



**OHIO VALLEY EMPLOYMENT RESOURCE
COUNCIL OF GOVERNMENTS MEETING
NOVEMBER 6, 2023 – NOON
LORI'S RESTAURANT, CALDWELL, OHIO**

**JAMES BOOTH, COG CHAIR
ALLEN FRALEY, COG VICE-CHAIR
REBECCA SAFKO, EXECUTIVE DIRECTOR**

**VIRTUAL MEETING OPTIONS FOR
NON-VOTERS:**

**Dial-in number (US): (202) 926-1127
Access code: 265562#**

Minutes

Attendance:

Diane Burkhart, Monroe County Commissioner
Mick Schumacher, Monroe County Commissioner
Bill Bolon, Monroe County Commissioner
Richard Welsh, Morgan County Commissioner
Cecil Mayle, Morgan County Commissioner

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

Others in Attendance:

Rebecca Safko, Executive Director, Ohio Valley Employment Resource
Michelle Hooper, Grants Assistant, Ohio Valley Employment Resource
Janell Comstock, Grants Coordinator, Ohio Valley Employment Resource
Jeanette Schwall, Director, Monroe County Department of Job & Family Services
Heidi Burns, Director, Morgan County Department of Job & Family Services
Mindy Lowe, Director, Noble County Department of Job & Family Services
Misty Wells, Assistant Director, Noble County Department of Job & Family Services
Flite Freimann, Director, Washington County Department of Job & Family Services
R Michelle Brown, Washington County Department of Job & Family Services

THE PLEDGE OF ALLEGIANCE TO THE FLAG started the meeting, led by COG Chair, James Booth.

COG Motion 22-23 to amend the agenda to include discussion of payroll processing for Appalachian Ohio Manufacturers Coalition. Motion by: Allen Fraley; Second by: Kevin Ritter. Motion passed.

AOMC is considering adding 2 new positions and requesting that OVER process payroll for both positions. **COG Motion 23-23 to approve payroll processing for 2 new positions for Appalachian Ohio Manufacturers Coalition. Motion by: Cecil Mayle; Second by: Gary Saling. Motion passed.**

DRAFT MEETING MINUTES –COG Motion 24-23 to accept the August 8 and 16, and October 23, 2023, minutes. Motion by: Kevin Ritter; Second by: Charles Schilling. Motion passed.

WIOA AREA #15 ACTIVITIES

OVER Budget, Budget revision and Expenditures of \$358,150 as of 9/30/23 were presented. **COG Motion 25-23 to accept the \$1,131,931 budget. Motion by: Allen Fraley; Second by: Charles Schilling. Motion passed.**

Area 15 Allocations and Expenditures as of 9/30/23 were 18% spent overall.

Transfers below fully utilized expiring formula funding (DW was for VR Headsets) and an additional 30K RESEA from state expiring state funding:

	Grant Description	Amount
Morgan CCMEP	PY21 CCMEP WIOA Youth Program	7,269.52
Noble CCMEP	PY21 CCMEP WIOA Youth Program	(12,655.71)
Washington CCMEP	PY21 CCMEP WIOA Youth Program	5,386.19
Washington CDJFS - Ohio Valley Employment	FY22 Dislocated Worker Program	(39,248.25)
FA Sub-Area - Ohio Valley Employment	FY22 Dislocated Worker Program	39,248.25

COG Motion 26-23 to approve transfers to utilize funding and the additional 30K of RESEA funding. Motion by: Adam Shriver; Second by: Gary Saling. Motion passed.

WIOA PY21 Annual Adjusted Performance and WIOA PY22 Q4 Preliminary Unadjusted Performance reports were shared-performing well but not counted due to ARIES conversion.

One-Stop counts July-September 2023 were shared and open interviews are going well at the new 3rd street OMJ location. Flite introduced Michelle Brown and announced that Amanda will be leaving to take position with JOBSOhio.

MOU Change 2023-2025 was reviewed and has been accepted by all partners. **COG Motion 27-23 to approve the 2 year one-stop MOU. Motion by: Kevin Ritter; Second by: Allen Fraley. Motion passed.**

Building a Future-Ready Workforce Grant updates were shared.

