

MINUTES

Planning/Performance/Finance Committee of the WEST CENTRAL LOCAL WORKFORCE DEVELOPMENT BOARD

April 25, 2024

The Planning/Performance/Finance Committee of the West Central Local Workforce Development Board convened its meeting through electronic means on April 25, 2024, beginning at 1:00 p.m. The meeting was conducted via the Teams platform and a telephone line for members, non-members, and the public. Chair Karen Breashears presided with the following members voicing their presence: Karen Breashears, Tanif Crotts, Herman Grayer, Jeremy Hughes, Cole McCaskill, Gary Troutman and William Weston

The Planning/Performance/Finance Committee members Brent Black, and Allan George were unable to attend.

The Board Staff Present were Margaret Dearmon, Cora Easterday, and Prestley Smith

Chair Opening Comments: Ms. Breashears called the meeting to order at 1:02 p.m. and declared a quorum after staff conducted a roll call and asked staff to sign in in the chat box with their name and organization for record-keeping purposes.

Agenda Item 1 – ACTION – Approval of RFP Monitoring Proposal: Ms. Breashears stated the main focus of the meeting was to review the proposal that was received for program monitoring. Ms. Breashears turned the floor over to the board staff to explain the proposal. Ms. Pratchard went over the proposal and talked about the cost that was in the proposal. Discussion followed. After discussion a motion was made by Jeremy to allow the staff the flexibility to negotiate with Witt O'Brien's to attempt to get the budget within 20% of the budgeted before it is brought back to the committee to approve, seconded by Mr. Grayer. Ms. Breashears asked if there was any more discussion. Ms. Dearmon asked Ms. Pratchard it could be put in the contract that if the Board is happy with the work that Witt O'Brien's does that the Board can vote to renew their contract each year up to three years without having to go out on a RFP each year. Ms. Pratchard said that if we can negotiate the budget down within a reasonable amount then it would be something that could be included in the contract. After discussion, Ms. Breashears asked the Board to vote on the motion and it carried unanimously.

Ms. Breashears reported that there is a grant that is available to each of the local areas in the amount of \$15,000 that can be used in many ways, but to apply for the grant we must have in place an Outreach Policy. Well, we don't have a policy. The staff has looked at other States and they have drafted a rough draft of a n Outreach Policy. There is no way we can get this Policy approved before the grant needs to be submitted. We are going to submit it with the grant application and it will be labeled as a draft.

Ms. Breashears talked about setting up meeting dates for this committee. There is no way that we will ever get away from having meetings come up at short notice just like today's meeting. She said that she brought it up at the last board meeting and the Board Chair said it is up to the committee chair to schedule the meetings. She said that she would like Ms. Dearmon to look at the calendar and preset our meetings at least two weeks before the regular Board meeting. That way we have it on our calendars.

Ms. Breashears concluded the meeting by thanking all the members for joining in this meeting at such a short notice. She also thanked the staff for the time they spend putting the packets together. Ms. Breashears asked for a motion to adjourn. A **motion** was made by Mr. Grayer to adjourn the meeting at 1:23 p.m.



Karen Breashears, Chair

06/06/24

Date

KB/md