

Central Workforce Development Board

Minutes of September 13, 2023

Rolla Job Center
1107 Kingshighway
Rolla, Mo 65401
and
Zoom Conferencing

Chairwoman Kathy Groves called the meeting to order at 10:30.

Amy Sublett took roll call attendance; introductions followed.

CWDB members in attendance were Kathy Groves, Jessica Crum, Paula Benne, Jennifer Taylor, Patrick Kelly, Curtis Koelling, Mark Maasen, Krista Grayson, Betty Jo Sydenstricker, Matt Hurley, Katrina Lambrecht, Jerrell Morton, Jimmy Rogers, Curtis Lilly, Elizabeth Perkins, Loreli Wilson, Tamara Tateosian, and Jason Verslues.

CWDB members absent were John Butz, Jeremy Porter, Alice Whalen, Dewey Thompson, David Miller, Suzanne Absheer, Charisa Lee, and T.R. Dudley.

Others in attendance were Trish Rogers, Whitney Davis, Kerri Mckee, and Cody Politte.

CWDB staff in attendance were Amy Sublett, Donna Smith, Kevin Stadler, Lisa Elrod, Korin El, and Winona Cotner

Caucus members in attendance were Gary Jungermann.

Introduction of New Member Krista Grayson

New Board member Krista Grayson was introduced; Krista replaces Ray Crouch as a representative of business. Krista provided a brief history of her work experience; she has worked at Mo-Sci for twelve years and is the Director of Marketing.

Approval of Consent Agenda

Kathy Groves entertained a motion for approval of the consent agenda. The agenda included June 14, 2023 minutes and the Central Ozarks Private Industry Council report.

Motion made Patrick Kelly seconded by Jessica Crum. Discussion was entertained; there was none. All in favor, none opposed, the consent agenda was approved as presented.

Workforce Discussion – Job Point & YouthBuild

Jerrell Morton began his presentation with a video introducing Job Point. Job Point has been in operation for more than 55 years providing a variety of services in Central Missouri. Job Point has employment services through their partnership with Vocational Rehabilitation where they help individuals with barriers understand and maneuver through the workforce and gain employment. Job Point offers the Ticket to Work program where individuals can utilize the ticket and not lose some of the benefits they are receiving through SSI or SSDI. Job Point collaborates with many employers in the Columbia area.

Jerrell is the director of the YouthBuild program, which is funded by the Department of Labor and geared to assist youth in obtaining education and gaining work experience and leadership opportunities through their partnership with AmeriCorp in the construction field. Job Point also has a wide array of construction-related trainings including HVAC, residential construction, and highway maintenance and repair. They also offer CNA, office technology, and a warehouse program. Job Point offers services to support general job seekers as well those who want to acquire additional skills and gain a better paying job. Job Point wants to become an extension of those they serve and become a family and support network – “doing life” with the individuals they work with.

Workforce Discussion - William Woods University

Kathy Groves is the Vice President of Strategic Partnerships at William Woods University; and has worked at WWU for seventeen years. Prior to this position, Kathy was the Director of Human Resources, VP of Administration, VP of Enrollment and Marketing, VP of Advancement, and now this roll, which is a newly formed division. Before working at WWU, Kathy worked in the heavy industrial world for Harbison Walker and A.P. Green, where she worked in HR, Industrial Relations, and Health and safety. Kathy feels she has a unique perspective as an employer and someone from an educational institution. Her job now is to blend the two fields together for the most optimal outcomes.

Kathy Groves provided a comprehensive history of William Woods University, which was founded in 1870 by the Christian church as a school for orphans of the Civil War. For many years, WWU was a two-year school for women that included equestrian training. Dr. William Stone Woods saved the institution from insolvency in 1900 and the school bore his name. In 1972, WWU became a four-year college with coed enrollment and became a university in 1992 with the addition of graduate programs. WWU was one of the first institutions to bring education to people in their home- towns and was an early adaptor of on-line classes. WWU has long been a champion of making education accessible.

