

**AREA 19 WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
December 6, 2017**

10:00 a.m.

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

MEMBERS PRESENT: Judith Barris, Dan Brubaker, Eric Davis, Brad Ehrhart, Jeneane Favalaro, Mark Frisone, Moné Givner, Richard L. Jackson, Renee M. Klaric, John R. Ringer, Michael Sass, Lisa Shank, Thomas Spann, Leonard Stepp, Jr., Sharon Verner.

MEMBERS ABSENT: Elizabeth M. Barry, Monica Bricker-Thompson, Dr. Jerome Brockway, Drew Canavan, Trudy A. Cheney, Nicole Deligianis, Mike DeLuke, Jeneane Favalaro, Lynn Hartman, Lee Imhoff, Tracy Jemison, Mike Kasper, Greg Myers, David Shea, Dean Susan Stocker, Gerry Truax, Larry White, Casey Zicarelli.

Others in Attendance: Margo Reda (OMJ-Geauga), Patrick Arcaro (ACJFS-Director), Sue Brannon (PCJFS), Kellijo Jeffries (OMJ-Portage), Angel Brandner (PCJFS), Ron Smith (ACJFS), Mandy Berardinelli (OMJ-Portage), Kim Mullet (GCJFS), Brian Boykin (PCJFS), Craig Sernik (Area 19-Director), Michelle Laveck (Area 19), Denise Gehring (Area 19).

Mr. Jackson called the meeting to order at 10:19 a.m.

Approval of Past Business

- *Approval of Minutes.*
Ms. Givner moved to approve the minutes from September 13, 2017 with correction to date and page 5, third paragraph, to reflect Portage County. Mr. Stepp seconded the motion which was approved by all members present.

- Report of Motions of the NOC COG since September 13, 2017 Workforce Development Board (WDB) meeting.

Motions approved by the NOC COG on November 1, 2017

Motion to Authorize the CEO of the NOC COG to enter into the Wage Pathways Subgrant Agreement Issued by ODJFS for the period from July 1, 2017 through June 30, 2019, to allow Ashtabula County Job and Family Services to participate in the Wage Pathways Workforce Grant.

Motion to enter into a first amendment, retroactively, of the CCMEP Youth WIOA NOCCOG/ACJFS Agreement, term January 1, 2017 to June 30, 2017, to allow ACJFS to be a provider of services pursuant to the Wage Pathways Training Program, jointly awarded to the NOC COG and ACJFS.

Motion to enter into a first amendment, retroactively, of the CCMEP Youth WIOA NOCCOG/A-Tech Agreement, term January 1, 2017 to June 30, 2017, to allow A-Tech to be a provider of services pursuant to the Wage Pathways Training Program, jointly awarded to the NOC COG and ACJFS.

Motion to enter into a first amendment, retroactively, of the CCMEP Youth WIOA NOCCOG/ACJFS Agreement, term July 1, 2017 to June 30, 2018, to allow ACJFS to be a provider of services pursuant to the Wage Pathways Training Program, jointly awarded to the NOC COG and ACJFS.

Motion to enter into a first amendment, retroactively, of the CCMEP Youth WIOA NOCCOG/A-Tech Agreement, term July 1, 2017 to June 30, 2018, to allow A-Tech to be a provider of services pursuant to the Wage Pathways Training Program, jointly awarded to the NOC COG and ACJFS.

Motion to approve the renewal of the CCMEP Youth WIOA NOCCOG/GCJFS and OhioGuidestone-Geauga Agreement for an additional year for the period from October 1, 2017 through September 30, 2018, for the following line-item budgets:

	<u>WIOA Funds not to Exceed</u>
1) Framework Design and Case Management	\$33,000.00
2) Year Round Youth Employment Services	\$40,000.00
3) Academic, Pre-Employment, Life Sills	<u>\$15,000.00</u>
Total	\$88,000.00

Motion to certify the Geauga OhioMeansJobs Affiliate Center, pending the final notice from the Bureau of Civil Right for ODJFS that the Center is in compliance with Title II of the ADA, and all other access statutes, and authorize the Executive Director to notify ODJFS of the certification of the same.

