

Workforce Innovation & Opportunity Area 15

Board Member

Orientation Manual

www.OMJ15.com



Vision Statement

Our vision is:

"To successfully meet the needs of employers and job seekers by stimulating employment opportunities and economic growth in the area."

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Ohio Valley Employment Resource

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Marietta, OH 45750
www.OMJ15.com



Board Member Orientation Package

Welcome and Thank you!

By accepting board membership, you will be instrumental in improving our workforce through identification of needs and targeted solutions to those needs. Remember that all input is valuable and through collaboration may lead to even more comprehensive solutions. The employees at Ohio Valley Employment Resource work for you so please reach out to us whenever you have a question or concern:

Rebecca Safko, Executive Director: Rebecca@omj15.com 740-632-4671

Michelle Hooper, Grants Assistant: Michelle@omj15.com 740-275-8813

We hope your tenure as a board member is long and meaningful and we are here to assist you.

A handwritten signature in blue ink, appearing to read "Rebecca Safko".

What is the Workforce Development Board (WDB)?

The purpose of the Workforce Development Board:

The Workforce Development Board (WDB) is a membership consortium made up of business representatives, labor, educators, community leaders, and elected officials appointed by the Chief Local Elected Officials (Referred to as CLEOs in federal legislation, County Commissioners in our local set-up). Our area is one of 20 WDBs in Ohio and covers Monroe, Morgan, Noble and Washington Counties. These four (4) counties are referred to as Workforce Development Area 15 (WDA15). You may see it referred to as WDB15 or WIOA15-regardless of the format, our number is 15. WDA15 is combined with

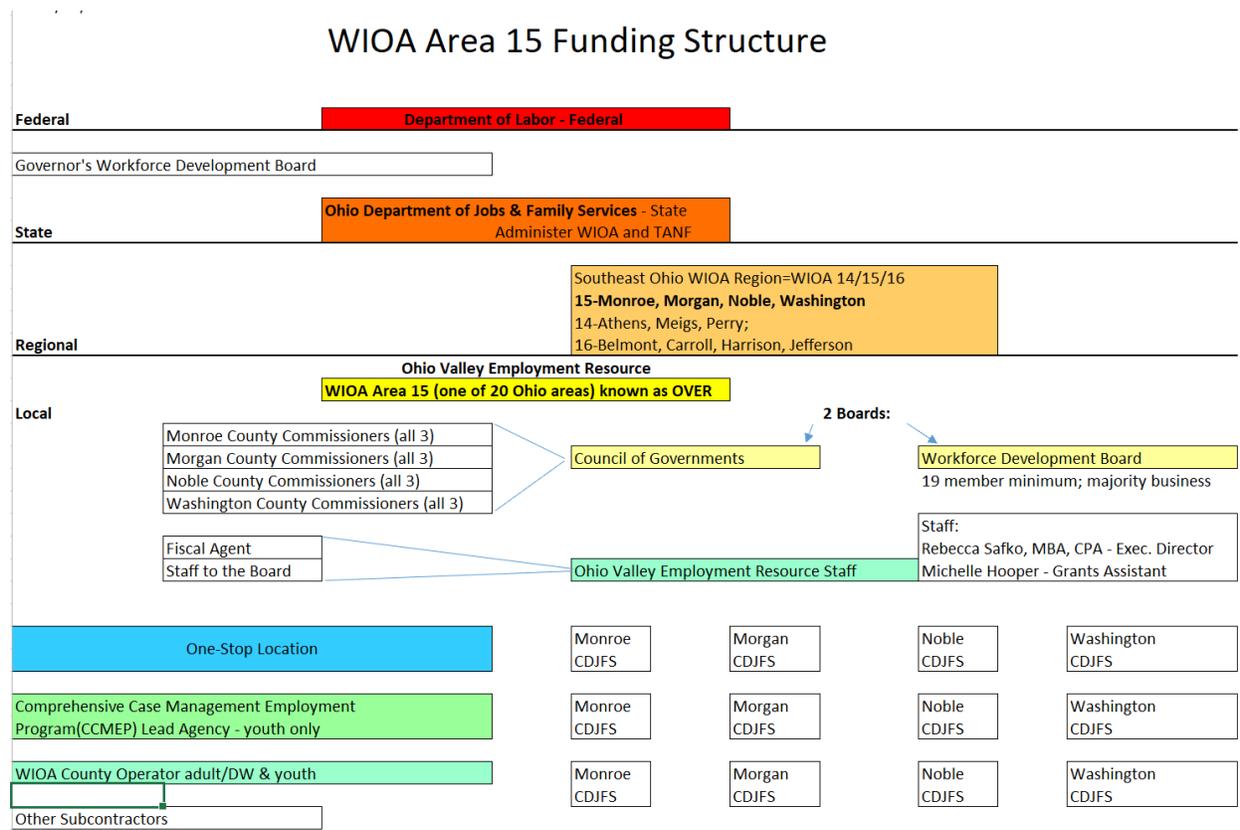
WDA14: Athens, Meigs Perry and WDA16: Belmont, Carroll, Harrison and Jefferson; for an eleven-county workforce region, the Southeast Ohio Region.



