

ATTACHMENT 1

**AREA 19 WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES  
December 7, 2022  
10:00 a.m.**

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

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

**MEMBERS ABSENT:** Mike DeLuke, Dawn Farrell, Mark Frisone, Andrew Juhola, Christian Klein, Leslie Smetana, Eladio Yenderrozos, David Shea.

**Others in Attendance:** Hattie Grubke-Barnard (OMJ-Ashtabula), Pauline Hepler (OMJ-Ashtabula), Kathy Nakoski (OWD/ODJFS), Alissa Drees (ACJFS), Angel Brandner (PCJFS), Mandy Minnick (OMJ-Portage), Craig Sernik (Area 19 Director), Denise Gehring (Area 19).

Mr. Sherry called the meeting to order at 10:05 a.m.

Mr. Sernik reviewed the summary of rules relating to holding and conducting hybrid meetings.

Approval of Past Business

*Approval of Minutes from September 28, 2022.*

**Ms. Bricker-Thompson moved to approve the Minutes from September 28, 2022 as presented. Mr. Domino seconded the motion which was approved by all members present.**

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

Motions approved by the NOC COG on Motions approved by the NOC COG on November 16, 2022

Motion to divide up the remaining \$52,000.00 of BRN Grant unobligated funds by distributing budget to Portage County in the amount of \$17,000.00.

Motion to amend the WIOA CCMEP Agreement with A-Tech (Ashtabula County) for the period from April 1, 2022 through September 30, 2022, to an increase not to exceed \$28,000.00 in WIOA funding.

Motion to provide budget and have the NOC COG enter into a written Agreement with PCJFS, PCBOC, and Leadership Portage County for a term from October 1, 2022 through September 30, 2023, for the provision of Leadership and Entrepreneurship CCMEP program

services, for a total budget not to exceed \$20,000.00, with half of the budget provided by WIOA and half TANF CCMEP funds.

**Mr. Davis moved to amend motion to provide budget and have the NOC COG enter into a written agreement with PCJFS, PCBOC, and Leadership Portage County to reflect a term date from January 1, 2023 through September 30, 2023, for the provision of Leadership and Entrepreneurship CCMEP program services for a total budget not to exceed \$20,000.00, with half of the budget provided by WIOA and half TANF CCMEP funds. Mr. Domino seconded the motion.**

**Roll Call:**

<b>Judith Barris – Yes</b>	<b>Michelle Bertman – Yes</b>	<b>Monica Bricker-Thompson – Yes</b>
<b>Eric Davis – Yes</b>	<b>Nicole Deligianis – Yes</b>	<b>Joel Domino – Yes</b>
<b>Brad Ehrhart – Abstained due to Conflict of Interest</b>		<b>Jonathan Forbes – Yes</b>
<b>Lynn Hartman – Yes</b>	<b>Gina M. Hofstetter – Yes</b>	<b>Kelley Hollander – Yes</b>
<b>Christian Klein – Yes</b>	<b>Anthony Lignetta – Yes</b>	<b>Greg Myers – Yes</b>
<b>William Moore – Yes</b>	<b>Ned Sherry – Yes</b>	<b>Dr. Angela Spalsbury – Yes</b>
<b>Scott Wludyga – Abstained due to Conflict of Interest</b>		

**The motion passed.**

**Ms. Bricker-Thompson moved to accept the motions of the NOC COG report from November 16, 2022. Mr. Domino seconded the motion.**

**Roll Call:**

<b>Judith Barris – Yes</b>	<b>Michelle Bertman – Yes</b>	<b>Monica Bricker-Thompson – Yes</b>
<b>Eric Davis – Yes</b>	<b>Nicole Deligianis – Yes</b>	<b>Joel Domino – Yes</b>
<b>Brad Ehrhart – Abstained due to Conflict of Interest</b>		<b>Jonathan Forbes – Yes</b>
<b>Lynn Hartman – Yes</b>	<b>Gina M. Hofstetter – Yes</b>	<b>Kelley Hollander – Yes</b>
<b>Christian Klein – Yes</b>	<b>Anthony Lignetta – Yes</b>	<b>Greg Myers – Yes</b>
<b>William Moore – Yes</b>	<b>Ned Sherry – Yes</b>	<b>Dr. Angela Spalsbury – Yes</b>
<b>Scott Wludyga – Abstained due to Conflict of Interest</b>		

**The motion passed.**

### Administrative Report

Mr. Sernik reviewed the Administrative Report handout and Performance Measure handout with those present.

### Fiscal Report

*Report regarding funds at risk to be returned.* Area 19 did return some monies to the State a total of \$336,556.86 in adult and dislocated worker along with \$600.00 in Youth. On track to spend all of the Business Network Grant money and hopeful to get additional or new money July 1, 2023. The Fresh Start Grant is mostly being spent by Portage who is on track spending it all timely and did return \$100,000 of Covid monies to the State. Will be putting in a request to the State for additional CCMEP WIOA funds. Question was asked when was the \$400,000 BRN Grant received? Mr. Sernik responded it was an 18 month grant received January 1, 2022 and will expire June 30, 2023. The Area has \$52,000 that was not allocated, of which \$17,000 was given to Portage for they had spent their original budget, Ashtabula and Geauga still have their budgets to spend.

