

**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 5, 2021

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

Attending Others: Cindy Fulton, Donna Holesinger, Lori Myers, and Kim Willis

Issue/Action:

1. Welcome
2. Minutes of March 3, 2021 WDB Meeting
The committee reviewed the minutes from the March 3, 2021 WDB meeting. Mike Hurlbert made a motion to approve the minutes; Jeff Cartnal seconded it, and all were in favor. The motion carried.
3. Committee Reports
Executive Committee Meeting (February 3, 2021)
Lori Myers reviewed the minutes from the February 3rd meeting. The quarterly financial report was presented, Lori reviewed the 2021 due dates. The state would like to begin engaging more with local workforce boards. Jenny Warren accepted the Assistant Director position.

Manufacturing Task Force Meeting (February 24, 2021)
Mike Hurlbert reviewed the minutes from the February 24th meeting. Speakers with DWEWD presented on incumbent workers and how they could benefit businesses. Lori presented the latest unemployment numbers. The biggest challenge for manufactures continues to be labor.

Special Populations Task Force Meeting (March 24, 2021)
Jeff Cartnall reviewed the minutes from the March 24th meeting. The idea was presented to have businesses take a pledge to hire individuals in special population groups. In return, we would acknowledge them in some way. Jim Reudin will reach out to some universities to see if they could assist us with this project.

Soft Skills Task Force Meeting (April 21, 2021)
Erin Williams reviewed the minutes from the April 21st meeting. The rack card was reviewed. They will be printed and distributed at chamber meetings or to anyone who request them. It was discussed that other rack cards should be included to create a series.
4. Financials Update and March 2021 CPR - Executive Committee Report
Donna Holesinger reviewed the Executive Committee Financials update prepared on 5/5/2021. She went over current expenditures and shared the results of the state fiscal audit. The audit had no compliance findings.

5. Job Centers of the Future - Daryl and Lori shared information they learned at the Job Centers of the Future summit they attended on April 29th Daryl recommended a video that was shared at the event about the job center. <https://www.facebook.com/MODHEWD/videos/308873240709415>

6. Director Updates
 - PY21 Annual Agreement-Lori reviewed the PY21 Annual Agreement and discussed some of the changes from the PY20 Annual Agreement. The PY21 Annual Agreement is currently on the St. Charles County Council agenda for approval.
 - Board Certification Update- Lori provided an update on the board recertification. The required paperwork was submitted to OWD at the end of April. Currently awaiting OWD approval.
 - Board Officer Elections-Lori discussed the board elections.
 - Staffing Updates:
 - Alyx Stewart filled Tim Riley's position as a Career Counselor with the St. Charles Community College. She started on 4/19/2021
 - The part-time admin remains open.

7. New Business
 - Substate Monitoring reports (January 1, 2021 – March 31, 2020)
Cindy Fulton reviewed the Substate Monitoring report.
 - Agenda for June 2, 2021 WDB Meeting
The committee discussed inviting a speaker to discuss Missouri Job Centers of the Future.

8. Adjournment

Mike Hurlbert made a motion to adjourn; Erin Williams seconded it, and all were in favor.

Next Meeting: The next Executive Committee meeting will be held Wednesday, August 4, 2021 at 8:00 a.m.