MAY 21, 2018 – 9:00 AM
OHIO VALLEY EMPLOYMENT RESOURCE
WORKFORCE DEVELOPMENT BOARD MEETING
LORI'S RESTAURANT, CALDWELL, OHIO
MINUTES

WDB Attendance

Jeff White, Monroe County
Jeff Smith, Monroe County
Ann Block, Monroe County
Chasity Schmelzenbach, Noble County
Herman Gray, Jr., Noble County
Sherri Becker, Washington County
Jennifer White, Washington County
Arthur Miller, Washington County
Connie Shriver, Area Wide
Travis Stewart, Area Wide
Stephen Carson, Area Wide
Pamela Lankford, Area Wide
Tony Huffman, Area Wide
Michele Blackburn, Morgan County (proxy)

Others in Attendance

Rebecca Safko, Executive Director, OVER
Commissioner Walters, Washington County
Bill Long, Monroe County DJFS
Ginger Bowen, Morgan CDJFS
Heidi Burns, Morgan CDJFS
Mindy Lowe, Noble CDJFS
Misty Wells, Noble CDJFS
Sandy Doudna, Ohio Valley Ed. Service Center
Michelle Hooper, OVER
Commissioner White, Washington County
David Brightbill, Washington/Morgan CAP
Kathy Lott-Gramkow, Washington/Morgan CAP
Flite Freimann, Washington CDJFS
Michelle Brown, Washington CDJFS
Ruth Burdette, Washington CDJFS

THE PLEDGE OF ALLEGIANCE TO THE FLAG was led by Herman Gray, Jr. WDB Chair,

DRAFT MEETING MINUTES**WDB 17-17 Motion to accept February 5, 2018 minutes as read. Motion By: Ann Block; Second by: Tony Huffman. Motion passed.**

WDB MEMBERSHIP

Workforce Development Board members terms expiring 6/30/18 have agreed to an additional 2-year term:

- Monroe-Ann Block
- Morgan-Sammy Fisher
- Noble-Chasity Schmelzenbach/Allen Fraley
- Washington-Sherri Becker
- Area Wide-Tony Huffman/Pamela Lankford/Stephen Carson/Travis Stewart

Bylaws require annual election of officers, 7/1/18-6/30/19

- Nominations from the floor –
  Workforce Development Board Chair **WDB Motion to accept**
  Workforce Development Board Vice-Chair
  WDB 18-17 Motion to continue current chairs: Herman Gray, Chair and Ann Block, Vice Chair. Motion by: Connie Shriver; Second by: Stephen Carson. Motion passed.

WIOA AREA #15 ACTIVITIES

Audit, 7/1/16-6/30/17, complete, clean audit, low risk auditee summary presented and discussed.
Program Year 2016 (7/1/16-6/30/17) ODJFS Fiscal Review presented and discussed.
Subrecipient monitoring Report – A table of progress was presented. All in substantial compliance.
Expenditures as of 4/30/18 presented and discussed. Lower DW/Sectors expenditures noted. Commended Program Operators on youth program expenditure increase as compared to prior years.
Performance Report for WIOA PY17 2nd Quarter presented and discussed. Only 6 month view of performance; measurable skills gains stand out but it is counted on a calendar year basis, for example, updated with report cards. This will pick up once school closes. Exceeding the performance measures that are federally tracked except Youth Median Earnings. Area and county specific data provided.
Data Share Agreement was discussed.
Uses – Outreach to those going on and those exhausting unemployment; performance tracking
Restrictions – data tightly monitored
Previously shared data with program operators in the counties; due to state privacy and security concerns on how this info is shared among agencies and how it is destroyed, we are moving to

centralize this usage to the OVER office only, based on county request.
WDB 19-17 Motion to enter into data sharing agreement with the State. Motion by: Sherri Becker; Second by: Tony Huffman. Motion passed.

Funds transfers presented and discussed.

	Monroe	Morgan	Noble	Wash CDJFS	Wash CAP	Outreach
Adult		6,839			7,703	
DW						
Youth			10,000	(10,000)		
Y from admin			8,398	8,924		
Admin		(6,839)	(8,398)	(8,924)	(7,703)	
Sectors	(5,250)	5,000	(10,250)			10,500

- Noble CDJFS agreed to give $5K National Emergency Grant Sectors funds to Morgan CDJFS
- Washington CDJFS agreed to give $10K in WIOA CCMEP funds to Noble CDJFS
- Monroe & Noble counties pursuing joint outreach for Sectors w/WCCC, Belmont and Zane State-Cambridge (one-stop partners) through OVER contract

WDB 20-17 Motion to accept transfers as provided above. Motion by Jeff White: Second by: Jeff Smith. Motion passed.

WORKFORCE DEVELOPMENT BOARD PARTNER DISCUSSIONS

One-Stop Operator – CDJFS Consortium led by WCDJFS – Flite Freimann, Director of WCDJFS gave a PowerPoint presentation on customer service. In his discussion, he noted the state is working implementing a special email address for OMJ unemployment questions with a24 hour turn around. After the considerable delays and lack of ability to reach out to UC, while not a perfect solution, it was viewed as a positive step.

