

**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 6, 2020

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

Attending Others: Cindy Fulton, Jennifer George, Donna Holesinger, Lori Myers, and Jenny Warren

Issue/Action:

1. Welcome
2. Minutes of March 4, 2020 WDB Meeting
The committee reviewed the minutes from the March 4, 2020 WDB meeting. Luanne Cundiff made a motion to approve the minutes; Ben Abbott seconded it, and all were in favor. The motion carried.
3. Committee Reports
Manufacturing Task Force Meeting (March 18, 2020)
Mike Hurlbert reviewed the minutes from the March 18, 2020 meeting. Mike discussed a report for North American Manufacturers as it relates to the impact of COVID. He would like to see the Manufacturing Task Force delve into this report. He also anticipates a big push for re-shoring and would like for the Task Force to focus on this as well.
4. Financials – March 31, 2020 Executive Committee Report
Jenny Warren reviewed March 31, 2020 Executive Committee Financial Report. Erin Williams made a motion to approve the financial report. Mike seconded it, and all were in favor. The motion carried.
5. Updates
 - Local and Regional Plans
Lori Myers indicated that the Local and Regional Plans were submitted on March 16th. The State is currently reviewing each workforce region's plans. Local and regional plans will be provisionally approved by June 15th and will then be implemented on July 1st.
 - WIOA Partners MOU and Infrastructure Cost Share
Lori indicated that negotiations for the infrastructure cost share were completed last week. The local MOU/IFA was submitted to the State on Thursday, April 30th. Several partner signatures still need to be obtained. The due date for these signatures is May 28, 2020.
 - One-Stop Certification
Lori indicated that the certification review team consists of Jeff Cartnal (representing a required partner and Daryl's designee), Jessica Bloch (representing a core partner) and Donna Brake (representing OWD). The review team has completed all required staff interviews which went well, and no issues reported by the team. Lori added that much of the items on the checklist have been shared with the review team electronically. An ADA audit of the Job

Center is scheduled for Thursday, May 7, 2020 as part of the certification review. The leadership team of the Job Center and the review team are scheduled to meet via WebEx on Thursday, May 7th to go over the review form check list. Certification status needs to be determined by June 30, 2020. Written certification and supporting documents need to be submitted by July 15, 2020.

- Director Update by Jenny Warren:
 - Jenny provided some updated statistics:
 - Missouri has over 600,000 citizens claiming unemployment.
 - Over 159,000 unemployment claims filed in the last two weeks.
 - Missouri has received over 100,000 unemployment related phone calls since March 13th.
 - 3,500 calls per day for the last week.
 - 37,000 WARN Notices received statewide.
 - The Missouri Job Center of St. Charles County was fielding 250-300 calls per day. Call volume has decreased to 150-160 calls per day.
 - Job Center staff are refocusing by increasing our outreach efforts and enrollments. Efforts include the following:
 - Promoting short term training
 - 175 letters were mailed out. So far, this has resulted in 3 enrollments.
 - Collaborating with Amanda Sizemore at the St. Charles Community College regarding short-term, online classes.
 - Career Counselors have been provided access to DocuSign to expedite signature requirements. A locked drop box has been installed outside near the public front doors for individuals to securely drop off required documentation.
 - Pamphlets are also available outside for individuals to help themselves.
 - Reopening of the Job Center:
 - Jenny indicated that we will be following State guidance.
 - Workspaces will be modified to accommodate social distancing requirements.
 - Lori is designated as the Job Center's COVID Block Captain and will be responsible for monitoring the Center's supply of hand sanitizer, wipes, soap, etc.
 - The Job Center is currently staffed by St. Charles County and St. Charles Community College employees. State employees are currently working from home. The Job Center will not reopen until State employees are able to return to work.
 - PY20 Funding Allocations:
 - Jenny indicated that PY20 WIOA Allocations have been received. As anticipated, funding has been reduced. The allocation amounts are based on pre-COVID data. St. Charles County experienced a 7.35% reduction in funding. Additional public workforce funds are anticipated.
 - St. Charles County has requested an extension of our 70/30 spending caps waiver.
 - Committee Comments: Luanne discussed the current challenges that businesses are experiencing with the PPP loans. These loans require that a portion of the money be spent on payroll. Considering the additional unemployment compensation that many individuals are receiving, many people are not wanting to return to work. This is a real struggle for businesses.

6. New Business

- Substate Monitoring Report (January 1, 2020 to March 31, 2020)

- Cindy reviewed this report with the committee.
- Review of AEL Application:
 - The St. Charles Community College is the only AEL provider in St. Charles County. Jenny reviewed the application and the St. Charles Community College's responses on the application.
 - Luanne made a motion to approve the AEL Application. Erin seconded the motion, and all were in favor. The motion carried.
- WDB Signatures for Attestation of By-Laws and Annual Disclosure Forms
 - Lori indicated that this is an annual requirement. This will be on the June 3rd board meeting agenda. Signatures will be obtained through DocuSign.
- June 3, 2020 Board Meeting: This meeting will be conducted via WebEx.

7. Adjournment

Next Meeting: The next Executive Committee will be held Wednesday, August 5, 2020 at 8:00 a.m. at the Missouri Job Center of St. Charles County.