

Central Workforce Development Board

And

Central Region Caucus

Minutes of November 8, 2023

Camden County Developmental Disability Resources
255 Keystone Industrial Park Drive
Camdenton, MO 65020

Chairwoman Kathy Groves called the meeting to order at 10:00.

Amy Sublett took roll call attendance; introductions followed.

CWDB members in attendance were Kathy Groves, Jessica Crum, Paula Benne, John Butz, Alice Whalen, David Miller, Charisa Lee, T.R. Dudley, Curtis Koelling, Jerrell Morton, Jimmy Rogers, Elizabeth Perkins, Tamara Tateosian, and Jason Verslues.

CWDB members absent were Jennifer Taylor, Jeremy Porter, Dewey Thompson, Patrick Kelly, Suzanne Absheer, Mark Maasen, Krista Grayson, Betty Jo Sydenstricker, Matt Hurley, Loreli Wilson, Katrina Lambrecht, and Curtis Lilly.

Others in attendance were Trish Rogers and Whitney Davis

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

Caucus members in attendance were Gary Jungermann, George Monk, Ike Skelton, Randy Angst, and Kevin Cardwell. Kip Kendrick connected by Zoom conferencing.

Approval of Consent Agenda

Kathy Groves entertained a motion for approval of the consent agenda. The agenda included September 13, 2023 minutes and the Central Ozarks Private Industry Council report.

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

Presentation of 2023 CWDB Audit

Barb Houser, of KPM CPAs, presented the CWDB audit for 2023. The audit results are:

- Unqualified Opinion on the financial statements
- No deficiencies in internal controls reported
- Federal awards exceed \$750,000 – single audit required
- Total spent was \$2,900,063
- \$2,045,394 was paid to subrecipients
- Unqualified opinion on the single audit
- No findings reported

Barb Houser stated that this is the best report that can be provided. These are all good indicators of strong fiscal policies that were carried out through 2023-year end.

T.R. Dudley reported that the Finance Committee and the Executive Committee reviewed the audit in depth and found no issues. The committees approved the audit and recommended approval by the full Board.

Approval of Audit

Kathy Groves entertained a motion for approval of the audit.

Motion made by John Butz, seconded by Paula Benne. Discussion was entertained; there was none. All in favor, none opposed, the audit was approved as presented.

T.R. Dudley reported that the Board has gone from ten audit findings, to six findings, to one finding, and have now had two clean audits. He then reported on the Finance Committee meeting held on November 6, 2023. All details of the financial reports are reviewed during the Finance Committee meetings. T.R. Dudley, Kathy Groves, David Miller, Amy Sublett, Donna Smith, and Kevin Stadler participated in the committee meeting. The Finance Committee combined with an Executive Committee meeting and approved the audit and financial reports.

Plan Modification

T.R. Dudley discussed the proposed plan modification to transfer \$211,822.10 from FY23 Dislocated Worker funds to the Adult program. It is anticipated that this transfer will allow 21 additional Adult participants to be served. The Executive Committee approved this modification on November 6, 2023 and T.R. Dudley recommended approval by the full Board.

Kathy Groves entertained a motion to approve the transfer of \$211,822.10 from FY23 Dislocated Worker funds to the Adult program. Motion made by Charisa Lee, seconded by David Miller. All in favor, none opposed; the plan modification was approved as presented.

Financial Reports

Donna Smith presented the financial reports for July 1, 2023 to October 31, 2023 in two formats - a condensed snapshot report and a more detailed report showing all funding sources. Donna Smith entertained questions and stated that the Board could contact her for additional information.

Tamara Tateosian asked if there was a report that would show expenditures by county. Amy Sublett said that was available and she would provide it to Tamara.

T.R. Dudley reported that the Finance Committee reviews bank statements, credit card reports and all financial documents and recommended approval of the financial reports. He stated that these documents are available to the Board.

Kathy Groves entertained a motion for approval of the financial reports. Motion made by Jason Verslues, seconded by Tamara Tateosian. All in favor, none opposed; the financial reports were approved as presented.

Workforce System Report – Central Ozarks Private Industry Council, Inc. (COPIC)

Trish Rogers provided a report showing the number of individuals in training by occupation, the number of credentials obtained, and the training providers. The report included information on On-the-Job Training, Youth program services, and Department of Social Services. The COPIC report was sent to the Board prior to the meeting.

