

**AREA 19 WORKFORCE DEVELOPMENT BOARD**  
**MEETING MINUTES**  
**September 28, 2022**  
**10:00 a.m.**

Geauga County Offices, Meeting Room A334  
12611 Ravenwood Drive  
Chardon, Ohio 44024

**MEMBERS PRESENT:** Michelle Bertman, Monica Bricker-Thompson, Eric Davis, Joel Domino, Brad Ehrhart, Lynn Hartman, Gina Hofstetter, Kelley Hollander, Anthony Lignetta, Greg Myers, William Moore, Ned Sherry, Scott Wludyga, Dr. Angela Spalsbury.

**MEMBERS ABSENT:** Judith Barris, Nicole Deligianis, Mike DeLuke, Dawn Farrell, Mark Frisone, Jonathan Forbes, David Hyre, Andrew Juhola, Christian Klein, Kenny Lohr, Leslie Smetana, Eladio Yenderrozos, David Shea, Teresa Simmons.

**Others in Attendance:** Margo Reda (OMJ-Geauga), Hattie Grubke-Barnard (OMJ-Ashtabula), Sue Brannon (PCJFS), Angel Brandner (PCJFS), Mandy Minnick (OMJ-Portage), Brian Boykin (PCJFS), Kellijo Jeffries (PCJFS-Director), Craig Sernik (Area 19 Director), Denise Gehring (Area 19).

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

Approval of Past Business

*Approval of Minutes from July 13, 2022.*

**Mr. Myers moved to approve the Minutes from July 13, 2022 as presented. Mr. Davis seconded the motion which was approved by all members present.**

*Approval of Motions of the NOC COG since last meeting.*

Motion to adopt the Administrative Budget for PY21.

Motion to remain opted into the RESEA program and submit signed Sub-Grant Agreements or Motion to recommend opting out of the RESEA program to Area 19 WDB, with that Board to have a special meeting to make a final decision on the same.

Motion to approve to Table the Motions to extend the PY 2020-2021 Youth Contracts.

Motion to provide the Area 19 Workforce Director authority to engage in competitive procurement for CCMEP services, with the Executive Director to engage in joint procurement with each County's lead agency where CCMEP TANF and WIOA services are to be provided by a third party entity, and for Executive Director to issue a separate procurement where the CCMEP WIOA service is required to be procured and is being assigned by the lead agency to itself.

Motion to give the Executive Director authority to create CCMEP Youth RFP Scoring Committees for the joint procurements based upon the recommendation of the CDJFS and for the WIOA will ask a couple of the Workforce Development Board members.

Motion to declare the competition in response to the competitive procurement for the OMJ Center Operators inadequate, but pursuant to the Area's small purchase procurement policy section, award OMJ Center Operator contracts to each of the following entities in the amounts set forth herein for the period from July 1, 2021 to June 30, 2022 with said funds to be paid out of the MOUs that they negotiate with partners.

Motion to approve awarding the OMJ Center Operator Services Ashtabula County to the ACDJFS for a contract term beginning July 1, 2021 and ending June 30, 2022 in the amount not to exceed \$8,418.80.

Motion to approve awarding the OMJ Center Operator Services Geauga County to the GCJFS for a contract term beginning July 1, 2021 and ending June 30, 2022 in the amount not to exceed \$9,945.92.

Motion to approve awarding the OMJ Center Operator Services Portage in the amount not to exceed \$7,070.12.

Motion to amend the BRN Services Agreement with Portage Development Board to amend the conclusion of the term of the agreement from June 30, 2021 to that of August 31, 2021, unless terminated earlier; and amend the amount of compensation available during the amended term to that of \$7,500.00.

Motion to add the motion to amend the Area 19 Local Supportive Services policy to make them consistent if any discrepancies are discovered.

Motion to approve the motion to amend the Area 19 Local Supportive Services policies to make them consistent if any discrepancies are discovered.

Motion to accept the resignation of WDB member David Favorite, Geauga County Economic Development, representing Geauga County.

