



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

A proud partner of the American Job Center network

**Workforce Development Board Meeting**  
**6/14/24 10:00 am**  
**GoToMeetings**  
**Meeting Minutes**

1. **Call to Order:** Meeting called to order by Dean Petersen, Board Vice Chair at 10:05am.
2. **Roll Call** by Rob Guentter

**Board Member Attendees:** Ed Mowrer, Alaire King, Ed Good, Sherri Lewis, Dean Petersen, William Moore, Bonnie Rutledge, and Marc Manheim. Quorum established.

**Non-Member Attendees:** Deb Knight, Mike Schlantz, Hope McAfee, Rebecca Safko, Rob Guentter, Kate Offenberger, Alex Logan, Jana Kizito, Rich Bell, and Jeff Hays.

3. **Virtual Meeting Policy**

Rob reviewed the state law around virtual meetings. He noted that all votes require voice votes on all agenda items.

4. **Approval of Board March 15, 2024 Minutes**

Motion 10-2024 Motion to approve 13/15/24 Meeting Minutes  
 1<sup>st</sup> Good 2nd Manheim

Roll Call Vote

Good	King	Lewis	Petersen	Moore	Rutledge
Yes	Yes	Yes	Yes	Yes	Yes
Cacciacarro	Manheim	Mowrer			
Yes	Yes	Vote not heard			

Motion Approved

5. **Financial/Participants Reports and Transfers**

Rebecca provided the financial report based on the April 2024 statement. We are in good shape to expend all 2<sup>nd</sup> year funding by June 30, 2024.

**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

Motion 11-2024 Motion to approve financial report, transfers, grant acceptance and payment described above. 1<sup>st</sup> Rutledge 2<sup>nd</sup> King

Roll Call Vote

Good	King	Lewis	Petersen	Moore	Rutledge
Yes	Yes	Yes	Yes	Yes	Yes
Cacciacarro	Manheim	Mowrer			
Yes	Yes	Vote not heard			

Motion Approved

**6. WIOA Update**

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

- 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.

**7. Operator updates:**

**Belmont Co:** Mike Schlantz reviewed the Belmont Co data handout report. OMJ Center traffic is up a little bit this period. They are expecting 45-50 youth to be employed through the CCMEP summer youth work experience program this year.

**Carroll Co:** Alex Logan reported that during the months of March to May, 506 persons used the OMJ Resource Room, they helped 51 job seekers, and 36 CCMEP youth.

**Harrison and Jefferson Cos:** Hope McAfee shared that the Harrison Co has about 62 youth being served in the CCMEP program. She said traffic is still slow at both OMJs.

During the months of March, April and May, Jefferson Co served 172 adults, 17 dislocated workers (DW), and 235 CCMEP youth. They also have 273 reentry clients in their Fresh Start program.

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. The project was implemented with no funding but received donations from partners and a fee waiver for the venue.

**8. MOU Agreement**

Rob explained that the current 2-year MOU has to be redone due to the decision of Harrison Co to operate their own workforce program.

Motion 12-2024 to approve the Memorandum of Understanding (MOU) Agreement covering 7/1/24 to 6/30/26 1<sup>st</sup>Manheim 2<sup>nd</sup> Good

Roll Call Vote

Good	King	Lewis	Petersen	Moore	Rutledge
Yes	Yes	Yes	Yes	Yes	Yes
<b>Cacciacarro</b>	<b>Manheim</b>	<b>Mowrer</b>			
Vote not heard	Yes	Vote not heard			

Motion Approved

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

To keep our Administrivia 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 Board discussed this change and offered ideas for other cost-effective outreach, including more free print media coverage. Rob suggested that the Outreach Committee meet to develop a plan. Priority in the renewed outreach contract should focus on properly promoting public workforce events in each county. The Staff to the Board contract is being recommended with no increase over last year.

Motion 13-2024 to authorize the Staff to the Board contract for \$116,000 from 7/1/24 to 6/30/25 and the Outreach contract with WTOV-9/Fox Sinclair Broadcasting Group for \$50,000 from 7/1/24 to 6/30/25 1<sup>st</sup> Good 2<sup>nd</sup> Manheim

Roll Call Vote

Good	King	Lewis	Petersen	Moore	Rutledge
Yes	Yes	Yes	Yes	Yes	Yes
<b>Cacciacarro</b>	<b>Manheim</b>	<b>Mowrer</b>			
Vote not heard	Yes	Yes			

Motion Approved

**10. 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 single submission. They are recommending this contract be approved.

