

**WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

Wednesday, November 20, 2019

BOARD MEMBER PRESENT

Business Majority: Kevin Whirley–Chair, John Frederick, Reginald Scott
Jeffrey Taylor

Required Representative: Mary Abbey, Mary Grott,

Labor & Workforce Reps: Cenia Bosman, Carolyn Seward, Ron Tierney

Optional Members: John Gaal, Don Willey

BOARD MEMBERS ABSENT

Business Majority: Caroline Battles, Elliott Henry, Vanessa Parker-Lewis, Lee
Metcalf, Melissa Miller, Gwen Mizell, Patrick Murphy

Required Representatives: Jason Archer, Lydia Mitchell, Mardy Leathers, Elizabeth Perkins

Labor & Workforce Reps: Mark Bethell, Frederick Searcy, Michael McMillan,

Optional Members:

ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE

Andrea Jackson-Jennings, Director of Human Services

ST. LOUIS COUNTY STAFF MEMBERS

Adriann Adams-Gulley, Tiffany Manning, Robert Lee, Marva McJoy, Loris Williams, Tanisha
Travis, Karen Brown

GUESTS PRESENT

No guest speakers present for this meeting.

- I. CALL TO ORDER** - Kevin Whirley-Chair called the meeting to order at 7:35a.
- II. ROLL CALL** – Roll call was conducted at 7:35a. There was a quorum present
- III. APPROVAL OF MINUTES**

A motion was made and seconded to approve the August 28, 2019, minutes as written. A motion was made and seconded and the minutes were approved with no changes or revisions.

IV. CHAIRMAN’S REPORT

- Governor’s Conference about Economic Development on September 4-6, 2019, held in St. Charles, Mo.
 - Next year the conference will be in Springfield on August 26 and 28.

- The Chairman had the opportunity to attend the Missouri Workforce Development Board Meeting and hear from Department of Higher Education and Workforce Development (DHEWD).
 - One concern was that 40% of high school graduates are misplaced and WFD needs to identify which services are available for these individuals to better assist them.
- Executive Committee Update.
 - WIOA core components that will be due in 2020 are the Local Plan, Job Center Certification, Regional Plan, MOU Infrastructure Cost, and the Request for Proposals.
- First Annual Chief Local Elected Officer Summit was in September, held in Columbia. The main purpose of the summit was to discuss the role of the Chief Local Elected Officer (CLEO) and the Workforce Development Board. This means that the WFD Board will have more interaction with the CLEO, Dr. Sam Page to ensure that all aspects of WIOA are being satisfied.
 - Chief Local Elected Official is responsible for actively participating in setting policy for the local area in partnership with the local Board on oversight, programs and fiscal.
- Bob Lee has assumed the position of Interim Deputy Director in the departure of Michelle Smart.

V. DEPUTY DIRECTOR'S REPORT

- New staff started with St. Louis County Workforce development. Angela Erby is the Equal Opportunity Officer. Sterling Higdon and Davis Moore joined the Compliance Unit. Ethan Dixon is the Digital Coordinator.
- St. Louis Job Corp has a new operator, Management and Training Corporation (MTC). Will be sending out the information for the MOU and Infrastructure Cost. They are looking to have someone on staff in the facility.

VI. COMMITTEE REPORTS

Financial Report – Adriann Adams-Gulley

- Expenditure report for period summary state as of October 28, 2019, we are 80.25% obligated 74.29% expended, with a balance of \$1,225,196.53.
- As of Monday, November 18, 2019, there was a balance of \$1,039,247.86 for PY18/FY19.
- There is a small balance for Adult funding of \$127,394.78 and \$202,196.19 for Dislocated Worker that is anticipated to be expended by December 31, 2019.
- \$4,876,731.00 awarded for WIOA PY19/FY20, an additional allocation for \$10,336.00 was received for a total of \$4,887,067.00. International Institute and Urban League are requesting additional funds from the \$10,336.00. For the Adult programs \$418.50 or 10% would remain for administrative salaries or supplies. \$3,766.50 for International Institute to expand staff time allocation to work with Limited English Proficiency (LEP). \$5,353.00 to Urban League for Youth programs. 10% or \$535.30 for administrative costs, and \$4,817.70 for staff salaries to facilitate potential programming for Urban League.

