

**NORTHEAST OHIO CONSORTIUM ("NOC")
COUNCIL OF GOVERNMENTS
MEETING MINUTES
June 25, 2018
12:00 p.m.**

Geauga County Offices,
Board of Health Meeting Room, Building #8
470 Center Street,
Chardon, Ohio 44024

MEMBERS PRESENT: Commissioner Casey Kozlowski
 Commissioner Sabrina Christian-Bennett
 Commissioner Walter "Skip" Claypool

MEMBERS ABSENT:

OTHERS IN ATTENDANCE: Margo Reda (OMJ-GC), Hattie L. Grubke-Barnard (OMJ-AC),
 Mandy Berardinelli (OMJ-PC), Brian Boykin (PCJFS), Kellijo Jeffries
 (PCJFS-Director), Kim Mullet (GCJFS), Patrick Arcaro (ACDJFS-
 Director), Ron Smith (ACDJFS), Dr. Jerome Brockway, Craig Sernik
 (Area 19-Director), Michelle Laveck (Area 19), Denise Gehring
 (Area 19).

Mr. Kozlowski called the meeting to order at 12:29 p.m.

Minutes

Mr. Claypool moved to approve the minutes from May 23, 2018 meeting. Ms. Christian-Bennett seconded the motion which was approved by all members present.

Ms. Christian-Bennett moved to approve the NOC Board 2018-2019 Meeting Schedule. Mr. Claypool seconded the motion which was approved by all members present.

Administrative Report

Mr. Sernik reported the fiscal and program monitoring begins this week. Common Performance Measures for 2nd quarter the area is meeting one measure and exceeding four. The reason we're below the statewide rate for some measures is due to data gathering. The PY18/19 negotiations will occur soon. We may need to ask for relief for Ashtabula County due to individuals participating in the Wage Pathways Program who cannot be exited and to hold on to them while in the program so these individuals will not be in the numerator thus we may need a break. MOU PY17 all partners have agreed to use surplus for upgrades/supplies to OMJ Centers. A future initiatives presentation will be presented to the NOC Board in August and then to the WDB in September.

OMJ-Portage County, Mandy Berardinelli reported CCMEP continues to grow at 205 and up to 250 enrolled, adult and dislocated worker spent all money allocated for this year, re-entry program is seeing more people use the service, 1200 applications for vouchers last year, BRN involved with support of transportation and expanding to Hattie Larlam and Viking forge starting individuals on July, 16th. Working with group manufacturers to help their caseloads to obtain jobs and joined with KSU-/Tusk to do the training. The program has manufacturing and soft skills and is a 120 day program. We will sell this to individuals as a long term training employment, group of 20 individuals to an internship with companies with PCJFS subsidizing the transportation and training. Rapid Responses were done for the Portage DD, Crestwood School District, Hiram, and Parker Hannifin to be done in August.

OMJ-Geauga County, Ms. Reda reported the library MOU had a partner meeting at the library to learn more about services of the library, CDL stats are still coming in no report, youth program has 45 enrolled with 4 in follow-up, OhioGuidestone did a Softskills training for youth of which 5 youth obtained a customer service certification, 34 enrolled in summer youth employment with 30 to 40 hrs @9.50hr, a job fair was held with the Village of Middlefield for 200 open positions with 17 businesses represented and 26 job seekers who attended. September OMJ Business event at KSU-Geauga with ODJFS to speak to business partners regarding what omj.com has to offer, did a worksite exploration taking individuals to Intelepak to meet with HR and owners of the company with an opportunity to apply for a job. The Summer Manufacturing Camp concluded Friday. A Rapid Response event was done for the Geauga County Home which is closing and a company in Geauga will be experiencing a lay-off.

OMJ-Ashtabula County, Ms. Grubke-Bernard reported held a county-wide Job and Career Fair in May with 151 attendees. Rapid Response was done for Happy Hearts and the Ashtabula County Youth Detention Center. The OMJ is averaging 15 to 20 job orders a month, 7 individuals went through training, YO! Program has 603 youth with 181 placed on a wait list, 98 youth are in the Wage Pathways pilot, and 7 youth obtained jobs on their own.

Fiscal Report

Ms. Laveck reported the JFS monitoring which began last August will possibly be completed by July and will return again in August. State has placed in writing that if they find anything the area will not be held for anything for two years.

Old Business

- *Area 19 Multi-Function Agreement.*

Ms. Christian-Bennett moved to approve the Area 19 Multi-Function agreement for a term of July 1, 2018 to June 30, 2021. Mr. Claypool seconded the motion which was approved by all members present.

New Business

- CCMEP Youth Budgets Amendments.
 - *Geauga Budgets.* The PY16 monies left in Geauga County will transfer to Ashtabula County to book against monies that have already been expended.

