

## Central Workforce Development Board

### Minutes of June 22, 2022

Capital City Job Center  
3600 Country Club Dr.  
Suite 2004, Room 100  
Jefferson City, MO 65109

And  
Zoom Conferencing

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

CWDB members in attendance were T.R. Dudley, Peter Callan, Kathy Groves, Elizabeth Perkins, Erica Ward, Ray Crouch, Paula Benne, Betty Jo Sydenstricker, Matt Hurley, Dewey Thompson, Curtis Koelling, David Miller, Yvonne Wright, Jimmy Rogers, Suzanne Kmet, and Jeremy Porter.

CWDB members absent were Mark Maasen, Loreli Wilson, Suzanne Absheer, Patrick Kelly, John Butz, Tamara Tateosian, and Brad Dorris.

Caucus members in attendance were Gary Jungermann.

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

Others in attendance were Trish Rogers, Chris Link, Whitney Davis, Erica Johnson, Katy Cawdron, Sam Scott, Julie Carter, Rebecca Fletcher, Kerri McKee, and Tony Bryan,

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

T.R. Dudley entertained a motion to approve the consent agenda. The agenda included May 18, 2022 minutes and the Central Ozarks Private Industry Council report.

Motion made by Kathy Groves, seconded by Peter Callan. Discussion was entertained; there was none. All in favor, none opposed, the consent agenda was approved as presented.

## **Presentation of End of the Year Monitoring Reports**

### **One Stop Operator Monitoring Report of Central Ozarks Private Industry Council for Program Year 2021.**

Presented by Lisa Elrod.

The review included:

- Operator Effectiveness
- Continuous Improvement
- Accessibility
- Contract Compliance

*There was one compliance finding:*

The review found that the Columbia, Lebanon, and Capital City Job Centers are not in compliance with ADA requirements. This is listed as a finding in the report; however, the centers are under lease through the Office of Workforce Development and out of the control of the One Stop Operator. OWD is aware of these deficiencies and is addressing them.

*There was one recommendation:*

More frequent engagement with the Central Region Business Team members and Job Center Supervisors to ensure region-wide messaging and consistent use of the regional logo, promoting a one-team approach.

*Promising Practices:*

- Partnering with the Department of Social Services and the Joshua House to enroll and provide services to individuals in need of training and employment.
- Collaboration with other regions to accept referrals and enroll individuals.
- A partnership with Job Point, the YouthBuild provider in Columbia was re-established. In PY 21, 16 Youth were enrolled at Job Point.

The complete monitoring report is available by contacting Kevin Stadler.

### **Programmatic Sub-State Monitoring Report of Central Ozarks Private Industry Council for Program Year 2021.**

Presented by Lisa Elrod

The report is a summary of the programmatic monitoring process, summary of the overall monitoring results for the program year, areas of improvement, and continuous improvement efforts.

There were no findings and no disallowed costs.

*There were areas noted for improvement:*

- Employment Plans are not fully in compliance with OWD Issuance 09-2020. Employment Plan training was provided on June 17, 2022.

- Training justifications often do not meet the full requirements of OWD Issuance 04-2020.
- A significant number of records were missing a referral to WIOA as required by OWD issuance 08-2021.

### *Continuous Improvement*

From Q 1 to Q4, improvement has been made in file documentation, records with a countable service, accuracy of activity codes and dates, and training plans.

### *Promising Practices*

Promising practices include the hiring of an internal Compliance Specialist, changes to staff areas of responsibility that will have a positive impact on performance, and monthly performance review conference calls with the COPIC, CWDB, and OWD staff.

The complete report is available by contacting Kevin Stadler.

## **Annual EO monitoring report for CWDB and COPIC for Program Year 2021.**

Presented by Korin Ell

The monitoring included:

### Staffing Analysis for CWDB and COPIC

#### *Issues Identified*

- Lack of required language under 29 CFR part 38 and other language/statements in the COPIC employee manual.
- A plan was implemented at CWDB to resolve the collection of applicant data.
- Training conducted with staff regarding 29 Code of Federal Regulations sub part B as part of the resolution to issues identified.

