

**WORKFORCE DEVELOPMENT BOARD
FINANCE / GOVERNANCE COMMITTEE MEETING**

Friday, August 7, 2020

MINUTES

Members Present:

Kevin Whirley – Chair, Jason Archer, Mark Bethell, Cenia Bosman, John Frederick, Vanessa Parker-Lewis

Members Absent:

None

Staff Present:

Greg Laposa, Director of Workforce Development, Ethan Dixon, Jon Hild, Tiffany Manning, Marva McJoy, Loris Williams

County Executive Representative:

None

Guests Present:

None

Call to Order

The Chair called the meeting to order at 11:03a

Approval of the Minutes

The minutes from the regularly scheduled May 8, 2020 and June 10, 2020 emergency meetings were read silently and tentatively approved with directives from the Chair to email any changes or concerns to Loris Williams. No changes were received.

Board Chair's Remarks

The Chair informed the committee that after the last meeting (Emergency Meeting, June 10, 2020) there were concerns from the larger Board, and some members in specific, about the St. Louis County Request for Proposal (RFP) policy and "Cone of Silence" policy, in particular, which excluded the Board from being involved in the RFP process. Those concerns were addressed with the Director of Human Services, the Director of Workforce Development and the Procurement Department to discuss the Board's concerns and determine ways in which the Board could be involved in the process going forward.

The role of the Evaluation Committee was explained and the County regulations outlining the evaluation process. It was explained that, per the County procurement process, only County employees, who are subject matter experts, are allowed to serve on the Evaluation Committee. In the past Board members were able to serve on the Evaluation Committee but that has changed. It was explained that staff from the Procurement Department would meet with the Board at a later date to explain the RFP process and the Cone of Silence policy in more detail and answer any questions the Board might have. Other ways in which the Board could be involved in the future were also discussed, including, but not limited to involvement in the

development of the RFP and having some member brought in to the Cone of Silence earlier so they might serve in an advisory capacity.

Committee members did request that in going forward, when there are changes/updates to County policies and/or practices that may involve the Board, that they be notified as expeditiously as possible to reduce concerns and confusion. They would also like to know if there are matters that might cause a gap in services.

Agenda review for

The committee reviewed the tentative agenda for the upcoming Workforce Development Board meeting on August 26, 2020. A recommendation was made that the Workforce Development Report be moved to the top of the order. The committee expressed approval for the matters to be discussed.

Workforce Development Reports:

I. Contract Status Update:

- a. PY19/FY20 WIOA contracts were scheduled to end on 6/30/20, however, due to the RFP process, new contract development and COVID-19, those contracts were extended until 8/31/20.
 - b. PY20/FY21 WIOA contracts are in development and scheduled to be signed and in place by 8/31/20. Because FWCA has been awarded multiple program contracts, they will once again be asked to sign the Multi-function Agency Agreement. Still working to finalize the WIOA funding for the PY20 contract awards. The LEP contract is the only contract in question at this time due to the results of the procurement process.
 - c. The YouthBuild contract was fully-executed and is currently in place. As the Fiscal Agent for the YouthBuild grant awarded by the State, we are still awaiting invoices and monthly program reports.
 - d. DSS SkillUp and Jobs League programs were extended again and will be ending on July 31, 2020.
 - e. Due to the results of the RFP for the Adult – Limited English Proficiency program, in which there were no bids received, no agency was awarded that contract which alternative methods to secure services are being explored including the possibility of subcontracting with an existing agency or putting the RFP back out for bid. After consulting with both the Legal Department and Procurement, to determine which option would serve best. The final determination will be announced at the full Board meeting. The Committee suggested the use of translation services to serve in the gap. Another option discussed was the possibility of extending the current, expiring contract with the International Institute to cover alleviate any gap in services until such time as a contractor is selected.
- II. *Memorandums of Understanding (MOU) and Infrastructure Cost Sharing* – the document was finalized with the final signature being that of Dr. Page and submitted to the State. Once the final piece is finalized, a copy of the final document will be distributed to all partner agencies.

