

**WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**Wednesday, May 29, 2019**

**BOARD MEMBER PRESENT**

Business Majority: Kevin Whirley–Chair, Caroline Battles, Reginald Scott, John Frederick, Gwen Mizell, Elliott Henry, Jeffrey Taylor

Required Representative: Jason Archer, Mary Grott, Lydia Mitchell

Labor & Workforce Reps: Mark Bethell, Carolyn Seward, Frederick Searcy, Michael McMillan, Cenia Bosman

Optional Members: Don Willey

**BOARD MEMBERS ABSENT**

Business Majority: Melissa Miller, Patrick Murphy, Vanessa Parker-Lewis, Lee Metcalf

Required Representatives: Mary Abbey, Elizabeth Perkins, Mardy Leathers

Labor & Workforce Reps:

Optional Members: John Gaal

**ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE**

Andrea Jackson-Jennings, Director of Human Services

**ST. LOUIS COUNTY STAFF MEMBERS**

Adriann Adams-Gulley, Karen Brown, Tiffany Manning, Robert Lee, Michelle Smart, Loris Williams, Tanisha Travis

**GUESTS PRESENT**

No guests present at this meeting.

- I. CALL TO ORDER** - Kevin Whirley-Chair called the meeting to order at 7:30a.
- II. ROLL CALL** – Roll call was conducted at 7:31a. There was a quorum present
- III. APPROVAL OF MINUTES**  
A motion was made and seconded to approve the February 20, 2019, 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 attended the Missouri Association of Workforce Development (MAWD) conference in Branson, MO in April and gave a brief report on the workshops attended while at the conference. The Chair reported that through having collaborations with other regions, we can assist one another because we all have the same goal of ensuring job seekers are able to work and have livable wages in Missouri.

The Chair informed members that the new Board member Mardy Leathers, Director of Division of Workforce Development was absent due to tornadoes in Jefferson City.

The Chair welcomed back Director of Human Services, Andrea Jackson-Jennings.

The Chair presented a brief report from the Executive Committee meeting, which met on May 3, 2019. The Committee reviewed finances and expressed concern about the Dislocated Worker funding that had not been utilized and may be returned to DWD.

The Committee members provided feedback for the 2019 Annual Report. The committee also recognized some best practices that the workforce team should celebrate.

- Conducting site visits to training providers.
- Creating a second vetting practice with training providers alongside the State process.
- Creating informational sessions for St. Louis County's Workforce Apprenticeship programming, which allows potential apprentices to hear the requirements of the program for the business, the training provider, and WFD staff. Which results in higher retention.
- Conducting fidelity reviews to ensure our partners are providing the services stated in the scope of work, which aids in better service delivery for job seekers.

The committee recognized that the new round of RFP's is upcoming, and asked WFD staff to begin working on the process. All partner contracts end June 30, 2020.

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

- During the First Quarter of the year the Deputy Director met with Board members one-on-one to gain their feedback on their experience being on the board and any areas of improvement on processes and leadership. Deputy stated that all of the feedback received was helpful and modifications are being made.
- The formula funds have been reduced by \$3.1M statewide.
- Effective August 28, 2019, DWD will be completely merged with Higher Education.
- DWD has determined that the Functional Leader position has not produced the desired outcomes of streamlining and coordinating the WDB and the other 19 mandatory partner's activities, therefore DWD has removed this position from their administrative structure, and will no longer be funding the position effective July 1, 2019.
- The Equal Opportunity Officer will have funding at 25K to ensure the protected classes receive the services outlined in WIOA requirements.
- The Department of Labor notified Division of Workforce Development that there should be more involvement in the Boards across the region. DWD will hold a training for the Board Chair and the Chief Elected Officer for all of the regions.
- DWD will increase compliance reviews in each region from 2 per year to 4 per year, 2 onsite reviews and 2 desktop reviews.
- St. Louis County completed the compliance review on April 15-17, 2019, and there were no findings. The final report will be mailed to the Board Chair and County Executive.
- The Temporary Assistance for Needy Families (TANF) Summer Jobs League funds were approved, FSD has received \$4 million for the State.
- Missouri Job Center has integrated a WorkKeys remediation class which started on March 26, 2019. There are 2 classes per week; Tuesday evenings from 4-6pm and Friday mornings from 9am-noon. The courses are for individuals who have failed the WorkKeys test only. The courses are administered by staff through Parkway School District and they are currently out on break until July 12, 2019.