On behalf of the WDB and Commissioners, the area is coordinated and overseen by Ohio Valley Employment Resource (OVER). OVER consists of four employees: Rebecca Safko, Executive Director, who is a CPA and has worked in the organization for over twenty years. Michelle Hooper, Grants Assistant, who works on a part-time basis. Michelle is also a tenured employee with over twelve years' experience. (You will be receiving meeting notices and handouts from Michelle.) Janell Comstock, Grants Coordinator, who was a former board member-like you and has also been a workforce director in West Virginia. Stephanie Schott, Program Liaison, who works with the schools, partners and community to outreach about our services. All have worked other Ohio government organizations as well and bring a wealth of knowledge on the wide variety of government programs we interact with.

OVER is both the Fiscal Agent for the WIOA funding, reporting to the commissioners and "Staff to the WD Board," reporting to the Workforce Development Board. In many of the twenty areas these are separate entities but they are combined in WDA15. Because of reporting to two boards, the roles and responsibilities of each function are detailed in the local governance agreement. This combination of

fiscal agent and staff to the board streamlines work flow and communication at a cost savings to the area. The chart on the next page explains how WIOA flows from the Department of Labor to the locals.



All of the Authority prescribed to the WDB comes from the Workforce Innovation and Opportunity Act (WIOA) which was passed by Congress and signed by the President in 2016.

The full WIOA legislation can be found at: www.doleta.gov/wioa/

WIOA replaced the Workforce Investment Act (WIA) which was overseen by Workforce Investment Boards (WIBs). Prior to WIA, there was the Job and Training Partnership Act (JTPA) with Private Industry Councils (PICs) and Comprehensive Employment & Training Act (CETA). This highlights two important points: government values the input of business and government LOVES abbreviations! It is our goal to gather and utilize your input while minimizing the abbreviations we throw at you. If you get confused, please stop us as we want to meet your needs. (However, there is an abbreviation table at the end of this manual as well-LOL!)

The main duties of WDB15 are outlined in an agreement between the WDB and the chief local elected officials, our commissioners. In WDA15, we refer to the collective group of three commissioners from each of the four counties as the Council of Governments (COG).

Functions of the Area15 Board under WIOA:

1. Local and Regional Workforce Plan development and implementation. Our most recently approved WDB15 Workforce Plan can be found on our website at www.omj15.com. This plan is updated, and public comment solicited during the update period. In addition to the plan, this

website is a valuable tool for you as a board member because it contains the current board membership, minutes of past meetings, policies and other valuable workforce information.

Workforce Research and Regional Labor Market Analysis. Websites for workforce data include:

[Home \(ohiolmi.com\)](http://ohiolmi.com) (there is also an app for this)
[Unemployment Claims Dashboard | DataOhio](#)
[Ohio's Top Jobs](#)
[Ohio County Economic Profiles \(ohiolmi.com\)](#)



2. Employer engagement including sector strategies.
3. Career Path Development [Career Pathways | over \(omj15.com\)](#)
4. Proven and promising best practices
5. Technology
6. Program oversight
7. Negotiation of Local Performance Accountability Measures with the State of Ohio
[Program Performance - WIOA and CCMEP | Office of Workforce Development | Ohio Department of Job and Family Services](#)
8. Selection of One Stop (aka OhioMeansJobs) Center operators and other service providers
9. Coordination with educational providers
10. Budget and administration
11. Accessibility for special populations (examples include: individuals with disabilities & veterans)
12. Assurance of the delivery of the 14 Youth Service elements

WDB Formation and Composition:

The WDB membership composition is set both by federal legislation and local design. Federally, the WDB is required to be a majority of business membership with the Chairperson representing business. The business representatives are to be nominated by local business organizations and/or trade associations and are appointed by the COG. Legislation also requires 20% representation of labor/apprentice/organizations with experience serving employment/training needs of special populations (see WIOA sect 107 for complete details). Lastly, legislation requires representation of the one stop partners.

Locally, the area wants equality of representation of the four counties. To achieve this mix, there are representatives of specific counties and some areawide positions, whose coverage area represents multiple counties. In addition to this federal/local matrix, the COG strongly recommended keeping the

WDB membership as small as possible while meeting the requirements to ensure quorum requirements could be met. Appointments are for 2 years with staggered terms and are renewable.

This sometimes presents quite a challenge in finding the right individual willing to commit to the time and effort required while also meeting the required qualifications. We are excited you chose to commit your time and effort and want this to be a meaningful experience for you. Each individual brings value and variety of knowledge to the board, please actively participate and share your ideas for improvement!

