

**Meeting Minutes Format**  
**Workforce Development Board**  
**September 7, 2022**

**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, Olivia Butler, Greg Clemons, Julia Daugherty, Emma Jane Fox, Lauren Kolbe, Valerie Moore, Amanda Rose, Amanda Sizemore, Scott Tate and Erin Williams

**Staff:** Cindy Fulton, Lori Myers, Vicki Swartzenberg, and Jenny Warren

- I.** Welcome/Comments – Ben Abbott welcomed attendees.  
Ben welcomed new board members, Valerie Moore and Olivia Butler.
- II.** Consent Agenda  
Ben Abbott entertained a motion to approve the consent agenda. A motion was made by Erin Williams. Emma Fox seconded the motion. All were in favor. The motion was approved and carried.
- III.** Presentation: What is a Workforce Development Board by Lori Myers  
Lori provided some background on workforce legislation. She also covered some sections from the Workforce Innovation and Opportunity Act on vision, purpose, and functions of a local board.
- IV.** Chair's Report by Ben Abbott
  - PY22/FY23 Planning Budget Summary  
Ben reviewed the Planning Budget Summary for the new program year. This has been posted for public comment. No comments have been received. Ben entertained a motion to approve the Planning Budget Summary. A motion was made by Erin Williams. Jessica Bloch seconded the motion. All were in favor. The motion was approved and carried.
  - Budget Transfers
    - \$17K transfer from Dislocated Worker to Adult: Ben explained that this transfer was done because most clients have been eligible for the Adult program. Ben entertained a motion to approve of the \$17K transfer. A motion was made by Lauren Kolbe. Erin Williams seconded the motion. All were in favor. The motion was approved and carried. Valerie Moore abstained from voting.
    - Adult FY22 within budget line-item transfers: Ben explained that this was done to move unspent participant balances to the Individual Training Account line because we have spent most of our participant funds on classroom training. Ben entertained a motion to approve of the line-item transfers. A motion was made by Erin Williams. Jessica Bloch seconded the motion. All were in favor. The motion was approved and carried. Valerie Moore abstained from voting.
  - Quarterly Progress Report PY21 Q3 – Ben reviewed this report with the group.
    - Performance: Jenny provided an update on performance measures for PY21. Negotiations for PY22 will take place in the next couple of weeks.
- V.** Director's Report
  - Local/Regional Plan Modifications: Lori indicated that 3 local plan modifications have been submitted in the past 4 months:
    - 2-year review: Received notice on 8/2/2022 that our submissions for the 2-year review were approved.

- PY22 funds: This plan modification was submitted in 8/1/2022. No word yet on its approval.
- \$17K transfer between Dislocated Worker and Adult funds: A plan modification was required because this transfer and our previous \$47K transfer is more than 20% of our Dislocated Worker FY22 budget which requires a plan modification. This was submitted on 8/1/2022 as well. No word yet on its approval.
- Regional Plan: Lori indicated that she went ahead and submitted the regional plan with its submission documents (excluding St. Louis County information since it was never received). No word yet on its approval.
- Annual Agreement and Sustainability Plan – Annual Review  
Lori indicated that we received the final executive Annual Agreement on 7/15/2022 indicating approval of the sustainability plans provided. Nothing has changed since the agreement and plans were last submitted to the board.
- One Stop Operator Agreement – Annual Review  
Lori indicated that the One Stop Operator contract with the St. Charles Community College started on 1/1/2021 with 3 built in renewals. The first renewal began on 1/1/2022. This summer, an addendum was made to the contract. Lori covered the items that were added.
- Youth Basic Skills Deficiency Policy Update  
Jenny covered the updates to the Youth BSD Policy. Ben entertained a motion to accept the updated policy. A motion was made by Erin Williams. Emma Fox seconded the motion. All were in favor. The motion was approved and carried.
- Compliance Monitoring Report PY21  
Jenny reviewed the Compliance Monitoring Report for PY21. She covered the areas of concern and the two areas that required a written response.
- Fiscal Agent Policy – Annual Review  
Lori reviewed the Fiscal Agent Policy. She covered the roles and responsibilities of the fiscal agent.
- Wipfli Financial Monitoring Report for 2021  
Lori indicated that we received the Wipfli Financial Monitoring Report on 6/15/2022. There were no findings and 3 areas of concern however we only had to provide a written response for 2 of them. Lori reviewed the 3 areas of concern and indicated that our responses to these concerns were accepted.
- Subrecipient Financial Monitoring PY21 Q4  
Lori indicated that she recently received guidance on how to conduct this monitoring. She will attempt to have it completed by the end of the month.
- Subrecipient Annual Monitoring Report PY21  
Jenny covered the Subrecipient Annual Monitoring Report for PY21. She also provided Q4 information which was not in the original report due to the deadline for submission. Amanda Sizemore provided an update on their corrective action steps.
- Customer Survey Results  
Lori reviewed the job seeker and employer survey results for PY21.
- Job Center Relocation – Lori indicating that the move process is going well. We will be closed to the public from 9/19 to 9/30. We will reopen to the public on 10/3. Virtual services will be provided during the closure.
- TalentSensus Pilot Project: Lori indicated that we received the Notice of Obligation from the State on the TalentSensus project. This requires approval through the County Council. It was read for the first time at the 8/29/2022 Council meeting. It did receive some opposition. The second reading is scheduled for 9/12/2022.
- Success Story: Lori provided an Adult program success story.

VI. Final Announcements & Adjournment: A motion to adjourn the meeting. It was seconded. All were in favor and the motion carried.

**Next Meeting: The next full board meeting will be December 7, 2022.**