

JEFFERSON/FRANKLIN CONSORTIUM
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING

Minutes from October 28, 2021

Jefferson/Franklin Consortium Workforce Development Board held a video conference meeting October 28, 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, David Crump, Valerie Moore, Jennifer Wooldridge, Joel Doepker, Alice Whalen, Julie Scannell, Jill Quaid, Dr. Chris DeGeare, Emma Fox, Scott Pagel, Brandy Hagedorn, Chris Vansickle, Alissa Krueger, Karen Price and Yvonne Wright. Other interested parties in attendance were Michael Ravenscraft, Mary Brown, Trish Davids, Eric Kappel, Lora Warner, Hilary Wagner, Jane Kost, Bryan Herrick, Mirza Bijedic, Ruth Gary, Amanda Black, Susan McKnight, Tyanna Broadway, Lucinda Itoka-Dennis, and Leanna Eckhoff.

Motion was made by David Crump, seconded by Nicole Hillemeier to approve the minutes of the August 26, 2021, WDB meeting (Agenda Item II.) Motion carried.

The following Workforce Services Reports (Agenda Items III. 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 93% of individuals are satisfied with the services they received. Jobs Mo Connect-new mobile app.
- b. Arnold and Washington Job Centers – Lucinda Itoka-Dennis presented. Job Center traffic is picking up (in-person/phone calls) and open positions have been filled. Shared CompTIA success stories.
- c. Adult, Dislocated Worker, and Youth Program – WIOA staff are meeting highest tier enrollment goal. Trish Davids presented a success story.
- d. OJT/Incumbent Worker – Eric Kappel presented. OJT is finishing up and the team is working on several incumbent worker projects.
- e. Employment Transition Team (ETT) and Business Services – Susan McKnight presented. Don Smith retired, Tyanna Broadway replaced him. They are working on assisting the Boards and Job Centers with connecting to employers to meet their needs.
- f. Business Services and Apprenticeship - Bryan Herrick presented on the continued collaboration in the region, including attending an annual manufacturing day.

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

- a. OWD PY'20 4th Quarter Statewide Process Report- met all performance measures, as well as the required 60/40 requirement. Progress Report does have a color-coding error as acknowledged by OWD.
- b. PY'21 Performance- Off to good start, but still seeing some negative covid-19 impact.
- c. Quarterly Sub-State Monitoring- State monitoring is going well, no major issues, they will be on site in November. OJTP continues to monitor MERS as required, again no major issues to report.
- d. Equal Opportunity Monitoring- submitted MERS staffing analysis.
- e. COVID-19 National Dislocated Worker Grant was monitored by the State. No major issues reported.

Michael Ravenscraft reviewed the updated Board By-Laws, Conflict-of Interest, and Elected Official Agreement that was presented at the August meeting. The By-Laws require at least 30 days' notice before a vote.

Motion was made by David Crump, seconded by Jennifer Wooldridge to approve the by-laws and agreement as presented and to send annual Conflict-of-Interest forms out to all Board members via email to obtain virtual signatures. (Agenda Item V.) Motion carried. (Agenda Item V.) Motion carried.

Michael Ravenscraft presented the Jefferson/Franklin Consortium Program Year 2020 Recapture Funding as follows:

- a. WIOA Youth-additional \$5215.00
- b. WIOA Adult- additional \$629.00

Motion made by Chris DeGeare and seconded by Emma Fox to accept funding as presented. (Agenda Item VI.) Motion carried.

Michael Ravenscraft spoke about the Annual Agreement. (Agenda Item VII.)

Leanna Eckhoff presented on Local Plan and Policy Updates as follows (Agenda Item VIII.):

- a. The state approved our Local Plan Modification #2.
- b. The following equal opportunity polices were presented:
 - a. Accommodation Policy
 - b. Complaint and Grievance Policy
 - c. Corrective Action/Sanction Policy
 - d. Harassment, Discrimination, Retaliation Policy
- c. The updated Sub-State Monitoring Policy was presented.

Motion made by Debbie Durham and seconded by Nicole Hillemeier to approve polices as presented and submit to OWD for final approval. (Agenda Item VIII.) Motion carried.

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

- East Central College- Joel Doepker presented the top 10 programs. College is financially assisting students with balances using covid grants. Reaching to students to promote enrollments.
- Jefferson College- Dr. Chris DeGeare presented on the clothes closet, working local employer, Mercy, on medical assisting program and new program Healthcare Heroes starts next week.
- Adult Education and Literacy – Alice Whalen presented on AEL enrollments.
- Vocational Rehabilitation – Amanda Black presented increasing VR outreach to increase awareness and enrollments.
- Economic Development –no update.
- Skill Up/MWA- Emma Fox. Participation is steady and introduced new SkillUp contact.
- Jefferson Franklin Community Action- Jill Quaid presented on various programs including the ERAP which still has funding to assist individuals rent with and utilities assistance from initial COVID layoffs.

Upcoming OWD Annual Monitoring Summit is December 14-15, 2021, and the Elected Official Summit is slated for some time in the Spring of 2022. (Agenda Item X.)

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

The next WDB meeting will be held January 27, 2021, at 1:30 p.m. and the additional 2022 meetings will be held on April 28th, August 25th, and October 27th.

Meeting was adjourned.