

AREA 19 WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
December 3, 2025
10:00 a.m.

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

MEMBERS PRESENT: Mark Goffinet, Andrea Gutka, Clint Hall, Kathy Lucha, Greg Myers, Denise Patton, Alec Raffa, Phil Rath, Sean Shapiro, Mike Sherman, Ned Sherry, Rebecca Gierman, Ted St. John, Jaime A. Fisher, CJ Bobbitt, Alec Raffa, Alissa Holdson, Dawn Farrell, Teresa Simons, Eric Davis, Greg Myers, Keith Wyatt, Kelley Hollander, Jonathan Forbes, Lynn Hartman, Mark Frisone, Nicole Deligianis.

MEMBERS ABSENT: Mike DeLuke, Brad Ehrhart, Janet Groborchik, Gina Hofstetter, Gregory J. King, Kenny Lohr, Jonathan Sague, Scott Wludyga,

Others in Attendance: Hattie Grubke (OMJ-Ashtabula), Carly Spencer (OMJ-Portage), Kimberly Brown (OhioGuidestone), Craig Swenson (GCJFS Director), Lisa Milgate (GCJFS), Richard Szasz (OhioGuidestone), Matthew Blevens (OMJ-Geauga), Jodi Clute (OMJ-Geauga), Craig Sernik (Area 19 Executive Director), Denise Gehring (Area 19).

Mr. Sherry called the meeting to order at 10:01 a.m.

Approval of Past Business

Approval of Minutes from June 24, 2025.

Mr. Frisone moved to approve the Minutes from June 24, 2025 as presented. Mr. Rath seconded the motion which was approved by all members present.

Report of Motions of the NOC COG since June 24, 2025 Workforce Development Board (WDB) meeting.

Motions approved by the NOC COG on August 27, 2025

Motion to adopt the Administrative Budget for PY 2025 with the amendments of increasing the healthcare budget line to \$22,500 and the conference/meeting budget line to \$4,000..

Motion to approve a 1-year agreement with Salvatore Consiglio, CPA, Inc. to perform the GAAP Conversion for the year ended June 30, 2025 for the NOC COG Office.

Motion to approve distribution of RESEA PY25 allocation of 10% administrative funds, and program funds based upon last 2 ½ years of selection pool:
Area 19 Administrative: \$15,559.00

<u>Program</u>	<u>Percentage</u>	<u>2 ½ Year Pool</u>	<u>Funding</u>
Ashtabula	29.6%	547	\$41,450.00
Geauga	16.8%	311	\$23,526.00
Portage	53.6%	<u>990</u>	<u>\$75,059.00</u>
	<i>Total:</i>	<i>1848</i>	<i>\$155,594.00</i>

Motion to authorize the Area 19 Executive Director the authority to redistribute Adult, Dislocated Worker, and CCMEP WIOA funding between the three sub-areas pursuant to an agreed upon equitable exchange between the CDJFS and contingent on the approval of each CDJFS director, so that no funds are returned to ODFJS. Suggested redistribution: (1) Geauga swaps PY23 CCMEP WIOA with Ashtabula for PY24 CCMEP WIOA \$31,100.45; (2) Geauga swaps FY24 Adult in an amount up to \$86,314.55 with Portage for FY25 D.W; (3) Geauga swaps FY24 D.W. in an amount up to \$33,784.22 with Portage for PY25 Adult.

Motion to approve execution of the NOW Regional and Local Area 19 Plans by NOC COG Board, WDB, and Executive Director, and to submit the same to ODJFS.

Motion to authorize Area 19 Director to negotiate CCMEP extensions along with CCMEP Lead Agencies with current CCMEP providers to current contracts while CCMEP Procurement takes place.

Motion to accept the resignation of David Shea, Community Action Council of Portage County Inc., representing Community Organization for Portage County, from the Area 19 Workforce Board.

Motion to Appoint Andrea R. Gutka, WomenSafe, Inc. the Green House, to the Area 19 Workforce Board for a 2-year term, as a representative of Geauga County Community Based Organization.

Motion to appoint Sean Shapiro, Geauga Growth Partnership, to the Area 19 Workforce Board for a 2-year term, as a representative of Geauga County Business.

Motion to appoint Clint Hall, Olsträd Corporation, to the Area 19 Workforce Board for a 2-year term, as a representative of Portage County Business.

Motion to appoint Janet Groborchik, Maag Group, to the Area 19 Workforce Board for a 2-year term, as a representative of Portage County Business.

Motion to approve the Slate of Re-appointments to the Area 19 Workforce Board for a 2-year term: Nicole Deligianis, Laborers' Local 248, representing Labor for Ashtabula County; Mark Frisone, Family & Community Services, Inc., representing Youth for Portage County; Brad Ehrhart, Portage Development Board, representing Economic Development for Portage County; Scott Wludyga, Ashtabula County Technical & Career Center (A-Tech), representing ASPIRE for Ashtabula County.

