

VIRTUAL MEETING AUGUST 3, 2020 – 9:00 AM
OHIO VALLEY EMPLOYMENT RESOURCE
WORKFORCE DEVELOPMENT BOARD MEETING

Dial-in number (US): (515) 606-5187

Access code: 265562#

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

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MINUTES

Welcome to the 2nd virtual meeting-Please announce yourself when voting

WDB Attendance:

Jeff Smith, Monroe County
Jeff White, Monroe County
Daryl Jones, Morgan County
Michele Blackburn, Morgan County
Laurene Huffman, Morgan County
Allen Fraley, Jr., Noble County
Chasity Schmelzenbach, Noble County
Herman Gray, Jr., Noble County

Nathan Lord, Washington County
Sherri Becker, Washington County
Stephen Carson, Area Wide
Jesse Roush, Area Wide
Troy Ferrell, Area Wide
Travis Stewart, Area Wide
Tony Huffman, Area Wide
Pamela Lankford, Area Wide

Others in Attendance:

Rebecca Safko, Executive Director, OVER
Felicia Pittman, Monroe CDJFS
Kimberly Foreman, Morgan CDJFS
Misty Wells, Noble CDJFS

Zach Pickens, Buckeye Hills Regional Council
Flite Freimann, Washington CDJFS
Amanda Sutphin, Washington CDJFS

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

Roll call of all WDB members. See above member attendance.

DRAFT MEETING MINUTES – were presented for all to review. **WDB Motion 1-20 to accept the May 4, 2020 minutes. Motion by: Stephen Carson; Second by: Michele Blackburn. Motion passed.**

ELECTION OF OFFICERS

Bylaws require annual election of officers, 7/1/20-6/30/21; Nomination from the floor was to re-elect Herman as chair and Ann as vice chair. **WDB Motion 2-20 for Herman Gray, Jr as chair and Ann Block as vice chair. Motion by: Sherri Becker; Second by: Tony Huffman. Motion passed.**

COVID-19

State Employment Representative for our area reassigned to UC, potentially through 2020
Mailing postcards weekly to the list of individuals entering unemployment since OMJ reopenings, adding label requesting by-appointment. Looking at scheduling option through website.

WIOA AREA #15 ACTIVITIES

*Expenditures as of 6/30/20 were presented and discussed. State has requested waiver from DOL to allow local areas to retain unspent carryover.

*New allocations were presented and discussed. No change, motion stays as last meeting.

Annual switch of EEO/Complaint Officer

Monroe County: Michelle Speelman, EEO Officer Morgan County: Ginger Bowen, Alternate
Noble County: Tracy Saling, Hearing Officer Washington County: Dawn Freeland, Alternate

Update Policy Letter No. 4-15 (Complaint Procedures) update policy to link to Related form page where they are listed. Provide email info on Related form for these 4.

WDB Motion 3-20 to change Complaint Procedure policy 4-15 to reference the current EEO and Hearing Officers in the Related Party form with email contact information. Motion: Tony Huffman; second Sherri Becker; motion passed.

- One-Stop counts April - June 2020, prepared by OVER were presented and discussed.
- COVID NDWG funding - \$266,802, till 6/30/22 was discussed w/the board and noted as an additional resource to aid in recovery.
- Business Team & Outreach Expansion - \$177,320 till 6/30/21

Contract position, 10-month Business Outreach Specialist was presented.

WDB Motion 4-20 to accept the \$266,802 COVID and \$177,320 Outreach funding and advertise the contract position as presented. Motion: Allen Fraley, Jr.; second: Jeff Smith; motion passed.

- Unadjusted WIOA Performance Report PY2019 Quarter 3 was presented and discussed. Good progress on all measures except youth credentialing; which we expect to fail for the year but are doing better in.
- Apprenticeship assistance discussion
See chart>>

Supportive Service:all; career service		
Choices:	WIOA participant	Incumbent worker
		no cap-Emp'r share based on size= 10% up to 50; 50-99 25%; 100+ 50%;
Training	\$12K/2yr	WDB app'd
OJT	\$8K/13 wk 50%	No

Discussion on the differences in paying for a trainee as a participant and as an incumbent worker were discussed. Per TEGE No. 13-16, for registered apprentice programs, the WDB can fund in either method. Due to the poor economic recovery, the WDB felt it appropriate to use incumbent worker to fund these registered apprenticeships that were previously unfunded but to enroll future apprentices whenever eligible and suitable. The discussion included the possibility of funding preapprenticeships and non-registered apprenticeships in a similar manner. This pre and non will be researched and reported on next WDB meeting.

