

**WDA 16**

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**Workforce Development Executive Board Meeting**

**April 17, 2020 10:00 am**

**GoToMeetings**

**Meeting Minutes**

1. **Call to Order** Meeting called to order by Tammy Sanderson, Board Chair at 10:20 am.
2. **Roll Call** by Rob Guentter

**Executive Board Member Attendees:** Ed Good, Tammy Sanderson, Kyle Brown, Marc Manheim, and Bob Hendricks

Quorum established.

**Non-Member Attendees:**  Rob Guentter, Rebecca Safko, Mike Schlanz, Mike McGlumphy, Rich Gualtiere,

Dan Wilson, Nicole Paulette, Stephen Carson, Melissa Rataiczak, and Alison Kerns.

1. **Approval of 12/6/19 Minutes**

Motion Ex01-2020 Motion to approve 12/6/19 Meeting Minutes

1st Ed Good 2nd Marc Manheim All in Favor

1. **Board Leadership** Tammy will reach out to Rich Milleson and Karen D Annabelle to see if either wants to serve as Board Vice Chair. Both are business reps on the Board.
2. **Financial/Participants Reports**

Rebecca Safko indicted that the March Financials are not yet ready. She will forward to Rob to share with the Board. We will go over financials at the May full Board meeting.

1. **Transfers:**

Motion Ex02-2020 Motion to Transfer $25,000 Admin and $40,000 Belmont Co Youth funding to Harrison Co ($65,000 total) Youth program as COG approved 28-2019 12/20/19.

1st Bob Hendricks 2nd Ed Good All in Favor

1. **WIOA Update**

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

* TANF Summer Youth Employment Program (ages 14-18)
* TEAM updates: website and ARC Power Grant; If funded, grant would provide a school Navigator for our area
* WDA16 Performance: adjusted 2018 results (Area16 passed all measures!)
* Incumbent Worker Training (IWT) policy
* Business Outreach Policy
* Ohio Consolidated Plan, Impact on WDA16
* Local and Regional Workforce Plan revision (at present, needs to be completed by 1/2021)
* Pathway Home project/grant

Ed shared he was doing a student webinar on April 29 through AllChoicesMatter. Rob is doing a similar webinar on April 24 covering student career planning.

1. **Coronavirus and Operator updates:**

Flood grant programs in both Belmont and Jefferson Cos are currently shut down.

They are exploring ways to reopen, while still meeting coronavirus safety requirements.

**Belmont Co:** Mike reported that the Belmont Resource Room is open to the public (3 stations with spacing), but few visitors. Most calls are about unemployment insurance. His tenure as Interim JFS Director ends on May 11 as the County has found a replacement in Jeff Felton.

**Carroll Co:** No report

**Harrison Co:** Rich indicated the Harrison OMJ is closed, with 2 staff there taking calls (also mostly UI). They have begun CCMEP summer recruitment efforts.

**Jefferson Co:** Rich shared that the Jeff OMJ is closed to the public, but staff is still office based and they are taking WIOA applications and also starting summer CCMEP efforts. Great Lakes CDL school has figured out a way to reopen, and CDL training applications are being reviewed.

1. **CORSA Annual Insurance**

Motion Ex03-2020 to pay CORSA $2,961.00 from 5/1/20 to 5/1/21 to cover COG, WDB16 Board and Youth Council as additionally insured.

1st Mark Manheim 2nd Kyle Brown All in Favor

1. **CCMEP Transportation Service RFP Belmont Co**

Motion Ex04-2020 to award National Church Residences $10,000 of reimbursable funding, based on their submitted RFP, to provide transportation services for OMJ-Belmont Co determined eligible youth

from 7/1/2020 to 6/30/2021.

