



**OHIO VALLEY EMPLOYMENT RESOURCE
WORKFORCE DEVELOPMENT BOARD
FEBRUARY 5, 2024 – 9:00 AM
LORI'S RESTAURANT, CALDWELL, OHIO**

**ANN BLOCK, WDB CHAIR
PAMELA LANKFORD, WDB VICE-CHAIR**

VIRTUAL MEETING OPTIONS:

Dial-in number (US): (202) 926-1127

Access code: 265562#

Join: <https://join.freeconferencecall.com/rsafko4>

DRAFT MINUTES

WDB Attendance:

Ann Block, Monroe County
Jeff White, Monroe County
Mel Bragg, Morgan County
Jeremy Welsh, Morgan County
Herman Gray, Jr., Noble County
Chasity Schmelzenbach, Noble County
Jennifer White, Washington County

Linn Yost, Washington County
Jeff Smith, Area Wide
Pamela Lankford, Area Wide
Tony Huffman, Area Wide
Travis Stewart, Area Wide
Stephen Carson, Area Wide

Others in Attendance:

Rebecca Safko, Fiscal Administrator, OVER
Michelle Hooper, Compliance Manager, OVER
Janell Comstock, Program Administrator, OVER
Eleanor Smith, Business Outreach Specialist, OVER
Felicia Pittman, Monroe CDJFS
David Hermann, WSCC
Mike Haight, IBEW Local 972

Kimberly Foreman, Morgan CDJFS
Kristen Tewksbury, Noble CDJFS
Stephanie Canfield, Washington CDJFS
Evan Schaad, WCCC
Lindsey Sullivan, Noble CDJFS
Matt Russell,
Bryn Stepp, Office of Lt. Gov. Husted (virtual)

THE PLEDGE OF ALLEGIANCE TO THE FLAG led by Board Chair Ann Block.

WELCOME

Introductions made by everyone in attendance.

- Eleanor Smith-Business Outreach Specialist with OVER was introduced.
- Sam Skinner, owner of Dough Boyz Pizzeria with 3 locations (2 in Washington County and 1 in Guernsey County). He is also the President of the Muskingum Valley Beverly-Waterford Chamber of Commerce. (COG to appoint to WDB today.) He was introduced although unable to attend today.

DRAFT MEETING MINUTES (Handout #1) **WDB Motion 18-23 to accept the November 6, 2023, minutes. Motion by: Tony Huffman; Second by: Jeff White. Motion passed.**

WIOA AREA #15 ACTIVITIES

- OVER Reorganizational Structure (Handout #2) at the COG’s November meeting was provided, listing names and brief description of responsibilities.
- WDB attendance at COG meetings – COG Chair has invited WDB members to attend their meetings; usually follow WDB meeting at noon. Pamela Lankford will be attending today.
- Area 15 Allocations and Expenditures as of 12/31/23 (Handout #3) were presented and discussed. Allocations were significantly cut, roughly 15%. OVER is holding \$44,113 of DW to first county that needs prior to 6/30/24 expiration. After the 102K of Adult is spent the counties can charge adult under dislocated worker to maximize dislocated worker funds. The greatest portion of Youth is spent in the last six months of the program year. The 200K received for employee development (incumbent worker trainings) is included in the Results Available to Spend. Overall percentages spent reviewed.
- Received:200K Incumbent; 40K RESEA; 80K Fresh/Opioid; \$17K rebranding (due to new state logo) – 44,113 DW to Morgan: **WDB Motion 19-23 to allocate the \$44,113 of dislocated worker funding to Morgan County. Motion by: Jeff Smith; Second by: Stephen Carson. Motion passed.**
- WIOA PY22 Annual Unadjusted Performance Report (Handout #4) presented. Still being held harmless for these measures. Area meeting all measures except credential attainment.
- WIOA PY23 Unadjusted Performance Report (Handout #5) presented. This is for the first quarter and is received every quarter. Full year to fix and address any needed items. Measurable skills are usually low first few quarters because it is not completed until the 4th quarter.