There were 5 funding issues presented that required Board approval:

- a. There was a concern in PY18 /FY19 that it would not be enough funding available for the Dislocated Worker programs, which was discussed at the last Board meeting. It was proposed in August that \$350,000.00 be moved to Dislocated Worker to prevent a shortage. A question was raised regarding what the funding would cover. The Dislocated Worker programs that would be covered were explained. To prevent the shortage for this year, finance is requesting to move \$350,000.00 to the Dislocated Worker program to cover expenses after funding has been ratified. **A motion was made and seconded to accept the request to move 350,000.00 to the**

Dislocated Worker program to cover expenses after funds have been ratified. Vote taken – 7 approved; 2 abstention.

- b. Accept the additional \$10,336.00 for programs. **A motion was made and seconded to accept the additional \$10,336.00 for programs. Vote taken – 7 approved; 2 abstention.**
- c. Accept the funding in the amount of \$220,000.00 for Franklin USA Digital Apprenticeship program. **A motion was made and seconded to accept the funding in the amount of \$220,000.00 for Franklin USA Digital Apprenticeship program. Vote taken - 6 approved; 3 abstentions.**
- d. Accept the funding in the amount of \$70,000.00 for the SkillUp program; the funding will be used to enroll eligible participants and track credential attainment and short-term training. The information will be tracked through the MO Jobs website. **A motion was made and seconded to accept the funding in the amount of \$70,000.00 for the SkillUp program. Vote taken – 7 approved; 2 abstentions.**
- e. Accept the funding in the amount of \$268,235.00 for the Jobs League program. \$109,706.00 will be awarded to Urban League and \$109,706.00 to FWCA. \$48,823.00 for administrative and programmatic salaries, supplies, and additional information needed for Workforce Development staff. Allow the staff to accept the funds and begin the work required with the understanding that the particulars of the grant will be provided at the November Board meeting. **A motion was made and seconded to accept funding in the amount of \$268235.00 for the Job League program. Vote taken – 7 approved; 2 abstentions.**
- f. Allow Workforce Development staff to work on the Regional Plan 2021-2024. **A motion was made and seconded to allow Workforce Development staff work on the Regional Plan 2021-2024. Vote taken – Unanimously approved.**
- g. Accept the revised Committee Meeting Schedule for 2020. **A motion was made and seconded to accept the revised Committee Meeting Schedule for 2020. Vote taken – Unanimously approved.**

Disability Resource Committee

- Accommodation for Success 2019 was held on August 8th at Belleville West High School.
 - We had 102 total in attendance; 26 were volunteers, 8 were speakers/panelists, 23 were guests, 46 were HR/Talent Acquisition Specialist representing 31 different companies.
 - 51 job seekers participated in the Reverse Job Fair
 - 33 surveys were collected from those attendees.
 - 61% were new attendees – never attended our event before.
 - 39% were repeat attendees.
 - 91% found our event worth their time
 - 67% attended the reverse job fair
 - 100% of those stated they would attend another reverse job fair
 - 59% reported finding good candidates.

Most of the comments received had to do with suggestions for workshops or feedback for improving our event. One of the recommendations echoed by many was that it was hard to hear the panel discussion with the job seekers setting up in the same room. Another suggestion requested that we allow enough time for attendees to participate in each workshop offered. So, if we only have 2 hours available, maybe only offer two workshops. Many of the surveys reported that they liked the color-

coded tables for the candidates. They would have liked to see the tables spaced out a little more as they felt the candidates were a bit too close to each other. They would have liked to see a system for noting which candidates wanted full-time versus which ones were only interested in part-time work. Suggestions for next year's workshops include:

- More on job coaching
- Handling accommodation requests for current employees
- The interactive process
- Best practices
- Panel discussions – maybe having employees with disabilities talk about the accommodations they use at work
- Assistive technology demos

Another suggestion mentioned was to have some mock interviews taking place.

- **Disability Committee**

We continue to offer monthly disability presentations to staff at the job center. Tracy Parks from Vocation Rehab comes to The Crossings once a month on a Thursday to present to staff. VR also has staff that do these presentations with SLATE, St. Charles and Arnold job centers.

The Disability Committee has lost a few members due to retirement and other commitments. We welcome new members. We meet the second Tuesday of the month in February, April, June, August, October and December from 2:00 pm – 4:00 pm. The meetings are at the Crossings.

Career Pathway Committee

- International Institute representative reported on the Career Pathway and Career Enhancement programs at the International Institute. Last year federal funding was secured to enhance the resettlement and Refugee Career Pathways program. The program is an intensive individualized service training program to help to navigate refugees seeking reentry into their career field or entry into an initial career field that they may not have had access to before.

