

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

June 24, 2020
12:00 PM

Held by Phone Conference

ROLE CALL OF THOSE PRESENT VIA PHONE CONFERENCE:

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

MEMBERS ABSENT:

Others in Attendance: Patrick Arcaro (ACDJFS-Director), Ron Smith (ACDJFS), Angel Brandner (PCJFS), Margo Reda, Craig Sernik (Area 19-Director), Michelle Laveck (Area 19), Denise Gehring (Area 19).

Mr. Kozlowski called the meeting to order at 12:27 p.m.

Minutes

Ms. Christian-Bennett moved to approve the minutes from May 15, 2020 meeting. Mr. Dvorak seconded the motion which was approved by all members present.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett - Yes

Mr. Dvorak – Yes

The motion passed.

The NOC COG Board decided to cancel the July 8th NOC COG meeting.

Ms. Christian-Bennett moved to approve the Area 19 WDB and NOC COG Board 2020/2021 meeting schedule removing the NOC COG Board July 8th meeting. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett - Yes

Mr. Dvorak – Yes

The motion passed.

Election of Officers

Chief Elected Official.

Mr. Kozlowski nominated Ms. Christian-Bennett to serve as CEO for SFY2021. **Mr. Kozlowski moved to nominate Ms. Christian-Bennett to serve as CEO for 2020/2021 Program Year. Mr. Dvorak seconded the motion.**

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett - Yes

Mr. Dvorak – Yes

The motion passed.

Vice Chairperson.

Ms. Christian-Bennett nominated Mr. Dvorak as Vice Chairperson. **Ms. Christian-Bennett moved to nominate Mr. Dvorak to serve as Vice Chairperson for 2020/2021 Program Year. Mr. Kozlowski seconded the motion.**

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett - Yes

Mr. Dvorak – Yes

The motion passed.

Administrative Report

Mr. Sernik reported the current unemployment rates are at 12 and 15 percent. The State will provide by mid-July unemployment data to the local workforce areas by county broken out by sector and specific employers showing through COVID-19 which employers laid off, which are still laid off, and which are bring individuals back. In post COVID-19 recovery it is important to focus on taking local workforce dollars and putting individuals back into diploma or certificate/certification programming.

One Stop and Youth Reports

OMJ-Portage County.

Ms. Berardinelli reported officially closed doors on March 18th, changed all processes and figured how to offer services virtually. CCMEP had approximately 1300 services in last quarter, WIOA team in April offered 1200 services for adult and dislocated workers with the biggest service offered being assistance with unemployment. March through April number of unemployment claims the State received is more than what they receive in a three year period. Currently gearing up for the Manufacturing 4.0 and instead of having a cohort of 20 scaling back to 10 in order to maintain social distancing and other safety standards in the classroom. Business Services has done almost 500 services with 140 employers over the past three months, have done 150 job orders, and are reaching out to individuals who have been successful with the Manufacturing Program to create a video to be used to outreach for perspective future participants. Reopening the OMJ Center next Monday with all COVID-19 safety precautions in place.

OMJ-Ashtabula.

Ms. Grubke-Bernard reported some staff are working from home, staff has made 3200 phone calls and/or emails to individuals affected by unemployment, day testing will begin tomorrow with four people scheduled, wrote 28 job orders in last three months, and rapid response event for MFG and General Aluminum. Ashtabula County unemployment for April was at 12.3 percent. CCMEP mandated individuals is at 117 active with 130 scheduled appointments. The youth program has 821 individuals with 476 in follow up and the wait list has 170 youth. The summer youth experience program began and is running through PRC with 5 to 10 applications a day for the last two weeks and employers in last month are asking for those youth. The youth training center shifted into a food distribution site during the COVID-19 crisis with youth assisting with the distribution of food.

OMJ-Geauga.

Ms. Reda was not present. Mr. Sernik reported Kraftmaid/Masco is looking to hire approximately 120 individuals immediately at \$13 an hour plus shift differential and in the next three months may need another 120 individuals. The OMJ soft reopening will be on July 6th.

Fiscal Report

Ms. Laveck reported had ODJFS fiscal monitoring with no significant findings and currently working on desk audits for all subrecipients to be completed by June 30th. The State Auditors reached out to schedule a desk audit in October. Ms. Laveck presented the administrative budget stating she anticipates presenting an amended budget to the board either in September or October.

