

**St. Charles County
Workforce Development Board**

Mission Statement:

The St. Charles County Workforce Development System is an alliance of public and private leaders dedicated to moving careers, companies and communities forward through workforce development that impacts local wages, economic development that impacts local business investment and community development that impacts the local tax base.

Meeting Minutes Format

Committee: Executive Committee, February 2, 2022

Attending Members: Ben Abbott, Jeff Cartnal, and Lauren Kolbe

Attending Others: Lori Myers, and Jenny Warren

Issue/Action:

1. Welcome
2. Minutes of December 1, 2021 WDB Meeting
The committee reviewed the minutes from the December 1, 2021 WDB meeting. Jeff Cartnal made a motion to approve the minutes; Lauren Kolbe seconded it, and all were in favor. The motion carried.
3. Committee Reports
Executive Committee Meeting (November 3, 2021)
Lauren Kolbe made a motion to approve the minutes, Jeff Cartnal seconded it, and all were in favor. The motion carried.

Manufacturing Task Force Meeting (November 17, 2021)
Jeff Cartnal made a motion to approve the minutes, Lauren Kolbe seconded it, and all were in favor. The motion carried.
4. Substate Monitoring Report (October 1, 2021 to December 30, 2021)
Lori reviewed the Substate Monitoring Report.
5. Financials December 2021 CPR - Executive Committee Report
Lori reviewed the December 2021 CPR.

Lori also informed the group of the annual financial monitoring currently taking place. She indicated that we are in the information gathering stage. Remote monitoring will begin the week of 2/21/2022.
6. Employer Engagement Task Force
Lori indicated that 14 out of 23 board members attended the Employer Information Sessions held the last week of January. There is still a need to recruit task force members and select a chair for the task force. Lori will send another reminder out and a chairperson will be selected from the volunteers.
7. Director Updates
 - Local Plan 2-Year Review
Lori indicated that it is time for a 2-year review of our local plan. Staff are currently making updates and will attempt to finish in time for the March 2, 2022 full board meeting. Lori

informed the group that it will need to be approved by the board, posted for public comment by the end of March and submitted to the State by the end of April.

- Regional Plan 2-year Review

Lori also announced that the St. Louis metro region is also required to complete a 2-year review of its Regional Plan. She indicated that the group of regional directors will be meeting in early March to complete the review.

- Annual Agreement Update

Lori informed the group of a letter that was sent out on 1/10 by OWD which provided notice that the annual agreements will be sent out in the next couple of months. Signatures will be required. No timeline was provided on notification of funding allocations.

- Policy Updates

Jenny provided updates on the Coordination of Funding Policy, ITA policy and LEP policy.

8. New Business

- Agenda for March 2, 2022 WDB Meeting

Lori will draft an agenda and send it out to the committee for review.

9. Adjournment

A motion was made to adjourn; it was seconded, and all were in favor.

Next Meeting: The next Executive Committee meeting will be held Wednesday, May 4, 2022 at 8:00 a.m.