Motion to approve the re-appointment for the following current members of the Workforce Development Board whose term expire to a new term: David Shea, CAC of Portage County, representing Community Organizations, term expires 06/30/2023.

Motion to award the \$2,990.17 of FY 21 dislocated worker monies to Ashtabula DJFS to the agenda.

Motion to give the Executive Director the authority to do a transfer that is in the best interest of Area 19 even if there is not the ability for the swap. Mr. Dvorak seconded the motion.

Motion to amend the WIOA Youth Program Services Agreement with ATECH (Ashtabula County) to amend the conclusion of the term of the agreement from September 31, 2021 to that of December 31, 2021, unless terminated earlier; and amended the amount of compensation available during the amended term to that of \$50,000.00.

Motion to amend the WIOA Youth Program Services Agreement with Catholic Charities (Ashtabula County) to amend the conclusion of the term of the agreement from September 31, 2021 to that of December 31, 2021, unless terminated earlier.

Motion to amend the WIOA Youth Program Services Agreement with OhioGuidestone (Geauga County) to amend the conclusion of the term of the agreement from September 31, 2021 to that of December 31, 2021, unless terminated earlier; and amended the amount of compensation available during the amended term to that of \$80,000.00.

Motion to amend the WIOA Youth Program Services Agreement with Family & Community Services, Inc. (Portage County) to amend the conclusion of the term of the agreement from September 31, 2021 to that of December 31, 2021, unless terminated earlier; and amended the amount of compensation available during the amended term to that of \$50,000.00.

Motion to amend the WIOA Youth Program Services Agreement with ACDJFS to amend the conclusion of the term of the agreement from September 31, 2021 to that of December 31, 2021, unless terminated earlier; and amended the amount of compensation available during the amended term to that of \$60,000.00.

Motion to amend the WIOA Youth Program Services Agreement with GCJFS (Geauga County) to amend the conclusion of the term of the agreement from September 31, 2021 to that of December 31, 2021, unless terminated earlier.

Motion to amend the WIOA Youth Program Services Agreement with PCJFS to amend the conclusion of the term of the agreement from September 31, 2021 to that of December 31, 2021, unless terminated earlier; and amended the amount of compensation available during the amended term to that of \$84,250.00.

Motion to extend Portage Development Board contract through October 31, 2021, with the provision of an additional \$7,500.00 of compensation.

Motion to award PCJFS a WIOA CCMEP contract in the amount of \$234,654.00 for the term from January 1, 2022, through September 30, 2022, with the budget broken down as follows: (a) \$200,404.00 Staffing using RMS hits; (b) \$2,500.00 Individual Training Accounts where Adults Funds not available; (c) \$250.00 On-the-Job Training where Adult Funds not available; (d) \$250.00 Job Club/Workforce Prep Expenses; (e) \$31,250.00 Supportive Services/Transportation.

Motion moved to award GCJFS a WIOA CCMEP contract in the amount of \$5,770.00 for a term from January 1, 2022, through September 30, 2023, with the budget broken down as follows: (a) \$4,000.00 Staffing and expenses for pre-enrollment activities including determining eligibility; (b) \$1,170.00 Staffing and expenses for LMI with or without career and educational exploration and preparation; (c) \$200.00 Staffing and expenses for re-employment skills training and basic employment skills training; (d) \$200.00 Occupational Skills Training done by Post-Secondary Third

Party Educational Providers as Part of an Individual Training Account; (e) \$200.00 On-the-Job Training Programming with Employer Reimbursement for Permanently Placed CCMEP Youth.

Motion moved to award ACDJFS a WIOA CCMEP contract in the amount of \$40,000.00 for a term from January 1, 2022, through September 30, 2022, with the budget broken down as follows: (a) \$37,000.00 Staffing and expenses for pre-enrollment activities including determining eligibility; (b) \$500.00 Staffing and expenses for LMI with or without career and educational exploration and preparation; (c) \$500.00 Staffing and expenses for re-employment skills training and basic employment skills training; (d) \$1,000.00 Occupational Skills Training done by Post-Secondary Third Party Educational Providers as Part of an Individual Training Account; (e) \$1,000.00 On-the-Job Training Programming with Employer Reimbursement for Permanently Placed CCMEP Youth.

