

**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 3, 2021

Attending Members: Ben Abbott, Jeff Cartnal, Michael Hurlbert, Daryl Muhammad and Erin Williams

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

Issue/Action:

1. Welcome
2. Minutes of September 1, 2021 WDB Meeting
The committee reviewed the minutes from the September 1, 2021 WDB meeting. Ben Abbott made a motion to approve the minutes; Michael Hurlbert seconded it, and all were in favor. The motion carried.
3. Committee Reports
Executive Committee Meeting (August 4, 2021)
Lori Myers reviewed the minutes from the August 4th meeting.

Manufacturing Task Force Meeting (August 25, 2021)
Lori reviewed the minutes from the August 25th meeting. Michael provided an update on Manufacturing Day held in October.

Soft Skills Task Force Meeting (October 20, 2021)
Erin Williams reviewed the minutes from the October 20th meeting. The members of this task force talked about next steps and came to the consensus that the labor market is quite different from when the task force was created. As a result, it was recommended that this task force be tabled.
4. Financials Update and September 2021 CPR - Executive Committee Report
Lori reviewed the September 2021 CPR and the Executive Committee Financials updated on 11/3/2021.
5. Workforce Development Board's Committees/Task Forces
Lori identified the following basic Job Center needs: Funding, public awareness, board member engagement and business participation in Job Center programs. Other workforce needs discussed included connections between businesses and K-12, labor force participation, attraction/retention issues and poor work ethics.

The committee members discussed the existing task forces and decided to table the Soft Skills Task Force and the Special Populations Task Force. A new business engagement committee/task force was discussed and will be proposed to the full board at the December meeting.

6. Board Officer Elections
Board Officer elections will take place at the December board meeting. The committee members discussed the need to fill the vice-chair position.
7. Director Updates
 - Local Plan Modification Update
Lori review correspondence received from OWD on September 29, 2021 regarding the status of our local plan modification. 5 of the 7 modifications were approved. The two items not approved included the Sub-State Monitoring policy and Priority of Service for Adults policy. Jenny reviewed the changes made to the policies. Both policies were updated and submitted on October 19, 2021. We have not received notification from OWD on the status of these updates.
 - Annual Agreement Update
Lori reviewed correspondence received from OWD on October 6, 2021 indicating that two items in our annual agreement needed to be updated and re-submitted. This included our sustainability plan budget and our bylaws. Lori submitted our newly voted on bylaws to OWD on October 6, 2021 and asked for clarification on the budget breakdown requested. At the time of this meeting, Lori had not received any clarification on the requested budget information.
 - St. Charles Community College Contract
Lori reviewed the RFP process that occurred last year which resulted in the St. Charles Community College being awarded our One-Stop Operator and Career Services contract. The original contract time period was for January 1, 2021 to December 31, 2021 with the option for 3 renewals. We will be opting to renew the contract for 2022.
 - Staffing Updates
Lori indicated that Donna Holesinger, Fiscal Grant Administrator resigned effective 10/29/2021. Alyx Stewart, Career Counselor also resigned in October.
8. New Business
 - Substate Monitoring reports (July 1, 2021 – September 30, 2021)
Cindy Fulton reviewed the Substate Monitoring report.
 - Agenda for December 1, 2021 WDB Meeting
Lori will draft an agenda and send it out to the committee for review.
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 2, 2022 at 8:00 a.m.