

JEFFERSON/FRANKLIN CONSORTIUM  
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING

Minutes from August 26, 2021

Jefferson/Franklin Consortium Workforce Development Board held a video conference meeting August 26, 2021, at 1:30 p.m. with members attending virtually.

Meeting was called to order by Robert Francis, Chair at 1:30pm.

Attendance was taken and a quorum was present. The following WDB members were in attendance: Robert Francis, Nicole Hillemeier, Debbie Durham, Jeff Cartnal, David Crump, Valerie Moore, Jennifer Wooldridge, Joel Doepker, Alice Whalen, Todd Tracy, Julie Scannell, and Karen Price. Other interested parties in attendance were Michael Ravenscraft, Trish Davids, Eric Kappel, Jane Kost, Bryan Herrick, Mirza Bijedic, Sara Diehl, Dana Downs, and Leanna Eckhoff.

Motion was made by David Crump, seconded by Jeff Cartnal to approve the minutes of the April 22, 2021, WDB meeting (Agenda Item II.) Motion carried.

Michael Ravenscraft presented on the Board Orientation packet. This orientation provided an overview of WIOA (programs, performance requirements, services, etc.) as well as Board member roles and responsibilities. (Agenda Item IV.)

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

- a. Workforce Development Programs – Valerie Moore presented on Job Center Surveys. UI/Job Searching is what is bringing people to the Job Center, and over 96% of individuals are satisfied with the services they received.
- b. Arnold and Washington Job Centers – Valerie Moore presented. Job Center traffic is picking up (in-person/phone calls) and there are two state positions open (1-Arnold, 1-Washington).
- c. Adult, Dislocated Worker, and Youth Program – Trish Davids presented a success story and stated that staff are working on Fall training enrollments.
- d. OJT/Incumbent Worker – Eric Kappel presented.
- e. Employment Transition Team (ETT) and Business Services – No update presented.
- f. Business Services and Apprenticeship - Bryan Herrick presented on the updated technology features being released by the State and by the Local Area.
- g. AEL- Alice Whalen presented. East Central recently had 75 participants enrolled. AEL office is moving as the college receive a renovation grant. Alice Whalen shared a success story and noted that she is now the Public Information Chair for MAWD.

Michael Ravenscraft and Leanna Eckhoff presented on Monitoring and Oversight (Agenda Items VI. a-f) as follows:

- a. OWD PY'20 3<sup>rd</sup> Quarter Statewide Report Card- no substantial issues and Jefferson/Franklin Consortium remained in the "blue" all three quarters; the only region to do so.
- b. PY'20 OJTP Annual Report- this report summarized our monitoring of our sub-recipient for the Program Year ending June 30, 2021, for WIOA programs, SkillUp and Jobs League. Meeting performance and no substantial issues.
- c. PY'20 OWD Annual Monitoring Report- this report summarizes the State's monitoring of our region. The report contained no findings.
- d. EO Monitoring- no substantial issues.
- e. PY'20 Final OWD/WIPFLI CPA Firm Financial Monitoring- an outside CPA firm was hired by the State (OWD) to conduct financial monitoring. There were no findings.
- f. PY'20 Annual Financial Statement Audit- the audit will be occurring soon.

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

- a. WIOA Adult, Dislocated Worker and Youth Formula Funds
- b. Statewide Funding
- c. National Dislocated Worker Emergency Grant
- d. Equal Opportunity Grant
- e. Reemployment Services and Eligibility Assessment (RESEA)
- f. Skill-Up and Jobs League Department of Social Services Funding
- g. Jefferson Foundation Funding
- h. Annual Agreement
- i. Job Center Staffing Plan

Motion made by David Crump and seconded by Julie Scannell that Workforce Development Board accept PY2021 Jefferson/ Franklin Consortium funding and budget breakdown. Jeff Cartnal abstained. (Agenda Item VII.) Motion carried.

Michael Ravenscraft presented the Jefferson/Franklin Consortium Program Year 2021 (7/01/21-6/30/22) Employment and Training Programs Service Providers and One Stop Operator contract budget.

Motion was made by Jennifer Wooldridge, seconded by Nicole Hillemeier, that the Workforce Development Board accept the PY21 Jefferson/Franklin Consortium WIOA service provider and contract/dollar amount as presented. Jeff Cartnal abstained. (Agenda Item VIII.) Motion carried.

Michael Ravenscraft presented on Local Plan and Policy Updates as follows (Agenda Item IX.):

- a. Board member certification approval-OWD approved the certification.
- b. Board By-Laws- Board Members were notified of updated By-laws for approval at October meeting. Changes required by OWD.

- c. Elected Official and Board agreement- changes required by OWD were presented.

Michael Ravenscraft presented the Workforce System Update (Agenda Item X.)- State is launching Missouri Job Center Connect initiative which enhances the workforce system framework. OWD is hosting various Town Hall meetings throughout the state.

Workforce Partner Updates (Agenda Item XI.) were presented as follows:

- East Central College- Joel Doepker presented. College received a substantial donation which will help nursing scholarships and with the food pantry. Enrollments are rebounding.
- Jefferson College- Lora Warner presented. The College is busy with Fall enrollments, starting new training cohorts for PCTs and CMTs, and career exploration programs in construction, machinal, and healthcare.
- Adult Education and Literacy – (see above-Workforce Services Report)
- Vocational Rehabilitation – Sara Diehl presented that the Summer Work Program was very successful with 897 students participating.
- Economic Development –Todd Tracy presented. EDC has micro-enterprises grants for small business (less than 5 employees) as well as CBCG grant opportunities.
- Skill Up/MWA- Mirza Bijedic, Better Family Life Representative presented. Participation is steady and additional funding is expected.
- Jefferson Franklin Community Action- Jane Kost presented. Assistance with energy bills is still available, and over 315 households have already received assistance. Arnold Job Center is taking application on Tuesdays.

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 XII.)

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

The next WDB meeting will be held October 28, 2021, at 1:30 p.m.

Meeting was adjourned.