

**MAY 2, 2022 – 9:00 AM**

**IN-PERSON/VIRTUAL MEETING OPTIONS**

**OHIO VALLEY EMPLOYMENT RESOURCE**

**WORKFORCE DEVELOPMENT BOARD MEETING**

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

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

**Access code: 265562#**

**Join the online meeting: <https://join.freeconferencecall.com/rsafko4>**

**MINUTES**

**WDB Attendance:**

Ann Block, Monroe County  
Jeff White, Monroe County  
Jeff Smith, Monroe County  
Daryl Jones, Morgan County  
Laurene Huffman, Morgan County  
Michele Blackburn, Morgan County (virtual)  
Herman Gray, Jr. Noble County

Allen Fraley, Jr., Noble County  
Chasity Schmelzenbach, Noble County  
Jennifer White, Washington County  
Travis Stewart, Area Wide  
Jesse Roush, Area Wide (virtual)  
Tony Huffman, Area Wide (virtual)  
Stephen Carson, Area Wide

**Others in Attendance:**

Rebecca Safko, Executive Director, OVER  
Michelle Hooper, Grants Manager, OVER  
Janell Comstock, Grant Coordinator, OVER  
Stephanie Schott, Program Liaison, OVER  
Amanda Sutphin, Washington CDJFS  
Kimberly Foreman, Morgan CDJFS

Lisa Button, Office of Workforce Development (virtual)  
Kate Lindsey, Office of Workforce Development  
Josh Hilliard, OOD  
Felicia Pittman, Monroe CDJFS (virtual)  
Misty Wells, Noble CDJFS (virtual)  
Heidi Comstock, WCCC (virtual)

**THE PLEDGE OF ALLEGIANCE TO THE FLAG** led by Board Chair, Herman Gray, Jr.

**DRAFT MEETING MINUTES** – May 2, 2022, Draft minutes were presented and reviewed. **WDB Motion 24-21 to accept the May 2, 2022, minutes. Motion by: Jeff White; Second by: Jeff Smith. Roll call vote-all AYE. Motion passed.**

**ELECTION OF OFFICERS**

Bylaws require annual election of officers, 7/1/22-6/30/23. Nominations from the floor were received. **WDB Motion 25-21 to accept nominations of Herman Gray, Jr. as Chair and Ann Block as Vice Chari. Motion by: Allen Fraley; Second by: Stephen Carson. Roll call vote-all AYE. Motion passed.**

**WORKFORCE DEVELOPMENT BOARD MEMBERS TERMS EXPIRING 6/30/2022**

- Monroe-Ann Block
- Morgan-no terms expiring 6/30/22
- Noble-Chasity Schmelzenbach / Vacancy (Allen Fraley resigned)
- Washington-one vacancy (Sherri Becker resigned, as she is retiring)
- Area Wide-Pamela Lankford / Stephen Carson / Travis Stewart / Tony Huffman
- Area Wide-Troy Ferrell resigned, as he is retiring
- Re-appointments are for a two-year term; 7/1/2022-6/30/2024

They will be presented today at the COG meeting for re-appointment.

**WIOA AREA #15 ACTIVITIES**

- Introduction of new employees: Stephanie Schott, Janell Comstock, and Katelyn Rhodes (intern)
- Expenditures as of 3/31/21 were presented and discussed. Unspent funding will be returned at the end of

program year.

- Reallocate 50K youth carryover to both Noble and Morgan from Washington County, reallocate 50K DW carryover from Monroe to Morgan and allocate 6,859.80 of remaining RESEA to Washington County. **WDB Motion 26-21 to accept reallocation of funding presented. Motion by: Jeff Smith; Second by: Chasity Schmelzenbach. Roll call vote-all AYE. Motion passed.** (Jesse Roush left meeting prior to this motion.)
- WIOA PY21 Q2 Unadjusted Performance Report was presented and discussed.
- One-Stop counts January-March 2022, prepared by OVER, was presented and discussed. Traffic has increased, up 34%. Referrals are low. Noble's kiosk which counts the visits/services has not been working. Rebecca discussed the switch to the new State's ARIES system and coding.
- One-Stop Report January-March 2022 was provided by Amanda Sutphin. She has requested a one-page summary from each partner of their services be emailed to her. Manual is being updated.
- Partner & Resource Room Updates were shared in addition to the following: OMJ Jobseeker Success Stories, 3/18 Career Connect Survey results; Donations received \$2,500, 3/15-16 Noble Employer Outreach, 4/25 Belpre Expo Summary from Amanda Sutphin
  - Business Expo and Job Fair, 5/13/22 from 10am-7pm at The Generation Complex, 47115 Black Walnut Parkway, Woodsfield, OH (Co-sponsored by Monroe's County Commission, Port Authority and Job and Family Services)

