

## **Central Workforce Development Board**

### **Minutes of January 26, 2022**

Conducted at the Capital City Job Center and by Zoom Conferencing

Chairman T.R. Dudley called the meeting to order at 11:00 a.m.

CWDB members in attendance were T.R. Dudley, Kathy Groves, Peter Callan, Dewey Thompson, Elizabeth Perkins, David Miller, Matt Hurley, Erica Ward, Ray Crouch, Tamara Tateosian, John Butz, Sue Kmet, Curtis Koelling, Yvonne Wright, Sharon Gibson, Patrick Kelly, Paula Benne, and Suzanne Absheer.

CWDB members absent were Jacob Crismon, Betty Jo Sydenstricker, Loreli Wilson, Denise Boeckmann, Brad Dorris, and Mark Maasen.

Caucus members in attendance were Gary Jungermann, Dan Atwill, Vic Stratman, Randy Verkamp, Alan Winders, and Sam Bushman,

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

Others in attendance were Chris Link, Kerri McKee, Rob Russell, Mark White, Cherisa Price, Lisa Schroeder, Roger Brisley, Lisa Marshall, and Tony Bryan.

#### **Approval of Consent Agenda**

T.R. Dudley entertained a motion to approve the consent agenda. The agenda included November 17, 2021 minutes, job seeker satisfaction survey, business services satisfaction survey, and Central Ozarks Private Industry council report. T.R. Dudley entertained a motion to approve the consent agenda.

Motion made by Tamara Tateosian, seconded by Dewey Thompson. Discussion was entertained; there was none. All in favor, none opposed, the consent agenda was approved as presented.

#### **CWDB Response to 2020 Audit Findings**

Donna Smith presented the CWDB response to the 2020 audit findings. This document was sent to the board and the caucus prior to the meeting.

There were six findings in the 2020 audit that were also included in the 2019 audit. The findings are outlined below in the June 30, 2020 audit presentation.

The steps to correct the findings are included in the CWDB Financial Manual that was approved at the November 2021 board meeting.

The 2021 audit is on track for completion and presentation at the March 23, 2022 board meeting.

T.R. Dudley reported that the Finance Committee met on January 19 and reviewed the audit as well as the financial reports.

Donna Smith presented a document outlining the CWDB budget definitions and funding by program name.

### **Year Ended June 30, 2020 Audit**

Barb Houser, of KPM CPAS & Advisors, presented a summary of the audit ending June 30, 2020. There are three audit reports:

Financial Statement Report

Federal Government Financial Report

Compliance Report

There were six findings:

#### *Findings issued for the financial statement audit:*

Lack of audit evidence

Segregation of duties

Document Retention

Financial Reporting in accordance with GAAP

#### *Major Federal Award Findings*

Cash Management – withdrawal of funds before spent

Document Retention

These findings are carry-overs from the 2019 audit.

The audits for 2019 and 2020 were qualified due to lack of accounting documents available.

Some of the issues on this audit were reduced from material weakness to a significant deficiency, which is an improvement.

The audit was sent to the board and the caucus for review on January 4, 2022.

It is anticipated by KPM that the 2021 will not be a qualified opinion due to documents being in order at the end of 2020.

Barb Houser reported on assets and revenue for the period. There was a decrease in federal expenditures of 55% from 2019 to 2020.

Ms. Houser asked if there were any questions. There were none.

T.R. Dudley entertained a motion to approve the June 30, 2020 audit as presented. Motion made by David Miller seconded by Tamara Tateosian. Discussion was entertained; there was none. All in favor, none opposed, the 2020 audit was approved as presented.

### **Financial Report**

The CWDB financial report for the period of July 1, 2021 to December 31, 2021 was presented by Donna Smith. The report was reviewed prior to the meeting by the finance committee on January 19, 2022 and was sent to the board members and the caucus in advance of the meeting.

Discussion was held on current program expenditure levels.

CWDB received a significant increase in Youth funds and is working with Central Ozarks Private Industry Council to serve as many Youth participants as possible.

T.R. Dudley commented that the current job market and low number of dislocated workers has made it difficult to expend that funding

T.R. Dudley entertained a motion to approve the financial report as presented. Motion made by Dewey Thompson seconded by Tamara Tateosian. Discussion was entertained; there was none. All in favor, none opposed, the financial report was approved as presented.

### **State Workforce Board Update**

Tony Bryan provided an update on the State Workforce Board meeting. The 2022 WIOA funding recommendations were presented and several bills were presented including a cyber-security bill with a workforce component. There is an upcoming Workforce and CLEO summit that will be informative. The State published their annual WIOA Missouri Annual Report and Mr. Bryan recommended that as a resource. Mr. Bryan said that he is always available for questions or as a resource.

