

**WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**Wednesday, February 20, 2019**

**BOARD MEMBER PRESENT**

Business Majority: Kevin Whirley–Chair, Caroline Battles, Reginald Scott, Lee Metcalf

Required Representative: Jason Archer, Elizabeth Perkins

Labor & Workforce Reps: Mark Bethell, Carolyn Seward, Frederick Searcy

Optional Members: Don Willey

**BOARD MEMBERS ABSENT**

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

Required Representatives: Lydia Mitchell, David Overfelt, Mary Grott

Labor & Workforce Reps: John Gaal, Michael McMillan, Cenia Bosman

Optional Members:

**ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE**

Yusef Scoggin, Director of Human Services

**ST. LOUIS COUNTY STAFF MEMBERS**

Adriann Adams-Gulley, Karen Brown, Dr. Tiffany Manning, Robert Lee, Marva McJoy, Michelle Smart, Loris Williams, Michele Williams, Tanisha Travis

**GUESTS PRESENT**

Austin Korns, Major Project Manager, St. Louis Development Corporation and Julie Murphy Finn, Director, Economic Development & Government Affairs

**I. CALL TO ORDER**

Kevin Whirley-Chair called the meeting to order at 7:38.

**II. ROLL CALL** – Roll call was conducted at 8:17. There was a quorum present

**III. APPROVAL OF MINUTES**

A motion was made and seconded to approve the December 19, 2018 minutes as written. A motion was made and seconded and the minutes were approved with no changes or revisions.

**IV. CHAIRMAN’S REPORT**

The Chair opened the meeting with announcing that we would begin with the introductions and the presentation to allot time for other members to arrive due to inclement weather. Then once there was a quorum was present we would address workforce business items.

## **V. DEPUTY DIRECTOR'S REPORT**

The Deputy Director made a formal introduction to the Board and guests of the new Interim Director of Human Services, Dr. Yusef Scoggin.

Dr. Scoggin has 21 years of experience in Human Services; 14 years as a Business Manager in Early Childhood Development and 7 years of experience working in Homelessness. He is a tireless volunteer, he is on the Board of St. Louis Continuum of Care, United Way, and Central West End Community Development. He is a medical doctor by training, in Internal Medicine; graduated from the University of Missouri, Columbia. He completed Undergraduates studies at Xavier University of Louisiana, in New Orleans. Dr. Scoggin was a Doris Duke Clinical Research Fellow at Washington University where his research focused on the Sickle Cell Anemia disease.

Interim Director Scoggin addressed the Board and guests. Dr. Scoggin spoke briefly on his new appointment, his vision for the Department of Human Services and the Division of Workforce Development in moving the County forward.

On behalf of the County Executive's Office, he expressed that the executive leadership wanted to make sure that the citizens of St. Louis have an opportunity to climb the economic ladder through Workforce Development. He stated that through workforce and other services there will be a focus on human capital and not just economics.

Jason Archer made a formal introduction to the Board and guests of Austin Korn's the Major Project Manager from St. Louis Development Corporation and Julie Finn-Murphy, Director, Economic Development & Government Affairs, representing the Missouri Military Advocate Office under the Missouri Department of Economic Development. Mr. Korn's and Ms. Finn-Murphy presented an overview of the National Geospatial-Intelligence (NGA) West Project, St. Louis' proposal to retain the NGA and the workforce opportunities and challenges that the move of the NGA will bring to the region.

Ms. Finn-Murphy reported that the agency does mapping, GPS, as well as other tasks. They work closely with the military. NGA is going through a cultural change. Their vision is that St. Louis is the global center for excellence in geospatial and location technology. The program is a 1.75 billion dollar federal program that will provide 3150 employees at NGA. Working to make sure they have the information to have the workforce trained for their jobs in a lot of different fields. Carolyn Seward, President and CEO of Family and Workforce Centers of America (FWCA) and a WDB member, reported that there is a NGA Student Internship program with about 200 interns. The program offers paid internships and works to get participants ready for careers suitable for NGA.

