

**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, November 2, 2022

Attending Members: Ben Abbott, Lauren Kolbe and Erin Williams

Attending Others: Cindy Fulton and Lori Myers

Issue/Action:

1. Welcome
2. Minutes of September 7, 2022, WDB Meeting
The committee reviewed the minutes from the September 7, 2022, WDB meeting. Erin Williams 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 (August 3, 2022)
Manufacturing Task Force Meeting (August 24, 2022)
Lauren Kolbe made a motion to approve the minutes, Erin Williams seconded it, and all were in favor. The motion carried.
4. Substate Monitoring Report (July 1, 2022, to September 30, 2022)
Cindy reviewed the Substate Monitoring Report with the committee.
5. Financials September 2022 CPR - Executive Committee Report
 - Lori reviewed the September 2022 CPR.
6. WDB Officer Elections – December 2022
WDB Officer elections will need to take place at the December board meeting. An email will be sent out to board members to solicit interest in serving on the Executive Committee. If there are no volunteers to serve, the current slate of officers will be voted on at the December board meeting.
7. Director Updates
 - Local Plan Modifications
Lori informed the committee that 2 local plan modifications regarding PY22 funds and the \$17K transfer between DW FY22 and Adult FY22 have been approved by OWD.
 - PY21 Performance Measures
 - Lori reviewed PY21 Performance Measures. The St. Charles Region failed the Adult Credential and Youth Credential measures for PY21. Rosters of those that did not have a successful outcome were reviewed with the committee. Lori also provided the committee with PY22 Negotiated Performance Rates and PY22 Q1 current standings which shows our

region failing Adult Credential and Measurable Skills Gains for Adult, Dislocated Worker and Youth.

- Quarterly Progress Report PY21 Q4: Lori reviewed the report with the committee and provided updates on the items listed as “Active Issues”.
 - Not meeting performance in AD and Youth Credential rate – this is accurate.
 - Low expenditures for PY21 DW – OWD advised that this was an error due to timing. The reports were pulled before our data was updated.
 - Not meeting 60/40 (65/35) expenditure rate for PY21 – this is accurate. We finished the year at 70/30.
 - Not timely with cost share payments – OWD indicated that this information comes from their financial unit and reflects who is behind or missing a payment at that time. Lori has not received notice of a missed/late payment since 3/4/2022. On 3/4/2022, Lori received an email from OWD indicating that we had not made a payment for 11/2021. This was the month after our fiscal manager resigned so we believe it was an isolated incident.
 - Not utilizing Advanced Funding Tracker as required – OWD indicated that this information came from their data team. They had the St. Charles Region coded incorrectly and this was an error on their part.
- TalentSensus: Lori indicated that we will not be moving forward with the TalentSensus project.

8. Agenda for December 7, 2022, WDB Meeting

- Agenda topics were discussed for the December 7, 2022, board meeting.

9. 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, February 1, 2023, at 8:00 a.m.