

**St. Charles County  
Workforce Development Board**

**Manufacturing Task Force**

**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.**

**Committee:** Manufacturing Task Force (May 24, 2023)

**Attending Manufacturing Taskforce**

**WDB Members:** Michael Hurlbert, Amanda Sizemore and Scott Tate

**Attending**

**Manufacturing Task Force Members:**

Pat Brown, Fort Zumwalt School District  
Patty Brown, City of O’Fallon  
Scott Drachnik – EDC of St. Charles County  
Kathy Duck, O’Fallon Chamber of Commerce  
Diana Forbes- General Motors  
Debbie Gavin – National Cart  
Erica Land - CAPS  
Theresa Matlock – Newco Coffee  
John Polihan – Component Bar  
Julie Powers, City of St. Peters  
Lindsay Reavey, O’Fallon Chamber of Commerce  
Jeremy Sutton – BCI Skills Center  
Dina Wehde – Woodbridge Group

**Staff:** Lori Myers

**1. Welcome/Comments**

Michael Hurlbert welcomed everyone and thanked them for attending. Special thanks to Scott Drachnik with the EDC of St. Charles County for providing lunch.

**2. Approve Task Force Meeting Minutes from March 22, 2023**

The minutes from the March 22, 2023, meeting were reviewed. Jeremy Sutton made a motion to accept the minutes. Scott Tate seconded the motion, and all were in favor. Minutes approved.

**3. Presentation – Fort Zumwalt Apprenticeship Program by Patrick Brown**

Patrick Brown provided a presentation on K-12 and Beyond STEAM and CTE. Topics discussed included:

- Initiatives to increase STEAM experiences for students
  - Project Lead the Way (4 courses in Computer Science, 4 courses in Engineering and 4 courses in Biomedical Sciences)
  - Engineering and Industrial Technology (Metals I-V, Drafting I-III, Woods I-III and Media Tech)
  - Family and Consumer Sciences (4 Levels of Culinary Arts, 4 courses in Apparel and Interior Design, 2 courses in Pathways to Teaching, Child Development I-III)
  - Business and Marketing (4 courses in Finance, 2 courses in Marketing, 4 courses in Business Management and Administration, 2 courses in IT)
  - Workforce Development – US DOL Youth Apprenticeship Program
- Patrick discussed a bootcamp that will be held in August to help get apprenticeships off the ground. He will share information on this event when it is available.

**4. Draft Marketing Plan by Kathy Duck**

Kathy provided an update on the marketing plan based on suggestions from the last meeting.

She also presented a draft marketing budget for 2023.

Manufacturing Day was discussed by the group. Kathy asked the group how they felt about the Expo portion of Manufacturing Day. Most of the manufacturers in attendance indicated they did not like it and would be OK without it being part of the event. Kathy plans on sending out a survey to the manufacturers who have participated in the event. The group agrees that the panel discussion should continue along with facility tours.

The possibility of involving CAPS associates to assist with marketing manufacturing jobs to youth was discussed. Erica Land indicated that the best way to move forward with this would be to present the topic to Dan Tripp's class. CAPS associates would then develop some strategies to make manufacturing careers appeal to youth.

**5. Local Workforce & Economic Development Update**

Lori gave an update on the latest local unemployment numbers for March 2023. Michael provided an update on St. Charles County permits for 2023 through April YTD.

**6. Next Meeting Date:**

The next meeting is scheduled for August 23, 2023, at 12:00 p.m.

**7. Adjournment**

A motion was made to adjourn, it was seconded. All were in favor.