Motion to certify the Portage OhioMeansJobs Affiliate Center, and authorize the Executive Director to notify ODJFS of the certification of the same.

Motion to Authorize the CEO of the NOC COG to enter into the Data Sharing Agreement Issued by ODJFS for the period from July 1, 2017 through June 30, 2019, to allow Ashtabula County Job and Family Services to participate in the Wage Pathways Workforce Grant (Department of Labor monies).

Mr. Davis moved to accept the motion of the NOC COG report from September 13, 2017. Ms. Givner seconded the motion which was approved by all members present.

Election of Officers

- *Report regarding failure to appoint a nominating committee at September meeting.* Mr. Sernik suggested appointing a nominating committee today, gather nominations, and have an election at the scheduled March meeting.
- *Appointment of Nominating Committee for Election of Officers.* Representing Portage County - Mark Frisone, Geauga County – Sharon Verner, and Ashtabula

County - Leonard Stepp. Mr. Sernik will reach out via email this month to convene a brief phone call with committee.

Administrative/Fiscal Report

Mr. Sernik gave a brief update of business conducted since the last meeting.

- *Federal Issues.* Current administration is proposing a 39 percent cut to WIOA program with discussion of possibly eliminating the Wagner-Peyser staff and a provision that would allow the Governor to redraw area designations.
- *State Issues.* ODJFS is planning a 20 percent budget cut in the WIOA program. The most recent state budget extended the CCMEP program for another two years. There has been discussion historically of Portage County realigning itself with Summit and Medina counties. The state has clarified that before realignment of any workforce area would occur the following three things would need to happen: 1) the county that wants to move would need to find a home; 2) counties that are left behind would need to agree to the county leaving; and 3) the state of Ohio would have to feel the move makes sense. The state of Ohio has told us at this time Portage County pulling out and leaving Geauga and Ashtabula Counties behind only makes sense under one scenario which is if Ashtabula and Geauga pick up an adjacent replacement county. The Portage County Commissioners sent a letter to the Ashtabula and Geauga Commissioners explaining the potential for wanting to leave. This can occur anytime with everything in place at the program year. The Ohio Workforce Association is working to meet with the gubernatorial candidates to assess them and educate them regarding workforce.
- *Remaining to be done.* Waiting for two final signatures on the MOU. The area local policy book will be updated this quarter to include CCMEP. Focusing on re-engaging the Business Resource Network by re-establishing the partner meetings, pursuing additional grant funds as part of the Appalachian grant which would bring more money to the area allowing possibly expanding efforts and replace WIOA formula dollars with grant dollars. A bid for Geauga County BRN Services went out with only one bid received and rejected because, 1) bid was to do all of the work in all three counties and did not indicate willing to do the work in just Geauga County; and 2) no competition. Since then the Geauga County Commissioners have urged us to see if we could secure Geauga's Economic Development group. Currently in discussions with them to do the work. Once the Geauga BRN is in place, we'll bring the County Account Executives together to discuss pre-apprenticeship programming and wage pathways. The OMJ-Ashtabula County Job Fair is scheduled for May 2, 2018 with a focus on high school seniors and summer job plans for high school juniors, OMJ—Gauga is planning two Job Fairs: 1) for high school juniors and seniors; and 2) a reverse job fair for Auburn Career Center students, and the OMJ-Portage is planning a combined job fair/career fair/educational fair on March 14, 2018. The month of March will be policy meetings with a policy committee to be set up late in December to meet sometime in January.
- *Fiscal Report.* The GAAP conversion was submitted and report has been received. There was no forfeiture of monies back to the state.
- *Rapid Response.* Nothing to report.