III. *Local Plan Update* – the Local Plan, which was approved by the Board at the May meeting, was submitted to the State. Formal approval was received after the submission of several other documents that the State requested.

IV. *Firewall & Control Policy* – both the One-Stop Operator Agreement and Multi-Function Agency Agreement are policies that have been developed to mitigate any conflicts of interests between various entities and that no entity is responsible for oversight of itself. The Board can weigh-in on the development of the policies if they like. The Board (and Board staff) are responsible for monitoring the compliance. In addition, to the firewall policy, the Committee debated the use of the term “firewall,” and asked if the Board should consider attaching the Board’s Conflict of Interest statement to the document.

V. *Overview of Workforce Development Activities* – The Director gave a brief presentation on the top priorities for the LWDA and a status update of Job Center activities and customer services:

- a. *Increase our virtual presence* – have been looking for ways to increase our virtual presence including hosting virtual job fairs, workshops and online enrollment.
- b. *Continue to support individuals coming into the Northwest Crossings Job Center* – the center reopened to the public on June 8, 2020. Upon reopening, there were approximately 20 – 50 people contacting the Job Center per week. At the time of this meeting, the numbers have increased to approximately 30 – 40 people per day, not including the number of calls that come in. The center is adhering to all safety protocols, including wearing masks, extra sanitization, traffic control and social distancing. Most people are looking for assistance in job search, training and supportive services.
- c. *Actively building partnerships* – the pandemic has not deterred the staff from continuing to work toward the Board’s strategic directives to cultivate partnerships in the region, including engaging with local industries to develop ways spur the area’s economic recovery. The Director of Workforce Development is a member of the County Executive’s Economic Recovery team and an active member of the Metropolitan Region’s Workforce Development Directors’ Consortium.

FSIS Report:

- A. The current rate of expenditure for the PY19/FY20 funds is not available. The Committee will be provided that information and an overview of the proposed funding amounts for the PY20/FY21 WIOA programs at a later time. At the time of this meeting, final funding budgets are still being developed. The Committee will be sent final amounts, and the actual figures will be available for the full Board meeting.
- B. C.A.R.E.S. Act funds – the Board received notice of a grant from the State of Missouri in the amount of \$458,000 to be used for Individual Training Accounts (ITA) training costs for Adult and Dislocated Worker clients effected by COVID-19. These funds will augment the current WIOA funds. The funds are to be expended by October 31, 2020. Due to the length of time it takes to get County approval, process has been started, so that when the Board approves the acceptance, the funds will be available for use.
- C. COVID-19 Humanitarian Grant – The Board received notice of a humanitarian grant in the amount of \$90,818 from DHEWD to be used to assist in the service of clients effected by the

Coronavirus pandemic, and other COVID related relief efforts. The funds have until June 2022, to be fully expended. The County approval process has been initiated to provide prompt access to the funds once the Board approves receipt.

- D. T.E.T. Automotive Apprenticeship program – A new NOO was received related to the T.E.T Automotive Apprenticeship program. The notice did not change the funding for the program, but instead changed the program scope of work. The funding for this program grant that was previously declined by SLCOWDB because the additional funding was not necessary to conduct the program as required. Instead a request to have the funds de-obligated was made and approved. Currently, the program is and will continue to be operated with existing funds, once again making the acceptance of additional funds unnecessary.

New Business:

- A. Re-Activating the Standing Committees and Ad Hoc Committees – there are currently three (3) standing committees: The Youth Council Committee, Disabilities Resource Committee and the Career Pathways Committee. Over time, these committees have become largely inactive and/or ineffective. The goal now is to re-activate the committees and get Board members re-engaged and re-empowered to assist the Job Center to better serve our clients. Proposing two Ad Hoc Committees: A Procurement Committee, and a COVID-19 Recovery Committee with ways that the Job Center can better act or react to the developing needs of the community. At the full Board meeting, nominations and requests will be made for all Board members to volunteer to serve on committees. The requests for Board members' participation, clear expectations should be made.

Old Business:

- There was no old business to discuss.

Adjournment:

Meeting was adjourned at 12:47p