

MINUTES OF THE CENTRAL WORKFORCE DEVELOPMENT BOARD

January 22, 2020

Chairman T.R. Dudley called the meeting to order at 10:00 a.m.

CWDB members in attendance were T.R. Dudley, Curtis Koelling, Elizabeth Perkins, Peter Callan, Jennifer Taylor, Julie Littrell, Kathy Groves, and David Miller.

Kathy Hueste connected by phone.

CWDB members absent were Patrick Kelly, Deanne Stubblefield, Russ Unger, Mark Maasen, Sharon Gibson, Matt Hurley, Betty Jo Sydenstricker, Denise Boeckman, and Tamara Tateosian.

Caucus members in attendance were Victor Stratman, presiding commissioner of Maries County.

CWDB staff in attendance included Kevin Stadler, Tina Sooter, and Tina Sooter

Guests were Susan McKnight and Katie Shofler from the Office of Workforce Development

Approval of Agenda

T.R. Dudley entertained a motion to approve the agenda. K. Groves moved to approve the agenda, seconded by P. Callan. All in favor, none opposed, the agenda was approved as presented.

Approval of Minutes

T.R. Dudley asked if there was any discussion on the November 13, 2019 minutes. There was none. T.R. Dudley entertained a motion to approve the minutes. K. Groves moved to approve the minutes, seconded by P. Callan. All in favor, none opposed, motion carried.

New Business

Welcome of New Board Member

Julie Littrell was welcomed as a new private sector board member. Julie is employed by Brewer Science and gave a brief report on her background and an overview of Brewer Science.

Executive Director Position Update

T.R. Dudley entertained a motion to enter closed session to discuss the executive director position. Motion made by P. Callan, seconded by K. Groves. All in favor, none opposed, motion carried.

The board went into closed session.

T.R. Dudley entertained a motion to come out of closed session. Motion made by P. Callan, seconded by K. Groves. All in favor, none opposed, motion carried.

T.R. Dudley presented the recommendation from the interview committee to hire Amy Sublett for the executive director position and entertained a motion to accept the recommendation. Motion made by P. Callan, seconded by K. Groves. All in favor, none opposed, motion carried.

Other Business

Program Operator Report

T. Rogers, executive director of Central Ozarks Private Industry Council (COPIC) did not attend the meeting. However, Trish submitted a detailed written report to the board that was reviewed.

The COPIC financial report included a break-down by program of budget and obligated amounts. P. Callan asked for clarification on what was included in the obligation amount. H. Brown answered that they were payments that T. Rogers has approved for training and supportive services.

The question was emailed to T. Rogers following the meeting and she responded that the obligations are based on the amount of money she has approved to assist customers in the training process.

H. Brown reported that COPIC staff are showing continuous improvement. Staff have come a long way and are working hard. Program operation and monitoring results are showing much improvement.

T.R. Dudley expressed his appreciation for the job COPIC is doing and for their partnership.

Financial Report

T. Sooter presented the CWDB expenditure report and distributed copies of the report. T.R. Dudley asked if there were any concerns about funding; T. Sooter responded there were not.

K. Groves asked what the Aspire program was. T. Sooter and H. Brown provided information on the program that consists of entrepreneurial training at the Vandalia correctional facility for women. Twenty two individuals have gone through the program.

P. Callan asked about various spending levels and percentages as they relate to program year dates. T. Sooter responded that some of the funding has come in at different dates. Most of the Adult funds were received in October 2019.

T. R. Dudley asked for an update on the audits. T. Sooter responded that J. Carter provided Evers & Company with a Schedule of Expenditures of Federal Awards (SEFA). We have not heard back from Evers yet on that. T. Sooter has been working with Katherine from BK & D working on journal entries to provide to Evers & Company.

Tina is working on the new MIP data base. MIP provided training to Tina and Carley Siedleck, CWDB fiscal assistant on several features. Tina is busy mapping the trial balance and the budget module that has to be mapped. Tina is also working on distribution codes for the new data base, which is all very time consuming.

T.R. Dudley asked how things were going with working with U.S. Bank. T. Sooter responded that she has not had any trouble working with the bank. T. R. Dudley asked if we were still looking at changing banks. T. Sooter reported that J. Carter has checked with three other banks and they are not able to process the type of cards (debit cards) CWDB uses for supportive services.

D. Miller asked which audit we are working on. T. Sooter responded that we are finishing up the 2017-2018 audit. As soon as that is finished we will start on the 2018 – 2019 audit.

T.R. Dudley reported that as soon as an executive director is hired, J. Carter will be able to concentrate on the finance component. Julie will be assisting CWDB through the end of March.

D. Miller stated that the MIP system is a good system and we should be utilizing their staff support as much as possible.

T.R. Dudley entertained a motion to approve the financial report. Motion made by P. Callan seconded by K. Groves. All in favor, none opposed, financial report was approved.

