AGENDA
St. Charles County Workforce Development Board
8 a.m. Wednesday, September 4, 2019
Missouri Job Center, 212 Turner Blvd., St. Peters, MO 63376

Mission Statement of the St. Charles County Workforce Development Board:

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.

Our WIOA Business Sectors: Advanced Manufacturing, Financial Services, Health Services, Information Technology, and Logistics/Transportation/Warehousing

1. Welcome/Comments – Daryl Muhammad, Workforce Development Board Chairperson

2. Roll Call

3. Special Presentation: Mardy Leather, Director of Workforce Development, MODHEWD

4. Consent Agenda: All matters listed under the Consent Agenda, are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Committee Reports:
- Manufacturing Task Force (May 22, 2019)
- Special Populations Task Force (June 26, 2019)
- Soft Skills Task Force (July 24, 2019)
- Financial Statement (June 30, 2019)
- Executive Committee (August 5, 2019)
- Full Board Minutes (June 5, 2019)

5. Chair’s Report by Daryl Muhammad
   - Announcement of Board Retirements: Don Kalicak (Mercy) and Lou Lenkman (TLD Concepts)
   - Introduction of New Board Members: Greg Clemons (SSM) and George Herina (General Motors)
   - Executive Board Appointed as Nominating Committee for December WDB Officer Elections
   - CLEO Summit (September 26)

6. Director’s Report by Scott Drachnik
   - Update on Workforce & Economic Development
   - Job Center Stats: Daily Traffic, Program Statistics, Event Attendance
   - On Today’s Agenda with Missouri Workforce Development Board
   - TEAM Suggestions for Workforce System Improvements
   - Adjusting to WIOA Allocations PY19
   - Local Response to DWD Programmatic Monitoring Report 2019
   - Update on Franklin Apprenticeship Program
   - Upcoming Events
     - Manufacturing Day (Oct. 1)
     - MO Workforce 2030 (Oct. 15-16)
     - Fall Career Expo 2019 (Oct. 15)
     - Apprenticeship 101 Breakfast Forum (Nov. 14)

7. Final Announcements & Adjournment

Our Next Full Board Meeting - Wednesday, December 4, 2019
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 22, 2019)

Attending Manufacturing Taskforce
WDB Members: Ben Abbott, Mike Hurlbert and Chris Seyer

Attending Manufacturing Task Force Members:
- Faye Aubuchon – St. Charles Community College
- Pat Brown – Fort Zumwalt School District
- Patty Brown – City of O’Fallon
- Cheryl Graber – Adult & Community Education
- Greg Jones – True Manufacturing
- Darrel Keesling – Component Bar Products
- Chris Lagemann – State Tech
- Dan Lang – City of Wentzville
- Theresa Matlock - Newco Enterprises
- Debbie Muraski – National Cart Company
- Doug Potts – City of Dardenne Prairie
- Louis Pounds – SAK Construction
- Julie Powers – City of St. Peters
- Cheryl Renne – Nike AIR MI
- Jeremy Sutton – BCI Skills Center
- Allison William – Nike AIR MI
- Christine Zika - EDC

Guest: Jessie Skeen – St. Charles School District, Career Explorations Alliance
Leah Almeling – Toyota Bodine

Staff: Scott Drachnik, Lori Myers, Vicki Swartzenberg and Mariza Almstedt

1. Welcome/Comments
   Mike thanked everyone for their attendance and asked to go around the table for self-introductions.

2. Minutes from the last meeting: The minutes from the February 27, 2019 meeting were reviewed and accepted by the committee.

3. Overview of Manufacturing Task Force – Mike Hurlbert

4. Local Economic Trends Report
Mike reviewed housing trends in St. Charles County which are exhibiting a slight downward trend in single family/new construction permits, seven less than last year’s 1,475 total, but multifamily permits are still experiencing an uptick throughout the County.

Scott stated the Unemployment numbers in April in St. Charles County was 2.3% with O’Fallon, Wentzville, and St. Peters in a three-way tie at 2.2%.

5. Presentation – Career Exploration Alliance Opportunities – Jessie Skeen
Jessie Skeen presented a PowerPoint presentation summarizing Career Explorations Alliance Spring 2019 Career Weeks in April. She stated the program offered 214 shadow experiences in a variety of sectors but not a single student chose manufacturing. Members suggested ways to entice students to manufacturing including:
- Provide virtual tours of manufacturing companies to counselors first to see first hand what companies do.
- Take students interested in manufacturing to local manufacturers for tours
- Have counselors focus on students with a manufacturing interest and refer them to Jessie Skeen at CEA
- Have counselors job shadow at manufacturing sites.

Fay presented a four-minute video of last year’s Manufacturing Day. This year’s event will be held on Tuesday, October 1st. Fay hopes to have this year’s event as successful as last year’s with 750 kids attending. Booths and tours of manufacturing sites will be on the agenda to get students engaged in manufacturing.

