

**WDA 16**

A proud partner of the

American Job Center network

**Workforce Development Board Meeting**

**December 15, 2017 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 9:32am
2. **Roll Call** by Rob Guentter

**Board Member Attendees:** Ed Good,Mark Manheim, Stephen Carson, Sherri Lewis, Alison Kerns, Tammy Sanderson, Dave Wheeler, Bob Hendricks, Rich Milleson, Kyle Brown, Karen D’Anniballe, Nicholas Cacciacarro, Randy Stillings, and Karla Martin

Quorum established.

**Non-Member Attendees:**  Rob Guentter, Mike Schlanz, Rebecca Safko, Deb Knight, Lori Hawthorne, Mike McGlumphy

1. **Approval of 9/15/17 Minutes**

Motion 37-2017 Motion to approve 9/15/17 Meeting Minutes

1st Kyle Brown 2ndStephen Carson All in Favor

1. **Financial/Participants Reports**

Rob Guentter and Rebecca Safko reviewed the October 2017 Financial/Participant Reports.

Motion 38-2017 Motion to approve June 2017 Financial Reports

1st Bob Hendricks 2nd Kyle Brown All in Favor

1. **Transfer for Funds:** None this meeting

1. **Subcommittees**
* Youth Council- No meeting held
* Executive Committee

 **Approval of Executive Committee Meeting Minutes from 11/17/17**

Motion 39-2017 to approve WDA16 Executive Committee Minutes from 11/17/17

1st Ed Good 2nd Kyle Brown All in Favo

* Workforce Regional Planning Group- 11/20/17 meeting

Marc Manheim gave a report highlighting the group’s discussion. His comments included:

* Ed, Clint, and Marc have agreed to serve as Area 16 reps on the Regional Workforce Innovation Council with reps from Areas 14 and 15.
* Great need for more soft skills and job readiness training
* Job Center branding is complete, but public still not totally aware
* Need for area-wide outreach and marketing
* Need to better use LMI data for decision making
* Staff training needs to be more proactive than reactive
* Proposed Outreach/Marketing Committee- Based on the recommendation of the Workforce Regional Planning group and the Regional Strategic Plan, Rob recommended that the Board create a new committee to address Area -wide outreach efforts. Discussion on this item included a better understanding of the county-by county outreach currently underway, the critical need to define the audience(s) we are trying to reach, whether a consultant is needed to guide this process, the need to outreach beyond our Area (due to local skilled labor shortage anticipated), and the need to involve businesses more fully in the workforce development process.

Motion 40-2017 To create an Outreach/Marketing Committee to include WDB16 Board members, One Stop Operators, and other community experts.

1st Kyle Brown 2nd Marc Manheim All in Favor

Tammy appointed “volunteers” Rich Milleson, Karla Martin, Kyle Brown, Karen D’Anniballe and Steve Carson to serve. Mike McGlumphy agreed to represent the Operators.

1. **WIOA Update**

Rob Guentter provided a written report covering the following:

* *MOUs and Libraries:* We are now looking to add Library Partners in the first quarter of 2018 as per Governors Workforce directives.
* *Social Media Training:* RFQ is out for Feb/March 2018 staff social media training
* One Stop Operators are making good progress. SOP is completed, all 4 sites are now certified, and partner meetings have been well attended.
* *Youth Procurement* will begin in February 2018 for July 1, 2018 implementation. Rob will be meeting with the JFS Directors to determine integration of WIOA and TANF funding.
* *CORSA insurance*, paid for by WDB16, now covers the COG and WDB16 Board. Rob is working to get the same policy to cover the Youth Council.
* The *ARC BRN application* will likely be submitted in early 2018. Over 43 counties in 3 states will likely be included in the final submission.
* Rob presented a draft *2018 WDB16 Board meeting schedule.*

Motion 41-2017 to approve the 2018 WDB16 Board meeting schedule to include the Friday dates of March 23, 2018; June 15, 2018; September 21, 2018; and December 7, 2018. All meetings will be planned for 9:30am in Cadiz. 1st Kyle Brown 2nd Steven Carson All in Favor

1. **Local Policy updates**

**Work Experience for WIOA and CCMEP**

Motion 42-2017 to adapt Local Policy Letter 05-2017 WIOA WDA16 Work Experience for WIOA and CCMEP Youthreplacing Local Policy 14-2009

 1st Dave Wheeler 2nd Karla Martin All in Favor

 **Source Documentation for WIOA-Attachment A**

Motion 43-2017 to adapt Local Policy Letter 06-2017 Source Documentation for WIOA Attachment A (state policy as of 5/2017), replacing prior Source Documentation Attachment A

1st Bob Hendricks 2nd Kyle Brown All in Favor

**County CCMEP Plans for 2017-18**

Motion 44-2017 to approve the WDB16 Chair to sign each of the County 2017-18 CCMEP Plans for submission to the State

1st Kyle Brown 2nd Karla Martin All in Favor

Rob shared that upcoming local policy revisions will include Monitoring Policy, ITAs, Training Services for Adult and Dislocated Workers, and OJT policies.

1. **County Updates**

 Each County provided a written update and highlighted their report to the Board.

*Belmont Co:* Mike Schlanz provided customer satisfaction data: 473 total surveys 91.44% Very satisfied, 8.56% Satisfied (Total satisfaction 100%). Other surveyed questions were 100% as well. He also provided a job order summary. The Belmont Job Fair is set for April 4, 2018.

*Carroll Co:* No report. Kate is receiving the JFS Director of the Year award and was out-of-town. The Board recognized this wonderful and well deserved achievement.

*Harrison and Jefferson Cos:* Lori said she has 12 adults on the training waiting list and is preparing a workshop for them. She indicated that the Audit of their NEG grant went very well. She said she also has customer satisfaction data to share with the Board at a future meeting, and that they are also working on a spring job fair date.

1. **Additional Discussion**
2. **Approve RFG Associates Inc. to develop a SE Ohio Sector Strategy for WDA14, 15, and 16.**

Rob and Rebecca confirmed that the state has approved RFG Associates to conduct the study and that the work will be funded with an NEG Sector Strategy grant secured by Area 15 last year. All work must be completed by June 3, 2018.

Motion 45-2017 to adjust the RFG Associates Inc. administrative contract by $14,000 to include the development of a Southeastern Region Sector Strategy. WDA16 will be reimbursed by WDB15 with grant funding from the NEG Sector Strategy grant. 1st Dave Wheeler 2nd Randy Stilling All in Favor

1. **Support Letter for OMEGA Workforce Grant**

OMEGA has $1,000,000 of workforce grant funding to distribute this year. We are aware that Kent State-Tusk and Buckeye Career Center are applying for advanced manufacturing lab equipment and that EGCC is likely to apply for CDL program expansion. Applications are due in late December.

Motion 46-2017 to authorize the Board Chair or Staff to the Board to provide a support letter for any OMEGA Workforce Grant requests which they believe are worthy of Board support. 1st Kyle Brown 2nd Stephen Carson All in Favor

1. The next meeting will be held on Friday **March 23, 2018** at 9:30am at the Puskarich Public Library, Cadiz OH
2. **Motion to Adjourn**

Motion 47-2017 Motion to adjourn

1st Karla Martin 2nd Ed Good All in Favor

**Adjournment- 11:42 am**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Board Chair Date**