

**WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**Wednesday, February 23, 2022**

**BOARD MEMBER PRESENT**

Business Majority: John Frederick– Interim Chair, Caroline Battles, Quintinus Henry, Jeff Mazur, Lee Metcalf, Gwen Mizell, Vanessa Parker-Lewis

Required Representative: Jason Archer, Mary Grott, Lydia Mitchell, Mary Moriarity

Labor & Workforce Reps: Brad Ackman, CaShanna Armstrong, Cenia Bosman, Carolyn Seward

Optional Members: John Gaal

**BOARD MEMBERS ABSENT**

Business Majority: Elliott Henry

Required Representatives: Hart Nelson, Melissa Woltkamp

Labor & Workforce Reps: John Bowman

Optional Members:

**ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE**

Sam Page, County Executive  
Howard Hayes, Director of Human Services

**ST. LOUIS COUNTY STAFF MEMBERS**

Brandon Bryant, Mackenzie Callanan, Derek Collins, Ethan Dixon, Angela Erby, Genevieve Frank, Christopher Horne, Greg Laposa, Marva McJoy, Michelle Patterson, Marc Peoples, Victoria Reed, Loris Williams, Michele Williams

**GUESTS PRESENT**

Kofi Ansa, Dephene Barton, Ali Bokhari (AFS), Sara Brown, Atree Desai (AFS), Chelsea Hand-Sheridan, Deborah Stovall, Tria Watson, Barbara Wheatley

- I. **CALL TO ORDER** – called the meeting to order at 7:30 a.m.
- II. **REVIEW OF BOARD MINUTES** – the minutes were read silently. A motion was made, and seconded to approve the November 17, 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. There was a quorum present
- IV. **CHAIRMAN'S REMARKS**  
Announced that this will be his last official meeting as the Board Chairman  
Jason Archer and Lee Metcalf are the two candidates for the role of Board Chairman.

Thanking the committee Board for interviews and reviews regarding their recommendations for new Board Chairperson.

Jason Archer has been announced as the new Board Chairman, congratulations  
Jason Archer would like to thank everyone and is looking forward to serving as the new Board Chairman.

It has been an honor to work with the Workforce Development and has been great serving as the Board Chairman and wish success in the future for the committee and what it is that they are working towards to accomplish.

**V. DEPARTMENT OF HUMAN SERVICES DIRECTOR REMARKS**

Thanks to Lee Metcalf and Jason Archer for showing interest in taking the leadership role as Board Chairman. Thanks to the nominating committee for their system on how voting is handled.

Introduction of Dr. Sam Page:

**VI. COUNTY EXECUTIVE OF ST. LOUIS COUNTY, MISSOURI REMARKS**

Dr. Page shows appreciation for being a part of today's meeting and is excited about the Workforce Development Opportunities. Dr. Page stated that he will work with the Board by directing resources towards Workforce Development and will be coming to Workforce Development for advice. Would like to help those in the communities find jobs and help businesses/companies grow with hiring qualified candidates. Very optimistic about the future of Workforce Development.

**VII. DIRECTOR WORKFORCE DEVELOPMENT REPORTS**

Accenture Federal Services (AFS) is opening a new St. Louis facility as an expansion of the AFS Advanced Technology Center providing custom digital, cloud, automation, artificial intelligence and cyber solutions to federal government agencies. This move will bring 1,400 highly skilled technology jobs over the next 5 years to St. Louis; 200 new jobs.

Accenture Federal Services (AFS), which has pledged to employ 1,400 technology workers in St. Louis by 2025, plans to source a portion of that workforce through a new local apprenticeship program. The STL Partnership is proud to have worked with our regional partners in helping AFS expand and build the Advanced Technology Center in providing custom digital, cloud, automation, artificial intelligence, and cyber solutions to federal government agencies.

AFS' one-year, salaried apprenticeship program offers community college graduates, veterans, and other constituencies immersive on-the-job training, professional learning and development, and the opportunity of a full-time career at AFS. Through a partnership with St. Louis County and the Family and Workforce Centers of America, the 12-week AIT program offers a pathway into the apprenticeship program. Apprentices-in-training earn a wage while gaining collaborative, hands-on learning, and valuable on-the-job workforce experience.

