

AREA 19 WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES

Monday, June 25, 2018

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

MEMBERS PRESENT: Monica Bricker-Thompson, Dr. Jerome Brockway, Mike DeLuke, David Favorite, Brad Ehrhart, Mark Frisone, Lynn Hartman, Lee Imhoff, Renee M. Klaric, Greg Myers, William Moore, Michael Sass, Lisa Shank, Thomas Spann, Leonard Stepp, Jr., Dean Susan Stocker, Clem Strong.

MEMBERS ABSENT: Judith Barris, Elizabeth M. Barry, Dan Brubaker, Drew Canavan, Eric Davis, Nicole Deligianis, Richard L. Jackson, Mike Kasper, John R. Ringer, David Shea, Gerry Truax, Sharon Verner, Casey Zicarelli.

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), Craig Sernik (Area 19-Director), Michelle Laveck (Area 19), Denise Gehring (Area 19).

Mr. Ehrhart called the meeting to order at 10:04 a.m.

Approval of Past Business

- *Introductions.*
- *Approval of Minutes.*
Mr. DeLuke moved to approve the minutes from April 4, 2018. Ms. Bricker-Thompson seconded the motion which was approved by all members present.
- *Approval of Motions of the NOC COG since April 4, 2018 WDB meeting.*
Motions approved by the NOC COG on May 23, 2018
Motion to designate the Ashtabula County Department of Job & Family Services OhioMeansJob Center as the comprehensive center for Area 19 for one program year.

Motion to appoint the following Geauga County nominated individual to the Workforce Development Board: David Favorite (ECONOMIC DEVELOPMENT), Term Expires 5/24/2020.

Motion to authorize Director to execute MOU between OhioMeansJobs Ashtabula and County Libraries.

Motion to authorize Director to execute MOU between OhioMeansJobs Geauga and County Libraries.

Motion to authorize Director to execute MOU between OhioMeansJobs Portage and County Libraries.

Motion to approve the 2018-2019 Memorandum of Understanding (MOU) with Local Elected Officials (NOC COG Area 19), Area 19 WDB and One-Stop partners.

Motion to recommend that NOC COG Area 19 enter into an MOU with ODJFS for the purposes of cost sharing and providing services at each of the three Area 19 One-Stops for the 2018-2019 program year.

Motion to recommend that NOC COG Area 19 enter into an MOU with all One-Stop partners for the purposes of cost sharing and providing services at each of the three Area 19 One-Stops for the 2018-2019 program year.

Motion to authorize the Executive Director to finalize Worksheet C, the One-Stop Operating budgets, following the written approval of the final draft of the same, by each One-Stop manager or each CDJFS fiscal officer.

Motion to authorize Executive Director to secure signatures of all required parties/partners to the MOU and attachments, and to submit the same to ODJFS following receipt of all signatures.

Motion Allowing for County Budget Transfers, if any.

Mr. DeLuke moved to accept the motions of the NOC COG Report from April 4, 2018. Mr. Imhoff seconded the motion which was approved by all members present.

- Approval of the WDB meeting schedule for Program Year 2018-2019.
Mr. DeLuke moved to approve the WDB meeting schedule for Program Year 2018-2019. Ms. Monica Bricker-Thompson seconded the motion which was approved by all members present.

Administrative/Fiscal Report

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

- *Federal Issues/State Issues.* The federal budget for WIOA received the same amount as last year of which Ohio is receiving \$20 million which is an increase in our revenues for this year.
- *Fiscal Audits.* The PY17 audit is complete and is clean.
- *Contract Issues.* Fiscal and program monitoring begins this week and reports will be presented to the Board in September.
- *Common Performance Measures 3rd Quarter.* The area for the adult measure is exceeding two, for the Dislocated Worker measure the area is meeting the measure Employment 2nd quarter after Exit and exceeding Median Earnings 2nd Quarter after Exit but not exceeding

the Measurable Skills Gain which is currently a baseline measure. The area under Youth is only tracked for one measure Education/Training/or Employment 2nd quarter after Exit which the area is exceeding and the remaining measures are baseline and do not get tracked. Negotiation of the PY2018-2019 Performance Measures will occur soon.

- *MOU PY17.* Our One-Stop partners have agreed to instead of coming way under budget to allow the area to place this money towards the purchase of new equipment/supplies for the one-stop resource room.

