

**WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**Wednesday, November 17, 2021**

**BOARD MEMBER PRESENT**

*Business Majority:* John Frederick– Interim Chair, Caroline Battles, Quintinus Henry, Lee Metcalf, Gwen Mizell, Reginald Scott,

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

*Labor & Workforce Reps:* Brad Ackman, Cenia Bosman, John Bowman, Carolyn Seward

*Optional Members:* John Gaal

**BOARD MEMBERS ABSENT**

*Business Majority:* Elliott Henry, Jeff Mazur, Vanessa Parker-Lewis

*Required Representatives:*

*Labor & Workforce Reps:* CaShanna Armstrong,

*Optional Members:*

**ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE**

Howard Hayes, Director of Human Services

**ST. LOUIS COUNTY STAFF MEMBERS**

Derek Collins, Ethan Dixon, Angela Erby, Greg Laposa, Tiffany Manning, Marva McJoy, Marc Peoples, Victoria Reed, Mavis Stone, Loris Williams

**GUESTS PRESENT**

Kofi Ansa, Sara Brown, Chelsea Hand-Sheridan, Deborah Stovall, Tria Watson, Barbara Wheatley,

- I. CALL TO ORDER** – called the meeting to order at 7:28 a.m.
- II. REVIEW OF BOARD MINUTES** – the minutes were read silently. A motion was made, and seconded to approve the August 25, 2021, minutes as written with no changes, corrections, or revisions. The minutes were unanimously approved by vote of acclamation.
- III. ROLL CALL** – Roll call was conducted by acclamation. There was a quorum present
- IV. CHAIRMAN’S REMARKS**  
*Thoughts* - Since last Quarter there have been 531,000 jobs created in the month of October 2021. The unemployment rate is down below 4%. There are over 300 job openings right now. The demand will be potentially greater going into the year 2022.

*Shout out to* - St. Louis County Workforce Development and State of Missouri Department of Higher Education Workforce in helping to sponsor career fairs for the year of 2022.

## V. DEPARTMENT OF HUMAN SERVICES DIRECTOR REMARKS

*Jobs* – Coming back together in terms of jobs 5% is considered full time employment. The task is to move those who are low income to middle class. Will be with Greg to move those numbers.

*February Meeting* - Dr. Page will be attending the meeting in February. Howard and Greg will make sure that he will have an agenda and all necessary information to follow along.

*Announce the New Deputy Director* – Marc Peoples has been hired as the Deputy Director and will be starting in his role on Monday.

*Technology Issues* – Needing to upgrade systems at the center. Howard and Greg will be working with the Head of Technology and will get back with the board on the status.

*Good Jobs Challenge* - Will be working with Rodney Crim, CEO and President of the St. Louis Economic Development Partnership and other leaders to make sure the St. Louis County Workforce Development receive their fair share of the funding from the “Good Jobs Plan”.

## VI. DIRECTOR WORKFORCE DEVELOPMENT REPORTS

A. *Focus and Vision* – Helping people to achieve high level wage income.

B. *Job Center Update - Strategic Priorities* – We are focused on executing on the following critical strategies that will propel us forward for the remainder of the year and into 2022.

- i. **Emphasis on family-sustaining wages** – examining and designing solutions that create pathways for job seekers to family-sustaining wage job opportunities, which in St. Louis County is approximately \$21/hr.
- ii. **Using Data to Inform and Drive Practice** – we are gathering new sources of data on what job seekers are looking for in the next job opportunities to ensure that the services and programs we offer at our Job Centers are customized and aligned to meet their needs.
- iii. **Building our Business Services unit and expanding work -based learning opportunities** – St. Louis County will be, and in many ways already is, a leader in work-based learning. Data showing that more employers are looking at how to reskill their employees and fill open positions. Looking at the work learned programs, investing more in apprenticeship, expanding the work learned programs, working training programs and adult work experience programs are areas of focus.

Dr. Gaal received the Apprenticeship Missouri Legacy Award at Missouri Apprenticeship Summit.

Workforce Development is expecting new OWD staff to be located at the Northwest Crossing location. Northwest Crossing will be the focal point center for St. Louis County.

