

**WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

Wednesday, August 25, 2021

BOARD MEMBER PRESENT

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

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

Labor & Workforce Reps: John Bowman, Carolyn Seward,

Optional Members: John Gaal

BOARD MEMBERS ABSENT

Business Majority: Elliott Henry

Required Representatives: Mary Abbey,

Labor & Workforce Reps: Cenia Bosman, Michael McMillan

Optional Members:

ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE

Andrea Jackson-Jennings, Director of Human Services

ST. LOUIS COUNTY STAFF MEMBERS

Ethan Dixon, Angela Erby, Jon Hild, Greg Laposa, Tiffany Manning, Marva McJoy, Loris Williams

GUESTS PRESENT

Sara Brown, Kevin Jones, Shelley Lebbing, Chelsea Hand-Sheridan, Deborah Stovall, Tria Watson, Barbara Wheatley, Brad Ackman, CaShanna Armstrong, Quintinus Henry, Lewis McKinney

- 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. REVIEW OF BOARD MINUTES** – the minutes were read silently. A motion was made, and seconded to approve the May 26, 2021, minutes as written with no changes, corrections, or revisions. The minutes were unanimously approved by vote of acclamation.
- IV. CHAIRMAN’S REPORT**
Welcome to New Board Nominees – the Chair extended a welcome to nominees to the Board who were attending the meeting as guests until their final installation as members: Brad Ackman, CaShanna Armstrong, Quintinus Henry, Lewis McKinney, and Melissa Woltkamp.

Recognition of Donny Carroll – the Chair spoke in recognition of Mr. Donny Carroll, a Board member who passed away in July. Mr. Carroll has served as the Board’s Wagner-Peyser representative and a member of the One-Stop Center Recertification Team. Mr. Carroll will be remembered for his kindness, collaborative spirit, his generosity in lending his knowledge and expertise to the Board, and his invaluable contributions for a stronger workforce over the years.

Board Recertification – the Board Recertification packet was submitted to the State. Recently received formal notification the Board has been recertified.

Accepting the Interim Chair Position – accepted the responsibility for the Board as the interim Chair until a new Chair is nominated and approved at the next meeting.

V. DEPARTMENT OF HUMAN SERVICES DIRECTOR REMARKS –

Resignation of the Board Chair – The Director announced that Mr. Kevin Whirley, the Board Chair had rendered his resignation. The Director sent Mr. Whirley a gift, on behalf of the Board for his time served. Mr. Whirley reached out to extend his gratitude for the gift and his well wishes for all the members of the Board. The Director thanked Mr. John Frederick for his willingness to function as the interim chair until the full Board selects a new chairperson.

Welcome to New Board Members – the Director extended her welcome to the newest members of the Board. It was reported that before Mr. Whirley’s departure, the Director of DHS, Mr. Whirley, and the Director of WFD had a chance to meet and speak with all the members and looks forward to collaborating with them.

Department of Human Service regarding COVID pandemic and the humanitarian aid – The Director spoke of the Department of Human Services continues its work on the forefront of the County’s COVID humanitarian response. DHS, through its various divisions and with American Rescue Plan Act (ARPA) funds, has been essential in addressing issues such as: food insecurities, senior and homebound care programs, housing stabilization, technology, social and emotional wellness for children, and workforce.

The Director stated the department recently received two grants totaling more than \$60m for emergency rental and utility assistance. As of August 23rd, St. Louis County received over 7,900 applications for assistance. In addition, the department is collaborating with local stakeholders to prepare for the potential arrival of over one thousand Afghan immigrants to the area.

VI. DIRECTOR WORKFORCE DEVELOPMENT REPORTS –

A. *Job Center Update* – The Director shared the current statistics related to services at the Job Centers.

- i. At the close of PY20, data showed more than 30,000 people visited the various Job Center locations throughout St. Louis County. The data also showed a historic number of WIOA adult and dislocated worker enrollments for PY20 at 230+; a 29% increase over the previous year. The team is analyzing the data to ensure that training is creating career pathways that lead to living and family sustaining wages.
- ii. The current customer surveys show 98.2% of customer responding to the survey report a positive experience. As customers have had to navigate the ever-changing landscape of the job market, St. Louis County has served as a critical resource for both job seekers and employers. The Director recognized the efforts of the front-line staff and acknowledged their continued contributions to the high approval ratings and outstanding numbers being reported.
- iii. The team has continued to host a considerable number (100+) of unique hiring events over the last six months with 200+ job offers being made through those events. The Job Center offers opportunities for employers to connect directly with job seekers.

B. Reflections on PY20 and Targets for PY21 –

- i. Continue to focus momentum to build on the historic 230 enrollments in adult and dislocated worker programs and to expand work-experience opportunities of young people.
- ii. Persist in working to ensure training opportunities align with long-term employment goals that assist graduates in obtaining family-sustaining wages. Highest turn out to hiring events are those that offer the highest wages, at least \$15/hr. or more. The living wage in St. Louis County is \$14/hr., but family-sustaining wages are \$21/hr. and align to core sectors in the region that give a competitive edge.