## **VI. COMMITTEE REPORTS**

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

The Director of Financial Services and Information Systems (FSIS) reported that all of the sub-recipients are on point to expend all funds allocated to them by June 30, 2019.

It was reported that as of December 31, 2018, 32% of the 2.3 million dollars, approximately \$700,000 - \$800,000, has been expended. Director of Financial Services reported all of the remaining funds to

St. Louis County Division of Workforce for administering WIOA programming and Infrastructure cost such as salaries, rent, etc. are on track to be expended by June 30, 2019.

As of December 2018, the remaining balance for PY17 Youth is \$173,800.73. For PY17/FY18 Adult the remaining balance is \$20,208.58 and PY17/FY18 Dislocated Worker remaining balance is \$472,503.49. It is expected that after transfers are completed all funds will be expended and or moved so PY18/FY19 funds can be used. St. Louis County is on task to spend all of the Summer Jobs allocation and Equal Opportunity funding. Director of Financial Services projected that all funds will be expended by June 30, 2019.

There were two funding issues presented that required Board approval:

- a. Approve the Family Workforce Centers of America (FWCA) as the vendor for the SkillUp Program. **A motion was made and seconded to attach the funds to the sub-recipient FWCA. Vote taken – 8 approved; 2 abstentions**
- b. Accept the additional \$12,000 for SkillUp marketing and attach it to the sub-recipient Family Workforce Centers of America (FWCA). **A motion was made and seconded to attach the additional funds to the sub-recipient FWCA for SkillUp marketing. Vote taken – 8 approved; 2 abstentions**

#### **Disability Resource Committee**

No report given

#### **Career Pathway Committee**

Director of the Business Service Group reported that the Career Pathway Committee is continuing on work in the Healthcare sector. The first cohort of 11 Medical Assistants with Washington University Apprenticeship Program Project completed their training and passed their board exams in January. The second cohort for this project is currently being recruited, and it is anticipated that there will be a total of 20-30 participants in this cohort. The first cohort of Certified Nursing Assistants with Delmar Gardens in place currently with 14 people going through the Apprenticeship Program.

Director of the Business Service Group is working with 2 other stakeholders in the community; one group is the Integrated Health Network (IHN), which consists of People's Clinic, Grace Hill, and other federally funded Health Care Systems to discuss apprenticeship programming for the Patient Care Technician programming. The other group is Christian Hospital and the Missouri Veterans Home to discuss the Medical Assistant programming.

International Institute reported on their Career Pathways Program. The International Institute received a \$250,000 grant for the Office of Refugee Resettlement for a 3 year program called Refugee Career Pathways. The Refugee Career Pathways is executing internal and external referrals to training and individualized technical assistance to help Refugees navigate their chosen career field here in St. Louis. The International Institute is also looking to connect their existing Wagner-Peyser and WIOA clients to the services.

#### **Youth Council**

No report given

#### **One-Stop Operator**

The Functional Leader reported on the activity for the One-Stop Centers at Northwest Crossings and the Florissant Career Center through July 1, 2018 to January 31, 2019. She reported that there was

15,159 people to receive services at Northwest Crossings and 13,251 people to receive services at the Florissant Career Center, with a total of 28,410 people in the One Stop Centers. For Adult and Dislocated Workers, there was 107 participants that were eligible for services. 32 participants have completed training and received certificates or credentials. The Functional Leader reported that \$126,000 was spent for the 32 participants that have completed training. There are 23 participants employed in their field of training making an average wage of \$14.93 an hour; and a return of our investment of \$807,310.

