



ST. LOUIS COUNTY WORKFORCE DEVELOPMENT BOARD
NEW MEMBER ORIENTATION
POLICY AND PROCEDURES MANUAL

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St. Louis County Workforce Development Board (STLCOWDB)

New Member Orientation Program

Purpose

The STLCOWDB administers federally funded Workforce Innovation and Opportunity Act (WIOA) programs in St. Louis County Missouri. Workforce Investment Boards were created under a 1998 federal law called the Workforce Investment Act (WIA) with a mandate to create a workforce development system that meets the needs of employers for qualified workers and by expanding employment opportunities for residents. Under the Workforce Innovation and Opportunity Act of 2014, boards are now called Workforce Development Boards (WDB).

Composition and Roles/Responsibilities of the Local Board

Chief Elected Officials

- *Missouri State Governor – Mike Kehoe* (submits a four-year state plan to the secretary of DOL to support state and local employment and training programs)
- *St. Louis County Executive - Dr. Sam Page* appoints elected officials to identify employment and training opportunities to support WIOA programs)

Local Workforce Development Board

- A Local Workforce Development Board is comprised of policy makers, government agencies, education entities, economic development agencies, and the public.
- *St. Louis County*

Officers of the Board

- Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian, collectively “leadership.”

Bylaws

- The bylaws include Articles I-VI. It provides details on the following: Officers, Membership, Committees, Board Meetings and Procedures, Amendments, and Conflicts of Interest.

The Vision of the St. Louis County Workforce Development Board (STLCOWDB)

- STLCOWDB's vision is an Integrated System of Workforce Innovation and Opportunity Act (WIOA) partners serving as the labor exchange of choice for high demand employers and skilled and/or unskilled job seekers. STLCOWDB Missouri Job Center is the premiere agency in St. Louis where Sector Strategies combined with career pathways aid in preparing STLCOWDB clients for a 21st century workforce approach. Our approach will attempt to focus on businesses within high-growth and high-demand Industry Sectors. By creating Sector Strategies and Career Pathways in a local area shared vision, we will work to develop a diverse and skilled workforce that leads to self-sufficiency and supports a strong local economy ready to pioneer innovation in the 21st century. We are committed to enhancing partnerships in providing services while ensuring quality customer service.

Goals of the Board

- **Focus on apprenticeship opportunities** – by targeting industries with high demand in healthcare, advance manufacturing, IT, transportation and logistics, and construction. This will build strong workforce pipelines that work with employers to design programs that fit their needs but also align with national standards and funding streams.
- **Subcommittee participation from members** – will support the Board's performance goals by identifying educational and vocational opportunities, that are in high demand in the St. Louis region.
- **Increase business outreach and job opportunities** – by conducting research to identify local and regional economic trends, growth industries, and in-demand occupations within the labor market.

Functions of the Board

- Convene policy makers, business, government agencies, education entities, economic development agencies and the public to better understand workforce needs and to identify solutions.
- Develop and implement comprehensive regional strategies to meet the education and job training needs of the workforce.
- Collect and analyze Labor Market Information (LMI) to identify employment trends, skills gaps, and education and training needs. Disseminate the information to policy makers, educators, business, workforce partners and job seekers.
- Promote strategies to improve education levels and basic workplace skills to meet the needs of companies and improve their competitiveness in today's marketplace.
- Convene industry-specific groups and general business organizations to identify occupational skill needs and discuss basic employment skill requirements.
- Develop and submit a 4-year local plan for the local area in partnership with the Local

Chief Elected Official.

- Lead efforts to engage with a diverse range of employers and other entities in the region to promote business representation, develop effective linkages with employers, develop and implement proven or promising strategies for meeting the needs of employers and jobseekers.

Board Staff Responsibilities

- Carrying out the Board's decisions and ensuring implementation of Board plans and strategies.
- Devising methods for reaching out to various industry sectors and business organizations.
- Informing the Board about labor market trends and current job skills requirements of area employers and the skills of the area labor force.
- Developing plans and budgets.
- Negotiating, processing, and managing contracts for workforce services.
- Measuring performance and analyzing outcomes which are presented to the Board.
- Reporting information to the Board and the state, such as status of services, programs, agreements, expenditures and performance measures.
- Recommending service improvement options.

