

**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, February 1, 2023

Attending Members: Ben Abbott, Olivia Butler, Lauren Kolbe, Daryl Muhammad and Erin Williams

Attending Others: Cindy Fulton, Lori Myers and Jenny Warren

Issue/Action:

1. Welcome
2. Minutes of December 7, 2022, WDB Meeting and Committee Reports
The committee reviewed the meeting minutes. Erin Williams made a motion to approve the minutes; Daryl Muhammad seconded it, and all were in favor. The motion carried.
3. Substate Monitoring Report (October 1, 2022, to December 31, 2022)
 - One Stop Operator PY22 Q2 Monitoring Report – Cindy reviewed both the Substate Monitoring Report and the One Stop Operator Monitoring report with the committee.
4. Financials December 2022 CPR - Executive Committee Report
 - 2022 Annual Subrecipient Audit
 - Lori reviewed the December 2022 CPR and the Subrecipient Annual Monitoring report with the committee.
5. Director Updates
 - Job Center Staffing
Due to insufficient funds through June 30, 2023, we are eliminating 1 career counselor position. This will be a St. Charles Community College employee. Her last day was January 31, 2023.
 - PY21 Performance Measures
 - Jenny reviewed PY22 Performance Measures. Performance measures have improved since the last Executive Committee Meeting. The St. Charles County Region is currently meeting or exceeding all measures except the Adult Credential, Adult Measurable Skills Gain and Adult Median Earnings measures.
 - The committee reviewed additional reporting options through FutureWorks. Board staff will work on providing some additional performance reports at the next meeting.
 - One Stop Certification: Lori provided an update on the One Stop Certification process. One more representative is needed for the Review Committee. Additionally, board staff are on track to meet certification deadlines.
 - Employer Engagement Task Force – Lori explained to the committee that due to limited staffing, this task force should be tabled until staffing levels improve. The committee members agreed to table this task force.

6. Agenda for March 1, 2023, WDB Meeting
 - Agenda topics were discussed for the March 1, 2023, board meeting.
7. Adjournment
 - A motion was made to adjourn; it was seconded, and all were in favor.

Next Meeting: The next Executive Committee meeting will be held Wednesday, May 3, 2023, at 8:00 a.m.