Ms. Christian-Bennett moved to approve the Administrative Budget as presented. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett - Yes

Mr. Dvorak – Yes

The motion passed.

Old Business

Presentation of the Revised Opioid Grant #3 Budget for Area 19.

Mr. Sernik reported the Opioid Grant #3 Budget will be revised each quarter. The budget represents each OMJ Manger redoing their budget from a county by county perspective. The grant ends March 2021. Question was asked how much money is approximately left on the Opioid Grant. Mr. Sernik responded the area has been allocated \$315,000 but actually given \$120,000 with approximately \$30,000.00 remaining on the original \$120,000.00 given and when the State spends or around the State in other areas Area 19 will receive another \$110,000.00. This money is given in thirds. Question was asked if individuals are required to be unemployed. Mr. Sernik responded most traditional is dislocated or unemployed and not employed within the last 15 to 20 weeks.

Mr. Dvorak moved to approve the revised Opioid Grant #3 Budget for Area 19 as presented.

Mr. Kozlowski seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett - Yes

Mr. Dvorak – Yes

New Business

OMJ Center Resource Room Budgets.

Mr. Sernik explained each county has until September to spend the money.

Ms. Christian-Bennett moved to approve the Resource Room Budget for OMJ-Portage Center as presented. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Ms. Christian-Bennett moved to approve the Resource Room Budget for OMJ-Geauga Center as presented. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Ms. Christian-Bennett moved to approve the Resource Room Budget for OMJ-Ashtabula Center as presented. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

PY20-21 Adult & Dislocated Worker Budgets.

Mr. Sernik reviewed the handout “Attachment I,” PY20-21 Adult & Dislocated Worker Budgets.

Ms. Christian-Bennett moved to approve the Adult and Dislocated Worker Agreement with the Ashtabula County Department of Job & Family Services (ACDJFS) for the period from July 1, 2020 through June 30, 2021 as presented in Attachment I. Mr. Kozlowski seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Ms. Christian-Bennett moved to approve the Adult & Dislocated Worker Agreement with the Geauga County Department of Job & Family Services (GCJFS) for the period from July 1, 2020 through June 30, 2021 as presented in Attachment I. Mr. Kozlowski seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Ms. Christian-Bennett moved to approve the Adult & Dislocated Worker Agreement with the Portage County Department of Job & Family Services (PCJFS) for the period from July 1, 2020 through June 30, 2021 as presented in Attachment I. Mr. Kozlowski seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

PY20-21 OMJ Center Operator.

Mr. Sernik explained the budgets for each of the operators as they are stated in the MOU to cover their costs for serving as operator. The passage of this motion allows the inclusion of the language within the adult and dislocated worker contract to demonstrate they are being compensated for their services.

Ms. Christian-Bennett 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, 2020 through June 30, 2021, in an amount not to exceed \$41,197.10 for MOU share, and \$5,637.50, as their amount to be charged to the MOU partners to serve as OMJ Operator per year for PY20 and PY21. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Ms. Christian-Bennett moved to approve the renewal of the OMJ Operator Services Agreement between Area 19 NOC COG and the Geauga County Department of Job & Family Services (GCJFS) for a term of July 1, 2020 through June 30, 2021, in amount not to exceed \$44,500.00 for MOU share, and \$9,820.80, as their amount to be charged to the MOU partners to serve as OMJ Operator per year for PY20 and PY21. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Ms. Christian-Bennett moved to approve the renewal of the OMJ Operator Services Agreement between Area 19 NOC COG and the Portage County Department of Job & Family Services (PCJFS) for a term of July 1, 2020 through June 30, 2021, in amount not to exceed \$116,238.67 for MOU share, and \$6,633.00, as their amount to be charged to the MOU partners to serve as OMJ Operator per year for PY20 and PY21. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Discussion of an increase in the MOU One Stop Operating Budget, Worksheet D, for Portage One Stop and Ashtabula One Stop.

Mr. Sernik explained the changes needed in the current MOU One Stop second year budget.

Mr. Kozlowski moved to amend, one partner, OhioMeansJobs/Portage County, due to COVID-19 increase the original Portage County budget supply section from \$3,100.00 not to exceed \$13,100.00 to cover additional items needed to open the OMJ facility and keep clients, partners and employees safe. Ms. Christian-Bennett seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Mr. Kozlowski moved to amend, one partner, Maplewood Career Center/ASPIRE, is decreasing their original presence of .4 fte in the OhioMeansJobs Center/Portage County to that of .3 fte effective 7/1/2020. Ms. Christian-Bennett seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Mr. Kozlowski moved to amend, one partner, Ashtabula Technical and Career Center (A-Tech), is decreasing their original presence of 2.0 fte in the OhioMeansJobs Center/Ashtabula County to that of 1.1 fte effective 7/1/2020. Ms. Christian-Bennett seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Policy Amendments.

