

**NORTHEAST OHIO CONSORTIUM (“NOC”)
COUNCIL OF GOVERNMENTS
MEETING MINUTES**

Wednesday, November 15, 2023

1:00 p.m.

Geauga County Offices, Meeting Room B167-B168,
12611 Ravenwood Drive
Chardon, Ohio 44024

MEMBERS PRESENT: Commissioner Sabrina Christian-Bennett
Commissioner Jim Dvorak
Commissioner Casey Kozlowski

MEMBERS ABSENT:

OTHERS IN ATTENDANCE: Hattie Grubke (OMJ-Ashtabula), Alissa Drees (ACJFS),
Patrick Arcaro (ACJFS Director), Brian Guarniere (GCJFS),
Margo Reda (OMJ-Geauga), Brian Boykin (PCJFS), Angel
Brandner (PCJFS), Craig Sernik (Area 19 Director), Denise
Gehring (Area 19).

Mr. Kozlowski called the meeting to order at 1:07 p.m.

Minutes

Mr. Dvorak moved to approve the meeting Minutes from September 27, 2023. Ms. Christian-Bennett seconded the motion which was approved by all members present.

Administrative Report

Mr. Sernik reported the contract between OMJ-Geauga County, OMJ-Lake and Auburn Career Center has been finalized for the Auburn Career Center Navigator position. We will go out for two special grants one will be for youth monies for Ashtabula and Geauga Counties and the second will be for Portage County for staffing for the work that they currently do in the schools. Currently waiting for a response from the state regarding RMS expenditure codes for special grants.

Fiscal Report

Report on funds returned to ODJFS. Mr. Sernik reported September books are officially closed with the area returning just over \$280,000 back to the state. Mr. Sernik reviewed the fiscal handout outlining the breakout of the amounts that were returned to the state. Statewide a total of \$4 million

was returned to the state. Mr. Sernik reviewed the Fiscal Over/Under Report handout with all those present. The area received an additional \$20,000 in RESEA funding from the state of which \$2,000 to administration, \$12,000 to Portage, and \$6,000 to Ashtabula. The State rebranding is moving ahead with each county OMJ-Center to receive \$4,000 in rebranding funds and allowed use their adult and dislocated worker monies if needed. The rebranding cannot begin until the highly detailed images of the new brand are received from the State. The State realizes that everyone will not make the June 6, 2024 completion date for rebranding and will give an extension on a case by case basis.

Discussion regarding draw and ACH Transfer internal controls and procedures. Mr. Sernik explained as soon as the money drawn is received seven days later on Friday a transfer is set up the money leaves the NOC account on following Wednesday but doesn't show up in the treasurer's account until Thursday. Discussion commenced. Discussion concluded. It was decided that if Mr. Kozlowski cannot approve the ACH transfer on Friday at 10:00 a.m. it will then be forwarded to Ms. Christian-Bennett to approve.

Status report on GAAP conversion close-out. Mr. Sernik reported the GAAP conversion is on schedule to be completed before the Thanksgiving Holiday.

Reports of County OMJ-Centers

OMJ Portage County. Mr. Boykin reported the manufacturing internship program will conclude this Friday with six individuals who will be graduating. Held a job fair at the Reed Memorial library with 45 job seekers attending and 21 employers participating. A Transportation Job Fair will be held at the OMJ-Portage Center on November 11th from Noon until 4:00 p.m. The WIOA business services will have a restart of the work release program with Paris Healthcare Linens possibly beginning either this month or next. A holiday workshop will be held for the CCMEP participants on December 22nd and the educator business tour has been deferred until the spring.

OMJ Ashtabula County. Ms. Grubke reported seven employers with 12 job orders, and five applications for Ashtabula County. A small layoff occurred for Grand River Rubber who voluntarily laid-off seven employees and 65 plus at Teijin were laid off which was all UAW strike related believe the majority of employees were called back. SNAP appointments are up, ENT sanctions now need approved by the State, 47 youth enrolled in CCMEP and 57 in follow-up, visited ACMC to present the Fresh Start grant and to introduce them to the WIOA program and other agency services. Would like to do a countywide job fair with Ashtabula County possibly in February or March of 2024.

