

Meeting Minutes Format
Workforce Development Board
June 2, 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, Greg Clemons, Luanne Cundiff, Mark Dalton, Julia Daugherty, Emma Jane Fox, George Herina, Michael Hurlbert, Amanda Rose, Susan Sams, Amanda Sizemore, and Scott Tate

Guest Speakers: Mardy Leathers, Ken Mall

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

- I. Welcome/Comments – Ben Abbott welcomed attendees.
- II. Presentation: Job Centers of the Future/Job Center Connect by Mardy Leathers and Ken Mall
 - Ken Mall gave an update on the Job Centers of the Future initiative timeline and shared feedback obtained from job seekers, employers, and Job Center staff.
 - Mardy Leathers provided a presentation on transitioning from Job Centers of the Future to Job to Center Connect. He provided information collected from the project and shared plans for using the findings to move forward.
- III. Consent Agenda

Ben Abbott entertained a motion to approve the consent agenda. A motion was made by Luanne Cundiff. Donny Carroll seconded the motion. All were in favor. The motion was approved and carried.
- IV. Chair's Report by Ben Abbott
 - WDB Officer Elections – Due December 2021
 - Ben announced that 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 Tim Riley's position was filled by Alyx Stewart on April 19th.
 - The administrative assistant opening has been closed due to budget cuts.
 - PY21 Annual Agreement
 - Lori reviewed the PY21 Annual Agreement and discussed the new sections. The PY21 annual agreement has received the required approval at the county council meeting held on May 24, 2021. After it has been signed by the County Executive, it will be submitted to the state. The agreement is effective from April 1, 2021 – June 30, 2023. Lori also discussed the funding allocations and indicated that the St. Charles Region received a 15% reduction in funding from the previous year.
 - Attestation due: Conflict of Interest and Bylaws
 - It is time for a review of our conflict of interest policy, attestation, and review of bylaws. Two forms will be emailed to board members for required signatures sometime in June.
 - Customer Survey results
 - Lori reviewed customer surveys and shared a link where they can be viewed.
 - Current Performance Measures
 - Jenny presented a report showing where we currently stand with our performance measures.

- Fiscal Policies Manual
 - A recent state audit recommended that we consolidate all our policies into one manual. Donna asked board members to review the draft policy manual that was recently emailed out and to contact Lori, Jenny or herself with any questions, or feedback.
- Internal Control & Fraud Risk Training
 - Donna reviewed Internal Controls and Fraud Risk. She discussed the Comprehensive Internal Controls policy, reviewed the Statement of Structure, Firewalls, Conflict of Interest and Agreement Policy, and DHEWD's Tip of the Week regarding Fraud, Program Abuse and Criminal Conduct. Donna also indicated the agenda contained additional links related to fraud and abuse. Those links include:
 - <https://jobs.mo.gov/sites/jobs/files/financial-weekly-tip19-fraudabuse.pdf>
 - https://wdr.doleta.gov/directives/attach/TEGL/TEGL_2_12.pdf
 - https://jobs.mo.gov/sites/jobs/files/dwdissuance23-2015_061416.pdf
- MOU/Infrastructure Funding Agreement Annual Review
 - Donna gave an update on the MOU cost sharing agreement. All our partners are current with their reimbursements
- Success Story
 - Vicki shared 2 success stories.

VI. Final Announcements & Adjournment

Next Meeting: The next full board meeting will be September 1, 2021.