Your fellow members of the COG are at: [Council of Government | over \(omj15.com\)](#)

Your fellow members of the WDB are at: [Workforce Development Board | over \(omj15.com\)](#)

WDB Operation:

The key documents you will need should all be on the above page within our website. The WDB operates under the WDB Bylaws. In addition to the bylaws, the local governance agreement explains the roles and responsibilities of each organization. Together, they are the governing documents of the WDB.

WDB Leadership consists of a Chair (required to represent business) and Vice Chair from differing counties, voted upon annually.

Meetings are normally scheduled in the morning with breakfast provided at Lori's Restaurant in Caldwell and can include a virtual attendance option. Caldwell is central to the four counties. Mileage is reimbursable with signed form. Tentative meeting dates are announced for the calendar year in advance, but both location and date are subject to WDB change. Frequently the COG meeting will be on the same date and location for lunch to foster communication between the two groups. If you want a change in time/venue, suggest it to the group.

The WDB meetings are public meetings, listed in the local newspapers as required by the Sunshine Law. Annually each member is required to review and sign the Conflict-of-Interest Policy. This policy provides basic guidance on what a conflict of interest is and what to do if you have one. Generally, the rule of thumb is: if you have a doubt, someone else might also and it is best to abstain. However, each county has a prosecuting attorney who could share more specific legal guidance as it may pertain to any situation.

WDB15 Committees

As per the WDB15 By-Laws, the board can establish standing committees and ad hoc committees as needed. We have the Executive Committee, who functions on behalf of the WDB for urgent matters, such as exceptions for youth eligibility, between regularly scheduled WDB meetings. Any actions taken are reported to the full board at the subsequent meeting. Usage is minimal. Additional committees may be formed for specific needs or as a standing committee at the WDB pleasure. Committees can contain non-WDB members but must be led by a WDB member. Current additional committees that exist: WDB Personnel committee; WDB Business committee, WDB One-stop committee; WDB RFP (request for proposal) committee, etc.

Chief Local Elected Officials (CLEO):

The CLEO in Workforce Development are the county commissioners. In WDA15, we refer to the collective group of three commissioners from each of the four counties, as the Council of Governments (COG). The COG is given final financial accountability in the State-area agreement that awards the WIOA title 1 funding. The primary roles of the COG include:

- Approval of budgets, funding, transfers, and other financial concerns
- Approval of all procurement actions and contracts
- Appointment of the Workforce Development Board Members

Ohio Valley Employment Resource (OVER)

Contacting OVER:

Ohio Valley Employment Resource, OVER

PO Box 181

Marietta, OH 45750

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Janell Comstock, Grants Coordinator, 740-516-2679 or Janell@omj15.com

Stephanie Schott, Program Liaison, 740-581-1852 or Stephanie@omj15.com

Duties as Staff to the Board and Fiscal Agent:

- Support for the Council of Governments (COG), Workforce Development Board (WDB), and any subcommittees.
- Maintain thorough and accurate records of all area programmatic activities, including minutes of all WDB and COG meetings.
- Maintain area policies and by-laws and insure that all policies are within federal and state guidelines.
- Facilitate communication between the counties /area/state.
- Provide or arrange technical assistance and training for local program operators, service providers, one-stop operators, and others as needed.
- Assist with procurement and inventory control.
- Assist with support of local information technology infrastructure.
- Provide oversight of the local OhioMeansJobs (OMJ) one-stop system.
- Assure all grant applications are presented to the WDB, following procedures outlined in the WDB by-laws.
- Represent the area at meetings, including state and association meetings.
- Successfully oversee the development of a strategic plan in collaboration with the board and the region.
- Educate and train the WDB board in WIOA responsibilities.
- Develop WIOA performance measures and metrics.
- Develop a budget and successful financial performance.
- Cultivate business contacts in the respective communities.
- Procurement of providers of WIOA services.
- Explore and develop grant opportunities.

WDB One stop Oversight:

WIOA legislation is made of 5 titles, see purple box on following page. Within WIOA, as the WDB, you are responsible for governance of title one and the oversight of the one-stop. You probably never will become fluent in all the titles, but you don't need to. What you do need to understand is:

*In Ohio, the one-stop centers are called OhioMeansJobs centers. OhioMeansJobs centers and one-stops are the same thing.

*Each of the twenty areas in Ohio has at least one primary one-stop. WDA15's is in Washington County but there is a complimentary one-stop in each of our other counties as well for customer convenience.

*The one stop is the access point where a customer can go to make initial contact with ALL the one stop partners. We use WIOA when what we actually mean is title one of WIOA (Everybody does this!). WIOA is 1 of 19 possible required partners in a one stop. The required partners vary based on availability of the program in the area, our area does not have all 19 programs available. Non-required partners are encouraged to join.

