

Central Workforce Development Board

November 18, 2020 Minutes

Joint Board and Caucus Meeting

Conducted by Google Meeting

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

CWDB members in attendance were T.R. Dudley, Julie Littrell, Betty Jo Sydenstricker, Sharon Gibson, Kathy Groves, Peter Callan, Ray Crouch, Dewey Thompson, Elizabeth Perkins, Brad Dorris, David Miller, Deanne Stubblefield, Jennifer Taylor, and Tamara Tateosian.

CWDB members absent were Patrick Kelly, Denise Boeckmann, Mark Maasen, Sue Kmet, Matt Hurley, and Curtis Koelling.

Caucus members in attendance were Gary Jungermann, Steve Hobbs, and Vic Stratman.

CWDB staff in attendance were Amy Sublett, Jan Miller, Donna Smith, Carly Siedlick, Korin Ell, Winona Cotner, and Kevin Stadler.

Guests in attendance were Trish Rogers, Ken Mall, and Cleo Samudzi.

Approval of Agenda

T.R. Dudley entertained a motion to approve the agenda. Motion made by David Miller, seconded by Tamara Tateosian. 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 September 23, 2020 minutes. There was none. He entertained a motion to approve the minutes. Motion made by Dewey Thompson, seconded by Peter Callan. All in favor, none opposed, the minutes were approved as presented.

2018 Audit

T.R. Dudley asked if there was any discussion on the 2018 audit. The audit had been discussed at the September 23, 2020 meeting; there was no additional discussion. He entertained a motion to approve the audit. Motion made by David Miller, seconded by Dewey Thompson. All in favor, none opposed, the audit was approved. The board statement is: The board of directors has received and reviewed the Central Region Workforce Investment Board independent auditor's report for the year ending June 30, 2018. The Board is making changes to address the deficiencies moving forward.

Audit Update

Amy Sublett provided an update on the audits. CWDB is under corrective action with the State until we get caught up with having our audits completed. We need to start on the 2019 audit and then 2020. Staff are in the process of getting bank reconciliations up to date; they need to go into the old accounting system to reconcile data. There were no questions on the audit update.

Monitoring Responses

Amy Sublett presented letters of completion from the Office of Workforce Development for financial monitoring, letter dated June 30, 2020 and program monitoring, letter dated October 23, 2020. CWDB provided necessary responses to these monitoring and is now in good standing with these reports.

Statewide Apprenticeship Effort

Amy Sublett reported on the state-wide apprenticeship effort. The region is putting together a team to explore how we can increase apprenticeships. This will require multiple partners and all suggestions are welcome. Peter Callan replied that he will contact Amy; MU Healthcare recently held a meeting on this.

Dewey Thompson is also interested in assisting and mentioned the statewide distribution network that the MOU extension has.

Job Centers of the Future

Ken Mall of EDI solutions made a presentation on Job Centers of the Future. Discussion followed. T.R. Dudley state that it was an excellent presentation the board will be happy to assist.

Special Project With Vocational Rehabilitation

Elizabeth Perkins provided a report on a collaborative project with Vocational Rehabilitation and WIOA programs. Participants will be co-enrolled to receive WIOA and Voc Rehab services to gain work experience. Individuals will receive services through the Camden affiliate site. Work experience, job placement, and retention services will be provided to assist individuals in gaining and retaining middle-skills employment. The wage will be 40% above minimum wage and credential attainment potential. Funding will be braided and the initiative will assist both agencies in reaching performance measures. The project should start in mid-January, 2021.

Financial Update

The financial report was sent to board members prior to the meeting. A meeting was held with CWDB staff and David Miller and Peter Callan on November 17 to discuss a new format for financial reports.

Jan Miller presented the report and a list of internal controls that have been implemented to provide more confidence to the board re: financial controls. Jan asked if there were any questions; there were none.

Jan Miller will be transitioning into retirement and will be replaced by Donna Smith. Donna has an accounting degree and thirty years of experience in accounting. She has been employed by the South Central WIB for the last two years.

T.R. Dudley and Amy Sublett thanked Jan for her hard work in assisting with the audits and corrective action measures.

Security Protocol

Amy Sublett reported that a former COPIC employee recently initiated a security breach. The situation is under control. Amy proposed that a committee be formed to review the hiring and termination practices of board staff and subcontractor staff to make sure sufficient protocols are in place. T.R. Dudley asked Kevin Stadler to contact Peter Callan, David Miller and others to put something in place.

Performance Measures

Korin Ell gave a presentation on performance measures.

Plan Modification

Kevin Stadler presented a plan modification consisting of a revision of the substate monitoring policy and address changes for Fulton, Rolla, and Jefferson City locations. A summary of the modification was sent to the board for review prior to the meeting. The Fulton office will be closed. Arrangements are being finalized to have a desk in the Chamber of Commerce office. T.R. Dudley entertained a motion to approve the plan modification. Motion made by Brad Dorris, seconded by Tamara Tateosian. All in favor, none opposed, the plan modification was approved as presented.

CARES Act Report

Amy Sublett provided a report on CARES Act funding and enrollments. COPIC enrolled over 80 participants and obligated approximately 230,000 in training funds.

COPIC Report

Trish Rogers provided a report on COPIC activity. The report was sent to the board with an outline of outreach and services to laid off workers. Trish Rogers reported that 60 percent of enrollments are processed through electronic methods.

Caucus Update

Commissioner Gary Jungermann spoke about the effect Covid is having on the region. He thanked all for their work during this time.

Chairman's Report

T.R. Dudley thanked everyone for their service during this unprecedented time. He expressed appreciation for the board members, COPIC staff and CWDB staff. He said big milestones have been reached and we will continue moving forward.