



OHIO VALLEY EMPLOYMENT RESOURCE
WORKFORCE DEVELOPMENT BOARD
MAY 1, 2023 – 9:00 AM
LORI'S RESTAURANT, CALDWELL, OHIO

HERMAN GRAY, JR., WDB CHAIR
ANN BLOCK, WDB VICE-CHAIR
REBECCA SAFKO, EXECUTIVE DIRECTOR

MINUTES

WDB Attendance:

Ann Block, Monroe County
Jeff White, Monroe County
Laurene Huffman, Morgan County
Herman Gray, Jr., Noble County
Jennifer White, Washington County

Pamela Lankford, Area Wide
Tony Huffman, Area Wide
Jesse Roush, Area Wide
Travis Stewart, Area Wide
Stephen Carson, Area Wide

Others in Attendance:

Rebecca Safko, Executive Director, OVER
Michelle Hooper, Grants Manager, OVER
Janell Comstock, Grant Coordinator, OVER
Felicia Pittman, Monroe CDJFS
Kimberly Foreman, Morgan CDJFS
Misty Wells, Noble CDJFS
Evan Schaad, WCCC

Lori Byrne, Transfr VR
Kristin Rosenburg, Transfr VR
Denise Keyes, Buckeye Hills Regional Council
Wendy Elliot, OH Southeastern Medical Center/United Ambulance
Samuel Davidson, ODJFS-OWD
Tad Secrest, Career Navigator, Caldwell High School
Greg Gifford, Superintendent, Caldwell Exempted Village School District

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

IN DEMAND EVENT BEING HELD TODAY 10am-3pm at the Noble County Community Building behind McDonald's

INTRODUCTIONS

- Wendy Elliott, OH Southeastern Medical Center
- Transfr VR – Lori Byrne, State Workforce Manager, and Kristin Rosenburg, Customer Success Manager

DRAFT MEETING MINUTES – February 6, 2023, draft minutes were presented and reviewed. **WDB Motion 18-22 to accept the February 6, 2023, minutes. Motion by: Jeff White; Second by: Stephen Carson. Motion passed.**

ELECTION OF OFFICERS Bylaws require annual election of officers, 7/1/23-6/30/24. Nominations from the floor: Pamela Lankford nominated Ann Block for WDB Chair; Tony Huffman nominated Pamela Lankford for WDB Vice Chair. **WDB Motion 19-22 to close the nominations. Motion by: Tony Huffman; Second by: Jeff White. Motion passed.**

WORKFORCE DEVELOPMENT BOARD MEMBERS TERMS EXPIRING 6/30/2023

Monroe-Jeff White, Morgan-Laurene Huffman, Washington-Jennifer White and Nathan Lord, and Area Wide-Jeff Smith will be presented today at the COG meeting for re-appointment. Re-appointments are for a two-year term; 7/1/2023-6/30/2025.

- Noble-Herman Gray, Jr.- there was confusion on what he was resigning from during the meeting which was clarified after meeting as being Chair and he will be reappointed as member.
- Morgan-Michele Blackburn will not be re-appointed.
- Jesse Roush elected to resign from the board – Thank you for your commitment and contributions to Area 15.

WIOA AREA #15 ACTIVITIES

- Area 15 Expenditures as of 3/31/22 were presented and discussed. Expenditures have picked up. Adult and youth carryovers should be fully spent.
- Transfer of Funds (Handout #3) **WDB Motion 20-22 to accept transfer of funds as proposed. Motion by: Jeff White; Second by: Ann Block. Motion passed.**
- OVER Expenditures as of 3/31/23 presented and discussed.
- Audit – 7/1/21-6/30/22 completed; Low risk with no findings and available at <https://ohioauditor.gov/auditsearch/results.aspx>.