*In addition to your responsibility for WIOA title 1 governance, the WDB oversees the one-stop operation.

*Each one stop system is required to have a competitively procured One Stop Operator. The one stop shares the operational costs of the one stop system that are universal to the partners through a Memorandum Of Understanding (MOU). It is the WDB's responsibility to procure the One Stop Operator and overseeing the MOU negotiation.

*The one stop IS NOT WIOA, WIOA is only a partner of the one stop.

[OhioMeansJobs \(monster.com\)](https://ohioMeansJobs.monster.com)

is the primary site for job search, resume building and a variety of other resources and is a primary tool in our centers.

Ohio
MEANS
Jobs
.com

For Job Seekers For Employers For Students News & Events

Live Chat Site Search My Profile

Find Your Next Opportunity

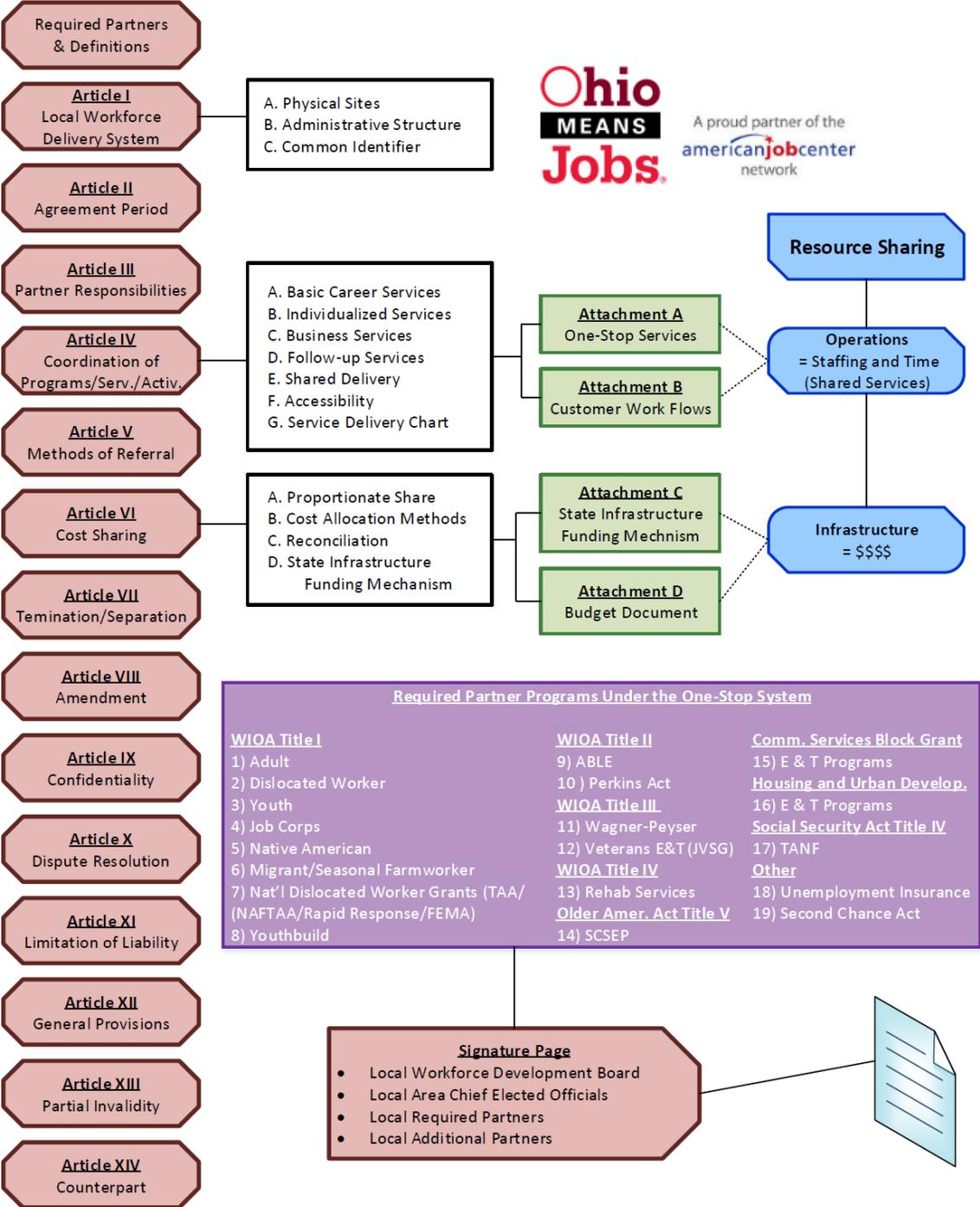
Find a job, learn career skills, meet the requirements of your government benefits, and more on OhioMeansJobs.com

Search by job title, skill or company Search

219,165 Total Jobs Available 127,555 Over \$50K Salary 2,392 Internships As of August 1, 2022

Post Your Resume > It only takes a few seconds

OhioMeansJobs (OMJ) One-Stop System Memorandum of Understanding



WDA15 One Stop

Vision Statement

Our vision is:

"To successfully meet the needs of employers and job seekers by stimulating employment opportunities and economic growth in the area."

