

**WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

Wednesday, June 27, 2018

BOARD MEMBER PRESENT

Business Majority: Kevin Whirley – Chair, Jason Archer, Carolyn Battles, Reginald Scott

Required Representative: Michael McMillan, Lydia Mitchell, Dione Pashia, Elizabeth Perkins

Labor & Workforce Reps: John Gaal, Carolyn Seward, Don Willey

Optional Members: Cenia Bosman

BOARD MEMBERS ABSENT

Business Majority: John Frederick, Elliot Henry, Lee Metcalf, Melissa Miller, Gwen Mizell, Pat Murphy, Vanessa Parker-Lewis, Jeffrey Taylor

Required Representatives: Mary Grott

Labor & Workforce Reps: Frederick Searcy

Optional Members:

ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE

None Present

ST. LOUIS COUNTY STAFF MEMBERS

Adriann Adams-Gulley, Karen Brown, Derrick Collins, Jon Hild, Robert Lee, Marva McJoy, Michelle Smart, Loris Williams

GUESTS PRESENT

I. CALL TO ORDER

Kevin Whirley called the meeting to order at 7:33.

II. ROLL CALL –Roll call was conducted by Loris Williams. There was a quorum present

III. APPROVAL OF MINUTES

A motion was made and seconded to approve the minutes as written. The motion carried and the minutes were approved with no changes or revisions.

IV. CHAIRMAN'S REPORT

The Chair reported on the Missouri Association of Workforce Development (MAWD) Conference in May. At the conference he attended several workshops including one conducted on the Talify assessment tool that is available in the MOJobs system. He felt that the product serves the clients well and encouraged those in attendance to take the Talify assessment if they have not yet done so. He also stated that it might be possible to bring people from the company in to speak with the Board about the product.

The Chair spoke about the expanding the scope of the Board. He spoke of the survey that was being conducted to ascertain the Board's desire to receive more training. The Deputy Director spoke briefly on the Training Tuesdays workshops that were being proposed and reported the results of the survey that had been developed to ascertain their requirement. The Chair encouraged the Board members to complete the survey to provide a more accurate picture of the direction the Board wanted to take. He asked if more training was something they wanted to do at all. Most confirmed, verbally (no actual vote taken) that they did want more training.

V. COMMITTEE REPORTS

- **Financial Report – Adriann Adams-Gulley**

The Director of Financial Services and Information Systems (FSIS) reported that as of April 30, 2018, the WIOA Formula Funds were at an actual expense rate of 65%. Actual expense rates in program funds were at 72% for both adult and dislocated worker programs, the Limited English Proficiency program through the International Institute was expended at a rate of 81%, and In-School Youth, Out-of-School Youth (Promise Zone) and Out-of-School Youth II programs were actually expended at a rate of 55%, 47% and 45% respectively. ITA program expenditures are at a rate of 113% and OJT expenditures stand at 62%. Adult internal administrative and program funds have an overall actual expense rate of 65%, Dislocated Worker internal administrative and program funds have an overall actual expense rate of 59% and Youth internal administrative and program expense rates have an overall expense rate of 57%.

During the same reporting period, TANF Summer Job League (S JL) funds for PY17 were 100% expended by Urban League and 89% expended by Family and Workforce Centers of America. The internal administrative and program funds for S JL has been expended at a rate of 32%.

The Equal Opportunity funds have been expended at an actual expense rate of 64% as of April 30, 2018.

The Director of FSIS and the Deputy Director explained to the Board that funds to carry the ITA program through the remainder of PY17, covering current expense rates and forecasting for subsequent months, \$75,500.00 could be transferred from the OJT program to ITA program with the Board's approval.

- **Disability Resource Committee – Lydia Mitchell reporting**

The committee member reported that the Disability Resource Committee had several upcoming events. The committee would be hosting two workshops on June 28th and June 29th for clients receiving benefits from Social Security. The purpose of the workshops is to help the clients understand their benefits. The Disability Resource Committee will host its *Accommodations for Success* event again this year. This year's event will be hosted by the St. Charles Region at Calvary Church on August 9, 2018. A Reverse Job Fair will once again be a part of the event.

- **Career Pathway Committee – Blake Hamilton reporting**

The committee member reported that the Career Pathway Committee has been focusing on addressing the skills-to-employment gaps including: gathering data from the Middle-Skills Jobs Report which is pending, working with an analyst on the Under-employment Report which will help the region make data-driven workforce decisions, and developing Career Pathway guides. Both Normandy and Jennings High Schools now have Career Pathway programs in their high schools.