Motion 14-2024 Authorize entering into an 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> Mowrer 2<sup>nd</sup> Rutledge

Roll Call Vote

Good	King	Lewis	Petersen	Moore	Rutledge
Yes	Yes	Yes	Yes	Yes	Yes
<b>Cacciacarro</b>	<b>Manheim</b>	<b>Mowrer</b>			
Vote not heard	Yes	Yes			

Motion Approved

**11. Jefferson Co CAC Agreements:**

Motion 15-2024 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> Manheim 2<sup>nd</sup> Moore

Roll Call Vote

Good	King	Lewis	Petersen	Moore	Rutledge
Yes	Yes	Yes	Yes	Yes	Yes
<b>Cacciacarro</b>	<b>Manheim</b>	<b>Mowrer</b>			
Vote not heard	Yes	Yes			

Motion Approved

**12. Youth Service Contract Renewals**

Motion 16-2024 Authorize Year 2 of 3 Youth Service contracts, as per Items 15 to 27 on the attached WDB16 Contracts and Work Projects Time Cycles report.

1<sup>st</sup> Moore 2<sup>nd</sup> Manheim

Roll Call Vote

Good	King	Lewis	Petersen	Moore	Rutledge
Yes	Abstained	Yes	Yes	Yes	Yes
<b>Cacciacarro</b>	<b>Manheim</b>	<b>Mowrer</b>			
Yes	Yes	Yes			

Motion Approved

**13. Library MOUs**

Motion 17-2024 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> Lewis 2<sup>nd</sup> Manheim

Roll Call Vote

Good	King	Lewis	Petersen	Moore	Rutledge
Yes	Yes	Yes	Yes	Yes	Yes
<b>Cacciacarro</b>	<b>Manheim</b>	<b>Mowrer</b>			
Yes	Yes	Yes			

Motion Approved

**14. 14 Youth Elements**

Rob gave the Board an overview of the Youth Elements and Services process. WIOA requires that all 14 elements be delivered in each county. Every 4 years, each county “environmentally scans” their county to determine what services are being delivered and what gaps exist. Based on this analysis, gap filling services are bid out. At present, and just renewed, Area 16 has 13 separate contracts for youth element services. The Board asked if we were doing enough with Entrepreneurial education and financial literacy. Rob suggested activating the Youth Council to assist the Counties with their review of needed gap services. As we are in year 3 of 4 of contracts, the next *required* Youth Elements evaluation will be in late 2025/early 2026 for July 1, 2026 implementation.

**15. Other Discussion:**

Rob acknowledged the retirement of Mike McGlumphy, long-term leader in the regions’ workforce efforts. He has served as a workforce consultant, WDB16 Staff to the Board, and as the Executive Director of Jefferson Co CAC. Rob, along with other Board members, shared how much Mike has done for local/regional workforce efforts and that he will be missed.

**15. Motion to Adjourn**

Motion 18-2024 to adjourn.

1<sup>st</sup> Good 2<sup>nd</sup> Mowrer

Roll Call Vote

Good	King	Lewis	Petersen	Moore	Rutledge
Yes	Yes	Yes	Yes	Yes	Yes
Cacciacarro	Manheim	Mowrer			
Yes	Yes	Yes			

Motion Approved

**Next Meeting:** Fri Sept 13, 2024 **IN PERSON** 10am

Lower-Level Meeting Room

Puskarich Public Library, 200 E. Market St. Cadiz OH 43907

Fri Dec 6, 2024 10am GoToMeeting

**Adjournment- 11:46pm**

*Nicole Panlette*

Board Chair

*09/13/2024*

Date

## WDB16 Board Meeting 6/14/24

Highlighted items for approval at the June 2024 WDB16 and COG meetings.