Motion to implement a 3 percent wage modification retroactive July 1, 2025 for the NOC COG staff.

Motions approved by the NOC COG on September 24, 2025

Motion to approve amending the WIOA Youth Program Services Agreement with ACJFS to amend the conclusion of the term of the agreement from September 30, 2025, to that of December 31, 2025, for a no cost extension.

Motion to approve amending the WIOA Youth Program Services Agreement with GCJFS to amend the conclusion of the term of the agreement from September 30, 2025, to that of December 31, 2025, unless terminated earlier, for a no-cost extension.

Motion to approve amending the WIOA Youth Program Services Agreement with PCJFS to amend the conclusion of the term of the agreement from September 30, 2025, to that of December 31, 2025, unless terminated earlier; and amend the amount of compensation available during the amended term by adding an additional \$67,830.00.

Motion to approve amending the WIOA Youth Program Services Agreement with A-Tech (Ashtabula County) to amend the conclusion of the term of the agreement from September 30, 2025, to that of December 31, 2025, unless terminated earlier; and amend the amount of compensation available during the amended term by adding an additional \$62,500.00.

Motion to approve amending the WIOA Youth Program Services Agreement with OhioGuidestone (Geauga County) to amend the conclusion of the term of the agreement from September 30, 2025, to that of December 31, 2025, unless terminated earlier; and amend the amount of compensation available during the amended term by adding an additional \$62,200.00.

Motion to approve amending the WIOA Youth Program Services Agreement with OhioGuidestone (Geauga County) to amend the conclusion of the term of the agreement from September 30, 2025, to that of December 31, 2025, unless terminated earlier; and amend the amount of compensation available during the amended term by adding an additional \$44,650.00 of WIOA funds and \$106,375.00 of TANF funds.

Motion to approve Jonathan C. Sague, UH Hospitals, to the Area 19 Workforce Board for a 2-year term, as a representative of Geauga County Business.

Motion to approve Denise Patton, Aqua Doc, to the Area 19 Workforce Board for a 2-year term, as a representative of Geauga County Business.

Motion to approve Kathy Lucha, The Technology House, to the Area 19 Workforce Board for a 2-year term, as a representative of Portage County Business.

Motions approved by the NOC COG on October 22, 2025

Motion to rescind the motion approved on May 28, 2025 to move \$3,000.00 from the On-the-Job-Training budget to the Supportive Services budget line provided for within the WIOA CCMEP Contract with PCJFS for the period of October 1, 2024 through September 30, 2025, for it is not needed.

Motion to authorize Director with agreement by CDJFS staff to support one or more Hub Connector grant applications in the Lake to River and TEAM NEO economic development regions.

Motion to approve Jaime Fisher, Integrated Care, to the Area 19 Workforce Board for a 2-year term, as a representative of Geauga County Business.

Motion to approve Mark Goffinet, OWD/ODJFS, to the Area 19 Workforce Board for a 2-year term, as a representative of Wagner-Peyser & Vets for Portage, Geauga, and Ashtabula Counties.

Motions approved by the NOC COG on November 19, 2025

Motion to authorize the provision and delivery of a WIOA and TANF CCMEP, that serves both eligible and enrolled in-school and out-of-school Ashtabula County participants for the remainder of PY25 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP occurs.

Motion to (1) allow ACJFS as the lead agency for Ashtabula County, for the remainder of PY25 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP services occurs, and (2) to allow the Area 19 WDB executive director to enter into a contract with ACJFS to provide the following identified WIOA CCMEP program elements and services for a period beginning January 1, 2026, and for a period not to go for more than an additional two (2) years. ACJFS shall deliver all of the following services to WIOA CCMEP eligible and enrolled participants, which it also delivers to all of the TANF CCMEP eligible and enrolled participants:

- i. Outreach, intake, eligibility determinations.
- ii. Framework design including assessments; development of an individual service strategy as part of pre-enrollment planning, and post enrollment case-management for those that are mandated to be in the program (OhioWorksFirst) cash recipients.
- iii. Program Services Elements:
 - (4) Training. Occupational skills training, OJTs, customized, and all other trainings that may be provided as a career service.
 - (13) Labor Market Information for educational and career planning, and labor exchange activities, resume development and job placement. During the program and follow-up.

