



**MINUTES**  
**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD**  
**SCWDB BOARD OFFICE AND ZOOM CONFERENCE**  
**October 16, 2025**

**Time & Place of Meeting**

The South Central Workforce Development Board meeting was held at 8:30 a.m. via Zoom Conference and in person at the South Central Workforce Development Board office and via Zoom.

**Members Present**

Amy Thomas; Chad Spencer; Joda Johnson; John Eaton; Josh Anderson; Justin Browning; Katie Houghlin; Kelly Johnson; Rebecca Stone; Shane Wilson; Teresa Hayes; Tori Murley; and Treva Shirley.

**Visitors Present**

Michelle Harris; DaRhonda Hawthorne; Jon Sowards; Jessica Calvert; Brian Becker; Frank Garabato; Regina Jackson; Issa Wilondja; Brittany Hippler; Jake Brown; Bill Sandell; Laura Torres; Shannon Gottke; Alexa Hatcher; Paula Brooks, Jeff Carter, Judge Tim Flener, Mary Ellen Aguilar, and Jason Lowe.

Treva Shirley welcomed everyone to the meeting. She recognized a quorum and called the meeting to order. Treva welcomed several special guests.

**BOARD DISCUSSION**

- **President/CEO Opening Remarks – Jon Sowards**

**Approval of Minutes August 14, 2025 Minutes – Treva Shirley**

**Motion by:** A motion was made by Tori Murley, seconded by Teresa Hayes, to approve the August 14, 2025 meeting minutes as presented. **Motion carried.**

**BOARD DISCUSSION**

- **Executive Committee Update from September 11, 2025 – Treva Shirley**

**Annual External Audit Results**

Jon Sowards introduced Jeff Carter with Taylor, Polson & Company as the auditor for the FY25. Jeff stated that the South Central Workforce Development Board (SCWDB) was issued an clean, unmodified opinion on the financial statements, highest level given. There were no significant deficiencies or material weaknesses relating to the audit of the financial statements. No instances of non-compliance material to the financial statements of the SCWDB, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit. No significant deficiencies or material weakness relating to the audit of major federal award programs are reported. There were no audit findings that are required to be reported in accordance with 2 CRF Section 200.516(a).

Recommendations from Taylor, Polson & Co.:

- Improve oversight of transactions & reimbursements between WIOA and non-WIOA bank accounts
- Recommend more detailed Meeting Minutes
- Ensure Meeting Minutes and new / updated policies are correctly posted to the website
- CEO reimbursements and time sheets should be approved by the VP or Board Member
- Consistent use of Sales Tax exemption
- Consistent use of “PAID” stamp to formally cancel invoices
- Enhance excel payroll entries with more detail regarding time allocated to a funding program
- Consider moving a portion of non-federal funds into an interest-bearing account
- Improve budget preparation and approval processes
- Improve and increase the frequency of internal financial reviews

Rebecca Stone made a suggested motion to the Board to approve the fiscal year ending June 30, 2025 External Audit results as conducted and presented by Taylor, Polson & Company CPAs.

**Motion by:** A motion was made by Rebecca Stone and seconded by Amy Smith Thomas, to approve the fiscal year ending June 30, 2025 External Audit results as conducted and presented by Taylor, Polson & Company CPAs as presented. **Motion carried.**

#### BOARD DISCUSSION

- **Financial Practice Improvement Plan – Jon Sowards**
- **Draft PY25 SCWDB Budget – Jon Sowards**

#### Financial Report – Michelle Harris

**Motion by:** A motion was made by Tori Murley and seconded by Josh Anderson, to approve the financial report as presented. **Motion carried.**

#### BOARD DISCUSSION

- **Strategic Goals**
- **Strategic Goal #1. Employer Services & Solutions**
  - Major Objectives – Brian Becker
  - Rapid Response – Jake Brown
- **Strategic Goal #2. Workforce System Alignment**
  - Aspirational Goals – Jon Sowards
  - Major 2025 Objectives – Brian Becker
  - EDA Good Jobs Challenge Grant – Brian Becker
- **Strategic Goal #3. Educate & Prepare Jobseekers**
  - Major 2025 Objectives – Brian Becker & Matt Bacon
  - Ready. Set. Hire. Update – Shannon Gottke
  - Material Handling Course Pilot – Jon Sowards
- **Strategic Goal #4. Remove Barriers to Increase Workforce Participation.**
  - Major 2025 Objectives- Brian Becker

- YourTern Internships for Service Members – Jon Sowards
- New American Service Delivery – Alexa Hatcher
- **Strategic Goal #5. Organizational Performance & Accountability**
  - Major 2025 Objectives – Jon Sowards
  - PY24 WIOA Performance – Jessica Calvert, Matt Bacon

**Discussion/Public Comment – Brian Becker**

**Adjournment -Treva Shirley**

*<<there were no public comments>>*

The next Board meeting will take place on December 11, 2025. Location – WKU Innovation Campus, Bowling Green, KY 42101 and/or participation by Zoom.

With no other business to discuss, the meeting was adjourned.

Approved: Jessica Hayes

Date: 12/11/2025