

**WDA 16**

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American Job Center network

**Workforce Development Board Meeting**

**May 31, 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 9:39am
2. **Roll Call** by Rob Guentter

**Board Member Attendees:** Melissa Rataiczak,Ed Good, Dom DeFelice, Sherri Lewis, Allison Kerns, Tammy Sanderson, Stephen Carson, Bob Hendricks, Rich Milleson, Nick Cacciacarro, and Karla Martin

Quorum established.

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

New member, Mellissa Rataiczak was introduced. She is the Workforce Director at Belmont College.

Rob shared that Dave Wheeler has resigned from the WDB16 Board. Kate added that Carroll Co is appointing Tait Carter to replace him effective July 1, 2019.

1. **Approval of 2/22/19 Minutes**

Motion 11-2019 Motion to approve 2/22/19 Meeting Minutes

1st Ed Good 2nd Steve Carson All in Favor

1. **Financial/Participants Reports**

Rebecca Safko reviewed the January 2019 Financial/Participant Reports.

Motion 12-2019 Motion to approve January 2019 Financial Reports

1st Bob Hendricks 2nd Allison Kerns All in Favor

Bob Hendricks shared that Harrison Co had one of the fastest growing GDPs in the US from 2012-2015.

Vince gave a quick overview about WIOA funding, state vs federal fiscal years, and the 2 year window we have to expend/invest the funds before they lapse back to the state.

1. **Transfers:** None
2. **Subcommittees**

* Executive Committee- No Meetings
* **Outreach/Marketing Committee 5/9/19 minutes**

Motion 13-2019 to approve 5/9/19 Outreach Committee Minutes

1st Rich Milleson 2nd Dom DeFelice All in Favor

* Workforce Regional- No Meetings
* Youth Council- No Meetings
* Comprehensive OMJ site certification team met at sites 5/19/19

1. **WIOA Update**

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

* Local School District Business Advisory Council contacts with WDB16 Board members
* Comprehensive site recertification: Board committee review of the Belmont and Jefferson Co OMJ site visits occurred on 5/19/19. Final report need to be submitted to the state by June 30, 2019.
* American Planning Association Conference, which Rob attended in San Francisco 4/12/19 to 4/17/19.
* New MOU being completed which covers 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): Held first ever Legislative Reception 5/28/19.

Rob has been nominated to serve on the OWA Executive Board.

* 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 the end of summer, and a planning meeting with local operators is set for June 30, 2019.
* New Jefferson and Belmont Co National Disaster (Flood Grant) OH-32: The area has been determined eligible to receive $1,237,842 of new flood grant funding, which will run from 4/1/19 to 3/31/20.
* The just released 2020 WIOA budget for WDA16 shows an overall increase in area funding.

Rebecca covered the details in her financial report.

1. **WDA16 MOU (7/1/19 -6/31/21)**

Motion 14-2019 to approve and authorize the Board Chair to sign the new Memorandum of Understanding (MOU) effective 7/1/91 to 6/30/21.

1st Bob Hendricks 2nd Ed Good All in Favor

1. **Belmont Co Library MOUs**

Motion 15-2019 to approve MOUs with the Belmont Co Library System, Bellaire Library, St. Clairsville Library and the Barnesville Hutton Memorial Library from 7/1/19 to 6/30/20

1st Rich Milleson 2nd Steve Carson All in Favor

1. **WDA16 Subgrant Agreement with Ohio**

Rob explained that the Sub grant agreement with the state has 3 parts: 1) the Agreement, 2) The Contract Disclaimer section (new under Governor DeWine Executive Order) and 3) the agreement to participate in the Ohio CCMEP Program. All 3 portions will be recommended for approval in a single Board action.

Motion 16-2019 to approve the three (3) component Sub Grant Agreement with the State of OH from 7/1/19 to 6/30/21 1st Ed Good 2nd Dom DeFelice All in Favor

1. **Youth Element and Other Contract Renewals**

Rob explained that the following vendor contracts were competitively bid out and awarded for a 4 year period, with annual Board renewal and review based on performance and available funding. All have been determined to be in compliance and recommended for Year 2 of their 4 Year contracts. Rob also noted that some of these contracts mix WIOA and TANF funding, and we do not currently have final TANF budgets. Resulting, Rob is recommending these contract renewals based on the information we currently have, and to assure that there is no lapse in service delivery. Amendments to these agreements may be required at a future meeting as funding awards/budgets are finalized.