- Wagner-Peyser placements are 418 participants with an average wage of \$16.91 an hour, for a twelve month economic impact of \$14.7 million.
- There have been 9 career fairs, 7 informational sessions, and 3 hiring fairs held at the Job Center.
- St. Louis County Justice Center has had 91 participants enrolled in career center services, the MET Center has 585 participants, and North Oaks Resource Center has had 1,469 individuals that has visited the location.
- Out-of-School Youth has 79 participants enrolled with 175 participants receiving follow-up services. The Summer Jobs Program has 59 participants with 17 participants in skill based training programs. 84 participants are employed and that includes youth from PY17 that became employed in PY18. The 12 month economic impact with an average wage of \$12.70 an hour is \$2.2 million.
- In-School Youth Urban League has 15 participants enrolled with 67 in follow-up services from PY17. 10 participants receiving work experience and 68 participants in Summer Jobs.
- International Institute has 118 participants enrolled in various programs, with 53 participants employed at \$11.45 an hour for a 12 month impact of \$1.2 million.

The Director of Human Services inquired about the retention rates and if they are reported. The Functional Leader reported that retention rates are a part of the follow-up and a WIOA requirement. The information is followed for 12 months. The retention rate is one of the biggest revisions to this act in 2014, and the state spends a lot of time and money to ensure all Job Centers are held accountable for the job seekers employment. The Functional Leader reported that the retention rate information would be given at the next Board meeting.

## VII. NEW BUSINESS

- a. The Chair reported that the Executive Committee has been meeting and talking about the contract renewals. He stated that there were great updates from the Directors of Compliance, Finance and Contracts, and Administration and there were no issues found. The Chair reported that each one of the contractors had some minor things, which were corrected. The Chair reported that the Board was recommending the contracts be continued. He stated that this is the final year of the contract and next year contracts would be going out for bids. **A motion was made and seconded to continue the contract renewals for the current vendors Family Workforce Centers of American, International Institute and Urban League. Vote taken – – 8 approved; 2 abstentions.**
- b. The Executive Committee is requesting that in the event that 2019 funds are not received, can the 2018 funds be extended so there will be operating funds and no interruption in services. The Chair reported to include in the approval for the contract extensions that they do not exceed six months from June 30, 2019. **A motion was made and seconded to approve the contract extensions for**

**2019 for the current vendors Family Workforce Centers of American, International Institute and Urban League, not to exceed six months from June 30, 2019. Vote taken -- 8 approved; 2 abstentions**

- c. The Chair reported that the next item for the Boards approval was the Workforce Development Board meeting calendar. The Deputy Director of Human Services reported the change in the calendar months to be more of an alignment with midterm Workforce Development business schedule and the new schedule would also be in alignment with the way Workforce Development receives funding from DWD. The Chair reported the proposed schedule is a more proactive schedule. The question was posed about the November 27, 2019 meeting because it was scheduled the day before the Thanksgiving holiday. The Chair reported that the November 27, 2019 meeting would be held on November 20, 2019. The new months for the four meeting schedule would be May, August, November, and February. **Vote taken – Unanimously approved.**
  
- d. The Chair reported that there needed to be a vote for Nominees for Executive Committee and vacant officer positions. Cenia Bosman and Mark Bethell to be on the Executive Committee, Mark Bethell will help with the Executive based contracts. Jason Archer to serve as Treasurer, at which time he will automatically become a member of the Executive Committee as well. Fred Searcy to serve as Parliamentarian. **Vote taken – Unanimously approved.**

The Chair reported that the next Board meeting would be in May. Deputy Director of Human Services reported that Dave Overfelt will no longer be the point person for the Board, Mr. Marty Leathers is to take his place on the Board.

## **VIII. OLD BUSINESS**

### **IX. PUBLIC COMMENT**

No public comments were offered

- X. ADJOURNMENT** – The meeting was adjourned at 8:56a.

#### **THE NEXT MEETING:**

May 29, 2019  
7:30 am (Doors open at 7:00)  
715 Northwest Plaza Drive  
St. Ann, MO 63074

Minutes prepared by Tanisha Travis