

**WDA 16**

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**Workforce Development Board Meeting**

**May 18, 2018 9:30 am**

**Puskarich Public Library**

**200 E. Market St. Cadiz OH**

 **Meeting Minutes**

1. **Call to Order** Meeting called to order by Board Chair, Tammy Sanderson at 9:40am
2. **Roll Call** by Rob Guentter

**Board Member Attendees:** Ed Good, Mark Manheim, Stephen Carson, Sherri Lewis, Alison Kerns, Tammy Sanderson, Jim McMullen, Rich Milleson, and Clint Powell

Quorum established.

**Non-Member Attendees:**  Kate Offenberger, Rob Guentter, Lori Hawthorne, Rebecca Safko, Mike McGlumphy, Jennifer Burns, Rich Gualtiere

1. **Approval of 3/30/18 Minutes**

Motion 07-2018 Motion to approve 3/30/18 Meeting Minutes

1st Ed Good 2nd Jim McMullen All in Favor

1. **Financial/Participants Reports**

Rob Guentter and Rebecca Safko reviewed the March 2018 Financial/Participant Reports.

Motion 08-2018 Motion to approve March 2018 Financial Reports

1st Steve Carson 2nd Clint Powell All in Favor

1. **Transfer for Funds: :**

Transfer Carroll Co WIOA Youth $10,000 to Harrison Co for WIOA eligible Youth Services

Motion 09-2018 Motion to approve Transfer

1st Rich Milleson 2nd Jim McMullen All in Favor

1. **Executive Session:**

Motion 10-2018 to go into Executive Session for the purpose of discussing personnel contracts

1st Rich Milleson 2nd Jim McMullen Unanimous to go into Executive Session 10:02am

Motion 11-2018 to come out of Executive Session

1st Rich Milleson 2nd Ed Good Unanimous to come back from Executive Session 11:26am

1. **Subcommittees**
* Youth Council- Meeting of 4/16/18: Recommendations included in Items 10 and 11 in these Minutes.
* Executive Committee- Meeting of 4/16/18

Motion 12-2018 to approve Executive Committee Minutes from 4/17/18 meeting

1st Ed Good 2nd Marc Manheim All in Favor

* Outreach/Marketing Committee- Meeting of 5/3/18

Motion 13-2018 to approve Outreach/Marketing Committee Minutes from 5/3/18

1st Rich Milleson 2nd Clint Powell All in Favor

* Workforce Regional Committee- No meetings
1. **WIOA Update**

Rob Guentter provided a written report covering the following:

* Social Media RFP/Training
* Board Certification-due in August 2018
* BRN update
* Ohio Workforce Leadership Forum
* ASPIRE/ABLE grant review
* Sectors Strategy
1. **Adult and Dislocated Worker Design and Framework Contracts (Motion 14-2018)**

(Year 1 July 1, 2018 to June 30, 2019 with up to 3 annual renewals based on performance and funding)

Jefferson Co: $646,284 to Jefferson Co Community Action Council Inc.

Harrison Co: $184,132 to Jefferson Co Community Action Council Inc.

1. **Youth Design and Framework Contracts (Motion 14-2018)**

(Year 1 July 1, 2018 to June 30, 2019 with up to 3 annual renewals based on performance and funding)

Jefferson Co: $212,423 to Jefferson Co Community Action Council Inc.

 Harrison Co: $82,642 to Jefferson Co Community Action Council Inc.

1. **Youth Elements Contracts** (Youth Council and JFS Directors reviewed) All 1 year with up to 3 years of renewal based on performance and available funding. **(Motion 14-2018)**

**Belmont Co:**

* Element #3 (Work Experience) to Community Action Commission of Belmont Co

Total $377,168 WIOA share 35%: $132,009

* Element #6 (Leadership Development) to Community Action Commission of Belmont Co

Total $37,235 WIOA share 35%: $13,032

* Element #11 (Financial Literacy) to Community Action Commission of Belmont Co

Total $37,235 WIOA share 35%: $13,032

* **Reject** ECO ESC elements #3 and #6 proposals (JFS Directors and WDB16 Staff recommendation)
* **Rebid** Elements #1 (Tutoring, Study Skills, Dropout Prevention ), and #8 (Adult Mentoring of not less than 12 months) (JFS Directors and WDB16 Staff recommendation)

