

**WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**Wednesday, September 26, 2018**

**BOARD MEMBER PRESENT**

Business Majority: Kevin Whirley–Chair, Elliot Henry, Vanessa Parker-Lewis  
Required Representative: Jason Archer, Mary Grott, Lydia Mitchell, David Overfelt, Elizabeth Perkins, Jeffrey Taylor  
Labor & Workforce Reps: Mark Bethell, John Gaal, Frederick Searcy, Carolyn Seward  
Optional Members: Cenia Bosman

**BOARD MEMBERS ABSENT**

Business Majority: Carolyn Battles, John Frederick, Lee Metcalf, Melissa Miller, Gwen Mizell, Pat Murphy, Reginald Scott  
Required Representatives:  
Labor & Workforce Reps: Michael McMillan  
Optional Members: Don Willey

**ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE**

Andrea Jackson-Jennings, Director of Human Services

**ST. LOUIS COUNTY STAFF MEMBERS**

Adriann Adams-Gulley, Karen Brown, Derrick Collins, Jon Hild, Robert Lee, Marva McJoy, Michelle Smart, Loris Williams

**GUESTS PRESENT**

**I. CALL TO ORDER**

Kevin Whirley called the meeting to order at 7:32.

**II. ROLL CALL –** Roll call was conducted. There was a quorum present

**III. APPROVAL OF MINUTES**

A motion was made and seconded to approve the June 27, 2018 minutes as written. The motion carried and the minutes were approved with no changes or revisions.

**IV. CHAIRMAN’S REPORT**

The Chair reported on the Best in the Midwest initiative discussed at the Governor’s Conference he attended. Mr. Whirley reported that the focus on Workforce, as an industry, is

growing in importance and if that fact had not been evident before, it was made exceedingly clear at the conference. The Chair thanked the members for their commitment to the Board and reminded them of the important work that the Board and staff does for the St. Louis County region.

The Chair asked Dr. John Gaal and Mr. Jason Archer to also provide some feedback on the Governor's Conference. Dr. Gaal stated that the right people were involved in the initiative to break down the silos that existed in the State. Mr. Archer commented on the collaboration that was taken place among various entities to work throughout the state.

The Chair gave an update on the workings of the Executive Committee. The Chair reported that the most pressing concern discussed was the expenditure of funds because to-date, only the PY17 funds are being expended. No PY18/FY19 funds have been expended. The Executive Committee is looking for ways in which the Board can help facilitate more efficient ways to allow business to be conducted in the most expeditious manner. Mr. Whirley stated that this is of the utmost importance because the Board does not want to be called to return funds.

New Board members, Dr. David Overfelt and Mr. Mark Bethell were introduced. Dr. Overfelt works for the Missouri Division of Workforce Development and will sit on the Board as a Required Representative member. Mr. Bethell is the Executive Director of the Independence Center in St. Louis. Mr. Bethell will sit on the Board as a Labor and Workforce Representative member.

## V. COMMITTEE REPORTS

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

The Director of Financial Services and Information Systems (FSIS) reported that as of June 30, 2018, the PY17 WIOA Formula Funds were at an actual expense rate of 91%. Actual expense rates in program funds were at 92% for adult and dislocated worker programs, the Limited English Proficiency program through the International Institute was expended at a rate of 100%, and In-School Youth, Out-of-School Youth (Promise Zone) and Out-of-School Youth II programs had expense rates of 82%, 77% and 81% respectively. ITA program expenditures are at a rate of 149% and OJT expenditures stand at 134%. Adult internal administrative and program funds have an overall actual expense rate of 90%, Dislocated Worker internal administrative and program funds have an actual expense rate of 78% and Youth internal administrative and program expense rates have an overall expense rate of 83%.

The Director stated that while the expenditure rate for PY17/FY18 funds was slower than expected, if the Subrecipients expend funds in accordance with their stated rates, the expenditure rate should not be a problem for PY17/FY18. The Board was informed that PY18/FY19 have not yet been expended.

The Board was notified of the need to correct the 60/40 split of the second allotment of PY18 TANF Summer Jobs League funding with 60% of the funding going to Family and Workforce Centers of America in the amount of \$168,018.10 and 40% of the program funding going to Urban League of Metropolitan St. Louis in the amount of \$112,012.06. The amounts of funding was approved at the June meeting. The only task necessary was to change which Subrecipient received which allotment.

