

**WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**Wednesday, May 27, 2020**

**BOARD MEMBER PRESENT**

*Business Majority:* Kevin Whirley–Chair, Caroline Battles, John Frederick, Jeffrey Mazur, Lee Metcalf, Gwen Mizell, Vanessa Parker-Lewis  
Reginald Scott

*Required Representative:* Jason Archer, Mary Grott, Lydia Mitchell, Hart Nelson

*Labor & Workforce Reps:* Mark Bethell, Cenia Bosman, John Bowman, Julie Gassner,  
Michael McMillan, Carolyn Seward, Ron Tierney

*Optional Members:* John Gaal

**BOARD MEMBERS ABSENT**

*Business Majority:* Elliott Henry, Melissa Miller,

*Required Representatives:* Mary Abbey, Mardy Leathers

*Labor & Workforce Reps:*

*Optional Members:* Don Willey

**ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE**

Andrea Jackson-Jennings, Director of Human Services

**ST. LOUIS COUNTY STAFF MEMBERS**

Greg Laposa, Ethan Dixon, Sterling Higdon, Jon Hild, Tiffany Manning, Marva McJoy, Loris Williams, Tanisha Travis, Karen Brown, Michele Williams, Derek Collins

**GUESTS PRESENT**

No guest speakers present for this meeting.

- I. CALL TO ORDER** - Kevin Whirley-Chair called the meeting to order at 7:32a.
- II. ROLL CALL** – Roll call was conducted at 7:33a. There was a quorum present
- III. APPROVAL OF MINUTES**  
A motion was made and seconded to approve the February 26, 2020 minutes as written. A motion was made and seconded and the minutes were approved with no changes or revisions.
- IV. CHAIRMAN’S REPORT**
  - Finance and Governance Executive Committee has met and a lot of areas of opportunities have become available as a result of the COVID-19 crisis.

- New Board members introduced; Julie Gassner, representing St. Louis Job Corp Center, John Bowman, representing NAACP St. Louis County, Jeff Mazur, Executive Director of Launch Code, and Hart Nelson, Associate Vice Chancellor for Workforce Solutions Group at St. Louis Community College.

## **V. DIRECTOR WORKFORCE DEVELOPMENT REPORTS**

- Would like to work with the WFD Board to create solutions for the problems in the community.
- Job Center physically closed in March for the public but remained open for business.
  - Worked on creating a virtual presence, leveraging the social media platforms, reaching out customers who cannot come into the Center.
  - Social media and online presences is very important during times when the Center can't be open. There has been 50-60% increase in traffic on social media platforms. An increase in the percentage of engagement with individuals.
  - Phone lines have remained open and fielded by the Job Center Welcome Team.
    - Fielding unemployment calls estimated 60 calls a day, and some days as many as 100 calls per day.
    - Team reported a lot of distress from customers who were calling for assistance with accessing State assisted services.
    - Team has also fielded calls for customers needing assistance with resume writing.
  - Utilizing the St. Louis County Information System updates to get information out to individuals who may be subscribed to that system. Sending text alerts out to the subscribers.
  - Business Service Group reaching out and building new partnerships with business to meet workforce shortages and provide individuals with jobs. Working on building relationships with industry leaders to meet job shortages now.
  - Started enrolling individuals in training again. Some of the providers are offering the programs in an online format.
    - In a survey it showed results that supports 30% of job seekers are using this time to beef up their job skills.
- Preparing for Job Center re-opening for staff and customers. An internal taskforce has been assembled to ensure everything is in place and under the CDC guidelines before the Center re-opens. The taskforce consists of vendor partner staff and County Workforce staff.
- Preparing for economic recovery when the Job Center re-opens. Planning on being aggressive about meeting people where they are to provide services when the Center re-opens.
  - First priority is making sure the Job Center is ready to re-open, not physically to the public yet, but making sure the health and safety of the staff as well as the customers is considered. Working with OWD staff to look at how to safely open the Northwest Crossing as well as the Florissant location.
  - Focusing on getting personal protective equipment in accordance with the CDC guidelines and local guidelines for ensure that protocols are being followed. Working to get the Center equipped now to re-open. Also looking at the needs of the affiliate Centers to see what their needs are.
- Intense focus on Dislocated Workers, due to the significant job losses in the community. Making sure we are leveraging the resources to meet the specific needs of this population. Working on looking at training opportunities for Dislocated Workers. As well as having an aggressive outreach strategy for their population, leveraging all of the social media platforms as well as leveraging new tactics, such as text alerts to let people know when there are new opportunities for

training or job alerts. Will share the outline with the Board of how the Job Center is prioritizing the approach to reach Dislocated Workers.