- One-Stop counts January - March 2018, prepared by OVER were presented, count comparable to last quarter, increase in referrals.
- Library MOU presented and discussed. Per Director Freiman, Justin Mayo from the library is willing to give a dedicated computer with OMJ logo on it. Chasity stated that she feels that the other counties are already doing this but should make it official. **WDB 21-17 Motion to accept the Washington Co Library MOU. Motion By: Chasity Schmelzenbach. Second By: Ann Block. Motion passed.** The MOU will be shared with the other counties and can be adjusted to meet local need.
- Business Outreach
    - Business Resource Network follow-up– Bret Allphin unable to attend today.

Bret Allphin – Workforce funding through Economic Development District– He was unable to attend today. They currently have a second round of workforce funding that he was scheduled to address. In the first round, proposals were submitted to Buckeye Hills and OMEGA from Zane State, Belmont College and Washington County Career Center which met the goals of the WIOA regional plan, OVER, Monroe and Noble Program Operators met with these proposers, who are also one-stop partners to unify our relationship with the Economic Development system.

WDB Member - Pamela Lankford, EpiCenter Director – Building Bridges to Careers and Washington County Business Advisory Council Update – she distributed flyer to those in attendance. She would like to get a lot of businesses attending their meetings. They are having conversations to expose youth to various opportunities - connections between education and employment. They are doing job shadowing and placements with those students (approx. 8 months now). It is very systemic. Adult mentoring piece has a great need. Also have a maker space where students can use equipment that is no longer available in a lot of the schools.

WORKFORCE DEVELOPMENT BOARD ROLES AND RESPONSIBILITIES

Distribution of Proposed allocations

Preliminary State Allocations for Upcoming Year-PY18, 7/1/18- 6/30/20, fourth year WIOA. There is allowed two years to utilize the funding. Current proposed in first column on the left. Over all area up 4.4% which is modest increase; last year 42%. Board can chose to select to allocate as it was presented by state or divide at WDB discretion. Historically, the Board has kept with distributing as recommended by the state.

WDB 22-17 Motion to accept as the State presented. Motion By: Jeff White, Second By; Connie Shriver. Motion passed.

Program contracting for 7/1/18-6/30/19

Adult/Dislocated Worker and One-stop Operator: Program contract decisions to be made for adult, dislocated worker and one-stop operator for the next program year with new program year allocations. Adult and DW were previously given out in sub grants. One-Stop Operator was RFP'd and contract will also be up for extension. Traditionally we have kept Adult and DW together due to the similar population base and the ability to transfer funding between the two populations.

Youth was competitively procured last year and can be extended this year.

At the last meeting WDB preferred extension and noted motion that they wanted items addressed at the next meeting regarding corrective action from the Program Operators for performance measures not being met, how they plan to expend their carryover and their expenditure plan for the current year allocation, as well as, presentation of any element contract(s) they may have. Presentation from each Program Operator

Noble CDJFS-presented by Misty Wells who provided handout.
Monroe CDJFS- presented by Bill Long, graph overhead and handout. They will also be starting disaster grant.
Morgan CDJFS-presented by Ginger Bowen.
Washington/Morgan CAP-Kathy Lott-Gramkow presented a PowerPoint on adult and DW.
(Washington CDJFS youth presentation was included in the earlier Flite presentation)
Connie asked what measureable skills gain is: certificate, degree, report card, passing 12 credit hours (or base). New screen used on OWCMS.

Since the last WDB, Commissioner Walters communicated his desire for adult and dislocated worker services to be housed within the OMJ to the OVER director. Since this was a change, the WDB Exec recommended that the Commissioner be invited to attend the WDB so this could be more fully discussed.

Speakers- Commissioner Rick Walters with Commissioner David White, both from Washington County (Commissioner Feathers unable to attend due to scheduling conflict).
Information from Washington County Commissioners- Commissioner Walters expressed the desire of the Washington County Commissioners to get currently fragmented employment service under one roof and that he believes this would serve the county better. Specifically, although W/M CAP does participate in one-stop staffing on a limited basis, the Commissioner felt adult and dislocated worker services would be best delivered on a full time basis at the OMJ center. This would reduce customer travel to two sites and make the OMJ the focal point for employment and training.

Misty Wells brought into discussion the *Marietta Times*, 3/30/18 article. Both Washington County Commissioners stated they had no knowledge of the article until this meeting. Heidi Burns provided a copy of the article to Commissioners. Flite Freimann wanted to clear up what was said in the article because there were some inaccuracies. He stated that he met with John Weber and discussed being a stand-alone area of Washington County. The state replied this was not possible but offered alternatives.

Motion to change operator and location of the Adult & DW program to Washington County DJFS. Motion by; Sherri Becker; There was much discussion on how a move would be made and the effects on the existing customers. **No second. Motion failed.**

WDB 23-17 Motion to extend adult/dislocated worker and youth program contracts a full year(7/1/18-6/30/19) to Monroe, Morgan and Noble DJFS' as well as a full year for the Washington county youth to the Washington CDJFS and then extend the Washington County adult/dislocated worker program 90 days (7/1/18-9/30/18) to Washington/Morgan CAP Agency to allow for the W/M CAP and WCDJFS to present plan(s) to the WDB at the next meeting of how the move of adult and DW services to the OMJ location would affect customers. Motion by: Connie Shriver; Second by: Stephen Carson. Motion passed.

