

**Meeting Minutes Format
Workforce Development Board
March 3, 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, Donny Carroll, Jeff Cartnal, Mark Dalton, Emma Jane Fox, George Herina, Michael Hurlbert, Tim Lewin, Daryl Muhammad, Amanda Rose, Susan Sams, Justin Schulz, Amanda Sizemore, Scott Tate, and Erin Williams.

Guest Speaker: Steve Ehlmann, St. Charles County Executive

Attending Guests:

Tony Bryan, CyberUp
Sherri Rhuems, Southwest Workforce Region
Larry Wheatley, Equus

Staff: Kim Fiorini-Willis, Cindy Fulton, Lori Myers, Vicki Swartzenberg, Jenny Warren, Donna Holesinger, and Dorothy Jones.

- I.** Welcome/Comments – Daryl Muhammad, Workforce Development Board Chair
- II.** Roll Call – Lori Myers
- III.** Consent Agenda
Daryl Muhammad entertained a motion to approve the consent agenda. A motion was made by Jeff Cartnal. Donny Carroll seconded the motion. All were in favor. The motion was approved and carried.
- IV.** Chair's Report by Daryl Muhammad
 - WDB Recertification – Due April 30, 2021
 - Jenny Warren discussed the new issuance from the State and the new requirement for a formal new board member orientation.
 - WDB Officer Elections – Due December 2021
 - Daryl announced that he will be stepping down as chair at the end of the year. He will remain on the board as “immediate past chair.” Ben Abbott has agreed to step up to the chair position. Nominations are 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.
- V.** Director's Report
 - Staff Update
 - Lori announced that Jenny Warren is now the Assistant Director for the St. Charles County Department of Workforce & Business Development.
 - A career counselor position is currently open due to a retirement with our sub-contractor (St. Charles Community College.)

- Sharon Sontag submitted her resignation in January. Her position is currently open and needs to be filled.
- Current Performance Measures – Jenny reviewed PY20 Quarter 2 (October 1, 2020 to December 31, 2020) performance information reported as of February 15, 2021.
- Collaboration between Missouri Workforce Development Board and Local Boards
 - Lori introduced Tony Bryan from CyberUp who has recently been appointed to the Missouri Workforce Development Board and is currently leading their subcommittee to increase engagement with local workforce boards. Tony provided a brief update on this new initiative.
- Job Centers of the Future Update
 - Lori provided an update on the Job Centers of the Future (JCF) initiative. We are still in the learning phase of JCF which is scheduled to go until June 2021. The next phase is the Design Phase scheduled for July 2021 to December 2021. The final phase is the “Do” phase scheduled for January 2022 to December 2025.
- Local Plan Modification Submitted on December 8, 2020 Update
 - Lori indicated that the Local Plan Modification submitted last December has been approved by OWD.
- Success Story
 - Lori shared a Youth Program success story.

VI. Presentation: STL 2030 Jobs Plan by County Executive Steve Ehlmann

- Lori provided a background to the STL 2030 Jobs Plan
- St. Charles County Executive Steve Ehlmann provided a presentation on his viewpoints of the STL 2030 Jobs Plan and sought input from attending board members.

VII. Final Announcements & Adjournment

Mike Hurlbert motioned to adjourn the meeting if no further comments, it was seconded and all approved. Motion carries.

Next Meeting: The next full board meeting will be June 2, 2021.