OhioMeansJobs One Stop Report

- *OMJ-Ashtabula County.* Ms. Grubke-Barnard reported 603 youth currently in CCMEP of which 98 youth participating in Wage Pathways, 181 youth on wait list of which 66 are 14-15 year olds who want just summer work, seven adults approved for training and five individuals waiting for next fiscal year monies for ITAs. Six youth are in the Bridges2Success program graduated high school with one entering the military, one will be attending Baldwin Wallace University, one attending Florida State University, and one entering the EMT program at A-Tech. Seven youth hired at their own jobs, Wage Pathways second incentives were distributed to youth participants, Lake Erie Recovery Center with yO! is meeting with youth to do drug and alcohol assessments. The Community Counseling Center and yO! has turned into a partnership with a summer youth programs for youth over age 18 and other for under age 18, and 21 youth have completed the B.E.S.T. program at A-Tech.
- *OMJ-Geauga County.* Ms. Reda reported held their first Library MOU meeting to learn more about the services the library can provide. The Summer Youth Employment program currently has 45 participants with four in follow-up, 34 youth in the summer program, OhioGuidestone did a soft skills training with all youth going through customer service session ending with a presentation by the Geauga County Deputy regarding safety in the workplace. OhioGuidestone provided a customer service certification class for five youth with all five youth passing their certification. The Village of Middlefield and the OMJ Center held a Job Fair for 17 businesses with over 200 open positions and 26 individuals attended. Did a Worksite Exploration for 2 weeks working with Intelapak inviting job seekers to come to the GCJFS building taking the county van to Intelapak to meet with owner, staff, and HR afterwards individuals were given an option for an interview. This will be extended to other business in Middlefield. The Summer Manufacturing camp concluded Friday with the girls only camp having 13 attend and the coed camp had 25 attend. Rapid Response was held for the Geauga County Home closing the beginning of August and a 20 individual layoff to occur in Geauga County from a private industry beginning the middle of July.
- *OMJ-Portage County.* Ms. Berardinelli reported 250 youth enrolled in CCMEP. Adult and dislocated worker had six ITAs of which three were for CDL training, one diesel tech, one CNC training, and one medical coding. The OMJ did seven Re-entry Fairs meeting with over 1,000 individuals. The Work Activity Unit in the month of April matched 10 ABWDs with employment. Currently gearing up for the PRC back to school vouchers which begins July 15th. Business Services has been working on a manufacturing pilot which is a 120 day program starting August 6th and ending December 8th with a goal of getting a cohort of 20. For this program Kent State will offer the credential which will be a certified production tech heavy on softskills. So far eight manufacturers have committed to participate. The

Supportive Employment Pilot is successful with Paris linen a total of 18 individuals went through the program with 3 individuals purchasing cars but those who didn't are still working. Added two more employers to this program, Viking Forge and Hattie Larlham, with hopes to add a cohort of nine between the three employers July 16th. Rapid Response was held for Hiram College, Portage DD, Crestwood Schools, Toys R Us, and Parker Hannifin. In May for the In-Demand Jobs week the OMJ-PC did In-Demand job videos and uploaded these on-line sharing with the schools. The Career Connections Expo was held in March for 700 students grades 7th through 12th to connect with employers to explore potential careers. The SuccessBound Initiative for northeast Ohio was held in April where OMJ-Portage talked about their W.O.R.K.S. Program.

Old Business

Executive Committee – Budget Reports.

- *CCMEP Youth Budgets Amendments.*

Geauga Budgets:

Mr. Sernik explained in Geauga County \$65,000 in PY2016 CCMEP WIOA Youth money is in jeopardy of going back to state. Authority is needed to transfer \$65,000 and if any more amounts look like it will go unspent to transfer to A-Tech's CCMEP WIOA youth budget. Portage declined these funds recognizing that Ashtabula had more of a need.

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

Mr. Frisone 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. Stepp seconded the motion which was approved by all members present.

Mr. Frisone 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. DeLuke seconded the motion which was approved by all members present.

Mr. Frisone 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. Dr. Brockway seconded the motion which was approved by all members present.

Ashtabula Budget:

Mr. Frisone 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. DeLuke seconded the motion which was approved by all members present with Dr. Brockway abstaining from the vote.

Mr. DeLuke 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. Imhoff seconded the motion which was approved by all members present with Dr. Brockway abstaining from the vote due to conflict of interest.

Mr. Frisone 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. Dr. Brockway seconded the motion which was approved by all members present.

Portage Budgets:

Mr. DeLuke 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. Dr. Brockway seconded the motion which was approved by all members present with Mr. Frisone abstain from the vote due to conflict of interest.