There were several funding issued presented that required Board approval:

- a) Accept a PY17 WIOA funding modification in the amount of \$24,197.00 to be added to the initial formula funds allocated to St. Louis County for Adult, Dislocated Worker and Youth allocation for a period of April 1, 2018 through June 30, 2019. **A motion was made and seconded to accept the formula funding grant modification in the amount and allocations stated. Vote taken – Unanimously approved.**
- b) Accept PY18 WIOA funding in the amount of \$25,000 for Equal Opportunity activities for a period of July 1, 2018 through December 31, 2018. **A motion was made and seconded to accept the Equal Opportunity funding grant in the amount and allocations stated. Vote taken – Unanimously approved.**
- c) Provide additional funding to the extended PY17 Out-of-School Youth II program to Family and Workforce Centers of America in the amount of \$109,961.91. **A motion was made and seconded to provide additional funding to FWCA for the OSYII program in the amount and for the purpose stated. Vote Taken – Approved; 13 yes; 1 abstention.**
- d) An Incumbent Worker Policy was developed in accordance with WIOA regulations. The policy was presented to the Board for their review and ratification. Once ratified, the policy will be posted on the St. Louis County website for 30-days. **A motion was made and seconded to accept the Incumbent Worker Policy as it was and without change, and for immediate ratification. Vote taken – Unanimously approved.**
- e) The Board was given the latest proposed WIOA 2018-2019 Performance Goals. The goals were initially submitted, the State countered, and WFD countered and resubmitted. WFD is confident the counter goals submitted to the State will be accepted. **A motion was made and seconded to accept the goals as proposed. Vote taken – Approved; 13 yes; 1 abstention.**
- f) Conduct research to develop a RFP for programs created to address the Region’s gaps in service. **A motion was made and seconded authorizing WFD to begin gathering information for a RFP. Vote taken – Unanimously approved.**

#### **Disability Resource Committee – Lydia Mitchell reporting**

The committee reported on the annual *Accommodations for Success* event. This year’s event was hosted by the St. Charles Region at Calvary Church on August 9, 2018. A Reverse Job Fair was once again a part of the event. According to the report, the event hosted 61 job seekers, 67 employers, and approximately 91 volunteers. At the time of the report, 5 hires, and 3 job seekers with multiple interviews. The event next year will be hosted in Illinois.

The committee, in partnership with Missouri Rehabilitations, will host an Assistive Technology Open House on October 30, at the Northwest Crossings location. There will be seven vendors displaying a variety of products designed to assist people with disabilities.

#### **Career Pathway Committee – Bob Lee reporting**

The committee reported on plans to increase services in the Business Services group. There is a particular focus on the high growth/high demand sectors in the St. Louis area. St. Louis County is strategically moving into a position of leadership for apprenticeship programs and

business services. There was a brief overview of the industries being targeted and the being developed or implemented.

**Youth Council – Jeffrey Taylor reporting**

The committee reported on the meeting that was held in September. Some of the youth who participated in the Summer Jobs League were completing their hours. The program was thought to be a success for the youth; providing great work experience.

**VI. DEPUTY DIRECTOR’S REPORT**

A brief presentation was given apprising the Board of the End-of-Year performance outcomes. The St. Louis County Workforce Development Region performed well.

**VII. NEW BUSINESS**

Nominating Committee – The need to establish a Nominating Committee for the purpose of ensuring that the Board contains the correct configuration of required members and that open positions on the Executive Committee and other committees are promptly and appropriately filled. Ms. Cenia Bosman accepted the task of heading the committee and drafting other members of the Board to assist.

**VIII. OLD BUSINESS**

There was no Old Business

**IX. PUBLIC COMMENT**

No public comments were offered

**X. ADJOURNMENT** – The meeting was adjourned at 9:27a.

**THE NEXT MEETING:**

Wednesday, December 19, 2018  
7:30 am (Doors open at 7:00)  
715 Northwest Plaza Drive  
St. Ann, MO 63074

Minutes prepared by Loris M. Williams