

Central Workforce Development Board

And

Central Region Caucus

Minutes of November 16, 2022

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

Chairperson Kathy Groves called the meeting to order at 11:00 a.m.

CWDB members in attendance were Kathy Groves, T.R. Dudley, Ray Crouch, Matt Hurley, Katrina Lambrecht, Jessica Crum, Betty Jo Sydenstricker, Dewey Thompson, Elizabeth Perkins, Curtis Koelling, David Miller, Suzanne Absheer, Jennifer Taylor, Tamara Tateosian, Jimmy Rogers, John Butz, Loreli Wilson, Suzanne Kmet, Alice Whalen, Jerrell Morton, and Patrick Kelly.

CWDB members absent were Jeremy Porter, Paula Benne, Curtis Lilly, and Mark Maasen.

CWDB staff in attendance were Amy Sublett, Donna Smith, Kevin Stadler, Lisa Elrod, and Sundi Jo Graham.

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

Others in attendance were Trish Rogers, Tony Bryan, Barb Houser, Keri McKee, and Jackie Marling,

Introduction of New Board Members:

New Board members Katrina Lambrecht and Jessica Crum were introduced.

Approval of Consent Agenda

Kathy Groves entertained a motion to approve the consent agenda. The agenda included September 28, 2022 minutes and the Central Ozarks Private Industry Council report.

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

Executive Committee Report

Kathy Groves reported on the Executive Committee meeting on November 16, 2022 at 10:00 a.m.
Kathy Groves, T.R. Dudley, Matt Hurley, Amy Sublett, and Lisa Elrod were in attendance.

The committee reviewed salaries for CWDB staff, and did a salary comparison throughout the state and to State employee wages to make sure we are in alignment. The Committee will meet later in the week to conduct the

performance review of Amy Sublett, the CWDB Executive Director, which is overdue. The performance review will be conducted on a regular basis moving forward.

Finance Committee Report

T.R. Dudley reported on the November 14, 2022 Finance Committee meeting. In attendance were T.R. Dudley, Kathy Groves, David Miller, Amy Sublett, Donna Smith, and Kevin Stadler. Contract Progress Reports, Bank Statements, the proposed revision to the CWDB Financial Manual, and the 2022 draft audit from KPM were reviewed. CWDB is now current on audits.

Financial Report

Donna Smith presented the financial report for the period of July 1, 2022 to October 31, 2022. Funds will be transferred from the Dislocated Worker program to the Adult program as needed. Donna Smith reported that the budget is in good shape.

Amy Sublett explained Program Year and Fiscal Year definitions and stated that the CWDB year runs from July 1 to June 30. Ms. Sublett discussed the 60% operational and 40% program funding ratio that CWDB tries to maintain. The 60% applies to operational related costs that may include facilities or staff services to customers; it is not purely administrative.

T.R. Dudley stated that the Finance Committee recommended approval of the financial report.

Kathy Groves entertained a motion to approve the financial report. Motion made by T.R. Dudley, seconded by Matt Hurley. Discussion was entertained; there was none. All in favor, none opposed, the financial report was approved as presented.

Presentation of Audit

Barb Houser, of KPM CPAs and Advisors, presented the CWDB audit for the period ending June 30, 2022.

KPM presented an unqualified opinion on the financial statements, which is the best that can be issued.

There were no deficiencies in internal controls reported.

There was an unqualified opinion on the single audit.

No compliance findings were reported.

Barb Houser stated that this audit report is as good as it gets; all previous issues have been resolved. Ms. Houser congratulated CWDB on the good report and the progress made with the audits.

Kathy Groves asked if there were any questions or further discussion.

T.R. Dudley stated that the Finance Committee recommended approval of the audit.

Kathy Groves entertained a motion to approve the audit. Motion made by T.R. Dudley, seconded by Ray Crouch. Discussion was entertained; there was none. All in favor, none opposed, the audit was approved as presented.

Barb Houser will submit the audit to the Federal Government and begin working on the tax return.

Financial Manual Revision

Donna Smith presented a revision to the CWDB Financial Manual; the manual was sent to members prior to the meeting to allow time for review; revisions are in blue font.

State monitors recommended that some of the language in the manual be strengthened, which has been addressed with this revision. The manual will be reviewed by the Board at the November meeting each year.

Donna Smith stated that the revision incorporates recommendations from the State auditors and adjusts to changes due to the loss of the CWDB fiscal assistant, Carly Siedleck. Donna Smith entertained questions and discussion.

Kathy Groves stated that the manual is well done and very thorough.

T.R. Dudley reported that the document had been reviewed by the Finance Committee, with no changes recommended. T.R. Dudley agreed that the Financial Manual was a strong document.

Kathy Groves entertained a motion to accept the Financial Manual as proposed. Motion made by Ray Crouch, seconded by Patrick Kelly. Discussion was entertained; there was none. All in favor, none opposed, the Financial Manual revision was approved as presented.

Callaway County – Be Pro Be Proud

Tamara Tateosian and Gary Jungermann presented information on the Be Pro Be Proud project being implemented in Callaway County.

