

**JANUARY 25, 2016 – 12:00 PM**  
**OHIO VALLEY EMPLOYMENT RESOURCE**  
**AREA #15 COUNCIL OF GOVERNMENTS MEETING**  
**LORI'S RESTAURANT, CALDWELL, OHIO**

**Minutes**

**Attendance:**

Carl Davis, Monroe County Commissioner  
Tim Price, Monroe County Commissioner  
Mick Schumacher, Monroe County Commissioner  
Mike Reed, Morgan County Commissioner  
Tim VanHorn, Morgan County Commissioner  
Adam Shriver, Morgan County Commissioner  
Stephen Bond, Noble County Commissioner  
Virgil Thompson, Noble County Commissioner  
Gary Rossiter, Noble County Commissioner  
Ron Feathers, Washington County Commissioner  
Rick Walters, Washington County Commissioner  
David White, Washington County Commissioner

**Others in Attendance:**

Herman Gray Jr, WIB Chair  
Vicki Quesinberry, Director, Morgan County Department of Job & Family Services  
Kathy Lott-Gramkow, Washington-Morgan Community Action  
Rebecca E. Safko, Executive Director, Ohio Valley Employment Resource  
Michelle Hooper, Grant Assistant, Ohio Valley Employment Resource

- I. THE PLEDGE OF ALLEGIANCE TO THE FLAG was led by Virgil Thompson.
- II. DRAFT MEETING MINUTES October 5, 2015 **COG 8-15 Motion to accept the minutes as read. Motion by: Mike Reed; Second by: Steve Bond. Motion passed.**
- III. OVER EXPENDITURES AS OF 12/31/15 were 331,044 and detailed on the report distributed.
- IV. AREA #15 ACTIVITIES
  - A. Expenditures as of 12/31/15 were presented and discussed. Overall the area is at 33.63% spent.
  - B. WIOA 1<sup>ST</sup> QTR PY2015 Performance Report was presented and discussed. There were 2 failed performance measures, however due to only having one quarter's data, these measures are expected to improve.
  - C. Snapshot of November 2015 Help Wanted Online Job Postings was presented and discussed.
  - D. Monitoring and Audit Activity was detailed as follows with reports available to the group.
    1. Program Year 14 program monitoring: 2 issues & 1 observation:
      - Issues: Both issues were around when forms need signed & retained.
      - The Related Party declaration and Complaint advisement need to be signed when participants enter the client tracking system: OWCMS.
      - This is in WIOA policy to be approved.
      - Observation: Low enrollment in youth program. We are aware and program operators discussed outreach at 12/10/15 meeting. This was resolved by State.
    2. Dept of Labor monitoring of Make It In America: 5 issues & 1 area of concern
      - a. Match-grant did NOT require match; proposal referenced match. Confusion on reporting-it is being done & tracked. Awaiting DOL guidance.
      - b. Low enrollment/expenditures: Late start due to procurement requirements, enrollments on track, expenditures still low (see a)
      - c. Indirect cost – grant requires approval of indirect cost rate. This has been submitted and waived by DOL for 2 years. Awaiting DOL guidance.
      - d. Insufficient separation of duties – detailed the review and approval process. Did not

have oversight of final report – added this.

- e. Personally Identifiable Information – no policy but detailed in contract. Added PII policy, draft in next section

Area of Concern – Security/housing of records – APEG staff works out of house as do OVER employees. Participant records must be kept in office location – moved to APEG office. Shredders purchased for Michelle and Rebecca; Encrypted email in process with state; currently on free trial with Zixmail (state uses this system).

This was resolved by DOL on 12/18/15.

- 3. Mystery Shop Veterans OMJ – 2 done in Washington County. First temporary receptionist on duty and veteran waited; second veteran expedited and passed. Training for all WIOA staff was held at the conclusion of the last WDB meeting.
- 4. Audit of OVER 7/1/14 – 6/30/15 draft available; GASB68 for pensions implemented Audit required an extension approved by the COG and WDB Chair for GASB68
- 5. Data Validation conducted – 11 files Wash; 2 Morgan; 2 Monroe; 2 Noble selected No further information requested.

V. WIOA IMPLEMENTATION AND POLICY UPDATE

- A. Time lines as communicated by the state on 10/19/15 and revised on 11/2/15 were distributed and discussed. The primary change was the delay in requirement of procurement of the one-stop.
- B. State Regional Announcement was shared. Our area will be in a region with Belmont, Carroll, Harrison, Jefferson, Athens, Meigs and Perry counties. The local autonomy will remain for funding and local governance. The region will be for planning purposes.
- C. State policy Website: [http://jfs.ohio.gov/owd/WorkforceProf/policy\\_info.stm](http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm). This is the state website of WIOA policy.
- D. Local Website to be developed: WIOA-SEOH.COM. This new site will be for WIA15 local governance and policy and has yet to be developed.
- E. Policies Update was shared with the group. State policy 1 Local Area request - requirements have been completed. State 2 Adult & DW eligibility - required no action locally, State 3 Youth - locally we are requiring any applicant using either 5% window to be screened by the WDB; State 4 Selective Service - was added to locally by explaining the process for those not registered in selective service; State 5 Related Party was added to locally by explaining the process to document and that all areawide positions will be listed, county level and lower is at the county's discretion; State 6 was added to locally to explain the local dependency verification process; State 7 Source Documentation for eligibility added the complaint form & related party form and declared record retention to be 5 years (not 3) in conformity with the Subgrant agreement. Local 1 is the policy to make policy; Local 2 is the Conflict of Interest Policy for board members already approved in COG 2-15; Local 3 Personally Identifiable Information is a result of the above DOL monitoring.

**COG Motion 9-15 to approve all above listed policies. Motion: Tim VanHorn; second: Carl Davis. Motion passed.**

- F. CCMEP – Comprehensive Case Management and Employment Program preliminary allocations and tentative timeline was distributed. The CCMEP program will be primarily TANF funding with the WIOA youth funding. It was requested that the state program director be asked to attend the next COG meeting.

VI. REQUEST TO EXTEND THE MAKE IT IN AMERICA GRANT

- A. This grant ends 9/30/16, we in conjunction with APEG are requesting an additional year to use remaining funds. The allocation is \$1,299,956 and through 12/31/15 expenditures were \$535,661.55.

**COG Motion 10-15 to request an additional year extension of the grant from DOL. Motion: Tim Price; second: Mike Reed. Commissioner White opposed. Motion passed.**

VII. SCHEDULE NEXT MEETING DATE AND LOCATION: 3/7/16 noon at Lori's, Caldwell.

VIII. ADJOURNMENT: 11-15 COG Motion to adjourn. Motion By: Tim Price; Second By: Mike Reed. Motion passed.

Approved By: *Virgil J. Thompson*  
COG Chair or Vice Chair

Date: 3-7-16