Motion to authorize the Executive Director of the Area 19 WDB, in conjunction with ACJFS, to prepare, issue, receive, review, and score, an Ashtabula County service based joint request for competitive proposals (“RFPs”), seeking the provision of all of the following program services from third party providers for all CCMEP participants except where it is specifically limited to just one of the funding streams:

- i. Limited Outreach to be better defined, and assistance as needed with intake and eligibility determinations.
- ii. Framework design including assessments; development of an individual service strategy as part of pre-enrollment planning, and post enrollment case-management for all individuals not mandated to be in the program as a recipient of OhioWorksFirst cash assistance.
- iii. Delivery of the following 14 elements and program services associated with the same as identified as part of the individual service strategy:
 - (1) Tutoring and study skills.
 - (2) Alternative secondary school offerings.
 - (3) Work experience

- (a) Case management for unpaid, paid (subsidized and unsubsidized).
- (b) Employer of record.
- (5) Workforce preparation/life skills.
- (6) Leadership.
- (7) Supportive services in general including, transportation and all immediate/emergency needs, food, housing. During the program and follow-up.
- (8) Mentoring. During program and follow-up.
- (9) Case management for follow-up services, except for those mandated TANF CCMEP participants, whose case management for follow-up will be done by ACJFS.
- (10) Counseling (mental health and substance use/abuse).
- (11) Financial literacy. During the program and follow-up.
- (12) Entrepreneurship.
- (14) Post-secondary exploration and transition. During the program and follow-up.

Motion to authorize the provision and delivery of a WIOA and TANF CCMEP, that serves both eligible and enrolled in-school and out-of-school Portage County participants for the remainder of PY25 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP occurs.

Motion to (1) allow PCJFS as the lead agency for Portage County, for the remainder of PY25 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP services occurs, and (2) to allow the Area 19 WDB executive director to enter into a contract with PCJFS to provide the following identified WIOA CCMEP program elements and services for a period beginning _____, 2026, and for a period not to go for more than an additional two (2) years. PCJFS shall deliver all of the following services to WIOA CCMEP eligible and enrolled participants, which it also delivers to all of the TANF CCMEP eligible and enrolled participants:

- i. Outreach, intake, eligibility determinations.
- ii. Framework design including assessments; development of an individual service strategy as part of pre-enrollment planning, and post enrollment case-management.
- iii. Program Services Elements:
 - (3) Case management for unpaid, paid (subsidized and unsubsidized) work experience, job shadowing, internships, etc., if permitted by ODJFS.
 - (4) Training. Occupational skills training, OJTs, customized, and all other trainings that may be provided as a career service under WIOA.
 - (7) Supportive services in general including, transportation and all immediate/emergency needs, food, housing. During the program and follow-up.
 - (9) Case management for follow-up services.
 - (13) Labor Market Information for educational and career planning, and labor exchange activities, resume development and job placement. During the program and follow-up.

Motion to authorize the Executive Director of the Area 19 WDB, in conjunction with PCJFS, to prepare, issue, receive, review, and score, a Portage County service based joint request for competitive proposals (“RFPs”), seeking the provision of all of the following program services from third party providers for all CCMEP participants except where it is specifically limited to just one of the funding streams. Delivery of the following enumerated program elements and services as identified as part of each CCMEP participants’ individual service strategy:

- (1) Tutoring and study skills.

- (2) Alternative secondary school offerings.
- (3) Work Experience.
- (c) Employer of Record.
- (5) Workforce preparation/life skills.
- (6) Leadership.
- (8) Mentoring. During program and follow-up.
- (10) Counseling (mental health and substance use/abuse).
- (11) Financial literacy. During the program and follow-up.
- (12) Entrepreneurship.
- (14) Post-secondary exploration and transition. During the program and follow-up.

Motion to authorize the Executive Director of the Area 19 WDB to prepare, issue, receive, score and recommend for award, a request for proposals (“RFP”), and allow PCJFS as the lead agency for CCMEP in Portage County, along with all other qualified bidders to bid on the request for proposal (RFP) for the following WIOA CCMEP funded youth program services and activities:

- (3) Case management for unpaid, paid (subsidized and unsubsidized) work experience, job shadowing, internships, etc., if required by ODJFS.

Motion to authorize the provision and delivery of a WIOA and TANF CCMEP, that serves both eligible and enrolled in-school and out-of-school Geauga County participants for the remainder of PY25 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP occurs.

Motion to authorize the Area 19 NOC COG Director in conjunction with GCJFS as the lead agency for Geauga County, to negotiate an extension with OhioGuidestone, effective January 1, 2026, for a period not to exceed September 30, 2026, unless terminated early, the following identified WIOA and/or CCMEP program elements and services. Ohio Guidestone may deliver some or all of the following services to WIOA CCMEP eligible and enrolled participants, which it also delivers to all of the TANF CCMEP eligible and enrolled participants:

- i. Limited Outreach to be better defined, and assistance as needed with intake and eligibility determinations.
- ii. Framework design including assessments; development of an individual service strategy as part of pre-enrollment planning, and post enrollment case-management for all individuals.
- iii. Delivery of some or all of the following CCMEP elements and program services associated with the same as identified as part of the CCMEP participants’ individual service strategy.
 - (1) Tutoring and study skills.
 - (2) Alternative secondary school offerings.
 - (3) Work experience
 - (a) Case management for unpaid, paid (subsidized and unsubsidized).
 - (b) Employer of record.
 - (5) Workforce preparation/life skills.
 - (6) Leadership.
 - (7) Supportive services in general including, transportation and all immediate/emergency needs, food, housing. During the program and follow-up.
 - (8) Mentoring. During program and follow-up.
 - (9) Case management for follow-up services, except for those mandated TANF CCMEP participants, whose case management for follow-up will be done by ACJFS.
 - (10) Counseling (mental health and substance use/abuse).
 - (11) Financial literacy. During the program and follow-up.

- (12) Entrepreneurship.
- (14) Post-secondary exploration and transition. During the program and follow-up.

Motion to (1) allow GCJFS as the lead agency for Geauga County, beginning _____, 2026 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP services occurs, and (2) to allow the Area 19 WDB executive director to enter into a contract with GCJFS to provide the following identified WIOA CCMEP program elements and services for a period beginning _____, 2026, and for a period not to go for more than an additional two (2) years. GCJFS may deliver some or all of the following services to WIOA CCMEP eligible and enrolled participants, which it also delivers to all of the TANF CCMEP eligible and enrolled participants:

- i. Outreach, intake, eligibility determinations.
- ii. Framework design including assessments; development of an individual service strategy as part of pre-enrollment planning, and post enrollment.
- iii. Delivery of some or all of the following CCMEP elements and program services associated with the same as identified as part of the CCMEP participants' individual service strategy:
 - (4) Training. Training. Occupational skills training, OJTs, customized, and all other trainings that may be provided as a career service under WIOA.
 - (7) Supportive services in general including, transportation and all immediate/emergency needs, food, housing. During both the program and follow-up.
 - (9) Case management for follow-up services.
 - (13) Labor Market Information for educational and career planning, and labor exchange activities, resume development and job placement. During the program and follow-up.

Motion to authorize the Executive Director of the Area 19 WDB, in conjunction with GCJFS, to prepare, issue, receive, review, and score, a Geauga County service based joint request for competitive proposals ("RFPs"), seeking the provision of some or all of the following program services from third party providers for all CCMEP participants except where it is specifically limited to just one of the funding streams, sometime on or after _____, 2026:

- i. Limited Outreach to be better defined, and assistance as needed with intake and eligibility determinations.
- ii. Delivery of the following elements and program services associated with CCMEP as identified as part of each participants' individual service strategy:
 - (1) Tutoring and study skills.
 - (2) Alternative secondary school offerings.
 - (3) Work experience
 - (a) Case management for unpaid, paid (subsidized and unsubsidized).
 - (b) Employer of record.
 - (5) Workforce preparation/life skills.
 - (6) Leadership.
 - (7) Supportive services in general including, transportation and all immediate/emergency needs, food, housing. During both the program and follow-up.
 - (8) Mentoring. During program and follow-up.
 - (9) Case management for follow-up services.
 - (10) Counseling (mental health and substance use/abuse).
 - (11) Financial literacy. During the program and follow-up.

- (12) Entrepreneurship.
- (14) Post-secondary exploration and transition. During the program and follow-up.

Mr. Frisone moved to accept the motions of the NOC COG report from March 5, 2025. Mr. Rath seconded the motion which was approved by all members present with Ms. Farrell abstaining for the vote due to conflict of interest.

Election of Officers

Appointment of Nominating Committee for Election of Officers in March 2026 (Chairperson, Vice-Chairperson, two Executive Committee Members). Mr. Frisone, Mr. Shapiro, Mr. Forbes, and Mr. St. John volunteered to be on the Nominating Committee for the election of Officers at the next Board meeting on March 4, 2026.