Commissioner Ike Skelton asked if federal funds were used to provide training for private employers. Amy Sublett provided an overview of the training that is provided with WIOA funds. Commissioner Skelton asked what the money was spent on; CWDB will provide that information. Discussion followed.

Director's Update

Amy Sublett provided the following information.

The EDA grant had a delay getting started, but is now underway. Through the grant CDL training is being expanded in the region. Job Point is conducting a warehouse certification program; the closest similar program is in Kansas City. Middle-skill health care occupations are the third targeted sector for training.

CWDB participated with other regions for a National Dislocated Worker grant that will focus on training for long-term unemployed individuals. This initiative, the Quest grant, will focus on environmental and infrastructure related jobs.

Amy Sublett provided information on all of the CWDB job centers and service sites in the region.

Jimmy Rogers asked for contact information to assist with the hiring of transitioning military individuals. Amy Sublett and Trish Rogers provided information.

CWDB Staff Introduction

CWDB financial officer, Donna Smith, was introduced to the Board. Donna lives in West Plains and works for CWDB and the South Central Region. Donna is largely responsible for the CWDB returning to good financial standing and receiving clean audits. She has also assisted the Southeast region. Donna has 35 years of accounting experience and enjoys traveling, quilting, and cooking.

Chairwoman's Update

Kathy Groves conducted the following business.

- **Vice-Chair Appointment**

The vice-chair position has been vacant since Ray Crouch's resignation from the Board in June. Jessica Crum's name has been submitted for the vice-chair office, and Jessica stated that she would accept the position. Kathy Groves stated that the position is still open and asked if any other Board member would be interested, and asked for nominations. There were no other volunteers from the Board or nominations made.

Kathy Groves entertained a motion to appoint Jessica Crum as the vice-chair. Motion made by John Butz seconded by Tamara Tateosian. All in favor, none opposed. Jessica Crum was appointed the vice-chair.

- **Meeting Schedule for 2024**

The following meeting schedule was proposed for 2024:

Quarterly meetings, occurring the third Wednesday of the month from 11:00 a.m – 1:00 p.m., during the months of January, April, June, and October. Three of the meetings will be hybrid virtual/in-person and one of the meetings (possibly October) will be In-person.

The Finance Committee will continue to meet virtually on a regular, more frequent basis, such as bi-monthly, and may include the Executive Committee when necessary.

Kathy Groves asked if there were any questions or discussion.

John Butz asked if this would affect the bylaws. The bylaws will need to be revised to reflect the meeting schedule change.

Kathy Groves entertained a motion to accept the meeting schedule for 2024 as proposed. Motion made by Elizabeth Perkins, seconded by Jerrell Morton. All in favor, none opposed. The meeting schedule was accepted as proposed.

CWDB Orientation Video

The CWDB orientation video was viewed. This video is shown to all new Board members during the orientation process.

Chief Local Elected Official Report

Gary Jungermann had the following discussion points:

- The progress the Board has made with financial accountability and thanked the Board and staff.
- The Caucus meeting schedule for 2024. The CLEO Caucus will continue to meet twice a year, but with changes to the meeting schedule. The in-person meeting will take place at the annual CCAM training in February, and the Joint CLEO Caucus/Board meeting will take place in October. The CLEOS will have the option to attend in person or connect virtually.
- Commissioner Jungermann thanked the commissioners that attended this meeting.

Amy Sublett presented a document, *Chief Local Elected Officials and the Workforce Innovation & Opportunity Act* and discussed the content. There were no questions.

Caucus Discussion

Presiding Commissioners Jungermann, Kendrick, Skelton, Monk, Angst, and Cardwell provided updates on economic development issues in their counties.

Lunch 12:00 – 1:00

Workforce Discussion

Elizabeth Perkins presented an overview of Missouri Vocational Rehabilitation services.

Alice Whalen provided information on East Central College and the plans for a new campus in Rolla.

CWDB Local Plan Discussion

The Board broke into three groups and discussed the following items as part of the development of the local plan:

- The Board's vision
- The Board's mission
- The Board's Goals

Adjournment:

Kathy Groves entertained a motion to adjourn the meeting. Motion made by T.R. Dudley, seconded by Paula Benne. The meeting was adjourned at 2:15.