Mission Statement

Our mission is:

"To plan, create and continuously improve a coordinated Area One-Stop Delivery System where business, government, education/training, and community providers collaborate to improve access to jobs and job services for individuals and employers in a manner that will stimulate economic growth and prosperity for the region."

OhioMeansJobs / One Stop Center Locations in WDA15:

OhioMeansJobs Center Name	Address	Type	Hours of Operation
OMJ-Washington Co.	1115 Gilman Ave., Suite B Marietta, Ohio 45750	Comprehensive & One-Stop Operator	M-F 8:00 AM - 4:00 PM
OMJ-Monroe Co.	100 Home Ave. Woodsfield, OH 43793	Affiliate	M-Thursdays 7:00 AM - 4:30 PM
OMJ-Morgan Co.	155 East Main Street Riecker Building - Lower Level McConnelsville, OH 43756	Affiliate	M-F 8:00 AM - 4:00 PM
OMJ-Noble Co.	46049 Marietta Road PO Box 250 Caldwell, OH 43724	Affiliate	M-Thursdays 6AM-4PM

One Stop Operator/ OhioMeansJobs Centers (OMJ) consortium

The WDB15 Board, as required by WIOA regulations, has procured the responsibilities to operate the One Stop Centers in WDA15. Currently, WDA15 One Stop Operations are being delivered by a consortium which includes Washington County Department of Job & Family Services (CDJFS) as the One-stop Operator Lead with the other three CDJFSs as consortium members. As the One-Stop Operator, they will be responsible for coordinating the MOU and reporting to you on one-stop operations.

Memorandum of Understanding (MOU)

The MOU identifies and commits partners to provide coordinated services through the Ohio Means Jobs One Stop Centers to job seekers and employers. The MOU describes the role of each partner and the cash and in-kind contributions to operate the One Stop Centers. Only partner resources are utilized to fund One Stop Center operations. The one stop costs are allocated on staffing time or full-time equivalent. The minimum partner share is 96 hours, which equates to an 8-hour day, once a month.

Current Partners:

Partners are detailed in the MOU and include:

Required Partners – Per WIOA Section 121(b)(1)(B)

WIOA Title I Adult and Dislocated Worker (Section 131)
Monroe County Department of Job & Family Services
Morgan County Department of Job & Family Services
Noble County Department of Job & Family Services
Washington County Department of Job & Family Services

WIOA Title I Youth (Section 126)
Monroe County Department of Job & Family Services
Morgan County Department of Job & Family Services
Noble County Department of Job & Family Services
Washington County Department of Job & Family Services

WIOA Title III Wagner-Peyser Act (29 USC 49) & Jobs for Veterans Act (38 USC 41); Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representatives (LVER) & Trade Act Title II, Chapter 2; Trade Adjustment Assistance (TAA) (19 USC 2317) and North American Free Trade Agreement (NAFTA) (19 USC 2271) & Unemployment Insurance (UI) (5 USC 85); WIOA Title I Migrant and Seasonal Farm Worker Programs (Section 167)
Ohio Department of Job & Family Services

WIOA Title II Adult Education and Literacy (Section 206)
Mid-East Career and Technology Centers
Washington County Career Center

Rehabilitation Act, Title I (29 USC 720 et seq) Vocational Rehabilitation
Opportunities for Ohioans with Disabilities

Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
Postsecondary Vocational Education
Belmont College
Washington County Career Center
Washington State College
Zane State College – Cambridge Campus

Older Americans Act Title V (42 USC 3056)
Senior Community Service Employment Program (SCSEP)
Goodwill Industries

Social Security Act Title IV-A (42 USC 601. Subject to Subparagraph (C))
Temporary Assistance to Needy Families (TANF)
Monroe County Department of Job & Family Services
Morgan County Department of Job & Family Services
Noble County Department of Job & Family Services
Washington County Department of Job & Family Services

Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq)
GMN Tri-County Community Action

Required Partners not in Area

WIOA Title I Native American Programs (Section 166) / Second Chance Act Programs (42 USC 17532) / WIOA Title I Job Corps (Section 141) / WIOA Title I Youthbuild (Section 171), Department of Housing and Urban Development (HUD) – Employment and Training Programs

WIOA title 1 – Formula WIOA:

As mentioned earlier, as board members, you will be making decisions that affect WIOA title 1. The Board has two primary customer groups: the employer customer and the job seeker customer. Ancillary to those two, we serve our other one-stop partners and the communities in which we live.

