

MINUTES OF THE CENTRAL REGION WORKFORCE INVESTMENT BOARD

March 25, 2015

Workforce System Partner Overview Meeting

Committee Chairman Dewey Thompson called the meeting to order at 10:00 a.m.

C-WIB members in attendance were Tom Bastian, Collin Brink, Bill Debo, Sharon Gibson, Kathy Groves, Harold Haldiman, Earl Horsefield, Matt Hurley, Patrick Kelly, Nancy Montgomery, Vicki Nelson, Elizabeth Perkins, Diane Spieker, Amy Sublett, Susan Streit, Betty Jo Sydenstricker, and Dewey Thompson. C-WIB members absent were Denise Boeckmann, T.R. Dudley, Christina Spencer-Hess, Windy Johnson, Joyce Jones, David Miller, Stacy Minnick, Jinny Ryle-Kaemmerer, Pat Thurston, Russ Unger, and Tammy Walker. C-WIB staff in attendance included Executive Director Jan Vaughn, Alex Blackwell, Linda Gray, Jacque Moreland, and Kevin Stadler.

Other attendees included Presiding Commissioners Kenneth Kunze and Sam Stroup, and Dave Dudenhoeffer, Callaway County Western District Commissioner Doc Kritzer, Clinton Flowers and Melissa Woltkamp, with Division of Workforce Development (DWD), Pattie Meldrum, Executive Director of Gamm, Inc., Courtney Lent with Alternative Opportunities (AO), Ramona George with Adult Education and Literacy (AEL), Jennifer Heimericks with Temporal Assistance for Needy Families (TANF), Sheree Prebe with Gamm, Inc, Career Center Functional Leaders Michael Retke, Joyce Dampier, Freda Chesnut, and Carla Salzman.

The Central Region WIB hosted a Workforce System Partner forum prior to the Board meeting to discuss what the Central Region Community can do to strengthen and capture the vision of the new legislation, Workforce Innovation and Opportunity Act (WIOA).

Dewey opened by saying the WIOA will require strengthening of the WIB partnerships within this Workforce Investment System. Our main purpose today is to educate folks. There are a lot of different partners who do a lot of different things. One thing we have in common are the people we are serving and the things we are trying to do for our customers. At the end of our presentation today we want to invite you to be a part of the partner planning process and what can the WIB do for you and your particular program.

Presentations by the Adult Education and Literacy program was given by Ramona George; the Vocational Rehabilitation program was given by Elizabeth Perkins, CWIB board member; the Temporary Assistance for Needy Families (TANF) program was given by Jennifer Heimericks; WIA Youth program was given by Courtney Lent with Alternative Opportunities (AO); the WP/WIA Adult and Dislocated Worker program was given by Sheree Prebe with Gamm, Inc. Each partner provided a handout with an overview of their organization, the customers they serve and the services they provide. Question and answer discussion was held after each presentation.

Melissa Woltkamp and Clinton Flowers with the Division of Workforce Development (DWD) gave a presentation of the Workforce Innovation Opportunity Act (WIOA) requirements/regulations. Updates included WIOA implementation, membership requirements, and board composition and committee changes.

WIOA regulations are delayed until later in Spring 2016. Discussion was held on requirements to change board and committee membership composition.

Dewey Thompson, WIB member, concluded the meeting with a wrap up of the meeting and next steps.

C-WIB Meeting

Chairman Bill Debo called the Board to order at 1:00 p.m.

Approval of Agenda

H. Haldiman made a motion to approve the agenda, and D. Spieker seconded the motion. Motion carried.

Minutes

B. Debo asked if there was any discussion on the November 19, 2014 minutes? V. Nelson made a motion to approve the minutes, and H. Haldiman seconded; all in favor, motion passed.

B. Debo asked if there was any discussion on the January 7, 2015 and February 17, 2015 minutes? D. Thompson made a motion to approve the minutes, and V. Nelson seconded; all in favor, motion passed.

WIOA Planning

D. Thompson reported Jan has pulled a small WIOA planning committee of board members which includes Dewey, T.R Dudley, Amy Sublett, and Vicki Nelson to talk about how to start the planning process. The committee has met a couple of times and today's Workforce System Partner Overview meeting is the first result of that planning process.

This morning's session was devoted to the partners and making sure the partners understand each other and what the programs and services are, and the opportunities for us to work more closely together. Several people have asked us to be a part in the planning process. They will be contacted as we get further into the planning process.

We will be doing something similar to what we have done today, more focused on the employers in our region. The emphasis this morning was on high demand jobs in our region, and industry clusters and sector strategies that they are talking about. We want to make sure we are doing a really good job in identifying what that means for the Central Region and making sure that we are targeting those employers to come to those particular sessions. We want to invite some of them to be a part of the planning process in terms of how we are going to handle the employer side of the process.