Included in his report, were actions that are being taken throughout the St. Louis Region to more expeditiously align foreign-born citizens with career paths in accordance with their skills, abilities, experiences and credentials obtained in other countries.

- **Youth Council – Cynthia Wilson reporting**

The Program Director reported that the committee last met on May 3, 2018. The attendance at the meeting was low, but the dialogue was productive – addressing ways to increase youth services, methods for accessing the youth and increasing youth participation. The committee's next meeting will be August 2, 2018, 9:00 am, at Northwest Crossings Job Center in the Large Conference Room.

VI. DEPUTY DIRECTOR'S REPORT

The Deputy Director reported on the new direction of workforce development in the State of Missouri. The Best in the West campaign has been kicked off with the focus on three strategic areas: Strategy, the Workforce, and branding. A committee member responded to the Deputy Director's report by informing the Board that the official kick-off for this initiative was taking place that day, 6/22/18, beginning at 9:00 at the Danforth Plant Science Center, 975 North Warson Road St. Louis, Missouri 63132.

The Deputy Director spoke of the breadth of the field of workforce development, informing the Board of the direction of the State which is looking in the areas that drive innovations and the workforce narrative. Price-Waterhouse is reviewing statistical reports and taking the lead in guiding the state.

The Director of Compliance reported on her and the Compliance Team's activities since her arrival in January. The team has done several file audits, including a 100% audit conducted

within her first months here. In addition, several processes and practices were reviewed resulting in the revision or halt of those processes or practices in an effort to improve compliance and make file approval more expeditious.

Dr. Manning also reported that the department did go through a sub-state monitoring review in with the State of Missouri in April. There were no substantial findings in the review. While the official review report has not yet been received, Dr. Manning did not anticipate any significant issues as evidenced by the brief-out conference held at the conclusion of the review.

All WIOA Subrecipient vendors (*Family and Workforce Centers of America, the Urban League of Metropolitan St. Louis and the International Institute of St. Louis*) gave a 10-15 minute End-of-the-Year presentation for the 2017 program year (PY). The reports included statistical accomplishments, barriers faced, on-going or pending initiatives and some of the success stories of their programs.

VII. NEW BUSINESS

- a. Transfer \$75,500 of WIOA Adult funds from OJT to ITA (Reference Financial Report for details). **A motion was made and seconded to transfer \$75,500 from OJT to ITA. Vote taken – Unanimously approved.**
- b. The State of Missouri has notified St. Louis County Workforce Development via DWD Issuance 20-2017 of the WIOA formula funding for PY18/FY19 award of \$4,746,505 to be allocated as: Adult – \$1,753,914; Youth – \$1,863,057; Dislocated Worker – \$1,129,534.00. **A motion was made and seconded to accept the formula funding grant in the amount and allocations stated. Vote taken – Unanimously approved.**
- c. The State of Missouri has notified St. Louis County Workforce Development of the TANF Summer Jobs League funding award totaling \$531,303.40 to be distributed in two allocations: \$197,936.56 available June 1, 2018 through August 31, 2018; \$333,366.84 available July 1, 2018 through June 30, 2018. **A motion was made and seconded to accept the total award of TANF funds. Vote taken – Approved with two (2) abstentions.**
- d. The WDB voted to amend the WIOA contracts for all program to extend the contract service periods from June 30, 2018 to October 31, 2018 and increase funding for all programs through the same period: Adults – \$200,000.; Dislocated Workers – \$80,000; Out-of-School Youth (Promise Zone) – \$100,000; Out-of-School Youth II – \$60,000; In-School Youth – \$52,000; Adult – Limited English Proficiency – \$40,000; ITA – \$160,000; OJT – \$112,000. **A motion was made and seconded to approve the contract amendments to extend service time and increase funding allocations to the service providers. Vote taken – Approved with two (2) abstentions.**
- e. The WDB voted to approve the Board's and committee meeting schedules for the 2018 Program Year. A request was made to correct the dates of the Disability Resource Committee meeting to bi-monthly meetings to the 2nd Tuesday. **A motion was made**

and seconded to accept the calendar with the noted correction. Vote taken – unanimously approved.

VIII. OLD BUSINESS

There was no Old Business

IX. PUBLIC COMMENT

No public comments was offered

X. ADJOURNMENT – The meeting was adjourned at 9:12 a.

THE NEXT MEETING:

Wednesday, September 26, 2018
7:30 am (Doors open at 7:00)
715 Northwest Plaza Drive
St. Ann, MO 63074

Minutes prepared by Loris M. Williams