- DWD has been notified of the new County Executive.

The President and CEO, Family Workforce Centers of America (FWCA), presented information on the Two-Generation Approach.

This approach examines the entire family and children. The Family Centered Employment Initiative is focused on advancing new pathways to employment for parents with children. There are five key components to the approach: 1) social capital, 2) early childhood development, 3) post-secondary and employment pathways, 4) economic assets, and 5) health and wellbeing. There is a Family Success Plan created and implemented, the data collected is used as a catalyst to start conversation with customers, identify potential barriers, and provide various resources and support services. FWCA has the only demonstration grant in the nation that integrated the American Job Centers customers. The three job centers involved in the pilot are: St. Louis County, St. Louis City - St. Louis Agency on Training and Employment (SLATE), and The Brighton Center located in Newport, Kentucky. The Brighton Center works with incumbent workers and FWCA works with Adult and Dislocated workers. FWCA is discussing new sustainability and replication with the Kellogg Foundation and they are looking into funding and replicating the work in 3-4 more cities as a result of the promising outcomes.

The Program Officer from W.K. Kellogg Foundation will be in St. Louis in August for a site visit. FWCA will report back to the Board the results of the site visit.

## VI. COMMITTEE REPORTS

### Financial Report – Adriann Adams-Gulley

- All of the sub-recipients are on track to expend all funds allocated to them by the end of their contract.
- All of PY17 Youth funds have been expended and all of PY17-FY18 Adult funds have been expended.
- By June 30, 2019, \$127, 673.81 will have to be returned to DWD from PY17-FY18 Dislocated Worker funds because they were unable to be expended. An effort to move approximately \$300K from Dislocated Worker funds to Adult funds will be made in order to eliminate an overage of funds from having to be returned during the upcoming program year.
- Funds for the Summer Jobs are on track to be expended by June 30, 2019.
- Every effort is being made to expend all SkillUp funds by May 31, 2019.
- Director of Financial Services reported that the Deputy Director reported that the Summer Jobs funds will be received. It was requested by the Director of Financial Services that the \$330K received last year be used for the Summer Job funds.

There were three funding issues presented that required Board approval:

- a. Accept TANF funds for 2019 and give the approval for the Workforce Development Team to begin the legislative process for the County Council to accept the funds from the Division of Workforce Development with the understanding that the actual amount and the funding amounts the sub-recipient get will be voted on at the next Workforce Development Board in August. **A motion was made and seconded to accept TANF funds for 2019 and give the approval for the Workforce Development Team to begin the legislative process for the County Council to accept the funds**

**from the Division of Workforce Development with the understanding that the actual amount and the funding amounts the sub-recipient get will be voted on at the next Workforce Development Board in August. Vote taken – 13 approved; 1 abstention**

- b. Accept the \$4,876,731.00 from Division of Workforce Development to provide WIOA authorized employment and training programs for job seekers and businesses. **A motion was made and seconded to accept the \$4,876,731.00 from Division of Workforce Development to provide WIOA authorized employment and training programs for job seekers and businesses. Vote taken – 13 approved; 1 abstention**
- c. Allow the Workforce Development staff to transfer \$150,000.00 to the Adult Individual Training Account (ITA). **A motion was made and seconded to allow the Workforce Development staff to transfer \$150,000.00 to the Adult Individual Training Account (ITA). Vote taken – 13 approved; 1 abstention**

#### **Disability Resource Committee**

- The DESE-Vocational Rehabilitation District Supervisor reported that on March 6, 2019, St. Louis County Disability Committee hosted presentations on Mental Health. The presentation included information on mental health disorders, symptoms associated with them, vocational implications and limitations that could impact employment.
- The 2019 Accommodation for Success will be held on August 8, 2019 at Belleville West High School from 8am-3pm and the Reverse Job Fair will be held on the same day from 1pm-3pm at Belleville West High School. The District Supervisor reported that the planning committee is in search of locations in Illinois to host job seeker boot camps, which are interview sessions that prepare job seekers for the Reverse Job Fair.
- July 22, 2019 from 9am-1130am, Paraquad is hosting a Job Seeker Bootcamp for individuals in the St. Louis area. Challenge Unlimited has volunteered to assist with transportation on the day of the event. It was reported that the nomination committee is currently accepting nominations for the awards for businesses in the region that have demonstrated inclusive hiring and training practices for individuals that have disabilities. June 7, 2019 is the deadline for nominations.
- The next meeting for the Accommodations for Success will be on June 7, 2019 from 930am – noon at Belleville West High School.
- The next meeting for the St. Louis Disability Committee will be June 11, 2019 from 2-4pm at the Job Center.

