

**FEBRUARY 5, 2018 – 9:00 AM**  
**OHIO VALLEY EMPLOYMENT RESOURCE**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**LORI'S RESTAURANT, CALDWELL, OHIO**

**MINUTES**

**WDB Attendance**

Jeff White, Monroe County	Tony Huffman, Area Wide
Jeff Smith, Monroe County	Connie Shriver, Area Wide
Ann Block, Monroe County	Travis Stewart, Area Wide
Chasity Schmelzenbach, Noble County	Stephen Carson, Area Wide
Herman Gray, Jr., Noble County	Roger Blouin, Area Wide
Sherri Becker, Washington County	Troy Ferrell, Area Wide
Jennifer White, Washington County	

**Others in Attendance**

Rebecca Safko, Executive Director, OVER	Michelle Hooper, OVER
Bill Long, Monroe County DJFS	Cindy Frederickson, Noble County DJFS
Candy Nelson, Washington CDJFS	Kathy Lott-Gramkow, Washington/Morgan CAP
Julie Mettler, Apprentice Ohio	

**THE PLEDGE OF ALLEGIANCE TO THE FLAG** was led by Ann Block, Vice Chair.

**DRAFT MEETING MINUTES** - WDB 10-17 Motion to accept October 30, 2017 minutes as read. Motion by: Troy Ferrell; Second by: Steve Carson. Motion passed.

**WORKFORCE DEVELOPMENT BOARD ROLES AND RESPONSIBILITIES**

Regional Workforce Plan Update

- Regional Training on Social Media – YouTube Video presentation - Socialnomics 2017
- Sector Strategies – RFG Associates Inc.
- Green Book update for our Region (Goto[http://movrc.org/MOVR/media/WIB-Files/15DEVO131MOVEmploymentGuide\\_lores2.pdf](http://movrc.org/MOVR/media/WIB-Files/15DEVO131MOVEmploymentGuide_lores2.pdf) to view Mid-Ohio Valley Resource Guide which we would like to emulate) will be working on additions to include the 11 county region. The Regional Plan is on the website and it has been approved by the state. The state came out and offered an additional \$30K to help regions with their plan. Our region didn't need additional funding for the actual plan creation, so we asked the state to use the money toward sector strategies enhancement to the plan with all our economic development partners to develop the 3 sectors in our area, it also included training for areas 14, 15 & 16 staff on social media because it gets our message out there and that is how some of our adults stay in touch and that is the best way to communicate with our younger youth; and the 3<sup>rd</sup> item is something similar to the Green Book, presented previously to our group by our counterpart Joyce Oaks from Parkersburg, which has a lot of resource information for our surrounding area and was liked by our group. We need to look at how we pursue these items, Social Media-we solicited for training and received 3 different responses so we will be looking to do the training for our operators. Sector Strategies thru our plan- in talking to other directors, we discussed if anyone in our area would have the knowledge to take this piece on. Rob Guentter said he would be willing to take this on; signing a letter of agreement to extend his contract and we asked the State if it was ok so we didn't have to procure. The state said that it was ok to allow Rob Guentter to do this piece. Area 16 will pay Rob for these activities and then Area 15 will reimburse since we are the fiscal entity for these Sectors funds. Sherri Becker asked about what the outcome would be. We are looking to contact economic development, chambers, port authorities, Buckeye Hills, etc. We sent the counties the lists to review to make sure the contacts were correct. Connie Shriver inquired about any conflict with Rob doing the work and what the 3<sup>rd</sup> sector would be. Rebecca stated that we will be asking the economic development folks on what the sectors will be. Julie Mettler agreed this was a smart idea because we know more locally best than what the state may say are the sectors to focus on. Chasity Schmelzenbach requested the committee, which includes her, Connie Shriver and Pamela Lankford, to meet with Rob monthly on his progress. Sherri Becker asked if this would change the in demand jobs. Rebecca stated no, we are not going to change the states' in demand jobs and we have to follow 85% of the state in demand jobs but it would help identify what we can use for the other 15%. Tony Huffman

asked if Area 15 businesses will be well represented. Will the committee be able to have a say in and direct what businesses are contact in our Area? Rebecca stated the Survey goes to economic development to identify companies that are hiring and we will verify that Plastics/Polymers, Health Care are still the ones hiring and what the third one will be. Chasity S. would like a short meeting after this one with the committee and program operators. Connie S. wants to know what is happening along the way-she wants to know what Rob G. is doing all along the way. Chasity S. wants to view along the way.

We need to identify the ladders so we can get our folks employed.

