

**WDA 16**

A proud partner of the

American Job Center network

**Workforce Development Board Meeting**

**February 22, 2019 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 9:42am
2. **Roll Call** by Rob Guentter

**Board Member Attendees:** Ed Good, Dwayne Pielech, Tim Merryman, Sherri Lewis, Tammy Sanderson, Stephen Carson, Rich Milleson, Kyle Brown, Karen D’Anniballe, Marc Manheim, and Karla Martin

Quorum established.

**Non-Member Attendees:**  Rob Guentter, Rebecca Safko, Mike Schlanz, Lori Hawthorne, Vince Gianangeli and Jennifer Burns.

1. **Approval of 11/16/18 Minutes**

Motion 01-2019 Motion to approve 11/16/18 Meeting Minutes

1st Kyle Brown 2nd Ed Good All in Favor

1. **Financial/Participants Reports**

Rebecca Safko reviewed the January 2019 Financial/Participant Reports.

Motion 02-2019 Motion to approve January 2019 Financial Reports

1st Kyle Brown 2nd Ed Good All in Favor

Vince indicated that the annual program audit was well underway and that preliminary results suggest we will have another perfect, no findings audit.

1. **Approval for bidding Staff to the Board service contract**

Vince provided an overview of the bidding process and said the RFP will be posted in the Times Leader on 2/25/19 and 3/4/19 for a 4/1/19 bid opening. Tammy discussed that the entire Board will be invited to help review submitted proposals and it is planned that a recommendation on the new service contract will be on the May 31, 2019 WDB16 Board agenda for a July 1, 2019 start date.

Motion 03-2019 to approve bidding a 4 year Staff to the Board service contract from 7/1/19 to 6/30/23, with annual renewal requirements based on performance and available funding

1st Dwayne Pielech 2nd Marc Manheim All in Favor

1. **Transfer for Funds:**

**Approval to move Admin funding to Harrison and Jefferson Counties and to accept additional Disaster Grant funding**

Motion 04-2019 to move $2,536 of admin. funding to Harrison Co. and $1,655 of admin. funding to Jefferson Co. and to accept an additional $74,419 of state grant funding for the National Disaster Flood program currently underway in Belmont, Jefferson and Harrison Counties.

1st Kyle Brown 2nd Rich Milleson All in Favor

1. **Approval of second revision to the Year 2 Memorandum of Understanding (MOU)**

Motion 05-2019 Motion to approve revise WDA16 MOU budget and WDB16 Board Chair signature on Year 2 (2018-2019) MOU agreement which adds All State Career Center and extends ODJFS staff hours at the Belmont OMJ Center

1st Dwayne Pielech 2nd Tim Merryman All in Favor

1. **Subcommittees**

* Executive Committee- No Meetings
* **Outreach/Marketing Committee- 1/18/18 minutes**

Motion 06-2019 to approve 1/18/19 Outreach Committee Minutes

1st Ed Good 2nd Dwayne Pielech All in Favor

* Workforce Regional- No Meetings
* Youth Council- No Meetings

1. **WIOA Update**

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

* SE Ohio Local and Regional Plan update has been approved by the state.
* Comprehensive site recertification is underway with the operators. Board committee review of the Belmont and Jefferson Co OMJ sites is anticipated for mid-May with a final report approved by the Board on 5/31/19 and submitted to the state by June 30, 2019.
* We are working to improve communications with JobsOhio in order to see any benefits from the Board approved Master Service Agreement.
* A new MOU template is being prepared by the state, which will cover the next 2 years. The current MOU expires 6/30/19. The new MOU is supposed to be approved and submitted to the state by May 31, 2019.
* Ohio Workforce Association (OWA) white paper: Rob distributed a copy of the OWA draft white paper. It focuses on ways to improve the state workforce delivery system and will be presented shortly to the Governor’s office and new Workforce team at ODJFS.
* Local School District Business Advisory Boards/Councils: Rob distributed a list of Area16 established Boards/Councils and asked if any WDB16 Board member serve on any of them. Board members were encouraged to connect with their local school boards, if they could. Jennifer shared she serves on the Carrollton BAB. Karla, Rich, Marc, and Ed offered to consider serving on their local BABs. Rob will look into contact information and provide it to each of them.
* Labor Exchange Workforce Specialist: Steve Carson shared that the state will be hiring and placing a new business outreach specialist in each Comprehensive OMJ site that wants one. (WDB16 has requested a specialist for both of our Belmont and Jefferson OMJ sites, and we are 1 of only 2 areas in Ohio with more than 1 comprehensive site). These persons will be able to help each OMJ boost business outreach and services and could meet many of the needs we were seeking with the BRN. The state has also agreed to pay fair share of these positions in the new area partner MOU. Steve indicated these new persons should be in place by summer.
* Ohio In Demand Jobs Week is May 6-10, 2019. Rob and the operators will work with Mobilize360 to help promote this initiative.
* All Local Area Policies are now available electronically and will be posted, and kept updated, on the new WDB16 website, one it is up and running.

1. **WDA16 Operators Contract Extension**

Rob reviewed that the Operator is in compliance and that Staff to the Board, the Operator, and WDB Chair met to review compliance with the contract. A few compliance items are underway to everyone’s satisfaction.

Motion 07-2019 to extend the remaining 2 years of the existing WDA16 Operators contract from 7/1/19 to 6/30/21

1st Ed Good 2nd Steve Carson All in Favor

1. **Revision to the Mobilize360 Outreach Contract**

Motion 08-2019 to revise the total Mobilize360 contract from $50,000 to $100,000 using unexpended administrative funding to June 30, 2020.

1st Ed Good 2nd Steve Carson All in Favor

1. **County Updates**

Updates provided by OMJ One-Stop Operators

Belmont Co: Mike provided the following updates:

* Belmont Hospital (Bellaire) is closing in April, 90 jobs lost. Wheeling Hospital may absorb a number of them and the Rapid Response Team is on this.
* Belmont OMJ is now tracking partner referrals in CFIS.
* The May 1, 2019 Job Fair has 67 vendors registered and counting.
* Belmont Co is already gearing up for summer CCMEP.

Carroll Co: Jennifer reported:

* Carroll Co Job Fair set for March 14 in Minerva.
* Goodwill is now offering literacy and leadership programs in the Co under their Youth Service contract.
* The OMJ held a resume writing workshop this past week.

Harrison and Jefferson Cos.: Lori reported to the Board:

* With a 16 person Adult waiting list in Harrison Co, could other WIOA area funds be redirected to meet this need? Vince and Rebecca will check into options.
* Summer CCMEP efforts are already underway.
* Last month, Jefferson Co OMJ had 200 job seekers, 526 calls, and 998 referrals.

1. **Additional Discussion**

There was no other new or old business brought before, or by the Board.

1. **Next Meetings – Friday May 31, 2019 9:30am Puskarich Public Library**
2. **Motion to Adjourn**

Motion 10-2019 Motion to adjourn

1st Ed Good 2nd Kyle Brown All in Favor

**Adjournment- 11:46 am**

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**Board Chair Date**