7. Presentation – Business Sponsors Needed for AMT (Advanced Manufacturing Technician) Students, State Technical College & Toyota Bodine
Chris Lagemann and Leah Almeling explained through Missouri Federation for Advanced Manufacturing Education (MOFAME) students are provided apprenticeship-style training to become skilled technicians going to school two days and getting paid to work three days a week at a partner company. Chris emphasized the program is rigorous but serious students can complete the program within a 2-year period debt-free. Six to seven sponsors are needed.

8. Updates from Task Force Members
Dan Lang – GM Update
Dan stated a financial incentive will be provided to GM through Senate Bill 68.

Fast Trac Workforce Incentive Grant
Included in Senate Bill 68, funds will be provided to Missouri citizens seeking technical training at an approved post-secondary institution of their choice. Candidates must be at least 25 years and must meet eligibility requirements. More information forthcoming.

Summer Youth Program
The State approved $4 million statewide but do not know what the County’s portion will be. Youth must be income eligible.

9. 2019 Meeting Schedule: August 28th and November 27th (need to reschedule)
The next meeting will be held on August 28th but November meeting will need to be rescheduled as it is the day before Thanksgiving.

10. Adjournment
St. Charles County
Workforce Development Board

Special Populations Task Force Meeting

Mission Statement:
Through collaboration, partnership and education, we will work to overcome barriers by
advising the Workforce Development Board on the state of essential services and resources
for the special needs population in St. Charles County, empowering them to pursue workforce
success.

Committee:  Special Populations Task Force Meeting (June 26, 2019)

Attending WDB Members:
Jeff Cartnal and Donny Carroll

Attending Special Population Task Force Members:
Jessica Devis, Boone Center
Rachel Gonzalez, Compass Health
Sandy Keyser, Department of Mental Health
Jim Ruedin, Delta Center
Kathy Williams, DDRB
Robin Yuede, Francis Howell School District

Attending Guests:
Amanda Eivens, Department of Mental Health
Nicole Brcekelman, Concordance Academy
Sonya Engeling, MO Division of Probation & Parole
Shelle Jacobs, MO Department of Corrections

Staff: Scott Drachnik, Peggy Muehlbauer, Lori Myers, Mark Voss, Jenny Warren and Mariza Almstedt

I. Welcome

II. Minutes from the last meeting: The minutes from March 27, 2019 meeting were reviewed and
accepted by the committee.

III. Local Economic Trends Report
Scott provided several charts showing the following:
• Greater St. Louis Metropolitan Area Unemployment Comparison April 2019
• Where Are the Unemployed in Metro St. Louis? April 2019
• St. Charles County 3-Year Labor Force Comparison April 2016 – April 2019
• St. Charles County 3-Year Unemployment Rates April 2016 - 2019

Scott reviewed housing trends in St. Charles County stating the number of single family/new
construction permits in the current year is at 665 but the number of multi-family permits has
experienced quite an uptick in the County.
IV. Special Presentations on Re-Entry Efforts  
 **Shelle Jacobs from MO Department of Corrections**  
 Shelle Jacobs provided information about Missouri’s Re-Entry program focusing on employer engagement pre-release and post release programs, skills training and re entry centers which assist offenders be work-ready upon their release from prison. Shelle stated she’d like to see Job Center staff at re-entry centers provide resume and job search assistance to justice involved individuals.

**Nicole Broekelman from Concordance Leadership Academy**  
 Nicole Broekelman spoke about Concordance’s re-entry mission, which is the only holistic re-entry program in the world. She talked about their services, including addressing behavioral and mental health needs, setting educational and employment goals and teaching community and life skills to ensure a successful return to the community.

**Sonja Engelking from Division of Probation & Parole**  
 Sonja stated the Department is under new leadership with new initiatives to reduce recidivism and improve outcomes. She refers offenders to Job Center for job search assistance and to Connections for Success. Transportation and attendance in the workplace remain issues with this population.

Scott informed the committee St. Louis University Transformative Workforce Academy has closed due to budgetary cuts.

V. Review Impact of Pre-job Workshops and “Invitation Only Hour” at Spring Career Expo  
 Lori Myers stated only five job seekers referred by MERS Goodwill attended “Invitation Only Hour” April 16th Spring Expo.

VI. Plan for Pre-Job Fair Workshops and “Invitation Only Hour” at Fall Career Expo, October 15  
 Even though attendance to “Invitation Only Hour” at Spring Expo was disappointing, members decided to do it again for Fall Career Expo, October 15th.

VII. Identify Special Populations Success Story Features  
 In an effort to promote accomplishments of special populations population, Scott suggested touting individual success stories. Jeff Cartnal suggested revisiting this for a later date.