Ms. Christian-Bennett moved to transfer \$65,000.00 now of PY16 CCMEP WIOA Youth monies from Geauga County to Ashtabula County, and include that amount as part of a budget amendment to A-Tech's CCMEP WIOA Youth budget. Mr. Claypool seconded the motion which was approved by all members present.

Ms. Christian-Bennett moved to provide the authority to transfer additional PY16 CCMEP WIOA Youth monies from Geauga County to Ashtabula and/or Portage Counties (to be determined by the NOC COG Board), should Geauga be unable to expend all of their remaining PY16 CCMEP WIOA Youth monies. Mr. Claypool seconded the motion which was approved by all members present.

Ms. Christian-Bennett moved to authorize the Executive Director and NOC COG Board to negotiate flexibility and/or line item agenda amendments to OhioGuidestone's October 1, 2017 to September 30, 2018 CCMEP WIOA and TANF contract budget, without providing any additional contract budget. Mr. Claypool seconded the motion which was approved by all members present.

Mr. Claypool moved to extend GCJFS' WIOA Youth budget of \$60,000.00 from an original term of 7/1/17 through 6/30/18, to 9/30/18, with the provision of no additional budget at this time. Ms. Christian-Bennett seconded the motion which was approved by all members present.

- *Ashtabula Budgets.*

Ms. Christian-Bennett moved to extend ACDJFS' WIOA Youth budget of \$53,600.00 from an original term of 7/1/17 through 6/30/18, to 9/30/18, with the provision of no additional budget at this time. Mr. Claypool seconded the motion which was approved by all members present.

Ms. Christian-Bennett moved to extend A-Tech's WIOA Youth budget of \$240,900.00 from an original term of 7/1/17 through 6/30/18, to 9/30/18, with the provision of an additional budget of \$80,000.00 amending their budget to that of \$320,900.00. Mr. Claypool seconded the motion which was approved by all members present.

Ms. Christian-Bennett moved to extend Catholic's Charities budget of \$8,000.00 from an original term of 7/1/17 through 6/30/18, to 9/30/18, with the provision of no

additional budget at this time. Mr. Claypool seconded the motion which was approved by all members present.

- *Portage Budgets.*

Mr. Claypool moved to extend PCJFS's amended WIOA Youth budget of \$362,144.54 from an original term of 7/1/17 through 6/30/18, to 9/30/18, with the provision of an additional budget of \$72,500.00 amending their budget to that of \$434,644.54. Ms. Christian-Bennett seconded the motion which was approved by all members present.

- 17-18 Adult and Dislocated Worker.

Mr. Claypool moved to authorize the fiscal agent and the NOC COG Board to make equitable, budget swaps between the three counties using Adult, and/or Dislocated monies in order to prevent any county from losing overall WIOA budget available. Ms. Christian-Bennett seconded the motion which was approved by all members present.

- ACDJFS

Ms. Christian-Bennett moved to authorize the Executive Director and NOC COG Board to negotiate flexibility and/or line item agenda amendments to ACDJFS' 17-18 Adult and D.W. budget, without providing any additional contract budget. Mr. Claypool seconded the motion which was approved by all members present.

- 18-19 Adult & Dislocated Worker Budgets:

- ACDJFS

Mr. Claypool moved to approve Adult and Dislocated Worker WIOA Agreement with the Ashtabula County Department of Job & Family Services (ACDJFS) for the period from July 1, 2018 through June 30, 2019. Staffing budget covering all staff costs not covered by the MOU, in the amount of \$360,000.00. Program budget covering all program training (ITAs, OJTs, IWTs, etc.) supportive services, and all outreach, supply costs, equipment, travel costs, not otherwise covered by the staffing and/or MOU budgets, in the amount of \$110,000.00. Program budget for an additional \$55,000.00 to be determined by the NOC COG, based upon negotiations with ACDJFS and/or Ashtabula Growth for provision of BRN/business services. Ms. Christian-Bennett seconded the motion which was approved by all members present.

- GCJFS

Ms. Christian-Bennett moved to approve Adult and Dislocated Worker WIOA Agreement with the Geauga County Job & Family Services (GCJFS) for the period from July 1, 2018 through June 30, 2019. Staffing budget covering all staff costs not covered by the MOU, in the amount of \$145,000.00. Program budget covering all program training (ITAs, OJTs, IWTs, etc.) supportive services, and all outreach, supply costs,

equipment, travel costs, not otherwise covered by the staffing and/or MOU budgets, in the amount of \$93,500.00. Mr. Claypool seconded the motion which was approved by all members present.

