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**WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST MISSOURI  
BOARD MEETING MINUTES  
FEBRUARY 16, 2016**

**Time & Location:** The meeting was called to order at 6:00 p.m. by Sheri Graham, WDB Chair, via conference call due to weather, per email attached.

**Members Present:** James Boyer, Sarah Burgin, Sheri Graham, Stephen Gray, Linda Greaser, Tom Greminger, Valerie Klein, Glen Medlin, Larry Swindle, Clare Urhahn, Janet Childers, Bev Hickam, Amy Jones, Scott Sattler, Shane Tyler, Melissa Woltkamp

**Non-voting Members:** Johnny Ray Conklin, Al Sullivan

**Reported Absences:** Stan Beel, David Bova, Robert Culler, Charles Dierks, Kathy Sanders, John Singleton, Julian Steiner, JJ Lane, Sara McDowell, Robin Nolan, Daryl Owens,

**Members Absent:**

**County Commissioners Present:** Jamie Burger, Travis Elfrink, Patrick Mullins, Garry Nelson

**Staff Present:** June O'Dell, Gretchen Morse, Crystal Barker, Tammy Tankersley

**Guests Present:** Don Harris . Div. of Developmental Disabilities, Travis Smith . Rehab Services for the Blind

**\*\*\*Information shared (not listed on agenda)**

\*\*The Workforce Development Board reserves the right to go into closed (Session 610-021, 610-023, RSMo Discussion of Personnel or Contracts) with a majority vote of the members present.

\*\*The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

\*\*To join meeting by phone 1-800-430-2977 Participant Code 473006

**CONSENT AGENDA – SHERI GRAHAM**

A motion was made by Garry Nelson and seconded by Patrick Mullins to approve the Consent Agenda items. Motion carried.

**PERSONNEL POLICY – STEPHEN GRAY**

Personnel Policy Task Force reviewed changes to Personnel Policy and it was distributed in the WDB packet with a request that it be reviewed prior to the meeting. Stephen Gray made a motion from the Task Force that the policy be accepted as presented. Tom Greminger seconded. Roll call vote was taken. Motion carried.

**EQUAL OPPORTUNITY OFFICER – JUNE O'DELL**

July 2016 DWD allotted funds to assist in EO duties and training. Tammy Tankersley has been functioning as the EO Officer as well as the WDB Field Services Liaison. As the EO Officer duties continue to grow it becomes evident in most of the state that a dedicated EO Officer is needed. June proposed that the remainder of the dedicated EO funds be used to hire an EO Officer who will work as needed. Jamie Burger made a motion to proceed with hiring an EO Officer. James Boyer seconded. Roll call vote was taken. Motion carried.

**INDEPENDENT AUDITOR'S REPORT – PATRICK KINTNER**

A brief overview of the report sent with WDB packet was given. Overall, report was very good and without issue. Opportunity for questions was given. Motion was made by Garry Nelson to accept report. Travis Elfrink seconded. Motion carried.

**AD-HOC TASK FORCE NOMINATION – SHERI GRAHAM**

As Skip Smallwood, WDB Vice-Chair, has resigned the board due to relocation, we are in need of electing a new Vice Chair. Chair nominated Larry Swindle, Clare Urhahn, and Tom Greminger. All agreed to serve.

**WDB REGION PRESENTATION – JUNE O'DELL**

Due to meeting being changed to conference call this presentation will be postponed until next meeting.

**PUBLIC COMMENT AND ADJOURNMENT – SHERI GRAHAM**

With no need for closed session identified and no further business, motion to adjourn was made by Garry Nelson and seconded by Amy Jones. With no objections voiced, motion carried.

Respectfully submitted,

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Tammy Tankersley, WDB Field Services Liaison/EO Officer

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Sheri Graham, WDB Chair