

DECEMBER 14, 2015 – 9:00 AM
OHIO VALLEY EMPLOYMENT RESOURCE
AREA #15 WORKFORCE DEVELOPMENT BOARD MEETING
LORI'S RESTAURANT, CALDWELL, OHIO

MINUTES

WDB Attendance

Ann Block, Monroe County
Pamela Lankford, Monroe County
Jeff White, Monroe County
Kim Stewart, Morgan County
Herman Gray, Jr., Noble County
Chasity Schmelzenbach, Noble County
Arthur Miller, Washington County

Troy Ferrell, Area Wide
Sherri Becker, Area Wide
Bradley Ebersole, Area Wide
Amy Stollar, Area Wide
Connie Shriver, Area Wide
Roger Blouin, Area Wide

Others in Attendance

Rebecca Safko, Executive Director, OVER
Laura Fuller, OSU Extension
Jill McCartney, Noble Co. Chamber of Commerce
Pam Moore, Noble CDJFS
Tom Ballengee, Washington CDJFS
Anthony Huffman, WCCC

Michelle Hooper, OVER
Jon Tyma, Veterans, OWD
Joyce Okes, WIB of Mid Ohio Valley
Matt Smith, ODJFS
Kim Reed, Morgan CDJFS

- I. THE PLEDGE OF ALLEGIANCE TO THE FLAG **The meeting was called to order and the Pledge of Allegiance was led by Herman Gray, WIB Chair.**
- II. DRAFT MEETING MINUTES
 - A. September 28, 2015 Draft Meeting Minutes (Handout #1) **WDB 5-16 Motion to accept the minutes as read. Motion by: Amy Stollar; Second by: Ann Block. Motion passed.**
- III. AREA #15 ACTIVITIES
 - A. Expenditures as of 10/31/15 (Handout #2) **presented and discussed. It was requested that the program year be listed at the top of the spreadsheet in the future.**
 - B. Area #15 PY2015 Q1 Performance Report (Handout #3) **presented and discussed. It was noted that the Dislocated Worker Entered Employment is harder to achieve with the current layoff and dislocation situation. Also, this report only reflects one quarter of data for the new program year.**
 - C. Workforce Development Board as approved by the COG 10/5/15 (Handout #4) **presented and discussed. It was requested that the term length for the members be listed. These are noted at the bottom but OVER will list them beside each member for convenience.**
 - D. Workforce Development Board Bylaws as approved by the COG 10/5/15 (Handout #5) Discussion during COG meeting: Quorum limit of 25% was felt to be too low and it was suggested it be raised but concluded in keeping it initially and reviewing it later.
WDB 6-16 Motion to accept WDB Bylaws as approved by the COG 10/5/15. Motion by: Chasity Schmelzenbach; Second by: Sherri Becker. Motion passed.
 - E. Monitoring and Audit activity **the following was all presented and discussed:**
 1. Program Year 14 program monitoring: 2 issues & 1 observation:
Issues: Both issues were around when forms need signed & retained.
The Related Party declaration and Complaint advisement need to be signed when participants enter the client tracking system: OWCMS.
This is in WIOA policy to be approved.
Observation: Low enrollment in youth program. We are aware and program operators discussed outreach at 12/10/15 meeting.
 2. Dept of Labor monitoring of Make It In America: 5 issues & 1 area of concern
 - a. Match-grant did NOT require match; proposal referenced match. Confusion on reporting-it is being done & tracked. Awaiting DOL guidance.
 - b. Low enrollment/expenditures: Late start due to procurement requirements, enrollments on track, expenditures still low (see a)
 - c. Indirect cost – grant requires approval of indirect cost rate. This has been submitted and waived by DOL for 2 years. Awaiting DOL guidance.

- d. Insufficient separation of duties – detailed the review and approval process. Did not have oversight of final report – added this.
- e. Personally Identifiable Information – no policy but detailed in contract. Added PII policy, draft in next section

Area of Concern – Security/housing of records – APEG staff works out of house as do OVER employees. Participant records must be kept in office location – moved to APEG office. Shredders purchased for Michelle and Rebecca; Encrypted email in process with state; currently on free trial with Zixmail(state uses this system)

- 3. Mystery Shop Veterans OMJ – 2 done in Washington County. First temporary receptionist on duty and veteran waited; second veteran expedited and passed. Training for all WIOA staff was held at the conclusion of the last WDB meeting.
- 4. Audit of OVER 7/1/14 – 6/30/15 progressing; GASB68 for pensions implemented
- 5. Data Validation upcoming – 11 files Wash; 2 Morgan; 2 Monroe; 2 Noble selected Scheduled for 12/16-17/15.

IV. ELECTION OF OFFICERS

- A. Nomination from the floor for Workforce Development Board Chair
WDB 7-16 Motion to reappoint Herman Gray, Jr. as WDB Chair. Motion by: Kim Stewart; Second by: Ann Block. Motion passed.
- B. Nomination from the floor for Workforce Development Board Vice Chair
WDB 8-16 Motion to elect Ann Block as WDB Vice Chair. Motion by: Connie Shriver; Second by: Chasity Schmelzenbach. Motion passed.
- C. Executive Committee
WDB 9-16 Motion to appoint Pamela Lankford (Monroe County), Connie Shriver (Morgan County), Jill McCartney (Noble County) contingent on COG approval to the WDB and Amy Stollar (Washington County) to the WDB Executive Committee. Motion by: Chasity Schmelzenbach; Second by: Kim Stewart. Motion passed.

V. WIOA IMPLEMENTATION & POLICY UPDATE presented and discussed.

- A. Time line (Handout #6)
- B. State Regional Announcement (Handout #7)
- C. January staff regional training/meeting discussion
- D. State Website: http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm
- E. Local Website to be developed: WIOA-SEOH.COM
 - 1. Content discussion
- F. Guide to Policies (Handout #8) presented and discussed.
WDB 10-16 Motion to approve OVER policies 1-3 and State policies 1-7 as presented. Motion by: Chasity Schmelzenbach; Second by: Connie Shriver. Motion passed.

WDB 11-16 Motion to include Out of School Youth in the Self Sufficiency policy and have Herman Gray develop a technical committee to discuss. Motion by: Chasity Schmelzenbach; Second by: Ann Block. Motion passed.

- VI. JOYCE R. OKES, PROGRAM DIRECTOR, WORKFORCE INVESTMENT BOARD MID-OHIO VALLEY will provide guidance on their planning process and sectors partnerships – especially as we move forward with Polymers & Energy – how we can link/build/grow. **PowerPoint presentation given and Green Books distributed.**

- VII. SCHEDULE NEXT MEETING DATE AND LOCATION **Next meeting will be February 18, 2016 at 9:00 am at Lori's Restaurant in Caldwell.**

VIII. ADJOURNMENT

- WDB 12-16 Motion to adjourn. Motion by: Connie Shriver. Second by: Ann Block. Motion passed.**

Approved By: _____

WDB Chair or Vice Chair

Date: _____

2/18/2016