- PCJFS

Mr. Claypool moved to approve Adult and Dislocated Worker WIOA Agreement with the Portage County Job & Family Services (PCJFS) for the period from July 1, 2018 through June 30, 2019. Staffing budget covering all staff costs not covered by the MOU, in the amount of \$253,108.25. Program budget covering all program training (ITAs, OJTs, IWTs, etc.) supportive services, and all outreach, supply costs, equipment, travel costs, not otherwise covered by the staffing and/or MOU budgets, in the amount of \$265,000.00. Ms. Christian-Bennett seconded the motion which was approved by all members present.

- OMJ Center Operator Agreement.

Mr. Claypool moved to approve the renewal of the OMJ Operator Services Agreement between Area 19 NOC COG and the Ashtabula County Department of Job & Family Services (ACDJFS) for a term of July 1, 2018 through June 30, 2019, in an amount not to exceed \$44,000.00 for MOU Share, and not to exceed \$15,000.00, as their amount to be charged to the MOU partners to serve as OMJ Operator.

Mr. Claypool moved to approve the renewal of the OMJ Operator Services Agreement between Area 19 NOC COG and the Geauga County Job & Family Services (GCJFS) for a term of July 1, 2018 through June 30, 2019, in an amount not to exceed \$43,551.34, and not to exceed \$15,000.00, as their amount to be charged to the MOU partners to serve as OMJ Operator.

Mr. Claypool moved to approve the renewal of the OMJ Operator Services Agreement between Area 19 NOC COG and the Portage County Job & Family Services (PCJFS) for a term of July 1, 2018 through June 30, 2019, in an amount not to exceed \$103,144.34, and not to exceed \$15,000.00, as their amount to be charged to the MOU partners to serve as OMJ Operator.

- Miscellaneous MOU Motions.

Mr. Claypool moved to designate the OhioMeansJobs Center for Ashtabula County as the Area's Comprehensive OMJ Center. Ms. Christian-Bennett seconded the motion which was approved by all members present.

Mr. Claypool moved to authorize the inclusion of the following, voluntary (non-mandated partners) at the OMJ Centers listed below:

Goodwill of Ashtabula	OMJ Ashtabula
Community Counseling of Ashtabula	OMJ Ashtabula
A-Tech	OMJ Ashtabula
OhioGuidestone	OMJ Geauga and Portage
Family and Community	OMJ Portage

Ms. Christian-Bennett seconded the motion which was approved by all members present.

- BRN Account Executive Services Agreements:
 - Ashtabula County.

Ms. Christian-Bennett moved to authorize the NOC COG and the Executive Director to negotiate for BRN Account Executive Services and/or Business Services with ACDJFS and/or Ashtabula Growth Partnership for the period from July 1, 2018 through June 30, 2019, in an amount not to exceed \$55,000.00. Mr. Claypool seconded the motion which was approved by all members present.
 - Portage County – Portage Development Board

Ms. Christian-Bennett moved to approve the renewal of the BRN Account Executive Services Agreement with Portage Development Board and the NOC COG Area 19 and PCJFS for the period from July 1, 2018 through June 30, 2019 in an amount not to exceed \$45,000.00. Mr. Claypool seconded the motion which was approved by all members present.
 - Geauga County.

Ms. Christian-Bennett moved to authorize the NOC COG and the Executive Director to negotiate for BRN Account Executive Services and/or Business Services with interested providers for the period from July 1, 2018 through June 30, 2019, in an amount not to exceed \$20,000.00. Mr. Claypool seconded the motion which was approved by all members present.

- Area 19 Local Policies – Update.
 - *CCMEP WIOA Youth Policies B-01to B-06.* Two optional items changed was the cap for youth who have emergency needs (housing and food) and to allow supportive services money to be spent on bicycles as a transportation option. The Workforce Board adopted all changes.

Ms. Christian-Bennett moved to adopt the Area 19 amended CCMEP Policies. Mr. Claypool seconded the motion which was approved by all members present.
 - *Adult & Dislocated Worker Policies.* The Incumbent Worker Training Policy A-07 policy was completed and adopted application. The Workforce Board asked to refer to a committee to review and make necessary changes without taking to the full Board. Revised Policy A-07, Individual Training Policy C-11, and On-the-Job Training Policy C-10 which will be presented to the NOC Board in August for approval.

- *Presentation of Administrative Budget.* Mr. Claypool moved to approve the Administrative Budget Scenario 2 as presented. Ms. Christian-Bennett seconded the motion which was approved by all members present. The three percent is to be determined at a later date.
- Ms. Christian-Bennett moved to cancel the July 11, 2018 NOC COG meeting. Mr. Claypool seconded the motion which was approved by all members present.

Public Comment Period

No public comments.

Ms. Christian-Bennett moved to adjourn the meeting. Mr. Claypool seconded the motion which was approved by all members present.

Meeting concluded at 2:14 p.m.

Minutes prepared by Denise Gehring.