- Collaborating regionally and statewide with partners in the workforce system. It is important for St. Louis County, as the biggest county in the region with the most resources of any local WFD Board to leverage, that we do not get caught up looking in geographic or political jurisdictions as we respond to the needs of job seekers. St. Louis County has to really collaborate with all of our colleagues in the other surrounding counties to make sure that there is a concerted and coordinated effort to respond to the volume of people needing to be served as a public workforce system in the region.
  - St. Louis County has a number calls with regional directors established, part of a regional consortium of Directors, has a regional plan and sharing best practices and insights as everyone collectively prepares for reopening.
  - Also, working with partners at the State. Keeping the 14 regions that make up Missouri public workforce working collectively as a team.
  - Strategically coordinating with industry and economic development groups. St. Louis Regional Chamber and AllianceStL among others to talk about ways we can coordinate our efforts in response to the business community. Making sure our workforce system is meeting the need of businesses.
- Trying to provide holistic support to clients. Talking to customers around other needs they may have such as food, housing, mental health and childcare. Not looking at workforce as an isolated issue.
- First Virtual Job Fair held on May 7, 2020. 25 companies participated. 422 participants. Lead by County Workforce Team and FWCA. Still doing follow-ups with participating business to get outcomes. Information will be provided at a later time.
- Fielded over 2,000 unemployment calls in coordination with OWD staff since the doors have closed.
- The workforce system has to adapt to the new climate to meet the needs of customers during a very challenging crisis. Understanding that not everyone has access to digital services. We can offer scalable workforce solutions for businesses and people.

## **VI. COMMITTEE REPORTS**

### **Financial Report – Marva McJoy**

#### Grant Status Report

- All PY18-FY19 funding for Adult, Youth and Dislocated Worker ending on June 30, 2020, are fully spent. The report distributed is as of March 30, 2020, however some of the April funding updates are available and will be given.
- WIOA PY19-FY20 funding for Dislocated Worker have begun expending.
- PY19-FY20 Youth as of April is at \$1,110,000.00 expended for a percentage spent of 61%.
- PY19-FY20 Adult as of April is at 73% spent at \$1,254,924.00 expended.
- Recently started making the Dislocated Workers a priority when individuals come into the Center, focusing on seeing if they qualify for Dislocated Worker first before looking into anything else.
- Digital Apprenticeship program, SkillUp TANF, and Summer Jobs TANF will be ending on May 31, 2020.

#### Subrecipient Report

- A breakdown of how each of the partners is spending as of March 31, 2020, no details given on each individual line items.

- One Stop Operator is at \$728,411.00 for the month of April.
- The Promise Zone is at \$441,530.00 for the month of April.
- Out-of-School Youth II is at \$297,481.00 for the month of April.
- FWCA SkillUp is at \$6,200.00 for the month of April. The remaining expenditures for the month of April have not come in yet.

#### WIOA Allocation

- Funds will be effective July 1, 2020, and budgets are currently being developed around those programs. The budget decreased by \$264K. For Adult, Dislocated Worker and Youth we received \$4,623,188.00, of which 10% is for administrative costs and 90% for programming.

There were three funding issues presented that required Board approval:

- Accept the WIOA PY20-FY21 Formula Funding allocation in the amount of \$4,623,188.00. **A motion was made and seconded to accept the WIOA PY20-FY21 Formula Funding allocation in the amount of \$4,623,188.00. Vote taken – 17 approved; 1 abstention.**
- Accept the WIOA PY20 Equal Opportunity funding in the amount of \$25K. **A motion was made and seconded to accept the WIOA PY20 Equal Opportunity funding in the amount of \$25K. Vote taken – 15 approved; 3 abstentions.**
- Accept the additional \$100,000.00 from the State of Missouri for emergency training. **A motion was made and seconded to accept the additional \$100,000.00 from the State of Missouri for emergency training. Vote taken - 14 approved; 4 abstentions.**

#### Disability Resource Committee

No report.

