

Central Workforce Development Board

Minutes of March 24, 2021

Conducted by Zoom Meeting

Chairman T.R. Dudley called the meeting to order at 2:08 p.m.

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

CWDB members absent were Denise Boeckmann, Mark Maasen, Curtis Koelling, Matt Hurley, Patrick Kelly and Deanne Stubblefield

Caucus members in attendance were Gary Jungermann.

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

Others in attendance were Chris Link, Katie Cawdron, Cleo Samudzi, and Tony Bryan.

Approval of Agenda

T.R. Dudley entertained a motion to approve the agenda. Motion made by Dewey Thompson, seconded by Peter Callan. Discussion was entertained – there was none. 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 January 27, 2021 minutes. There was none. A motion was entertained to approve the minutes. Motion made by Brad Dorris, seconded by Dewey Thompson. Discussion was entertained – there was none. All in favor, none opposed, the minutes were approved as presented.

State and Local Board Engagement Subcommittee

Tony Bryan, executive director of CyberUP, and member of the State Workforce Board, connected to the meeting by phone and gave a presentation regarding his new position interacting with the CWDB as part of the Job Centers of the Future Initiative. Mr. Bryan also discussed the CyberUp apprenticeship program.

Board Certification and Orientation Policy

Amy Sublett and Kevin Stadler presented information on the certification of the board due to OWD by April 30, 2021. Part of this process is a board member orientation policy, which was sent to the board members for review. This discussion led to a discussion on the board agenda.

Amy Sublett presented her thoughts on restructuring the agenda so we can include required meeting content, but allow time for strategic discussion and board member interaction. The board was supportive of this idea. T. R. Dudley discussed the use of a consent agenda; he said the Meramec Regional Planning Commission has used this agenda for years and he will provide the board with an example of that agenda.

2019 Audit Update

Amy Sublett and Donna Smith provided an update on the fiscal year 2019 audit. The 2019 and 2020 audits must be completed in order for the CWDB to be in good standing.

Donna Smith has been in close contact with Welch, Couch, and Company, the auditors who were awarded the bid by CWDB. A major concern for the audit completion was the reconciliation of bank statements; the bank statements are now completely reconciled and current. The target dates for the completion of the audits are June 30 for 2019 and late summer for 2020. The 2021 audit target date is the third week of January 2022. Meeting these deadlines will bring the board into compliance with OWD's request to have all audits completed by March 31, 2022.

T.R. Dudley expressed his appreciation to Donna Smith for her hard work on the audit preparation.

Business Team Report

Amy Sublett and Jennifer Taylor provided an update on activities of the business team. Discussion was held on the future direction of the business team, including setting goals for business engagement and targets for staff to serve employer's needs and increase the awareness of apprenticeships.

Jennifer Taylor has been leading the efforts in the region to increase the number of apprenticeships. An apprenticeship action framework plan has been completed and submitted to the Missouri apprenticeship team. The Governor's initiative is to increase statewide apprenticeships to 20,000 by 2025; the current number of apprenticeships is 13,000-15,000. Workforce partners and employers are assisting with the goal of reaching this target.

OWD Scorecard

The OWD Scorecard for the State was sent to the board prior to the meeting so the CWDB could be compared to other regions. The Scorecard is a helpful tool to point out indicators that need to be addressed prior to the end of the year.

The following alerts are listed on the Scorecard:

The audit, which CWDB is addressing and making progress on.

The monitoring of training providers. The CWDB equal opportunity officer, Korin Ell, is working on this issue.

Lisa Elrod is the CWDB's new program monitoring lead. (Notation only)

Low expenditures for PY19 Dislocated Worker and PY20 Dislocated Worker and Adult funds. This will be discussed during the subcontractor report.

One factor that affected the expenditure rate is that CWDB received additional funding through the CAREs Act that needed to be spent on training by the first quarter of the year. This allowed CWDB to serve more people, but delayed the expenditures of our regular funding. It will be later in the year before expenditures increase.

Not meeting performance for Employment Rate Q4 Adult and Dislocated Worker, Youth Credential Rate, and Youth Median Earnings. The region has made improvements in reaching performance goals.

Youth median earnings is not a counted Youth performance measure, so CWDB questions that alert.

The credential rate is still an issue but significant progress has been made in working with COPIC.

Amy Sublett presented a graph from OWD showing services by region on a weekly basis. CWDB is performing well in all services provided. St. Louis, Kansas City, and Springfield are the only regions outperforming the Central Region. Job Center staff should be commended for their hard work on serving customers.

The Scorecard noted the region's social media activity as a promising practice. Sundi Jo Graham has done a phenomenal job with social media.