**Carroll Co:**

* **Reject** ECO ESC elements #3 and #6 proposals (JFS Directors and WDB16 Staff recommendation)
* **Rebid** Elements #3 (Work Experience), #5 (Education and Workforce Prep), #6 (Leadership Development), #7 ( Supportive Services ), #8 (Adult Mentoring of not less than 12 months),

#9 (Follow-up Services for a min 12 months), #11 (Financial Literacy), and # 14 (Transition to post-secondary education) (JFS Directors and WDB16 Staff recommendation)

**Harrison Co:**

* Element #3 (Work Experience) to Jefferson Co Community Action Council Inc.

Total $173,519 WIOA share TBD based on TANF funding

* Element #4 (Occupational Skills Training) to Jefferson Co Community Action Council Inc.

Total $51,381 WIOA share TBD based on TANF funding

* Element #7 (Supportive Services) to Jefferson Co Community Action Council Inc.

Total $0- fee was included in Youth Services Design/Framework proposal WIOA share $0

* Element #9 (Follow-up Services) to Jefferson Co Community Action Council Inc.

Total $0- fee was included in Youth Services Design/Framework proposal WIOA share $0

**Jefferson Co:**

* Element #3 (Work Experience) to Jefferson Co Community Action Council Inc.

Total $677,880 WIOA share TDB based on TANF funding

* Element #4 (Occupational Skills Training) to Jefferson Co Community Action Council Inc.

Total $102,762 WIOA share TBD based on TANF funding

* Element #7 (Supportive Services) to Jefferson Co Community Action Council Inc.

Total $0- fee was included in Youth Services Design/Framework proposal WIOA share $0

* Element #9 (Follow-up Services) to Jefferson Co Community Action Council Inc.

Total $0- fee was included in Youth Services Design/Framework proposal WIOA share $0

1. Motion 14-2108 to approve Items 9.Adult and Dislocated Worker Design and Framework Contracts,

10.Youth Design and Framework Contracts, and 11. Youth Elements Contracts as detailed above.

 1st Ed Good 2nd Jim McMullen All in Favor

1. **Master Service Agreement with JobsOhio (APEG)**

Motion 15-2018 to approve Master Service Agreement with JobsOhio APEG

1st Rich Milleson 2nd Ed Good All in Favor

1. **Intergovernmental Agreement (Revised)**

Motion 16-2018 to Approve Revised Intergovernmental Agreement (Rescind EC05-2017 /COG Motion 04-2018)

1st Rich McMullen 2nd Steve Carson All in Favor

1. **County-by County Sub Grant Agreements (Rescind)**

Motion 17-2018 to rescind County-by County Subgrant Agreements (Rescind EC07-2017 / COG Motion 06-2018)

1st Jim McMullen 2nd Ed Good All in Favor

1. **Policies**
* **Follow-Up Policy Letter 02-2018 to meet CCMEP County Plan requirements**

Motion 18-2018 to Approve Local Follow-Up Policy Letter 02-2018

1st Ed Good 2nd Clint Powell All in Favor

* **Disaster Recovery Policy Letter 03-2018 to permit local pursuit of Disaster Recovery National Dislocated Worker Grants**

Motion 19-2018 to Approve Local Disaster Recovery Policy Letter 03-2018

1st Ed Good 2nd Marc Manheim All in Favor

1. **County Updates**
* Updates provided by OMJ One-Stop Operators

Given the length of the meeting, the Board was satisfied with reviewing the County handouts

1. Additional Discussions
* **MOU- Bellaire Public Library**

Motion 20-2018 to Approve the MOU Agreement with the Bellaire Public Library

1st Jim McMullen 2nd Marc Manheim All in Favor

1. **Staff to the Board Contract** with RFG Associates Inc. $102,360.00

 (Renewal Year 2 July 1, 2018 to June 30, 2019 at same amount as Year 1)

 The Board Chair referred this contract to the Executive Committee for further language review.

1. **Next Meetings – September 21, 2018 9:30am Puskarich Public Library**
2. **Motion to Adjourn**

Motion 21-2018 Motion to adjourn

1st Ed Good 2nd Marc Manheim All in Favor

**Adjournment- 11:49 am**

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**Board Chair Date**