

**Meeting Minutes Format**  
**Workforce Development Board**  
**June 3, 2020**

**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, Mark Dalton, Emma Jane Fox, Linda Haberstroh, Michael Hurlbert, Lauren Kolbe, Joseph Mueller, Amanda Rose, Susan Sams, Justin Schulz, Chris Seyer, Amanda Sizemore, Scott Tate, and Erin Williams.

**Guest Speakers:** Delores Rose, Missouri Department of Labor

**Guests:** Rose McCowan

**Staff:** Jennifer George, Cindy Fulton, Lori Myers, Vicki Swartzenberg, Jenny Warren, Donna Holesinger and Sharon Sontag

- I. Welcome/Comments - Ben Abbott, Workforce Development Board Vice-Chairperson
- II. Roll Call – Jennifer George
- III. Presentation by Delores Rose, Missouri Department of Labor on Recall Process
  - The last 10 weeks have resulted in 10x higher than normal unemployment.
  - On March 29, 2020 –Three 3 new Federal Government Programs were implemented.
  - Not all unemployment payments have been made yet. The normal 4-6-week process is running later than normal right now.
  - When the \$600 unemployment supplement was added, a study on the supplemental pay shows that an individual on unemployment is being paid 1.5x-1.6x more than what they would get paid normally when employed.
  - A Work Refusal portal for employers was implemented on the uinteract.labor.mo.gov website. This portal is meant to be used to report employees that refused to report back to work and to proactively help prevent employees from getting over paid.
  - Claimants need to report the reality of when they report back to work even if they are not getting paid that week. If they get overpaid by unemployment, they must pay the money back. The goal would be not to see people go in debt by having to pay the money back in the case of over payment.
  - Unemployment is high right now and additional staff has been hired but they are still going through training. Additionally, other agencies have been helping in answering the questions coming in over the phone.

Questions from attendees:

1. Q. Erin Williams – Will there be any changes made with the Unemployment Law regarding reasonable assurance? Erin stated she has seen the teachers/staff in the school district denied claims because of reasonable assurance they will go back in the fall.
  - A. Delores Rose - Not to her knowledge, no changes in reasonable assurance are being made at this time.

There are businesses that will have to cut staff. Claimants should still be prepared to look for work. Program waivers don't mean they shouldn't look for work.

2. Q. Jennifer George – due to the high unemployment rate there have been a backlog of claims, how is the process going?  
A. Delores Rose – Anytime an Unemployment claim has an issue a claim can take 4-6 weeks. They used to process 3,000 claims a week, now they must process 30,000+ weekly claims. They have hired temps to answer phone. They have revamped processes to make things easier, automated more and have innovated more now in the last few months than they have in the last few years because they must. The claims they have are not typical claims.
3. Q. Jennifer George – Will there be more detailed information for Unemployment Claimants for targeted assistance and training?  
A. Delores Rose – Programs are in place to work with the Job Centers to help identify training needs.

#### IV. Consent Agenda

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

Jennifer George comments- they are reviewing the financials more deeply and currently working with the Executive Committee to do that.

#### V. Director's Report

- Executive Director Update – Jennifer George commented the Job Center closed to the public on March 27, 2020 when Job Center State staff were ordered to telecommute by OWD. Since the Job Center building is large remaining staff from the county and the community college are not having an issue socially distancing. There is a plan in place to open the Job Center back up to the public on June 17, 2020. The OWD required a plan to be submitted for each region. The Job Center will update OWD when the plan steps have been executed so that state staff may return and the center can reopen to the public.

#### Questions from Attendees:

- Q. Amanda Rose – The college has an AEL classroom at the Job Center. Can we have students there by August? Do you anticipate this to happen through the fall?  
A. Jennifer George – We expect social distancing requirement to be in place through the end of the year. If we can find out the number of participants, we can maybe move the classroom to a larger conference space to accommodate that.
- Q. Ben Abbott – With the higher call volume, what is the morale of the staff?  
A. Jennifer George – Morale is well here at the Job Center. With the State staff at home there have been challenges as the staff is working more on UI assistance and missing interaction with clients and colleagues. We are still having weekly staff meetings by phone. People are overall doing well.  
A. Donny Carroll – Agrees with Jennifer. They've had challenges to overcome from working from home.
- WIOA PY20 allocations reviewed by Jenny Warren. Members were provided a spreadsheet showing PY2020 WIOA Formula Allocation Summaries for Adult, Youth, and Dislocated Workers Program Allocations as of April 27, 2020. Report shows a Program funds have been reduced by \$71,000 or a by 7.35% compared to last year.
- Current Performance Measures reviewed by Jenny Warren. Members were provided with a spreadsheet showing PY19 St. Charles Performance Measures on Employment

Rate Q2, Employment Rate Q4, Credential Rate and Median Earnings. Report was from July 1, 2019 to March 31, 2020 as of May 14, 2020.

- Youth PY19 Transfer (vote required) was reviewed by Jenny Warren. A request to transfer \$4,000 into In-School Salary & Fringe and Other Staffing/Operating Costs was approved. This transfer request is the result of additional staff time working with in-school youth than originally budgeted. A request to transfer \$12,000 into Out-School work Experience was approved. This transfer request is the result of more out-of-school youth gaining work experience than originally budgeted. Ben Abbott - Motion to approve the transfer. Donny Carroll voted to approve. Erin Williams seconded the in favor to approve. All were in favor. Approved.
- MOU/IFA Agreement submitted May 14, 2020. Lori Myers commented we are waiting on final approval. It is scheduled to be complete by July 1, 2020.
- One-Stop Certification update. Lori Myers commented it is going well. There is one remaining item from the ADA Audit that was completed. There are three recommendations to be addressed by the certification deadline of September 15, 2020.
  1. Restroom doors too heavy
  2. Parking Lot lines fading
  3. Signs need to be lowered
- Statement of Structure, Firewalls, Conflict of Interest and Agreement and Conflict of Interest and Fraud Reporting Disclosure. Lori Myers commented that all members will need to review and sign digitally.
- Attestation of Bylaws Forms. Lori Myers commented the forms will be sent out to everyone for digital signatures this week by Suzanne Harris.

**VII. Final Announcements & Adjournment**

Ben Abbott motioned to adjourn the meeting if no further comments, it was seconded it and all approved. Motion carries.

**Next Meeting: The next full board meeting will be September 2, 2020.**