There was some Board discussion about lumping elements together or reviewing each one individually for performance and renewal.

The Board will likely discuss this further in the future. Recommended contracts to renew are:

**Framework and Design**

**Jefferson Co Adult and Dislocated Worker Framework and Design**

Jefferson Co CAC Inc. 2nd year WIOA $581,655 (Year 1 of 4 was $646,284)

**Harrison Co** **Adult and Dislocated Worker Framework and Design**

Jefferson Co CAC Inc. 2nd year WIOA $165,718 (Year 1 of 4 was $184,132)

**Jefferson Co Youth Design and Framework**

Jefferson Co CAC Inc. 2nd year WIOA $127,065

(Year 1 of 4 was $212,423 WIOA and TANF)

**Harrison Co Youth Design and Framework**

Jefferson Co CAC Inc. 2nd year $16,891 WIOA

(Year 1 of 4 was $82,642 WIOA and TANF)

**Youth Element Contracts**

**Belmont Co Tutoring, Study Skills, Dropout Prevention** **(Element 1)**

Community Action Commission of Belmont Co 2nd year $26,925 of which $8,078 (30%) WIOA

(Year 1 of 4 was $26,925 of which 30% WIOA)

**Belmont Co Work Experience** **(Element 3)**

Community Action Commission of Belmont Co 2nd year $377,168 with $132,009 (35%) WIOA

(Year 1 of 4 was $377,168 with $132,009 (35%) WIOA)

**Belmont Co Leadership Development (Element 6)**

Community Action Commission of Belmont Co 2nd year $37,235 with $13,032 (35%) WIOA

(Year 1 of 4 was $37,235 with $13,032 (35%) WIOA)

**Belmont Co Adult Mentoring not less than 12 months** **(Element 8)**

Community Action Commission of Belmont Co 2nd year $22,238 of which $6,671 (30%) WIOA

(Year 1 of 4 was $22,238 of which 30% WIOA)

**and**

East Central Ohio Educational Service Center 2nd year $58,600 of which $17,580 (30%) WIOA

(Year 1 of 4 was $58,600 of which 30% WIOA)

**Belmont Co Financial Literacy (Element 11)**

Community Action Commission of Belmont Co 2nd year $37,235 with $13,032 (35%) WIOA

(Year 1 of 4 was $37,235 with $13,032 (35%) WIOA)

**Carroll Co Work Experience (Element 3)**

Jefferson Co Community Action Council Inc. 2nd year $195,981 with up to $75,000 WIOA

for all elements but 6 and 11

(Year 1 of 4 was $195,981 with up to $75,000 WIOA for all elements but 6 and 11)

**Carroll Co Education and Workforce Prep (Element 5), Adult Mentoring (Element 8)**

**and Transition to post-secondary education (Element 14)**

Jefferson Co Community Action Council Inc. 2nd year $0

Included in Youth Service Design and Framework

**Carroll Co Leadership Development (Element 6)**

Goodwill 2nd year $54,019 with up to $75,000 WIOA –Elements 6 and 11 combined

(Year 1 of 4 $54,109 (this typo was Board approved) with up to $75,000 WIOA –Elements 6 and 11 combined)

**Carroll Co Financial Literacy (Element 11)**

Goodwill 2nd year $54,019 with up to $75,000 WIOA –Elements 6 and 11 combined

(Year 1 of 4 $54,109 (this typo was Board approved) with up to $75,000 WIOA –Elements 6 and 11 combined)

**Harrison Co Work Experience (Element 3)**

Jefferson Co Community Action Council Inc. 2nd year $34,989 WIOA

(Year 1 of 4 was $173,519 WIOA and TANF)

**Harrison Co Occupational Skills and Training (Element 4)**

Jefferson Co Community Action Council Inc. 2nd year $8,446 WIOA

(Year 1 of 4 was $51,381 WIOA and TANF)