### Program Analysis for PY 19 programs

#### *Issues Identified*

- Concerns noted were diversity of Black/African American population in the WIOA program and Ages 55 and over in the Wagner- Peyser programs.
- Efforts are being made by staff to increase outreach targeting diverse populations in an effort to increase participation in programs.

### Onsite Monitoring for Job Centers and Access Points

#### *Issues Identified*

- Missing ADA equipment due to switching of technology and in some centers damaged equipment from storms. This was resolved in a timely manner by OWD.

### Monitoring of Designated Eligible Training Providers (ETPS)

Monitoring is completed in compliance with Section 188 of WIOA, 29 CFR Part 38 and the Missouri Nondiscrimination Plan. Analysis of programs and staffing are completed using the 4/5ths rule. Additional investigation of policies and practices using a monitoring tool provided by OWD is completed. The purpose is not only to monitor for compliance, but also to assist in improving policies/process to be in compliance as an ETPS provider.

ETPS monitoring is currently in progress.

The complete monitoring report is available by contacting Kevin Stadler.

### **Fiscal Monitoring report of COPIC for the period July 1, 2021 through June 30, 2022.**

Presented by Donna Smith

The monitoring included:

- Audit Resolution/Management
- Financial Reports
- Internal Controls
- Source Documentation
- Cost Allocation/Indirect Cost
- Cash Management
- Procurement

No compliance findings were reported.

The complete monitoring report is available by contact Kevin Stadler.

Amy Sublett stated that the CWDB fiscal year ends June 30, 2022 and it is important to make the Board aware of the monitoring that CWDB is required to conduct throughout the year – the programmatic, One Stop Operator, EO, and financial monitoring.

CWDB is required to monitor our subcontractor, Central Ozarks Private Industry Council.

CWDB is monitored by the Office of Workforce Development on a quarterly basis. The U.S. Department of Labor monitors the state and local regions. These are public dollars and we must be accountable for them.

### **Proposed Budget for PY22/FY23**

Donna Smith presented the proposed budget for PY22/FY23, which will be submitted to the Office of Workforce Development as a plan modification upon approval.

The finance committee reviewed the budget on June 13, 2022.

A staff wage increase of 5% was proposed; the finance committee recommended a 6% increase if it could be afforded.

Amy Sublett provided a three - year history of staff wage increases. This proposed increase mirrors the increase that the State of Missouri proposed for state employees.

Because of the current employment climate, the finance committee recommended an increase of 6%.

T.R. Dudley asked if there were any questions or comments.

T.R. Dudley entertained a motion to approve the PY22/FY23 budget. Motion made by Dewey Thompson, seconded by Elizabeth Perkins. Discussion was entertained; there was none. All in favor, none opposed, the proposed PY22/FY23 budget was approved as presented.

### **Financial Report**

Donna Smith presented the CWDB financial report for the period of July 1, 2021 to May 31, 2022. The report was reviewed prior to the meeting by the finance committee on June 13, 2022 and sent to the Board and the Caucus in advance of the meeting.

Donna Smith reported that the Dislocated Worker expenditure rate may not meet the 70% expenditure rate of the state.

CWDB is working closely with COPIC to meet this goal, including incumbent worker training programs.

The state has the right to deobligate funds if the expenditure rate is not met.

We must also meet a Youth work experience expenditure rate of 20%, which we are on track to meet.

T.R. Dudley stated that based on the current job market, it is not surprising that there is difficulty spending Dislocated Worker and Youth funds.

Approval of the finance report includes the carryover of funds into the next year, which will also include what COPIC has remaining at the end of this year.

T.R. Dudley entertained a motion to approve the financial report as presented, including the carryover of funds as detailed by Donna Smith. Motion made by Kathy Groves, seconded by Peter Callan. Discussion was entertained; there was none. All in favor, none opposed, the financial report was approved as presented. Yvonne Wright abstained from voting.

T.R. Dudley thanked everyone for their hard work on improving financial reports and the oversight from the financial committee.

### **State Workforce Board Update**

Tony Bryan provided a brief update from the State Workforce Board. There was not much to report due to no recent meetings being held. Mr. Bryan provided information on the Governor's Conference on Economic Development to be held August 31 through September 2 in Springfield.

