


M E M O R A N D U M

To: Chief Local Elected Officials
Local Workforce Development Board Chairs and Directors
State Workforce Board Members

From: Mardy Leathers, Director 
Office of Workforce Development

Date: August 28, 2019

Subject: CLEO Summit

Missouri's Office of Workforce Development (OWD) has recently launched a series of technical assistance efforts to support the fourteen local workforce development areas. A component of this effort includes hosting an annual workshop for all Chief Local Elected Officials (CLEOs) and Local Workforce Development Board Chairs (LWDB Chairs). This letter serves as formal invitation to the Program Year 2019 CLEO and LWDB Chair Summit as required by each Local Annual Agreement. The Local Annual Agreement requires the attendance of the CLEO and LWDB Chair to attend as representation of the each locally designated workforce development area. As a courtesy, this invitation is also extended to the Staff Directors to Local Workforce Development Boards as well as members of the State Workforce Development Board.

This summit will feature a workshop facilitated by the CEO of the National Association of Workforce Development Boards (NAWB), Ron Painter, as well as leadership team members from the Missouri Office of Workforce Development. The discussion will include roles, responsibilities, obligations, and best practices for the CLEOs and LWDB Chairs under the Workforce Innovation and Opportunity Act (WIOA). This will also include financial responsibilities, local plans, WIOA federal regulatory compliance requirements and other relevant information.

This session will take place at the Holiday Inn Executive Center at 2200 Interstate 70 Drive SW, Columbia, Missouri 65203. The summit will be from 10:00 AM to 4:00 PM. on September 26th with a working lunch provided. Please note, if you are unable to attend a substitute representative will be required to attend. This must be a member of the CLEO staff and LWDB membership and must be approved by OWD Director Mardy Leathers. Seating is limited for this event and RSVP is required by no later than September 6th to Allyssa Miget at Allyssa.miget@ded.mo.gov.

Thank you for your assistance in this regard - I look forward to spending the day with you on September 26!

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