International Institute is looking to hire additional staff to assist with a more enhanced program for recertification or reevaluation for refugees to enter a career field.

- Business Services Group representative reported on the healthcare apprenticeship programs with Bethesda and Delmar Gardens. Both programs are entry level CNA apprenticeship programs that pay \$9.50/hr up to \$13.00/hr depending on certification. After certification and six months of training both employers will pay the cost for the participant to receive their CMT.

Medical Assistant Apprenticeship Program with Washington University. Started partnership early last year, first cohort started in October 2018, now there are three cohorts that have resulted in 56 hires at a pay of \$14.50/hr. working with Washington University. Fourth cohort will start in March of 2020. Recruitment and informational sessions begin in December.

Franklin Automotive Apprenticeship program is open to Adult and Dislocated Worker program. Five participants started on November 8, 2019.

Youth Council

- Announcement that St. Louis Job Corp is under new management, Management and Training Corporation (MTC). Day-to-day operations have not changed. Julie Gassner, MTC representative, was introduced to the Board.

One-Stop Operator

Family Workforce Centers of America representative reports on the activity for the One-Stop Centers at Northwest Crossings and the Florissant Career Center.

- July 1, 2018 to October 31, 2019, it was reported that there was 3,797 people to receive services at Northwest Crossings and 2,707 people to receive services at the Florissant Career Center, with a total of 6,504 people in the One Stop Centers.
- Adult and Dislocated Workers, there were 90 participants that were eligible for and received services, with 89 participants approved for skill-based training. 62 participants received credentials. It was reported that the total amount of funding provided was \$252,292, with a 12-month economic impact of \$1,163,219.
- 223 Wagner-Peyser employed with an average wage of \$17.69/hr. for a 12-month economic impact of \$8.2M.
- Hiring Fairs have netted 408 individuals in attendance with 112 job offers.
- St. Louis County Justice Center had 48 participants enrolled in Career Center Services, with 45 completing the “Making It Work” training, and 2 participants employed.
- The MET Center had 907 individuals visit the center and 644 individuals were referred to One-Stop Career Centers.
- North Oaks Resource Center had 2,068 individuals visit the location and 1,406 individuals were referred to One-Stop Career Centers.
- Out-of-School Youth has 63 participants enrolled with 289 participants receiving follow-up services. 29 participants are completing work experience at \$15.00/hr with a 240-hour economic impact of \$104,400. It was reported that the Summer Jobs Program has 46 participants enrolled with 19 participants in skill-based training programs. There are 16 participants currently employed for a 12-month economic impact of \$356,096.
- In-School Youth Urban League has 49 participants in Summer Jobs.
- International Institute has 80 participants enrolled in various programs, with 28 participants employed with an average wage of \$12.01/hr for a 12-month impact of \$699,462.

Family Workforce Centers of America representative shared two success stories.

Compliance Unit

- Office of Workforce Development will now conduct Programmatic Monitoring Reviews (PMR) four times a year. WFD has had two and the second quarter audit conducted this year produced no findings.

VII. NEW BUSINESS

- Proposed 2020 Committee Meeting Schedule
- 2020 Request for RFP committee will begin convening the first week of December.

VIII. OLD BUSINESS

End of the Year Report: Better Family Life/Missouri Work Assistance

- MWA program is mandatory, individuals utilizing service must be enrolled in a program. (school, training, work, etc.).
- MWA SkillUp is a voluntary program that participants sign-up for to obtain training for employment.
 - Develops Individual Employment Plan (IEP) to assist with employment course.

Through October 2018 – September 2019, 1,148 total families serviced with MWA and SkillUp combined. 262 total participants employed with an hourly wage of \$11.75, for an economic impact of \$6,452,160.00.

Funding amount allocated for training is \$56,471.00. \$149,00.00 spent for Support Services to include \$21,900 for work related expenses such as utility assistance, rental assistance, uniform allowance, and car repairs to aid participants in maintaining employment. The funding amount for transportation reimbursement is \$127,260.00.

IX. PUBLIC COMMENT

No public comments were offered

X. ADJOURNMENT – The meeting was adjourned at 8:51a.

THE NEXT MEETING:
February 26, 2020
7:30 am (Doors open at 7:00)
715 Northwest Plaza Drive
St. Ann, MO 63074

Minutes prepared by Tanisha Travis