- One-Stop counts October-December 2023 (Handout #6) Visits down 4%; Referrals up 20%. Bryn Stepp from Lt. Governor Husted Office on virtual wanted to share that the TechCred application period closed Jan. 31st and will open again in March. Also, Educator’s Bootcamp funding is available as well as funding for high school and college tech interns. If anything is needed, please reach out: Bryn.Stepp@governor.ohio.gov or 614-560-4827.
- One-Stop Report October-December 2023 (Handout #7) provided by Stephanie Canfield. April 17th will be the Career Connect at the Washington County Junior Fair Building.
- Combined County Report October-December 2023 (Handout #8) provided.
- Data Share Agreement – gives permission for those who have signed the state’s Personal Confidentiality Statement form access to and to work with UI and RESEA individuals listed on the reports. **WDB Motion 20-23 for authority to sign the Data Share Agreement. Motion by: Herman Gray, Jr.; Second by: Jeremy Welch. Motion passed.**
- Partner & Resource Room Updates: Noble CDJFS doing a youth community service project with eight kids; 4-6 raised flower beds/gardens at the Library Annex. They have been part of a pilot program with Wex tool Mathematica-evaluation tool to help youth stay on track, focus on soft skills. Planning career fair-no date yet. During In-Demand Jobs week there will be tours within the community. Monroe CDJFS-employers interested in the employee development training funds. Morgan CDJFS-Case Maxwell is an IMAP approved provider. New business Locke 4 opening and a new restaurant in Chesterhill. Having Care Team meetings at the high school. The Wilds is having a job fair at the library. Washington CDJFS-there has been a lot coming through with unemployment, fraud disputes. Working on starting summer youth. Finally able to get Facebook back up and running with staff Melissa Fernandez working with the state. BB2C-speaker series, rotary Clubs initiative. Discovery Days-involves particular field/industry, Peoples Bank sponsoring banking part, there will be public service, elected officials, police, mental health field. AOMC/BB2C/Area 14 are having a Career Fair at the Athens Career Center 2/7, 10am, looking at broadening across county lines, 20-25 businesses, 200 students. SolidWorks/WSCC bringing connectivity for 60 seat licenses-opens up the end of February.

WORKFORCE DEVELOPMENT BOARD ROLES AND RESPONSIBILITIES

- Acronym Sheet (Handout #9) provided and will be added to as needed/ WDB Member Orientation discussed having prior to next meeting or doing virtually and/or in-person on a separate day/time. Chasity offered BHRC. Janell to send out 3 dates to select from.
- WDB Committee discussion if anyone is interested in switching committees, joining another one, etc. Although a Youth Council is not required, discussing starting one as we move toward WDBs focus and what they want and to go along with the GRIT and WORC Programs. Deadline to notify Janell: 2/6/24.
- Reauthorization of WIOA – A Stronger Workforce For America Act (Handout #10) provided and discussed.
- Growing Rural Independence Together (GRIT Ohio) (Handout #11) discussed. There are no restrictions or eligibility requirements like WIOA. Janell is meeting with them on Friday. Chasity has been asked to join their steering committee and suggested forming an ad hoc committee. Pamela Lankford is interested. **WDB Motion 21-23 to accept the GRIT MOU with Area 1 and to create an ad hoc committee. Motion by: Herman Gray; Second by: Jeff White. Motion passed. Chasity Schmelzenbach abstained.**
- Powering Climate and Infrastructure Careers Challenge Grant (Handout #11) **WDB Motion 22-23 to approve submission of the Powering Grant. Motion by: Chasity Schmelzenbach; Second by: Linn Yost. Motion passed.**
- RFP Committee Update (asked those that could be bidding to leave the room), Felicia Pittman, Kimberly Foreman, Kristen Tewksbury, Lindsey Sullivan and Stephanie Canfield exited the room, timeline distributed, and discussion held. RFP will be posted online 2/7/24. Commissioners determine the location of the one-stops. **WDB Motion 23-23 to approve the posting of the RFP for Youth and One-Stop Operator. Motion by: Jeff Smith; Second by: Jeremy Welch. Motion passed.** Those who exited were asked to return.
- Building a Future-Ready Workforce Grant **WDB Motion 24-23 to approve one-year no cost extension to 9/30/25. Motion by: Chasity Schmelzenbach; Second by: Linn Yost. Motion passed. Tony Huffman abstained.**
- Employee Development Fund (IWT)
 - Outstanding/In-progress contracts (Handout #12) were discussed.
 - Projects for approval below- **WDB Motion 25-23 to accept projects listed below, and ratify WDB Executive Boards approvals, totaling \$103,138.57. Motion by: Chasity Schmelzenbach; Second by: Jeff White. Motion passed. Tony Huffman abstained.**

WIOA Agency	Company	Training	Credential	# to be trained	Cost	WIOA Share of Cost	Training Begin	Training Ends
*Washington CDJFS	Marietta Electrical JATC	2024 Spring electrician's Apprenticeship	Marietta Electrical JATC	41	\$42,287.56	\$38,058.80	1/1/2024	5/31/2024
*Monroe CDJFS	Monroe County Sheriff's Office	Flight Hours to obtain Private Pilot License	Stephens Air LLC	2	\$4,861.80	\$4,220.00	1/1/2024	1/31/2024