Fresh Start Opioid Grant plan modification **COG Motion 28-23 to approve the \$82,000 budget for second chance reentry coupled with VR. Motion by: Gary Saling; Second by: Mick Schumacher. Motion passed.** Discussion that other counties may wish to participate but that grant ends 3/31/24; however, the state may request a one-year extension.

Incumbent Worker Fund (Employee Development Fund)-Outstanding/In-progress contracts were reviewed.

Request add'l ~~100K~~ for employer upskilling from state-this was discussed by the WDB in the AM meeting and WDB decided to request \$200,000 based on the limited funding left and the new position targeting business services. **COG Motion 29-23 to request \$200,000 state special project funding for incumbent worker training. Motion by: Allen Fraley; Second by: Charles Schilling. Motion passed.**

Business Outreach Specialist report was shared.

Letters of Support and Collaborative Partnering by the area:

- Washington County Career Center, Industry Sector Partnership for Industrial Workforce
- Appalachian Ohio Manufacturing Coalition, Continuation and Expansion of Manufacturing Industry Sector Partnership
- Monroe County Appalachian Community Grant Program, Multi-purpose Ecotone Adventure Park, Mount west Maritime Riverboat Pilot Simulator, and classroom training
- Southeast JobsOhio: EDA Recompete Grant; to build advanced manufacturing supply chain and workforce resiliency throughout our Local Labor Market
- Tri-State ARISE Planning grant in collaboration with Pennsylvania, West Virginia, and Ohio to address Registered Apprenticeships across state lines.

Organizational chart and job descriptions: Fiscal Administrator, Program Administrator and Compliance Manager were distributed.

COG Motion 30-23 for Executive Session, Reasons: Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee; 12:54pm; all commissioners in attendance roll called and affirmed.

Motion by: Charles Schilling; Second by: Bill Bolon. Motion passed.

COG Motion 31-23 to adjourn Executive Session, Reasons: Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee; 1:18 pm; all commissioners in attendance roll called and affirmed. Motion by: Mick Schumacher; Second by: Kevin Ritter. Motion passed.

COG Motion 32-23 to amend COG Motion 17-23 OVER organizational chart into a straight down progression with Fiscal Administrator as head. Program Administrator directly reporting to Fiscal Administrator and all other positions, including Compliance Manager reporting to Program Administrator. Motion: Adam Shriver; Second by: Allen Fraley. Motion passed.

COG Motion 33-23 to amend COG Motion 18-23 To first offer the Compliance Manager position to Michelle Hooper and Program Administrator position to Janell Comstock. Both have a week to decide. If not accepted, then positions will be publicly advertised. Motion: Adam Shriver; Second by: Allen Fraley. Motion passed.

Discussion that conversations should be positive and productive. Compliance Manager still to be housed at WCDJFS. Program Administrator to be active in the counties training.

COG Motion 34-23 to amend COG Motion 18-23 Program Administrator and Compliance Manager, each to include a six-month probationary period with midpoint review to be completed and presented back to COG at 2/5/24 meeting. Motion: Bill Bolon; Second by: Kevin Ritter. Motion passed.

COG Motion 35-23 for May 22, 2023, informal COG and WDB Personnel Committee discussion of raises to be implemented: Fiscal Administrator (formerly Executive Director) \$40/hr.; Program Administrator \$26/hr.; and Compliance Manager \$22/hr.; Program Liaison \$20/hr.; and RESEA Specialist 50 cent an hour increase. Motion: Allen Fraley; Second by: Bill Bolon. Motion passed.

ITEMS FOR NEXT MEETING: Midpoint review of both new positions. WDB to be invited to future COG meetings.

FUTURE MEETING DATES: Mondays, 2/5/24, 5/6/24, 8/5/24 and 11/4/24 at 9:00 am at Lori's Restaurant.

ADJOURNMENT: COG Motion 36-23 to adjourn. Motion: Charles Schilling; Second by: Kevin Ritter. Motion passed.

Approved By: _____

Date: _____

2/5/2024