





## Workforce Development Area 16 Belmont, Carroll, Harrison & Jefferson Counties

A proud partner of the American Job Center network

### AREA 16 Council of Government (COG)

Meeting Minutes

June 21, 2024

Harrison Co DJFS, 520 N. Main Street, Cadiz OH

**Present:** Michelle Santin, Jefferson Co. JFS Director for Tony Morelli (Jefferson Co.), Kate Offenberger, Carroll Co. JFS Director for Chris Modranski (Carroll Co), Harrison Co Commissioner Dustin Corder and Belmont Co. Commissioner Jerry Echemann

**Visitors:** Rebecca Safko, Hope McAfee, Kate Offenberger, Alex Logan, Jacob Barr, Mike McGlumphy, Rich Gualtiere, Joshua Maley, and Rob Guentter

1. **Call to Order:**

Meeting called to order by Acting Chair Dustin Corder at 10:03am.  
A quorum of COG members was present to conduct business.

2. **Approval of Minutes:**

Motion 07-2024 to approve March 22, 2024, COG Minutes as written.  
1st-Santin 2<sup>nd</sup> Offenberger Motion Carried

3. **Financial/Participant Reports and Transfers (Rebecca):**

Rebecca reviewed the April 2024 financials.

**Accept WIOA Special Project Grant:**

Rob added that the area has been awarded a \$70,000 Special Project WIOA grant which the Board needs to accept. This will go towards CCMEP-Youth Services in Belmont County.

**Transfers:**

- ✓ \$10,000 Adult and \$45,000 Dislocated Worker (DW) from Carroll to Belmont

**Bills to Pay:**

- ✓ Ohio Workforce Association Dues 2024 \$3,700.00
- ✓ CORSA Insurance (5/1/24-4/30/25) \$3,518.00

These actions were all approved/recommended by WDB16 Motion 11-2024.

4. **WIOA Update: Staff Report (Rob)**

Rob provided a written report on the following topics:

- ✓ TransfrVR update
- ✓ GRIT (Growing Rural Independence Together) update.
- ✓ WDB16 Board reauthorization with ODJFS- Approved to 6/30/25.
- ✓ Rapid Response Plan update
- ✓ Data Share Agreement
- ✓ Rebranding Update
- ✓ BuildEd update
- ✓ ARC ARISE Apprenticeship planning grant.
- ✓ Business Resource Network (BRN)

As the state has decided not to renew any BRN grants, Rob acknowledged the great work Bradley Wells has done for the area. Jefferson Co OMJ is helping him transition into a new job.

5. **OMJ Operator Reports**

**Belmont Co:** The Belmont Co. written report was reviewed by the COG.

**Carroll Co:** Alex Logan reported that during the months of March to May, 506 persons used the OMJ Resource Room, they helped 53 job seekers, and 36 CCMEP youth.

**Harrison and Jefferson Cos:** Hope McAfee shared that the Harrison Co has about 68 youth being served in the CCMEP program. She said traffic is still slow at both OMJs, with traffic about 20-25/month in Harrison Co. and 60-64/month in Jefferson Co.

The first ever **Let's Educate** was held June 12, 2024 at Sally Buffalo, Wallace Lodge, Cadiz. As a first ever event, Hope and her team learned a lot to make the event better in future years.

Jefferson Co is already using the new **GRIT Assessment** and GRIT funding. They have found the assessment to be very useful to help clients better know themselves and to identify their career and job training pathway.

The annual **Jefferson Co Job Fair** is being planned for September 18, 2024.

6. **MOU Agreement**

Rob explained that the current 2-year MOU must be redone due to the decision of Harrison Co. to operate their own workforce program. This action was approved/recommended by WDB16 Motion 12-2024.

**Motion 9-2024 to approve the Memorandum of Understanding (MOU) Agreement covering 7/1/24 to 6/30/26 1<sup>st</sup>Echemann 2<sup>nd</sup> Santin Motion Carried**



**7. Staff to the Board and Outreach contract renewals**

To keep our Administrative Budget in line with revenue streams, it was recommended to renew the Outreach contract at \$50,000, down from \$100,000 the prior year.

The Staff to the Board contract is being recommended with no increase over last year. These actions were approved/recommended by WDB16 Motion13-2024.