WDB16 Contracts and Work Project Time Cycles

Revised 5/18/24 for July 1, 2024-June 30, 2025 Revised for COG meeting on 6/21/24

	Item	Current Approval Cycle	Next/Full Approval Date/Cycle	Recommended Approval \$	Comments
1	MOU	7/1/24 to 6/30/25 revision needed	7/1/25 to 6/30/27 (2-year cycle)	MOU partners	WDB16 approved 12-2023 for 2 years COG approve Motion 06-2023 Year 1 of 2 WDB16 12-2024 COG __-2024
2	Outreach WTOV-9/Fox Sinclair Broadcast Group	7/1/24 to 6/30/25	7/1/24 to 6/30/26 With annual renewal	\$100,000 <i>Reduced to \$50,000 for Year 3</i>	Year 2 of up to 4 WDB16 approved 13-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 13-2024 COG __-2024
3	Staff to the Board Contract With: RFG Associates Inc., Rob Guentter	7/1/24 to 6/30/25	7/1/23 to 6/30/27 With annual renewal	\$116,000 <i>Renewal at same Year 1 fee</i>	Year 1 of 4 as per contract WDB16 approved 18-2023 COG approved Motion 11-2023 Year 2 of 4 WDB16 13-2024 COG __-2024
4	Operator Contract	7/1/24 to 6/30/25	7/1/24 to 6/30/28 With annual renewal	As per MOU	Year 3 of 4 Belmont Co DJFS Consortium WDB16 approved 13-2023 COG approved Motion 11-2023 Consortium: Belmont, Carroll, Harrison, and Jefferson Year 1 of 4 WDB16 14-2024 COG __-2024
	Item	Last/Current Approval Cycle	Next Approval Date/Cycle	Recommended Approval \$	Comments
	Adult and Dislocated Worker Framework and Design				

5	Jefferson Co	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$500,224	Contract with Jefferson Co CAC Year 2 of 4 WDB16 approved 13-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 15-2024 COG __-2024
6	WDA16 Subgrant Agreement with Ohio	7/1/23 to 6/30/25		NA	WDB16 approved 28-2023 COG approved Motion 07-2023
7	Local Regional Workforce Plan	Revised for 7/1/21 to 6/30/25		NA	2023 mid-plan update WDB16 approved 04-2023 COG approved Motion 04-2023
8	Comp. OMJ Site(s) Recertification	Approved 7/1/22	Phase 3 approved for all 4 counties	NA	Future recertification process TBD by ODJFS ODJFS approved all 4 counties by email 6/27/22
9	Belmont OMJ Comprehensive	Bd approved 6/3/22		NA	WDB16 15-2022 COG approved Motion 12-2022
10	Jefferson OMJ Comprehensive	Bd approved 6/3/22		NA	WDB16 15-2022 COG approved Motion 12-2022
11	Carroll OMJ Affiliate site	Bd approved 6/3/22		NA	WDB16 15-2022 COG approved Motion 12-2022
12	Harrison OMJ Affiliate site	Bd approved 6/3/22		NA	WDB16 15-2022 COG approved Motion 12-2022
13	WDB16 Board Recertification	7/1/23 to 6/30/25	State approved every 2 years Annual updates	NA	WDB16 Board members appointed by respective County Commissioners
	<b>Item</b>	<b>Last/Current Approval Cycle</b>	<b>Next Approval Date/Cycle</b>	<b>Recommended Approval \$</b>	<b>Comments</b>
	Youth Design and Framework				
14	Jefferson Co	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$436,632	Contract with Jefferson Co CAC Inc. \$873,263 Year 2 of 4 (\$436,632 WIOA .5) WDB16 approved 14-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 15-2024

