

**Meeting Minutes Format**  
**Workforce Development Board**  
**June 7, 2023**

**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, Olivia Butler, Karla Chaney, Jeff Cartnal, Greg Clemons, Mark Dalton, Michael Hurlbert, Lauren Kolbe, Valerie Moore, Joseph Mueller, Amanda Rose, Amanda Sizemore, Scott Tate and Erin Williams

Attending Guest: Lexie Dendrinelis (Job Seekers Garden Club) and Lindsay Reavey (O'Fallon Chamber of Commerce)

**Staff:** Cindy Fulton, Lori Myers, and Vicki Swartzenberg

- I.** Welcome/Comments – Ben Abbott welcomed attendees and read the board’s mission statement.  
Special introduction to new board member, Karla Chaney, Site General Manager at MEMC.  
Ben announced that Emma Fox will be replaced by Doris Moore.
- II.** Build My Future Update by Katie Vargas, Francis Howell School District  
Katie provided an update on the 2023 Build My Future Event:
  - 2,000+ students participated
  - 63 high schools participated
  - 5 groups were home schooled
  - 12 counties were involved
  - 75+ exhibitors
  - 40+ sponsors
  - 165+ volunteers
  - First 2-day Build My Future event in the country
  - Save the Date: 4/24 and 4/25/2024 at the Family Arena
- III.** Consent Agenda  
Ben Abbott entertained a motion to approve the consent agenda. A motion was made by Erin Williams. Michael Hurlbert seconded the motion. All were in favor. The motion was approved and carried.
- IV.** Chair’s Report  
Ben discussed the recent request to transfer \$32,000 from Dislocated Worker FY23 Program Salary & Fringe to Adult FY23 Program Salary & Fringe. Ben entertained a motion to approve of the transfer. Jeff Cartnal made a motion to approve the transfer. Erin Williams seconded the motion. All were in favor. The motion was approved and carried.

## V. Director's Report

- Performance Measures: Lori provided an update on performance measures. PY22 Adult, DW, Youth and Wagner-Peyser measures were reviewed. Lori indicated that it is still anticipated that the Adult Credential measure will be missed for PY22.

PY23 credential measures are closely being monitored. At this time, those measures are looking good.

- Annual Agreement: Lori discussed the annual agreement that was sent out on 5/30/2023. She indicated that our agreement is currently under review by the department's attorney.

Lori also reviewed the PY23 allocation amounts tied to this annual agreement. There is a 24% increase in funds with the Youth Program receiving a 50% increase.

- Workforce Advocacy Update: Lori indicated that we are not receiving the Missouri General Revenue funds as requested. This request will be made again for 2024. There is still a need to increase awareness of what the local workforce development boards do on all levels – local, state and federal.
- Conflict of Interest Disclosure: Lori reviewed the Statement of Structure, Firewalls, Conflict of Interest and Agreement. Attending board members were asked to sign the Conflict-of-Interest Disclosure Form. Members not in attendance will be asked to sign this electronically.
- Attestation of Review of Bylaws: The Bylaws were emailed out to the board members prior to the meeting. Aside from the address change of the Job Center, there are no changes since last year. Lori indicated that board members would be asked to electronically sign the Bylaws Attestation form.
- Fiscal Policies and Fraud Training:
  - Lori reviewed some minor updates to the Fiscal Policies Manual. Most updates were related to page numbers, dates and issuance numbers.
    - Ben entertained a motion to accept the changes to the Fiscal Policies Manual. Joe Mueller made a motion to accept the changes. Erin Williams seconded the motion. All were in favor. The motion was approved and carried.
  - Lori reviewed the Comprehensive Internal Controls policy.
  - The “Tip of the Week: Fraud, Program Abuse and Criminal Conduct” document was reviewed and provided to each board member.
- MOU/IFA: Lori indicated that the updated MOU/IFA document has been submitted to OWD. A meeting was held with the partners in May. All partners are in agreement with the contents of the MOU and the Infrastructure Funding Agreement. There are 3 partner signature pages still pending. Those will be submitted when they are received.
- Success Story: Vicki presented an Adult Program success story.

## VI. Final Announcements & Adjournment:

Lori announced that the Financial Monitoring Report from Booth Management was received. The report indicated that there were no findings or areas of concern for the St. Charles Region.

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 6, 2023.**