## Reports of County OMJ Centers

*OMJ Geauga County.* Mr. Sernik reported OMJ Geauga's Incumbent Worker Training program is receiving a lot of interest from the business community. The OMJ partnered with Geauga Growth Partnership to host on NOEA Day taking 34 educators out to tour local businesses to present opportunities for local career pathways for students. The OMJ Center is currently working on a job fair for January 10<sup>th</sup> for the U.S. Census Bureau. OMJ Geauga is serving more RESEA individuals this is due to a lot of Eastern Cuyahoga residents selecting and asking to receive RESEA services through OMJ-Geauga.

*OMJ Ashtabula County.* Ms. Grubke-Barnard reported as of November the OMJ had 6 employers with 14 job orders, a number of individuals are looking for assistance with school with 10 in process and 23 approved, 15 WIOA briefings, 199 ABAWD appointments, CCMEP had 111 youth enrolled, 11 RESEA, approved a CDL driver training, Youth Opportunities Program is at 652 youth with 205 in follow-up and 100 are WIOA only with the remaining TANF or dual, planning a Reverse Job Fair in the spring for the A-Tech students, and looking at doing a County Employers Job Fair in the spring.

*OMJ Portage County.* Ms. Minnick reported the OMJ amended their training materials over the last quarter. Actively recruiting for the Manufacturing Program that will begin in February 2023 is proving to be difficult so created a TikTok video to outreach to the younger population. The WIOA Unit held an in-person job fair hosted strictly by the OMJ Center in which 60 participants attended, 15 active ITAs, and 540 employer services offered in October. The Work Activity Unit had an increase of 200 PRC applications for services and CCMEP had 130 youth enrolled with 87 in-school and 43 out-of-school.

## Discretionary Reports of Economic Developers on the WDB

*Portage County.* Mr. Ehrhart reported customer activity as of the end of November conducted 162 outreach visits to businesses on the city and regional levels of which two-thirds are reporting strong performance and one-third are stable and 110 out of 240 referrals are to workforce. TechCred has awarded 38 Portage companies over \$760,000 for 702 potential programs. Currently working on 30 active projects involving 21 existing companies. To date for 2022 had 11 successful projects with the total impact of these projects new investment is over \$227 million with 770 individuals, 145 retained, and 625 jobs to be created over the next three years with an annual payroll total of \$29 million. Currently working with partners on Career Days, did Job Fairs in Ravenna and Kent, and working on a Job Fair in Wyndham. The upcoming PDB Round Table meeting topics will be on social media and then with Kent State University on how to use the Handshake app.

*Geauga County.* Ms. Hofstetter reported noticing some bigger projects becoming flat, meeting with various departments of the county to focus on job descriptions and rates of pay for county employment, community industries struggling to find employees, and the Revolving Loan inquiries has been flat. Ms. Bricker-Thompson, Geauga Growth Partnership, reported conducted 50 visits for this year with seven project leads. Have a number of adult workforce trainings available in partnership with KSU-Geauga and Computer Workshop, Inc. who provide all of the supervisor and leadership training locally. A Career Exploration Open House will be held at KSU-Geauga on January 12<sup>th</sup> with 20 companies participating with youth and their parents/guardians are invited to attend.

*Ashtabula County.* Mr. Myers reported making a strong push within the county to pursue some of the half a billion dollars that was allocated through the Governor's Office for Appalachia that would allow for planning of three core areas focused on redevelopment of downtown areas. Also working on healthcare oriented projects that would allow to extend services out to the school systems and working on a project that would allow to establish a STEM center in the community. Development activity seeing a lot of profitability and investment in companies, currently short listed for a chemical industry project of approximately \$2 million.

Old Business

*Update on the OMJ Certifications.* Mr. Sernik explained the process of the certification of the OMJ centers and reviewed the ADA certification of the OMJ Geauga Center handout with those present. The certification of the OMJ Centers will be submitted to the State this month.