1st Kyle Brown 2nd Bob Hendricks All in Favor

1. **Contracts for Renewal**

The following matrix of contracts for renewal from 7/1/2020 to 6/30/2021 was presented to the Board:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Last/Current Approval Cycle** | **Next Approval Date/Cycle** | **Recommended Approval $** | **Comments** |
|  |  |  |  |  |  |
| **1** | **Outreach**  **Mobilize360** | 7/1/19 to 6/30/20 | For 7/1/20 to 6/30/21 | $100,000 | Recommendation to renew for 1 year at  $100,000 (Year 2 of 4) |
|  |  |  |  |  |  |
| **2** | **Staff to the Board Contract** | 7/1/19 to 6/30/23 | Annual renewal for 7/1/20 to 6/30/21 | $102,930 | Recommend to renew as per agreement  Year 2 of 4 (Year 1 was $102,930) |
|  |  |  |  |  |  |
|  | **Adult and Dislocated Worker Framework and Design** |  |  |  |  |
| 3 | Jefferson Co | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20-6/30/21 | $581,655 | Contract with Jefferson Co CAC  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $581,655) |
| 4 | Harris County | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20-6/30/21 | $165,718 | Contract with Jefferson Co CAC  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $165,718) |
|  |  |  |  |  |  |
|  | **Youth Design and Framework** |  |  |  |  |
| 5 | Jefferson Co | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20-6/30/21 | $127,065 | Contract with Jefferson Co CAC  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $127,065 WIOA) |
| 6 | Harris County | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20-6/30/21 | $16,891 | Contract with Jefferson Co CAC  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was 16,891 WIOA) |
| **Item** | **Description** | **Last/Current Approval Cycle** | **Next Approval Date/Cycle** | **Recommended Approval $** | **Comments** |
|  |  |  |  |  |  |
|  | **Youth Elements** |  |  |  |  |
|  | **Belmont Co** |  |  |  |  |
| 7 | E1 Tutoring, Study Skills, Dropout Prevention | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $8,078 WIOA | **CAC of Belmont Co**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $26,925 of which $8,078 (30%)  WIOA) |
| 8 | E3 Work Experience | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $132,009 WIOA | **CAC of Belmont Co**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $377,168 of which $132,009  (35%) WIOA) |
| 9 | E6 Leadership Development | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $13,032 WIOA | **CAC of Belmont Co**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $37,235 of which $13,032 (35%)  WIOA) |
| 10 | E8 Adult Mentoring not less than 12 months | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $6,671 WIOA | **CAC of Belmont Co**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $22,238 of which $6,671 (30%)  WIOA) |
| 11 | E8 Adult Mentoring not less than 12 months | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $25,333 WIOA | **East Central Ohio ESC**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $84,444 of which $25,333 (30%)  WIOA) STEM Initiative |
| 12 | E11 Financial Literacy | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $13,032 WIOA | **CAC of Belmont Co**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $37,235 of which $13,032 (35%)  WIOA) |
|  |  |  |  |  |  |
|  | **Carroll County** |  |  |  |  |
| 13 | E3 Work Experience | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $75,000 WIOA (all Elements except 6 and 11) | **Jefferson Co CAC**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $195,981 with up to $75,000  WIOA – for all Elements except 6 and 11) |
| 14 | E5 Workforce Prep, E8 Adult Mentoring, and E14 Transition | 7/1/18 to 6/30/22  To Post- Sec | Annual renewal for 7/1/20 to 6/30/21 | $0 renewal | **Jefferson Co CAC**  Recommend to renew as per agreement  $0 cost, included in Youth Service Design and  Framework (Year 3 of 4) |
| **Item** | **Description** | **Last/Current Approval Cycle** | **Next Approval Date/Cycle** | **Recommended Approval $** | **Comments** |
| 15 | E6 Leadership | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | up to $75,000 for Elements 6 and 11 combined | **Goodwill**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was up to $75,000 WIOA for  Elements 6 and 11 combined) |
| 16 | E11 Financial Literacy | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | up to $75,000 for Elements 6 and 11 combined | **Goodwill**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was up to $75,000 WIOA for  Elements 6 and 11 combined) |
|  |  |  |  |  |  |
|  | **Harrison Co** |  |  |  |  |
| 17 | E3 Work Experience | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $34,989 WIOA | **Jefferson Co CAC**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $34,989 WIOA) |
| 18 | E4 Occupational Skills and Training | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $8,446 WIOA | **Jefferson Co CAC**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $8,446 WIOA) |
| 19 | E7 Supportive Services and E9 follow-up Services | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $0 renewal  Included in YSD Framework | **Jefferson Co CAC**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $0 WIOA, included  in YSD Frame Work) |
|  |  |  |  |  |  |
|  | **Jefferson Co** |  |  |  |  |
| 20 | E3 Work Experience | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $263,207 WIOA | **Jefferson Co CAC**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $263,207 WIOA) |
| 21 | E 4 Occupational Skills Training | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $63,533 WIOA | **Jefferson Co CAC**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $63,533 WIOA) |
| **Item** | **Description** | **Last/Current Approval Cycle** | **Next Approval Date/Cycle** | **Recommended Approval $** | **Comments** |
| 22 | E7 Supportive Services and E9 Follow-up Services | 7/1/18 to 6/30/22 | Annual renewal for 7/1/20 to 6/30/21 | $0 renewal | **Jefferson Co CAC**  Recommend to renew as per agreement  Year 3 of 4 (Year 2 was $0- included  in Youth Service Design and Framework) |
|  |  |  |  |  |  |
| 23 | **Opioid Grant #3 Local Monitoring** | To 6/30/20 | 7/1/20 to 6/30/21 | $3,000 balance of $5,000 monitoring contract | **RFG Associates Inc.**  Addendum 1 to 2020-2021 Staff to the Board contract  renewal for required local monitoring of  Opioid 3 grant |

Motion Ex05-2020 to approve contracts 1-23 above for renewal from 7/1/2020 to 6/30/2021.

1st Ed Good 2nd Marc Manheim All in Favor

1. **Opioid 3 Supportive Services Policy and State Waiver Request**

Motion Ex6-2020 to approve Local Opioid Emergency Recovery Grant (Opioid 3) Supportive Service Policy

01-2020 and to request a waiver to the State of Ohio to permit these changes in supportive services.

1st Marc Manheim 2nd Kyle Brown All in Favor

1. **Other Discussion**

Rob shared that the state is making available UI claim information and asked about the operators receiving this information. Both the operators and Board members were supportive of sharing this confidential information with the operators, to help them better do their outreach. Rob said he would send the info out, with a separate email to include the data file password.

1. **Next Meetings – Friday May 29, 2020 10:00 am Location TBD**

(likely another GoToMeeting)

1. **Motion to Adjourn**

Motion Ex07-2020 Motion to adjourn

1st Ed Good 2nd Marc Manheim All in Favor

**Adjournment- 11:26 am**

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**Board Chair Date**