- *17-18 Adult and Dislocated Worker.*

Mr. Frisone 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. Dr. Brockway seconded the motion which was approved by all members present.

ACDJFS:

Mr. Frisone 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. DeLuke seconded the motion which was approved by all members present.

- *18-19 Adult & Dislocated Worker Budgets:*

ACDJFS: Discussion commenced. Discussion concluded.

Mr. Frisone moved to change the motion to instead read "and" removing "and/or" and 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 \$160,000.00. Program budget for an additional \$55,000.00 to be determined by the NOC COG, based upon negotiations with ACDJFS and Ashtabula Growth for provision of BRN/business services. Mr. DeLuke seconded the motion which was approved by all members present with Mr. Myers abstaining from the vote.

GCJFS:

Mr. DeLuke 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. Ms. Hartman seconded the motion which was approved by all members present.

PCJFS:

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

- OMJ Center Operator Agreements: (None of the cases will exceed \$15,000.)
Dr. Brockway 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 \$15,000.00, as their amount to be charged to the MOU partners to serve as OMJ Operator. Mr. Frisone seconded the motion which was approved by all members present.

Dr. Brockway 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 \$15,000.00, as their amount to be charged to the MOU partners to serve as OMJ Operator. Mr. Frisone seconded the motion which was approved by all members present.

Mr. Frisone 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 \$15,000.00, as their amount to be charged to the MOU partners to serve as OMJ Operator. Dean Stocker seconded the motion which was approved by all members present.

- Miscellaneous MOU Motions:

Mr. Imhoff moved to designate the OhioMeansJobs Center for Ashtabula County as the Area's Comprehensive OMJ Center. Dean Stocker seconded the motion which was approved by all members present.

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

- 1) Goodwill of Ashtabula, OMJ Ashtabula
- 2) Community Counseling of Ashtabula, OMJ Ashtabula
- 3) A-Tech, OMJ Ashtabula
- 4) OhioGuidestone, OMJ Geauga and Portage
- 5) Family and Community, OMJ Portage

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

- BRN Account Executive Services Agreements:

Ashtabula County

Mr. Sass moved to change the motion to instead read "and" removing "and/or" and to authorize the NOC COG and the Executive Director to negotiate for BRN Account Executive Services and Business Services with ACDJFS and Ashtabula Growth Partnership for the period from July 1, 2018 through June 30, 2019, in an amount not to exceed \$55,000.00. Mr. Frisone seconded the motion which was approved by all members present with Mr. Myers abstaining from the vote due to conflict of interest.

Portage County – Portage Development Board

Dr. Brockway 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. DeLuke seconded the motion which was approved by all members present with Mr. Ehrhart abstaining from the vote due to conflict of interest.

Gauga County.

Mr. DeLuke 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. Ms. Shank seconded the motion which was approved by all members present.

- Area 19 Local Policies – Update.
 - CCMEP WIOA Youth Policies B-01 to B-06. Mr. Sernik reviewed the few changes that were made to the policies for CCMEP. The follow-up policy is new and is based upon the state's follow-up policy.
Mr. Frisone moved to adopt the Area 19 amended CCMEP Policies B-01, B-02, B-03, B-04, B-05, B-06. Mr. DeLuke seconded the motion which was approved by all members present.
 - Incumbent Worker Training Policy A-07. **Mr. Frisone moved to form a committee to review the policies, that the WDB review and forward suggestions to the WDB Director who will then give to the Policy Review Committee to make final changes to the policies and then bring back to the WDB in September. Mr. DeLuke seconded the motion which was approved by all members present.** Mr. DeLuke, Ms. Hartman, and Mr. Ehrhart volunteered to participate as a member of the Policy Review Committee. Two business volunteers are needed.
 - Individual Training Policy C-11 and On-the-Job Training Policy C-10. The Board suggested enough time be given for all members to review and then bring back to the WDB in September.

New Business

- *Discussion regarding planned initiatives for the new program year regarding Future of Workforce.* Mr. Sernik stated a retreat was held at Mohican State Park for ODJF and all Workforce areas for strategic planning. Also attended the SuccessBound Conference. TeamNEO's report regarding workforce was issued and will be emailed out to all WDB members. The state of Ohio is requiring that all school districts to have a business advisory council and they may asked WDB members to serve on their board.

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

Meeting adjourned at 12:36 p.m.

Minutes prepared by Denise Gehring.