VIII. Upcoming Events and Participant Announcements:  
 - Accommodations for Success  
   Sandy Keyser stated the fifth Annual Accommodations for Success event will be held on Thursday, August 8 at Belleville West High School, Belleville, Illinois from 8am – 3pm. Once again, employers will be able to meet skilled workers with disabilities at a Reverse Job Fair. For more information, please follow the link below for details: AccomodationforSuccess2019.eventbrite.com

 - Governor’s Annual Economic Development Conference – September 3-6
The Governor’s Conference will be held the week of Labor Day in St. Charles at Embassy Suites.

- Missouri Workforce Conference 2030 – October 15-16
  The Missouri Chamber of Commerce & Industry will be hosting Workforce Conference 2030 scheduled for October 15-16 at Renaissance St. Louis Airport Hotel to discuss ideas which Missouri employers can use to create an enviable workforce.

- Veterans & Community Career Expo – April 13
  Mark Voss stated 25 employers participated in the event and 15 job seekers attended. A few interviews were scheduled from it.

- Veterans & Community Career Expo – June 6
  Thirty employers participated in the event and about 40 job seekers attended.

- GM Informational Sessions at Job Center for Temporary Production Worker positions
  Representatives from General Motors participated in 3 informational sessions at Job Center providing information about their Temporary Production Worker position they plan to hire (300). About 100 interested job seekers attended.

- Amazon is about to begin hiring 1500 people for St. Peters warehouse positions.

- Sandy Keyser stated a Transportation Summit will be held in Columbia on August 1st. There is not a cost, but registration is required.

- Scott announced Job Center is expecting another round of SkillUp funding for people on food stamps. There are also available funds for Youth year-round program.

VI. Adjournment

Remaining 2019 Meeting Schedule: September 25, Dec. (TBD)
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 (July 24, 2019)  

Attending WDB Members:  
Ben Abbott, Jessica Bloch, Lauren Kolbe and Michael Hurlbert  

Attending Task Force Members:  
Lucas Lammers, Francis Howell School District  
Jeremy Sutton, BCI Skills Center  
Katie Vargas, Francis Howell School District  
Laura Wagner, Fort Zumwalt School District  

Staff:  Scott Drachnik, Melanie Stokes and Lori Myers  

I. Welcome/Comments – Ben Abbott, Workforce Development Vice Chair  

II. Review of Minutes from April 24, 2019  
  • The minutes from the April 24, 2019 meeting were reviewed and accepted by the committee.  

III. Presentation by Lauren Kolbe  
  • Lauren provided a presentation on her company’s soft skills story and the resources they have utilized to build their company culture.  

IV. Update from Melanie Stokes on her soft skills workshop  
  • Melanie covered a few slides for her soft skills workshop which is now called Building Your Personal Brand.  

V. Next Steps...  
  A variety of proposals were suggested including:  
  ○ Having a higher level discussion – create a workforce culture in St. Charles County  
  ○ Identify target audience  
  ○ Involve SHRM  
  ○ Panel discussions  
  ○ Possible presentation regarding Fort Zumwalt School Districts efforts  

VI. Adjournment  

The next meeting of the Soft Skills Task Force will be Wednesday, October 23, 2019 at noon at Missouri Job Center of St. Charles County.
## WDB WIOA EXPENDITURE REPORT
### June 2019

### ALL

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<th>Grantee Name</th>
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## WDB WIOA EXPENDITURE REPORT
### June 2019
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### ALL

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<td>Youth PY18</td>
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A total of 4 participants were newly enrolled into regular WIOA Adult or WIOA DW Intensive Level Services in MoJobs between April 1 and June 30, 2019 (during the 4th quarter of Program Year 2018). Of these newly enrolled participants 2 were WIOA Dislocated Worker and 2 were WIOA Adult. There was a total of 22 new enrollments for WIOA Youth, 15 were regular year round youth and 7 were Summer Jobs League.

Carryovers were not considered for this report. All files (100%) newly registered in PY18Q4 were reviewed for continuous improvement.

**ADULT**

There were 2 NEW Adult participants enrolled from April 1, 2019 through June 30, 2019. The total file count including carryovers was 26.

- 1 file did not have required case note ‘unable to obtain other grant funds’

**DW**

There were 2 NEW WIOA Dislocated Worker participants enrolled from April 1, 2019 through June 30, 2019. 2 WIOA Dislocated Worker files were monitored. The total file count was 12 including carryovers.

- 1 file used applicant statement to verify family size
- 1 file did not have required case note ‘unable to obtain other grant funds’

**YOUTH**

There were 22 new enrollments in the Youth program from April 1, 2019 through June 31, 2019. *Fifteen* (15) enrollments were WIOA Youth enrollments and seven (7) were in the Summer Jobs League program. All 22 of the new Youth files were reviewed. The total Youth file count including carryovers was 52 including both year round Youth and Summer Jobs League.

- 1 Summer Jobs League file did not have MoJobs resume

**APPRENTICESHIP**

There were 10 new enrollments in the Apprenticeship program from April 1, 2019 through June 30, 2019. All of the Apprenticeship files were reviewed. The total file count was 51 including carryovers.