“Bringing new jobs to St. Louis County is a top priority and this investment by Accenture Federal Services will help position our workforce for the future”

Promoting inclusive growth is the centerpiece of our efforts to grow the St. Louis region. Accenture Federal Services is taking a leadership role in that effort by bringing 1,400 new jobs and launching this apprenticeship program to skill and upskill talent and power our technology sector.

Work Experience Program Updates:

- Jan thru Aug 2021 – established partnership with St. Louis County and Family and Workforce Services Centers of America
- Sept 2021 – operationalized program with Missouri Job Center
- Oct 2021 – onboarded 6 participants as part of our pilot Fall cohort
- Feb 2022 – currently onboarding 8 participants as part of our Spring cohort
- April 2022 – commence onboarding of summer cohort

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

WIOA Expenditures:

PY20 Youth - funds have been expended as follows: 93.67%  
PY20/FY21 Adult – funds have been expended as follows: 100%  
PY20/FY21 Dislocated – funds have been expended as follows: 86.15%  
PY/21/FY22 Adult – funds have been expended as follows: 25.80%  
PY21/FY22 Dislocated – funds have been expended as follows 0%  
PY21 Youth – funds have been expended as follows 0%

Other Expenditures:

PY21 EQUAL OPPORTUNITY OFFICER – 17.84%  
PY20 NDWG COVID – 23.20%  
PY21 SKILLUP TANF – 100%  
PY21 SKILLUP FNS – 83.59%  
PY21 JOBS LEAGUE TANF – 51.05%

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

A. *Contracts:*

PY21 DSS TANF/FNS SkillUp Contract for FWCA – fully executed  
PY21 DSS TANF Jobs League Contract for FWCA – fully executed  
PY21 WIOA Contract for EC is in process  
PY21 WIOA Adult-Dislocated Contract Amendment for FWCA is in development  
COVID-19 Humanitarian Grant contract amendment for FWCA is in development

It is anticipated all contracts in process will be fully executed by the end of the 1st week of March

**Workforce Development Board**

Revising the By-Laws – currently being reviewed by the County Counselors’ office. The State has given preliminary approval. The finalized document will be presented to the Board for approval and ratification.

Responsibility for drafting the minutes has been delegated to the Office Services Coordinator.

In communication with the County Executive’s Office regarding the appointment of members to ensure continued membership requirement compliance. The Board currently has three openings: two in the Business category, and one in the Labor/Workforce category.

**Contractual / Programmatic Monitoring:**

Drafting the Semi-Annual One-Stop Operator Monitoring Report. It is anticipated the document should be complete by EOM.

**MOU**

Beginning the MOU (Memorandum of Understanding) process with the 19 WIOA required partners. This takes place every two years in accordance with WIOA regulations. The MOU establishes the ways in which the required partners will participate and contribute to the One-Stop Service Delivery System. The last MOUs were completed in 2020. The MOU is part of the larger Local Plan which is also up for review and submission. It is anticipated that the MOU will be presented for Board approval at the May meeting.

#### **RFL**

A request to have ordinance #28,050, authorizing the use of funds for the Show-Me-Heroes grant, amended to allow for the extension of the performance period as authorized by the State.

#### **RFP**

The Contract Renewal and/or RFP processes are being reviewed for WIOA program contracts. All current WIOA contracts expire 6/30/2022, with an option to renew for a third and final year, to expire 6/30/2023.

The last quarter has seen a continuation of a challenging labor market. Employers continue to struggle to fill open positions across a number of industries and workers continue to resign and seek new opportunities for employment. In an effort to be more intentional in our ability to understand the labor market conditions and experiences of real customers, we recently administered a survey that asked questions related to employment searches, wages, and training. Here are some of the findings from the survey:

- 68.75% (131) of 192 respondents are unemployed; only 12.50% fulltime employed
- Greatest share of industry interest concentrated in healthcare (41.15%), hospitality (31.25%), and retail (23.44%)
- Nearly half of respondents said that \$16-20 an hour was the absolute minimum wage that would allow them to provide for themselves and family
- Biggest challenges to being successful in obtaining and maintaining employment – access to reliable transportation (32.29%), child’s current school situation (30.73%), and concern over losing social support services (30.21%)
- Most significant interest in short-term training is concentrated in healthcare

Interestingly, industries that have struggled the most according to labor market data, hospitality and retail in particular, are being targeted by job seekers who responded to the survey. The survey also reminds us of the need to address, through policy or other supportive services, some of the larger systemic issues like access to reliable transportation that remains a major barrier.