- **Cost Allocation Plan:**
Revision to 7/1/21-6/30/23 – 2 years Department of Labor is the cognizant entity. During DOL’s review of the cost allocation plan in January 2023; DOL cost negotiator requested that all employee hours be included in the overall (Z) cost pool. As the cost allocation plan was originally written and approved, the Z pool would just include Michelle H and Rebecca since they “touched” all grants and a separate pool created for Janell/Stephanie. DOL stated that this adjustment could be made based on 12-month program year, all staff hours for program year 21-22; and then six months cumulative for July- December 2022= 1/2 this program year, all staff hours for those prior 6 months, then monthly for the remainder of this program year. The second (Y) pool would continue to be used through 6/30/23.
Cost Allocation Plan 7/1/23-forward will still include all staff hours in the Z pool and the Y pool will cease to be used – the DOL cost negotiator stated that the increased work was not worth the benefit.
WDB Motion 21-22 to accept the cost allocation plan changes as proposed by DOL for the period 7/1/21-6/30/23 and removing the Y pool completely going forward. Motion by: Jesse Roush; Second by: Tony Huffman. Motion passed.
- The state is currently doing 2-year program monitoring – no report received at this time.
- Personnel Committee
- WIOA PY22 Q2 Unadjusted Performance Report was presented and discussed. The front of the handout shows the area, and the back side breaks it down by county. There was an additional revision of this report received from the state and Michelle Hooper will send it out via email after the meeting.
- One-Stop Activities Report January-March 2023 were presented and discussed.
- One-Stop Operator Report January-March 2023 was presented and discussed.
- Partner & Resource Room Updates were shared.
- Transfr VR (virtual reality) Lori Byrne, State Workforce Manager, and Kristin Rosenburg, Customer Success Manager presented on usage to date and projected improvements.

WORKFORCE DEVELOPMENT BOARD ROLES AND RESPONSIBILITIES

- Regional Plan-we notified everyone that it was out for comment and received no comments. Plan can be located at [Workforce Region | over \(omj15.com\)](#) or [547aed_96d14fa1b5044a7684f17188623273dd.pdf \(omj15.com\)](#)
WDB Motion 22-22 for approval of plan. Motion by: Tony Huffman; Second by: Jeff White. Motion passed.
- Annual switch of EEO/Complaint Officers effective 7/1/2023-6/30/24
Morgan County- Michelle Speelman, EEO Officer Monroe County- Ginger Bowen, Alternate EEO Officer
Noble County- Dawn Freeland, Hearing Officer Washington County- Tracy Saling, Alternate Hearing Officer
- State Subgrant Agreement 7/1/23-6/30/25 and Data Share Agreement 10/1/23-9/30/25
WDB Motion 23-22 to move forward and sign the two-year State Subgrant and Data Share Agreements when received after reviewed by Executive Director. Motion by: Ann Block; Second by: Stephen Carson. Motion passed.
- Extension of the One-Stop Operator Consortium led by WCDJFS **WDB Motion 24-22 to extend the One-Stop Operator Consortium led by WCDJFS. Motion by: Jeff White; Second by: Ann Block. Motion passed.**
- MOU approval **WDB Motion 25-22 to submit the MOU once partners come to a consensus. Motion by: Tony Huffman; Second by: Jeff White. Motion passed.**
 - Recertification dates proposed for Morgan-OMJ’s new location; Tuesday, May 9th, 16th or 23rd (additional options: Monday, May 8th, or 15th)
 - Washington-OMJ will also need to recertify once moved to Third Street location.
- Fresh Start Opioid Grant with Buckeye Hills Regional Council will be ending at the end of the month.
- Monitoring Review

Subrecipient	Monitoring Date(s)	Completion Date	Report Due (30 days after)	Letter Dated	30 days Corrective Action	10 days date of acceptance of Corr. Act.
Buckeye Hills RC	2/16/2023	3/7/2023	3/16/2023	3/16/2023		
Noble	2/21, 2/23, 3/2, 3/23, 3/28	3/28/23	4/28/2023			

Monroe	3/27, 4/3, 4/10, 5/9	in process				
Washington	not scheduled					
Morgan	not scheduled					

