

**MINUTES**  
**Planning & Performance Committee of the**  
**WEST CENTRAL LOCAL WORKFORCE DEVELOPMENT BOARD**

January 24, 2023

The Planning and Performance Committee of the West Central Local Workforce Development Board convened its meeting through electronic means on January 24, 2023, beginning at 10:01 a.m. The meeting was conducted via TEAMS platform and a telephone line for members, non-members and the public. Chair Karen Breashears presided with the following members voicing their presence: Alan George, Karen Breashears, Gary Troutman, Jeremy Hughes, Cathy Jones.

Planning and Performance Committee members Herman Grayer and Tanif Crotts were unable to attend.

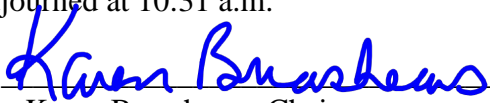
**Chair Opening Comments:** Chair Karen Breashears called the meeting to order at 10:01a.m. after staff conducted a roll call to determine a quorum.

**Agenda Item 1 – ACTION – Initial ETP Applications:** Chair Karen Breashears turned the floor over to Margaret Dearmon to talk about new initial applications for the ETP List. She reported that National Park College had entered seven (7) applications and recommended on behalf of the committee to approve all the applications. A **motion** to approve the National Park College’s seven (7) applications was made by Gary Troutman; motion was seconded by Jeremy Hughes. The motion carried unanimously.

**Agenda Item 2 – ACTION – Review of Supportive Services Policy & Monitoring Report** Chair Karen Breashears turned the floor over to Margaret Dearmon to address the Department of Labor’s (DOL) Monitoring Report Finding #6. The DOL’s corrective action states “the need for a process for the staff to document the need and allowability of the payment.” Dearmon stated there is a process for this in the current Supportive Services Policy and is unsure as to why it wasn’t accepted by the DOL. In discussion with the committee, it was determined to add the information addressing the ‘need and allowability of payment’ that is in the Supportive Services Policy into the Monitoring Report. A **motion** was made by Alan George; the motion was seconded by Gary Troutman. The motion carried unanimously.

**Agenda Item 3: Informational – Developing Policies & Procedures for Staff:** Dearmon addressed the DOL’s Finding #7 stating there is no policy for outreach. Cora Easterday reported that she has been working with the State and her One-Stop Operator to develop an outreach plan. The goal of the outreach plan is to increase overall participants. Additionally, the plan will include steps to hold career advisors accountable. Once the plan has been developed it will be brought back before the committee for their input and any recommended additions, deletions, or revisions.

A **motion** was made by Gary Troutman and seconded by Alan George to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 10:31 a.m.

  
Karen Breashears, Chair

KB/lh