

**WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

Wednesday, February 28, 2018

BOARD MEMBER PRESENT

Business Majority: Kevin Whirley – Chair, Jason Archer, Lee Metcalf, Gwen Mizell, Reginald Scott, Jeffrey Taylor,

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

Labor & Workforce Reps: Frederick Searcy, Carolyn Seward, Don Willey

Optional Members: Cenia Bosman,

BOARD MEMBERS ABSENT

Business Majority: Carolyn Battles, John Frederick, Elliot Henry, Melissa Miller, Pat Murphy, Vanessa Parker-Lewis,

Required Representatives: Randy Cottrell

Labor & Workforce Reps: John Gaal

Optional Members:

ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE

Andrea Jackson-Jennings, Director of Human Services

ST. LOUIS COUNTY STAFF MEMBERS

Adriann Adams-Gulley, LaWayna Allen, 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 7:36. Roll call was conducted by Loris Williams. There was a quorum present

II. APPROVAL OF MINUTES

Minutes from the November 1, 2017 Workforce Development Board Meeting were **approved** with the noted changes: corrections to page 4, paragraph 3, stating “There are 62 *adult and* dislocated workers enrolled...” and page 4, paragraph 4, requesting, Hanshaw be changed to *Ganshaw*”

III. CHAIRMAN’S REPORT – Kevin Whirley reporting

- Mr. Whirley remarked on the accomplishment of the St. Louis County Workforce Development Region receiving the nationally recognized Certified Work Ready Community (CWRC) credential. Thanking the members of the Board who participated in the press conference that was held on Wednesday, February 21, 2018 with County Executive Steve Stenger at the Northwest Crossing location, with special thanks to members John Gaal and Don Willey for their assistance in obtaining the CWRC credential.
- Mr. Whirley provided an update on the workings of the Executive Committee, informing the Board that the Committee meets quarterly or more to ensure the work of the Board is moving forward. The Executive Committee met on January 22, 2018 to review the performance of the current WIOA vendors. It was stated, the increased meetings are a result of the Board’s decision to become more actively engaged and invited any interested members to participate with the Executive Committee.
- Mr. Whirley announced the retirement of Board member Mary Schaefer from the Board. Mr. Whirley thanked Ms. Schaefer for her more than 15 years on the Board and all that she has contributed. It was stated that a new member would be sought to fill the slot being left by Ms. Schaefer’s departure – there is a particular need in the area of disability if anyone has suggestions.

IV. COMMITTEE REPORTS

Financial Report – Adriann Adams-Gulley reporting

Ms. Adams-Gulley reported the status of WIOA spending rates are below the projected rate of 50% for all program and administrative funds by December 31, 2017. The goal is to have 80% or more of all WIOA PY17/FY18 funds obligated by June 30, 2018. To meet this goal, all program and administrative expenditures will need to be brought in-line with the projected rates.

The TANF Summer Jobs League (SJL) Programs have concluded as of January, 2018. The expenditure rates for the SJL was very good with more than 80% of the program funds being expended as projected. St. Louis County Region was slotted for 165 youth. The region exceeded its goal by enrolling and obtaining employment for 214 area youth and was a successful endeavor.

Disability Resource Committee – Lydia Mitchell reporting

Ms. Mitchell reported that the Disability Resource Committee recently held a workshop on the impact of the current substance abuse issue. The workshop was an interactive presentation which focused on trends in substance abuse, substance abuse and the ties to mental health, and provided information on the impact substance abuse is having on the local area economy and workforce.

The next disability event is being planned for April, 2018 and will focus on Social Security, with information sessions to assist clients in better understanding, navigating and utilizing Social Security.

The Disability Committee is planning to hold its 2nd annual Reverse Job Fair in August, 2018. The event will be held in St. Charles. More details will be provided as they become available.

Career Pathways Committee – Bob Lee reporting

Mr. Lee reported out for the Career Pathways Committee and Business Services Group (BSG). According to Mr. Lee, the committee did not meet. However, several recent Career Pathway events have reported low attendance with the low unemployment rate for the region being a suspected contributor. As such, the committee is working to increase attendance and better identify individuals who could benefit from employment services. Some of the strategies being discussed include 1) working with Washington University to replicate a study conducted in Cincinnati that will help identify and quantify underemployed individuals in the St. Louis Metropolitan area that may benefit from the employment services available. 2) The committee will increase its focus on graduating seniors from local area high schools. This population of individuals makes a significant impact on the workforce. Efforts to connect with those individuals planning to transition to the workplace after graduation find sustainable employment could create a consistent high school to workforce pipeline.

Business Services Group – The BSG continues to work to identify pre-apprenticeship and apprenticeship opportunities in high growth/high demand sectors and currently has 6 participants in the Maintenance Technician Pre-apprenticeship program with the UAW-LETC, Ranken Technical College and the St. Louis Apartment Association. The next program for this collaboration will be offered in the second quarter of 2018 in Advanced Manufacturing and Automotive Technology.

BSG currently has four On-the-Job (OJT) agreements pending. OJT agreements have been delivered to Monsanto and Behavioral Health Response (BHR) for review and consideration.

BSG will be hosting a Veterans Meet Up event on 2/28/18 at the Missouri Job Center. The event will provide veterans with information about navigating the labor market and shopping their resumes to prospective employers. A similar event will be held with Washington University being the primary employer to assist job seekers in navigating the WU employment process to increase chances of successful job acquisition. BSG will host a recruitment event for Evertrak LLC in March. This St. Louis based company manufactures composite railroad ties.

The staffing support of the TD Ameritrade/Scottrade Employment Transition Team will be complete at the end of March.