Lisa Elrod reported on the amount of information that affects the performance measures and the staff time required to ensure all data is accurate. Korin Ell and COPIC staff have been working hard to verify and enter information that will impact performance in a positive manner.

Financial Report

Donna Smith presented the current financial report and Contract Progress Reports, providing a narrative of funding sources, expenditures, and the process of checks and balances.

Peter Callan and David Miller reviewed the reports prior to the meeting in a meeting with Donna Smith.

T.R. Dudley complimented Donna Smith on the report and the improvement in fiduciary oversight and thanked Peter Callan and David Miller for their assistance.

T.R. Dudley entertained a motion to approve the financial report has presented. Motion made by Tamara Tateosian, seconded by Elizabeth Perkins. Questions or discussion were entertained. There were none. All in favor, none opposed, the financial report was approved as presented.

Rehabilitation Services for the Blind Presentation

Katie Cawdron presented information on services available through Rehabilitation Services for the Blind.

Customer Satisfaction Surveys

Lisa Elrod provided the most recent results on customer satisfaction surveys that are provided by the Office of Workforce Development. All customers are given the opportunity to take the survey. The results from job seekers and employers were very favorable. There were two negative comments which will be addressed and used for continuous improvement.

Office of Workforce Development Report

Jennifer Taylor provided a comprehensive presentation to the board on programs and initiatives.

As of March 15, all job centers are open to the public following restrictions due to Covid 19. Criteria must be met to remain open including, a county Covid positivity rate below 8.5%, adequate staffing to serve the public, and compliance with the Infectious Disease Preparedness Response Plan. If there are not enough staff, the centers will return to appointment-only status.

Beginning March 29, 2021 all Missouri Job Centers will serve customers during the hours of 8:00 AM – 5:00 PM Monday through Friday. The hours have varied in prior months.

The MERIC website was displayed and the Central Region unemployment rates were reviewed.

Updates were provided on Job Centers of the Future, CompTIA Mentored Learning, and the Missouri Registered Apprenticeship programs.

Plan Modification

A plan modification was presented by Kevin Stadler. Items for modification were a revision of the Eligible Training Provider policy, an updated list of comprehensive job centers and access points, and the changing of the organization's name from Central Region Workforce Investment Board to Central Workforce Development Board. The board has been using the latter name for several years, but had not made the change with the Secretary of State. Documentation will now be submitted to the Secretary of State to make this change.

T.R. Dudley entertained a motion to approve the plan modification. Motion made by Dewey Thompson, seconded by Peter Callan. Questions and discussion were entertained. There were none. All in favor, none opposed, the plan modification was approved as presented.

Bylaws and Committee Discussion

The bylaws and committee structure were sent to the board prior to the meeting; the bylaws are due for board review and revision. T.R. Dudley proposed creating a committee to work on the bylaws and offered to chair the committee.

Committee structure will be reviewed as part of the bylaws. Elizabeth Perkins requested that the current disability committee be left as is and not be moved under another committee. Elizabeth discussed the AccessAbility Summit that CWDB co-hosted in previous years. It did not take place this year due to Covid, but Elizabeth recommended maintaining the disability committee and partnering with other agencies to make the AccessAbility Summit an annual event. T.R. Dudley asked Elizabeth to send her request to Kevin Stadler in writing to be submitted to the bylaws committee.

Central Ozarks Private Industry Council

T.R. Dudley thanked Chris Link for work he has done with virtual training and workshops.

Chris Link presented a report on COPIC's activity that was prepared by Trish Rogers.

Two new staff have been hired to contact employers to promote services, develop job sites for work experience and OJT, and network with partner agencies.

Low expenditures in Adult and Dislocated Worker were discussed – COPIC is addressing this by requesting invoices from training providers within 30 days of the training begin date and making payments within 10 days of receiving the invoice. Obligations are on track, but expenditures are low.

A partnership with Vocational Rehabilitation is providing work based learning to participants in Camdenton and Osage Beach. The braiding of services is very effective.

Wonderland Camp is also a project between COPIC and Vocational Rehabilitation to provide work experience.

WorkKeys testing is being done in Fulton, Potosi, and several locations throughout the region.

An inter-agency committee has been developed to meet bi-monthly to discuss programs, funding opportunities, referrals, and gain a better understanding of each agency.

Chairman's Report

T.R. Dudley commented on the challenges and corrective action status of the board. However, he thinks great progress has been made in many areas. He thanked the board for their efforts.

T.R. Dudley entertained a motion to adjourn. Motion made by Sue Kmet, seconded by Dewey Thompson. The meeting was adjourned at 4:00 p.m.