Administrative Report

Mr. Sernik reported the State has not updated the unemployment numbers since August 2025 due to the government shutdown. The size of the workforce in 2008 had a huge contraction went downward then rebound but when covid hit went downward again. OMJ-Geauga manager, Margo Reda retired in June and Lisa Milgate was assigned to manage the OMJ and Matthew Blevens was hired to do the work duties of workforce, CCMEP, and public assistance. The Ashtabula and Geauga OMJ Centers were secret shopped for adult and dislocated worker services, but Portage OMJ was not. The report results were Ashtabula was excellent and Geauga was average. There is a Connector Hub Grant that is paid for by the State. Area 19 has provided a letter of support to the Mahoning Valley Manufacturer's collation in support of the Lake to River Ohio Region which covers Ashtabula County which is planning for medical industry. And the Team NEO covers Ashtabula and Geauga Counties, and we have not yet been approached by anyone for a letter of support. OMJ-Geauga is currently supporting the Geauga Growth Partnership planning grant for medical in Geauga County with \$15,000 of local funds. The renewal, amendment, replacement of WIOA is on hold. The House of Representatives would likely repeal, replace or defund WIOA if they could. Senate is not in favor of eliminating WIOA and does not have enough votes to reauthorize, amend, or increase our funding. Hopefully they can keep us flat funded. Area 19 will be monitored by the Department of Labor but a date and time due to the government shutdown. The Area 19 GAAP conversion has been completed, and we will be audited sometime between January and March of next year. ODJFS submitted four to five applications for Fresh Start Opioid Workforce Grant to DOL and was rejected each time. Re-certification of the Area 19 Workforce Development Board is held up due to needing one final conflict of interest form signed and returned by our University Hospital appointee then the board can be certified. The NOW Regional plan and Area 19 Local plan were accepted and approved by ODJFS in October 2025. Procurement of the CCMEP Providers is in process, bidders will have the end of December and all of January to submit a proposal, proposals reviewed and scored in February by the committee, budgets and contract providers presented to the NOC COG Board in late February, then present to the Workforce Board at the March 4, 2026 meeting. Contracts will be negotiated and entered into in March with services beginning April 1, 2026.

Fiscal Report

Mr. Sernik reported that WIOA funding is received in July and October with 2 years to spend. In the past 4 years, Area 19 has spent and picked up funding from other areas, but this year is the first time that it did not receive that extra funding. This year Area 19 returned \$14,048.82 out of \$2.2 million back to ODJFS. Question was asked what would be the total amount government gives back to Area? Mr. Sernik responded it was \$3.5 million in the past and it is now closer to \$2.2 or \$2.4 million.

Reports of County OMJ Centers

OMJ Geauga County. Mr. Sernik reported that Jodi Clute has been training the new OMJ Center staff. The challenge for the upcoming year will be the extra time to spend the current funding. Funding may lapse and if so, money will need moved to Ashtabula and Portage Counties. Mr. Swenson stated this year OMJ-Geauga's WIOA funding budget was cut by 75 percent and completely imagined the staff. Currently building a base of what we can do.

OMJ Ashtabula County. Ms. Grubke reported the OMJ-Ashtabula Center moved and is now located within the ACJFS located on Donahoe Drive. A total of 26 ITAs were done for LPN, RN, CDL-A, HVAC, and phlebotomy. CCMEP program as of November 10th has a total of 671 youth, 246 are in follow-up, 400 active daily, 8 WIOA only youth, and 322 TANF youth only. The youth center HUB was displaced but has found a new home in the First Presbyterian Church next to the library. The OMJ staff will be doing mock interviews at the local high schools this Friday, Re-entry Fair will be held at the prison tomorrow and had 267 appointments for RESEA since January.

OMJ Portage County. Ms. Spencer reported that the WIOA adult and dislocated worker funding has less than \$100,000 to spend for the remainder of the year so vetting individuals. RESEA program is getting individuals employed a lot quicker than those who are not selected for RESEA and months of August and September had an uptick of 45 selections. CCMEP had a total of 197 youth co-enrolled preferred by spending TANF first and had an uptick in enrollment due to youth homelessness. A high school wants to tour the OMJ Center for the students. Patricia Wade has a few job fairs going on.

Economic Developers on the WDB Discretionary Reports

Ashtabula County – Mr. Myers reported the Ashtabula County has approximately 6 to 8 business expansions which will be adding jobs of almost 100 new expected with combined. Currently planning spring job fairs with schools. Infrastructure expansion access to natural gas will have JobsOhio in to tour the county for locations with gas utilities. Doing a Labor Force participation Rate for 16 years and older seeking work is low.

Old Business

Performance Measure Report, Unadjusted Annual WIOA Performance Report PY 2024 and PY 2025 First Quarter Unadjusted. Mr. Sernik reviewed the PY 24 final unadjusted and the PY 25 first quarter unadjusted Performance reports noting that ODJFS will do a regression analysis for the PY 24 with the adjusted PY 24 possibly received sometime in April or May of next year. Area 19 failed a number of adult measures with the percentage is below what was negotiated with ODJFS. The area is in the low 60's and in the past years the Area had received opioid grant funding that

helped, but that grant has ended. If we fail the measure will need to do a corrective action. Question was asked do you choose more job possibilities than what the individual does? Mr. Sernik responded in the affirmative and explained the ITA policy. Mr. Sherry suggested putting a committee together to see why certifications are not achieved by doing a root cause analyses.

New Business

OMJ Certification Update. Mr. Sernik stated the OMJ Centers every three years are to be reviewed by the Workforce Board and then the Workforce Board certifies each at their quarterly meeting. The Board will approve certification conditioned on the following: 1) receiving Geauga's ADA letter and English proficiency letter; 2) Ashtabula's corrections on the ADA checklist of bathroom doors and placement of handicap signs; and 3) Portage is currently waiting to receive a letter of approval from their submitted ADA checklist. And all three OMJ Centers were deficient in having a plan to business and those looking to be employed and plan shared with partners.

