

**Meeting Minutes Format
Workforce Development Board
September 6, 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, Julie Daugherty, Michael Hurlbert, Lauren Kolbe, Dori Moore, Amanda Rose, Amanda Sizemore, Scott Tate and Erin Williams

Staff: Cindy Fulton, Lori Myers, Bonnie Sandbrink, Vicki Swartzenberg and Jenny Warren

- I.** Welcome/Comments – Ben Abbott welcomed attendees.
Special introduction to new board member, Dori Moore, Benefit Program Specialist with MO DSS.

Ben also introduced Bonnie Sandbrink who is the new Financial Analyst for the St. Charles County Department of Workforce & Business Development.
- II.** Presentation: State of St. Louis Workforce Report Overview – by Lori Myers
Lori provided an overview of the recently released State of St. Louis Workforce Report.
- III.** Consent Agenda
Ben Abbott entertained a motion to approve the consent agenda. A motion was made by Erin Williams. Jessica Bloch seconded the motion. All were in favor. The motion was approved and carried.
- IV.** Chair's Report
 - PY23/FY24 Planning Budget Summary – Local Plan Modification
Ben explained that this is an annual process when we receive our new program year funds. This budget has been posted for public comment. No comments have been received. Ben entertained a motion to approve the PY23/FY24 Planning Budget Summary and subsequent local plan modification. Erin Williams made the motion. Olivia Butler seconded the motion. All were in favor. The motion was approved and carried.
 - One Stop Certification: Ben informed the group that OWD approved our certification documentation. The Missouri Job Center of St. Charles County is considered a comprehensive center until 6/30/2026.
 - Local Workforce Development Board Certification: Ben indicated that this is required every two years. Documentation was submitted back in May to OWD. Notification was received in June that our board membership list is approved, and we meet recertification requirements.
 - Board Mission Statement: Ben reviewed the current mission statement with the group. He believes this is something that needs to be reworked. This will be an agenda item at an upcoming meeting.
- V.** Director's Report
 - Performance Measures: Jenny Warren provided information on the final performance measures for PY22. As anticipated, the only measure missed was the Adult Credential. Credential measures for PY23 are being monitored and so far, it looks like we'll be on track to meet this measure.

- Final Financial Monitoring Report: Lori indicated that we received our Final Financial Monitoring Report on 6/28/2023. No findings or areas of concern were noted.
 - Lori also reviewed the Fiscal Agent Policy. An annual review of this is required. This policy has not changed since 2021 and outlines the responsibilities of the Fiscal Agent.
- PY22 Program Monitoring Report & Corrective Action Plan: Cindy Fulton reviewed the findings and areas of concern noted in our PY22 Program Monitoring Report. She also reviewed our Corrective Action Plan which was submitted to OWD.
- PY22 Annual Report to the One Stop Operator. Cindy reviewed this report by providing an overview of each category noted in the report.
 - Annual review of the OSO Agreement/Contract: Lori indicated that since the last review of this contract, an addendum has been made. Addendum #3 was made to allow College staff to perform Youth Program activities and as such, charge their time to the Youth Program.
- Annual Review and Vote on Bylaws: Since last year's review of the bylaws, Lori suggested a few changes:
 - Update Job Center address
 - Eliminate Addendum B which lists the task forces and their respective mission statements.

There was a motion to make these changes. Michael Hurlbert made the motion. Erin Williams seconded the motion. All were in favor. The motion was approved and carried.

A second motion as made to approve the bylaws as amended. Michael Hurlbert made the motion. Lauren Kolbe seconded the motion. All were in favor. The motion was approved and carried.

- Youth 50/50 Waiver – Jenny indicated that OWD has granted us a waiver to spend our Youth funds as follows: 50% on in-school youth and 50% on out-of-school youth. It is typically required to spend up to 25% on in-school youth and 75% on out-of-school youth.
- Success Story: Vicki presented an Adult Program success story.

VI. Final Announcements & Adjournment:

Lori made the following announcements:

- Local area designation is due by 12/31/2023.
- An annual reaffirmation and vote on the chairperson and the Executive Committee members will be done at the December board meeting.
- September is Workforce Development Month.
- An Open House event is scheduled for October 3rd from 4-6pm to spotlight our Youth Program. Board participation would be appreciated.

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 December 6, 2023.