

**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, August 3, 2022

Attending Members: Ben Abbott, Jeff Cartnal, Michael Hurlbert, and Lauren Kolbe

Attending Others: Cindy Fulton, Lori Myers, and Jenny Warren

Issue/Action:

1. Welcome
2. Minutes of June 1, 2022, WDB Meeting
The committee reviewed the minutes from the June 1, 2022, WDB meeting. Michael Hurlbert made a motion to approve the minutes; Lauren Kolbe seconded it, and all were in favor. The motion carried.
3. Committee Reports
Executive Committee Meeting (May 4, 2022)
Manufacturing Task Force Meeting (June 22, 2022)
Jeff Cartnal made a motion to approve the minutes, Michael Hurlbert seconded it, and all were in favor. The motion carried.
4. Substate Monitoring Report (April 1, 2022, to June 30, 2022)
Cindy reviewed the Substate Monitoring Report with the committee. There was also a review and discussion on the Subrecipient Annual Monitoring Report PY21. Ben requested that the One Stop Operator provide an update to the full board on their efforts for improvement.
5. Financials June 2022 CPR - Executive Committee Report
 - Lori reviewed the June 2022 CPR.
 - Wipfli Financial Monitoring: Lori reviewed the Wipfli Financial Monitoring Report dated May 5, 2022. There was discussion on the 2 areas of concern that required responses. Lori also reviewed the responses submitted for these 2 areas of concern.
 - PY22/FY23 Planning Budget Summary: Lori reviewed how the amounts were selected for the proposed Planning Budget Summary. This Summary was posted for public comment. No comments were received. Michael Hurlbert made a motion to approve the Planning Budget Summary. Jeff Cartnal seconded it, and all were in favor. The motion carried.
 - Adult FY22 Budget Line-Item Transfers – Lori reviewed the within budget line-item transfers recently done on the Adult FY22 budget. Jeff Cartnal made a motion to approve the budget line-item transfers. Lauren Kolbe seconded the motion, and all were in favor. The motion carried.
 - \$17K Transfer from DW FY22 to Adult FY22: Lori discussed the request to transfer \$17K from DW FY22 to Adult FY22. This transfer required posting for public comment. No comments were received. Jeff Cartnal made a motion to approve the transfer. Michael Hurlbert seconded the motion, and all were in favor. The motion carried.

- \$18K Program Supplies: Lori discussed the \$18K that was given to each workforce region to purchase program supplies. She reviewed the items that were purchased.

6. Director Updates

- Youth Basic Skills Deficiency (BSD Policy): Jenny reviewed this policy and the recent changes to the policy. This updated policy will be presented to the full board at the September meeting seeking a vote for approval.
- Annual Agreement Update: Lori indicated that a final executed Annual Agreement was received on July 15, 2022.
- Local Plan Modifications
Lori informed the committee that 3 local plan modifications have been submitted in the last few months:
 - 2-Year Review Modification: This modification was submitted to OWD on April 29, 2022. Approval notice was received on August 2, 2022.
 - PY22 Funds: Receiving the new program year funds required a local plan modification. This modification was posted for public comment. No comments were received. Submission documents were sent to OWD on August 1, 2022.
 - \$17K Transfer Between DW FY22 and Adult FY22: This amount in addition to a previous \$47K transfer required a local plan modification. This modification was posted for public comment. No comments were received. Submission documents were sent to OWD on August 1, 2022.
- Regional Plan 2-year Review
Lori indicated that she went ahead and submitted all documentation received except for documentation from St. Louis County which was never submitted. There have been no updates or follow-up from OWD on the regional plan.
- Quarterly Progress Report PY21 Q3: Lori reviewed the report with the committee and provided updates on the items listed as “Active Issues”. Performance measures are expected to show improvement when they are next reported. Expenditures for DW PY21 are expected to show 100% spent in the July CPR. Regarding the documentation for FY21 Audit, Lori indicated that she asked for guidance on this from OWD financial unit. The response provided was that they would have to ask about it and get back with her. No response has been received yet.
- TalentSensus: Lori indicated that we finally received the Notice of Obligation from the State on the TalentSensus project. Lori provided some background to the project. Funding for this project requires approval from the St. Charles County Council. The attorney assigned to the St. Charles County Department of Workforce & Business Development is currently working on getting this on the Council agenda for August.
- New Job Center Location
Lori informed the committee that the relocation plans are going well. The plans are to close the Job Center to the public for the last 2 weeks of September. Services will be provided remotely during this time. The Job Center will reopen to the public on October 3, 2022.
- New Board Member Updates: Lori indicated that Valerie Moore, OWD Regional Coordinator will replace Jeanna Caldwell as the Wagner-Peyser representative. Olivia Butler, CEO of BES Technology and Training Services, LLC is filling a currently vacant private sector business slot.

7. New Business

- Agenda for September 7, 2022, WDB Meeting: Agenda topics were discussed for the September 7, 2022, board meeting. The committee agreed on a presentation about the Workforce Innovation and Opportunity Act and its expectations of local boards.

8. Adjournment

A motion was made to adjourn; it was seconded, and all were in favor.

Next Meeting: The next Executive Committee meeting will be held Wednesday, November 2, 2022, at 8:00 a.m.