Partnerships are on the way just to name a few, will partner with Boeing, St. Louis Action Anchor Network, Higher Education, Healthcare facilities and Edward Jones to help recruit talent for job opportunities.

Pathways Home Grant – FWCA’s was awarded this grant to assist justice involved individual re-enter society after being incarcerated. This is a \$4 million dollar grant awarded to FWCA. This grant will serve 400 inmates over the next 2 years. WFD provided

a letter of support and will assist FWCA in their efforts to find training and employment for those clients.

First kickoff of a new program called The Work Experience Project with Accenture Federal Services. Accenture Federal Services announced they would bring 1400 jobs to the St. Louis area over the next five years. Accenture Federal Services is launching an apprenticeship and apprenticeship-in-training program to skill and upskill communities of talent throughout the Greater St. Louis region. This will provide hundreds of Missourians with the opportunity to gain a new skill and a good-paying job in our growing technology industry.

**VII. FSIS REPORTS – Introduction of Victorian Reed and Marva and Marva McJoy**

- A. *WIOA Grant Status Report* – WIOA Expenditure report status was given to the Board of various WIOA grants as of September 2021. It was reported that for PY20/FY21- PY20 WIOA Youth formula funds are at 77.6%, expended, PY20/FY21 Adult formula funds is at 82.16%, expended and PY20/FY21 WIOA Dislocated Worker formula funds are at 53.64% expended.

It was reported that for PY21/FY22, PY21 WIOA Youth, PY21/FY22 Adult and Dislocated formula funds is at 0% expended.

- B. *Other Expenditure Summary Report* – Expenditure report status was given to the Board of various Other Expenditures Summary Report as of September 2021. It was reported that for PY20 NDWG COVID formula funds is at 8.25% expended, PY20 Equal Opportunity Officer 0% expended, PY21 SkillUp TANF 100% expended, PY21 SkillUp FNS 8.59% expended and PY21 Jobs League TANF 0% expended.

The National Disaster Grant/COVID Humanitarian Grant (NDWG COVID) is a grant that is focused on training opportunities for individuals. Providing temporary employment opportunities for individuals to work up to three months with wages around \$12-\$15 an hour to support COVID-19 mitigation efforts.

- C. *Funding Items Requiring a Vote* –

- i. PY20 Youth Funds – \$130,681.00 – a motion was made, seconded, and approved by roll call vote to accept the funds as presented: 15–yes, 0–nays, 2–abstention
- ii. PY20/FY21 Adult Funds – \$10,959.00 – a motion was made, seconded, and approved by roll call vote to accept the funds as presented: 15–yes, 0–nays, 2–abstentions.

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

- A. *Contracts* – Will table for the next meeting
- B. *Compliance* – Will table for the next meeting
- C. *Business Services* – Will table for the next meeting
- D. *Equal Opportunity* – Will table for the next meeting
- E. *Customer Feedback* – Will table for the next meeting

**IX. OLD BUSINESS –**

- A. *By- Laws* – (All draft updates for the by-laws are due to Board on December 6, 2021)  
All Boards across Missouri will be updating and revising their by-laws in certain areas.

Recommended revisions are Membership, Nomination process term limits, The process to notify the CEO of a WDB member vacancy, Proxy or alternative designee, Use of technology to conduct Board business and Process for ensuring Board members actively participate.

The by-laws will be sent to all Board members in December for review and comment. We would like to have by-laws voted on and approved in the first meeting of 2022 in February.

*B. Nomination process for New Board Chair*

Nominating Committee: Carolyn Seward, Hart Nelson, Mary Grott, John Gaal, John Bowman, and Melissa Woltkamp. John Frederick (As the Interim Board Chair, will Chair the Committee).

November 29, 2021, to submit nominees

**X. NEW BUSINESS –**

Board Engagement

- A. Monthly stories/Program and Personnel Highlights
- B. On a quarterly basis WIOA will offer a virtual webinar on performance measures on Board Education Programs
- C. Leveraging Member's Interests and Partnership

Board Meetings:

- D. Start time of meetings
- E. Length of meetings
- F. Virtual/In person
- G. Focus Groups by representation
- H. Motion to keep meeting a 7:30am (2-hour window time)– voted and approved

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

Minutes prepared by Michelle Patterson