Youth Council Committee – Jeffrey Taylor reporting

Mr. Taylor reported the Bob Lee will be volunteering with the Job Corps students on power lifting. He also stated that the Infinite Scholars Program recently held their annual scholarship fair. The Infinite Scholars program has awarded more the \$66m in scholarships to St. Louis area students; \$17.4 million was awarded this year.

The committee is working with St. Louis Community College to present a career networking fair for area youth. March 8th, the committee will host an interactive event titled Road Blocks and Speed Bumps which will simulate a *day in the life* of clients as they attempt to navigate the various systems that effect personal and employment outcomes.

Mr. Taylor reported on the customer service training program currently being offered through a partnership between the Urban League and Starbucks which provides youth an opportunity to go through the rigorous training of a Starbucks Barista. Once the training is complete, graduates will be able to apply for employment with Starbucks.

The next Youth Council quarterly meeting is scheduled for May 3, 2018, 9:00 am at the Northwest Crossings location.

One-Stop Operator – Deborah Stovall Reporting

Ms. Stovall reported there are currently 86 clients enrolled in the system, 64 adult participants and 22 dislocated worker program participants. To date, there have been 141 ITA graduates are currently working. The average wage for adult participants is \$16/hr.; the average wage for dislocated workers is \$23/hr.

The *Making It Work* program that assists pre and post-incarceration clients prepare for workforce has 58 graduates that are currently seeking employment. The Out-of-School Youth program has 27 enrolled; OSY II program has enrollment of 21 clients.

There are two new members of the Skills Team who will be available to proctor WorkKeys assessment testing which should provide more availability and flexibility in the schedule for WorkKeys.

V. DEPUTY DIRECTOR'S REPORT – Michelle Smart Reporting

Ms. Smart's report began with the introduction of Dr. Tiffany Manning who joined the Division of Workforce Development in January as the Director of Compliance.

The 2018 Workforce Development goals were outlined as:

- Shoring up the partnership with St. Louis Economic Partnership
- Focus on data driven decision making
- Concentrate on improving funding utilization

The Board was informed that the current WIOA negotiated performance measures that were the region's current goals were set as a base-line; new goals would be negotiated once there is a full four quarters of data available.

Ms. Smart reported it has been a year since the infrastructure cost-sharing was configured. It is approaching that time again. She stated there might be a need to speak with vendors regarding infrastructure configurations.

Ms. Smart reported that the Greater St. Louis Metropolitan Region of Workforce Development Board had met on February 16, 2018. The Board discussed and approved modifications to the Regional Plan. The St. Louis County Region of Workforce Development is required to post the Modified Plan on the WFD website for 30 days and collect any public comments regarding the modifications for submission to the state.

VI. NEW BUSINESS

- Contract Performance Presentation – A presentation was given by Loris Williams highlighting the performance of the vendors for the first two quarters of the WIOA program year. The presentation covered the region's ratings with the WIOA performance measures for employment after exit – 2nd quarter, median wage; contract performance in the areas of Job Center participation, staffing, ITA objectives and outcomes, social media activities, feeder programs, alternative methods for service delivery, workshops and case management; current funding levels was also discussed, with most areas being reported as below projected levels.

- 2016 – 2020 Local Plan Modifications
 - Supportive Services Plan (Revised) – Vote required. Motion to approve the revised plan received, 2nd received. Discussion: The revisions to the plan were in made to comply with DWD Issuance 13-2017. The revisions were explained to the Board’s understanding. Vote was taken – motion carried, **Supportive Services Plan was approved (Unanimously approved)**
 - Eligible Training Provider Selection Policy (ETPS) (New) – Vote required. Motion to approve the ETPS received, 2nd received. Discussion: The policy was drafted in compliance with DWD Issuance 07-2017. The policy outlined the process used to select Eligible Training Providers. Vote was taken – motion carried, **Eligible Training Selection Policy was approved (Unanimously approved).**
 - Annual By-Laws and Conflict of Interest Code Attestation – all present Board members were given a copy of the current By-Laws with the Conflict of Interest and signed an attestation that they reviewed and understood the By-Laws. (The Attestation will be forwarded to the State as required by DWD Issuance 14-2015 and DWD Issuance 19-2015.)
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- Renewal of current WIOA contracts – Vote required. Motion to renew all current WIOA contracts with the current vendors for a period of one (1) year, thru June 30, 2019. 2nd received. Discussion: Mr. Whirley informed the Board that the Executive Committee (EC) has been monitoring the performance of the vendors and given the current performance levels, they recommend to the Board that all current contracts be renewed for a period of one (1) year. To further the Board’s involvement, the EC established an ad hoc committee consisting of members Cenia Bosman, Jason Archer and Lee Metcalf (who volunteered) to assist with the monitoring of contract performance. Member Lee Metcalf asked what the Board could do to assist with the funding issues. Chairman Kevin Whirley reiterated that Board members are encouraged to get involved in any way they see fit. Member Don Willey asked if statistics were being tracked to gauge the impact the current regional drug use and mental health issues were having on the region’s workforce. Both issues will be addressed more in-depth at a later meeting.

The motion carried, **all current contracts would be renewed with the current vendors for a period of one (1) year was approved. (Unanimously approved)**

VII. OLD BUSINESS

There was no old business

VIII. PUBLIC COMMENTS

No public comments were offered

IX. ADJOURNMENT:

The meeting was adjourned at 9:04 a.m.

The next meeting is scheduled for June 27, 2018, 7:30 am, 715 Northwest Plaza Dr.

Minutes prepared by Loris M. Williams