OhioMeansJobs One Stop Report

- *OMJ-Ashtabula County.* Ms. Grubke-Barnard reported the OMJ-Ashtabula is planning a job/career fair for high school junior and seniors on May 2, 2018 at Kent State University-Ashtabula County, held a re-entry fair at the prison last month, and the Ashtabula County Community Action Agency is doing a re-entry fair next Thursday at Kent State. Also three different high schools have inquired with the OMJ-Ashtabula Center regarding staff visiting to speak to their Life Skills classes. Business Services had eight employer job orders for nine different positions. Three job fairs were scheduled in October, November, and in December. CCMEP program has 487 youth enrolled, eight manufacturers hiring youth, approximately 200 youth in Work Experience or have been hired after Work Experience, 16 individuals in the STNA training have graduated and passed the test, and the Wage Pathways pilot program has 27 participants.
- *OMJ-Geauga County.* Ms. Reda reported two job fairs are in the planning stages: 1) for just high school junior and seniors within Geauga County with Kent State University-Geauga County partnering; and 2) a reverse job fair again at the Auburn Career Center. The United Way of Geauga County honored the OMJ-Geauga with a certificate for being collaborators of the year which was due to the training for STNA and the OMJ Center working with the Income Collaborate with all the needs of the individuals to go to school. Partnering again with Kent State Geauga again in May 2018 targeting 8 to 16 individuals for the class. Ms. Reda spoke to the SHRM Lake/Geauga chapter in November and had the OMJ.com come in to explain the omj.com website. In process of completing the RFP for the Class "A" CDL fast track training, a customized training class, to release out to providers with training beginning sometime mid-January or February. The youth provider, OhioGuidestone, had 54 youth participates in the summer youth employment program with youth earning \$186,000, 50 participants for year-round, and the OMJ Center provided monies for OhioGuidestone to have an educational center in Newbury Twp equipping the center with 13 computers, desks, Microsoft Office Suite, and a smart board so youth have necessary technology to do job searches.
- *OMJ-Portage County.* Ms. Berardinelli reported OMJ-Portage is participating in the program called VIP or Video In-Reach Program in which the first Tuesday of every month Portage, Summit, and Stark counties videoconference that links with all prisons within the state of Ohio that are releasing individuals back into the counties. The first VIP conference was done in October one of the individuals who was released participated in the Citizen Circle which is a group that assists offenders meeting monthly with the offender to discuss their circumstances and what resources are available to them. Question was asked do the offenders need to agree to participate in the program. Ms. Berardinelli responded the program is totally on a volunteer basis. The OMJ-Portage Center hosted the fourth annual job fair in October at the IC Parish Hall in Ravenna with 58 employers attend. Each employer ensured they were hiring and posted the job on the OMJ website. Approximately 147 job seekers attended with 10 percent of the attendees obtaining employment. Program updates, 183 youth participating in CCMEP with supportive services and paid work experience the top services received, adult and dislocated worker program has 43 individuals 20 actively engaged in services the remainder either going through eligibility process or exited and in follow-up, issued two new ITAs with three continuing from last funding year of which four are in healthcare field and one in CDL, 858 services were offered in the center in October, Work Activity/PRC

had an 86 percent ABAWD participation rate and between January and October 60 individuals obtained jobs, and as of October 1st PRC is now offered through the OMJ Center receiving 114 PRC applications. A career fair will be held on March 14, 2018 will be countywide with eight schools wanting to attend, 15 employment sectors brought in along with the military branches and higher education with approximately 800 to 1,000 junior high and high school students to attend. Not enough positive interest from schools regarding the idea of a reverse job fair but possibly instead plan to pilot a virtual reverse job fair. Business Services had between August and October a total of 72 job orders, 420 outreaches and recruited 88 resumes.