#### **WORKFORCE DEVELOPMENT BOARD ROLES AND RESPONSIBILITIES**

- Annual switch of EEO/Complaint Officers effective 7/1/2022-6/30/23  
Morgan County-Ginger Bowen, EEO Officer Monroe County- Michelle Speelman, Alternate EEO Officer  
Noble County-Tracy Saling, Hearing Officer Washington County-Dawn Freeland, Alternate Hearing Officer
- Outreach Effort Committee-Jesse Roush update, IWT checklist provided, interest in testimonials. Discussed coordinating through emails and reporting out at next meeting.
- Phase III One-Stop Certification due 6/30/2022. Relocation to Third Street postponed. Committee: Ann Block, Daryl Jones, Chasity Schmelzenbach, Heidi Comstock. Committee will meet, date TBD, for certification process. Committee asked to stay after the meeting to determine a date.
- Building a Future-Ready Workforce Grant updates were given including JASON Learning Implementation Status Report and Conference to be held August 8-10, 2022, at Noble Local School District, Sarahsville, OH
  - Career pathways were discussed and passed around.
- Policies
  - Individual Training Agreement (ITA)- increase limit to \$8,000 annually, 2-years for in-demand jobs and for 4-years for critical jobs **WDB Motion 27-21 to accept policy change to increase ITA annual limit to \$8K, 2-yrs for in-demand jobs and 4-yrs for critical jobs. Motion by: Chasity Schmelzenbach; Second by: Ann Block. Roll call vote-all AYE. Motion passed.**
  - All four counties were polled, and they recommended increasing the area Supportive Service mileage rate by county, up to current county/CDJFS mileage rate or federal mileage rate, whichever is less. **WDB Motion 28-21 to increase are Supportive Service mileage rate by county, up to federal mileage rate unless county chooses to utilize current county/CDJFS mileage rate, whichever is less. Motion by: Chasity Schmelzenbach; Second by: Ann Block. Roll call vote-all AYE. Motion passed.**
  - Per State Guidance, to remove youth incentive of obtaining a driver's license related to work exp/completion of training from our current policy. **WDB Motion 29-21 to amend current youth incentive policy as per State Guidance and remove obtaining a driver's license related to work exp/completion of training from our current policy. Motion by: Chasity Schmelzenbach. Second by: Allen Fraley. Roll call vote-all AYE. Motion passed.**
- Personnel Committee items to be discussed at COG: 90-day review, Health Insurance Proposal and OVER's mileage rate
- Incumbent Worker
  - Project guidelines were tabled last meeting
    - If less than the number of trainees in the contract are trained, there will be a reduction in the reimbursement based on the cost per trainee not trained. (Total cost divided by the total number to be trained=cost per trainee.)



- Invoice, credentials, and proof of employer's total cost of training are to be received 10 days after completion of the training. If not within 30 days, agreement will be void.

**WDB Motion 30-21 to continue to table this discussion until the Outreach Committee meets to discuss. Motion by: Chasity Schmelzenbach; Second by: Stephen Carson. Roll call vote-all AYE. Motion passed.** (Tony Huffman stepped away-did not vote.)

- Projects for approval below- **WDB Motion 31-21 to accept projects listed below totaling \$24,267.53. Motion by Ann Block; Second by: Jeff Smith. Daryl Jones abstained. Roll call vote-all AYE. Motion passed.** (Tony Huffman stepped away-did not vote)

WIOA Agency	Company	Training	Credential	# to be trained	Cost	WIOA Share of Cost	Training Dates
*Washington CDJFS	Thermo Fisher Scientific	SAP utilization for industrial Production workforce related to critical floor process data and variant configuration	eLogics Group	4	\$19,800.00	\$9,900.00	2/14/2022-6/30/2022
*Washington CDJFS	Thermo Fisher Scientific	Welding	Mid-Ohio Valley Technical Institute	3	\$2,175.00	\$1,087.50	3/7/22-5/16/22
*Monroe CDJFS	American Heavy Plate	ISO 9001 Internal Auditor Training	SGS North America Inc.	9	\$6,500.00	\$3,250.00	4/5/22-4/6/22
*Washington CDJFS	Marietta Electrical JATC	Test & Selection Training	Electrical Training alliance	2	\$2,153.00	\$1,937.70	4/26-28/22
*Washington CDJFS	Solvay Specialty Polymers	Electrical Safety-Related Work Practices and OSHA Subpart S	ES Squared	20	\$11,696.00	\$5,848.00	4/27-5/22/22
*Monroe CDJFS	American Heavy Plate	Ultrasonic Testing – training to become a Level 1 Ultrasonic Test Inspector	Mistras Group, Inc.	2	\$4,488.66	\$2,244.33	5/2/22-5/6/22