WDB Motion 5-20 to accept the Plumber & Pipefitter request of \$34,934.83, 75% of twelve classes. Motion: Allen Fraley, Jr.; second: Tony Huffman; motion passed. Abstaining were: Jeff Smith, Jeff White, Troy Ferrell and Daryl Jones.

Electricians-working w/WCDJFS on funding options.

WORKFORCE DEVELOPMENT BOARD ROLES AND RESPONSIBILITIES

- Partner Updates -Each OMJ presented-highlights included Noble county using Presenter Media for outreach commercials on social media and they reported success with their summer learning project w/Building Bridges to Careers; Washington county looking at Future Plans assessment tool and the possibility of doing local community projects to teach building skills and team work.

Washington county OMJ was nominated by the veteran's representative, Jared Smith, for the great work they are doing with making the OMJ welcoming to veterans and the services they offer.

- WDB Personnel Committee/Overhaul of Personnel Handbook – OVER is a staff of 1.5 FTE and the personnel handbook has been patchworked since before Rebecca was hired in 1997. Changes in legislation and regulations are included whenever OVER is made aware but due to limited hours and lack of human resources department or legal counsel, the changes are limited and not reviewed. OVER also has not had a system for personnel reviews. In contracting with Buckeye Hills for the Opioid staffing, the BH handbook is robust and BH has both HR and legal counsel for input. As both OVER and BH are COGs, the BH handbook was used to model the OVER handbook; however OVER will continue to keep the 8 hour work week (w/ ½ paid lunch for full day) and the meal and mileage rates previously set for OVER by the COG. All other policies, procedures, legislation, and requirements were updated to correspond with BH's. This Revised

Employee Handbook was presented and reviewed. WDB members: Allen Fraley, Jr., Sherri Becker and Laurene Huffman volunteered to be on the WDB Personnel Committee. With the first meeting being to review resumes for the business contract position and develop the tool used for the employee evaluation process.

WDB Motion 6-20 to accept the revised handbook as presented and appoint the volunteers: Allen Fraley, Jr., Sherri Becker and Laurene Huffman to the committee.

Motion: Jeff White; second: Jesse Roush; motion passed.

- State WIOA fiscal/disaster/CCMEP TANF monitoring completed and reports presented.
- Local Monitoring – update to the Board; started but due to a non-OMJ, but close to agency COVID case, were asked to delay further visits.
- Opioid Committee Update – Opioid website page finalizing, this is the logo>
- One-stop Operator RFP Update –State approved single response to RFP. Contract is out for signature.
- RFP for social media outreach per last WDB meeting. Design/initial operation/training/coaching on posts-12 months. Platforms: Twitter, Linked In, Instagram (Already using Facebook)
Responses received: 4 interested; 3 responded; 2 responsive to needs.



	Response A	Response B	Response C
Experience	Belmont OMJ website	WIOA16 webpage + facebook vendor	3 convention & visitor bureaus
Implementation	not identified	2-4 wk(unlmt'd revisions)	8/10 start no go live id'd
Training	not identified	Up to 2 hours training per month * 4 counties (4-8 hours)	Team call every other week. Private FB group to share
Posts	2-3/wk	2-5 per co/wk	weekly
Custom Post	not identified	24-72 hrs	24 hr
Cost per co.	500/mo	750/mo	625/mo

*Both B & C inc'd FB optimization w/costs

Discussion: The above chart was reviewed, and it was clarified that 8/10 was a date and not 8 to 10 weeks, however it was noted that no tentative completion date was presented. WDB liked that B had prior workforce outreach experience. When asked, 16 was satisfied with B's products and response time. Overall, the group commented while B was more expensive, the benefit from understanding WIOA, OMJ and the lingo was a big plus and we would not be spending our time training them on it. They further liked the more concrete dates on the deliverable due to the current COVID situation and the need to outreach to both help the economy and utilize our funding for service delivery. **WDB Motion 7-20 to choose response B and contract throughout the remainder of this program year. Motion: Nathan Lord; second: Troy Ferrell; motion passed. Response B was Mobilize 360, Jake Young, CEO.**

ITEMS FOR NEXT MEETING

Apprentice especially pre apprentice and nonregistered programs was requested.

FUTURE MEETING DATES: Monday, 11/2/20 at 9:00 am tentatively at Lori's Restaurant. Chasity offered that her office has remote technology if we wanted to do a blended approach for this meeting. We will assess options as time approaches.

ADJOURNMENT: WDB Motion 8-20 to adjourn. Motion: Tony Huffman; second: Stephen Carson; motion passed.

Approved By: Herman Gray Jr
WDB Chair or Vice Chair

Date: 11/2/2020