					COG __-2024
	<b>Youth Elements</b>				Based on 14 Element Assessment conducted by each county 12/2021
	<b>Belmont County</b>				<i>Maximum of \$70,000 available for Belmont Co. WIOA Youth contracts (items 15-18)</i>
<b>15</b>	<b>E3 Work Experience</b>	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$42,270 WIOA	CAC of Belmont Co Year 2 of 4 \$281,800 of which \$84,540 (30% WIOA) WDB16 approved 14-2023 COG approved Motion 11-2023 <b>\$281,800 of which \$42,270 (15% WIOA)</b> Year 3 of 4 WDB16 16-2024 COG __-2024
<b>16</b>	<b>E6 Leadership Development (In and Out of School Youth)</b>	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$9,093 WIOA	CAC of Belmont Co Year 2 of 4 \$60,618 of which \$18,186 (30% WIOA) WDB16 approved 14-2023 COG approved Motion 11-2023 <b>\$60,618 of which \$9,093 (15% WIOA)</b> Year 3 of 4 WDB16 16-2024 COG __-2024
	<b>E7 Supportive Services: Trans</b>				No bids received
<b>17</b>	<b>E8 Adult Mentoring not less than 12 months</b>	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$9,093 WIOA	CAC of Belmont Co Year 2 of 4 \$60,618 of which \$18,186 (30% WIOA) WDB16 approved 14-2023 COG approved Motion 11-2023 <b>\$60,618 of which \$9,093 (15% WIOA)</b> Year 3 of 4 WDB16 16-2024 COG __-2024
<b>18</b>	<b>E8 Adult Mentoring not less than 12 months</b>	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal (2) Career Navigators	\$28,267 WIOA	East Central Ohio ESC Year 2 of 4 \$188,443 of which \$56,533 (30% WIOA) STEM Initiative WDB16 approved 14-2023 COG approved Motion 11-2023 <b>\$188,443 of which \$28,267 (15% WIOA) STEM Initiative</b> Year 3 of 4 WDB16 16-2024



					COG __-2024
	Item	Last/Current Approval Cycle	Next Approval Date/Cycle	Recommended Approval \$	Comments
19	E11 Financial Literacy (Out of School only)	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$4,453 WIOA	CAC of Belmont Co Year 2 of 4 \$29,687 of which \$8,906 (30% WIOA) WDB16 approved 14-2023 COG approved Motion 11-2023 <b>\$29,687 of which \$4,453 (15% WIOA)</b> Year 3 of 4 WDB16 16-2024 COG __-2024
	<b>Carroll County</b>				
20	E3 Work Experience	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$105,639 WIOA	Goodwill GC-ECO Inc. Year 2 of 4 \$264,097 with up to \$105,639 WIOA .4 WDB16 approved 14-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 16-2024 COG __-2024
21	E6 Leadership	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$7,059 WIOA	Goodwill GC-ECO Inc. Year 2 of 4 \$17,648 with up to \$7,059 WIOA .4 WDB16 approved 14-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 16-2024 COG __-2024
22	E11 Financial Literacy	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$6,493 WIOA	Goodwill GC-ECO Inc. Year 2 of 4 \$16,232 with up to \$6,493 WIOA .4 WDB16 approved 14-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 16-2024 COG __-2024
	<b>Harrison County</b>				
23	E3 Work Experience	7/1/23 to 6/30/24	7/1/22 to 6/30/26 With annual renewal	\$55,500 WIOA	Jefferson Co CAC Inc. Year 2 of 4 \$185,000 with up to \$55,500 WIOA .3 WDB16 approved 14-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 16-2024

					COG __-2024
	Item	Last/Current Approval Cycle	Next Approval Date/Cycle	Recommended Approval \$	Comments
24	E6 Leadership Development (In and Out of School Youth)	7/1/23 to 6/30/24	7/1/22 to 6/30/26 With annual renewal	\$960 WIOA	Jefferson Co CAC Inc. Year 2 of 4 \$3,200 with up to \$960 WIOA .3 WDB16 approved 14-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 16__-2024 COG __-2024
25	E8 Adult Mentoring not less than 12 months	7/1/23 to 6/30/24	7/1/22 to 6/30/26 With annual renewal	\$615 WIOA	Jefferson Co CAC Inc. Year 2 of 4 \$2,050 with up to \$615 WIOA .3 WDB16 approved 14-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 16-2024 COG __-2024
Jefferson County					
26	E3 Work Experience	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$257,541 WIOA	Jefferson Co CAC Inc. Year 2 of 4 \$515,081 with up to \$257,541 WIOA .5 WDB16 approved 14-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 16-2024 COG __-2024
27	E6 Leadership Development (In and Out of School Youth)	7/1/24 to 6/30/25	7/1/22 to 6/30/26 With annual renewal	\$10,500 WIOA	Jefferson Co CAC Inc. Year 2 of 4 \$21,000 with up to \$10,500 WIOA .5 WDB16 approved 14-2023 COG approved Motion 11-2023 Year 3 of 4 WDB16 16-2024 COG __-2024
28	Rapid Response Plan (RACI)	Current plan revised 4/2024	Generally, an annual update	NA	Waiting for final update from state
29	Fresh Start (Opioid Grant) Extension	3/1/22 to 3/31/24	3/1/22 to 3/31/24	\$653,848	Jefferson Co CAC Inc WDB16 approved 10-2022 15-2023 COG approved Motion 06-2022 Grant extended by state. No action needed.

