

MINUTES OF THE CENTRAL WORKFORCE DEVELOPMENT BOARD

September 23, 2020

Conducted by Google Meet

Chairman T.R. Dudley called the meeting to order at 2:00pm.

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

CWDB members absent were Russ Unger, Curtis Koelling, Denise Boeckmann, Matt Hurley, and Mark Maasen.

CWDB staff in attendance were Amy Sublett, Jan Miller, Korin Ell, Sundi Jo Graham, and Kevin Stadler.

Other attendees included Callaway County Presiding Commissioner Gary Jungermann, Julie Carter from the Office of Workforce Development, and Katie Cawdron from Rehabilitation Services for the Blind.

Role Call

A role call of attendance was taken.

Approval of Agenda

T.R. Dudley entertained a motion to approve the agenda. Motion made by Patrick Kelly, seconded by Dewey Thompson. No discussion, all in favor, none opposed. The agenda was approved as presented.

Minutes

T.R. Dudley asked if there was any discussion on the June 17, 2020, and the August 3, 2020 Executive Committee meeting minutes. T.R. Dudley entertained a motion to approve the minutes. Dewey Thompson moved to approve the minutes, seconded by David Miller. T.R. Dudley asked if there was any discussion. There was none; all in favor, none opposed, the minutes were approved as presented.

New Business

2018 Audit

Wendy Renner from Evers & Company presented a preliminary draft of the 2018 CWDB Audit.

The audit report includes a disclaimer on opinion on the single audit and the financial statement because of the audit evidence that was unavailable, due largely to the turnover of accounting personnel and the details of transactions that were not available.

Wendy Renner stated that after the board approves the preliminary draft, a final audit report will be sent to the CWDB. It will then be provided to the Federal Clearinghouse and the State. A corrective action plan will be included.

Wendy Renner stated that it is not a good audit.

Julie Carter said the USDOL has requested that the final audit be sent to them as soon as it is available. The state will also perform an audit reconciliation.

Julie Carter said the FY 18 is a bad audit and the FY 19 audit will still not be where it needs to be. Hopefully, the FY 20 audit will be better. CWDB has made progress but is not there yet. Julie Carter said DOL is aware of the steps that have been taken.

David Miller asked why the audit report was not provided to the board prior to the meeting so they would have time to review it prior to the meeting. Wendy Renner responded that the report was completed at 2:01 on 9-23-20.

The draft audit will be sent to the board and a follow-up meeting will be held for discussion and approval of the audit.

David Miller stated that it is difficult to sign off on the audit and he will not vote on it until he has been able to read the audit report. The audit is upsetting. David Miller requested the opportunity to read the audit before voting on it. Sue Kmet stated her agreement. Patrick Kelly asked when the next meeting will be. T. R. Dudley responded that the next meeting is in November.

Discussion followed. Julie Carter stated that the Department of Labor would probably not wait more than a week for the audit.

Amy Sublett stated the region will not come off of corrective action until we are caught up on the audits. We are still behind on FY 19 and FY 20 audits. Julie Carter agreed.

The board cannot move forward on the other audits until this one is approved.

T.R. Dudley entertained a motion to reconvene by Zoom meeting regarding the audit in approximately one week. Motion made by Patrick Kelly to reconvene regarding the 2018 audit in approximately one week, seconded by Kathy Groves. T.R. Dudley asked if there was any discussion. There was none. All in favor, none opposed, the motion carried.

T.R. Dudley asked if there was any other discussion from management. Julie Carter stated that she thinks the board has covered the issue.

Patrick Kelly asked if the audit would be sent to all board members.

T.R. Dudley said that the audit would be sent to all board members for review.

Orientation Video

Amy Sublett introduced a CWDB orientation video produced by Sundi Jo Graham, the CWDB communications coordinator. The intention is that the video be used as an orientation tool for new board members and other groups. Comments on the video were favorable.

Jennifer Taylor commented that the volume of the music may need to be lowered.

Peter Callan and Patrick Kelly recommended that the video be revised to include individuals of diversity groups, including those with disabilities, to represent diversity in the population. Elizabeth Perkins suggested that closed captioning be added to the video.

It was recommended that the video be linked on social media and distributed when appropriate.

Election of Officers, Chair and Vice-Chair

T.R. Dudley introduced the election of chair and vice-chair positions. He stated that he has tried to shepherd the organization through this corrective action period and is willing to continue in this position.

Peter Callan stated that he appreciates T.R. Dudley's leadership and that he is willing to continue as vice-chair, but asked if anyone else was interested. He will probably not be interested in moving from the vice-chair to the chair position when T.R. Dudley is no longer chair. No other board members expressed an interest in serving in these offices.