Employer customer

There is an extensive list of possibilities of ways we can help on our employer page at: [Employers | over \(omj15.com\)](#). Some of the most common are: helping design and place job openings on [ohiomeansjobs.com](#), which links with [monster.com](#) for free; screening of candidates or taking of applications; job fairs-both in person and virtual; and upskilling of the employer's existing workforce (incumbent working training).

When working to upskill the existing employees, the employer not the individuals are considered the entity receiving assistance and individual's eligibility is not required. However, we do only work with reputable employers who are current with all government filings/payments and don't have layoffs in same/similar positions.

Job Seeker customer

WIOA title 1 as it pertains to the job seeker customer consists of one-stop services and the 3 primary WIOA programs.

One-stop services

Anyone is eligible for basic one-stop services, some of the most popular include:

- Resumes
- Interviewing Skills
- Job Leads
- Understanding Hiring Trends
- Computer/internet access
- Linking to the right employment and training programs
- Access to our resource room, which has computers, copier, scanner, fax, etc. able to assist in job search.

As the staff involvement and intensity of needs increase, the customer is funneled into whichever or multiple of the one-stop partner programs that meet their service needs and at that point eligibility for the program(s) start.

WIOA program services

Within WIOA, title one there are three job seeker customer categories – **1)adult, 2)dislocated worker and 3)youth**. Each has their own eligibility requirements, please see the local policies at <https://www.omj15.com/policies> & state polices at: <http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/> , for more complete details.

Adult and Dislocated Worker are closely related.

1) **Adult** – helps adults obtain self-sufficient employment, whether it is a new job or additional training while currently employed at a job paying less than self-sufficient standards;

Adult=all blue box

DW's within Adult

2) **Dislocated Worker** – helps those unemployed through no fault of their own reconnect with new employment; as well as displaced homemakers returning to the workplace.

So anyone who is a dislocated worker could be an adult as well; but not everyone who is an adult is a dislocated worker-that takes having an attachment to work that was interrupted (without cause by the employee=unemployment eligible and unlikely to return to that career; or dependency on a wage owner within the household, who is no longer in the household=death, divorce, etc).

Levels of Service – Adult and Dislocated Worker

Within WIOA adult, we can provide case management and guidance to the universal customer who is over 18, legally able to work and has registered for selective service (if male). Some may also qualify for dislocated worker if on/exhausted unemployment or a displaced homemaker.

Then if work experience or On the Job Training (OJT) training is required, the individual must be below self-sufficiency, which is 200% of the metro lower living standard (LLSIL). This amount varies by year, but a sample is given below.

If training is the chosen path, customer choice of trainer is given, but only for trainers that are on the statewide WIOA trainer list, WEIT. At least 85% of the training WIOA provides must also be in state identified in-demand or critical fields (If a critical health field, we can train for 4 years, instead of the normal 2 year limit.) The state changes in-demand and critical fields, for a current list: [Ohio’s Top Jobs List | Ohio’s Top Jobs](#). For training, the family’s self sufficiency is the measure of income used, again at the 200% LLSIL level for the number of individuals in the household.

Adult and Dislocated Worker
 200% of metro Lower Living Standard
 as of August 2022
 Annual amounts (% locally set)

SIZE OF FAMILY	Adult/DW	Youth Income Limits are much different:	
	Annual	70% LLSIL / 100% Poverty M/Mg/N	70% LLSIL / 100% Poverty M/Mg/N
1	\$30,209	\$13,590	\$13,590
2	\$49,514	\$18,310	\$18,310
3	\$67,963	\$23,030	\$23,787
4	\$83,900	\$28,105	\$29,365
5	\$99,006	\$33,174	\$34,652
6	\$115,806	\$38,794	\$40,532
7	\$131,822	\$44,414	\$46,412
8	\$147,838	\$50,034	\$52,292
+8 add> for each	\$16,016	\$5,620	\$5,880

However not all income counts, the next chart shows various types of income and their applicability:

Includable and Excludable Family Income	
Includable Income	Excludable Income
<ol style="list-style-type: none"> 1. Wages and salaries before any deductions, including wages earned while in OJT, on reserve duty in the Armed Forces, and severance pay. 2. Net receipts from non-farm self-employment- receipts from a person’s own unincorporated business, professional enterprise, or partnership after deductions for business expenses 3. Net receipts from farm self-employment- receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses. 4. Regular payments from pension and retirement systems including private, government, railroad, and military retirement pay. 5. Regular payments from Social Security Disability Insurance (SSDI) 6. Strike benefits from union funds 7. Worker’s Compensation 8. Training stipends 9. Alimony 10. Child Support 11. Unemployment Compensation (UC) 12. Regular support from absent family 	<ol style="list-style-type: none"> 1. Cash payments under a Federal, State, or local income based public assistance program such as: <ol style="list-style-type: none"> a. Ohio Works First (OWF) cash payments b. Prevention, Retention, and Contingency (PRC) c. Disability Assistance d. Refugee Cash Assistance 2. Supplemental Security Income (SSI) from the Social Security Administration (SSA) 3. Need-based scholarship assistance and financial assistance under Title IV of the Higher Education Act (i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Work Study. Stafford loans and Perkins loans, like any other kind of loan are debts and not income) 4. Pay and allowances received under U.S.C. Titles 37 and 38, pay and allowances received while serving on active military duty, compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, education assistance, and active duty pay for reservists called to active military duty. 5. Capital gains. 6. Any assets drawn down as withdrawals from bank, sale of property/house/car.

