

**WDA 16**

A proud partner of the

American Job Center network

**Workforce Development Board Meeting**

**November 16, 2018 9:30 am**

**Puskarich Public Library**

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

**Meeting Minutes**

1. **Call to Order** Meeting called to order by Tammy Sanderson at 9:37am
2. **Roll Call** by Rob Guentter

**Board Member Attendees:** Larry Merry, Sherri Lewis, Alison Kerns, Tammy Sanderson, Dave Wheeler, Stephen Carson, Jim McMullen, Kyle Brown, Randy Stillings, Marc Manheim, and Karla Martin

Quorum established.

**Non-Member Attendees:**  Rob Guentter, Rebecca Safko, Mike McGlumphy, Jennifer Burns, Rich Gualtiere and representatives from Mobilize360 and Sinclair Broadcast Group, who did not sign in.

1. **Approval of 9/21/18 Minutes**

Motion 32-2018 Motion to approve 9/21/18 Meeting Minutes

1st Kyle Brown 2nd Stephen Carson All in Favor

1. **Financial/Participants Reports**

Rebecca Safko reviewed the September 2018 Financial/Participant Reports.

Motion 33-2018 Motion to approve August 2018 Financial Reports

1st Dave Wheeler 2nd Marc Manheim All in Favor

1. **Transfer for Funds:**

**Approval to move NEG (Flood Grant) award** to WDB16 between Belmont, Harrison and Jefferson Counties as needed based on draws and expenditures with the counties

Motion 34-2018 Motion to allow moving NEG (Flood Grant) funding between counties as needed

1st Jim McMullen 2nd Marc Manheim All in Favor

**Approval of revised Year 2 Memorandum of Understanding (MOU)**

Motion 35-2018 Motion to approve revised WDA16 MOU budget and WDB16 Board Chair signature on Year 2 (2018-2019) MOU agreement

1st Kyle Brown 2nd Jim McMullen All in Favor

1. **Subcommittees**

* Executive Committee- No Meetings
* Outreach/Marketing Committee- No Meetings
* Workforce Regional- No Meetings
* Youth Council- No Meetings

1. **WIOA Update**

Rob Guentter shared a written Staff-to-the-Board report which included:

* WDB16 Board recertification by the state was approved on 9/4/18
* BRN Grant update: No new information from the ARC. Awards are still expected to be made in 2018.
* Regional Workforce Plan is being reviewed by Area 14, 15, and 16 Directors for any required Plan updates.
* WIOA WDA16 Performance Negotiations have been completed with, and accepted by the state.
* All required Library MOUs have been submitted and accepted by the state.
* No movement yet on the Master Service Agreement (MSA) with JobsOhio (APEG). No other areas in Ohio have an MSA based agreement with JobsOhio yet either.
* A new round of state required OMJ Certifications is due to the state in 2019. Rob will work with the Operators to prepare. A Board Committee will need to conduct site reviews for the Belmont and Jefferson One Stops.
* WDA16 is eligible for $400-$500,000 two (2) year grant to address the Opioid crisis in the region. The Board discussed this opportunity at length and left the door open for the Area to pursue this funding if we can identify partners and a meaningful project.

1. **Youth Elements Rebid for Belmont and Carrol Counties**

All 1 year contracts, with up to 3 years of renewal based on performance and available funding

(Up to 4 years total).

**Belmont Co:**

Element #1 (Tutoring, Study Skills, Dropout Prevention)

Belmont Co CAC $26,925 (30% WIOA)

Element #8 (Adult Mentoring of not less than 12 months)

1. Belmont Co CAC $22,238 (30% WIOA)
2. East Central Ohio-ESC $58,600 (30% WIOA)

**Carroll Co:**

Elements #3 (Work Experience):

Jefferson Co CAC $195,981, up to $75,000 WIOA, combined with all other Carroll Co elements,

based on client eligibility

Element #5 (Education and Workforce Prep):

Jefferson Co CAC $0-Included with Element #3

Element #6 (Leadership Development):

Goodwill $54,109 combined with Element 11, up to $75,000 WIOA, combined with all other Carroll Co elements, based on client eligibility

Element #8 (Adult Mentoring of not less than 12 months):

Jefferson Co CAC $0 Included in Element #3

Element #11 (Financial Literacy):

Goodwill $54,109 Combined with Element 6, up to $75,000 WIOA, combined with all other Carroll Co elements, based on client eligibility

Element #14 (Transition to post-secondary education):

Jefferson Co CAC $0 Included in Element #3

Motion 36-2018 to approve all of the above Youth Element Agreements for up to one (1) year, up to the July 1, 2019 renewal date.

1st Kyle Brown 2nd Karla Martin All in Favor

1. **Policies**

* **LPL 05-2018 Individual Training Accounts (ITA)**

Motion 37-2018 to Approve LPL 05-2018 Individual Training Accounts (ITAs).

1st Dave Wheeler 2nd Karla Martin All in Favor

1. **County Updates**

Updates provided by OMJ One-Stop Operators

Belmont Co: Written report submitted from Belmont Co

Carroll Co: Jennifer reviewed the written report for the County

Harrison and Jefferson Cos.: There are currently no Adult or Dislocated Worker waiting lists in Jefferson Co. Youth numbers are growing in both counties due to OWS. Two (2) Flood crews are currently working in Jefferson Co and one (1) crew is working in Harrison Co. The Sept 27, 2018 Job Fair in Steubenville hosted 75 vendors and over 250 job seekers.

1. **Outreach RFQ Presentations**

Sinclair Broadcasting and Mobilize360 gave presentations regarding their responses to the WDA16 Outreach RFQ.

After the presentations, the Board went into Executive Session for the purpose of discussing contracts.

Motion 38-2018 To go into Executive Session to discuss contracts

1st Kyle Brown 2nd Larry Merry A roll call vote was taken and all present voted to go into Executive Session at 11:12am

Motion 39-2018 to Exit Executive Session and resume the regular meeting

1st Larry Merry 2nd Jim McMullen at 11:36am All in Favor

Back in open public meeting:

Motion 40-2018 to award the Outreach RFQ to Mobilize360 and to authorize the staff to negotiate a contract

1st Dave Wheeler 2nd Marc Manheim All in Favor with Larry Merry abstaining

1. **Staff to the Board Contract**

The Board discussed renewing the RFG Associates Inc. contract for a fourth year, as is allowed under WIOA regulation, or to prepare an RFP for Staff to the Board services. Rob offered that he would agree to a fourth year contract under the same terms and conditions as the current third year agreement.

Motion 41-2018 to extend the RFG Associates Inc. Staff to the Board Contract for one (1) year from July 1, 2019 to June 30, 2020. 1st Kyle Brown 2nd Karla Martin All in Favor

1. **2019 WDB16 Board meeting schedule**

Fri Feb 22, 2019, Fri May 31, 2019, Fri Sept 20, 2019, and Fri Dec 6, 2019

Without a vote, the Board agreed to this schedule, noting that changes are likely inevitable.

The Board also agreed, since this was the 4th meeting of the year, and all actions are up-to-date, that there is no need for a December 7, 2018 meeting, as is currently on the calendar.

1. **Next Meetings – February 22, 2019 9:30am Puskarich Public Library**
2. **Motion to Adjourn**

Motion 42-2018 Motion to adjourn

1st Jim McMullen 2nd Alison Kerns All in Favor

**Adjournment- 11:55 am**

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**Board Chair Date**