

**St. Charles County
Workforce Development Board**

Soft Skills Task Force Meeting

Mission Statement

The St. Charles Country Soft Skills Task Force, a sub-committee of the St. Charles County Workforce Development Board, is focused on creating more awareness about the soft skills gap in today's labor force, promoting the importance of soft skills training and recognizing soft skills success stories.

Committee: Soft Skills Task Force (January 20, 2021)

Attending WDB Members: Ben Abbott, Emma Jane Fox, Erin Williams, Jessica Bloch, Mandy Rose, Lauren Kolbe, Scott Tate and Mark Dalton

Attending Task Force Members: Cheryl Young, Katie Vargas, and Scott Drachnik

Staff: Lori Myers, Jenny Warren and Sharon Sontag

I. Welcome/Introductions/Comments – Erin Williams, Workforce Development Board Secretary

II. Review of Minutes from July 22, 2020

Emma Jane Fox made a motion to accept the minutes as presented. Ben Abbott seconded the motion, and all were in favor.

III. Discussion on Developing Best Practice Guides

- The Best Places to Work presentation slides were reviewed to see if a best practices guide can be created from it.
- The best practices were separated out into the best practices of small (10-49 employees), medium (50-99 employees), large (10-249 employees), big (250-999 employees), best practices that are free, common best practices and uncommon best practices.
- The presentation can be sent out to those interested in having it.
- Some of the item's individuals were interested in digging deeper into were:
 - Career Journey section on the company website
 - Mentorship Program for all new hires
 - Post videos of employees talking about their jobs / the company and why they like to work there
 - Culture of Excellence
 - Transparent Leadership
 - Community Involvement / Paid Volunteerism
 - Sabbatical Program / Milestone Leave
 - Charitable contributions
 - Unlimited time off
 - Legal Plan
 - Massage Therapy
 - Paid parking and transportation costs
- Lori will share the list of companies with the group that were listed as the best places to work. With special interest of the companies in St. Charles county.

- Next steps suggested were:
 - Survey companies that have these best practices if they would be willing to speak and present their best practices.
 - Reach out to VSM Abrasives known for their Wellness program.
 - Do a case study every month and then post on social media the results of the case study.
 - Reach out to the communities and chambers of commerce to inquire about what companies are doing these best practices and are willing to discuss further.

IV. Member Updates

- A new EDC logo is being finalized and the STEM Awards are being planned for March 5, 2021 for live in person and virtual where 18-19 students will be recognized.
- With people being at home right now there is a booming need for consumer products related to personal care. Transportation is also being overwhelmed with delivery needs of these products and slowing down the delivery time.

V. Adjournment

The next meeting will be virtual on April 21, 2021 at 8:00 a.m.