

**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, August 4, 2021

**Attending Members:** Ben Abbott, Jeff Cartnal, Luanne Cundiff, Mike Hurlbert, Daryl Muhammad and Erin Williams

**Attending Others:** Cindy Fulton, Donna Holesinger, Lori Myers, and Jenny Warren

**Issue/Action:**

1. Welcome
2. Minutes of June 2, 2021 WDB Meeting  
The committee reviewed the minutes from the June 2, 2021 WDB meeting. Jeff Cartnal made a motion to approve the minutes; Luanne Cundiff seconded it, and all were in favor. The motion carried.
3. Committee Reports  
Executive Committee Meeting (May 5, 2021)  
Lori Myers reviewed the minutes from the May 5th meeting.  
  
Manufacturing Task Force Meeting (May 26, 2021)  
Lori reviewed the minutes from the May 26<sup>th</sup> meeting. There was a discussion on the future of manufacturing and the lack of skilled labor. Amanda Sizemore provided a presentation on the Missouri Apprenticeships in Manufacturing Program.  
  
Special Populations Task Force Meeting (June 23, 2021)  
Jeff Cartnal reviewed the minutes from the June 23<sup>rd</sup> meeting. Jeremy Sutton provided a presentation on the benefits of inclusive employment. Discussion continued on the Pledge Program initiative.
4. Financials Update and June 2021 CPR - Executive Committee Report  
Donna Holesinger reviewed the Executive Committee Financials update prepared on 8/4/2021. The group discussed additional information to include in the financial report. The current Executive Committee Financials Update is very useful. They would like to see additional information regarding any concerns board staff has regarding the finances such as meeting the 65%/35% spending caps.
5. Annual Agreement  
Lori reviewed the Sustainability Plan and the required submission documents to include:
  - Sustainability Plan
  - Subrecipient Sustainability Plan
  - Bylaws
  - OSO Contract Addendum
  - Fiscal Agent Policy

6. Workforce Development Board's Committee/Task Forces  
It was agreed upon that Committees/Task Forces should be reviewed regularly to be strategic.  
Suggestions included:
  - Committees/ Task Forces could become roundtable discussions.
  - Scale back meetings from quarterly to biannually.
7. Bylaws Review  
Jenny reviewed the updated bylaws. Mike made a motion to present the revised Bylaws to the full board. Erin seconded it, and all were in favor. The motion carried.
8. Board Officer Elections – December 2021  
Lori reviewed the need to have a nomination for the Vice-Chair position.
9. Director Updates
  - PY20 Q3 Report Card  
Lori review the PY20 Q3 Report Card for the St. Charles Region. The statements regarding state and partner staff improving collaboration and board leadership mitigating friction related to citizen focus was discussed.
  - New private sector board membership rules  
Lori discussed the new determination that chamber employees could not serve on the board as private sector members unless they are also employees of a private sector business.  
  
Lori also noted that Jeanna Caldwell will replace Donny Carroll on the board.
  - Local Plan Modification  
Lori indicated that the St. Charles Region Local Plan recently had some modifications. Those modifications consisted of new funding allocations, a change in the MOU/IFA budget, change in board membership and several policy updates. The plan modification was posted for public comment. No comments were received. The required paperwork was submitted to OWD on 7/19/2021.
  - Port Authority Focus Group (Education and Workforce Development 7/1/2021)  
Mike provided an overview and status of the Port Authority's Strategic Plan. Lori and Luanne discussed the recent Port Authority Focus group regarding education and workforce development as part of the strategic planning process.
  - Job Center Connect Town Hall Meeting 8/19/2021  
Lori indicated that the July Town Hall meeting was rescheduled for 8/19/2021.
  - Staffing Update  
Another sub-recipient staff member resigned in June. At this time, her position will not be replaced.
10. New Business
  - Substate Monitoring reports (April 1, 2021 – June 30, 2020)  
Cindy Fulton reviewed the Substate Monitoring report.
  - Agenda for September 2, 2021 WDB Meeting  
Lori will draft an agenda and send it out to the committee for review.
11. Adjournment  
Luanne Cundiff made a motion to adjourn; Mike Hurlbert seconded it, and all were in favor.

**Next Meeting:** The next Executive Committee meeting will be held Wednesday, November 3, 2021 at 8:00 a.m.