



**OHIO VALLEY EMPLOYMENT RESOURCE  
COUNCIL OF GOVERNMENTS MEETING**

**MEETING**

**AUGUST 5, 2024 – NOON**

**LORI'S RESTAURANT, CALDWELL, OHIO**

**ALLEN FRALEY, COG CHAIR  
CECIL MAYLE, COG VICE-CHAIR  
REBECCA SAFKO, FISCAL ADMIN.  
JANELL COMSTOCK, PROGRAM ADMIN**

**Minutes**

**Attendance:**

Diane Burkhart, Monroe County Commissioner  
Mick Schumacher, Monroe County Commissioner  
Bill Bolon, Monroe County Commissioner  
Cecil Mayle, Morgan County Commissioner  
Ty Moore, Noble County Commissioner

Gary Saling, Noble County Commissioner  
Allen Fraley, Noble County Commissioner  
James Booth, Washington County Commissioner  
Kevin Ritter, Washington County Commissioner  
Charles Schilling, Washington County Commissioner

**Others in Attendance:**

Rebecca Safko, Fiscal Administrator, Ohio Valley Employment Resource  
Janell Comstock, Program Administrator, Ohio Valley Employment Resource  
Melissa Fernandez, Ohio Valley Employment Resource  
Jeanette Schwall, Director, Monroe County Department of Job & Family Services  
Misty Wells, Noble County Department of Job & Family Services  
Ann Block, Workforce Development Board Member  
Flite Freimann, Washington County Department of Job & Family Services

THE PLEDGE OF ALLEGIANCE TO THE FLAG started the meeting, led by COG Chair, Allen Fraley

**Motion 1-24 to Amend agenda to include an Executive session for compensation & employment. Motion by: Kevin Ritter; second: James Booth; motion passed.**

DRAFT MEETING MINUTES Motion 2-24 to accept the May 6, 2024, minutes. Motion by: Kevin Ritter; second: Charlie Schilling; motion passed.

Reappointing WBD Members: Motion 3-24 to approve listed members for reappointing. Motion by: Charlie Schilling; second: Cecil Mayle; motion passed.

**Monroe**

Ann Block

Tru Jorris

**Morgan**

Jeremy Welch

**Noble**

Chasity Schmelzenbach

**Washington**

Linn Yost

**Area Wide:**

Pamela Lankford-Washington Co

Tony Huffman-Washington Co

Travis Stewart-State

Stephen Carson-State

Consent Agenda (Sent out by email prior to meeting; not copied for meeting) **Motion 4-24 to accept the consent agenda. Motion by: Kevin Ritter; second: Gary Saling; motion passed.**

- WIOA PY23 Unadjusted Performance Report Qtr3

- One-Stop counts April-June 2024
- One-Stop Report April-June 2024
- Combined County Report April-June 2024
- GRIT and DOL WORC Report April-June 2024

### WIOA AREA #15 ACTIVITIES

- Recapped training and support report- COG appreciated the report and would like to have quarterly to have knowledge of what services are needed per county.
- Reviewed Area expenditure report: OVER is submitting for consideration: voiding last quarter's request: "Motion 54-23 to move \$45K youth carryover from Washington to Morgan," based on discussion and additional facts not available until after the 5-6-24 meeting and revising to:
  - 1) OVER transferring \$30K youth admin to program - for services to our residents and;
  - 2) transferring youth admin of \$45,000.00 (the original total) 30+45=75- split 30-Morgan, 20-Monroe, 25-Noble; and
  - 3) 70K DW Washington to 35K Monroe; 35K Morgan.
- **Motion 5-24 to approve #1-3 transfers above and void May 6, 2024's Motion 54-23. Motion by: James Booth; second: Gary sailing; motion passed.**
- Recapped New allocation distribution-OVER Presented the 3 options of allocations per county. Shared that the Program Operators agreed on options B & C but preferred Option C- See handout #5-Option C considered both the adult and DW expenditures charged to DW. **Motion 6-24 to approve option C for new allocation distribution Motion by: James Booth; second: Gary Sailing; motion passed.**
- OVER expenditure report and budget- Rebecca Safko shared that AMOC has hired 2 more instructors and OVER is working closely with them as our industry sector partner to grow manufacturers in our area. Under DOL grant, OVER has partnered with AOMC and WSCC to provide SolidWorks/advanced CAD program- our school districts will be sharing 60 seat licenses. requesting \$1,232,957.00 to be approved and amended. **Motion 7-24 to approve a revised budget of \$1,232,957.00 to the allocations and expenditures based on the reviewed expenditures. Motion by: James Booth; second: Kevin Ritter; motion passed.**
- Partner & Resource Room Updates  
Flite Freimann shared last quarter numbers of CCMEP services. Indicating the Area and Statewide Rate Comparison, which are how many individuals served and exited. 42% of the enrolled are below 8th grade proficiency and- making them basic skills deficiency. Transportation remains a primary barrier.  
James Booth shared testimonials about the CCMEP program participants in Washington County. He listed the participants that were hired within the county and services they've received through the work experience becoming a long-term placement. Requested the work experience policy to remain the same and no modifications to work experience limits. Janell Comstock indicated that the modifications were per the State's Recommendations. The program operators still have the authority to adjust the work experience timeline per the participant's needs. Janell Comstock explained that the purpose of the change in work experience program is to give students varied employment opportunities and exposure to a variety of careers' however, if the employer would like a long-term placement Program Operators can advise On Job Training options to the employers.

