

JEFFERSON/FRANKLIN CONSORTIUM  
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING

April 22, 2021

Jefferson/Franklin Consortium Workforce Development Board held a video conference meeting April 22, 2021, at 1:30 p.m. with members attending virtually.

Attendance was taken and a quorum was present. The following WDB members were in attendance: Robert Francis, Nicole Hillemeier, Debbie Durham, Jeff Carnal, Russ Kuttenkuler, David Crump, Chris Vansickle, Valerie Moore, Andrew Held, Jennifer Wooldridge, Scott Byrne, Steve Markus, Brenda Rosillo, Joel Doepker, Alice Whalen, Beth Dauper, Valerie Moore, Dr. Christopher DeGeare, Todd Tracy, Emma Fox, Anna Boehm, Jill Quaid, Scott Pagel, Julie Scannell, Karen Price, Alissa Krueger, and other interested parties such as Bryan Herrick, Hillary Wagner, Russ Jansen, Trish Davids, Eric Kappel, and Julie Johns.

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

Motion was made by Nicole Hillemeier, seconded by Debbie Durham, to approve the minutes of the January 28, 2021, WDB meeting (Agenda Item II.) Motion carried.

Elections of officers was as follows: Nominations for Chairman and Vice-Chairman was requested. A motion made by Debbie Durham, seconded by Jeff Carnal for nominations to cease and Robert Francis and David Crump to 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 Committee (Agenda Item III.)

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

Workforce Services Reports (Agenda Items V. a-f) were presented as follows:

- a. Workforce Development Programs – Valerie Moore
- b. Arnold and Washington Job Centers – Lucinda Dennis Itoka
- c. Adult, Dislocated Worker, and Youth Program – Trish Davids
- d. OJT/Incumbent Worker – Eric Kappel
- e. Employment Transition Team (ETT) and Business Services – Vicky Bonney
- f. Business Services and Apprenticeship - Bryan Herrick

Michael Ravenscraft gave the Monitoring and Oversight reports (Agenda Items V. a-e):

- a. Program Year (PY) 2020 Performance
- b. PY'20 Workforce Development Quarterly Program Monitoring
- c. PY'20 Financial Monitoring by Wipfil
- d. Quarterly Statewide Regions Report cards
- e. Cares Act and Recovery Response

Audit Services for Program Year 2021 was reviewed. Motion made by David Crump, seconded by Jennifer Wooldridge that approval to exercise second option to extend contract for audit services with Schowalter & Jabouri, P.C., St. Louis, for the period of 7/1/20-6/30/21 be accepted. (Agenda Item VII.) Motion carried.

Mr. Ravenscraft presented the Office of Workforce Development Annual Agreement with Jefferson/Franklin Consortium for Program Year 2021 (7/01/21-6/30/22).

This agreement includes the following:

- a. Jefferson/Franklin Consortium Sustainability Plan
- b. Subcontractor Sustainability Plan
- c. Chief Local Elected Official (CLEO) Agreement/By-Laws
- d. Fiscal Agent Agreement
- e. One-Stop Operator (OSO) Agreement
- f. Incentive Funding and Regional Cost Comparison
- g. Subcontractor Monitoring
- h. Remaining provisions as outlined in the Annual Agreement

Motion made by Debbie Durham, seconded by David Crump that items above be approved as presented and submitted to OWD with the Annual Agreement (Agenda Item VIII.) Motion carried.

Jefferson/Franklin Consortium Program Year 2021 (7/01/21 – 6/30/22) Funding Allocation was presented as follows:

- a. Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker and Youth Funding Allocation;
- b. Statewide Funding;
- c. Skill Up/Jobs League Funding; and
- d. Non-Federal funds.

Motion made by Nicole Hillemeier and seconded by Chris Vansickle that Workforce Development Board accept PY 2021 Jefferson/ Franklin Consortium funding. (Agenda Item IX.) Motion carried.

Michael Ravenscraft discussed the Jefferson/Franklin Consortium Program Year 2021 (7/01/21-6/30/22) Employment and Training Programs Service Providers and One Stop Operator. Motion was made by Andrew Held, seconded by Jennifer Wooldridge, that Workforce Development Board approve, in concurrence with Youth Committee, and based on Program Year 2021 funding availability, One Stop Coordinator be authorized to negotiate and initiate contracts for the period of PY 21(7/01/21-6/30/22). Abstentions were made by Jeff Cartnal and Valerie Moore. (Agenda Item X.) Motion carried.

Policy updates and Plan Modification was presented by Mr. Ravenscraft as follows:

- Att. 4 – Substate Monitoring Policy;

- Att. 6 – Workforce Development Board Member Recertification/Youth Committee Members
- Att. 11 - Planning Budget Summaries
- Att. 20 - Individual Training Account (ITA) Policy and Eligibility Policy
- Att. 14 & Att. 18 Priority of Service
- Jefferson College & East Central College Memorandums of Understanding

Motion made by Debbie Durham to accept the local policy updates and local plan modification attachments to the plan as presented and submission to the State Office of Workforce Development the local Jefferson/Franklin Plan Modifications; seconded by Beth Dauber. (Agenda Item XI.) Motion Carried.

Workforce System Update of the Job Centers RecoverStrong and Job Centers of the Future was presented. (Agenda Item XII.)

Michael Ravenscraft discussed 4th Qtr. OWD Jefferson/Franklin EO Monitoring review. (Agenda Item XIII.)

Workforce and Economic Development reports (Agenda Item XIV) were presented as follows:

- East Central College- Joel Doepker
- Jefferson College- Lora Warner
- Adult Education and Literacy – Alice Whalen/Julie Johns
- Vocational Rehabilitation – Beth Dauber
- Economic Development –Todd Tracey
- Skill Up/MWA- Better Family Life Representative

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

Upcoming Governor’s Conference on Economic Development will be held September 8<sup>th</sup> – 10<sup>th</sup>, 2021 in Kansas City, Missouri. (Agenda Item XVI.)

The next WDB meeting will be held August 26, 2021, at 1:30 p.m. (Agenda Item XVII.)