**WDB 11-17 Motion to allow signage of Addendum 1 of WIOA16 contract with Rob Guentter to reimburse WIOA Fiscal Agent, BCDJFS, for payments made to Rob Guentter for work on this project as long as there are meetings of delineating the information along the way with the WDB committee. Motion by: Sherri Becker; Second by: Tony Huffman. Motion passed.**

OhioMeansJobs Centers (aka One-Stop)

- One-Stop counts October-December 2017 were presented & discussed. Data presented shows a 4% decrease in visits but a 13% increase in referrals. Program Operators are actively working thru the referral process in our kiosk. Candy Nelson, WCDJFS, is looking into more of a way to utilize the kiosk system in the referral process. They are getting some feedback now on referrals. Working on a draft for suggestions of what CFIS can add.
- Operations Manual w/ADA inclusion (emailed to WDB members) Tom Ballegee, WCDJFS, completed prior to his retirement, the manual and referral process and satisfaction survey. Going to be working with Flite Freimann (new director) on how this will be utilized. This was sent out electronically. The Program Operators worked to edit and get the document ready to post to the Area website. Bill Long stated he likes the product and it works well. Candy N. is looking to have a one stop partners meeting at the end of the month to go over it.

- Referral process
- Customer Satisfaction Survey

**WDB 12-17 Motion to accept the Operations Manual as presented. Motion by: Jeff White; Second by: Connie Shriver. Motion passed.**

- Business Outreach
  - Business Resource Network follow-up- We identified that we need to get our name out to businesses and identify our name to the new businesses coming into our community. We had Matt Falter here for a BRN concept presentation. 5 or 6 areas in Ohio use the BRN. Central concept: Businesses are very hard to get into and that they don't want to be hit from a lot of ways and if a small business, the owner may have to work in the business. We want to work to have one contact that will work with that business to come up with their needs and then go to the partners and develop what the partners can do and that contact then will be taking it back to the business. Data has to be quantified into a standardized system and that the wide array of needs have to be addressed with the business. Beyond that, the BRN has to be in contact with the one-stops and in contact with the business. Ideally it would be nice to have the BRN in the one-stop. The previous COG motion had the option to work on this as a county by county basis. There was a short deadline that was extended to Dec. 31<sup>st</sup>. We missed the 12/31 deadline; however, there is still the possibility of ARC grant if we can proceed now. We now have 3 out of 4 counties in Area 15 that are now interested in this to varying degrees. Matt Falter is hopeful to have all 4 counties. He is coming to our region February 13th to give more information. WDB is invited to attend. It will be at 1pm at Washington County DJFS.

Current ASPIRE competitive Procurement is out. Next meeting it will be WDB role to review their submissions and look that they align to our regional plan.

Connie Shriver addressed the group. Aspire is the old ABLE program (GED program). All proposals will go out to WDB all over the State for their input.

#### **ADDITIONAL WORKFORCE FUNDING THROUGH ECONOMIC DEVELOPMENT DISTRICT**

(Handout #4 information was emailed) We received the information late and it was lengthy that is why it was not a handout. The state has pushed out \$1.2M with an additional \$1M of workforce funding in the next funding year, making it available to Buckeye Hills and other economic development districts throughout the state. Rob Guentter and Rebecca met with Buckeye Hills and OMEGA about the workforce proposals. As we talked about our funding...we have a very large Dislocated Worker allocation based on old workforce data...we are not seeing the dislocated workers come into the agencies so we need to find a way to utilize this funding wisely. Area allocations are based on a formula and they are allocated out to the counties (seen on handout #6). OMEGA/Buckeye Hills have done a screening of their proposals. It's a biannual funding and they will be

receiving additional funding to look at additional proposals. They provided their list and some look like we could help fund through our counties. For example: One proposal thru OMEGA, Zane State College-proposal Bridge the Gap serving are Areas 16 and 15. Projects like this are something we can do under WIOA funding. Rebecca would like to talk to Program Operators to see if there is a way we can work with them. Kathy Lott-Gramkow inquired how incumbent workers would affect performance. Rebecca stated it would be on the employer side. Chasity S. would like to write a competitive project for the next round. Tony H. said he thinks that they have narrowed it down to 9 proposals but they are still awaiting the news. Rebecca noted we had several contenders in the room.

Julie M. stated people shy away from incumbent worker programs. She wanted to bring to the board a new program, policy recently released, joining forces with WIOA with Apprenticeship funding. They can partner with WIOA for 50% of the wages for 2080 hrs. It's new and no one has done it yet. Herman asked for something to be sent out to WDB. Next Monday we will be having a Program Operators meeting-Julie M. is invited to speak on this program. We will need to have a policy to work the Apprenticeship projects to have approved at the next WDB meeting.

**OHIOMEANSJOBS-READINESS SEAL** This is the state's new initiative...Herman G. asked for the information to be distributed. It came out around the end of the year. They have a specific webpage with links. There are 15 key attributes that the State has identified. The 15 are identified on the back of the page; they need 3 mentors, in school, work and community environments. They need to have competencies in these 3 environments. We have case worker that work on a one on one basis that can work into one of these categories. Each youth that does a work exp should have a core competency to work toward in their experience, i.e. show up punctually. The work experience contract identifies list of skills reviewed by supervisor reviewed at the midpoint of contract and at the end of the work experience which can be shown to future employers. If we use these skills then they can use the work experience to acquire these readiness skills by having 2 of the needed mentors to gain this credential. Herman stated that this credential is going on their diploma. Chasity stated coaches, FFA/4H leaders etc. we need to contact these type of people and make them aware of this credential. Chasity is distributing to Noble County Cares group which is helping to penetrate the drug epidemic in Noble County.