**Mr. Domino moved to approve the recommendation of the Phase 3 OMJ Center Certification Review Team regarding certification of the Area 19 comprehensive and affiliate sites and for the Area 19 Executive Director on behalf of the Board submit to ODJFS the completed Balanced Scorecard and Measures Checklist(s); including the ADA checklist for the OMJ Geauga County Center once it is accepted and approved by the ODJFS Bureau of Civil Rights. Mr. Wludyga seconded the motion.**

**Roll Call:**

<b>Judith Barris – Yes</b>	<b>Michelle Bertman – Yes</b>	<b>Monica Bricker-Thompson – Yes</b>
<b>Eric Davis – Yes</b>	<b>Nicole Deligianis – Yes</b>	<b>Joel Domino – Yes</b>
<b>Brad Ehrhart – Yes</b>	<b>Jonathan Forbes – Yes</b>	<b>Lynn Hartman – Yes</b>
<b>Gina M. Hofstetter – Yes</b>	<b>Kelley Hollander – Yes</b>	<b>Christian Klein – Yes</b>
<b>Anthony Lignetta – Yes</b>	<b>Greg Myers – Yes</b>	<b>William Moore – Yes</b>
<b>Ned Sherry – Yes</b>	<b>Dr. Angela Spalsbury – Yes</b>	<b>Scott Wludyga – Yes</b>

**The motion passed.**

New Business

*Report of Scoring Committee for the RFP issued for the provision of business services for Portage County.* Mr. Sernik reported only received one response, Portage Development Board. The local policy does allow to move forward and recommend awarding a contract even when competitive procurement fails. The Scoring Committee found the proposal consistent with the services and the cost that had been provided in the past and believe competitive would have been a justifiable and acceptable bid had competition been received and the committee is recommending Portage Development Board be awarded an 18 month contract in the amount of \$75,000.00 beginning January 1, 2023 through June 30, 2024.

**Mr. Domino moved to authorize the provision of \$75,000.00, in Adult, Dislocated Worker, Youth, Business Resource Network and/or Special Grant Funds, pursuant to the terms and conditions of a written agreement with Portage Development Board, to provide for the provision of a business services to Portage County businesses, for the term beginning January 1, 2023 through June 30, 2024. Ms. Hofstetter seconded the motion.**

**Roll Call:**

<b>Judith Barris – Yes</b>	<b>Michelle Bertman – Yes</b>	<b>Monica Bricker-Thompson – Yes</b>
<b>Eric Davis – Yes</b>	<b>Nicole Deligianis – Yes</b>	<b>Joel Domino – Yes</b>
<b>Brad Ehrhart – Abstained due to conflict of interest</b>		<b>Jonathan Forbes – Yes</b>

Lynn Hartman – Yes  
Christian Klein – Yes  
William Moore – Yes  
Scott Wludyga – Yes  
The motion passed.

Gina M. Hofstetter – Yes  
Anthony Lignetta – Yes  
Ned Sherry – Yes

Kelley Hollander – Yes  
Greg Myers – Yes  
Dr. Angela Spalsbury – Yes

*Supportive Services Policies Amendment.* Mr. Sernik reviewed the Supportive Services Policy changes with those present. The current youth policy does not allow for youth to pay and be reimbursed, and gas cards could be an option.

Mr. Domino moved to eliminate existing supportive services policies A-04 (Adult and Dislocated Worker), A-12 (Special Grants) and B-04 (CCMEP/Youth) and combined and consolidate them into a singular new supportive services policy C-12, which will go into effect January 1, 2023. The material amended changes made as part of the consolidation of policies are identified with Appendix 13. Mr. Davis seconded the motion.

Roll Call:

Judith Barris – Yes  
Nicole Deligianis – Yes  
Jonathan Forbes – Yes  
Kelley Hollander – Yes  
Greg Myers – Yes  
Dr. Angela Spalsbury – Yes  
The motion passed.

Monica Bricker-Thompson – Yes  
Joel Domino – Yes  
Lynn Hartman – Yes  
Christian Klein – Yes  
William Moore – Yes  
Scott Wludyga – Yes

Eric Davis – Yes  
Brad Ehrhart – Yes  
Gina M. Hofstetter – Yes  
Anthony Lignetta – Yes  
Ned Sherry – Yes

*Incumbent Worker Training Policy Amendment.* Mr. Sernik reviewed the handout explaining the policy changes with those present.

Ms. Hofstetter moved to amend the Incumbent Worker Training Policy, A-07, by identifying certain types of training which are not allowed, and defining when managerial skills and/or other skill trainings would or might require proof of a raise and setting a threshold dollar amount of \$4000, with said changes becoming effective December 8, 2022. The material amended changes made to Policy A-07 are identified within the meeting handout labeled Appendix 14. Mr. Domino seconded the motion.

Roll Call:

Judith Barris – Yes  
Nicole Deligianis – Yes  
Jonathan Forbes – Yes  
Kelley Hollander – Yes  
Greg Myers – Yes  
Scott Wludyga – Yes  
The motion passed.

Monica Bricker-Thompson – Yes  
Joel Domino – Yes  
Lynn Hartman – Yes  
Christian Klein – Yes  
William Moore – Yes

Eric Davis – Yes  
Brad Ehrhart – Yes  
Gina M. Hofstetter – Yes  
Anthony Lignetta – Yes  
Ned Sherry – Yes

Public Comment

None.

Ms. Hofstetter moved to adjourn the meeting. Mr. Domino seconded the motion which was approved by all members present.

Meeting adjourned at 12:03 p.m.

Minutes prepared by Denise Gehring.