- Business Resource Funding - \$87K, end date 6/30/2023 including renewal of billboards was discussed.
- New Fresh Start opioid grant with Buckeye Hills 3/1/22-3/31/24. Total grant \$70K. Tentative meeting with Opioid Committee May 11<sup>th</sup>, 11-12pm. (Chasity and Laurene can attend. Stephen cannot attend. Contact Sherri about availability.)
- Monitoring Chart -Area 15 Subrecipient Monitoring 7/1/2021-6/30/2022 was presented:

	Risk	Audit	Sub	Date of Review	30 days Report Date	30 days Corrective Action	10 days date of acceptance of Corr. Act.
Buckeye Hills Jason Learning		FYE 6/30/21 no WIOA findings; low risk	7/1/2021	04/20/22	in process		
Monroe	3/23/2022	2020-4 finding not WIOA	7/1/2021	4/25, 5/3, 5/5			
Morgan	3/23/2022	2018 last yr, eml no 2019	7/1/2021	4/12, 19	in process		
Noble WCDJFS	3/24/2022	2020 no find	7/1/2021	sch 5/16-17, 24			
	3/24/2022	2020 low risk	7/1/2021	sch 6/27-30			

- Area Program Monitoring PY20 was shared.
- OVER's June 30, 2021, Audit completed with no findings was shared. Incorrect handout provided.
- Subgrant of the WIOA adult and DW programs and youth case management and four elements that do not require procurement: occupational skill training, supportive services, follow-up and labor market and

employment information for 7/1/22-6/30/23. **WDB Motion 32-21 to extend county WIOA subgrants based on successful performance. Motion by: Chasity Schmelzenbach. Second by: Jennifer White. Roll call vote-all AYE. Motion passed.**

- Youth Elements for PY 2022 approval
    - Contracts to be renewed/new contracts
      - Vendor name: GMN Tri-County CAC
      - Providing: CCMEP Youth & CCMEP TANF Services with all 14 elements
      - Contract period: October 1, 2022, to September 30, 2023
      - Amount: \$150,000
      - Funding breakout: \$115,000 CCMEP TANF/\$35,000 WIOA Youth Funds
    - RFP for County identified need youth elements for PY 2022
- WDB Motion 33-21 to approved Youth Element contract as listed for GMN-Tri County CAC and to RFP for Noble County miniature golf educational program. Motion by: Ann Block; Second by: Chasity Schmelzenbach. Roll call vote-all AYE. Motion passed. (Jeff Smith was out of the room during vote.)**
- Motion to allocate 22-23 formula grants based on State calculation handout. **WDB Motion 34-21 to allocate 22-23 formula grants based on State calculation as present in chart provided. Motion by: Chasity Schmelzenbach; Second by: Jeff White. Roll call vote-all AYE. Motion passed. (Herman Gray Jr. out of the room during vote.)**
  - Presentation on virtual career exploration and training, using VR technology. **WDB Motion 35-21 to set aside \$300,000 of carryover to explore and lease as many units as needed to support all four counties, trade shows, job fairs and JASON Learning project. Motion by: Chasity Schmelzenbach; Second by: Ann Block. Roll call vote-all AYE. Motion passed.**
  - MOU for PY2022 **WDB Motion 36-21 to approve with the amendment from the State. Motion by: Chasity Schmelzenbach; Second by: Daryl Jones. Roll call vote-all AYE. Motion passed. (Michele Blackburn left virtually prior to vote.)**
  - Extension of the One-Stop Operator Consortium led by WCDJFS **WDB Motion 37-21 to approve extension of One-Stop Operator Consortium MOU for an additional 1-year. Motion by: Chasity Schmelzenbach; Second by: Allen Fraley. Roll call vote-all AYE. Motion passed.**
  - Reemployment Services and Eligibility Assessments (RESEA) - areawide position **WDB Motion 38-21 to coordinate with all four counties and hire a full-time person for RESEA to go to each county on a rotating basis and service State identified clients. Motion by: Chasity Schmelzenbach; Second by: Stephen Carson. Roll call vote-all AYE. Motion passed.**
  - WDB Certification approved 3/4/22, which may remain in effect for up to two years.

**ITEMS FOR NEXT MEETING**

**FUTURE MEETING DATES:**

Mondays, 8/1/2022 and 11/7/2022 at 9:00 am at Lori's Restaurant.

**ADJOURNMENT: WDB Motion to adjourn. Motion by: Chasity Schmelzenbach; Second by Stephen Carson. Roll call vote-all AYE. Motion passed.**

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

WDB Chair or Vice Chair

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

Ann Block  
Aug 1, 2022