Motion moved to extend the Contracts (term 10/01/2020 to 12/31/2021) with the Third Party Youth Contractors through January 31, 2022, as needed, with the provision of additional compensation to be considered at a future meeting: (1) A-Tech; (2) Catholic Charities; (3) OhioGuidestone; and (4) Family and Community Services.

Motion moved to extend Portage Development Board contract through December 31, 2021, with the provision of an additional \$7,500.00 of compensation. Mr. Dvorak seconded the motion.

Motion moved to authorize the NOC COG CEO and Executive Director to enter into and execute the Data Sharing and Confidentiality Agreement D2223-15-0677 with ODJFS effective from October 1, 2021 to September 30, 2023.

Motion moved to amend the supportive services policy to allow direct reimbursement to participants for expenses approved by the Adult and/or D.W. contract provider pursuant to their local policies.

Motion moved to allow the Executive Director in consultation with each of the CDJFS to determine how to divide the \$128,000.00 of the additional Area 19 CCMEP WIOA funding amongst the Area 19 three counties.

Motion moved to authorize the Area to request special project funding for purchase of Virtual Reality technology and software to be used across Adult, D.W., CCMEP Youth, and employer services programs as recommended by the Area's Sub-Recipients. Mr. Kozlowski seconded the motion.

**Mr. Davis moved to accept the motions of the NOC COG report from July 13, 2022. Mr. Wludyga seconded the motion which was approved by all members present.**

#### Administrative Report

Mr. Sernik reported the new State case management system (ARIES) that rolled out in mid-April is proving to be a challenge for the OMJ-Center staff. The State is estimating approximately \$9 to \$10 million in funding will come back to it unspent from workforce areas around the State. Mr. Sernik reviewed the third quarter performance measures handout with those present. Ratification of performance measures were negotiated with the State for PY 2022 and PY 2023. The handout outlines the performance measure rates negotiated with the State.

**Dr. Spalsbury moved to approve the Performance Measure rates negotiated with the State. Ms. Hofstetter seconded the motion which was approved by all members present.**

## Fiscal Report

*Report regarding funds at risk to be returned.* Mr. Sernik reported Portage County is on track to spend all of its grant money and may be able to absorb a small amount of adult and dislocated worker money that goes unspent. Ashtabula County may return approximately \$300,000 in adult and dislocated worker and Geauga County may possibly return \$120,000. Discussion commenced regarding the childcare topic if this would be a particular topic to get funding for. Discussion concluded.

## Reports of County OMJ Centers

*OMJ Geauga County.* Ms. Reda reported OMJ staff attended a back to school event at Cardinal Local Schools to share information regarding the OMJ-Gauga Center, involved with the Common Pleas Court new drug court program, participated in the UHHS Health and Safety days in August, and October 14<sup>th</sup> NEOEA Day will take teachers from Lake and Geauga counties around to different businesses. Also, involved with AWT who will be having a ribbon cutting ceremony on October 7<sup>th</sup> for a new training center. Hosted Sherrod Brown's Office to give an update on workforce in Geauga County as well as the Summer Manufacturing Camp, and hosted ODJFS Director Damschroder at the new Geauga County Offices. Cardinal Local Schools have asked the OMJ Center to do a hybrid job fair/career fair for them in the spring and recently Chardon Local Schools asked doing an event for their students as well. Ms. Brown with OhioGuidestone reported CCMEP summer program had approximately 25 individuals working this summer, Simply Summer program had 15 apply and approved for the program and 11 who actually worked, 25 worksites with 89 positions and filled 26 positions with 25 people. And held the first hybrid Job Club.