### **MU Extension, University of Missouri - Labor & Workforce Development Program**

Rob Russell and Mark White from the MU Extension Labor & Workforce Development program presented an overview of resources and data available through the Extension. They have an extensive program that includes resources for Business Development, Community Development, Regional Economic Development, and Workforce Development.

T.R. Dudley expressed his appreciation for the presentation and suggested that the MU Extension, MERIC, and the Federal Reserve provide a comprehensive workshop for communities.

Dewey Thompson commented that there are Community Engagement Specialists throughout the state that are responsible for looking at local counties and conducting needs assessments. We should consider how the board can engage Rob Russell and the MU Extension in carrying out employer services and the mission of the board.

### **Office of Workforce Development Business Services Presentation**

Amy Sublett, Roger Brisley, and Lisa Marshall provided a presentation on the business services available through the job centers in the region. The region has a business services team made up of staff from the job centers, Central Ozarks Private Industry Council, and CWDB that focus on business services. The mission is to promote Job Center and workforce development services to businesses in the Central Region. The business team meets monthly to share information, coordinate activities, leverage resources, and review hiring trends and challenges. The meetings will be expanded soon to include partner staff such as Vocational Rehabilitation, the Department of Corrections, and the Department of Social Services on a quarterly basis.

Many business services are provided virtually, however, the job center facilities are available to businesses for interviewing, hiring events, etc.

Roger Brisley, from the Columbia Job Center, provided an overview of business services provided to employers, Chambers of Commerce, the Department of Economic Development and other organizations. Recruitment assistance, hiring/training incentives, apprenticeships, veteran's services, employment transition, and labor market information are some of the services available.

Lisa Marshall provided additional information on the Employment Transition Team which provides assistance to employers and re-employment services to affected workers during staffing reductions and layoffs, hiring events, and other special projects, such as a recent initiative at Joshua House Church.

Amy Sublett provided information on programs from other partner agencies: Shared Work program (Department of Labor and Industrial Relations), Vocation Rehabilitation Business Services, Department of Corrections Re-entry services, Department of Social Services, Adult Education and Literacy, and Mid-America Trade Adjustment Center. Incumbent Worker Training Projects are a valuable resource where a partnership is formed with a local employer and training is provided to existing workers.

Sundi Jo Graham provided a report on CDL training that was provided with Central Ozarks Private Industry Council. The program was a great success with approximately 35 applicants being qualified for training.

### **Director's Update:**

Amy Sublett provided the following report:

#### **Corrective Action Status**

CWDB is now current on their audits and will submit a letter to Dr. Mardy Leathers, of the Office of Workforce Development, requesting to be taken off corrective action status.

There will be an annual workforce training session February 9 - 11 in Columbia, which commissioners will be attending. The Central Region Caucus Agreement needs to be signed by the region's commissioners. Amy Sublett will be working on obtaining commissioner signatures at that event.

#### Proposed State Budget Enhancements

The Governor has proposed 2.7 million dollars to be dedicated to updating the job centers. Some of the centers have been in existence for a long time and are in need of upgrades.

#### Future Workforce Topics for Discussion.

In order to engage the board in relevant discussion, a survey will be sent to board members requesting two or three workforce or other topics that are of interest for discussion to identify solutions or best practices, so the board members can learn from each other and access information that may be helpful in their day to day jobs. The top common recommendations will be used for discussion items going forward in sessions facilitated by Dewey Thompson.

#### **Chairman's Report**

The board voted previously to have hybrid meetings, however, the March meeting will most likely be virtual due to COVID concerns.

The Evaluation Committee has been engaged in the WIOA service provider procurement process, which is done every three years; Central Ozarks Private Industry Council is in the final year of their contract.

The Request for Proposal was sent to the Evaluation Committee prior to being distributed; there were no recommendations for improvement to the document. Proposals submitted to CWDB will be reviewed by the Evaluation Committee and will be presented at the March 23 meeting, with a contract being awarded at that time.

T.R. Dudley applauded the Board, Commissioner Jungermann and the caucus, Dr. Leathers, Yvonne Wright, Julie Carter, and CWDB staff for their efforts and support to become current on the CWDB audits.

T.R. Dudley made a motion to adjourn. Motion made by Peter Callan, seconded by Tamara Tateosian. Discussion was entertained; there was none. All in favor, none opposed, the meeting was adjourned at 12:56 p.m.