- No issues were found
SNAP/SkillUp

There were 12 new enrollments in the SNAP/SKILLUP program from April 1, 2019 through June 30, 2019. All of the files were reviewed.

- 1 file did not have resume completed in MoJobs
- 3 files did not have activity service code 101-Orientation recorded on the Wagner Peyser application
- 2 files did not have activity service code 101-Orientation recorded on the SNAP application
- 7 files did not have activity service code 107-Labor Market Information provided on the Wagner Peyser application
- 2 files did not have activity service code 107-Labor Market Information provided on the SNAP application
- 6 files did not have activity service code 213-Comprehensive Assessment recorded on the Wagner Peyser application
- 2 files did not have activity service code 213-Comprehensive Assessment recorded on the SNAP application
- 5 files did not have activity service code 205-Employment Plan recorded on the Wagner Peyser application
- 4 files did not have activity service code 205-Employment Plan recorded on the SNAP application

Staff have corrected, or are in the process of correcting, all issues that require attention.

Monitoring of Intensive and Training Level Services

All new files were reviewed when the participant was enrolled into the Intensive Level of WIOA services (either WIOA Adult or WIOA DW) and again when service level was increased to Training Level of Services. Billing forms for Training activities are reviewed for accuracy when submitted by schools before they are forwarded to fiscal staff for processing and payment.

Exit Review

All files were reviewed a final time when the file was exited from its WIOA Adult, DW or Youth program enrollment.
Additional Monitoring Efforts

Quarterly monitoring of WIOA Adult and DW participants registered into the Intensive and/or Training level of service includes a review of program quality and continuous improvement efforts. Files are reviewed for appropriate data entry and posting of outcome information including employment detail, supplemental data, and credential achievement in MoJobs, and a review of service notes to assure that they contain no inappropriate content.

Participant files are reviewed electronically in MoJobs for eligibility documentation, priority to receive services, orientation to services, orientation of the participant to their rights under complaint/grievance procedures, justification for the provision of Intensive or Training services, method of assessment and employment planning, Individual Training Accounts (when applicable), and accuracy of participant payments and/or supportive services (when applicable).

Hard copies of files are reviewed for appropriateness of signed documentation regarding training level services and billing for training. Hard copies of files are also reviewed to make sure they contain the appropriate signed Equal Opportunity and Complaint/Grievance forms. In addition, invoices for OJT participants are reviewed for accuracy by OJT coordinator and WIOA monitor. Invoices are also checked for signatures of both the participant and the company representative.

Cindy Fulton, Quality & Performance Manager

Scott Drachnik, Executive Director
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 5, 2019

Attending Members: Ben Abbott, Donny Carroll, Jeff Cartnal, Mike Hurlbert, Daryl Muhammad, Erin Williams

Attending Others: Jennifer Brinkmann, Scott Drachnik, Cindy Fulton, Lori Myers, Jenny Warren

Issue/Action:

1. Welcome

2. Economic Update
   Scott Drachnik provided unemployment and labor force data for June 2019 along with a list of major developments in the St. Charles County area.

   Mike Hurlbert provided housing information for June 2019.

3. Minutes of June 5, 2019 WDB Meeting
   The committee reviewed the minutes from the June 5, 2019 WDB meeting. Ben Abbott made a motion to present the minutes to the full WDB; Erin Williams seconded it, and all were in favor. The motion carried.

4. Committee Reports:
   Manufacturing Task Force Meeting (May 22, 2019)
   Mike provided an overview of the May 22nd meeting and the presentations that were given by the Career Exploration Alliance group and the AMT program. It was mentioned that no kids chose manufacturing for the Career Exploration Alliance program. The committee agreed that this needs to be changed and that more manufacturers need to be involved in this program.

   Special Population Task Force Meeting (June 26, 2019)
   The minutes from Special Populations Task Force meeting were reviewed. Jeff Cartnal provided an overview of the presentations provided by the Missouri Department of Corrections, the Concordance Academy and the Missouri Division of Probation and Parole.

   Soft Skills Task Force Meeting (July 24, 2019)
   The minutes from Soft Skills Task Force meeting were reviewed. Ben discussed the presentations conducted at the meeting by Lauren Kolbe on her company’s soft skills training and by Melanie Stokes on her workshop offered to job seekers at the Job Center.

5. Financials
Jennifer Brinkmann reviewed the June 30, 2019 Executive Committee Report. She indicated that a new format of this report is in the works. Scott mentioned that the first portion of funding for the Youth Program and the Adult Program have already been obligated. This is due to the funding cuts and caps.

Financial Monitoring Visit (June 24–27): Jennifer indicated that, at this time, there are no issues. A final written report has not been received. No concerns were mentioned during the exit meeting.