*OMJ Portage County.* Mandy Minnick reported 105 youth currently in the program, supportive services is the number one benefit individuals are receiving, partnered with NDS to apply for a grant to build a homeless shelter specifically to house homeless CCMEP youth. Did procurement for leadership and entrepreneurship services and in the process of finalizing services with Leadership Portage County. Last month received 134 PRC applications and 1,100 Special PRC Service back to school applications, 187 SNAP participants, in August had 8 active ITAs, 138 universal customers served in center, and offered 285 employer services with the majority being job orders. OMJ-Portage is part of the Benefits Bridge State pilot program, partnered with Portage Development Board to hold job fairs based upon bus lines with the first one held in Ravenna which was successful another one will be held in Kent and a Job Fair for all job seekers will be held around Veterans Day.

*OMJ Ashtabula County.* Ms. Grubke-Barnard reported 21 ITAs, received youth applications received in August was 50 and 50 in September, trauma inform care for staff and partners will be on October 6<sup>th</sup>, put together Ready to Work bags for the summer youth, received 8 job orders in September, and the CCMEP program as of September 14<sup>th</sup> has 640 youth with 210 in follow up with 430 active youth in CCMEP with a possible 100 more to be added.

Mr. Sernik reported the State Come Back College program is made up of 8 higher education schools in northeastern Ohio who have entered into a compact funded by a private donor to write debt off the Books. Individuals who attended on of these eight schools accumulated debt that is outstanding and did not complete their degree at any of the eight schools and decide to return will be forgiven up to \$5,000 of debt if they re-enroll in one of the eight schools.

## Discretionary Reports of Economic Developers on the WDB

*Ashtabula County.* Mr. Myers reported seeing a lot of growth in investment and expansion in existing industries particularly in modernization projects, continue to see a lot of interest with heavy manufacturing, challenge is land availability, looking at Brownfield redevelopment, and workforce continues and is always an issue. Question was asked if the improvement of Internet infrastructure across Ashtabula County especially in the rural areas is being addressed. Mr. Myers responded in the affirmative, there is a near term solution that will give households that are not served or underserved to either having access to internet or improved service.

*Portage County.* Mr. Ehrhart reported 36 active projects, seeing some companies pull back their warrants, outreach and retention program conducted 126 calls so far this year and 108 of those companies are hiring. The Win List for 2020 had 12 which is an investment of over \$234 million which will impact 948 jobs both created and retained for an annual payroll of over \$48 million. Working with OMJ-Portage planning job fairs along existing fixed transit routes by going through the neighborhoods track the individuals to come and then to find employers who are along the existing routes. Working on career days with Crestwood School District scheduled for October 18<sup>th</sup>, Biochemical Science Academy, and the Rootstown School District. Collaborating with Team NEO on a Smart Manufacturing round table with a focus on technology to be held on October 11<sup>th</sup>.

## Old Business

*Update on the OMJ Certifications.* Mr. Sernik reported the OMJ Center site visits were completed with the only item remaining is the ADA Checklist for Geauga's new office space is yet to be performed and once completed will be present to this Board at the December meeting.

*Amendment of the PY 21 ACDJFS Youth Agreement.*

**Ms. Hartman moved to amend the WIOA CCMEP agreement with ACJFS for the period from January 1, 2022 through September 30, 2022, to an increase not to exceed \$40,000.00 in WIOA funding. Mr. Myers seconded the motion which was approved by all members present with Mr. Wludyga abstaining from the vote due to conflict of interest.**

*Amendment of the PY 21 GCJFS CCMEP Agreement.*

**Mr. Lignetta moved to amend the WIOA CCMEP agreement with GCJFS to a conclusion of the term of the agreement from September 30, 2022, to that of September 30, 2023, and amend the amount of compensation available with an additional \$10,000.00. Mr. Domino seconded the motion which was approved by all members present.**

*Budgets for the PY 22 Youth Agreements.*

Ashtabula JFS:

