

**OHIO VALLEY EMPLOYMENT RESOURCE
COUNCIL OF GOVERNMENTS SPECIAL MEETING
W/WDB PERSONNEL COMMITTEE
MEETING
OCTOBER 23, 2023 – 1:00 P.M.
WASHINGTON COUNTY COMMISSIONERS
MARIETTA, 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#

Join: <https://join.freeconferencecall.com/rsafko4>

Minutes

Attendance:

Bill Bolon, Monroe County Commissioner

Mick Schumacher, Monroe County Commissioner

Adam Shriver, Morgan County Commissioner

Charles Schilling, Washington County Commissioner

Kevin Ritter, Washington County Commissioner

Allen Fraley, Noble County Commissioner with

proxy for Gary Saling & Ty Moore, Noble Co. Commissioners

James Booth, Washington County Commissioner

Others in Attendance:

Tru Jorris, WDB Personnel Committee

Jennifer White, WDB Personnel Committee

Rebecca Safko, Executive Director, Ohio Valley Employment Resource

Jeanette Schwall, Director, Monroe County Department of Job & Family Services

Kim Foreman, Workforce Director, Morgan CDJFS

Dawn Freeland, Deputy Director, Washington CDJFS

Flite Freimann, Director, Washington CDJFS

Due to scheduling conflicts, it was requested that the Executive Session be moved to the start of the meeting.

COG Motion 14-23 for Executive Session, Reasons: Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee; 1:01 pm; all commissioners in attendance roll called and affirmed. Commissioners invited all in attendance to the Executive session. Motion by: Kevin Ritter; Second by: Allen Fraley. Motion passed.

COG Motion 15-23 ending Executive Session, Personnel - Compensation and OVER restructuring of positions=Employment; 1:51pm; all commissioners in attendance roll called and affirmed. Motion by: Charles Schilling; Second by: Kevin Ritter. Motion passed.

COG Motion 16-23 to table raises proposed at '5/22/23 WDB Personnel committee w/Commissioners invited,' to be tabled. Motion by: Allen Fraley; Second by: Charles Schilling. Motion passed.

COG Motion 17-23 to restructure the OVER organizational chart into 2 departments: Fiscal and Program. OVER agency consisting of 6 full time, 40 hour positions with removal of the Executive Director, Grants Coordinator and Grants Manager positions; creating three new positions: Fiscal administrator; manager and program administrator. Manager position will be housed at WCDJFS.

Fiscal Department: a fiscal administrator and a manager reporting to the administrator.

Program Department: a program administrator leading the program department with RESEA position; Business Outreach position and Program Liaison position reporting to the program administrator. Motion by: Allen Fraley; Second by: Charles Schilling. Motion passed.

Discussion was held that this is similar to WIOA legislation structure: fiscal lead being referred to as Fiscal Agent and program lead as “Staff to the Board” within the WIOA legislation.

COG Motion 18-23 to publicly advertise for program administrator and manager positions. Each to include a one-year probationary period. Motion: Mick Schumacher; Second by: Allen Fraley. Motion passed.

COG Motion 19-23 for new job descriptions for the roles of fiscal administrator, program administrator and manager roles to be created within 30 days and draft job activities to be presented at 11/6/23 COG meeting. Motion: Bill Bolon; Second by: Charles Schilling. Motion passed.

Discussion was shared that all OVER employees still have employment during this transition period. The work that OVER produces is appreciated but the timeliness needs to improve. Negative comments by OVER staff have affected other staff including other agencies within the workforce structure and this realigned was structured to overcome these barriers and ensure accountability. It was acknowledged that this process has been time-consuming and that wage rates have been tabled in the duration while cost of living has increased.

COG Motion 20-23 for a 4% cost of living raise to the staff affected: Executive Director; Grants Coordinator; Grants Manager; Program Liaison and RESEA Specialist (Business Specialist not included because she was hired during this delay for a one-year contracted agreement.) Motion: Charles Schilling; Second by: Adam Shriver. Motion passed.

Due to time constraints and the need to move forward with the restructuring, the COG decided to table the rest of the agenda and move to the normally scheduled 11/6/23 meeting and include review of new roles as previously identified.

DRAFT MEETING MINUTES – August 8 and 16, 2023 (Handouts-pages 1-3 & 4) **COG Motion**

WIOA AREA #15 ACTIVITIES

- OVER Budget and Expenditures as of 9/30/23 (Handout – page 5) **COG Motion**
- Area 15 Allocations and Expenditures as of 9/30/23 (Handout – page 6)
- Transfers to Approve to fully utilize funding (DW was for VR Headsets): **COG Motion**

	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

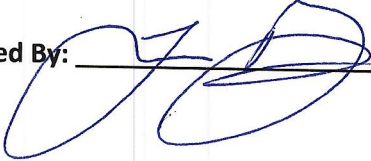
- WIOA PY21 Annual Adjusted Performance (Handout– pages 7-8) will not be counted due to ARIES conversion
- WIOA PY22 Q4 Preliminary Unadjusted Performance (Handout– pages 9-10) not counted - ARIES conversion
- One-Stop counts July-September 2023 (Handout– page 11)
- MOU Change 2023-2025 (Handout– pages 12-13) **COG Motion**
- Building a Future-Ready Workforce Grant (Handout– page 14)
- Fresh Start Opioid Grant plan modification (Handout– page 15) **COG Motion**
- Request add'l 100K for employer upskilling from state **COG Motion**
- Letters of Support
 - 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, Mountwest 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
- Collaborative Partnering
 - Tri-State ARISE Planning grant in collaboration with Pennsylvania, West Virginia and Ohio to address Registered Apprenticeships across state lines

ITEMS FOR NEXT MEETING: New positions to be reviewed.

ADJOURNMENT: COG Motion 21-23 to adjourn. Motion: Adam Shriver; Second by: Bill Bolon. Motion passed.

Approved By: _____



Date: _____

11/23/2023