St. Louis County’s Workforce Development Board can provide immense value to job seekers and employers in this challenging time. Rather than simply focusing on assisting individuals connect to employment opportunities, we need to be able to also help job seekers change careers and find the training necessary to assist them on a path to upward economic mobility.

As we move throughout the year, we will closely examine how our Job Centers can be what they need to be for job seekers today. We will ensure a more responsive system by developing new services, initiatives, and programs to meet the needs of our customers. In order to do this effectively, however, we need your input and support. Please do not hesitate to share any ideas or recommendations that would enable us to improve our capabilities to serve job seekers and employers.

#### **Board Report**

At the upcoming Board meeting, there are several important items to discuss:

- The election of a new Board Chair – for the first time in over 10 years, the Board will be

electing a new Board chair. A nominating committee consisting of Board members evaluated the eligible candidates – Jason Archer and Lee Metcalf – and recommended them to proceed in being considered by the Board for formal election. Both candidates are eligible and have the right credentials to be considered. Ultimately, the Board will select one of the two candidates through an election that will occur through a survey prior to the next Board meeting.

- Ratification of revised By Laws – The Board’s By-Laws have been revised to include a number of important changes, particularly the introduction of new term limits for Board members and officers. The list below identifies the areas that were reviewed and updated:

- o Membership Requirements, Selection, and Designations
- o Nomination Process
- o Term Limits
- o The Process to Notify the CEO of a WDB member vacancy
- o Proxy or alternative designee
- o Use of Technology to conduct Board business
- o Process for ensuring Board Members actively participate

- Board Engagement Strategy— This, year, Board staff will provide opportunities for Board members to become more informed and engaged in Board activities. Through a new education program – a series of workshops on relevant WIOA topics – we hope to ensure that our Board members are even more conversant and aware of the opportunities the Board can provide to the community through its programs and initiatives. These workshops will be offered virtually and will be provided on a quarterly basis.

- Employer Engagement Committee— In order to be more responsive to industry needs, we are looking at re-purposing our Career Pathways Committee to ensure that it is more focused on engaging private sector employers. We will invite members of the Board that are considered business representatives to join this committee to provide guidance and strategic insight that will support the Board’s Business Services unit.

I look forward to seeing members on February 23rd and discussing some of these items in more detail. In the meantime, do not hesitate to reach out with any questions or concerns in advance of the meeting. Thanks, as always, for your leadership, support, and commitment to the Board’s mission and purpose.

## **X. OLD BUSINESS –**

A. Selection of the Board Chair – Jason Archer

B. Approve and Ratify By-Laws

Major Revisions:

- Membership requirements, selection, and designations
- Nomination process
- Term limits
- The process of notify the CEO of a WDB member vacancy
- Proxy or alternative designee
- Use of technology to conduct Board business
- Process for ensuring Board Members actively participate

C. Board Engagement Strategy 2022

- Monthly stories/program and personnel highlights – first to commence in March

- Board education program – quarterly webinars – administering survey to assess topics of interest this week
- Leveraging member’s interests and partnerships – new engagement strategy will be determined in consultation with the Board chair

**XI. NEW BUSINESS –**

Career Pathway Committee - Look at committee and work on how to advance their purpose

Michele Williams – recognizing volunteers (Standing Youth Committee), Mr. Clarence Ware, has been working with the WFD for 15 years, was a (WIB) member. He has given the customers great services by given them the tools and resources they need. Certificate of Appreciation.

Accolades to John Frederick for serving as Board Chair and congratulations on his future endeavors and wishing him the best.

**XII. ADJOURNMENT –**The meeting was adjourned at 9:26a.

Minutes prepared by Michelle Patterson