Ms. Lucha moved to approve the recommendation of the OMJ Center Certification Review Teams 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 OhioMeansJobs System Certification checklist(s); including the ADA checklist for the OMJ Ashtabula and Portage County Centers and the Civil Rights, Limited English Proficiency, and ADA Plan for the OMJ Geauga County Centers are approved by ODJFS' office of the Bureau of Civil Rights. Mr. Rath seconded the motion which was approved by all members present.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Frisone–Yes	Mark Goffinet–Yes
Andrea Gutka–Yes	Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes
Kelley Hollander–Yes	Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes
Phil Rath–Yes	Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes
Sean Shapiro–Yes	Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes
Keith Wyatt–Yes			

Motion passed.

Comprehensive Case Management and Employment Program (CCMEP) - NOC COG and Area 19 Resolutions.

Ashtabula County.

Mr. Sherman moved to authorize the provision and delivery of a WIOA and TANF CCMEP, that serves both eligible and enrolled in-school and out-of-school Ashtabula County participants for the remainder of PY25 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP occurs. Mr. Rath seconded the motion.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	Keith Wyatt–Yes

Motion passed.

Mr. Sherman moved to (1) allow ACJFS as the lead agency for Ashtabula County, for the remainder of PY25 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP services occurs, and (2) to allow the Area 19 WDB executive director to enter into a contract with ACJFS to provide the following identified WIOA CCMEP program elements and services for a period beginning January 1, 2026, and for a period not to go for more than an additional two (2) years in an amount not to exceed \$20,000.00. ACJFS shall deliver all of the following services to WIOA CCMEP eligible and enrolled participants, which it also delivers to all of the TANF CCMEP eligible and enrolled participants:

- Outreach, intake, eligibility determinations: \$17,000.00
- Framework design including assessments; \$ 600.00
development of an individual service strategy as part of pre-enrollment planning, and post enrollment case-management for those that are mandated to be in the program (OhioWorksFirst) cash recipients. \$ 600.00
- Program Services Elements:
 - (4) Training:
 - Occupational skills training \$ 600.00
 - OJTs, customized, and all other \$ 600.00
trainings that may be provided as a career service. \$ 600.00
 - (13) Labor Market Information for \$ 600.00
educational and career planning, and labor exchange activities, resume development and job placement. During the program and follow-up.

Mr. Rath seconded the motion.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	Keith Wyatt–Yes

Motion passed.

Mr. Sherman moved to authorize the Executive Director of the Area 19 WDB, in conjunction with ACJFS, to prepare, issue, receive, review, and score, an Ashtabula County service based joint request for competitive proposals (“RFPs”), seeking the provision of all of the following program services from third party providers for all CCMEP participants except where it is specifically limited to just one of the funding streams:

- Limited Outreach to be better defined, and assistance as needed with intake and eligibility determinations.
- Framework design including assessments; development of an individual service strategy as part of pre-enrollment planning, and post enrollment case-management for all individuals not mandated to be in the program as a recipient of OhioWorksFirst cash assistance.

- **Delivery of the following 14 elements and program services associated with the same as identified as part of the individual service strategy:**
 - (1) **Tutoring and study skills.**
 - (2) **Alternative secondary school offerings.**
 - (3) **Work experience**
 - (a) **Case management for unpaid, paid (subsidized and unsubsidized).**
 - (b) **Employer of record.**
 - (5) **Workforce preparation/life skills.**
 - (6) **Leadership.**
 - (7) **Supportive services in general including, transportation and all immediate/emergency needs, food, housing. During the program and follow-up.**
 - (8) **Mentoring. During program and follow-up.**
 - (9) **Case management for follow-up services, except for those mandated TANF CCMEP participants, whose case management for follow-up will be done by ACJFS.**
 - (10) **Counseling (mental health and substance use/abuse).**
 - (11) **Financial literacy. During the program and follow-up.**
 - (12) **Entrepreneurship.**
 - (14) **Post-secondary exploration and transition. During the program and follow-up.**

Mr. Rath seconded the motion.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Frisone–Yes	Mark Goffinet–Yes
Andrea Gutka–Yes	Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes
Kelley Hollander–Yes	Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes
Phil Rath–Yes	Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes
Sean Shapiro–Yes	Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes
Keith Wyatt–Yes			

Motion passed.

Portage County:

Mr. Sernik reported he is waiting for technical assistance from ODJFS. These need scored on an area basis and not by county-by-county according to the ODJFS policy. But it does mention you can do county-by-county this is what we need clarified. And something under WIOA that can be assigned to lead agency will be matched with WIOA funds. One issue is Portage County has asked to be assigned the case management work experience. We will be asking ODJFS for a waiver on this and if not granted the waiver, the area will need to issue an RFP on just this item.

