

**WDA 16**

A proud partner of the

American Job Center network

**Workforce Development Board Meeting**

**September 20, 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:** Melissa Rataiczak,Alaire Mancz, Sherri Lewis, Allison Kerns, Tammy Sanderson, Nicole Paulette, Stephen Carson, Luan Mizer, Bob Hendricks, Darla Monteleone, Anita Petrella, Marc Manheim

Quorum established. All attending Board members have completed and signed their Conflict of Interest forms.

**Non-Member Attendees:**  Rob Guentter, Rebecca Safko, Mike Schlanz, Lori Hawthorne, Vince Gianangeli, Mike McGlumphy, Jennifer Burns, Rich Gualtiere, Deb Knight, Dan Wilson and Neil Polk

1. **Introduction of new Labor Exchange Workforce Specialists for WDA16**

Steve Carson introduced the new Specialists, Neil Polk and Dan Wilson, who will be covering Belmont/Harrison Counties and Jefferson/Carroll Counties respectively. Every OhioMeansJobs (OMJ) comprehensive center was awarded one (1) state funded business outreach professional. Since WDA16 has two (2) comprehensive sites with Belmont and Jefferson OMJs, we were assigned two (2) staffers. Consistent with our Local Workforce Strategic Plan, we look forward to integrating Neil and Dan into our OMJ Centers and being able to offer local businesses more workforce related services.

1. **Approval of 5/31/19 Minutes**

Motion 26-2019 Motion to approve 5/31/19 Meeting Minutes

1st Marc Manheim 2nd Bob Hendricks All in Favor

1. **Financial/Participants Reports**

Rebecca Safko reviewed the August 2019 Financial/Participant Reports.

Motion 27-2019 Motion to approve August 2019 Financial Reports

1st Bob Hendricks 2nd Allison Kerns All in Favor

1. **Transfers:**

Rebecca presented a handout with transfer requests as follows:

 Belmont: ($186,000.00) from DW, $43,561.58 received Youth = ($142,438.42)

 Carroll: ($54,609.99) from Adult, ($58,038.65) from DW, ($264.50) from Youth = ($112,913.14)

 Harrison: $264.50 received Youth = $264.50

 Jefferson: $54,609.99 received Adult, $244,038.65 received DW = $298,648.64

Motion 28-2019 Motion to approve all of the above requested transfers

1st Steve Carson 2nd Marc Manheim All in Favor

1. **Subcommittees**
* Executive Committee- No Meetings
* Youth Council- No meeting
* Workforce Regional- No Meetings
* Outreach/Marketing Committee- No meeting

Rob was asked about the status of the Youth Council and he shared that the Council member’s terms ended 6/30/19 and that none have been reappointed. He suggested that the WDB reevaluate the purpose and need for the Youth Council, and that it was no longer required under WIOA. We had been using the Youth Council to screen/score Youth element proposals, but found too many conflicts of interest among the Youth Council members to continue that practical moving forward.

1. **WIOA Update**

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

* Our master Memorandum of Understandings (MOU) is complete covering July 1, 2019 to June 30, 2021. This agreement defines all of our OMJ partners, their roles and cost sharing at the OMJ Centers.

Further, all local library MOUs are up-to-date to June 30, 2020.

* Disaster Flood Grant OH-32 is underway. The current flood grant, OH-30) will end payroll on November 30, 2019 and be closed out in December 2019. OH-32 goes to March 31, 2020, but will likely be extended to the end of June or December 2020.
* Rob reviewed the latest WDA16 Performance report. All measures are being met or exceeded except Youth Credential Attainment. Steve Carson shared that our area performance is overall one of the best in the region.
* Rob reviewed the three (3) Corrective Action Plans (CIPs) the state is requiring from our area as part of their monitoring follow-up.
* The most recent Mobilze360 outreach performance report was distributed and reviewed as well. Rob suggested that the Outreach Committee set another meeting before December to refine our outreach efforts.
1. **Agreement Revision with East Central Ohio Educational Service Center (ECO-ESC)**

Motion 29-2019 to approve the revision of ECO-ESC budget for Element 8 Youth Services from $58,600 to $84,444 from 7/1/19 to 6/30/20. This revision reflects a full 12 months of services.

1st Steve Carson 2nd Bob Hendricks All in Favor

1. **Recognition of Board Members**

Motion 30-2019 to recognize the dedication and commitment from retiring WDB16 Board Members Tim Merryman, Elaine Painting, Michael Sieber, Dave Wheeler, Jim McMullen, and Randy Stilling for their service on the WDB16 Board. 1st Marc Manheim 2nd Alaire Mancz All in Favor

Rob and Tammy will prepare a letter to send to each of them recognizing their service.

