

**WDA 16**

A proud partner of the

American Job Center network

**Workforce Development Board Meeting**

**December 6, 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, Board Chair at 9:44am
2. **Roll Call** by Rob Guentter

**Board Member Attendees:** Melissa Rataiczak,Ed Good, Sherri Lewis, Tammy Sanderson, Nicole Paulette, Stephen Carson, Kyle Brown, Nick Cacciacarro, Anita Petrella, and Clint Powell

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, Jennifer Burns, Rich Gualtiere, and Dan Wilson

1. **Approval of 9/20/19 Minutes**

Motion 38-2019 Motion to approve 9/20/19 Meeting Minutes

1st Ed Good 2nd Clint Powell All in Favor

1. **Financial/Participants Reports**

Rebecca Safko reviewed the October 2019 Financial/Participant Reports.

Motion 39-2019 Motion to approve October 2019 Financial Reports

1st Kyle Brown 2nd Anita Petrella All in Favor

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

* Executive Committee- No Meetings

Tammy discussed the need to fill the Vice Chair position on the Workforce Development Board (WDB) with a business representative. She will identify someone for Board action at the next meeting.

* Youth Council- No meeting

Discussion about the need for Youth Council (YC). Rob explained that YC is not required under WIOA and we had numerous conflict of interest issues having the YC review RFP submissions. All YC terms expired 6/30/19 and no one have been renewed. Until a purpose for the YC is determined, keep dormant. The Board collectively agreed.

* Workforce Regional- No Meetings

Rob shared that a new Local and Regional Plan will be required next year, and this committee will need to meet in that regard.

* Outreach/Marketing Committee- No meeting

1. **WIOA Update**

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

* Disaster Flood Grant OH-32 is underway. The current flood grant, OH-30, ended in November and is being closed out. OH-32 goes to March 31, 2020, but the State has requested an extension to the Feds to the end of December 2020.
* Rob shared that the State has accepted our three (3) Corrective Improvement Plans (CIPs), which were the result of state monitoring.
* Tammy has mailed out thank you letters recognizing prior Board Member service to WDA16.
* Rob distributed an impression chart showing the number of social media adds per month based on our work with Mobilize360.
* Rob and Rebecca are serving as co-chairs on the JobsOhio APEG SE Ohio Regional Economic Prosperity Plan Talent-Incumbent Worker Upskilling Committee.

1. **Policy**
2. Retention of Records

Motion 40-2019 to approve Local Policy Letter 03-2019 Retention of Records

1st Kyle Brown 2nd Ed Good All in Favor

1. Rapid Response

Motion 41-2019 to approve Local Policy Letter 04-2019 using the up-to-date WDA16 Rapid Response Plan as the local area Rapid Response policy.

1st Ed Good 2nd Clint Powell All in Favor

1. Serving Applicants with a Close Relationship with WIOA

Motion 42-2019 to approve technical language correction to Local Policy Letter 04-2018 changing “Local Elected Officials” to “Chief Elected Officials”

1st Kyle Brown 2nd Melissa Rataiczak All in Favor

1. On-the-Job Training (OJT)

Motion 43-2019 to approve technical language correction to Local Policy Letter 02-2019 by adding “In no case can the wage rate be below the WDA16 self-sufficiency wage rate for any program (Adult, Dislocated Worker, or Youth).”

1st Clint Powell 2nd Anita Petrella All in Favor

1. Self Sufficiency

Motion 44-2019 to approve technical language correction to Local Policy Letter 06-2015 by adding “Unemployed Adults and Dislocated Workers are not considered Self-Sufficient”.

1st Kyle Brown 2nd Anita Petrella All in Favor

1. Delete Local Policy Letters for Suitability, Career Advancement Accounts and Source Documentation for WIOA and Attachment A

Motion 45-2019 to delete the following Local Policy Letters (LPL) which are no longer relevant or required under WIOA or by the State of Ohio:

* LPL 05-2009 Suitability
* LPL 02-2008 Career Advancement Accounts
* LPL 06-2017 Source Documentation for WIOA and Attachment A

1st Ed Good 2nd Nicole Paulette All in Favor

1. Youth Incentives

Motion 46-2019 to approve technical language correction to Local Policy Letter 01-2019 changing “Primary or Secondary School grade level advancement or GED progress: $100 for each grade level advancement 1st grade to 12th grade level”.

1st Kyle Brown 2nd Steve Carson All in Favor

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

Motion 47-2019 to approve Addendum #1a to the RFG Associates Inc. Staff to the Board Contract, to increase from $6,000 to $9,000 to provide local flood grant site monitoring services from 7/1/19 to 6/30/20. This change is needed to cover all OH-30 and H-32 monitoring work that crossed over the Staff to the Board contract years.

1st Anita Petrella 2nd Nick Cacciacarro All in Favor

1. **Opioid 3 Grant Monitoring (Jefferson Co CAC)**

Motion 48-2019 to approve Addendum 2 to the RFG Associates Inc. Staff to the Board Contract, to add $2,000 from 1/1/20 to 6/30/20 for Opioid Grant 3 Local Monitoring.

1st Kyle Brown 2nd Clint Powell All in Favor

Rob noted that the $3,000 balance of the Opioid 3 Monitoring work will need to be approved in the next year RFG Associates Inc. contract (7/1/20 to 6/30/21).

1. **CCMEP Transportation Service RFP**

Rob is working on the RFP for CCMEP transportation services for Belmont Co. The RFP timeline is as follows: post/advertise 1/10/20, RFPs due 2/7/20, Exec Board review around 3/1/20, WDB16 Board approvals 3/20/20, Implementation after 4/1/20. If successful, some other counties have expressed interest in this concept.

Vince added that OMEGA is working in a 10 county area regarding transportation solutions, and are currently reviewing 32 proposals for services.

1. **American Planning Association (APA) Professional Development**

Motion 49-2019 authorizing Rob Guentter to attend the APA conference in Houston TX April 25-28, 2020, on WDA16 time, but paying all out-of-pocket conference expenses on his own.

1st Kyle Brown 2nd Ed Good All in Favor

1. **County Updates**

Updates provided by OMJ One-Stop Operators

Belmont Co: Mike provided the following updates:

* Most Adult and DW funding is going for CDL training.
* Belmont Co. held a recent Partner meeting
* Working with census folks who are seeking census takers
* An all-area WDA16 Partner meeting being worked on for January 2020.

Carroll Co: Jennifer shared:

* Carroll Co currently has no Dislocated Workers being served
* Also working with the census
* There is a new $1.5 million multi county Homeless Youth grant they are involved with

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

* Opioid grant is going well, good numbers with Noble and Belmont Correctional facilities, with Ridge Project Tyro Leadership and Jobs for Life training underway
* Working with Mobilize 360 on specialized job fair promotions
* Dan Wilson added that there are 30 separate OMJ company job orders he is working on
* Rich added that a Jefferson Co. Partner meeting was held this week

1. **Additional Discussion**

**Incumbent Worker Training (IWT) Policy:** Work continues on this complicated and detailed policy.

We hope to be able to present a recommendation to the Board in March 2020.

**Planned 2020 meeting dates**: Fridays at 9:30am: 3/20/20 5/29/20 9/18/20 12/4/20

1. **Next Meetings – Friday March 20, 2020 9:30am Location TBD**

(Puskarich Public Library is undergoing extensive renovations in 2020 and will not be available.)

1. **Motion to Adjourn**

Motion 50-2019 Motion to adjourn

1st Ed Good 2nd Steve Carson All in Favor

**Adjournment- 11:25pm**

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**Board Chair Date**