Ms. Patton moved to authorize the provision and delivery of a WIOA and TANF CCMEP, that serves both eligible and enrolled in-school and out-of-school Portage County participants for the remainder of PY25 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP occurs. Mr. Shapiro seconded the motion.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	Keith Wyatt–Yes

Motion passed.

Ms. Patton moved to (1) allow PCJFS as the lead agency for Portage County, for the remainder of PY25 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP services occurs, and (2) to allow the Area 19 WDB executive director to enter into a contract with PCJFS to provide the following identified WIOA CCMEP program elements and services for a period beginning _____, 2026, and for a period not to go for more than an additional two (2) years. PCJFS shall deliver all of the following services to WIOA CCMEP eligible and enrolled participants, which it also delivers to all of the TANF CCMEP eligible and enrolled participants:

- Outreach, intake, eligibility determinations.
- Framework design including assessments; development of an individual service strategy as part of pre-enrollment planning, and post enrollment case-management.
- Program Services Elements:
 - (3) Case management for unpaid, paid (subsidized and unsubsidized) work experience, job shadowing, internships, etc., if permitted by ODJFS.
 - (4) Training. Occupational skills training, OJTs, customized, and all other trainings that may be provided as a career service under WIOA.
 - (7) Supportive services in general including, transportation and all immediate/emergency needs, food, housing. During the program and follow-up.
 - (9) Case management for follow-up services.
 - (13) Labor Market Information for educational and career planning, and labor exchange activities, resume development and job placement. During the program and follow-up.

Mr. Shapiro seconded the motion.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	Keith Wyatt–Yes

Motion passed.

Ms. Patton moved to authorize the Executive Director of the Area 19 WDB, in conjunction with PCJFS, to prepare, issue, receive, review, and score, a Portage County service based joint request for competitive proposals (“RFPs”), seeking the provision of all of the following program services from third party providers for all CCMEP participants except where it is specifically limited to just one of the funding streams. Delivery of the following enumerated program elements and services as identified as part of each CCMEP participants’ individual service strategy:

- (1) Tutoring and study skills.
- (2) Alternative secondary school offerings.
- (3) Work Experience.
 - (c) Employer of Record.
- (5) Workforce preparation/life skills.
- (6) Leadership.
- (8) Mentoring. During program and follow-up.
- (10) Counseling (mental health and substance use/abuse).
- (11) Financial literacy. During the program and follow-up.

(12) Entrepreneurship.

(14) Post-secondary exploration and transition. During the program and follow-up.

Mr. Shapiro seconded the motion.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	Keith Wyatt–Yes

Motion passed.

Ms. Patton moved to authorize the Executive Director of the Area 19 WDB to prepare, issue, receive, score and recommend for award, a request for proposals (“RFP”), and allow PCJFS as the lead agency for CCMEP in Portage County, along with all other qualified bidders to bid on the request for proposal (RFP) for the following WIOA CCMEP funded youth program services and activities:

(3) Case management for unpaid, paid (subsidized and unsubsidized) work experience, job shadowing, internships, etc., if required by ODJFS.

Mr. Shapiro seconded the motion.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	Keith Wyatt–Yes

Motion passed.

Geauga County:

Mr. Shapiro moved to authorize the provision and delivery of a WIOA and TANF CCMEP, that serves both eligible and enrolled in-school and out-of-school Geauga County participants for the remainder of PY25 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP occurs. Ms. Lucha seconded the motion.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	

Motion passed.

Mr. Shapiro moved to authorize the Area 19 NOC COG Director in conjunction with GCJFS as the lead agency for Geauga County, to negotiate an extension with OhioGuidestone, effective January 1, 2026, for a period not to exceed September 30, 2026, unless terminated early, the following identified WIOA and/or CCMEP program elements and services. Ohio Guidestone may deliver some or all of the following services to WIOA CCMEP eligible and enrolled participants if the contract negotiated allows, which it also delivers to all of the TANF CCMEP eligible and enrolled participants:

- Limited Outreach to be better defined, and assistance as needed with intake and eligibility determinations.
- Framework design including assessments; development of an individual service strategy as part of pre-enrollment planning, and post enrollment case-management for all individuals.
- Delivery of some or all of the following CCMEP elements and program services associated with the same as identified as part of the CCMEP participants' individual service strategy.
 - (1) Tutoring and study skills.
 - (2) Alternative secondary school offerings.
 - (3) Work experience
 - (a) Case management for unpaid, paid (subsidized and unsubsidized).
 - (b) Employer of record.
 - (5) Workforce preparation/life skills.
 - (6) Leadership.
 - (7) Supportive services in general including, transportation and all immediate/emergency needs, food, housing. During the program and follow-up.
 - (8) Mentoring. During program and follow-up.
 - (9) Case management for follow-up services, except for those mandated TANF CCMEP participants, whose case management for follow-up will be done by ACJFS.
 - (10) Counseling (mental health and substance use/abuse).
 - (11) Financial literacy. During the program and follow-up.
 - (12) Entrepreneurship.
 - (14) Post-secondary exploration and transition. During the program and follow-up.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	

Motion passed.

