

**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 5, 2020

Attending Members: Ben Abbott, Jeff Cartnal, Luanne Cundiff, Mike Hurlbert, and Erin Williams

Attending Others: Cindy Fulton, Jennifer George, Donna Holesinger, Lori Myers, Jenny Warren, and Sharon Sontag

Issue/Action:

1. Welcome
2. Minutes of June 3, 2020 WDB Meeting
The committee reviewed the minutes from the June 3, 2020 WDB meeting. Erin Williams made a motion to approve the minutes; Mike Hurlbert seconded it, and all were in favor. The motion carried.
3. Committee Reports
Manufacturing Task Force Meeting (May 27, 2020)
Mike Hurlbert reviewed the minutes from the May 27, 2020 meeting. Mike discussed the Manufacturing Task Force survey was recently sent out with an update to the questions from the previous survey that went out in 2016. The overall objective of the survey is the same as 2016 but a few questions were added regarding employment, COVID 19 and reshoring. Lori Myers mentioned 175 surveys were sent out last week and 13 responses have been recorded so far. The Manufacturing Day event will be held virtually on October 6, 2020. They are working with employers so that tours can be completed virtually as well. The next Manufacturing Task Force meeting that was scheduled for August 26, 2020 has been moved to August 13, 2020 to be part of the Zoom conference that EDC is putting together for a reshoring conversation.
Special Populations Task Force (June 24, 2020)
Jeff Cartnal reviewed the minutes from the June 24, 2020 meeting. In the last Special Populations Task Force meeting, Sherri Henderson presented the results of the Veterans Fair. Although the attendance was low for the fair that seems to be the normal response for Veterans. They will repeat the fair next year. The next Special Populations Task Force meeting will be September 23, 2020 with an emphasis on community needs assessment considering the pandemic.
Soft Skills Task Force (July 22, 2020)
Erin Williams reviewed the minutes from the July 22, 2020 meeting. At the last Soft Skills Task Force meeting the discussion focused on issues finding employees to fill positions and the trust factor at companies during COVID. They hope to have a few speakers at the next meeting to present the best practices for soft skills.
4. Financials – (2020 CPR Form –June) Executive Committee Report
Donna Holesinger reviewed the June 2020 CPR Form - Executive Committee Financial Report.
5. Director Updates
Director Updates by Jennifer George.

- A posting for the open Executive Director position will be in September with the position filled by the end of the year.
- The Job Center will be out of the current building in 2022. The space leasing planning will be underway in 2021.
- Jennifer George asked Jenny Warren to discuss what changes have been seen at the Job Center.
 - Jenny mentioned the number of visitors has not changed at the Job Center. There has not been an increase in volume yet. The focus from visitors is still to collect unemployment. We continue to assist with Job Assistance, Franklin Apprenticeships, and Outreach to spend CARES ACT money.
 - Lori Myers and Jeff Cartnal mentioned that employers are struggling to hire employees. It is a challenge to find people for the open jobs. People seem to be holding out to find jobs. There are some employers coming up with unique hiring methods like SSM conducting drive through interviews.
 - Lori Myers mentioned the State is purchasing Virtual Job Fair software this month and will keep the committee updated on this.
 - Jenny Warren mentioned the visitors at the Job Center are checked in using a kiosk to assist with contact tracing of COVID 19 positive cases.
 - Luanne Cundiff mentioned the private sector is gathering their own contact tracing for staff that have tested positive for COVID 19. She suggested a partnership between the public and private sectors to expedite contact tracing results.

6. New Business

- Substate Monitoring Report (April 1, 2020 to June 30, 2020)
 - Cindy Fulton reviewed this report with the committee.
- Youth Wage Increase for Work Experience (vote required):
 - Jenny Warren proposed the wage increase from \$10/hr to \$11/hr.
 - Jeff Cartnal made a motion to approve the Youth Wage Increase. Mike Hurlbert seconded the motion, and all were in favor. The motion carried. Approved.
- CARES Act Training Funds
 - Jennifer George said that \$458,000 has been made available by the state for training for dislocated workers. The money will need to be spent by the end of the year or reallocated to a different region.
- RFP for On-Stop Operator and Title I-B Career Services for Adults and Dislocated Workers
 - Jennifer George said the rebid process is underway for the One-Stop Operator and Title I-B Career Services. Lori Myers will be working with the board chair to identify board members to participate in reviewing bids in response to the RFP.
 - Lori Myers gave the timeline for the RFP. It should be completed by the end of 2020.
- Agenda for September 2, 2020 Board Meeting: This meeting will be conducted via WebEx.
 - Lori Myers asked the Committee if they had any items they would like to add to the agenda.
 - Luanne Cundiff suggested they highlight the RFP for the One Stop Operator and Title I-B Career Services for Adults and Dislocated Workers.

7. Adjournment

Next Meeting: The next Executive Committee will be held Wednesday, November 4, 2020 at 8:00 a.m. via WebEx.