

JEFFERSON/FRANKLIN CONSORTIUM  
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING  
April 30, 2020

Jefferson/Franklin Consortium Workforce Development Board held a Zoom videoconference meeting April 30, 2020 at 1:30 p.m. with members and interested parties.

Attendance was taken and a quorum was present: CLEO Member: Dennis Gannon, WDB Members: Robert Francis, Scott Bryne, Jeff Cartnal, Beth Dauber, David Crump, Joel Doepker, Debbie Durham, Emma Fox, Todd Tracy, Nicole Hillemeier, Dena McCaffrey, Valerie Moore, Scott Pagel, Julie Scannel, Alice Whalen, Jennifer Wooldridge, Russ Kuttenkuler and Interested Parties: Vickey Bonney, Mark White, Eric Kappel, Mirza Bijedic, Julie Johns, Hilary Wagner, Lucinda Dennis Itoka, Trish Davids, Chris DeGear, Lora Warner, Mardy Leathers, Bryan Herrick, and WDB staff Jane Kost, Shirley Wilson, Maggie Peetz, Mary Brown and Michael Ravenscraft.

The meeting was called to order by Robert Francis, Chairman.

Motion was made by Jennifer Wooldridge, seconded by Dena McCaffrey, to approve the minutes of the January 30, 2020 WDB meeting (Agenda Item II.) Motion carried.

Election of Officers was as follows: Nominations for Chairman and Vice Chairman was requested. A motion made by Jennifer Wooldridge, seconded by Jeff Cartnal for nominations to cease and Robert Francis and David Crump be elected as WDB Chairman and WDB Vice-Chairman, respectively, for the next year. Motion carried. Robert Francis, David Crump and Nicole Hillemeier agreed to serve on the Executive and Finance Committees. (Agenda Item III)

Current WDB By-Laws were presented. A signed Attestation Form indicating WDB members review was requested. (Agenda Item IV.)

Michael Ravenscraft introduced new WDB member and guests: Russ Kuttenkuler, WDB member; Dennis Gannon, Jefferson County Executive; Mardy Leathers, Director of Office of Workforce Development (OWD); and Mark White, University of Missouri. (Agenda Item V.)

Mardy Leathers gave an update on current OWD actions and procedures in regards to COVID-19 and increased unemployment rates in Missouri. (Agenda Item VI.)

Mark White analyzed Jefferson and Franklin County's data presented unemployment rates and recent economic trends in the two counties prior and during COVID-19. (Agenda Item VII.)

Workforce Services Report were presented as follows: (Agenda Item VIII. a-e)

- a. Workforce Development Programs- Valerie Moore
  - i. Job Center Surveys
- b. Arnold and Washington Job Centers- Lucinda Dennis Itoka
- c. Adult, Dislocated Worker, and Youth Program– Trish Davids, MERSGoodwill
- d. Employer Business Services – Eric Kappel
- e. Employment Transition Team (ETT) and Business Services – Vickey Bonney

Michael Ravenscraft gave the Monitoring and Oversight reports (Agenda Item IX. a-d):

- a. Program Year (PY) 2019 Performance through 4/20/20
- b. PY'19 Workforce Development Quarterly Program Monitoring
- c. PY'19 Workforce Development Financial Monitoring
  - 1. Statewide Financial Training, June 16-17, 2020
- d. Firewall/Conflict of Interest Policy Training

Michael Ravenscraft requested a motion for approval to exercise first option to extend contract for audit services with Schowalter & Jabouri, P.C., to audit PY19 (7/1/19-6/30/20) expenditures. A motion was made by Dena McCaffrey and seconded by David Crump. (Agenda Item X.) Motion carried.

Michael Ravenscraft discussed the PY20 Funding Allocation of Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker and Youth Funding Allocation requesting approval from Workforce Development Board to accept PY 2020 Adult, Dislocated Worker and Youth funding allocation. A motion was made by David Crump and seconded by Joel Doepker. Jeff Cartnal abstained. (Agenda Item XI a.) Motion carried.

Michael Ravenscraft discussed the Selection of Program Year 2020 (7/01/20-6/30/21) Jefferson/Franklin Consortium Workforce Innovation and Opportunity Act Service Providers. A motion was made by David Crump and seconded by Scott Pagel requesting approval from Workforce Development Board for One Stop Coordinator to exercise second option to extend contracts for the period of 7/01/20-6/30/21 based on Program Year 2020 funding availability for the Title I Adult, Dislocated Worker and Youth Program. Emma Fox, Dena McCaffrey, Joel Doepker and Jeff Cartnal abstained. (Agenda Item XII.) Motion carried.

Michael Ravenscraft discussed local policy updates and modifications to the Local Plan. The Memorandum of Understanding, Infrastructure Agreements, Planning Budget Summaries and change in Workforce Development Board member list were discussed for approval. Michael Ravenscraft requested WDB motion to approve policies and submit local Plan Modification. A motion was made by David Crump and seconded by Dena McCaffrey. (Agenda Item XIII.) Motion carried.

Michael Ravenscraft discuss the Memorandum of Understanding with One Stop Partners and requested approval from WDB to approve MOU agreement between Jefferson/Franklin Workforce Board, Chief Elected Officials and Partners in accordance

with Issuance 01-2019. A motion was made by Jennifer Wooldridge and seconded by Nicole Hillemeier. (Agenda Item XIV.) Motion carried.

Michael Ravenscraft discussed the AEL provider applications and requested a motion to recommend adoption of the Jefferson College and East Central College AEL plans as relates to alignment with local Jefferson/Franklin Consortium WIOA Plan, with implementation date of July 1, 2020. A motion was made by Jeff Carnal and seconded by Jennifer Wooldridge. Alice Whalen abstained. (Agenda Item XV) Motion carried.

Michael Ravenscraft discussed State and Local Executive Actions and Emergency responses as follows:

- a. COVID-19 Updates
- b. State Director letter to Department of Labor
- c. National Emergency Grant Application
- d. Unemployment claims process and volume
- e. Economic Recovery Plan

Michael requested WDB approval to modify PY19/20 budgets under CARES Act 3515(a) and conduct related procurement for COVID-19 emergency response. A motion was made by David Crump and seconded by Jeff Carnal. (Agenda Item XVI. e) Motion carried.

Michael Ravenscraft discussed the Equal Opportunity quarterly monitoring reports. (Agenda Item XVII).

Coordination in Workforce Development reports were presented as followed (Agenda Item XVIII):

- ◆ East Central College – Joel Doepker
- ◆ Jefferson College – Dena McCaffrey
- ◆ Adult Basic Education and Literacy –Alice Whalen/Julie Johns
- ◆ Vocation Rehabilitation – Beth Dauber
- ◆ Economic Development- Todd Tracy

Civilian Labor Force Data was reviewed by Robert Francis. (Agenda Item XIX.)

Michael Ravenscraft announced the included scheduled conferences and gave an update on 2020 Missouri Association of Workforce Development (MAWD) Conference held September 9-11, 2020, Branson, MO, Governor's Conference on Economic Development, September August 26-28, 2020, Springfield, MO (Agenda Item XX)

The next WDB meetings will be held September 3, 2020 and October 29, 2020 at 1:30 p.m.