The new legislation will require changes to the board. The criteria itself is just not the same as what we saw under Workforce Investment Act (WIA) for board membership. We are taking a look at the board structure, who needs to be on the board according to the criteria. Our hope is that even if a current board member does not fit the criteria, for the first time the legislation allows us to have a working committee that is not necessarily a board member. This will bring much expertise to the table that we can rely on.

We are still in the process with the planning committee and will be making some recommendations of what that needs to look like in the future to go forward.

In looking at the legislation we will have to be looking at the actual board committees themselves. Committee structure of the board is going to have to change. With the focus of the legislation changing we have a great opportunity in the way we change the structure of these committees. By doing so we can have a more stronger, more strategic committee, that will help us better monitor performance. Instead of ten committees we are looking at getting it down to four strategic committees. For instance, instead of having one committee just for planning we will have one for job seekers and partners and they will be in charge of planning and monitoring, and then another one focused on the employer side also in charge of planning and monitoring.

J. Vaughn stated that under WIA we had a by-laws committee. Under WIOA there are so many changes that we are looking at the restructuring of the board and putting it into our by-laws to align with the WIOA law. We will be soon submitting to the board a new look for the board with all of the requirements once we get that finalized. Once it is finalized, we will submit it to the by-laws committee and then to the full board by the June meeting for vote/approval. CWIB has previously talked about meeting on a quarterly basis like a lot of the other regions are doing. With the restructuring of the board and the committees this will be a real time saver for the board members and will save cost as many of the committee meetings can be held via conference call and internet.

A. Sublett reported one key thing of importance to understand is by practice under WIA many of the Career Center's engaged in business services in terms of going out and working with local businesses in either placing people in new jobs or developing new jobs and putting someone in on the On-The-Job Training slots. A major change in WIOA in what's coming is the full concept of employer engagement and that is different from just the day to day business services at the Career Center.

It is now actually the WIB director and the board's role in WIOA in actually engaging the private sector in making and implementing policy within the framework of the law. This is an important distinction for the board members to understand, and some of the expectations of the private sector members as we move forward.

The State has been waiting on the publication of the regulations as they are so critical because we believe they are going to tell us how to do these things specifically. However, it is literally to a point where we cannot wait any longer, the workforce region cannot wait and the state cannot wait, we have got to have the law. We understand what the broad spectrum of the changes are and so we are moving forward in doing regional planning, and starting to talk about sector strategy including Dewey and T.R, as being part of the planning process because we can't wait on the state regulations any longer. When the regulations do come out we can make whatever adjustment we need to, but we will have already started on the path.

A lot of these things have to be in place July 1, 2015, such as the board membership, and there are other pieces that don't have to be in place until July 1, 2016. This is why we need to move "now".

A. Sublett stated she appreciates what Jan, Dewey, and T.R are doing to get this started in this region, or we are going to be "way behind".

PY13 Audit

Mike Oldelehr, CPA, partner with Williams-Keepers, LL presented the C-WIB PY13 Independent Audit Report, which included a summary of the audit results and management letter. Mike stated this report is a "tentative" not "final" audit report for the year ended June 30, 2014.

The independent audit report was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Mike presented an overview summary of the audit to the board members. The board members received a copy of the audit at today's board meeting. Discussion with questions and answers was held on the findings of the PY13 audit. There were no instances of non-compliance, or other matters that are required to be reported under Government Auditing Standards. All the way around this was a good report and considered a "clean audit" with no material weaknesses.

Mike reported no difficulties were encountered in dealing with management in performing and completing their audit. Due to the work backlog of the Fiscal Officer we were delayed in receiving information needed to complete the audit. This caused us to incur additional unanticipated time to complete the audit and to issue our reports much later than in past years.

There is one recommendation noted for improving Internal Controls over Wire Transfer. During the current year audit, we noted both the Executive Director and Fiscal Officer can initiate wire transfers. Although wire transfers are first approved by the Executive Director then initiated and sent by the Fiscal Officer, dual authorization is not required, which increases the possibility of errors or fraud occurring.

C-WIB management response: Management of C-WIB agrees with the above recommendation, and will discuss with the bank the options for implementing dual authorization over wire transfers.

B. Debo thanked Mike for his presentation of the PY13 audit. He asked if there were any further discussion of the audit? There was none.

The C-WIB board thanked Jacque and the C-WIB staff for doing such a good job on this.

D. Thompson made a motion to approve the financial budget as presented to the committee, and E. Horsefield seconded; there were no objections. Motion carried.