A power point presentation provided additional details on WWU. There are many workforce challenges and WWU is a strong believer that education should be a partner in addressing workforce issues and helping to find solutions through strategic partnerships.

Workforce System Updates

Office of Workforce Development

Jennifer Taylor reported the following:

Julie Carter is now the Director of the Office of Workforce Development; she is no longer Interim Director.

Staffing recruitment is taking place to staff up the job centers, especially in veteran staff positions. There are currently several openings.

The Capital City Job Center is doing well and is fully staffed. Traffic has increased steadily over the past several months. The job search Thursday program at the library has been helpful; moving forward, some of these events will be held at the job center.

Wagner-Peyser enrollments are on track to meet the goal of 100,000 by the end of December.

The annual OWD summit will be held in St. Louis October 25-27. This summit will include many informative training sessions.

Smith & Wesson plans to close facilities in Deep River, Connecticut, as well as Columbia, Missouri. Those employees and some from Springfield will see their jobs shift to the new headquarters and factory in Marysville, Tennessee beginning in 2023.

Central Ozarks Private Industry Council (COPIC)

Trish Rogers provided an overview of COPIC's services.

Trish Rogers referenced the report that was sent to Board members prior to the meeting. COPIC is working to expand services to surrounding communities, including Boonville, Lynn, Fulton, Mexico, and the Lake Area as well as communities in the Meramec subregion. COPIC is trying to reach customers that do not come to the job center.

COPIC works with many employers to help hire and train individuals.

In the first two months of the program year COPIC has enrolled over 100 individuals in Occupational Skills training program. This program provides tuition assistance and assistance with fees and supplies, and case management.

Truck driver training to obtain a CDL and healthcare occupations are the two most in-demand occupations.

Trish Rogers introduced Whitney Davis, the COPIC program manager.

State Workforce Board Update

Tony Bryan was unable to attend the meeting.

Director's Update

Amy Sublett presented the following information:

- The State Workforce Board met on September 6, 2023. The State Board will be working on their strategic plan that is due next year. The local workforce regions must also submit their plans next year. CWDB will be contacting Board members to provide their input and perspective on items in our plan, such as the Board's priorities, business services plan, strategic partnerships, priorities regarding industries we should focus on, engaging labor organizations, and training priorities.
- The State is looking at implementing an apprenticeship program for entry-level workers at the job centers. This will need to go through the approval process with the Office of Apprenticeships.
- The possibility of closing the Jefferson City Job Center was discussed at previous CWDB meetings due to low traffic and high rent. Julie Carter requested that CWDB stay in the center for one more year, which CWDB agreed to. Our rent has been capped at a flat rate, the staffing has stabilized, and traffic has increased. Amy Sublett has talked to Central Missouri Community Action agency about possibly moving into the job center when their lease expires in a year. If CMCA moves into the job center that would reduce CWDB's cost. It will be the Board's decision whether or not CWDB keeps the job center in Jefferson City.
- The Economic Development Administration (EDA) Good Jobs Challenge grant is a project that CWDB is participating in as a subcontractor to the City of Springfield, the grant recipient. The Board's focus is on health care and CDL training. Job Point is participating with a warehouse certification program that they are offering in Columbia. The EDA project got off to a slow start but is now progressing.
- Amy Sublett met with Phelps Health in Rolla to discuss collaborating with them on a training program similar to what CWDB is doing with Boone Health and Emery Sapp.
- Sundi Jo Graham has prepared a video honoring Ray Crouch, who recently resigned from the Board due to increased job responsibilities as the Director of Manufacturing.
- Amy Sublett recently met with the Department of Corrections about their program of transitioning individuals out of their correctional facilities into employment. Amy Sublett can put Board members in contact with Alex Earls, the Reentry Manager for the Department of Corrections, if they would like to discuss opportunities to conduct job-hiring events. CWDB and COPIC are looking to form a more formal partnership with the

DOC reentry program.