C. Meeting with the County Executive –

The Director reported that the Director of Human Service, Andrea Jackson-Jennings, Director of Workforce Development, Greg Laposa, and Chairman of the Workforce Development Board, Kevin Whirley (prior to his departure), met with County Executive, Dr. Sam Page to continue the ongoing dialogue around workforce related issues. The County Executive expressed enthusiasm for the work of the Board, the Board staff, our co-located partners, and the staff. He also issued praise for the measurable performance outcomes, progress being made regarding the local and strategic plans and the growing number of dislocated workers being served through the job center. He was grateful the County Job Centers were the first to reopen and the increasing number of hiring events being hosted at the Job Center, including those geared to assist St. Louis County in their hiring efforts. The Director spoke of several points that Dr. Page put forth for the Board to consider:

- i. Proposed the use of ARPA (American Rescue Plan Act) funds to improve Job Center technology, enhance other workforce-related areas needed, and investigate other ways to leverage those funds being allocated to St. Louis County. The County Executive asked that the Board consider potential opportunities, proposals, recommendations, and ideas that could leverage these funds to enhance services and employment opportunities for people in the region.
- ii. Announced that one of his objectives is to better utilize the MET Center facility, capitalizing on its location and accessibility to the citizens and ensure that the center is well equipped and has adequate resources for the people using that facility.
- iii. Dr. Page relayed in interest in creating a Workforce Clearinghouse in St. Louis County that would bring together the various (employers, training providers, and others) parties in the region and throughout the state that engage in the workforce system in a more seamless manner. According to the Director, the County Executive would like St. Louis County Workforce Development will take on that project; keeping the Board apprised of all developments.
- iv. Continue to foster relationships that currently exist with the community and those that are needed to continue to expand workforce development services in the region. The County Executive urged the team to continue to cultivate relationships with industry leaders as the economy reopens and more businesses are ramping up hiring amid the challenges in getting skilled workers. At the same time, the team should consider doubling down on innovative and collaborative relationships with other workforce development regions to leverage the knowledge and expertise found throughout the area and enhance the value of service to employers and job seekers.
- v. Investigate new services that could generate revenue for workforce development and address gaps in services to the region that are not currently addressed through WIOA.

D. Resolution to Acknowledge the Contribution of Mr. Kevin Whirley –

Board Member, Jason V. Archer, proposed that the Board draft a resolution to recognize Mr. Whirley's illustrious years of service both as a member of the body (16 years) and as the Board

Chair (10 years). Mr. Archer read a draft to the resolution. A motion was made and seconded to execute and present the resolution to Mr. Whirley. The motion was unanimously approved and adopted by vote of acclamation.

VII. FSIS REPORTS –

- A. *WIOA Grant Status Report* – a WIOA Expenditure report was given that apprised the Board of the status of various WIOA grants as of June. The Board was reminded of the “First In, First Out” (FIFO) practice of expending the previous year’s funds before current year funds are used. It was reported that PY19 WIOA Adult, Youth and Dislocated Worker formula funds have all been 100%, expended. Expenditures for PY20 WIOA Formula Funds have begun to be applied. As of June, 45.93% of adult program have been expended and 59.07% of youth funds have been expended, and 14.06% of Dislocated Worker funds have been expended for the same period. To-date, no PY21 funds have been expended.
- B. *Other Expenditure Summary Report* –The PY20 NDWG COVID project, funded at \$165,818 has been 9.60% expended. As was previously reported, the deferment in expending those funds is due to a higher priority being placed on using C.A.R.E.S. Act funding. 99.22% of PY20 EO funds have been expended. SFY21 TANF/FNS SkillUp program funds are being expended, with 70.07% of FNS funds already expended and 92.74% of TANF funds expended. 10.74% of the TANF Jobs League program funds have been expended. None (0%) of the Show-Me-Heroes OJT funds have been expended. The plan is to serve four (4) veterans at \$5,000/ea.
- C. *Funding Items Requiring a Vote* –
- i. PY21 TANF Jobs League Funds – \$89,000 – a motion was made, seconded, and approved by roll call vote to accept the funds as presented: 12–yeas, 0–nays, 1–abstention
 - ii. PY21 EO Funds – \$25,000 – a motion was made, seconded, and approved by roll call vote to accept the funds as presented: 11–yeas, 0–nays, 2–abstentions.
 - iii. PY21 TANF/FNS SkillUp Funds – \$25,000/\$40,000 (respectively) – a motion was made, seconded, and approved by roll call vote to accept the funds as presented: 12–yeas, 0–nays, 1–abstention
- D. *PY21/FY22 WIOA Program Budget Allocations* – St. Louis County received a total of \$3,905,646.00 in WIOA Formula Funds, which is a decrease from last year’s allocation. To cover the PY21/FY22 contracts, the following allocations were recommended. A motion was made, seconded, and approved by roll call vote to allocate the PY21 funds and PY20 Carryover funds as presented: 11–yeas, 0–nays, 2–abstentions.
- i. Adult: \$298,350.00 (PY21) + \$60,000.00 (PY20) = Total Allocation: \$358,350.00
 - ii. Dislocated Workers: \$279,993.00 (PY21) + \$90,000.00 (PY20) = Total Allocation: \$369,993.00
 - iii. One-Stop Operator: \$59,500.00 (PY21 A & DW) + 25,000.00 (PY20 A & DW) = Total Allocation: \$84,500.00
 - iv. Adult–LEP: \$106,250.00 (PY21) + \$12,500.00 (PY20) = Total Allocation: \$118,750.00
 - v. Out-of-School Youth (FWCA): \$420,000 (PY21) = Total Allocation: \$420,000.00
 - vi. Out-of-School Youth (EC): \$320,550.00 (PY21) = Total Allocation: \$320,550.00
 - vii. In-School Youth (FWCA): \$220,188.00 (PY21) = Total Allocation: \$220,188.00
 - viii. ITA: \$457,800.00 (PY21 A & DW) + \$360,000.00 (PY20 A & DW) = Total Allocation: \$817,800.00