OMJ Geauga County. Ms. Reda reported planning a career awareness event at KSU-Gauga partnered with Geauga Growth Partnership and will be targeting high school students and young adults with approximately 20 businesses with breakout sessions. The all high school job fair will be held at Cardinal High School on May 9th, Auburn Career Center Reverse Job Fair will be held on March 21st, and in February speaking at the Leadership Geauga's Government Day to let those attending know about the OMJ Center services. The cost of the rebranding for the OMJ Center will be \$8,000. The RFP for the OMJ career center went out in October and is due back on November 22nd and then the contract will be in place by January 21, 2024. Currently working with

the Chardon middle school students and seniors who are all reading same book and the seniors will come down to the middle school either December or January and they will interview the character in the book who is the middle schooler. Looking to hold a First Amendment training as it relates to public records and individuals coming into a public building filming sometime in the winter.

Old Business

Performance Measures. Mr. Sernik presented the year end Performance Measures for the PY22 Annual Unadjusted. The area currently has four failures at the WIOA level the measurable skills gains, median earnings for dislocated worker, credential attainment for dislocated worker, and measurable skill gains for dislocated worker. Suspect that the data was not correct and/or the system could not process it, and this is why the State has granted all the areas a hold harmless on performance. The CCMEP performance measures are also being held harmless due to ARIES issues.

Discussion of the Recommended IWT Policy Form Changes, and IWT Policy. Mr. Sernik reviewed the revised Incumbent Worker Training application and checklist with all those present. A two part presentation will be held tomorrow using Teams beginning with WOTC followed by a discussion/review of the revised Incumbent Worker Training Policy and forms.

Review and final approval of policy on carry-over of vacation days. Mr. Sernik stated the new language to the employee handbook regarding vacation day carryover was added. Discussion commenced. Discussion concluded. It was decided to add to number 2. the language “or they can be paid for their unused vacation time not to exceed 80 hours.”

Ms. Christian-Bennett moved to adopt the employee handbook policy 402 Availability of Vacation Benefits on carry-over of vacation days as amended. Mr. Dvorak seconded the motion which was approved by all members present.

New Business

Grit Grant Presentation. Mr. Sernik stated the grant is Office of Development funds, was awarded to Area 1 WDB, and it does not need to go directly through us it can go to an entity that wants to deliver the program. The program is open to all high school students and out-of-school job seekers. The idea would be in Ashtabula County to have A-Tech with Area 19 support to put in an application to begin as soon as February 2024. The population to begin with would be CCMEP enrolled youth, summer TANF youth, any youth who was eligible for the program or not eligible that is not enrolled, ASPIRE customers, and anyone referred to by the school district, OMJ-Ashtabula, or ACJFS.

Conexus Grant Presentation. Mr. Sernik stated this grant involves Portage County and Summit County and has 20 months still on the grant. Conexus picked up money to do exactly what OMJ-Portage already does with one major exception. The grant is focused entirely on manufacturing. Conexus’ job is to find workers, assess them, figure who would be a good fit with Portage or Summit County manufacturers, train them or place with employer, and then provide them wrap

around job services the first year they're employed. Conexus put out an RFP for someone to do the assessments, career planning, and career wrap around services.

WDB Membership Resignation:

Ms. Christian-Bennett moved to accept the resignation of Ryan Keegan, Exscape Designs, representing Business for Geauga County, from the Area 19 Workforce Development Board. Mr. Dvorak seconded the motion which was approved by all members present.

Ms. Christian-Bennett moved to accept the resignation of Rose Dolance, MAG LTT, representing Business for Portage County, from the Area 19 Workforce Development Board. Mr. Dvorak seconded the motion which was approved by all members present.

Ms. Christian-Bennett moved to accept the resignation of William Moore, OWD/ODJFS, representing Wagner-Peyser & Vets for Portage/Geauga/Ashtabula, from the Area 19 Workforce Development Board. Mr. Dvorak seconded the motion which was approved by all members present.

WDB Membership Appointments:

Ms. Christian-Bennett moved to approve the appointment of Mark Goffinet, OWD/ODJFS, representing Wagner-Peyser & Vets for Portage/Geauga/Ashtabula, to the Area 19 Workforce Development Board. Mr. Dvorak seconded the motion which was approved by all members present.

Public Comment

None.

Adjourn the Meeting

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

Meeting Adjourned at 2:14 p.m.

Minutes prepared by Denise Gehring.