

JEFFERSON/FRANKLIN CONSORTIUM
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING

January 25, 2024

Jefferson/Franklin Consortium Workforce Development Board held a virtual meeting on January 25, 2025, 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. Those in attendance included Jefferson County Executive, Dennis Gannon. The following WDB members were in attendance: Board Chair, Bob Francis, Board Vice-Chair, David Crump, Chris DeGeare, Steve Markus, Debbie Durham, Amanda Black, Annette Kendrick, Nicole Hillemeier, Scott Pagel, Chris Vansickle, Jeanie Ray, Donna Litton, Julie Johns, Jeff Carnal, and Valerie Moore. Other interested parties in attendance: Todd Tracy, Cathy Poole, Mary Brown, Jane Kost, Trish Davids, Eric Kappel, Lora Warner, Hilary Wagner, Tina Davis, and Leanna Eckhoff. David Crump made the motion, seconded by Amanda Black to approve the minutes of the October 26, 2023, Workforce Development Board (WDB) meeting (Agenda Item II.) Motion carried.

Jane Kost reviewed the Annual Review of the Board By-laws (Agenda Item III.) Attestation sent via DocuSign.

Workforce Services Reports (Agenda Item IV(a-d).) were presented as follows:

- a. Office of Workforce Development (OWD) Update – Valerie Moore
- b. Adult, Dislocated Worker, and Youth Program/Success Story – Trish Davids
- c. On-the-Job Training/Incumbent Worker Training Program – Eric Kappel
- d. Business Services Team – Leanna Eckhoff

Mary Brown gave the Monitoring and Oversight reports(Agenda Item V(a-c).) as follows:

- a. Program Year (PY) Performance to Date (07/01/2023 – 12/31/2023).
- b. Audit Services – Schowalter & Jabouri, P.C., St. Louis has been acquired Honkamp, P.C.
- c. Equal Opportunity Monitoring – Program Worksite Monitoring.

Mary Brown reviewed the Jefferson/Franklin Consortium Program Year 2023 (7/01/23-6/30/24) Funding Allocations (Agenda Item VI(a-b). PY'22 Annual Agreement Incentive Funds were received in the amount of \$75,000 and non-WIOA funds were received in the amount of \$70,000.

Mary Brown discussed the Jefferson/Franklin Consortium Service Providers Request for Proposal (Agenda Item VII.) A formal advertised competitive bid process is required to procure contractor(s) that will provide services for the WIOA Adult, Dislocated Worker, Youth programs, and TANF programs. Chris DeGeare made the motion, seconded by Steve Markus to approve the Jefferson/Franklin Consortium Needs Assessment for service providers and to authorize staff to proceed with the Request for Proposal (RFP) schedule. Motion carried.

Mary Brown discussed the PY'24-PY'27 Jefferson/Franklin Consortium WIOA Local Plan (7/1/24-6/30/28) (Agenda Item VIII.). A new Local Plan is required every four years. Steve Markus made the motion seconded by Nicole Hillemeier

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to authorize staff to proceed with developing the next four-year local WIOA Local Plan, negotiating the Memorandum of Understanding/Infrastructure Funding Agreement, and publicly post the Local Plan for comments prior to April 30, 2024, deadline. Motion carried.

Community Workforce and/or Economic Development (Agenda Item IX.) updates were presented as follows:

- East Central College/AEL/Franklin County – Todd Tracy
- Jefferson College/AEL/Jefferson County – Dr. Chris DeGeare & Lora Warner
- Economic Development Corporation of Jefferson County– Donna Litton
- Adult Basic Education and Literacy – Julie Johns
- Vocational Rehabilitation – Amanda Black
- Jefferson County Economic Development – Donna Litton
- Jefferson Franklin Community Action Corporation – Cathy Poole

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

The next WDB meeting will be held on April 25, 2024, at 1:30 p.m.

There will be a Youth Committee meeting on April 8, 2024, and the Missouri Association of Workforce Development Conference will be held April 24th – 26th in Branson, MO.