More types are available, if you have questions, call the WIOA office in your county.

In this brief summary, our local WDB set the 200% of metro LLSIL as the income eligibility, our local WDB decides what is allowable in the non-85% in demand training, and while we don’t currently-the WDB could further restrict the approved training vendors in our area. These just highlight a few of the ways WDB guides our local training.

3) **Youth** – helps youth (individuals ages 14 through 24 years) with a variety of barriers become employable. To further complicate matters, WIOA youth funding and TANF funding are combined in the state of Ohio to create the CCMEP –Comprehensive Case Management Employment & Training Program. The WDB oversight is only on the WIOA side.

In School Youth	Out of School Youth
Attending school (as identified by state law)	Not attending any school (as state law)
Age	Age
<ul style="list-style-type: none"> • 14 – 21 • Except for individuals with a disability attending school per state law (can be over 21) 	<ul style="list-style-type: none"> • 16 – 24
Low income	Barriers
<ul style="list-style-type: none"> • Family assistance (SNAP/ TANF/ SSI) received in past six months • Family income does not exceed poverty line or 70% of LLISL • Homeless, homeless child/youth (two definitions) • Received or eligible to receive free/reduced lunch • Foster youth • Disability • Living in a high poverty level • 5% exception* 	<ul style="list-style-type: none"> • School dropout • Youth who has not attended school within the previous school year calendar quarter • Individual subject to juvenile or adult justice system • Homeless • Runaway • Foster youth or previously in foster care • Pregnant or parenting • Individual with a disability • Have secondary diploma, low-income and basic skills deficient* • Have secondary diploma, low-income and English language learner* • Individual that requires additional assistance to complete an educational program or to secure or hold employment (locally defined barrier) and low income*
Barriers	<p>*There is a 5% exception to those categories requiring low income, however, this 5% cannot be used without written WDB permission.</p>
<ul style="list-style-type: none"> • Basic skills deficient • English language learner • Offender • Homeless • Runaway • Foster youth or previously in foster care • Pregnant or parenting • Individual with a disability • Individual that requires additional assistance to complete an educational program or to secure or hold employment (locally defined barrier)** 	Low income
<p>**No more than 5% of in-school youth can fall in this last category.</p>	<ul style="list-style-type: none"> • Family assistance (SNAP/ TANF/ SSI) received in past six months • Family income does not exceed poverty line or 70% of LLISL • Homeless, homeless child/youth (two definitions) • Foster youth • Disability

<p><i>Note: There are 2 different 5% barriers-one for all on income and the other only YIS barrier: add'l assist</i></p>	<ul style="list-style-type: none"> • Living in a high poverty level
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A WDB member is NOT expected to become an eligibility expert in the three programs. There are overlaps between programs and differing eligibility even within programs, for example some youth barriers require income eligibility and others don't. Youth and adult age ranges overlap, etc, etc... It is OVER's job to educate/remind you of the basics you need to evaluate the local decisions that you will be asked to make.

The structure around WIOA involves:

Policy: When the state writes policy, some policies offer the opportunity for local WDB input. Instead of re-writing the state policy and adding the section of our decision making within it. Our area provides our local decision(s) and directs the reader to the state policy for the full state language. This method is designed to:

- 1) save time of creating and reading dual policies; 2) highlight the local decisions made; 3) avoid updating local policy for each state language change and 4) eliminate the possibility of errors in rewriting state policy into local policy.

Website: The www.omj15.com website is a vital tool to ensure everyone has access to all information (public record) and that everyone always has access to the most current version. Please consult the website for any programmatic answers as well as past meeting minutes (not posted till after approved) but don't hesitate to contact Rebecca and/or Michelle. We also appreciate all suggestions for site improvement.

Service & Performance: WIOA is not an entitlement program. While all those over 18, in compliance with selective service and legally eligible to work individuals are able to receive adult services; the service types can have additional qualifiers. The state defines appropriateness as, "The possession of qualities that are right, needed, or suitable for training services." WIOA programs are held to achievement of performance standards for those served. Standards include employability for the year following conclusion of the program. Wage/credential received and others. Consecutive failures of a measure can result in restructuring of an area. Performance is measured at both the county and area level. One county's performance can boost another, so while a county may fail a performance measure, the area might still pass. Counties also collaborate on training; overcoming obstacles and sharing best practices.