### WORKFORCE DEVELOPMENT BOARD ROLES AND RESPONSIBILITIES

- RFP Committee Recommendation-
  - PY 24 Youth Contracts-**Motion 8-24 to approve each of the existing operators' proposals – no other proposals were received. Motion by: Cecil Mayle; second: Gary Sailing; motion passed.**
  - One Stop MOU with Performance Metrics Included
- Business Outreach Discussion:
  - Employee Development Fund (IWT)- Interviews will be completed for replacement of Ellie in the upcoming week. The COG supported the WBD motion to request \$200,000.00 additional for "upskilling" of our local employers through Special Project Funds.
- Career Navigator Contract WCDJFS & OVESC- Charlie Schilling shared the impact of having a Career Navigator

within the schools, "There's been positive influence on the students about the local business they wouldn't have known about." **Motion 9-24 to renew the contract position for Career Navigator Motion by: Charlie Schilling; second: Bill Bolon; motion passed.**

- GRIT Ad Hoc Committee- Upcoming Meeting in September (virtually) – please continue OVER's efforts to extend the invite to anyone wanting to be included. Currently mapping all area resources for Asset Mapping to ensure GRIT is filling in the gaps to areas it can support and avoiding duplication.
- One stop Certification: Washington County- Completed and awaiting ADA compliance draft contract, based on last meeting's approval was presented.
- Unemployment Insurance Pilot Program- Hired 4 UI Representatives to be placed into the County OMJ Centers. Training starts 8/19/24 and Michelle Finch (RESA) with OVER will participate in UI Training to be able to oversee the new hires. They will be undergoing training for 6 weeks. Program Operators were an integral part of the interview process in each county.
- Annual Conflict of interest Forms- Explained the importance of maintaining conflicts of interest and requested Board members to reach out with any questions and then to review and renew their signatures. Melissa Fernandez collected signed forms from those in attendance.
- A Stronger Workforce for America Act(ASWAA) handout was presented and reviewed. Congress returns in September.
- OVER Office Staff Travel/Expense Reimbursement Amounts - Janell Comstock requested the COG to discuss the options of increasing the expense reimbursement amounts; there hasn't been modifications to the amount since 2015 of \$45 (\$10-breakfast, \$15-lunch and \$20-dinner) Proposed \$90 per day out of county and \$60 per day in county. **Motion 10-24 to approve \$65 per day for Travel/Expense Reimbursement Amount Motion by: James Booth; second: Mick Schumacher; motion passed.**
- Staffing Changes/Updates shared by Janell Comstock  
Melissa Fernandez: Now training for Fiscal with Rebecca Safko and assisting with administrative and clerical duties.  
Stephanie Schott: Is the only Career Advisor for the GRIT program until we hire a dual position for Business Services. Stephanie remains busy with referrals made from OMJ centers for GRIT; we are finding participants that are being dually enrolled with WIOA. Helping funds to be utilized to meet gaps.  
Michell Finch: Continuing RESA duties and has been working with the state on a new Evaluation Study which started 7/15/24. She is also training with the UI Participants in the upcoming weeks.
- January - Joint WDB/COG for area planning followed by Recognition of Participants

**Motion 11-24 for Executive Session, reasons: promotion and/or compensation of a public employee; 1:25pm. All commissioners in attendance roll called and affirmed. Commissioners dismissed non-board members' attendings to be dismissed. Motion by: James Booth; second: Bill Bolon; motion passed.**

**Motion 12-24 to leave Executive Session: 1:45pm Motion by: James Booth; second Bill Bolon; motion passed.**

**Motion 13-24 Promotion and compensation:**

4 UI staffers at \$17.50

Michelle Finch as front-line supervisor of UI staff; \$18.50;

Melissa Fernandez: exceeded expectations during probationary period; \$23;

Stephanie Schott: growing caseload of GRIT participants and responsibility, \$21.50;

Janell Comstock: exceeding in new role and willing/capable to take on all program responsibilities, \$30.

**MOTION 13-24 for Promotion and compensation approval motioned by Allen Fraley: Second by Mick Schumacher; Passed**

ITEMS FOR NEXT MEETING: January - Joint WDB/COG for area planning followed by Recognition of Participants

FUTURE MEETING DATES: Monday, 11/4/24 at noon at Lori's Restaurant. Joint WDB/COG meeting in January TBD.

ADJOURNMENT:

**COG Motion 14-24 to adjourn. • Motion by: James Booth; Second by: Bill Bolon. Motion passed.**

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

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

11/4/24