

**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE FINANCE COMMITTEE MEETING  
Wednesday, November 15, 2023**

**MINUTES**

**Call to Order:**

**Members Present:**

Jason Archer and John Bowman

**Absent:**

Vanessa Parker-Lewis

**Staff Present:**

Greg Laposa, Mavis Stone, Michelle Patterson

**Guest:**

Mackenzie Callanan, Jeff Mattler (Tech Support)

**Director of Human Services**

Absent

**Board Chair Remarks**

Motion to approve the minutes

Motion accepted

**Director of Workforce Development Report**

Reminded Committee that the purpose is to preview the upcoming Board meeting. The Director noted that there are few votes to take at that meeting.

The Director noted to the Committee that it is National Apprenticeship Week. He explained the purpose of apprenticeship. He specifically highlighted an apprenticeship partnership with Washington University, noting that there was an event that day that spotlighted the impact of the Medical Assistant program the County has been supporting for years. The program attracts individuals who are new to healthcare and the medical assistant role as well as an opportunity for Washington University to develop its own talent via an incumbent worker training. The Director also noted that this program has received national attention due to a Congressional Committee spotlighting the program.

The Director provided a status update on contracts, indicating that new contracts were pending. The Committee discussed the process for signing contracts.

The Director then proceeded to discuss increasing Board engagement via committee work. He proposed establishing two committees that would meet to support important Board work. He proposed that the Board consider establishing a Local Plan Committee as well as a Training Provider Evaluation Committee. This will be shared with the Board at the upcoming meeting.

## **Financial Report**

The Director presented the Financial Report (details provided below):

WIOA ADULT PY22 FY23 69.19% used  
WIOA YOUTH PY22 FY23 25.34% used  
WIOA DISLCTD WRKR PY22 FY12 45.06% used

WIO ADULT PY23 FY24 0% used  
WIO YOUTH PY23 FY24 0% used  
WIO DISLCT WRKR PY23 FY24 0% used

## **Discussion**

There was a discussion around how to include voting items on an agenda that was relevant for authorizing the establishment of new committees.

Committee member John Bowman affirmed the direction of the Committees.

Board chair thanked

## **Adjournment:**

Motions were obtained and seconded to adjourn the meeting.

Minutes prepared by Michelle Patterson