LWDB Committees

Standing Committees

- **Executive/Finance Committee** - as authorized by the Board, the committee is responsible for making policy recommendations to meet the needs of both area employers and job seekers. By acting on behalf of the board the committee will review recommendations for revisions to the Board's governing documents.
- **Disability Resource Committee** - as an advisory committee to the Board, the committee is charged with developing policies for St. Louis County Job Centers as related to WIOA and serving customers with disabilities. The committee will coordinate with surrounding regions to develop a regional strategy linking job seekers with disabilities and the business community.
- **Employer Engagement and Career Pathways Committee** - as an advisory committee to the Board, consisting of private sector companies across key industry sectors that will actively recruit local business leaders to partner with the Board and create programs that lead to quality jobs for adults, dislocated workers, and youth
- **Nominating Committee** - the chair shall seek volunteers from eligible members for the purpose of nominating a slate of officers. At least one candidate for each office should be selected during a regular meeting of the Board.

WIOA Background and Expectations

WIOA Legislation

- The Workforce Innovation and Opportunity Act was signed into law by President Obama on July 22, 2014, concluding the reauthorization of the Workforce Investment Act (WIA). As the first major reform of the public workforce system since 1998, its primary goal is to strengthen workforce development programs to help Americans, including youth and individuals facing barriers, to gain access to employment.

WIOA Expectations

- WIOA is a federally funded program designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.
- Under the Workforce Innovation and Opportunity Act of 2014 (WIOA), the federal government distributes funding to states for six core programs:
 - Adults
 - Dislocated Workers
 - Youth
 - Wagner - Peyser
 - Adult Education and Literacy
 - Vocational Rehabilitation Program

WIOA Performance Measures

- All participant performance is measured by employment Q2 and Q4, median earnings, credentials and measurable skill gains.

WIOA Funding Streams

- Under (WIOA), the federal government distributes funding to states for six core programs, including the US Department of Labor's Adult Services, Dislocated Workers, and Youth Services programs for employment and training activities, Wagner-Peyser employment services for job seekers, the US Department of Education's Division of Adult Education and Literacy and the Department of Vocational Rehabilitation for employment services for individuals with disabilities.

WIOA Partners and their Roles

The Local Board's WIOA required partner	Name of Authorized Representative Signing MOU and Local Agency
WIOA Adult Program (Title I)	Name: Kevin Schnieders Agency: Education Data Systems Incorporated (EDSI) Name: One-Stop Operator TBD Name: Julie Carter Agency: MO Dept of Higher Education and Workforce Development (MO DHEWD) (Debora Prenger)
WIOA Dislocated Worker Program (Title I)	Name: Kevin Schnieders Agency: EDSI Name: One-Stop Operator TBD Name: Julie Carter Agency: (MO DHEWD) (Debora Prenger)
WIOA Youth Program (Title I)	Name: Jerry Myers Agency: In the Door, LLC Name: Kevin Schnieders Agency: EDSI Name: Julie Carter Agency: (MO DHEWD) (Debora Prenger)
Job Corps (WIOA Title I)	Name: Lorraine Lane Agency: Distinction, LLC (St. Louis Job Corps)
Bridging Families to Communities and Beyond (YouthBuild) (WIOA Title I)	Name: Alexis Burnett Agency: Bridging Families to Communities and Beyond (St. Louis YouthBuild)
WIOA Indian and Native American (INA) programs (Section 166)	Name: NA Agency: N/A
UMOS WIOA 167 Title I National Farmworker Jobs Program	Name: N/A Agency: N/A
Wagner-Peyser labor-exchange/employment services (WIOA Title II)	Name: Julie Carter Agency: Office of Workforce Development (OWD) (Debora Prenger)
Adult Education and Literacy (AEL) (Title II)	Name: Spencer McCall Agency: St. Louis Public Schools
Vocational Rehabilitation (VR)	Name: Shelley Woods Agency: DESE – MO Vocational Rehabilitation (Joshua Hale) Name: Keith Roderick Agency: DSS – Rehabilitation Services for the Blind