1. **NEG OH-32 Monitoring Contract with RFG Associates Inc.**

Motion 31-2019 to approve Addendum #1 to the RFG Associates Inc. Staff to the Board Contract, to increase by $6,000 to provide local flood grant site monitoring services from 9/1/19 to 6/30/20. 1st Bob Hendricks 2nd Alaire Mancz All in Favor

1. **MOU: Jefferson and Harrison County Payment Process**

Mike McGlumphy explained that the two (2) step approval process for Jefferson Co CAC to receive reimbursement for service provide to WDA16 has created a cash flow issue for his organization. An MOU has been drafted that would allow the WDA16 Fiscal Agent, Belmont County, to make reimbursement payments directly to the Jefferson Co CAC.

Motion 32-2019 to authorize the WDB16 Chairperson to sign the Payment Process MOU with Harrison and Jefferson Counties once it is confirmed that all four (4) WDA16 counties are in agreement with the MOU document. 1st Bob Hendricks 2nd Nichole Paulette All in Favor

1. **On-the Job Training Policy (OJT)**

Motion 33-2019 to approve the revised On-The –Job Training Policy (OJT) 02-2019 to be in compliance with State interpretation of Federal regulations.

1st Marc Manheim 2nd Steve Carson All in Favor

1. **Opiod 3 Grant (Jefferson Co CAC)**

Motion 34-2019 to authorize, apply for and accept Opiod 3 grant funding to be administered locally by the Jefferson County CAC, to serve all four (4) WDA16 counties.

1st Bob Hendricks 2nd Mellissa Rataiczak All in Favor

1. **Approval of Opioid 3 Grant WDA16 Opioid Plan**

Motion 35-2109 to approve the WDA16 Opioid Plan as submitted.

1st Marc Manheim 2nd Sherri Lewis All in Favor

1. **CCEMEP Transportation Services**

Motion 36-2019 to authorize the Staff to the Board to prepare and advertise procurement for CCMEP Youth Transportation Services as required in WDA16

1st Alison Kerns 2nd Darla Monteleone All in Favor with abstentions from Karen D’Anniballe and Alaire Mancze

1. **County Updates**

Updates provided by OMJ One-Stop Operators

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

* Recent Job Fair had 58 businesses and 231 job seekers (of good quality). She thanked Mobilize360 for their excellent outreach work for the event.
* Additional mini job fairs being held for a number of employers including the Census Bureau, Bordon, Walmart Distribution Center, and WIS.
* Harrison Co. had a good summer youth program which served 30-40 youth and Jefferson Co. served 100-120 youth

 Carroll Co:

* Rich (Jefferson Co CAC) provided summer youth oversight this year. Jennifer is working with schools to attract more youth to their CCMEP program.
* Working on getting CDL classes in the county to meet local needs. Driving will still be off site.

 Belmont Co: Mike provided the following updates:

* In addition to his written report, Mike added that they are working closely with Cabela’s employment service contractor and have been very involved with the Rapid Response efforts around the hospital closing
* A community partner meeting is set for 10/18/19 at Belmont College
1. **Additional Discussion**

**Incumbent Worker Training (IWT) Policy:** Rob’s Board report included an outline of issues he is seeking input on in order to develop an updated Incumbent Worker Policy for WDA16. They included:

1. Should IWT assistance be centered around Sector Strategy identified businesses, or open to any local business? Our plan sectors include: Advanced Manufacturing (including plastics) , Healthcare and Shale Energy (oil, gas and chemicals)
2. Should IWT require industry based credentials or licensure on either Ohio Dept. of Education (ODE), Ohio Dept. or Higher Education or Gove Office of Workforce Transformation lists?
3. Should we require that funded skills training be transferable to other employers (i.e. adding to the overall skills of our workforce, or unique to a specific business?)
4. What is a fair, accountable, and reasonable methodology to monitor IWT performance?
5. As the area can invest up to 20% of total allocated Adult and Dislocated Worker funding on IWT, should we set money aside for this purpose?

He asked the Board and One Stop operators to consider the questions posed and to share any input with him.

1. **Next Meetings – Friday December 6, 2019 9:30am Puskarich Public Library**

1. **Motion to Adjourn**

Motion 37-2019 Motion to adjourn

1st Bob Hendricks 2nd Steve Carson All in Favor

**Adjournment- 12:14pm**

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**Board Chair Date**