

Eastern Area Workforce Development Board

Board Meeting Minutes
Via ZOOM Video Conference
June 18, 2024

To Be Approved.....September 17, 2024

Meeting called to Order at 12:57 pm by Vice Chair D. Davis.

ROLL CALL

Roll call was taken. Below is the record of attendance based on that:

Board Members present: D. Davis, L. Melendez, B. Gonzalez, A. Jenks, S. Weist, R. Martinez, R. Kuykendall, B. Gwartney, J. Martinez, M. Espiritu, K. Ferrell, L. Jackson

Board Members absent: *M. Moore, T. Christesson, S. Pawlyshyn, D. Jennings*

CEO’s present: R. Lopez, C. Kiesling, S. Martin, J. Crunk

CEO’s absent: *B. Bowen, T. Dixon, V. Marquardt*

AE/FA Staff present: B. Elias, V. Davis, T. Roth, T. Suarez, A. Torres, M. Sosa, C. Carrasco

Guests present: L. De La Cruz, B. Silvers, R. Van Leuven, M. Flores, M. Hopkin, A. David, M. Cordova, M. Anaya, F. Juarez, C. Brockman, M. Martinez, C. Bedolla, H. Castillo, J. Lopez, S. Eliason, V. Alonzo, C. Kelly-O’Rourke, C. Clough, E. Harvey

It was noted that a quorum was present to conduct business.

WELCOME/INTRODUCTIONS

T. Suarez introduced the guests attending via zoom.

REQUEST FOR WAIVERS

B. Gonzalez, B. Gwartney, J. Martinez, and A. Jenks requested waivers.

APPROVAL OF THE AGENDA

EAWDB Board Members agreed to move all action items to the beginning of the meeting in order to accommodate attendees who would be needed elsewhere for disaster response. Discussion items and reports were on an as-needed basis, specific items not discussed include the PY22 audit status and 501(c)3 discussion. On a motion by B. Gonzales and seconded by B. Gwartney, a motion was made

to approve the agenda. A roll call vote was conducted, and the motion was unanimously approved.

APPROVAL OF THE CONSENT AGENDA

- March 2024 Meeting Minutes
- Renewing Membership – 2 year terms
- Open Meetings Act Resolution for 2024-2025
- PY24 Meeting Schedule
- PY24 Monitoring Schedule
- Acceptance of the PY24 Grant Agreement
- Conflict of Interest Policy Reaffirmation

On a motion by R. Kuykendall and seconded by M. Espiritu, a motion was made to approve the consent agenda. A roll call vote was conducted, and the motion was unanimously approved.

PY21 Audit Presentation by Jaramillo Accounting Group

S. Eliason reported that the June 30, 2022 audit report was released about a month ago. The state audit rule requires that the results be presented and discussed in an open meeting. The next audit (June 30, 2023) will begin shortly, aiming to catch up by late fall. Delays were due to accounting changes and coordination with an external accounting firm.

The audit found issues with financial close and reporting, arising from not using subsidiary ledgers, which have since been reinstated. Timeliness was a problem, with audit reports violating state and federal submission deadlines, and the federal compliance submission to the government was also late.

The audit covered financial statements, WIOA programs, and state audit compliance requirements, focusing on internal controls, disbursements, payroll, and cash management. It issued an unmodified (clean) opinion for both financial and federal program audits.

Management agreed to improving processes, including using an external accounting firm. These items have already been put in place and subsidiary ledgers are now being maintained to ensure accuracy in payables and receivables and simplified tracking.

The audit was conducted in accordance with generally accepted government auditing standards. It revealed no uncorrected misstatements, and the workforce development board's accounting practices remain consistent with prior years.

The presentation provided a high-level overview of the audit, highlighting key findings, compliance issues, and corrective actions. The floor was opened for questions or further details on information presented. There were none.

B. Elias and T. Roth spoke on process improvements that should support a simpler audit process for the upcoming years and that they anticipate the board being current by the end of December.

APPROVAL OF THE OPERATIONS AND FINANCE COMMITTEE RECOMMENDED ACTIONS

- YTD Trial Balance
- PY23FY24 Proposed Budget
- PY23FY24 Proposed Administrative Budget
- Fiscal Agent Agreement
- Cost Allocation Plan

The operations and finance committee recommended the acceptance of the financial reports, proposed program and administrative budgets, cost allocation plan and the fiscal agent agreement as listed above. On a motion by K. Ferrell and seconded by A. Jenks, the motion was made to approve the Operations and Finance Committee recommendations as presented. A roll call vote was conducted, and the motion was unanimously approved.

ONE STOP SERVICE DELIVERY COMMITTEE

- **Policy Revisions: Data Validation, OJT, WE, ITA**
- **Sub Recipient Contract extensions: OSO, Adult/DW & Youth**

R. Kuykendall reviewed policy changes that were reviewed and approved by the committee (included in the packet) The data validation change aligns with the state's policy. Updates to job training and work experience clarify the process for policy compliance. The committee is shifting ITAs from ten weeks to 16 weeks to accommodate semester-length certificate programs.

There are no significant changes to subrecipient contracts except for language adjustments to align sector strategies with the state's combined plan and updates to the contract timeframe. The committee recommended the acceptance of the policy and extension of the subrecipient contracts.

On a motion by K. Ferrell and seconded by B. Gwartney, the motion was made to approve the One Stop Service Delivery Committee recommendations as presented. A roll call vote was conducted, B. Gonzales' abstention was noted for the record and the motion was approved.

CHIEF ELECTED OFFICIALS

B. Elias spoke on normal June board meeting provisions, CEO approval would be required for board term extensions and the financial agreement. However, only four CEOs were present, short of the seven needed for a 51% quorum. This lack of quorum prevents us from obtaining CEO approval at this time. Consequently, it is necessary to reconvene next week to obtain the necessary approvals, as previously published in the paper. The board's actions can proceed, but the CEO will need to be reconvened for CEO required actions.

YOUTH COMMITTEE

No updates currently.

INDIVIDUALS WITH DISABILITY COMMITTEE (IWDC)

No updates currently.

STAFF, PROVIDER AND PARTNER REPORTS INCLUDING PROGRAM PERFORMANCE ARE PROVIDED AS AN ATTACHMENT

With note that the youth program performance has been steadily improving over the course of the year.

Next Meeting

September 17, 2024.

Motion to Adjourn

Meeting adjourned at 2:15 pm.