The Senior Community Service Program (SCSEP) (WIOA Title V)	Name: Mark Arens Agency: MERS/Missouri Goodwill Ind. Agency: AARP Foundation (Monique Bates – AARP Foundation VP of Operations)
Perkins Career and Technical Education	Name: Kevin Andert Agency: Special School District of Metropolitan St. Louis Name: Jeff Pittman Agency: St. Louis Community College
Trade Adjustment Assistance	Name: Julie Carter Agency: DHEWD (Debora Prenger)
Jobs for Veterans State Grants	Name: Julie Carter Agency: DHEWD (Debora Prenger)
Community Services Block Grant (CSBG) activities	Name: Linda Huntspon Agency: Community Action Agency of St. Louis County, Inc. Name: Dr. Ken Chapman Agency: MO DSS
U.S. Dept. of Housing and Urban Development Employment and Training activities	Name: Bruce Ladd Agency: Dept. of Housing and Urban Development
State Unemployment Compensation Law activities	Name: Allen Andrews Agency: MO Dept. of Labor
Reentry Employment Opportunities-Programs Reintegration programs for eligible offenders	Name: Cheri Tillis Agency: Fathers and Families Support Center (FFSC)
Temporary Assistance for Needy Families (TANF)	Name: Ida Roundtree Agency: Better Family Life (Melanie Chandler) Name: Jennifer Heimericks Agency: MO DSS
Migrant Seasonal Farm Workers (MSFW)	Name: Julie Carter Agency: (DHEWD) (Debora Prenger)

Composition of Local Workforce Region

Local Plan – strategic and operational plans designed by **STLCOWDB** to streamline training, increase partner collaboration, consultation, and continuous improvement.

- **The St. County Workforce Development Board (STLCOWDB)** includes all designated areas of St. Louis County.
- **Fiscal Agent** is Family and Workforce Centers of America
- **Office of Workforce Development (OWD)** establishes policies for the local regions based on federal laws, policies, and guidelines.
- **Subrecipients** include WIOA Adult, Dislocated Worker, In School Youth: EDSI; Out of School Youth: In the Door

St. Louis County Job Center Locations

Comprehensive Job Center
The MET Center
6347 Plymouth Avenue
St. Louis, MO 63133

Satellite Job Center
Centene Community Center
2900 Pershall Road
Ferguson, MO 63135

Priority of Services

- Veterans and their eligible spouses
- Public Assistance recipients
- Low-income individuals
- Individuals who are basic skills deficient (including English language learners)
- Low income and economically disadvantaged individuals, and individuals who do not qualify for other programs
- Up to 45% of the WIOA Title I Adult funds may be used to serve those clients who have incomes not exceeding 250% of the Lower Living Standard Income Level of Missouri Poverty Guidelines
- Missouri Residents

Composition and Roles/Responsibilities of the State of Missouri WBD and OWD

State of Missouri Workforce Development Board's Purpose

- The State of Missouri Workforce Development Board (SWBD) serves as a convener of state, regional, and local workforce system partners to enhance the capacity and performance of the workforce development system and to align and improve employment, training, and education programs to promote economic growth.
- The SWDB actively participates and collaborates closely with the required partners of the workforce development system, including public and private organizations. This engagement is crucial in the SWDB's role to help integrate and align a more effective job-driven workforce system that invests in the connection between education and career preparation. The SWDB advises Missouri's workforce partners in the setting and implementation of workforce policy for the State's local workforce areas.

Missouri State Workforce Development Regions

Central	Kansas City Vicinity	St. Louis City
Ozarks	Southeast	St. Charles County
East Jackson County	Southwest	West Central
North	South Central	St. Louis County
Jefferson/Franklin County Consortium		

Missouri Department of Higher Education and Workforce Development (DHEWD)

- The State of Missouri appoints DHEWD as the recipient of federal grants to fund WIOA activities to help communities across the state grow economic development opportunities. They support the development of educational opportunities that match the unique needs and goals of adult learners.

