

Workforce Development Board of North Missouri

Minutes of Meeting

June 3, 2025

Virtual Meeting

The Workforce Development Board of North Missouri met in open session on Tuesday June 3, 2025. The meeting was called to order by Board Chair Gregg Roberts at 4:03 PM

Roll call was conducted, and a quorum was not established with 9 members preset. A 10th member joined after roll call, and a quorum was established prior to any Board votes.

Board Members Present

Allie Bennett*	Gregg Roberts	Julia Birkeness	Julie Jones
Kelly Bordewick	Scott May	Bobby Barlow	Jeff LaMontia
Kristen Smith	Shari Schenewerk		

**Indicates joined after roll call*

Board Members Absent

Brad Francis	Corey Mehaffy	Jerry Smith	Michael Puro
Amanda Haile	Mark Chambers	Mike Veale	Nichi Seckinger
Stephen Garner			

Commissioners

Mark Shahan – Adair County

Staff

Brent Stevens	Jeanie Griffin	Darla Shipley
Edith Miller		

Guests

Anita Jolly	Beth Whelan	Dana Keller	Erica Davis
Jennifer Taylor	Lynette Saxton	Robin Hammond	Tara Curtis
Tristan Londre			

Meeting in Open Session

Consent Agenda

Director Brent Stevens directed Board members to the Consent Agenda which consisted of Minute from the March 4th WDB meeting, Expenditure and Contract Performance Reports, WDB Progress Report, Line-Item Budget Amendments, Annual Review of Board Policies, Annual Sub-Recipient Monitoring Reports (EO, Fiscal, Program, and OSO), and Sub-Recipient Audit Summary Reports.

After discussion regarding these items, *a motion was made by Julie Jones and seconded by Kristen Smith to approve the items in the Consent Agenda as presented. The motion carried with no opposition.*

Mandated Business

Transfer of Dislocated Worker Funds to Adult

Director Brent Stevens explained the budget transfer request. He shared the need to transfer \$25,000 (7%) from the Dislocated Worker Program to serve Adult Eligible customers. He stated this transfer should allow Gamm to serve an estimated 5 individuals with ITAs.

After discussion, *a motion was made by Kelly Bordewick and seconded by Jeff LaMontia to approve the transfer of WIOA DW funds to WIOA Adult. The motion carried with no opposition.*

Policy Updates

Director Brent Stevens and Fiscal Manager Jeanie Griffin explained the proposed updates to the Financial Management and Accounting Procedures, Procurement Policy, Reporting of Criminal Fraud Waste and Abuse Policy, Program Income – Stand-in Costs Policy, Property Management-Inventory Policy, Record Retention Policy, and Individual Training Account Policy.

After discussing each policy, *a motion was made by Julie Jones and seconded by Shari Schenewerk to approve the policy updates as presented. The motion carried with no opposition.*

Youth Alliance Training Provider Firewall

Director Brent Stevens went over the proposed addendum to the Youth Alliance contract that would allow them to be an approved training provider for a culinary program they will provide. He stated this firewall puts the safeguards into place since they will be serving in multiple roles. He also confirmed that adherence with the firewall will be part of the annual monitoring of Youth Alliance. Youth Alliance staff Anita Jolly explained the program to the Board.

After discussion, *a motion was made by Bobby Barlow and seconded by Julia Birkeness to approve the firewall addendum as presented. The motion carried with no opposition.*

Sub-Recipient Contract Renewal

Director Stevens discussed the contract renewal option for the Board's current sub-recipients. He discussed the review process that staff conducted to present to the Board in regard to renewing the contract.

After discussion, a motion was made by Kelly Bordewick and seconded by Scott May to approve the one-year renewals for Gamm Incorporated and Youth Alliance. The motion carried with no opposition.

Funds Available to Contract

Director Stevens discussed the WIOA allocations that were shared with the Region. He stated the region is expected to receive an increase of 23% overall (WIOA Youth +51%, WIOA Adult +36%, WIOA DW -15%). He stated this year the region is receiving 7% of the state funds allocated to the regions. Stevens presented the chart that showed the proposed allocation to each sub-recipient by program.

After discussion, a motion was made by Shari Schenewerk and seconded by Kristen Smith to approve the funds to contract as presented contingent on the Board receiving the contract from the Office of Workforce Development. The motion carried with no opposition.

PY 25 Administrative Budget

Director Brent Stevens presented the proposed Administrative Budget for the Board. He shared this budget was based on the information received from the state as well as projected carryover funds as well as projected funds from the Department of Social Services. He explained the changes in line-items year-over-year.

After discussion, a motion was made by Julia Birkeness and seconded by Jeff LaMontia to approve the Administrative Budget as presented. The motion carried with no opposition.

Executive Committee/Officers Election

Director Stevens reminded the Board, the By-Laws state terms on the executive committee are two-year terms. He shared information regarding changes to membership that affected the executive committee. After seeking volunteers, the following slate was presented:

Chairperson – Allie Bennett
Vice-Chairperson – Julie Jones
Secretary – Julia Birkeness
Treasurer – Jeff LaMontia
NW At-Large – Gregg Roberts
NE At-Large – Vacant

Brent stated that since there were no current volunteers for the NE At-Large position, it could be filled at the next WDB Meeting.

After discussion, a motion was made by Gregg Roberts and seconded by Bobby Barlow to approve the slate of officers as presented. The motion passed with no opposition.

Updates and Other Program Business

Director's Report

Director Brent Stevens shared his director's report which included information on recent staff professional development opportunities, the State WDB meeting, Brent and Gregg presenting at a Coordinating Board for Higher Education Meeting, the Board's recent financial review, and federal updates.

Business Services Report

Director Stevens started the report by discussing the recent business services team meeting. Edith Miller then shared updates on working with Chambers of Commerce and Economic Development offices to promote job center services. She also shared staff are available to discuss services with other businesses and groups to promote the Job Center.

One-Stop Operator Report

Dana Keller gave a report regarding work on as the One-Stop Operator. She shared information regarding One-Stop Partner meetings, and recent professional development she attended.

Success Story Presentation

Anita Jolly shared a success story on behalf of Youth Alliance. The story was about a youth participant that earned their CNA. The participant was able to get a job at Mosaic Life Care, and is currently pursuing nursing school.

Adjourn

A motion was made by Bobby Barlow and seconded by Julia Birkeness to adjourn the meeting. The motion carried with no opposition.

The meeting adjourned at 5:20 PM