



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

Meeting Minutes
October 2, 2019
Missouri Job Center
2900 E. Sunshine, Springfield, MO 65804

Members:			
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			
Guests: Marianne Banks			
Item	Discussion/Comments	Action	
Welcome & Call to Order	Sharon Walker called the meeting to order and a quorum was indicated.		
Consent Agenda	Consent Agenda consisted of minutes, BSD policy, Substate Monitoring Report, WDB Candidate, WDB Bylaws, Communication process policy, open meeting policy, restrictions on lobbying activities and expenditures policy, fraud, waste theft and program abuse policy, conflict of interest, fraud, and abuse policy, and discrimination complaint procedure policy.	Motion to approve the consent agenda: Derick Barnes Seconded by: Jeremy MacLaughlin Motion Passes	
Board Member Updates	No new updates	No action taken	
New Business			
Financial Report ending August 31, 2019	Melody Ownby presented the financial report ending August 31, 2019. As of August 31, 2019, the budget total was \$5,755,271 for the FY 19/20. MWA is \$600,000, WIOA \$3.5million, and federal grants \$1.1million. Expenditures as of August 31 are 19% of WIOA funding for all programs except America's Promise. Summer Jobs will be transitioning to a year-round program. MWA is 41% expended. Federal Grants are 22% expended. A new budget	Motion by: Steve Hamm Seconded by: Mike Peters Motion Passes	



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	for the Board will be a part of Administrative WIOA funding and the total is \$75,000. There will be an additional \$484,000 to SkillUp from the State and an additional \$140,000 for the Summer Jobs League.	
Conflict of Interest Policy	Marianne Banks discussed the Conflict of Interest Policy and the changes to the policy including making it comparable to the By-Laws and clarifying language regarding WDB conflicts of interest and financial amounts for gifts.	Motion by: Allen Kunkel Seconded by: Jeremy MacLaughlin Motion Passes
Firewall Policy	Marianne Banks updated the Board on the Firewall Policy and the response from the City of Springfield. Ms. Banks spoke to the City's attorney and was told that a response will be given the second week of October.	No action taken
Board Member for Build My Future Board	Mary Ann Rojas said that Build My Future has incorporated as a 501c3 and discussions about Board representation on the Build My Future Board were held at the Executive Committee. The BMF Committee voted to set up as a 501c3 without the knowledge of Staff or the Board and discussions were held about the importance of Workforce Development Board representation on the Build My Future Board. The purpose of incorporating as a 501c3 is to allow for the acceptance of funds and allowing donors to have a tax write-off. Rennie Diekemper made a nomination for Derick Barnes to represent the WDB on the BMF Board	Amended motion to have two Board members on the BMF Board with one being Derick Barnes and another to be named in the future by: Rennie Diekemper Seconded by: Tom Douglas Motion Passes



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	however Derick Barnes is on the BMF Board as a Labor Representative and discussion was held about nominating another WDB member. An amended motion was held to have two representatives of the WDB on the BMF Board, with one being Derick Barnes and another named at a future time.	
MOMentum Sponsorships	Katherine Trombetta reviewed the Momentum event on Feb. 19, 2020. The survey will be released on Oct. 16 at the employability event. Zora Mulligan will be the Keynote Speaker at the event. Ms. Trombetta distributed the Momentum Sponsorship form to Board members.	
Presentation		
City of Springfield Finance Department	No presentation given	No action taken
Reports/Updates		
OSO Report	Katherine Trombetta gave the One Stop Operator Report. On Sept. 16 a WIOA partner meeting was held to discuss the new MOU that contained a cost-sharing provision to be compliant with WIOA regulations. A new referral process was discussed to streamline that process and a new WIOA guide was distributed to partners. Job Center traffic remains steady throughout the month of August. The Job Center has hosted 37 job fair and hiring events this year. Ms. Trombetta also discussed conversations with Jump 6 Marketing to develop a Board website that	No action taken



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	will be linked to the City's site. Employability will be held Oct. 16 at the Diamond Room.	
Director's Report	<p>Mary Ann Rojas discussed the Director's Report. There will be a financial monitoring of MWA Oct. 16 & 17, DHEWD Programmatic Monitoring Oct. 15-18, and another Programmatic Monitoring on Oct. 30. There are two vacancies, Accounting Supervisor and Executive Secretary due to resignations of Chad Ray and Daniel Snyder. Ms. Rojas mentioned that there have been several media pieces published in the Springfield Business Journal, Sponsorships with Good Morning Springfield January 2020, a Diversity Roundtable, a presentation of the US Conference of Mayors. There are currently 1,105 total open job orders and 2,033 positions in the MoJobs system and 24 hiring events have been held at the Job Center since August and 373 have attend those. A proposal has been submitted to FSD for a Child Care Program, a proposal has been submitted for APPLIE program funding, and a new Change 1000 called Change Up will begin in December 2019. Build My Future Healthcare will be held Oct. 22 at Mercy Hospital. 14 hiring events are scheduled for October.</p>	No action taken
Adjourn	Adjourned at 9:40 a.m.	