It was further discussed that the content of the plan(s) be distributed to the WDB thirty days prior to the next WDB to allow the WDB to study the plan(s) prior to meeting.

WDB 24-17 Motion to extend One-Stop Operator contract 7/1/18-6/30/19 to the CDJFS consortium led by Washington CDJFS. Motion by: Ann Block; Second by: Jeff White. Motion passed.

Local WIOA youth subcontracts presented by county CCMEP leads for PY 2018 approval

- Monroe County Youth Contractor for review:
  - GMN Tri-County

- Providing all 14 elements
- Contract period: October 1, 2018 to September 30, 2019
- Amount: $50,000
- Funding breakout: $39,000 CCMEP TANF/$11,000 WIOA Youth Funds

- Washington County Youth Contractors for review:
  - The Career Center Adult Technical Training
    - Providing: Career Counseling and Financial Literacy Training
    - Contract period: July 1, 2017 to September 30, 2018
    - Amount: $6,750.00 ($67.50 per client up to 100 clients to be served)
  - The Career Center Adult Technical Training
    - Providing: Testing of Adult Basic Education (TABE)
    - Contract period: September 25, 2017 to June 30, 2018
    - Amount: $25,000 ($60 per client or $150 for anyone not able to make it to a group session)
  - Building Bridges to Careers
    - Providing: Services in accordance with the Comprehensive Case Mgmt and Employment System
    - Contract period: July 1, 2017 to September 30, 2018
    - Amount: $6,750 ($67.50 per client up to 100 clients to be served)
- Noble County utilizes various tutors on an individual basis.

WDB 25-17 Motion to accept contracts as presented. Motion by: Ann Block; Second by: Jeff Smith; Motion passed. Pamela Lankford abstained.

Regional Workforce Plan Update

- Sector Strategy Update - RFG Associates Inc. reports 1 & 2 distributed. Report 3 new but verbally recapped.
- Social Media Training held for Program Operators Area 15-March 16th,Area 14- April 17th, Area 16-April 19th and follow-up for All May 16th
- Outreach Contracts to Zane State College-Cambridge, Belmont College and Washington County Career Center to expend NEG Sector outreach by 6/30/18; each not to exceed $3,500were explained as a new approach to outreach to dislocated workers focused on our locally chosen sectors (see note on low DW/Sectors expenditures) low expenditures are due to enrollment. The Sectors outreach is geared to the DW population and the response to outreach will be funded through DW after Sectors funding has ended.

WDB 26-17 Motion to approve contracts Motion by: Connie Shriver; Second by: Jeff White. Motion passed.

Disaster Grant, 6/1/18-5/31/19 (possibly to extend additional year)

Eligible counties: Monroe, Noble & Washington (February 2018 federally declared disaster)
Noble County chose not to participate. Morgan is seeking to be included.

Counties	Planned # participants	DWG Funds Requested
Monroe	15	$ 750,000
Washington	8	$ 354,650
OVER		$ 122,738
Area Total:	23	$ 1,227,388

WDB 28-17 Motion to approve to proceed with disaster grant. Motion by: Stephen Carson; Second by: Sherri Becker. Motion passed.

Note to reader: WDB 28-17 occurred prior to WDB 27-17 however, each policy published to the program operators contains reference to the WDB and COG motion of acceptance. To expedite the final dissemination to the program operators for implementation the WDB motions were counted and the policy motion appeared to be #27. Due to contract extensions being in multiple motions there was an additional motion. For cost savings, elimination of confusion of conflicting policies and time savings, we are continuing with policy as #27 and giving the earlier motion (disaster) #28. This is just a numbering issue and the intent, timing and content of the motions are as they appear in these minutes.

POLICIES

- OVER Policy Letter #2-17 -Public Records Request
- OVERPL #3-17 -Records Retention

- OVERPL #4-17-Social Media Policy
- Revision: OVERWIOAPL 15-13 Work Experience for Youth
  Reason for revision: to include work experience for the Adult/DW populations
- OVERWIOAPL 15-23 -Incumbent Worker Training (IWT) Guidelines
  Guidelines needed: Postponed to next meeting
- OVERWIOAPL 17-06 -Disaster Recovery National Dislocated Worker Grants - monitor once per month per county.

WDB 27-17 Motion to accept above policies (except incumbent) as were presented as handouts. Motion By: Tony Huffman; Second By: Jeff White. Motion passed.

ITEMS FOR NEXT MEETING

WDB suggestions – none were given
Shale presentation – Chevron – Lee Ann Wainwright

FUTURE MEETING DATES: Mondays ~ August 6, 2018 and November 5 at **9:00 am** at Lori's Restaurant

ADJOURNMENT **WDB 29-17 Motion to adjourn. Motion by: Jeff White; Second by: Connie Shriver. Motion passed.**

Approved By: Herman Gray Jr **Date:** 8/6/2018
WDB Chair or Vice Chair