Mr. Sernik explained Policy A-01 change is needed because the feds in a TEGL announced that local workforce development boards could now more personally definition to unlikely to return to work in previous industry or occupation which is a key component for the definition to dislocated worker eligibility. The new definition will make it broader. The second change is to Procurement Policy D-04 should be changed in the following ways: 1) put in new Sections "M" to add in CCMEP youth procurement and "N" procuring the one stop operator and felt the policy needed two definitions; 2) Add language that states when in an emergency the area can give a one month to one year extensions on current contracts.

Mr. Dvorak moved to adopt the amended Area Policies as Presented in Attachment F. Ms. Christian-Bennett seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

BRN County Account Executive Arrangements - Special PY20 Grant for Business Services.

Mr. Sernik explained the State will be allocating \$300,000.00 to Area 19 for Business Services. The primary use of the funds will be to buy business software and use it to pay salaries of CDJFS staff and/or third party economic development staff. Also, can be used to free up adult and dislocated worker monies that are currently paying for business services and/or could add money to that. The funds will be a one-time flux of money for 15 months. Would like the Area to form committees as outlined in the handout "Attachment K." Each county committee would come up with a budget, come up with what is needed to competitively procure, give NOC Office guidance on issuing RFP/Qs, score RFP/Qs, and then guide how to expend the money over the next 15 months. Committees would also coordinate outreach to businesses in each county now and going forward.

Mr. Dvorak moved to authorize the formation of the Business Services Committees in each perspective county. Ms. Christian-Bennett seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

BRN Account Executive Services PY20/21 for Portage.

Mr. Kozlowski 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, 2020 through June 30, 2021 in an amount not to exceed \$45,000.00.

Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Abstained due to conflict of interest.

Mr. Dvorak – Yes.

The motion passed.

Discussion of RFP CCMEP Youth Procurement.

Mr. Sernik stated the current CCMEP Contracts with youth providers will need to be extended but have not decided on how long. Currently having discussions with each of the CDJFS and do not have a recommendation as of yet. Also, waiting for an answer from the State. Will have decisions by July or August.

OhioGuidestone-Geauga County.

Mr. Sernik explained because of COVID-19 OhioGuidestone does not need as much money. In the original agreement was \$50,000.00 general TANF that the GCJFS would like to take back so they may spend it on COVID-19 relief.

Ms. Christian-Bennett moved to enter into a first amendment to the October 1, 2019 Contractor Agreement between the NOC COG, GCJFS, and OhioGuidestone to decrease the total compensation by \$50,000.00 of general TANF funds. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

WDB Membership – Re-appointment of Current Members.

Mr. Dvorak moved to approve the Slate of Re-appointments for the following current members of the Workforce Development Board.

- **Richard L. Jackson, ASHTA Chemicals, Inc., BUSINESS-Ashtabula County), to a new term of 8/3/2020 to 8/2/2022.**
- **John R. Ringer, Wholesale Imprints, Inc., BUSINESS-Ashtabula County), to a new term of 8/3/2020 to 8/2/2022.**
- **David Favorite, Geauga Economic Development, BUSINESS-Geauga County, to a new term of 5/25/2020 to 5/24/2022.**
- **Elizabeth M. Barry, Delta Systems, Inc., BUSINESS-Portage County, to a new term of 8/3/2020 to 8/2/2022.**

Ms. Christian-Bennett seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Discussion of NOC COG Office Lease.

The NOC COG Board suggest entering into a one year lease with a mutual 90-day out clause.

Ms. Christian-Bennett moved to authorize the Area 19 Executive Director to enter into a one-year lease with a 90-day out clause effective July 1, 2020 through June 30, 2021 for office space with the GMHA. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Public Comment Period

None.

Ms. Christian-Bennett moved to adjourn the meeting. Mr. Dvorak seconded the motion.

Roll Call:

Mr. Kozlowski – Yes.

Ms. Christian-Bennett – Yes.

Mr. Dvorak – Yes.

The motion passed.

Meeting concluded at 1:55 p.m.

Minutes prepared by Denise Gehring.