- Subgrant of the WIOA adult and DW programs and youth case management and 4 elements that do not require procurement: occupational skill training, supportive services, follow-up and labor market and employment information for 7/1/23-6/30/24. **WDB Motion 26-22 to extend based on successful performance. Motion by: Pamela Lankford; Second by: Jesse Roush. Motion passed.**
- Youth Elements for PY 2023 approval
 - Contracts to be renewed/new contracts presented on handout #9.
 - RFP for County identified need of youth elements for PY 2023 presented on handout #9
 - Standing RFP for youth elements
WDB Motion 27-22 to approve contracts to be renewed and new contracts, as well as RFP for county identified need of youth elements for PY 2023 as presented on handout #9, and approval of a standing RFP for youth elements. Motion by: Jeff White; Second by: Jennifer White. Abstaining: Pamela Lankford and Tony Huffman. Motion passed.
- Miniature Golf Construction RFP, deadline May 15th **WDB Motion 28-22 to issue the miniature golf construction RFP. Motion by Jesse Roush; Second by: Stephen Carson. Motion passed.**
- Career Navigator Pilot for Washington County DJFS to be subcontracted by them with OVESC.
- Business Outreach Committee- update
 - BRN request **WDB Motion 29-22 to submit for BRN funding for June 2023 through June 2024 to include a full time Business Rep., social media intern, outreach events and supervision/allocated costs to support the activities. Motion by: Jesse Roush; Second by: Stephen Carson. Motion passed.**
 - IWTs – schools can be considered for training/not considered government; government entities can be considered, except for us.
- Incumbent Worker Trainings (IWTs)
 - Outstanding/In-progress contracts shown on handout #10.
 - How to prioritize? The Business Outreach Committee will be making a recommendation.
 - Projects for approval below **WDB Motion 30-22 to accept the project listed below totaling \$5,338.50, as well as a newly one submitted by Caldwell Exempted Village School District for one to receive certification in College Credit Plus Math for \$886.34. Motion by: Stephen Carson; Second by: Ann Block. Abstaining: Tony Huffman and Jeff White. Motion passed.**

WIOA Agency	Company	Training	Credential	# to be trained	Cost	WIOA Share of Cost
Washington CDJFS	Thermo Fisher Scientific	CDL Truck Driver	WCCC	2	10,677.00	\$5,338.50

- Policy updates (Handout #11)
 - Youth Incentives
 - Youth Eligibility regarding disability and self-attestation
WDB Motion 31-22 to approve youth Incentives and Youth eligibility changes regarding disability and self-attestation as presented in handout #11. Motion by: Tony Huffman; Second by: Stephen Carson. Motion passed.
 - Incumbent Worker Trainings-state clarification that schools are not considered government; therefore, IWTs can be done with schools. Consider priority of listing increase in income eligibility.
- ARC Planning Grant **WDB Motion 32-22 to approve IT planning with JASON Learning providing match. Motion by: Ann Block; Second by: Jeff White. Motion passed.**
- VR Headsets **WDB Motion 33-22 to continue VR headsets pending evaluation of funding sources. Motion by: Tony Huffman; Second by: Stephen Carson. Motion passed.**
- New Program Committees (1) Social Media, (2) Senior Survey, (3) Website, and (4) Success Stories/Testimonials
- Anyone listed below as a committee member wanting to change rolls? No comments.
- Building a Future-Ready Workforce Grant
 - JASON Learning Implementation Status Report for March (emailed only)

➤ Conference this year to be held at WCCC, August 8-9, 2023.

5/23/23-Ann Block, Herman Gray, Jr., and Rebecca Safko will be going to the State House

ITEMS FOR NEXT MEETING Nothing mentioned at this time.

FUTURE MEETING DATES:

Mondays, 8/7/23 and 11/6/23 at 9:00 am at Lori's Restaurant. (capacity: 50 max)

ADJOURNMENT: WDB Motion 34-22 to adjourn. Motion by: Tony Huffman; Second by: Stephen Carson. Motion passed.

Committees

Executive

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

Personnel

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

Business Outreach

Jesse Roush
Ann Block
Neil Polk
Linn Yost
Gwynn Stewart
Felicia Pittman
Kim Foreman
Misty Wells
Amanda Sutphin

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: _____

8/2/23