



A proud partner of the **americanjobcenter** network®  
**Workforce Development Board**

**Meeting Minutes**  
**August 7, 2019**  
**Missouri Job Center**  
**2900 E. Sunshine, Springfield, MO 65804**

<b>Members:</b>			
Derick Barnes	Trace Laughery		Darin Cleir√
Michelle Clark √	Krisi Schell √	Barbara Williams √	Rennie Diekemper
Thomas Douglas	Jerry Carpenter	Ramona George √	Steven Hamm √
Jane Hood *	Susan Johanson √	Robin McHugh √	Allen Kunkel √
Tracy McGrady	Jeremy MacLaughlin √	Mary Hitchings √	Mike Peters √
Carl Rosenkranz√	Pat Shay *	Bill Skains *	
Sharon Walker√	Sarah Wyman √	Steve Dooley √	
√ indicates present; *indicates by phone			
<b>Guests: Michael Hyman, Patsy O’Keiffe, Kevin Plumlee, Marianne Banks</b>			
<b>Item</b>	<b>Discussion/Comments</b>	<b>Action</b>	
<b>Welcome &amp; Call to Order</b>	Sharon Walker called the meeting to order and recognized the success story, the Business Services Team for the Business Advocate award SBJ Economic Impact Award, Sabrina Bonnette and Steven Butts for the award of Outstanding Service to Veterans Award.		
<b>Consent Agenda</b>	Consent Agenda consisted of minutes, finance report, training policy revisions, substate monitoring policy revisions, diversity roundtable, modification to the plan of service, new board member orientation, youth incentive policy, and 70/30 waiver approval. The FY 19/20 Budget was removed from Consent and placed under new business.	Motion to approve the consent agenda: Susan Johanson Seconded by: Mary Hitchings Motion Passes  Motion to remove FY 19/20 Budget to new business: Ramona George Seconded by: Sarah Wyman Motion Passes	
<b>Board Member Updates</b>	No new updates	No action taken	
<b>New Business</b>			
<b>FY 19/20 Budget</b>	Melody Ownby presented the FY 19/20 Budget. WIOA budget is \$4,609,174, MWA \$2,329,000, and Federal Grants are \$3.4 million. Total budget for FY 18/19 was \$10,354,008, for FY 19/20 it is \$5,699,823. A waiver for 30 percent participant and 70 percent for program costs	Motion by: Jeremy MacLaughlin Seconded by: Susan Johanson Robin McHugh Abstained Motion Passes	



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	was approved by the State. The Board budget is \$75,000 for FY 19/20, Board initiatives budget is \$35,000.	
<b>Tag Line</b>	Top three taglines were: Bringing Business and Workforce Together, Empowering Our Workforce, Empowering Business and Workforce.	Motion to approve the tagline Bringing Business and Workforce Together: Sarah Wyman Seconded by: Krisi Schell Motion Passes
<b>Board/City Agreement</b>	Marianne Banks discussed the Board/City Agreement that updated the old agreement to include a firewall policy, an outline of responsibilities of the Fiscal Agent and the Fiscal Agent Job Description.	Tabled until City of Springfield Legal Counsel reviews the document.
<b>Fiscal Agent Agreement</b>	The Fiscal Agent Agreement is outlined in the Board/City Agreement.	Tabled until City of Springfield Legal Counsel reviews the document.
<b>Fiscal Agent Job Analysis/Description</b>	Mary Ann Rojas discussed the Fiscal Agent Job Description that added language outlining the responsibilities for the Fiscal Agent. The role of the fiscal agent is outlined in the document and establishes the lines of supervision and mirrors the firewall policy language. The fiscal agent will be under the general oversight of the WDB/CLEO and direct supervision of the Director of the Department of Finance. The Job Description was amended to include a CMA or CPA preferred to the language.	Motion to approve the job description with the CMA or CPA language added: Susan Johanson Seconded by: Krisi Schell Motion Passes
<b>Firewall Policy</b>	The firewall policy establishes lines of supervision for the fiscal administrator.	Motion by: Mary Hitchings Seconded by: Steve Hamm Motion Passes
<b>Success Story</b>		
<b>Success Story-APPLIE Program Participant and Employer</b>	Kevin, an APPLIE participant, and Employers Patsy and Michael of Branson Cedars	No action taken



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	<p>Resort were the success story. Kevin was incarcerated for over ten years and found employment upon his release at Branson Cedars Resort. Michael said that the resort was having trouble hiring people and decided to go to the Ozark Correctional Center to hire skilled employees. Michael said that there needs to be more engagement from the private sector to hire participants from the APPLIE program. Patsy said that the APPLIE program provided skilled talent in an economy that has such a low unemployment rate. Kevin expressed his appreciation for the APPLIE program. His goal is to keep bringing awareness to the program and eventually have the program statewide. Kevin said that the class was instrumental in helping him obtain employment and re-integrate back into society.</p>	
<p><b>Reports/Updates</b></p>		
<p><b>OSO Report</b></p>	<p>Katherine Trombetta updated the Board on the One Stop Operator. FSD has been moved to the front desk to help with traffic flow. The State has added a kiosk to help with the check-in process. ResCare moved into the former MWA space bringing the total number of partners to nine. New MOUs are being developed and signed by WIOA partners. In Branson, DOL industrial relations and ResCare have moved into that office. Traffic Flow into the Job Center remains steady with 2,070</p>	<p>No action taken</p>



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	visitors in the month of June. Staff and Board members will present to City Council during a City council lunch on Aug. 20.	
<b>Director's Report</b>	Mary Ann Rojas discussed the Director's Report and commended staff for working through the recent challenges and the MWA transition. Community events are still continuing to occur including Momentum, Build My Future in April, and Build My Future Healthcare in October at Mercy. Susan Johanson mentioned that CoxHealth has helped reduced the rent for the North Side Job Center and the Executive Committee approved a thank you letter to Steve Edwards and the Cox Board. The Economic Development Conference will be in St. Louis in September.	No action taken
<b>Adjourn</b>	Adjourned at 9:42 a.m.	