- The November 8 CWDB meeting will be an in-person meeting in Camdenton; this will be in-person only, with no Zoom connection. This will be the one in-person meeting this year. The meeting will be a joint meeting with the county commissioners and the Board. Moving forward there will be one annual in-person meeting with the remainder of the meetings being hybrid with a Zoom connection being available. Any member who is unable to attend should notify CWDB staff.

Chairman's Report

Kathy Groves reported the following:

- The job center certification process has been completed and the four comprehensive centers were approved by the Office of Workforce Development. Kathy Groves thanked the review team that assisted with the process.
- The Executive Committee and the Finance Committee met on August 14, 2023. This meeting was held to bridge the gap between the June and September meetings. All financial reports were reviewed; there were no concerns. Discussion was held regarding the November 8 meeting location and the meeting schedule for 2024. The 2024 meeting schedule will be discussed at the November 8 meeting. There are options to consider, such as, should we continue having six meetings per year, meeting every other month instead of the current schedule, or meet quarterly. Meetings will continue being held hybrid, with a Zoom connection, with the exception of having one in-person meeting per year. The day of the month on which meetings are held will also be discussed.
- The Vice-Chair position is vacant since Ray Crouch's resignation. Kathy Groves is working on filling this position and would like to finalize it at the November meeting.

One Stop Operator Agreement

The One Stop Operator Agreement between Central Workforce Development Board and Central Ozarks Private Industry Council was emailed to the Board prior to this meeting. Kevin Stadler provided a summary of the agreement and entertained questions. There were none. This serves as the annual review of the agreement with the Board

New Business Discussion

Kathy Groves asked the Board if there were any things they would like to discuss, such as events taking place in their area. There was no further discussion.

Finance Committee Report

Kathy Groves reported that the Finance Committee met on September 11, 2023. All financial reports were reviewed; there were no concerns.

Financial Report

Donna Smith presented the financial report for the period of July 1, 2022 to June 30, 2023 and reviewed each line item. Donna Smith outlined the fiscal oversight process, including the Finance Committee review process and stated that any member could contact her if they had any questions. She works to maintain complete transparency. Donna Smith asked if there were any questions; there were none.

Donna Smith presented the financial report for July 1, 2023 to August 31, 2023. CWDB has not received their FY 24 funds yet from the Office of Workforce Development. We should receive that in October. Donna Smith stated that she would probably be asking to transfer funds from Dislocated Worker to Adult funding at the November meeting. This will allow us to expend all Adult and Dislocated funds by the end of June 2024. Donna Smith entertained questions; there were none.

Amy Sublett stated that this transfer of funds is assuming that the economy stays the same. If the economy changes and there is more demand for Dislocated Worker funds, the transfer of funds may change.

Kathy Groves entertained a motion to approve the financial report as presented. Motion made by Curtis Koelling. Seconded by Jimmy Rogers. Discussion was entertained; there was none. All in favor, none opposed, the financial report was approved as presented.

CWDB Staff Introduction

CWDB staff member Winona Cotner was introduced to the Board. Winona Cotner is the Administrative Assistant for Compliance and has worked for CWDB for seven years; prior to that Winona worked for COPIC for 15 years. Winona works with Lisa Elrod to complete monitoring, processes payables, enters case notes, tracks the mail, orders supplies, and arranges for car rentals and room reservations. She processes participant exit files and works with Donna Smith to process check payments. Winona enjoys spending time with her children and grandchildren.

Retirement Recognition

The Board and staff recognized Kevin Stadler, who will be retiring in the near future.

Adjournment

Kathy Groves entertained a motion to adjourn. Motion made by Jennifer Taylor, seconded by Jessica Crum. Discussion was entertained; there was none. All in favor, none opposed, the meeting was adjourned at 12:17p.m.