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WIOA Agency	Company	Training	Credential	# to be trained	Cost	WIOA Share of Cost	Training Begin	Training Ends
*Washington CDJFS	Solvay Specialty Polymers USA, LLC	Infrared Thermography Category 1	Infrared Thermography Category 1	1	\$2,599.98	\$1,299.99	12/15/2024	3/31/2024
*Washington CDJFS	Mid-Ohio Valley Bulk Transport, Inc	Welder 1	WCCC	2	\$19,088.00	\$9,544.00	1/1/2024	12/31/2024
*Washington CDJFS	Thermo Fisher Scientific	First Aid/CPR (Session 1)	WCCC	20	\$2,140.00 MEP paying \$536	\$802.00	1/4/2024	3/29/2024
*Washington CDJFS	EZ Grout Corporation DBA EZG Manufacturing	FluxCore	WCCC	4	\$8,420.00	\$4,210.00	2/16/2024	4/12/2024
*Washington CDJFS	EZ Grout Corporation DBA EZG Manufacturing	Forming Training	Modern Machinery Company	10	\$9,300.00	\$4,650.00	2/6/2024	2/10/2024
*Monroe CDJFS	Monroe County Sheriff's Office	Recertification for Instructor Certification for Krav Maga (self-defense)	Krav Maga	4	\$12,002.70	\$6,816.30	4/1/2024	4/19/2024
*Monroe CDJFS	Monroe County Sheriff's Office	Level 1 Collision Investigations	State of Ohio OPOTA	4	\$6,811.60	\$2,395.60	2/12/2024	2/16/2024
*Monroe CDJFS	Monroe County Sheriff's Office	Crime Scene Photography 1 for Detectives	OPOTA	2	\$5,510.40	\$2,810.00	2/4/2024	2/9/2024
*Monroe CDJFS	Monroe County Sheriff's Office MODIFICATION	Flight Hours to obtain Private Pilot License	Stephens Air LLC	2	\$16,567.20	\$14,000.00	1/24/2024	6/30/2024
*Washington CDJFS	Grimm Scientific	Electrical Troubleshooting	WCCC	14	\$21,240.00	\$7,080.00	2/1/2024	4/30/2024
Washington CDJFS	Marietta Health Systems	Medical Assistant Residency Program	MHS & Nat'l Healthcare Assoc	10	\$13,123.76	\$6,561.88	2/12/2024	5/17/2024
Washington CDJFS	Thermo Fisher Scientific	NFPA 70E	WCCC	9	\$1,380.00	\$690.00	2/19/2024	2/19/2024

- Business Outreach Committee
 - Welcome Eleanor Smith-Business Outreach Specialist, who presented (Handout #13).
 - 200K requested at the last meeting was received from the state (Handout #14) was the press release indicating we were one of four state-wide areas approved to receive special projects funding.

ITEMS FOR NEXT MEETING

- Renaming of CCMEP Program to Opportunity 24 – logo contest amongst the youth; \$50 gift card or cash prize. Submissions will be judged at the next meeting.
- Policy Updates – policies will be reviewed at our March 27th area training day.
- RFP One-Stop Operator contract awarded.

FUTURE MEETING DATES: Mondays, 8/5/24 and 11/4/24 at 9:00 am at Lori's Restaurant.

ADJOURNMENT: WDB Motion 26-23 to adjourn. Motion by: Herman Gray; Second by: Chasity Schmelzenbach. Motion passed.

Committees

Executive

Jennifer White - Washington
Chasity Schmelzenbach-Noble
Stephen Carson-Morgan
Jeff White-Monroe
Ann Block-Monroe alternate*
Pamela Lankford-Washington
alternate*

Personnel


Laurene Huffman
Jennifer White
Tru Jorris
Opioid Grant
Chasity Schmelzenbach
Stephen Carson
Laurene Huffman
Shawn Ray (Noble Cares)
Pamela Lankford

**Business
Outreach**

Ann Block
Neil Polk
Linn Yost
Gwynn Stewart
Felicia Pittman
Kim Foreman
Teiara Saling
Amanda Sutphin
Pamela Lankford

OMJ Certification

Stephen Carson-Morgan
Chasity Schmelzenbach-Noble
Ann Block-Monroe
Heidi Comstock-WCCC
RFP Rating
Chasity Schmelzenbach
Stephen Carson
Travis Stewart

Approved By: 
WDB Chair or Vice-Chair

Date: 5/6/24