Mr. Shapiro moved to (1) allow GCJFS as the lead agency for Geauga County, beginning _____, 2026 and for all following PYs until a contrary motion is passed or a new competitive procurement of CCMEP services occurs, and (2) to allow the Area 19 WDB executive director to enter into a contract with GCJFS to provide the following identified WIOA CCMEP program elements and services for a period beginning _____, 2026, and for a period not to go for more than an additional two (2) years. GCJFS may deliver some or all of the following services to WIOA CCMEP eligible and enrolled participants, which it also delivers to all of the TANF CCMEP eligible and enrolled participants:

- Outreach, intake, eligibility determinations.
- Framework design including assessments; development of an individual service strategy as part of pre-enrollment planning, and post enrollment.
- Delivery of some or all of the following CCMEP elements and program services associated with the same as identified as part of the CCMEP participants' individual service strategy:
 - (4) Training. Training. Occupational skills training, OJTs, customized, and all other trainings that may be provided as a career service under WIOA.
 - (7) Supportive services in general including, transportation and all immediate/emergency needs, food, housing. During both the program and follow-up.
 - (9) Case management for follow-up services.
 - (13) Labor Market Information for educational and career planning, and labor exchange activities, resume development and job placement. During the program and follow-up.

Ms. Lucha seconded the motion.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	

Motion passed.

Motion to authorize the Executive Director of the Area 19 WDB, in conjunction with GCJFS, to prepare, issue, receive, review, and score, a Geauga County service based joint request for competitive proposals (“RFPs”), seeking the provision of some or all of the following program services from third party providers for all CCMEP participants except where it is specifically limited to just one of the funding streams, sometime on or after January 1, 2026:

- Limited Outreach to be better defined, and assistance as needed with intake and eligibility determinations.
- Delivery of the following elements and program services associated with CCMEP as identified as part of each participants' individual service strategy:
 - (1) Tutoring and study skills.
 - (2) Alternative secondary school offerings.
 - (3) Work experience
 - (a) Case management for unpaid, paid (subsidized and unsubsidized).
 - (b) Employer of record.
 - (5) Workforce preparation/life skills.
 - (6) Leadership.

- (7) Supportive services in general including, transportation and all immediate/emergency needs, food, housing. During both the program and follow-up.
- (8) Mentoring. During program and follow-up.
- (9) Case management for follow-up services.
- (10) Counseling (mental health and substance use/abuse).
- (11) Financial literacy. During the program and follow-up.
- (12) Entrepreneurship.
- (14) Post-secondary exploration and transition. During the program and follow-up.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	Keith Wyatt–Yes

Motion passed.

Procurement Plans for CCMEP within all three Sub-Areas of the Local Area 19 Workforce.

Mr. Sernik reviewed the handout CCMEP Procurement memorandum with timetable to all present noting that Workforce members will be asked to serve on the review team to score proposals.

Ms. Lucha moved to approve the procurement plan for CCMEP within Area 19’s sub-areas as presented within the planning memorandum, with the NOC COG to finalize and approved the budgets to be provided in the competitive RFPs. Final budgets for CCMEP contracts will be approved by the Area 19 WDB at the March 2026 meeting. Mr. Rath seconded the motion.

Roll Call:

CJ Bobbit–Yes	Eric Davis–Yes	Mike DeLuke–Yes	Dawn Farrell–Yes
Jaime Fisher–Yes	Jonathan Forbes–Yes	Mark Goffinet–Yes	Andrea Gutka–Yes
Clint Hall–Yes	Lynn Hartman–Yes	Alissa Holdson–Yes	Kelley Hollander–Yes
Kathy Lucha–Yes	Greg Myers–Yes	Denise Patton–Yes	Phil Rath–Yes
Alec Raffa–Yes	Mike Sherman–Yes	Ned Sherry–Yes	Sean Shapiro–Yes
Teresa Simons–Yes	Rebecca Gierman–Yes	Ted St. John–Yes	

Motion passed.

Public Comment

Ms. Gierman announced that the Geauga Growth Partnership Health Sector will be presenting at KSU-Geauga this Friday at 8:30 a.m. on the needs of the medical field. All are welcome to attend.

Adjourn

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

The meeting was adjourned at 12:02 p.m.
Minutes prepared by Denise Gehring.