	<b>Item</b>	<b>Last/Current Approval Cycle</b>	<b>Next Approval Date/Cycle</b>	<b>Recommended Approval \$</b>	<b>Comments</b>
	<b>CCMEP Youth Services Transportation Belmont Co.</b>	7/1/22 to 6/30/23		\$0 WIOA	Southeast Area Transit (SEAT) Withdrew from contract
<b>30</b>	<b>WDA16 WIOA Performance Negotiations with Ohio</b>	PY 22/23	Awaiting new state proposed performance standards	NA	WDB16 approved 25-2022 COG approved Motion 21-2022
	<b>Library MOUs</b>				
<b>31</b>	Belmont Bellaire Public Library	7/1/24 to 6/30/26	7/1/26 to 6/30/28		WDB16 approved 17-2024 COG approved Motion __-2024
<b>32</b>	Belmont Co District Library System	7/1/24 to 6/30/26	7/1/26 to 6/30/28		WDB16 approved 17-2024 COG approved Motion __-2024
<b>33</b>	Belmont Barnesville Hutton Memorial Library	7/1/24 to 6/30/26	7/1/26 to 6/30/28		WDB16 approved 17-2024 COG approved Motion __-2024
<b>34</b>	Belmont St Clairsville Public Library	7/1/23 to 6/30/25	7/1/25 to 6/30/27		WDB16 approved 16-2023 COG approved Motion 11-2023
<b>35</b>	Carroll Co Library District	7/1/24 to 6/30/26	7/1/26 to 6/30/28		WDB16 approved 17-2024 COG approved Motion __-2024
<b>36</b>	Harrison Puskarich Public Library System	7/1/24 to 6/30/26	7/1/26 to 6/30/28		WDB16 approved 17-2024 COG approved Motion __-2024

37	Jefferson The Public Library of Steubenville and Jefferson Co	7/1/24 to 6/30/26	7/1/26 to 6/30/28		WDB16 approved 17-2024 COG approved Motion __-2024
	<b>Item</b>	<b>Last/Current Approval Cycle</b>	<b>Next Approval Date/Cycle</b>	<b>Recommended Approval \$</b>	<b>Comments</b>
	<b>RESEA</b>				
39	Jefferson Co CAC	7/1/24 to 9/30/25		\$69,921.53 est. NTE \$80,000  PY24 \$65,678	WDB16 approved 17-2023 COG approved 11-2023 <b>WDB16 approved 15-2024</b> <b>COG approved Motion __-2024</b>
	<b>County Subgrant Agreements</b>				Based on State Subgrant agreement with WDB16 and approved by County Commissioners in each county
40	Belmont Co	7/1/23 to 6/30/25			WDB16 approved 28-2023 COG approved Motion 07-2023
41	Carroll Co	7/1/23 to 6/30/25			WDB16 approved 28-2023 COG approved Motion 07-2023
42	Harrison Co	7/1/23 to 6/30/25			WDB16 approved 28-2023 COG approved Motion 07-2023
43	Jefferson Co	7/1/23 to 6/30/25			WDB16 approved 28-2023 COG approved Motion 07-2023
	<b>CCMEP Plans</b>				Submitted by each County to the State
44	Belmont Co				State approved 9/6/23
45	Carroll Co				State approved 9/6/23
46	Harrison Co				State approved 9/19/23
47	Jefferson Co				State approved 5/22/23
48	BRN	7/1/23- 6/30/24 <b>No renewal</b>		\$120,455 with Jeff Co CAC to admin.	WDB16 approved 19-2023 COG approved 12-2023 <b>Project ends 6/30/24</b>
49	Data Share Agreement	10/1/23- 9/30/26	Pending signatures		WDB16 approved 04-2024 COG approved 04-2024