The program was first introduced by the Arkansas State Chamber at a conference in April 2022. The initiative features a tractor trailer truck equipped with a simulator of robotics, truck driving, welding, plumbing and many other skilled trades occupations. Virtual programs can be developed for other skill sets that are needed. Arkansas provides the guidelines and all information for operating the program.

After attending other conferences and submitting a grant, Tamara Tateosian and Callaway County staff have arranged for the Be Pro Be Proud truck to be in Callaway County the week of March 20, 2023. The business community will be invited to experience the truck, which will then be taken to the four Callaway County high schools. The truck will probably be parked at each school for one day, so students have time to experience it. The program can also be made available to individuals that are incarcerated.

The Callaway County Chamber has taken the lead on this pilot program and has submitted a grant with the intention of purchasing their own truck, which would be made available to the entire State. Sponsorships will be needed to maintain the program.

Commissioner Jungermann stated that the State Workforce Board and Callaway County have been supportive of this project.

Mo Workforce Board Update

Tony Bryan provided an update on the State Workforce Board including information on the ARPA grant and the State apprenticeship summit. Missouri is in the top three in the country for the number of apprenticeships. Tony Bryan congratulated the Board on the work they do and the progress made with the audit. Mr. Bryan also expressed the importance of experiential learning to make good career decisions.

Emery Sapp & Sons Project

Sundi Jo Graham gave a presentation on a CDL apprenticeship program with Emery Sapp & Sons. This was a collaboration between Central Workforce Development Board, Central Ozarks Private Industry Council, and Emery Sapp to address their need for drivers with a class A CDL license.

Recruitment began in August 2022 for the training, which was provided by an Emery Sapp instructor. Participants were paid \$22 per hour during the training period. Thirteen trainees completed the program in October, passed the certification for their Class A CDL license and were hired by Emery Sapp at a rate of \$25 per hour.

Director's Update

Amy Sublett presented the following information:

- A map showing the 14 workforce regions in Missouri.
- A chart showing the WIOA funding received by the State showing a 26% reduction over the past 5 years. If this trend continues, CWDB will need to become more creative in serving customers with less funding.
- Enrollment numbers by county comparing Program Year 2020 and Program Year 2021. The total WIOA enrollment increased from 256 to 477. Wagner- Peyser Job Center enrollments increased from 3,566 to 5,639.
- A document highlighting three individuals in the region who achieved employment success after receiving training and support through the Central Region workforce system.
- Julie Carter, former interim director of CWDB, is retiring from the Missouri Office of Workforce Development. Ms. Carter was instrumental in helping CWDB during a difficult time.
- CWDB staff were introduced.

Amy Sublett asked that Board members email her with workforce topics they would like discussed at future meetings. This includes best practices, workforce challenges, or other workforce issues.

Chairperson's Report

Kathy Groves presented the proposed meeting schedule for 2023 and opened the schedule for discussion.

Amy Sublett said that if someone wants to host a meeting we can move the meeting to a different location.

Tamara Tateosian proposed returning to in-person meetings, stating that she doesn't know who the staff are and the sense of connection and interaction is missing with virtual meetings.

David Miller expressed a conflict he has on the 4th Wednesday of the month, due to another board meeting.

Amy Sublett reported that the current schedule is based on a Board member survey that was conducted approximately one year ago. Also, due to the size of the region, it is difficult for members to travel to some locations.

Elizabeth Perkins said she recognizes the value of virtual meetings due to time and money, and proposed having one or two in-person meetings per year.

Gary Jungermann agreed that the size of the region is a challenge to having in-person meetings. However, he does see the value in a county hosting a meeting a couple of times a year.

Discussion followed with the idea presented of staff attending meetings on occasion so the Board can meet them.

Tamara Tateosian offered to host the March 22 meeting in Callaway County.

CWDB staff will send out a survey to determine the Board's preference for meeting dates and format.

Kathy Groves reported on a quarterly Columbia Chamber meeting she attended that featured a presentation from Governor Parson. Missouri is ranked in the U.S as follows.

- First in the U.S for On-the- Job training
- Third in the U.S for apprenticeships
- Third for corporate tax incentives
- Third for low cost of living
- Fifth for low cost of doing business
- Seventh for tech manufacturing growth
- Seventh for low property taxes
- Tenth for new business expansion
- Tenth for women in technology

As a result of these statistics there is significant economic growth taking place in Missouri.

Top concerns on the economy are recession anxiety among employees and employee retention for employers. Employee retainment should be a future discussion topic as well as the future of work.

Kathy Groves reported that Sue Kmet is retiring from the Board and thanked her for her service.

Chief Local Elected Official Report:

Commissioner Jungermann reported on the valuable work done by the State Workforce Board. He thanked the Board and all involved in the progress made by CWDB.

Kathy Groves entertained a motion to adjourn. Motion made by Tamara Tatesosian, seconded by Matt Hurley.

Discussion was entertained; there was none. All in favor, none opposed, the meeting was adjourned at 12:35 p.m.