

**WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**Wednesday, November 16, 2022**

**BOARD MEMBER PRESENT**

Brad Ackman, Jason Archer, Caroline Battles, John Gaal, Mary Grott, Quintinus Henry, Lee Metcalf, Lydia Mitchell, Gwen Mizell, Mary Moriarity, Vanessa Parker-Lewis, Reginald Scott, Carolyn Seward

**BOARD MEMBERS ABSENT**

Cenia Bosman, John Bowman, Elliott Henry, Jeff Mazur, Jerry Bowles

**WORKFORCE DEVELOPMENT STAFF MEMBERS**

Derek Collins, Howard Hayes, Greg Laposa, Tiffany Manning, Loris Williams

**GUESTS**

Alice Brown, Mac Callanan, Christopher Horne, Beverly Jenkins, Kelley Lingle, Gigi MacMullan

- I. CALL TO ORDER** – called the meeting to order at 7:30 a.m.
- II. ROLL CALL** – Roll call was conducted. There was a quorum present
- III. REVIEW OF BOARD MINUTES** – the minutes were read silently. A motion was made, and seconded to approve the June 17, 2022, and September 28, 2022, minutes as written with no changes, corrections, or revisions. The minutes were unanimously approved by vote of acclamation.
- IV. DIRECTOR OF HUMAN SERVICES** - Howard Hayes, Director of Human Services  
Happy Thanksgiving from DHA. The year of 2022 has been dynamic.  
Would like to thank The Board for their support and the good work that has been done for St. Louis County. Moving io the next four years, DHS will be supporting the goals and objectives of the Board, Workforce is the key to building lives for the community.
- V. BOARD CHAIRMAN’S REMARKS**  
Would like to thank The Board for being on the call for the meeting.
- VI. REFUGE AND RESTORATION PRESENTATION** – (Included In The Board Meeting Materials Packet) – Pastor Beverly Jenkins

Opening in Fall of 2023, the R&R Marketplace in Dellwood, Missouri will holistically address gaps in workforce development, education, and entrepreneurship to heal and empower the surrounding community.

Employ St. Louis is an entity designed as a program pillar of Refuge and Restoration, a nonprofit 501(c)(3) organization to bring workforce soft skills training solutions with career pathway integration to the region. Employ St. Louis will be located within the address of 10148 West Florissant in Dellwood, MO

The Mission is to Employ St. Louis builds infrastructure around employment to connect our clients to career pathways that promote advancement and economic prosperity.

**VII. DIRECTOR OF WORKFORCE DEVELOPMENT**

Appreciates everyone’s time and commitment and thank you to The Workforce Development

Team

Important Items for Discussion:

- Greg is in Kansas City at this time attending the 5<sup>th</sup> Annual Apprenticeship Summit with Derek Collins & Ryan Pierce and the 2<sup>nd</sup> Annual Midwest EO Summit with Angela Erby & Michelle Patterson
- Executive Committee Recruitment – Two Board officer positions remain vacant: Vice Chair and Treasurer. We need to get feedback on possible recommendations to fill these positions.
- Board Member Recruitment – We have several vacant Board positions and potentially pending vacancies. We will solicit feedback from Executive Committee Members on how to fill those vacancies.
- Strategy and Funding Discussion – The Director will review existing Board strategy, identify recommended areas of focus for the next year and discuss opportunities for funding. We will invite feedback from members on this topic.
- Program Compliance – Dr. Manning will provide an update on risk assessments and other compliance matters for review by the Board.

## **VIII. FSIS REPORTS**

WIOA Expenditures:

PY21/FY22 Adult - funds have been expended as follows: 65.02%

PY21/FY22 Youth – funds have been expended as follows: 45.99%

PY22 Dislocated worker – funds have been expended as follows: 32.49%

PY22/FY23 Adult – funds have been expended as follows: 0%

PY22/FY23 Youth - funds have been expended as follows: 0%

PY22/FY23 Dislocated – funds have been expended as follows 0%

Other Expenditures:

COVID-19 HUMANITARIAN 2020 – funds have been expended as follows: 54.07%

WIOA EQUAL OPPORTUNITY OFFICER – funds have been expended as follows: 0%

TANF JOBS LEAGUE – funds have been expended as follows: 0%

WIOA SKILLUP FNS – funds have been expended as follows: 0%

WIOA SKILLUP TANF – funds have been expended as follows: 0%

## **IX. WORKFORCE DEVELOPMENT REPORTS**

CONTRACTS:

PY22 WIOA program contracts are in process. It is anticipated that contracts should be fully executed in early November.

PY22 WIOA One-Stop Operator Agreement is in process with an anticipated completion date of 11/9/2022. The current Multi-function Agency Agreement is still in effect.

PY22 DSS TANF Jobs League contract is in development.

PY22 DSS TANF/FNS SkillUp contract is in development.

COVID-19 Humanitarian Grant contract amendment for FWCA has been halted awaiting amendment to the authorizing ordinance.

WDB:

The Board currently has five (5) openings, three (3) pending positions, and a 1 membership change. Notification was received that the recertification process for local Boards is due April 30, 2023.

MOU:

The MOU (Memorandum of Understanding) has been re-issued in the DocuSign system. Completion TBD.

RFL:

There is currently one (1) request for legislation before the County Council – amend Ordinance #28,114, to extend the performance period for the COVID-19 Humanitarian Grant

The Request for Legislation documents are being developed for the Request for Proposal (RFP) process. According to the County Charter, the County Council must grant approval for the use of the RFP process in cases where the purchase for goods or services exceeds \$100,000.

RFP:

Work has begun to draft new RFPs for the upcoming PY23. More details on the Board's role in the RFP process will be discussed at a later time.

COMPLIANCE REPORT: Reports Are Included In The Board Meeting Materials Packet

BUSINESS SERVICE REPORT: Reports Are Included In The Board Meeting Materials Packet

EO REPORT: There are no EO Reports at this time

ONE STOP OPERATOR REPORT: Reports Are Included In The Board Meeting Materials Packet

CUSTOMER FEEDBACK: Reports Are Included In The Board Meeting Materials Packet

## **X. OLD BUSINESS**

Discussed Officers:

Lee Metcalf put in his name to run for Vice Chairman of the Board. There is also a treasure vacant position that is available. John Bowman was elected as Parliamentarian. There will be a vote in February 2023 for the open positions.

## **XI. NEW BUSINESS**

Board Vacancies need to be filled

Calendar for 2023 meetings – will review and vote on at the next meeting

## **XII. ADJOURNMENT** –The meeting was adjourned

Minutes prepared by Michelle Patterson