Financial Brainstorming: The following suggestions were made as possible financial opportunities:

- Charge employers for services (such as recruiting events)
- Combine with EDC
- Seek financial partnerships with local municipalities

6. Programmatic Monitoring Review (June 19 – 21)
Jenny Warren explained that the State has new staff performing the monitoring and there have been some significant differences between how things have been done in the past compared to how they are currently being done. When questioned about these differences, the State indicated that these new monitors are viewing things with “new eyes.”

Cindy Fulton reviewed this report with the committee.

8. Business Services Report
Lori Myers reviewed statistics from recruitment events since June 2019 and updated the committee on upcoming events through December 2019.

9. New Business
- WDB Recertification Approved
  Scott informed the committee that the recent WDB recertification was approved. He further informed the committee that Lou Lenkmann will be replaced by George Herina with GM and Don Kalicak will be replaced by Greg Clemons with SSM Healthcare.

- Appointment of Nominating Committee for December WDB Officer Elections
  Daryl Muhammad made a motion to allow the Executive Committee to serve as the Nominating Committee and Erin seconded the motion. The motion carried. Ben made an additional motion to keep the current roster of officers for two more years and Erin seconded the motion. The motion carried.

- “EO is the Law” Video Requirement for the Board
  Lori indicated that there is a short (5-6 minute) video regarding “EO is the Law” that all board members are required to watch and sign an acknowledgement form to attest that they have seen the video. This will be added to the December WDB agenda.

- Upcoming Events
  Scott reviewed the following events with committee members:
  - State of St. Louis Workforce Report (August 7)
  - Accommodation for Success 2019 Event (August 8)
  - Governor’s Conference on Economic Development (September 3 – 6)
  - Manufacturing Day (October 1)
  - Missouri Chamber Workforce 2030 Conference (October 15 – 16)

- Special Presentation at the Missouri Workforce Board Meeting (afternoon of September 4)
  Scott indicated that he will be able to provide a 30 minute presentation at the Missouri Workforce Board Meeting. This will be done sometime in the afternoon. He will provide a 10 minute overview
of the region, a 10 minute overview of St. Charles County and there will be 10 minutes for engagement between the St. Charles County Workforce Development Board and the Missouri Workforce Board.

- Next WDB Meeting Agenda and Location Site
  The next WDB meeting will be on September 4, 2019 at 8:00 a.m. at the Missouri Job Center of St. Charles County.

10. Adjournment
    Erin Williams entertained a motion to adjourn the meeting. Ben Abbott seconded it, and all were in favor. Meeting adjourned.

**Next Meeting:** The next Executive Committee will be held Wednesday, November 6, 2019 at 8:00 a.m. at the Missouri Job Center of St. Charles County.
Meeting Minutes Format
Workforce Development Board
June 5, 2019

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, Donny Carroll, Jeff Cartnal, Luanne Cundiff, Mark Dalton, Emma Jane Fox, Linda Haberstroh, Michael Hurtibert, Lauren Kolbe, Daryl Muhammad, Amanda Rose, Susan Sams, Justin Schulz, Chris Seyer, and Scott Tate

Guest Speakers: Nicole Whitesell of Center of Advanced Professional Studies (CAPS) and Jessie Skeen of Career Explorations Alliance (CEA)

Guests: Dr. Curtis Cain, Wentzville School District
Melanie Chandler, Better Family Life
Sandy Keyser, Dept. of Mental Health; Div. of Developmental Disabilities
Dr. Jason Set-It, City of St. Charles School District

Staff: Scott Drachnik, Jennifer Brinkman, Cindy Fulton, Don Holt, Dorothy Jones, Lori Myers, Vicki Swartztenberg, Jenny Warren and Mariza Almstedt

I. Welcome/Comments

II. Roll Call

III. Special Presentation by Jessie Skeen of Career Explorations Alliance (CEA)
Jessie Skeen presented a PowerPoint presentation about Career Explorations Alliance (CEA) and summarized results from Spring 2019 Career Weeks having partnered with 182 businesses and creating 560 experiences with students from five St. Charles County School Districts. Jessie Skeen stated not one student selected manufacturing. The Fall 2019 Career Week is scheduled for October 29 - November 8, 2019.

Special Presentation by Nicole Whitesell of Center of Advanced Professional Studies (CAPS)
Nicole Whitesell summarized CAP's mission and its first-year accomplishments immersing junior and senior high school students in business professional environments. She stated CAP's three strands (Global Business/Entrepreneurship, Healthcare and Technology) will remain the same for 2019-20 school year. Adding an Advanced Manufacturing strand to the curriculum was suggested. A CAPS recruitment video created by its students was presented. She stated businesses interested in providing unpaid internships, mentoring or hosting a class for site visits would be welcomed and may contact her.