#### Career Pathway Committee

No report.

#### Youth Council

No report.

#### Compliance Unit

No report.

#### One-Stop Operator

- Individuals registered to receive services at Northwest Crossings and Florissant Career Center from July 2019 through April 2020 is 63,318. This is a 168% increase from the total numbers last year.
- No new individuals were enrolled after March 19, 2020.
- Of the Adult and Dislocated Workers currently enrolled 165 were approved for Skill-Based training with 55 currently in training and 121 participants receiving industry-recognized credentials. 152 individuals employed with a \$14.18 average hourly wage for a 12-month economic impact of \$4.5M. 27 individuals received employment during the pandemic.
- Dr. Pateece Broadus is coordinating with St. Louis County Digital Coordinator to produce virtual Career Center workshops and informational videos for remote access.

- 413 Wagner-Peyser employed with an average wage of \$19.32/hr. for a 12-month economic impact of \$16.59M.
- St. Louis County Justice Center has 25 participants employed with an average wage of \$12.57/hr. for a 12-month economic impact of \$653,640.
- Out-of-School Youth has 122 participants enrolled with a total of 97 individuals participating in Work Experience at \$15.00/hr. with a 240-hour economic impact of \$349,200. There are 60 participants currently employed full-time with an average wage of \$12.61/hr. for a 12-month economic impact of \$1.6M. 104 participants are in follow-up with an average wage of \$11.34/hr. for a 12-month economic impact of \$2.45M. 16 youth were placed in employment during the month of April with an average hourly wage of \$14.89.
- OSY TEAM also provided Food Care Packages to 35 participants, based on need identified from the survey created by the staff.
- In-School Youth Urban League has 3 participants enrolled and 7 participants in Work-Experience.
- International Institute has 204 participants enrolled in various programs, with 78 participants employed with an average wage of \$12.83/hr. for a 12-month impact of \$2.08M.
- International Institute team has maintained connections with many foreign-born and Limited-English proficiency participants for UI assistance and referrals to companies that are currently hiring for immediate employment opportunities. During the month of April, staff was able to place 7 WIOA customers in employment.
- Franklin Apprenticeship Automotive Program successfully enrolled participants remotely. The Pre-Apprenticeship class began on May 11, 2020.

Family Workforce Centers of America representative shared success stories.

## VII. NEW BUSINESS

- WIOA Annual Agreement was approved.
- Local Plan for PY20- PY23

Local Plan PY20-PY23 was submitted to the State and posted online along with local policies. The Local Plan is estimated to be approved by mid-June and will be active on July 1, 2020. The Regional Plan was already approved by the Consortium. It is also available to be viewed online.

- Accept the Local Plan as prepared by the Workforce Development staff on behalf of the Workforce Development Board. **A motion was made and seconded to accept the Local Plan as prepared by the Workforce Development staff on behalf of the Workforce Development Board. Vote taken – 15 approved; 3 abstention.**

- New contract awards
  - Due to the Cone of Silence policy new contract awards cannot be discussed at this time.
  - An emergency Board Meeting will have to convene to vote on contract awards.

## VIII. OLD BUSINESS

- MOU Status Update
  - Loris Williams reports that the MOU is in the process of getting completed and signed. It requires the partners to negotiate their contributions of the infrastructure cost with St. Louis County.

- A vote to approve the Infrastructure Funding Cost-Sharing must take place to move along in the MOU process.
- Annual Attestations – By-Laws & Conflict of Interest
  - Loris Williams reports that a copy of the By-Laws and Conflict of Interest signature page will be sent out to each Board member. Please sign the document and send it back as they are part of the Local Plan.

**IX. PUBLIC COMMENT**

No public comments were offered

- X. ADJOURNMENT** – The meeting was adjourned at 9:27a.

**THE NEXT MEETING:**

May 27, 2020

7:30 am

715 Northwest Plaza Drive

St. Ann, MO 63074

Minutes prepared by Tanisha Travis