Project and Program Update

H. Brown provided a written report and elaborated on the items.

The Job Center in Jefferson City will be located in the mall, with the plan of being moved in by June, 2020.

The relocating of the Rolla Job Center to the room adjoining the CWDB office is on hold due to the Office of Administration being the leaseholder and the requirement for prevailing wage to be paid.

The CWDB was asked to assist with the Mo Works Together Grant and was able to fill 6 Certified Peer Specialist positions within two weeks. The participants all have work sites and are working. Participants must have been affected by the opioid crisis.

A new grant for automotive and digital apprenticeship is available through Franklin Apprenticeships.

The Tipton Reentry center is up and running and has served over 20 customers so far.

Strategic Plan

K. Stadler gave an update on the strategic plan and the planning process.

An ad hoc committee was formed early in the planning process.

WIOA partners have engaged in the planning process.

The plan will be posted for a thirty-day comment period in early February.

K. Groves asked what some of the key initiatives will be in the plan. Discussion was held on current conditions such as the low unemployment rate, the shortage of workers, and the fact that the customers we are now serving have many barriers to employment.

K. Groves stated that she thinks we can do a better job with employer engagement. Discussion was held.

J. Taylor reported that OWD staff will be assisting with business services and introduced Susan McKnight, from OWD, the workforce coordinator for the region. S. McKnight is heading up the Nexus initiative and agreed to lead the region's business services team. S. McKnight is engaged in employment engagement and meets with chambers of commerce, employers, and HR organizations.

J. Taylor introduced Katie Shofler from OWD, the Trade Act navigator, and provided information on the Trade Act programs.

H. Brown stated that employer engagement is now one of the performance measures that CWDB will be evaluated on.

J. Taylor said that the Department of Higher Education and Workforce Development has launched an initiative for employer outreach that will include surveys and other methods of connecting with employers.

T.R. Dudley discussed the benefits of using surveys to reach out employers.

T.R. Dudley asked that schools, the Meramec Regional Planning Commission, and Missouri State Tech be included in the planning process.

P. Callan stated that a Ranken Campus will be opened in southern Boone County to address the void of trade and IT skills.

J. Littrell stated that Brewer Science is working on a project with East Central College called "High School to Hire" that will also address the shortage of skilled workers.

Plan Modification

K. Stadler presented a plan modification consisting of a policy for the payment of incentives to youth program participants for achieving specific goals. Discussion followed.

P. Callan asked whether paying incentives actually makes a difference and stated that in his 30 years of studying the subject, it does not seem to be effective. He asked that CWDB staff track outcomes to determine if the incentives do make an impact.

P. Callan asked if there had been problems in the past with record keeping/tracking incentives. Staff did not recall a problem but stated that an efficient system would be in place for tracking incentive payments.

K. Hueste stated that incentives do affect the attendance and level of effort in the AEL class and thinks they are effective.

T.R. Dudley entertained a motion to approve the plan modification. Motion made by K. Groves, seconded by P. Callan. All in favor, none opposed, motion carried.

Board Membership

K. Stadler provided an update on board membership. Sue Kmet from the Lake of the Ozark subregion has been submitted to the Office of Workforce Development for approval as a private sector board member.

Sam Bushman, the Cole County presiding commissioner has spoken to Joe Driskill about serving on the board as a private sector member. Mr. Driskill will need to get an ethics ruling from the state.

Discussion followed about attempts to recruit a board member from Quaker Window. Presiding commissioner Victor Stratman reported that he had stopped at Quaker Window to discuss board membership but was not able to speak with anyone. K. Stadler has also tried to reach out to Quaker without success.

The Jefferson City Job Center was going to locate to Capital Mall, but is now looking at a location on Creek Trail Drive.

Upcoming Meetings

The Best Western conference room is not available for all of the CWDB scheduled meetings for the year, so other accommodations will be sought.

It was recommended that the meeting scheduled for May 27 be moved to May 13, since there would have been a very short time until the next meeting scheduled for June 17, 2020.

Chairman's Report

T.R. commented about the WIOA partner meeting on December 18, 2020. He really enjoyed the meeting and learned many new things about our WIOA partner agencies.

T.R. Dudley attended the opening ceremony for the reentry Job Center at Tipton and was very impressed. He spoke about the CWDB's connection with DOC and appreciates that partnership. He would like to see this initiative replicated through the state. T.R. Dudley stated that it is great to see this initiative happening.

T.R. Dudley stated that he feels good about the board's progress with the corrective action plan and feels better about the board than he has since last April. He applauded staff and the board members and appreciates the hard work and partnership of COPIC. T.R. Dudley encouraged the board to contribute their ideas and resources.

Commissioner Stratman stated that he was impressed with the meeting today and that this is how the board should be.

Meeting Adjourned

T.R. Dudley asked if there were any questions or discussion. There being none, he would entertain a motion to adjourn. P. Callan made the motion to adjourn, seconded by T.R. Dudley. All in favor, none opposed, motion carried. The meeting was adjourned at 11:55 a.m.