Ben Abbott and Daryl Muhammad presented Nicole Whitesell and Jessie Skeen a Certificate of Recognition for CAP's highly successful first year.
IV. Consent Agenda
Ben Abbott entertained a motion to approve the consent agenda as presented, Donny Carroll seconded it and all approved. The motion carried.

V. Chair’s Report by Daryl Muhammad
- WIOA Allocations PY’19
  A PY’19 WIOA Formula Allocation Summary chart was passed out to members showing allocations of Adult, Youth, and Dislocated Worker programs from State’s 14 regions. Scott stated St. Charles County experienced 22.5% reduction cut (equivalent to $285,000) from last year. In addition, a new definition of CAP spending had been implemented requiring 60% of spending go to Administrative/Staff and 40% to Participants, a completely different formula that was being used. By next Monday, staff is completing a three-year analysis for the State forecasting how the Job Center would absorb anticipated future revenue reductions and spending caps.

VI. Conflict of Interest Disclosure and Attestation of Bylaws Forms
Board members were asked to sign their name on Attestation of Bylaws Form and complete Conflict of Interest forms required by State. It was explained to Board, the WDB Nominee Application and Disclosure Statement would now be required for Recertification for now on and needed as soon as possible to meet June 14th State deadline.

VII. Directors’s Report by Scott Drachnik
- Unemployment Statistics
  Unemployment Rate in St. Charles County in April was 2.3%. Michael Hurlbert provided single family and multi-family housing stats in St. Charles County. The number of single-family construction housing permits was seven less from previous year and 30% higher in multi-family. Representatives from Amazon visited Job Center recently as they plan to hire 2,000 people next month for St. Peters site.
- Special Event Updates: June 19th Government & Public Services Career Fair
  Lori Myers provided an update on past and future Job Center recruitment events. Seventy-nine people attended April 3rd Career Expo and over 300 people attended May 3rd St. Charles Community College Job Fair. The next career fair will be Government & Public Service featuring 13 employers. It is set for June 19th at the Spencer Road Branch Library.
- Approval of EO Replacement Officer, Cindy Fulton
  Ben Abbott entertained a motion to approve Cindy Fulton as the new EO Officer, Linda Haberstroh seconded it and all approved. Motion carried.
- Update on Franklin Apprenticeship Program
  The Franklin Apprenticeship program is part of DWD’s Missouri-United Kingdom Apprenticeship Partnership. St. Charles County has been selected as one of a few regions in Missouri that will offer online apprenticeship training for IT and automotive repair

VIII. Adjournment
Ben Abbott entertained a motion to adjourn the meeting; Donny Carroll seconded it and all approved. Motion carried.

Next Meeting: The next full board meeting will be September 4, 2019 at 8:00 a.m.
Location...TBA
Mardy L. Leathers, Director  
Missouri Division of Workforce Development  
P.O. Box 1087  
Jefferson City, MO 65102-1087  
Re: Response and Corrective Action for DWD QA Programmatic Monitoring Review 2019

Dear Mardy:

Thank you for the DWD QA Programmatic Monitoring Review Report of July 30, 2019, based on your team’s time with us from June 19-20, 2019.

Here is our response to the six (6) concerns, five (5) unresolved comments and the necessary corrective action plans as requested in your report.

DWD Concern #1: Per 20 CFR 680.210 and DWD Issuance 08-2018 when determining eligibility for WIOA training services it must be determined that the participant was unable to obtain grant assistance from other sources to pay the costs of such training. This includes such sources as State-funded training funds, Trade Adjustment Assistance, and Federal Pell Grants established under Title IV of the Higher Education Act of 1965 or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants. Several participants were enrolled in WIOA training services without first completing the SNAP application in MoJobs, which qualifies them for other non-WIOA training assistance.

Local Response to Concern #1: The TANF SkillUp program serving SNAP recipients was a new grant program through the Job Centers this past program year and unfortunately there was some initial confusion and sometimes conflicting guidance during its rollout and implementation. In reviewing all the monitored files, we found all other funding sources had been exhausted prior to using SkillUp funds, but this was not always clearly stated in the case notes.

Local Corrective Action Plan for Concern #1: Staff re-training on the SkillUp program, Allowable Services, Case Notes, MOJobs Required Fields, File Requirements and Supportive Services was conducted on August 9, 2019. (Please see Attachment #1 – Staff Re-Training Logs.)

DWD Concern #2: Multiple records across programs were in violation of DWD Issuance 18-2017 Statewide Individual Employment Plan (EP) Development Policy. EP’s did not contain all of the required elements such as objectives and skills gap. Additionally, when EPs are used as a Youth’s Individual Service Strategy (ISS), the EPs must be “based on the results of the Youth’s Objective Assessment (OA), be linked to one or more of the WIOA performance indicators, and it must identify an appropriate career pathway.”