**Ms. Bricker-Thompson moved to approve a WIOA CCMEP budget to support an agreement with ACDJFS for CCMEP services in an amount not to exceed \$40,000.00 for the FY 22 fiscal year from October 1, 2022 to September 30, 2023. Mr. Davis seconded the motion which was approved by all members present with Mr. Wludyga abstaining from the vote due to conflict of interest.**

Portage JFS:

**Mr. Ehrhart moved to approve a WIOA CCMEP budget to support an agreement with PCJFS for CCMEP services in an amount not to exceed \$326,205.66 for the FY 22 fiscal year from October 1, 2022 to September 30, 2023. Ms. Hartman seconded the motion which was approved by all members present.**

A-Tech (Ashtabula):

**Mr. Davis moved to approve a WIOA CCMEP budget to support an agreement with A-Tech for CCMEP services in an amount not to exceed \$270,000.00 for the FY 22 fiscal year from October 1, 2022 to September 30, 2023. Mr. Myers seconded the motion which was approved by all members present with Mr. Wludyga abstaining from the vote due to conflict of interest.**

Family & Community Services, Inc. (Portage County):

**Ms. Hartman moved to approve a WIOA CCMEP budget to support an agreement with Family & Community Services, Inc. for CCMEP services in an amount not to exceed \$225,000.00 for the FY 22 fiscal year from October 1, 2022 to September 30, 2023. Mr. Lignetta seconded the motion which was approved by members present.**

Growth Partnership for Ashtabula County (Ashtabula):

**Mr. Davis moved to add to the agenda the item of providing a contract to Growth Partnership for Ashtabula County for the FY 22 fiscal year from October 1, 2022 to September 30, 2023. Ms. Bricker-Thompson seconded the motion which was approved by all members present with Mr. Myers and Mr. Wludyga abstaining from the vote due to conflict of interest.**

**Mr. Moore moved to approve a WIOA CCMEP budget to support an agreement with Growth Partnership for Ashtabula County in an amount not to exceed \$21,850.26 for the FY 22 fiscal year from October 1, 2022 to September 30, 2023. Ms. Bertman seconded the motion which was approved by all members present with Mr. Myers and Mr. Wludyga abstaining from the vote due to conflict of interest.**

*Discussion of the Workforce Board By-Law Changes.* Mr. Sernik stated the suggested amendments to the By-Laws allow for hybrid board meetings which allows for board members to attend meetings in-person and/or remotely. In addition to the By-Law changes a policy will be created in the future to address specifics such as what platform will be used. Other changes were to the quorum which is now nine with a minimum number of three individuals to be present in-person.

**Mr. Ehrhart moved to adopt the proposed Workforce Board By-Law changes. Mr. Myers seconded the motion which was approved by all members present.**

*Policy Changes.*

Change to Policy A-04 is to increase the current occupational skills training housing reimbursement due to the increase of hotel rates since the pandemic.

**Mr. Myer moved to increase occupational skills training housing reimbursement from \$50 a day (\$1,000 lifetime) to \$125.00 a day, (\$5,000.00 lifetime). Mr. Davis seconded the motion which was approved by all members present.**

Change to Policy C-03 is to remove the rule to take income into consideration this is due to the current housing issue with a lot of individuals now living with parents.

**Ms. Hartman moved to amend Local Policy C-03 Area Self-Sufficiency to follow the State guidelines of 24 or younger include all household income but if 25 or older just their income only. Mr. Wludyga seconded the motion which was approved by all members present.**

*Miscellaneous other policy changes.*

Mr. Sernik stated on needs related payments and other policies such as supportive services whether to broaden these policies or not will be discussed at the December Workforce meeting. broaden these policies or not.

Discussion commenced regarding whether to move only the June and September WDB meetings from the first Wednesday to the last Wednesday. Discussion concluded. A survey will be emailed out to all members to see if this would work for their schedules.

Public Comment

None.

**Mr. DeLuke moved to adjourn the meeting. Mr. Davis seconded the motion.**

Meeting adjourned at 12:08 p.m.

Minutes prepared by Denise Gehring.