Funding duration & usage:

Local WIOA funding is provided by the state on a two-year period. The WIOA year is July through June annually. The state calculates the area funding in accordance with WIOA legislation based on unemployment, poverty and economy related statistics. Within the area, it is the WDB's decision on how to allocate the funding throughout the area. The funding is received in 2 sets: Program Year starting July 1 and is all the youth funding but only a small portion of the adult & DW funding. The majority of the adult & DW funding is on a Fiscal Year and becomes available on October 1. Regardless of PY or FY, the area has till the following June plus 12 months to use the funding. Example: Funding is received 7/1 and 10/1/22, that funding has to be used by the area no later than 6/30/2024. The second year, 7/1/23-6/30/2024, the funding must be fully spent or the state takes it back. We cooperate and collaborate to ensure the funding is utilized locally.

Additional Supplementary WIOA Programs:

The state may provide additional supplementary WIOA programs throughout the year based on area need. Common programs are:

*Rapid Response: additional DW funding provided in response to a large company closure within the area.

*National DW Emergency Grant: Special funding the state has sought in response to a federally declared disaster. Flooding, storms and most recently opioid epidemic have been some examples of this.

Other employment/training related funding: The WDB in conjunction with the COG can decide to pursue other employment/training related funding through the area structure based on local need.

Thoughts on being a good Board Member – Suggestions from other sources:

The *Harvard Business Review* suggests working to:

- Create a climate of trust and candor
- Foster open dissent
- Use a fluid portfolio of roles
- Ensure individual accountability
- Evaluate board performance

The *NonProfit Times* lists seven important qualities of board members:

- *Integrity:* Demonstrating a zero tolerance for unethical behavior, both for themselves and their colleagues
- *Independence:* Having no unique business, financial, or personal relationships – or hoped-for-relationships – that create even the perception of a conflict of interest
- *Mature Confidence:* Speaking out and actively participating in board and committee deliberations
- *Corporate Manners:* Recognizing the difference between productively participating in discussions and counter-productively dominating deliberations through the volume or length of comments. Must be able to work with other members to create workable compromises.
- *A Sense of Context:* Making relevant, informed comments focused on the specific aspect of the issue being considered. Must be able to stay on topic.
- *Courage:* Willingness to do the right thing/make the right decision even if it is difficult or unpopular (i.e., no fence sitting)
- *Commitment:* Understanding that being an effective board member requires the time, the heart, and the standards to make the enterprise successful

Good board members also:

- Regularly attend board and committee meetings
- Come prepared to discuss the agenda items
- Respect the opinions of others
- Respond to requests in a timely manner

Conclusion:

Again, thank you so much for your membership and the associated time and effort requirements associated with it. Throughout our years, we have seen many friendships grow out of our shared focus. Please actively communicate so that we may grow together. Do not be overwhelmed and try to get past the abbreviations and we'll try to avoid them!

Your Ohio Valley Employment Resource team

Abbreviation Guide:

ABLE - Adult Basic Literacy and Education (ASPIRE in Ohio)
CCMEP –Comprehensive Case Management Employment & Training Program
CDJFS - County Department of Job & Family Services
CFIS – Comprehensive Financial Info. System (state financial reporting system)
CLEO - Chief Local Elected Officials (CLEO):
COG - Council of Governments –Commissioners of the 4 counties
DW - Dislocated Worker
FTE - Full-Time Equivalent for distributing one stop costs
MOU - Memorandum of Understanding
NDWG or NEG - National Dislocated Worker Emergency Grant
OMJ – OhioMeansJobs (Yes, it's supposed to be one word)
OOD - Opportunities for Ohioans with Disabilities
OVER - Ohio Valley Employment Resource (OVER)
OWCMS – Ohio Workforce Case Management System (state program reporting)
RMS – Random Moment Sampling (CDJFS way of allocating shared costs)
WDA- Workforce Development Area (ours is #15)
WDB - Workforce Development Board
WIOA – Workforce Innovation and Opportunity Act

References:

<https://www.omj15.com/> Bylaws, membership, minutes, policy – If it's local, it's there!
<http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/> state WIOA policy
<https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf> WIOA Act
[WIOA Laws, Regulations, & Guidance | U.S. Department of Labor \(dol.gov\)](#) WIOA Regulations
<http://codes.ohio.gov/orc/6301.06v1> Ohio Revised Code on Local WIOA Boards
<https://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws> Ohio Sunshine Information
<http://jfs.ohio.gov/owd/WIOA/docs/Complaint-Procedures-Manual.stm> WIOA Complaint Procedures