

JEFFERSON/FRANKLIN CONSORTIUM  
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING

April 27, 2023

Jefferson/Franklin Consortium Workforce Development Board held a virtual meeting on April 27, 2023, at 1:30 p.m.

The meeting was called to order by Robert (Bob) Francis, Board Chair.

Attendance was taken and a quorum was present. The following WDB members were in attendance: Board Chair, Bob Francis, Board Vice-Chair, David Crump, Joel Doepker, Debbie Durham, Amanda Black, Jill Quaid, Annette Kendrick, Julie Scannell, Steve Markus, Andrew Held, Nicole Hillemeier, Scott Pagel, Jeff Carnal, Jeanie Ray, Brandy Hagedorn, Dr. Chris DeGeare, Rosie Buchanan, and Valerie Moore. Other interested parties in attendance: Mary Brown, Jane Kost, Shirley Wilson, Donna Litton, Philip King, Brian Heldenbrand, Kelsey Snider, Trish Davids, Eric Kappel, Lora Warner, Julie Johns, and Leanna Eckhoff.

**Motion** was made by Debbie Durham, seconded by Nicole Hillemeier to approve the minutes of the January 26, 2023, Workforce Development Board (WDB) meeting (Agenda Item II.) Motion carried.

Workforce Services Reports (Agenda Item III.) were presented as follows:

- a. Office of Workforce Development (OWD) Update – Valerie Moore
  - i. Arnold Job Center – Kelsey Snider
  - ii. Washington Job Center – Brian Heldenbrand
- b. Adult, Dislocated Worker, and Youth Program/Success Story – Trish Davids
- c. On-the-Job Training/Incumbent Worker Training Program – Eric Kappel

Monitoring and Oversight (Agenda Item IV.) – were presented as follows, by Mary Brown.

- a. PY'22 WIOA Performance to Date
- b. Workforce Development Board Recertification
- c. Schowalter & Jabouri, P.C., St. Louis, performed audit of Jefferson/Franklin Consortium for the PY '21 (07/01/21-6/30/22).
- d. Financial Monitoring

Audit Services (Agenda Item V.) was presented by Mary Brown.

**Motion** was made by Dr. Chris DeGeare, seconded by David Crump to exercise the first option to extend audit services for the audit period of 7/01/22-6/30/23 to Schowalter & Jabouri, P.C., St. Louis. Motion carried.

OWD Workforce Innovation and Opportunity Act Annual Agreement and Funding Allocations with Jefferson/Franklin Consortium Program Year 2023 (7/01/23 – 6/30/24) (Agenda Item VI.) were presented by Mary Brown.

**Motion** was made by Steve Markus, seconded by David Crump to approve the submission of the OWD Annual Agreement and Planned Budget Summaries as required, in concurrence with the chief local elected officials. Motion Carried.

Jefferson/Franklin Consortium Program Year 2022 (7/01/22 – 6/30/23) Additional Funding Allocation (Agenda Item VII.) were presented, as follows, by Mary Brown:

- a. Annual Agreement Incentive Funds (\$75,000)
- b. Temporary Assistance for Needy Families SkillUp (\$30,000)
- c. Non-Federal Funds (\$40,000)

Selection of Program Year 2023 (7/01/23-6/30/24) Jefferson/Franklin Consortium Employment and Training Programs Service Providers and One Stop Operator (Agenda Item VIII.) were presented by Mary Brown.

**Motion** was made by Debbie Durham, seconded by Dr. Chris DeGeare, and in concurrence with the Youth Committee, to exercise second option to extend and issue a new one-year contract to MERS/Missouri Goodwill Industries for WIOA Title I Adult, Dislocated Worker, and Youth staffing and one-stop operator costs for PY'23. WIOA service provider contract amounts are contingent on PY'23 funding availability. Jeff Carnal abstained from voting. Motion carried.

PY'20-PY'23 Jefferson/Franklin WIOA Local Plan (7/1/20-6/30/24) Updates (Agenda Item IX.) were presented as follows, by Leanna Eckhoff:

- a. Letter dated February 07,2023, Jefferson/Franklin Two-Year WIOA Local Plan Modification (#4) OWD Approval.
- b. A review of OWD Issuance 11-2022, One-Stop Center Memoranda of Understanding and Infrastructure Funding Agreements for Local Workforce Development Boards.

Jefferson/Franklin One-Stop Certification Process (Agenda Item X.) was presented, as follows, by Valerie Moore:

- a. Certification reviews occurred on March 28th (Arnold) and March 29th (Washington) in accordance with OWD Issuance 06-2022, Missouri Job Center Certification Review Issuance.

Jane Kost presented on Missouri Apprenticeships. (Agenda Item XI.)

The following organizations presented Community Workforce and/or Economic Development updates (Agenda Item XII.):

- East Central College/Franklin County Adult Education and Literacy – Joel Doepker
- Jefferson College – Dr. Chris DeGeare & Lora Warner
- Four Rivers Career Center – Philip King
- Jefferson County Adult Education and Literacy – Julie Johns
- Vocational Rehabilitation – Amanda Black
- Jefferson County Economic Development – Rosie Buchanan
- Jefferson Franklin Community Action Corporation – Jill Quaid

Civilian Labor Force Data was presented by Bob Francis. (Agenda Item

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XIII.) The Next WDB meeting will be held on August 24, 2023, at 1:30 p.m.

**Motion** to adjourn.