Conduct</i>	<i>A-15 Use of Technology</i>
<i>A-4 Financial Management and Accounting Procedures</i>	<i>A-16 Record Retention</i>
<i>A-5 Procurement</i>	<i>A-17 Public Access to Record</i>
<i>A-6 Fraud, Waste, and Abuse</i>	<i>A-18 Non-Discrimination, Harassment, and Retaliation</i>
<i>A-7 Salary Schedule</i>	<i>A-19 Reasonable Accommodations</i>
<i>A-8 Credit Card</i>	<i>A-20 Accessibility (LEP)</i>
<i>A-9 Program Income</i>	<i>A-21 Complaint and Grievance</i>
<i>A-10 Signature Authority</i>	<i>A-22 Safety/Disruptive Customers</i>
<i>A-11 Staff Travel</i>	<i>A-23 Sub-State Monitoring</i>
<i>A-12 Meals, Snacks, and Beverages</i>	

After discussion of the polices by committee members, a motion was made by Mark Chambers and seconded by Julies Jones to approve the administrative policies as presented. The motion carried with no opposition.

E. Program Policies

Director Stevens presented an overview of the proposed program policies. The policies included were:

<i>P-1 Adult Priority of Service</i>	<i>P-7 Supportive Services</i>
<i>P-2 Veterans Priority of Service</i>	<i>P-8 Locally Defined Barriers (Youth)</i>
<i>P-3 Co-Enrollment/Integration of Services</i>	<i>P-9 Basic Skills Assessment</i>
<i>P-4 Failure to Register for Selective Service</i>	<i>P-10 Youth Incentive</i>
<i>P-5 Individual Training Account</i>	<i>P-11 WIOA Participant Follow Up</i>
<i>P-6 Work-Based Learning</i>	<i>P-12 Local Eligible Training Provider List</i>

After discussing the policies, a motion was made by Michael Purol and seconded by Mark Chambers to approve the policies as presented. The motion Carried with no opposition.

F. Open Discussion

Chairperson Gregg Roberts shared with the committee that the executive committee may be called on more going forward with the larger region, but wants to ensure the full Board continues to get updates on the actions of the committee.

Director Stevens shared information regarding the transition in services throughout the region, and thanked the sub-recipients for their work to ensure customer impact is minimized.

A motion was made by Michael Purol and seconded by Mark Chambers to adjourn the meeting. The motion carried with no opposition.

The meeting Adjourned at 4:50 pm.