

**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 4, 2020

Attending Members: Ben Abbott, Jeff Cartnal, Mike Hurlbert, Daryl Muhammad

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

Issue/Action:

1. Welcome
2. Minutes of September 2, 2020 WDB Meeting
The committee reviewed the minutes from the September 2, 2020 WDB meeting. Jeff Cartnal made a motion to approve the minutes; Michael Hurlbert seconded it, and all were in favor. The motion carried.
3. Committee Reports
Manufacturing Task Force Meeting (August 13, 2020)
Mike Hurlbert reviewed the minutes from the August 13, 2020 meeting. The meeting was a webinar hosted by EDC SCC featuring Rosemary Coates the executive director of the Reshoring Institute. She reviewed the historical reasons for offshoring and the struggles to re-shore business back in the U.S. November 18, 2020 is the next scheduled meeting where they will discuss the data from the 2020 Manufacturing survey.
Special Populations Task Force Meeting (September 23, 2020)
Jeff Cartnal reviewed the minutes from the September 23, 2020 meeting. In this meeting they discussed the obstacles during the pandemic for the Special Populations and the Employment survey that was conducted a few years ago.
4. Financials – September 20, 2020 CPR - Executive Committee Report
Donna Holesinger reviewed the September 20, 2020 CPR Form reports and the Executive Committee Financials Update. There is one correction on the Executive Committee Financials Update report regarding the CARES Act Spending. The correct amount for Total Spent is \$82,173.50 on 23 clients.
5. Director Updates
Jennifer George provided an update complimenting the Job Center on a job well done this year and keeping a positive attitude during the pandemic through all the program and state changes. The County Executive has appointed Lori Myers as the Executive Director of the St. Charles Job Center effective December 18, 2020. The vote will go before to the County Council on November 9, 2020. With Jenny Warren they make a good team moving forward.
Question to the Board regarding the state meeting on the Job Center of the Future: How did it go and were you able to provide feedback? Ben Abbott commented they asked a lot of good questions and it was overall positive. Daryl Muhammad commented that he agreed with Ben's comments. They

focused on flexibility and moving forward in the future with ways to enhance learning and to strategically provide services since COVID19. Jennifer George also thought it was a positive experience and is optimistic on the direction from the State.

Jennifer recommends the Local Board reach out to Kathy Lambert who is a representative on the State Board to see how the Job Center of the Future plans impact the Local Board. The State Board is concerned the Local Board is not engaged enough and vice versa. Jennifer recommends engaging with Kathy at the next Board Meeting in December.

Daryl asked if there is anything the Executive Committee needs to do to approve the attendance of the State Board Meetings. Jennifer said no, she will share the State Board Meeting invites with the Executive Committee.

6. New Business

- Substate Monitoring reports (July 1 – September 30, 2020)
Cindy Fulton reviewed the Substate Monitoring report and commented that she cannot report on the Data Element Validation until the reporting on the data in MoJobs can be resolved.
- CARES Act Training Funds Update
Jenny Warren provided an update on the CARES Act Training Funds. Although the funds were made available in July, the approval process lasted until August. The time was short to enroll individuals for training and utilize the CARES Act money by October 31, 2020.
- RFP for One-Stop Operator and Title I-B Career Services for Adults and Dislocated Workers
Jennifer George provided an update on the RFP process. There were two respondents to the RFP for the One-Stop Operator. The contract is being awarded to the most qualified respondent, St. Charles Community College. The vote will go before the County Council on November 9, 2020. If approved, the St. Charles Community College will be awarded a four-year contract starting January 1, 2021.
- 2021 Meeting Calendar
The 2021 Manufacturing meeting on previously scheduled on November 24, 2021 will move to November 17, 2021 and the 2021 Special Populations quarterly meetings will be marked with a question mark indicating they are place holder dates for a meeting if there is an agenda item to discuss. There may need to be a refocus of that group. Lori Myers will discuss further with Jeff Cartnal.
- Agenda for December 2, 2020 WDB Meeting
Jennifer George would like to add an agenda item for the Board meeting in December to receive feedback from the Board on the challenges during COVID from a Workforce and Business Development Board perspective. She also suggested holding the next meeting virtually using Zoom instead of WebEx.

7. Adjournment

The committee closed the meeting out with closing remarks, looking forward to 2021 and congratulations to Lori Myers on her promotion. Michael Hurlbert made a motion to adjourn; Jeff Cartnal seconded it, and all were in favor.

Next Meeting: The next Executive Committee meeting will be held Wednesday, February 3, 2020 at 8:00 a.m.