

**Meeting Minutes Format
Workforce Development Board
June 1, 2022**

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, Luanne Cundiff, Mark Dalton, Julia Daugherty, Michael Hurlbert, Joseph Mueller, Amanda Rose, Susan Sams, and Scott Tate

Guest Speaker: County Executive, Steve Ehlmann

Guests: Bob Schnur

Staff: Lori Myers, Vicki Swartzenberg, and Jenny Warren

I. Welcome/Comments – Ben Abbott welcomed attendees.

II. Consent Agenda

Ben Abbott entertained a motion to approve the consent agenda. A motion was made by Mark Dalton. Michael Hurlbert seconded the motion. All were in favor. The motion was approved and carried.

III. Director's Report

- Youth Wages

Jenny indicated that we are still having challenges keeping youth in our youth work experience program due to wages. It was proposed that we increase our youth work experiences wages from \$12 per hour to \$15 per hour to remain competitive. Ben Abbott entertained a motion to increase youth work experience wages from \$12 per hour to \$15 per hour. A motion was made by Joe Mueller. Mark Dalton seconded the motion. All were in favor. The motion was approved and carried.

- Local Plan 2-Year Review – MOU/IFA

Lori indicated that the local plan was submitted to OWD on 4/29/2022. We are still awaiting approval notification from OWD. Lori also explained that the MOU/IFA is part of the local plan and required a 2-year review. There were only minor updates to the MOU/IFA which included a slightly higher annual budget (about \$5K more annually) and some changes in names representing various partner organizations. This was submitted with the local plan and we are still awaiting OWD review and approval.

- Regional Plan 2-Year Review

Lori indicated that the regional plan was partially submitted. At the time the plan was due, two regions did not have their documentation ready due to receiving deadline extensions. The regional plan itself was submitted to OWD for review.

- Annual Agreement & Sustainability Plan

The Annual Agreement was signed by all local parties by 4/29/2022. The sustainability plan with required submission documents was also submitted by 4/29/2022. We are still waiting for OWD review and approval. Lori also discussed the new funding allocations for the upcoming program year. The St. Charles Region will experience about a 7% decrease in funding.

- Conflict of Interest

Lori indicated that every June we are required to have board members review the Conflict of Interest Policy and all board members will need to sign the Conflict of Interest and Fraud Reporting document. This will be sent out electronically for digital signatures. The Statement of Structure, Firewalls, Conflict of Interest and Agreement policy was reviewed. As a refresher, Lori covered the following:

- The role of the One Stop Operator including a list of duties and a list of items they cannot do.
- The role of the service provider for Adult and Dislocated Worker.
- The policy indicates that the board has selected the St. Charles County Department of Workforce & Business Development as staff to the board.
- The policy indicates that the local elected official has chosen the St. Charles County Finance Department as the fiscal agent.
- There is a section covering Conflicts of Interest which lists the following as possible conflicts of interest:
 - The County Executive's wife serves on the Board of Trustees for the St. Charles Community College which is also our One Stop Operator and services provider.
 - Youth services are provided in-house rather than being contracted out.
 - The One Stop Operator and service provider is the same entity.
- The Conflict of Interest and Fraud Reporting document includes a section from the bylaws covering abstentions. It also asks for members to disclose if they supply any property, goods or services to St. Charles County Government or the board. It also asks about any member or family member having direct or indirect financial interest in supplying property, goods or services to St. Charles County or the board.
- Attestation of Review of Bylaws

Lori indicated that every June, we are required to have the board sign an attestation of review of bylaws. This will also be sent out electronically for digital signatures.
- Fiscal Policies and Fraud Training

Lori explained that we are to provide fraud training annually to board members. The Fiscal Policies Manual was sent out via email prior to the meeting. It has not changed since the last review. Lori reviewed the Comprehensive Internal Controls Policy. She indicated that this policy covers current practices covering billings for services and products. Invoices are entered at the department level and copies are also maintained at the department level. Duplicates of the invoices are retained by the Finance Department. Each invoice is reviewed and passed through several levels for approval. Payroll is also entered at the department level. Timesheets are approved by the director. Payroll records are retained at the department level in a locked file cabinet.

Board members were provided information on criminal fraud, waste, abuse or other criminal activity related to federal funds. This information included definitions of fraud, abuse and criminal conduct and provided instructions on how to report any suspected fraud which includes notifying OWD and/or contacting the Office of Inspector General Hotline (1-800-347-3756 or hotline@oig.dol.gov.) Lori asked if anyone had any questions. There were no questions.

- Customer Survey Results

Copies of job seeker survey results and employer survey results were provided to the board members. Lori provided a brief overview of the results.
- Performance Measures

Jenny discussed our standings with the current performance measures.
- Job Center Relocation – Lori informed the board that the Job Center will be relocating to Harry S. Truman Boulevard at Cave Springs in September. The Job Center will be closed for the last two weeks of September; however, virtual services will be provided during this time. The Job Center will reopen on October 3, 2022.
- Success Story
 - Lori provided a Youth program success story.

IV. Presentation: St. Charles County Annual Report by Steve Ehlmann
County Executive Steve Ehlmann provided a presentation on the St. Charles County Annual Report.

V. Final Announcements & Adjournment: A motion to adjourn the meeting. It was seconded. All were in favor and the motion carried.

Next Meeting: The next full board meeting will be September 7, 2022.