

**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 (April 21, 2021)

**Attending WDB Members:** Ben Abbott, Emma Jane Fox, Erin Williams, Jessica Bloch, Mandy Rose, Mike Hurlbert

**Attending Task Force Members:** Diana Forbes, Katie Vargas,

**Staff:** Lori Myers, Kim Willis

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

**II. Review of Minutes from January 20, 2021**

Jessica Bloch made a motion to accept the minutes as presented. Ben Abbott seconded the motion, and all were in favor.

**III. Review of Best Practice Guide on Employer Culture**

- Lori reviewed the Building an Employee-Friendly Culture rack card, and all agreed that it was a good resource.
- The cards will be printed and stored at the MO Job Center. If anyone would like a stack of cards to distribute to employers, at chamber meetings, or anywhere else, contact Lori.
- Mandy requested an electronic version be sent out as a JPEG and GIF file so that it could be shared via email and on social media. Mandy also suggested created a list of “5 Easy Things You Can do Tomorrow” regarding the best practices identified in the Building an Employee-Friendly Culture rack card.
- A virtual panel event was discussed to include having some of the St. Charles County companies listed on the Best Places to Work List present on their best practices. Jessica suggested that the presentation be recorded so that employers who could not attend could refer to the video.
- Lori asked for ideas on other rack cards that could be used to create a series. Some of the suggestions were:
  - Mentorship Programs
  - Accommodations/Flextime
  - 5 easy things to improve retention
  - Transparent Leadership
  - Career Pathways/Progression opportunities

**IV. Member Updates**

- Ben Abbott shared that he had created a new job title and restructured job duties for retention purposes.

## **V. Adjournment**

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