**Motion 10-2024 to authorize the Year 2 of 4 Staff to the Board contract for \$116,000 from 7/1/24 to 6/30/25 and the Year 3 of 4 Outreach contract with WTOV-9/Fox Sinclair Broadcasting Group for \$50,000 from 7/1/24 to 6/30/25 1<sup>st</sup> Offenberger 2<sup>nd</sup> Santin Motion Carried**

**8. Operator Agreement**

Rob explained that these services were bid out due to the change in management of workforce services in Harrison County. An RFP was properly advertised and the WDB16 Executive Board reviewed the submission. They are recommending this contract be approved. This action was approved/recommended by WDB16 Motion14-2024.

**Motion 11-2024 Authorize entering into a new Year 1 of 4 Operators' agreement with the Belmont, Carroll, Harrison JFS and Jefferson Co CAC Consortium from 7/1/24 to 6/30/28, re authorized annually, as per the submitted RFP response, and with funding provided within the approved annual MOU budgets. 1<sup>st</sup> Echemann 2<sup>nd</sup> Santin Motion Carried**

**9. Jefferson Co CAC Agreements:**

These actions were approved/recommended by WDB16 Motion 15-2024.

**Motion 12-2024 Authorize entering year 3 of 4 contracts with the Jefferson Co CAC for Adult and DW Worker Framework and Design services (\$500,224 from 7/1/24 to 6/30/25); Youth Design and Framework Services (\$436,632 from 7/1/24 to 6/30/25) services, and for annual RESEA services (\$65,678 from 7/1/24 to 9/30/25). 1<sup>st</sup> Echemann 2<sup>nd</sup> Offenberger Motion Carried**

**10. Youth Service Contract Renewals**

These actions were all approved/recommended by WDB16 Motion 16-2024.

**Motion 13-2024 Authorize Year 2 of 4 Youth Service contracts, as per Items 15 to 27 on the attached WDB16 Contracts and Work Projects Time Cycles report. 1<sup>st</sup> Offenberger 2<sup>nd</sup> Echemann Motion Carried**

**11. Library MOUs**

These actions were all approved/recommended by WDB16 Motion 17-2024.

**Motion 14-2024 to approve Library MOUs from 7/1/24 to 6/30/26 with: Belmont Co District Library System, Belmont Barnesville Hutton Memorial Library, Carroll Co Library District, Harrison Puskarich Public Library System, and the Public Library of Steubenville and Jefferson Co. 1<sup>st</sup> Echemann 2<sup>nd</sup> Santin Motion Carried**

**12. Appalachian Regional Incentive for Stronger Economics (ARISE) Grant**

(Recommended by WDB16 Motion 34-2023)

Rob explained to the COG that a 3 state (PA, OH, WV), 9 workforce area consortia has applied for a \$500,000 planning grant focusing on improving/expanding apprenticeships. This application has passed the first review and has been *invited* for full submission. Each of the 9 workforce areas participating have been asked to provide \$1,000 toward preparing the full application. If funded, GRIT and in-kind staff support will provide for the full local match.

One of the PA One-Stops is leading this effort.

Motion 15-2024 to authorize \$1,000 toward a grant writer for the Regional ARISE planning concept paper/application, and \$20,000 GRIT funding and In-Kind staff support as local project match, focused on improving/expanding pre and apprenticeship programs.  
1<sup>st</sup> Offenberger 2nd- Santin Motion Carried

13. **BuildEd**

This effort is intended purchase of up to 10 client units of *BuildEd Career Ownership, Performance and Advancement Training* at \$965/client, not to exceed \$9,650. This training will be used with selected at-risk OMJ clients as a demonstration of the programs' effectiveness. WDB16 approved this action in Motion 06-2024, and Staff to the Board conducted a short list procurement, as per state guidelines.

Motion 16-2024 to enter a contract with BuildEd for up to 10 units of *BuildEd Career Ownership, Performance and Advancement Training* at \$965/client, not to exceed \$9,650. 1<sup>st</sup> Echemann 2nd- Santin Motion Carried

14. **Other Discussion:** None

15. **Next Meeting Fri September 27, 2024, 10am at  
Harrison Co DJFS Office, Cadiz OH**

Last meeting of 2024 Friday December 20, 2024 10am Cadiz OH

16. **Motion to Adjourn**

Motion 17-2024 Motion to Adjourn

1<sup>st</sup> Echemann 2nd- Santin Motion Carried

Adjournment- 10:32am



COG Chair



Date