(more)
Local Response to Concern #2: Our WIOA Youth Individual Service Strategy and WIOA Youth Objective Assessment forms were updated on January 29, 2018 in response to DWD Issuance 18-2017 and were previously deemed as in compliance by programmatic monitors in 2018. The Objective Assessment and Individual Service Strategy forms were fully completed for all the participant files that were recently monitored. This documentation was provided to DWD for review during the recent monitoring visit and included Objectives and Skills Gaps identified on the OA and an ISS that identified necessary steps to overcome barriers listed on the OA. We do not understand why this is now listed as a concern in the monitoring report.

Local Corrective Action for Concern #2: A blank copy of our Youth WIOA Objective Assessment and WIOA Individual Service Strategy forms are submitted for further review and clarification. (Please see Attachment #2). We will make any and all updates to our forms as required or will consider adopting a standardized form provided by DWD. Also, we provided staff with Employment Plan, IEP/ISS Objective Assessments and Goals re-training on July 26, 2019 and August 2, 2019. (Please see Attachment #1 – Staff Re-Training Logs and Attachment #2 – WIOA Youth OA and ISS Forms.)

DWD Concern #3: Six of the seven youth records reviewed were in violation of DWD Issuance 03-2015 Youth Program Framework and Design. The participants did not have adequate Objective Assessments (OA). The policy states all Youth participants must have an OA, and that the OA must include assessments of basic skills, aptitudes, and interests.

Local Response to Concern #3: All seven of the youth participant files that were recently monitored had completed an OA and ISS as required and it was properly documented in the participants' hard files. Our WIOA Youth Individual Service Strategy and WIOA Youth Objective Assessment forms were updated on January 29, 2018 in response to DWD Issuance 18-2017 and were previously deemed as in compliance by programmatic monitors in 2018. Again, this documentation was provided to DWD for review during the recent monitoring visit and we understood it was acceptable at that time. We do not understand why this is now listed as a concern in the monitoring report.

Local Corrective Action for Concern #3: A blank copy of our Youth WIOA Objective Assessment and WIOA Individual Service Strategy forms are submitted for further review and clarification. (Please see Attachment #2). We will make any and all updates to our forms as required by DWD or will consider adopting a standardized form provided by DWD. Also, we provided staff with Objective Assessment re-training on July 22, 2019. (Please see Attachment #1 – Staff Re-Training Logs.)

DWD Concern #4: Multiple records across all programs were in violation of DWD Issuance 04-2018, Participant Activity Codes, Durations, and Definitions. The files contained multiple issues with Activity Codes including posting the incorrect service, failure to post a service, letting services system close, posting incorrect begin and end dates, and not entering Case Notes each time a service was posted.

Local Response to Concern #4: Based on the files reviewed in Concern #4, part of the issue was the ongoing software problem with the MOJobs system where it would mistakenly close out of a file on its own before our staff had a chance to input all the correct data. We notified DWD when this software problem was occurring, but once the system was closed, we were not allowed to make corrections without it being considered a monitoring violation. This software glitch was documented in the affected files. All other issues related to staff inputting incorrect data will be addressed in re-training.

(more)
**Local Response to Concern #4:** Based on the files reviewed in Concern #4, part of the issue was the ongoing software problem with the MOJobs system where it would mistakenly close out of a file on its own before our staff had a chance to input all the correct data. We notified DWD when this software problem was occurring, but once the system was closed, we were not allowed to make corrections without it being considered a monitoring violation. This software glitch was documented in the affected files. All other issues related to staff inputting incorrect data will be addressed in re-training.

**Local Corrective Action for Concern #4:** We provided staff with Participant Activity Code re-training on August 9, 2019, RESEA Training and Refresher on August 23, 2019, and Wagner-Peyser Program Requirements and Wagner-Peyser Required Job Services Program Requirements re-training on August 30, 2019. (Please see Attachment #1 – Staff Re-Training Logs.)

**DWD Concern #5:** Multiple records across all programs did not have sufficient documentation of the funding breakdown for training services and timeframes in Case Notes. When multiple funding sources are utilized for training activities, the obligation for each must be outlined in Case Notes and any changes in funding throughout participation must also be documented as described in DWD Issuance 18-2016 Coordination of Workforce Innovation and Opportunity Act Title 1-B Training Funds with Other Available Funding and DWD Issuance 02-2017 Statewide Case Note Policy.

**Local Response to Concern #5:** Several of these participants began their training by using Pell Grant funding first and then the balance was paid from other WIOA funding sources from which they were eligible to receive. This cost-sharing was noted in the Case Notes, but our documentation was not considered clear enough by the 2019 monitors. In other cases, we did identify SNAP recipients who had been enrolled in other WIOA funding, but who should have first used the new SkillUp program resources. As a result, these participants were identified internally by QA and were de-obligated and correctly re-obligated through our own internal process, but this correction still shows up as a monitoring violation.

**Local Corrective Action Plan for Concern #5:** We have added another level of internal review involving the One-Stop-Operator and the Functional Leader / Division Manager of Programs before participant files are forwarded to our Quality Assurance Officer for final review and any additional corrective action. (Please also see the SkillUp re-training listed in Attachment #1 – Page 1.)