Plan Modification

K. Stadler presented the plan modification. The plan modification consists of a transfer of \$22,000 from the Dislocated Worker program to the Adult program and changes to the Supportive Services policy. A handout was given to the board members. Discussion was held on the plan modification. The revisions are outlined below.

- New Plan Language "Functional Leaders have compiled community resource guides that list organizations, including faith-based groups that may provide assistance for

participants. Referrals are made to these organizations prior to using WIA funds for supportive services."

- "Emergency food" wording changed to read as "**Food Assistance**"
- Added "**and/or deposit**" wording to read as Housing related expenses including a one-time house or rental payment **and/or deposit**, utility payment, or a deposit to activate service.
- New Plan Language "If at any time the mileage reimbursement amount meets the full IRS allowable amount, no automobile repairs will be paid for."
- New Plan Language "In the event that supportive services beyond the maximum amount are requested, the participant must submit a written justification of need to the CWIB Executive Director and the respective Functional Leader. The CWIB Executive Director will make the final decision regarding the request."
- Language deleted from the plan:
The maximum possible dollar amount per person for all Supportive Services per program year is:
\$2,000 for transportation
\$2,500 for childcare assistance
\$ 500.00 for all other supportive services.

Note: Flexibility to these guidelines may be allowed on a case-by-case basis with approval of the CWIB Executive Director.

B. Debo received a motion from H. Haldiman to approve the plan modification, and E. Horsefield seconded, all in favor, none opposed. Motion carried to approve the plan modification as presented.

Financial Report

Jacque Moreland presented the budget for PY2014 as of February 28, 2015. The budget is about 6 million. We are 51% expended overall. C-WIB Administrative Entity is at 59%, GAMM is at 56%, COPIC 68%, LOES 87%, Youth (AO) is at 55%.

The next few pages are the Statement of Revenues and Expenditures by line item report which includes the current period actual and the current year actual. The next pages reflect a comparison from last year to this year so you can see the increase or decrease.

Jacque reported the On-The-Job-Training (OJT) expenditures are up. Bill Debo asked if there were any questions or concerns on the financial statement. There was none.

D. Thompson made a motion to approve the financial budget as presented to the committee, and E. Horsefield seconded; there were no objections. Motion carried.

Monthly Reports

The February reports were distributed to C-WIB members in advance of the meeting. B. Debo asked if there were any questions or concerns about the reports? There were none.

Executive Director's Report/Chairman's Report

J. Vaughn reported there are two job fairs coming up. One on April 8th in Cuba, MO at the Knights of Columbus Hall. There are 21 companies registered so far. The other job fair will be held on April 7th at Tan-Tar-A. Three Chamber Job Fair (Osage Beach, Lake, and Lake West) are sponsoring the event. One Thousand Five Hundred employers were invited to participate.

J. Vaughn was one of the guest speakers at the Ribbon Cutting Ceremony of the first Experience Works Learn Class in Missouri. Experience Works received a \$275,000 incentive grant called EWLear Blended Learning Program, from DOL to fund the new virtual instructor led occupational training courses with computer-based and online training. Susan Streit is our board member who works for Experience Works.

J. Vaughn reported that she and K. Stadler attended the Rolla March Advisory Board Meeting hosted by the Chamber. At this meeting the MoDot District Engineer addressed new proposed legislature funding to meet the needs of Missouri roads and bridges and the Chamber five year plan was revealed.

Jan gave a Certified Work Ready Communities (CWRC) update: Callaway, Crawford, and Dent counties were all recently approved as "In Progress" by the MOWIB. That will put all counties in the Central Region, with the exception of the lake area (Camden, Miller, and Morgan) as being approved counties "in progress". Washington and Phelps County are going to request an extension and we think that will be approved. Alex Blackwell as been working with these counties to become certified.

A. Stanley and J. Vaughn will be attending an Economic Development meeting tomorrow in Camdenton.

The Functional Leaders met with the CWIB staff on March 10th to review policies, procedures, and practices. All Functional Leaders were in attendance and stated that the meetings were very helpful to them.

The CWIB staff are all working diligently to prepare for WIOA and to do the end of WIA contract requirements. There will be financial changes and Jacque will be undergoing some training to see what that will mean to our organization. Our Universal Challenge Course (UCC) has been recertified and passed inspection just this week. Alex Stanley has been writing contracts; Kevin has been busy with contracts, policies, and working with Paul on EEO issues and practices; Linda has been working on board and caucus by-laws, and board memberships that meet the requirements of the law.

The next meeting is scheduled for May 27, 2015 at the Eugene Northern Community Center in Rolla, MO.

Bill Debo stated he would entertain a motion to adjourn. H. Haldiman made a motion to adjourn. The board adjourned at 2:00 p.m.