T.R. Dudley expressed his concern over meeting certain expenditure levels. Tony Bryan said that is an issue across the state and stated how businesses may need to review hiring practices.

Peter Callan stated that employers may benefit from training on how to hire and that there should be less emphasis on just getting people into jobs and more emphasis on helping people get on a career path that will help them move out of poverty.

Amy Sublett commented that the baby boomers leaving the workforce is one of the reasons we are now having a labor shortage. The baby boomers workforce was built on a labor- intensive model. CWDB is funding incumbent worker training for companies that are at risk due to their employees not being adequately trained. This may result in a more efficient workforce that is less labor intensive. Dislocated Worker funds are currently being used for incumbent worker training.

### **Directors Update**

Amy Sublett presented the following information:

The Quarterly Performance Review from OWD.

CWDB is no longer in the Crucial Situation rating, but has moved up to the Risk category.

Current issues are:

- Not meeting performance in three areas based on performance numbers from March 31, 2022. Based on performance numbers from June we are now meeting performance in all categories. These performance numbers were included with the COPIC report.
- Not meeting 20% Youth Work Experience – this is being addressed and improving.
- Low expenditures for Youth and Dislocated Workers is a concern. Dislocated Worker funds are being used for incumbent worker training and some funds have been moved to Adult. Youth expenditures are being addressed by collaborating with school districts and conducting outreach to increase expenditures.

Promising Practices are:

- Implementing OJTs for youth and a strong focus on Incumbent Worker Training
- Exceeding baseline WIOA enrollments
- Collaborated with OWD to assist with overflow of Reemployment Services and Eligibility Assessment (RESEA) appointments
- Collaborating with the South East region to establish a connection center
- Collaborating with the West Central, South East, Ozark, and South Central regions in serving customers.

Amy Sublett provided the locations of the region's four comprehensive job centers and four access points.

CWDB is partnering with MO Extension in Maries County at the Vienna courthouse. Customers can connect with staff located at the Rolla Job Center for virtual services.

A COPIC staff person will be at the foodbank in Mexico one day per week to provide services.

The Commissioners in Audrain County and Maries County were instrumental in these partnerships.

CDL training is being provided to upgrade CDL licenses in Osage and Audrain counties through partnerships with the commissioners.

CWDB collaborated with three other regions on an EDA grant, the Good Jobs Challenge. The grant will provide funds for training targeting the transportation and healthcare industries. It may be September before grant awardments are announced.

CWDB and COPIC staff were introduced and their job duties described.

Amy Sublett presented a plaque to T.R. Dudley in appreciation of his twenty years of service to the Board and his work as Board Chair. T.R. Dudley's term as Board Chair has ended.

Amy Sublett presented a plaque to Presiding Commissioner Gary Jungermann in appreciation of his work as the Caucus Chair.

### **Chairman's Report**

As a follow-up to a Board survey comment, the possibility of changing the meeting time from 11:00 to 10:00 was presented. A survey was sent to the Board; the results were split evenly, so the meeting time will remain at 11:00.

T.R. Dudley reported on officer elections. Diligent efforts were made to present a new slate of officers.

Based on that, recommendations are:

Kathy Groves – Chair

Ray Crouch – Vice Chair

Matt Hurley – Secretary

T.R. Dudley - Treasurer

An invitation was issued to anyone who would like to serve on the finance committee.

T.R. Dudley entertained a motion to approve the slate of officers.

Motion made by Dewey Thompson, seconded by Elizabeth Perkins. Discussion was entertained; there was none. All in favor, none opposed, the slate of officers was approved as presented.

T.R. Dudley thanked staff from CWDB, COPIC, and OWD for their efforts during the past difficult years. He also thanked Commissioner Jungermann, Kathy Groves, and Peter Callan who is retiring from the Board.

### **Chief Elected Official Report**

Commissioner Jungermann thanked the Board members and all involved in working to turn the Board around.

T.R. Dudley made a motion to adjourn. Motion made by Elizabeth Perkins, seconded by Peter Callan. Discussion was entertained; there was none. All in favor, none opposed, the meeting was adjourned at 12:20 p.m.