Old Business

- *Presentation on Common Performance Measures Report.* Mr. Sernik reviewed the PY2016 CCMEP Performance Statistics and the WIOA Estimated Performance reports with those present.
- *Presentation on OMJ Certification Review of Geauga and Portage OMJ Centers.* Mr. Sernik stated the Certification of OMJ Center Review Committee recommend the Board certify both the Geauga and Portage OMJ Centers and have Mr. Sernik submit the reports to the state of Ohio.
 - **Ms. Givner moved to certify the OhioMeansJobs Portage County Center and to report the same to ODJFS. Mr. Frisone seconded the motion which was approved by all members present.**
 - **Mr. Frisone moved to certify the OhioMeansJobs Geauga County Center, and to report the same to ODJFS. Mr. Ehrhart seconded the motion which was approved by all members present.**
- *CCMEP Youth Agreement between NOCCOG and PCJFS.* The Portage indicated that three of their sub-budgets were low and asked for additional monies for the determination of eligibility, framework design, and supportive services. Question was asked what the justification for the additional monies requested. Ms. Berardinelli responded the program is so new that the first budget was an estimate to serve the youth for there was nothing to compare or base it off of. The initial budget asked for was for six months after which it was seen that there was more of a need for supportive services. The determination of eligibility and framework design needed an increase in staffing due to the growth of the program. Question was asked what metrics are in place to monitor staff. Mr. Sernik responded nothing as of now but we have valued partners in each of the counties and trust and rely on their representation they see the need to be, but it is too new of a program.

Mr. Sass moved to amend the CCMEP Youth WIOA Portage Budget from the period of July 1, 2017 to June 30, 2018, for an increase in the following line-item budgets:

	<u>Increase of WIOA Funds not to Exceed</u>
1) Determination of Eligibility	From \$31,684.86 to \$ 62,602.31
2) Framework Design	From \$82,380.66 to \$162,638.07
3) Supportive Services	From \$59,942.86 to \$109,761.32

Ms. Givner seconded the motion which was approved by all members present.

- *CCMEP Youth Agreement between NOCCOG/PCJFS and Family & Community Services.*

Ms. Shank moved to approve the following line item budgets for the provision of CCMEP contractual services by Family and Community Services for the period from October 1, 2017 to September 30, 2018.

	<u>WIOA Funds not to Exceed</u>
1) Tutoring and Study Skills	\$28,856.40
2) Paid and Unpaid Work Experience	\$200,000.00
3) Mentoring	\$11,286.21
4) Counseling and Treatment	\$1,007.10
5) Re-Entry Program	\$567.24
6) Financial Literacy	\$3,920.74
7) Additional Misc. Program Services	\$150.00
Total	\$245,787.69

Mr. Davis seconded the motion which was approved by all members present with Mr. Frisone abstaining from the vote due to conflict of interest.

- CCMEP Youth Agreement between NOCCOG/PCJFS and OhioGuidestone (Portage).

Mr. Davis moved to approve the following line item budgets for the provision of CCMEP contractual services by OhioGuidestone for the period from October 1, 2017 to September 30, 2018.

	<u>WIOA Funds not to Exceed</u>
1) Independent Living Skills	\$14,884.34
2) Post-Secondary Education	\$13,704.80
3) Leadership	\$14,731.70
4) Additional Misc. Program Services	\$300.00
Total	\$43,620.84

Ms. Givner seconded the motion which was approved by all members present.

- CCMEP Youth Agreement between NOCCOG/GCJFS and OhioGuidestone (Geauga).

Mr. Ehrhart moved to approve the renewal of the CCMEP Youth WIOA NOCCOG/GCJFS and OhioGuidestone Agreement for an additional year for the period from October 1, 2017 through September 30, 2018, for the following line-item budgets:

	<u>WIOA Funds not to Exceed</u>
1) Framework Design/Case Management	\$33,000.00
2) Work Experience	\$40,000.00
3) Academic, Pre-Employment, & Life Skills	\$15,000.00
Total	\$88,000.00

Ms. Givner seconded the motion which was approved by all members present.

New Business

- *Business Resource Network.*
 - Report on plans for securing an account representative for Geauga County. Mr. Sernik reported Commissioner Claypool suggested pursuing working with the Economic Development group for Geauga County which we've been in negotiations with them. Discussion commenced. Discussion concluded. It was

suggested that discussions continue with the Economic Development group for Geauga County.

Public Comment Period

None.

Mr. Frisone moved to adjourn the meeting. Mr. Davis seconded the motion which was approved by all members present.

Meeting adjourned at 12:11 p.m.

Minutes prepared by Denise Gehring.