T.R. Dudley asked if there were other volunteers to be considered for the chair or vice chair positions. There were none.

T.R. Dudley reported that Tamara Tateosian was interested in being added to the slate of officers for these positions. However, as an employee of the Calloway County Chamber of Commerce, a 501 (c) (6) organization, she does not meet the chair and vice-chair requirement of being a private sector member.

T.R. Dudley and Peter Callan discussed the need for other board members to consider volunteering for these positions when elections are held next time.

T.R. Dudley entertained a motion to reelect himself as chair and Peter Callan as vice chairman.

Motion made by Dewey Thomson, seconded by Sue Kmet. T.R. Dudley asked if there was any more discussion. There was none. All in favor, none opposed, the motion carried.

Job Center Update

Amy Sublett provided an update on job centers. The Lebanon and Jefferson City centers are now open following closure due to storm damage. Lebanon received a makeover and is much improved. All four comprehensive centers are now open.

An update was given by Amy Sublett on the Camdenton, Fulton, Fort Leonard Wood, and Potosi locations.

Amy Sublett, T.R. Dudley, and Gary Jungermann attended the opening ceremony for the Jefferson City location. T.R. Dudley stated that the facility is a state-of-the-art facility and is very impressive.

Amy Sublett reported that Jefferson City will be the flagship center of the State.

Financial Report

Jan Miller presented the financial report, which had been sent to board members prior to the meeting.

Discussion followed on the reporting format and any other reports the board would like to see.

Jan Miller commented on the audit and reported that from January through current, bank reconciliations have been done and steps have been taken to move forward.

Amy Sublett reported that much information for the PY 18 audit could not be found or obtained. That delayed the PY 18 audit from being completed. She expressed concern also for the PY 19 audit. However, internal controls and accountability are now in place. There will be issues with the PY 18 and 19 audits.

T.R. Dudley asked that any information addressing deficiencies in the audit be included in the financial reports.

Peter Callan repeated David Miller's previous comment that he would have more confidence if the information in the reports came directly from the system. Jan Miller stated that the reports are manually created, but the information is drawn directly from the MIP system. Jan Miller and Amy Sublet have discussed the creation of a financial committee that would oversee the creation and format of reports.

David Miller had asked if reports could be generated directly from MIP.

Peter Callan asked what steps have been taken to ensure this does not happen again and what steps have we taken to ensure that the board has greater confidence in the financial reports.

Jan Miller stated that we now have a new MIP system beginning in January 2020, so she has confidence in the data. There is a new chart of accounts and bank reconciliations have been done. There are improved internal controls that have been implemented since she came on board.

T.R. Dudley proposed that a finance committee consisting of Peter Callan and David Miller be formed to work with Jan Miller before each board meeting to provide the board with more knowledge of what is in the reports. Jan Miller welcomed that.

T.R. Dudley entertained a motion to approve the financial report. Motion made by Sue Kmet, seconded by Peter Callan. T.R. Dudley asked if there was any further discussion. There was none. All in favor, none opposed, the financial report stands approved as presented.

Plan Modification

Kevin Stadler presented a plan modification consisting of a change to the Youth incentive policy. The revision would allow for the payment of incentives during the 12 month follow-up period.

Trish Rogers provided additional comments in support of the modification.

T.R. Dudley entertained a motion to approve the plan modification. Motion made by David Miller, seconded by Brad Dorris. Additional discussion was entertained, there was none. All in favor, none opposed, the plan modification was approved as presented.

Job Center Certification

Kevin Stadler reported on the job center certification process for the Columbia, Lebanon, and Rolla comprehensive centers and the Camdenton and Fulton satellite centers. The documents are due to OWD on September 30.

The review team was given the opportunity for comment; there were none.

The Jefferson City certification will be completed in October.

T.R. Dudley thanked the review team for their hard work on this virtual review process.

COPIC Update

Trish Rogers provided a report on COPIC activities. The report was sent to the board prior to the meeting.

Discussion followed.

CWDB Chairman Report

T.R.Dudley commented on the challenging times we are living through and complimented Trish Rogers and COPIC staff on the work they do.

He also complimented the work that Sundi Jo Graham does.

T.R. Dudley discussed the need for information from employers regarding their skills needs and sector strategies as noted by Tamara Tateosian in the certification process.

He thanked the board members for their service on the board.

T.R. Dudley asked if there was any other discussion, there being none, he would entertain a motion to adjourn.

David Miller moved to adjourn, seconded by Kathy Groves. All in favor, none opposed, motion carried. The board adjourned at 3:40.