- ix. OJT: \$60,000.00 (PY21 A & DW) + \$37,000.00 (PY20 A & DW) = Total Allocation: \$97,000.00
- x. IWT: \$45,000.00 (PY21 A & DW) + \$30,000.00 (PY20 A & DW) = Total Allocation: \$75,000.00
- xi. Work Experience: \$96,000.00 (PY21 A & DW) + \$105,500.00 (PY20 A & DW) = Total Allocation: \$201,500.00
- xii. Apprenticeships: \$70,000.00 (PY21 A & DW) + \$62,500.00 (PY20 A & DW) = Total Allocation: \$130,500.00

VIII. WORKFORCE DEVELOPMENT REPORTS – written reports were included in the Board Meeting Materials Packet

- A. *Contracts* – Formal notification of Board Recertification was received.
- B. *Compliance* – Performance Outcomes as of June 30, 2021. The performance indicators show our performance as 90-100% of our negotiated rates achieved, except for a very few areas: Dislocated Worker 4th Quarter at 86.57% and Employment 2nd and 4th Quarters for Wagner-Peyser at 87.76% and 91.82% of goal, respectively. The region is making headway in those areas and the Compliance team anticipates that the goals for those areas will be achieved. As predicted, the youth program did achieve over 100% in all measured areas by June 30, 2021.
- C. *Business Services* – Our Business Services unit in coordination with our partners, are hosting great events and drawing customers into the center. BSG (Business Services Group) has been instrumental in bringing in innovative programs and working with the State, employers, and job seekers to obtain effective training and sustainable wages.
- D. *Equal Opportunity* – working closely with the State to ensure the Job Centers are following all ADA requirements and working with all subrecipients to ensure all comply. The EO officer is also working on training for the Board.
- E. *Customer Feedback* – as previously noted, survey data has been very positive, however, the team continues to focus on continuous improvement. There are currently efforts going forth to gain further information on training program feedback. In addition, the State is looking at the St. Louis County region as one region to pilot some emerging customer experience strategies.

IX. OLD BUSINESS –

X. NEW BUSINESS –

- A. End-of-Year Results – shared the new Infographic which capsulates the EOY results.
- B. Sustainability Plan – The State requires an annual submission of a sustainability plan that indicates the plan the Board will employ to keep the Job Center functioning effectively in the event of a significant reduction in funding. The Board and all subrecipients are required to submit a coordinated document. Once developed, the Board must vote to approve the plan which is then submitted to the State. A brief overview of the plan was given verbally, with a hardcopy of the plan having been included for members to review prior to the meeting. A motion is made, seconded, and approved by roll call vote: 12–yeas, 0– nays, 1– abstention.

XI. OPEN DISCUSSION –

- A. What preparations can the Board do to assist our subrecipient, the International Institute of Metropolitan St. Louis to assist in the efforts they are doing for the incoming influx of Afghan

refugees. The St. Louis Economic Partnership is working with the International Institute through the MOSAIC project.

- B. Term Limits – will be discussed in more detail at the November meeting. The Executive Finance Committee discussed this matter and gave a brief overview of their discussion. Board members were presented with a draft of some recommended term limits:
 - 1. Board Members
 - a. Three 4-year elected/appointed terms – members can serve up to twelve consecutive years.
 - b. Members are eligible to rejoin the Board after a 1-year absence.
 - 2. Officers:
 - a. A term for an officer is 2 years. With a maximum of 8 years total in a leadership role.
 - b. The election of officers should be every 2 years.
 - c. Terms for officers should be staggered to ensure continuity of leadership.
 - d. A member is eligible to be re-elected to an office after a period of two-years out of leadership.
- C. When reviewing the By-Laws, it was recommended that the Board look at the makeup of the Board including expertise, diversity, and required community membership.

XII. ADJOURNMENT –The meeting was adjourned at 9:02a.

Minutes prepared by Loris M. Williams