

**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, May 4, 2022

Attending Members: Ben Abbott, Michael Hurlbert, Daryl Muhammad and Erin Williams

Attending Others: Cindy Fulton, Lori Myers, and Jenny Warren

Issue/Action:

1. Welcome
2. Minutes of March 2, 2022 WDB Meeting
The committee reviewed the minutes from the March 2, 2022 WDB meeting. Daryl Muhammad made a motion to approve the minutes; Erin Williams seconded it, and all were in favor. The motion carried.
3. Committee Reports
Executive Committee Meeting (February 2, 2022)
Michael Hurlbert made a motion to approve the minutes, Erin Williams seconded it, and all were in favor. The motion carried.
4. Substate Monitoring Report (January 1, 2022 to March 31, 2022)
Cindy reviewed the Substate Monitoring Report with the committee.
5. Financials March 2022 CPR - Executive Committee Report
 - Lori reviewed the March 2022 CPR.

Lori informed the committee that we just learned that the 65/35 spending cap was based on total spent for Adult PY & FY and Dislocated Worker PY & FY combined. Based on the March 2022 CPR, we are at 66/34.
 - Subrecipient Monitoring: Lori reviewed the subrecipient financial monitoring that covered 7/1/2020 to 6/30/2021. Issues noted included missing performance goals and an elevated risk level due to staff turnover, prior monitoring findings and not meeting expenditure goals.
 - Wipfli Financial Monitoring: Lori provided an update on the ongoing Wipfli financial monitoring. We have been provided a draft report showing no findings, a few areas of concern and a few opportunities. Lori reviewed the draft report with the committee. Once the final report is completed, it will be shared with the board.
6. Director Updates
 - Local Plan 2-Year Review
Lori informed the committee that the local plan was submitted to OWD on 4/29. No public comments were received. She also discussed the revised MOU/IFA that is within the local plan.

No major changes were made. There was a slight modification of the IFA budget (about \$5K annually).

- **Regional Plan 2-year Review**
Lori indicated that the regional plan has not been submitted yet due to delays with St. Louis City and St. Louis County. She informed the committee that she is waiting for guidance from OWD on whether to go ahead and submit what she has or wait until St. Louis City and St. Louis County have their information ready.
- **Annual Agreement Update**
Lori informed the committee that the Sustainability Plan for the annual agreement was submitted on 4/29. We are currently waiting for approval and for funding allocations.
- **New Job Center Location**
Lori informed the committee that a lease has been finalized for the Job Center relocation. The new location will be off of Harry S. Truman Boulevard in St. Charles. The Job Center will transition to the new location during the last two weeks of September.
- **TalentSensus**
OWD has asked the St. Charles Region to pilot a project with TalentSensus. TalentSensus is a portal that will enhance MOJobs. We are waiting for OWD to let us know what the next steps are to move forward.

7. **New Business**

- **Agenda for June 1, 2022 WDB Meeting**

8. **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, August 3, 2022 at 8:00 a.m.