

**Meeting Minutes Format
Workforce Development Board
September 1, 2021**

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.

Attending Members: Ben Abbott, Jessica Bloch, Sonja Gholston-Byrd, Jeanna Caldwell, Jeff Cartnal, Luanne Cundiff, Mark Dalton, Julia Daugherty, Emma Jane Fox, Michael Hurlbert, Lauren Kolbe, Joseph Mueller, Amanda Rose, Chris Seyer, Amanda Sizemore, and Scott Tate

Guest Speakers: Andy Struckhoff

Guests: Sallie Hemenway, Ken Dobbins and Scott Drachnik

Staff: Cindy Fulton, Lori Myers, Vicki Swartzenberg, Jenny Warren, Suzanne Harris and Donna Holesinger

- I. Welcome/Comments – Ben Abbott welcomed attendees.
- II. Presentation: St. Charles County Port Authority (Education/Workforce Focus Group) by Andy Struckhoff with PGAV Planners
 - Michael Hurlbert provided some background information on the St. Charles County Port Authority and introduced Andy Struckhoff.
 - Andy Struckhoff indicated that they have been working on the Port Authority’s Strategic Plan since April 2021. They plan on finalizing this strategic plan by the end of this year. Other items discussed include:
 - Mission, Vision and Goals
 - Sector and market analysis
 - Port Financial Strategies
 - Focus Groups including Transportation, Businesses, Economic Development and Education/Workforce Development
 - Andy asked for feedback from the board members which included the following:
 - Lack of affordable housing needs to be addressed.
 - Need marketing efforts to attract people from outside of Missouri to move here.
 - Need to skill up low to mid-level workers. People can’t afford to live in St. Charles County.
 - Hardest positions to fill are experienced skilled positions.
 - Collaboration is critical. Lines of communication need to be crystal clear.
 - Childcare is an additional barrier and is critical for those in entry-level positions.
 - Need to explore how to get youth under the age of 18 the opportunity to be exposed to manufacturing careers.
 - Need a bridge to connect students with businesses.
 - Need to explore program options and how we can be more integrated.
 - Retention of workers is key.
 - Need to focus on marketing.
- III. Consent Agenda

Ben Abbott entertained a motion to approve the consent agenda. A motion was made by Luanne Cundiff. Jessica Bloch seconded the motion. All were in favor. The motion was approved and carried.
- IV. Vice-Chair’s Report by Ben Abbott
 - WDB Officer Elections – Due December 2021

- Ben announced that Nominations are still needed for the Vice Chair position on the board. Any board members wishing to volunteer for this role or to make a nomination should notify Lori.
- Review and vote on revised By-Laws
 - Jenny reviewed the proposed changes to the Board's By-Laws. Ben entertained a motion to approve the revised By-Laws. Jeff Cartnal made a motion to accept the revised By-Laws. Emma Jane Fox seconded the motion. All were in favor. The motion was approved and carried.

V. Director's Report

- PY21 Annual Agreement
 - Prior to the meeting, Board members were emailed copies of the Annual Agreement's submission documents which included the Sustainability Plan, the Subrecipient's Sustainability Plan, the addendum to the OSO Contract and the Fiscal Agent Policy. There were no questions from the board members.
 - Since the last board meeting, a final version of the Annual Agreement was received including all required signatures. The Agreement was effective as of June 7, 2021.
- Local Plan Modification
 - ⊖ Lori indicated that a plan modification was required recently. Prior to this meeting, board members were emailed documentation for the plan modification including:
 - New funding allocations for new program year
 - MOU/IFA budget change
 - Change in board membership
 - Policy updates including Substate Monitoring Plan, Veteran Priority of Service Policy, Priority of Service for Adults Policy and Co-Enrollment Policy
 - Lori mentioned that the required paperwork for this plan modification was sent to the State on July 19, 2021 and we are currently awaiting notice of approval from the State. Lori asked the board members if anyone had any questions. There were no questions.
- Customer Survey results
 - Lori reviewed employer survey results and job seeker survey results.
- Performance Measures
 - Jenny reviewed PY20 Q4 performance measures. There were no questions from the board members.
- PY20 Q3 Report Card
 - Lori reviewed the Report Card section for the St. Charles Region and provided updates on the issues cited therein. She indicated that a new version of this report was received on August 31, 2021. This new report cites a concern over not utilizing Show Me Heroes funds. Lori provided a brief explanation of the program and encouraged board members to consider the program and to reach out for more information.
- PY20 Program Monitoring Report
 - Cindy Fulton reviewed the PY20 Program Monitoring Report dated June 2, 2021.
- Staff Update
 - Lori indicated that Kim Willis, a St. Charles Community College employee, resigned in June. Due to limited funding, her position will not be refilled.
 - There have also been some changes in OWD staff. The onsite OWD supervisor is no longer working at the Job Center and has been replaced by an internal candidate.
- Success Story
 - Suzanne Harris shared 3 youth program success stories.

VI. Final Announcements & Adjournment: Michael Hurlbert made a motion to adjourn the meeting. Jessica Bloch seconded the motion. All were in favor and the motion carried.

Next Meeting: The next full board meeting will be December 1, 2021.