#### **Career Pathway Committee**

- The Director of the Business Service Group (BSG) reported that the Career Pathway Committee continues to work in the Healthcare career pathways. The first cohort completed their medical assistant testing back in January 2019 and those participants are now completing the required clinical hours. Washington University Apprenticeship Program, second cohort started on April 24, 2019, and there were 13 individuals in the program. Washington University is currently recruiting for their third cohort. The Career Pathways Committee is planning to have about 50 individuals placed in Washington University MA Apprentice program this first year.
- The Career Pathways Committee is currently recruiting for the second cohort of Certified Nursing Assistants with Delmar Gardens and Special School District (SSD). The Business Service Group will have a meeting with SSD the first week in June.

- Informational sessions for SSM SluCare have been held and there was a recruitment event on April 25, 2019. There were 44 referrals for individuals from the informational sessions and feedback from the individuals hired is being taken to better assist with getting individuals hired in the future. Director of the Business Service Group reported that SSM is looking to do a Medical Assistant apprenticeship program and they are also looking at using the incumbent policy to upskill some of their current employees.
- The Career Pathways Committee has continued to meet with organizations, Cardinal Ritter Senior Services, SSM, St. Louis Community College, and Presbyterian Manors.
- DESI held transportation and logistics career pathway training at UMSL, and a presentation on the Middle Skills Job Report was given. It was reported that last year there were 27 individuals in the CDL training, which is considered a middle skills job.
- There were approximately 6 high school students working in the Plant and Science program, with St. Louis Community College. The program allows high school juniors and seniors to take college level courses and obtain a certificate as a laboratory assistant.

### **Youth Council**

No report given

### **One-Stop Operator**

The Director of Family Workforce Centers of America, Out-of-School Youth program reports on the activity for the One-Stop Centers at Northwest Crossings and the Florissant Career Center.

- July 1, 2018 to April 30, 2019, it was reported that there was 18,555 people to receive services at Northwest Crossings and 15,782 people to receive services at the Florissant Career Center, with a total of 34,337 people in the One Stop Centers.
- North Oaks Resource Center had 2,049 individuals visit the location and 1,537 individuals were referred to One-Stop Career Centers.
- Adult and Dislocated Workers, there were 148 participants that were eligible for and received services, with 131 participants approved for skill-based training. It was reported that the total amount of funding provided was \$261,000, with a 12-month economic impact of \$1,466,400.
- 579 Wagner-Peyser employed with an average wage of \$16.19/hr. for a 12-month economic impact of \$19.93M.
- The Out-of-School Youth Director reported that there were 135 participants enrolled in Career Center Services at the St. Louis County Justice Center and 134 participants have completed the program with 28 participants currently employed with an average wage of \$9.94/gr. for a 12-month economic impact of \$578,906.
- The MET Center had 884 individuals visit the center and 648 individuals were referred to One-Stop Career Centers.
- Out-of-School Youth has 119 participants enrolled with 213 participants receiving follow-up services. 49 participants are completing work experience with a 240-hour economic impact of \$148,765. It was reported that the Summer Jobs Program has 83 participants enrolled with 19 participants in skill based training programs. There are 110 participants currently employed for a 12-month economic impact of \$2.9M
- In-School Youth Urban League has 25 participants enrolled with 67 in follow-up services from PY17. There are 44 participants receiving work experience and 68 participants in Summer Jobs.
- International Institute has 184 participants enrolled in various programs, with 69 participants employed with a 12 month impact of \$1.7M.

**VII. NEW BUSINESS**

**VIII. OLD BUSINESS**

**IX. PUBLIC COMMENT**

No public comments were offered

**X. ADJOURNMENT** – The meeting was adjourned at 8:41a.

**THE NEXT MEETING:**

August 28, 2019

7:30 am (Doors open at 7:00)

715 Northwest Plaza Drive

St. Ann, MO 63074

Minutes prepared by Tanisha Travis