The Office of Workforce Development (OWD)

- OWD, under DHEWD, is the department that oversees and supports local WDBs through the development of policies, guidance, and monitoring of each of its grant funding streams.

Oversight Responsibilities of the St. Louis County WDB

Responsibilities of the Board include, but are not limited to:

- Conduct oversight of Youth workforce development activities authorized under WIOA, Adult and Dislocated Worker employment and training activities under WIOA and the entire one-stop delivery system in the local area.
- Ensure the appropriate use and management of the funds provided under WIOA for the Youth, Adult, and Dislocated Worker activities and the one-stop delivery system.
- Ensure the appropriate use, management, and investment of funds to maximize performance outcomes under WIOA.
- Certification of one-stop centers.
- Select the following providers in the St. Louis County Region for the following, and where appropriate, terminate such providers:
 - Workforce Development Activities
 - Career Services
 - Training Services
 - One-Stop Operators

WORKFORCE PROGRAMS

- Adult & Dislocated Worker Program
- Migrant Seasonal Farmworker
- Indian and Native American Program
- YouthBuild
- Job Corps
- Wagner-Peyser Employment Service
- National Farmworker Jobs Program
- WIOA Youth Programs
- Reentry Employment Opportunities Program

JOB SEEKER AND EMPLOYER SERVICES

The STLCOWDB contracts with a service provider to implement the delivery of workforce development programs. The service provider creates partnerships with local businesses, industries, and workforce partners by implementing a flexible workforce system that offers services to **employers** that cover a broad spectrum of needs including:

- Matching employers' job postings with qualified applicants.
- Working with state and local economic development entities to attract new employers.
- Providing economic and labor market information for a specific area, including wage and salary information that helps existing employers sustain and expand their business.
- Enabling Rapid Response services to aid companies who are facing or trying to avert layoffs.
- Recruiting job candidates.
- Conducting pre-employment assessments for businesses, including new companies moving into the local workforce area.
- Matching local companies with educational institutions that provide specific employment certificate programs for jobs projected to be in demand in the local area's labor market.
- Testing and assessing the education, interests, aptitudes and skill levels of an employer's current workforce.
- Arranging education and skills training for new and current workers, including customized training for individual employers or industries.
- Assisting in developing or obtaining customized training and associated labor market data.
- Sponsoring business-focused seminars on topics such as tax credits and local labor market conditions.

Services to job seekers must complement the employers' needs by:

- Matching qualified job seekers with the right employer.
- Offering job search, job referral and placement assistance.
- Conducting career counseling.
- Maintaining and providing up-to-date Labor Market Information (LMI), including:
 - Local, regional and national employment trends.
 - Job vacancies.
 - Information on in-demand sector.
- Assessing skills and needs promptly.
- Assuring the availability of resource rooms (e.g. Internet access, resume writing, job

search assistance, etc.).

- Disseminating information on available services.
- Making referrals to partner programs when appropriate.
- Conducting individual job development.
- Creating individual employment plans.
- Offering relevant occupational skills training.
- Combining workplace training with related instruction to foster a cooperative education.
- Providing skills upgrading and retraining.
- Offering job readiness training.
- Providing entrepreneurial training.
- Offering adult education and literacy.
- Providing On-the-Job Training (OJT).
- WorkKeys Assessments.
- Offering universal accessible services for individuals with disabilities and those for whom English is a second language.

STLCOWD Website

The STLCOWD website is a comprehensive resource with information on the Board and the workforce system.

The website link: <https://www.stlcowd.org/>

Website Information Includes

1. Meeting Schedule
2. Board Minutes
3. Board Roster
4. Local Plan
5. Board policies

Other important STLCOWD documents provided as separate attachments listed below:

1. STLCOWD Bylaws
Please sign and return the last page—Bylaws Attestation
2. Conflict of Interest Policy
Please sign and return the last page
3. Confidentiality Policy
Please sign and return the last page