**DWD Concern #6:** One of the ten Classroom Occupational Training (COT) files reviewed was enrolled in the Dislocated Worker program but was not eligible for the Dislocated Worker Program. The participant costs totaled $4,865. Required Action: The Board must reimburse DWD for the $4,865 total costs using non-federal funds and provide written corrective action statement on how this issue will be avoided in the future, within 30 days of the date of this report.

**Local Response to Concern #6:** The COT files for the participant in question were provided to the monitors and included a print-out from UIInteract – Missouri Department of Labor and Industrial Relations showing they had an “Active” Status as a laid-off worker eligible for unemployment benefits from December 9, 2018 to December 14, 2019. This information was previously acceptable to determine eligibility in the Dislocated Worker program. We have since learned a follow-up phone call is now also needed to verify eligibility in some situations. We appealed to the monitors to again review all the documentation previously provided to them and they confirmed the participant’s unemployment eligibility. On August 2, 2019, we received email confirmation from Rebecca Fletcher that NO reimbursement of WIOA Dislocated Worker training funds was required and this issue was resolved because the participant was indeed eligible. (Please see Attachment #3). (more)
**DWD Required on Wagner-Peyser (WP):** Comment #1: Of the ten files reviewed, three files did not have a system resume completed. Comment #2: Two of the ten records reviewed had no skills listed under background information on the individual profile. Required Action for Comments #1-2: DWD must provide training to all staff and submit training details, including date(s) of training, attendees, and agenda to DWD within 30 days of this Report.

**Local Corrective Action for DWD Comments on Wagner-Peyser:** We provided staff with Wagner-Peyser Program Requirements and Wagner-Peyser Required Job Services Program Requirements re-training on August 30, 2019. (Please see Attachment #1 – Staff Re-Training Logs.)

**DWD Required Action on Re-Employment and Eligibility Assistance (RESEA):** DWD must provide training to all staff and submit training details, including date(s) of training, attendees, and agenda to DWD within 30 days of this Report.

**Local Corrective Action on RESEA Re-Training:** We provided staff with RESEA Training and Refresher re-training on August 23, 2019. (Please see Attachment #1 – Staff Re-Training Logs.)

**DWD Required Action on RJS:** DWD must provide training to all staff and submit training details, including date(s) of training, attendees, and agenda to DWD within 30 days of this Report.

**Local Corrective Action for on RJS Re-Training:** We provided staff with Wagner-Peyser Required Job Services Program Requirements re-training on August 30, 2019. (Please see Attachment #1 – Staff Re-Training Logs.)

**DWD Required Action on SkillUp Program Food & Nutrition Services (FNS):** DWD must provide training to all staff and submit training details, including date(s) of training, attendees, and agenda to DWD within 30 days of this Report.

**Local Corrective Action on SkillUp Program (FNS) Re-Training:** Staff re-training on the SkillUp program was conducted on August 9, 2019. (Please see Attachment #1 – Staff Re-Training Logs.)

**DWD Required Action on SkillUp TANF Contingency Program:** DWD must provide training to all staff and submit training details, including date(s) of training, attendees, and agenda to DWD within 30 days of this Report.

**Local Corrective Action on SkillUp TANF Contingency Program Re-Training:** Staff re-training on the SkillUp TANF Contingency Program was conducted on August 9, 2019. (Please see Attachment #1 – Staff Re-Training Logs.)

Please let me know if there is anything else we need to do or provide at this time. Thank you again for the efforts of your monitors and for working with us to further improve our programmatic efforts.

Sincerely,

Scott J. Drachnik
Executive Director, Missouri Job Center of St. Charles County
Director, St. Charles County Department of Workforce Development

attachments
Regional Unemployment Comparison July 2019

Local Unemployment Comparison July 2019

Source: Missouri Economic Research and Information Center (MERIC) in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics – 23 August 2019
St. Charles County 3-Year Unemployment Rates
July 2016 - July 2019

St. Charles County 3-Year Labor Force Comparison
July 2016 - July 2019

Source: Missouri Economic Research and Information Center (MERIC) in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics – 23 August 2019
Businesses around the community and across the nation are creating new jobs and filling positions at a record pace. As a result, hard-working employees are in top demand these days, especially those with skills and experience. Come see what local employers have to offer at the Spring Career Expo for full-time, permanent jobs paying $30,000 per year or more.

**PLEASE NOTE:** An online account with the Missouri Job Center is required to attend this event. To create an account, visit [jobs.mo.gov](http://jobs.mo.gov).

To RSVP and for more information, contact Lori Myers at [lmyers@sccmo.org](mailto:lmyers@sccmo.org) or 636-255-6060, ext. 5260.

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St. Charles County and its Workforce and Business Development department are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 7-1-1.