**Harrison Co Supportive Services (Element 7) and Follow-up Services (Element 9)**

Jefferson Co Community Action Council Inc. 2nd year $0

Included in Youth Service Design and Framework

**Jefferson Co Work Experience (Element 3)**

Jefferson Co Community Action Council Inc. 2nd year $263,207 WIOA

(Year 1 of 4 was $677,880 WIOA and TANF)

**Jefferson Co Occupational Skills Training (Element 4)**

Jefferson Co Community Action Council Inc. 2nd year $63,533 WIOA

(Year 1 of 4 was $102,762 WIOA and TANF)

**Jefferson Co Supportive Services (Element 7) and Follow-up Services (Element 9)**

Jefferson Co Community Action Council Inc. 2nd year $0

Included in Youth Service Design and Framework

Motion 17-2019 to recommend year 2 of 4 for the above contracts from 7/1/19 to 6/30/20.

1st Ed Good 2nd Dom DeFelice All in Favor

1. **Carroll Co Youth Service Elements Bidding**

Motion 18-2019 to authorize the bidding of required Youth Elements in Carroll Co

1st Bob Hendricks 2nd Steve Carson All in Favor, with Karla Martin abstaining.

1. **Youth Incentive Policy**

Motion 19-2019 to approve the revised Youth Incentive Policy Letter 01-2019 to be in compliance with State interpretation of Federal regulations.

1st Steve Carson 2nd Ed Good All in Favor

1. **Comprehensive OMJ Site Recertification**

As required by the State, our 2 comprehensive OMJ sites, Belmont and Jefferson Cos, where required to go through a formal re certification process this year. A Board led team consisting of Tammy Sanderson, Marc Manheim, Karla Martin, and Allison Kerns reviewed 100s of documents and conducted site visits at both OMJs. They recommend approval of both OMJ sites Certifications, with passing scores of 66.5 Belmont Co and 66 Jefferson Co.

Motion 20-2019 to approve the Certification recommendation of the Board Team and submit all required documentation to the State for Certification of both Belmont and Jefferson Co Comprehensive OMJ sites.

1st Rich Milleson 2nd Mellissa Rataiczak All in Favor

1. **Jefferson and Belmont Co National Disaster Flood Grant (OH-32)**

Motion 21-2109 for WDA16 to apply for and accept new funding for Disaster Recovery National Dislocated Worker Flood grant (OH-32).

1st Steve Carson 2nd Nick Cacciacarro All in Favor

1. **Staff to the Board Contract**

Tammy Sanderson asked for the Board to go into Executive Session for the purpose of personnel matters.

Motion 22-2019 to go into Executive Session for personnel matters

1st Ed Good 2nd Rich Milleson All in Favor Executive Session began 11:15am

Motion 23-2019 to exit Executive Session back into the regular meeting

1st Steve Carson 2nd Bob Hendricks All in Favor Back in regular session 11:59am

Motion 24-2019 to recommend entering into a four (4) year Staff to the Board contract with RFG Associates Inc., Rob Guentter Jr., as per the advertised RFP and the terms and conditions of his proposal. This motion recommends expenditures for Year 1 of that 4 Year agreement.

1st Rich Milleson 2nd Nick Cacciacarro All in Favor, with Karla Martin abstaining

1. **County Updates**

Updates provided by OMJ One-Stop Operators

Belmont Co: Mike provided the following updates:

* In addition to his written report, Mike added that the job fair went very well, but that there were not enough job seekers for all of the available jobs.

Carroll Co: Board report provided

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

* CCMEP youth selection/hiring is underway with a June 10 expected start date. About 29 youth are registered in Harrison and about 113 are registered in Jefferson Cos to date. Carrol Co has about 20 youth registered so far.

1. **Additional Discussion**

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

1. **Next Meetings – Friday September 20, 2019 9:30am Puskarich Public Library**

**Last meeting of 2019: Friday December 6, 2019**

1. **Motion to Adjourn**

Motion 25-2019 Motion to adjourn

1st Ed Good 2nd Steve Carson All in Favor

**Adjournment- 12:10pm**

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**Board Chair Date**