Herman challenges WDB to get out there and establish mentors.

DOL approved State waiver...CCMEP & TANF will combine to meet the 70 %minimum expenditure on youth out of school requirement. This allows for greater focus on the in school youth in WIOA. Candy will be putting workers in the schools around Washington County in order to catch the kids to make sure that they are getting them what they need to do.

Bill Long has a contract with GMN to work closely with the schools and to go into the schools.

OVRSC- Sherry Elfine...they have all the resources formalized for mentoring and Chasity said that maybe we can build on that. Morgan County is not in with OVRSC.

Tony shared that Sherry Elfine works with at risk at WCCC to work to graduate on time. Building Bridges to Careers in Washington County and the mentorship program is pretty robust and getting mentors from various businesses. Let Tony Huffman or Tasha Werry know if anyone/business is interested in getting involved.

ESC- Sandy Doudna/Paul King, 4 counties, Guernsey Washington Monroe, Noble focus on job shadowing.

Each school district under ORC is required to have a Business Advisory council. Rebecca compiled a list and developed a form letter. It explains under WIOA that there is workforce development board and requests info on their Business Advisory committee. We would like to ask for information about their business advisory council and ask to share their meeting notes with us and vice versa. We are asking is we can share your work phone and email and affiliation that you have on the board so that if someone specific to x county can connect with you so that we can better communicate.

Chasity S. stated Noble Local has something like an Advisory board. Tony said Washington is trying to do that as well. Chasity felt that it would be best if the local counties make this request.

**Next agenda:** Each county CCMEP will be presenting their list of business advisory councils. It would be nice to have memberships that overlap.

## WIOA AREA #15 ACTIVITIES

Expenditures as of 12/31/17 were presented and discussed. The need to increase usage of the Dislocated Worker and Sectors funding was emphasized.

CCMEP \$198K we are passed halfway but only have \$128K spent in youth. We need to expend the carryover numbers.

WIOA PY17 1st Quarter Performance Report was presented and discussed. The 2<sup>nd</sup> quarter after exit and earnings are the only measures that count for WIOA performance for this program year; however all were presented to provide a more complete picture. Measureable skills gain is a new measure we will be focusing on. On the back of the report shows how each county is doing on each measure.

The WDB is charged with procuring WIOA Youth; this can be done through extending the already procured contract by looking at contract achievement, including performance measures and expenditures. WDB is responsible for all 14 elements. The WDB asked the Program Operators for a service matrix and to subcontract any deficiency to make sure the 14 elements were available. Those will also need to be extended, based on successful performance or re-procured. WDB can look at extension of contract or procurement. If you want to procure you will need to start now to have available July 1<sup>st</sup>. Do you want to look at corrective action for current contracts or procure?

**WDB 13-17 Motion to request by next WDB meeting, corrective action from the Program Operators for performance measures not being met, how they plan to expend their carryover and their expenditure plan for the current year allocation, as well as, presentation of any contract(s) they may have. Motion by: Chasity Schmelzenbach; Second by: Connie Shriver. Motion passed.**

Morgan County has had several people complain about unemployment insurance not responding. Rebecca sent email to John Weber. Julie Smith responded. Chasity S. wants WDB to address this issue and asked Herman to share this at his director meetings and there was discussion of writing a letter to the legislation.

Julie M. is going to get Chasity S. a copy of a recent claimant letter received, each county to give her an example of what they are experiencing. Chasity will draft the letter and go through executive committee to approve.

**WDB 14-17 Motion for Chasity Schmelzenbach to compose a letter on behalf of the WDB to be approved by the Executive Committee addressing the unresponsiveness of unemployment questions and issues in the One-Stops from information received from and discussions with the Program Operators. Motion by: Ann Block; Second by: Connie Shriver. Motion passed.**

OVERPL No. 1-17 Follow-Up Policy was presented and discussed. Policy was vetted by Program Operators in December. The only thing we didn't have completed at that time was the sample letter. Program Operators can revise the letter as needed but it is a necessity to have communication with the participant.

**WDB 15-17 Motion to accept the Follow up Policy. Motion by: Jeff White, Second Tory Ferrell. Motion passed.**

## ITEMS FOR NEXT MEETING

Program contract decisions for adult, dislocated worker, youth and one-stop operator for the next program year with new program year allocations.

Local WIOA youth subcontracts presented by county CCMEP leads for PY 2018 for approval

Annual election of officers.

## FUTURE MEETING DATES

Mondays ~ May 21, 2018, August 6, 2018 and November 5, 2018 at **10:00 am** at Lori's Restaurant \*Please note time change \*WDB members prefer to keep meetings at 9:00am.

**ADJOURNMENT WDB 16-17 Motion to adjourn Motion by: Steve Carson. Second by: Connie Shriver. Motion passed.**

Approved By: \_\_\_\_\_

WDB Chair or Vice Chair

Date: \_\_\_\_\_

5/21/2018