

**JANUARY 30, 2017 – 9:00 AM
OHIO VALLEY EMPLOYMENT RESOURCE
WORKFORCE DEVELOPMENT BOARD MEETING
LORI'S RESTAURANT, CALDWELL, OHIO**

Handout #1

MINUTES

WDB Attendance

Ann Block, Monroe County
Jeff White, Monroe County
Allen Fraley, Noble County
Herman Gray, Jr., Noble County
Chasity Schmelzenbach, Noble County
Jennifer White, Washington, County

Sherri Becker, Washington County
Connie Shriver, Area Wide
Roger Blouin, Area Wide
Bradley Ebersole, Area Wide
Marc Manheim, Area Wide

Others in Attendance

Rebecca Safko, Executive Director, OVER
Kathy Lott-Gramkow, Washington/Morgan CAP
David Brightbill, Washington/Morgan CAP
Candy Nelson, Washington CDJFS
Tom Ballengee, Washington CDJFS
Misty Wells, Noble CDJFS
Sandy Doudna, Ohio Valley Ed. Service Center
Matt Smith, OWD, ODJFS
Stephanie Pride, OWD, ODJFS
Laverne Shapley, Monroe CDJFS

Michelle Hooper, OVER
Ginger Bowen, Morgan County DJFS
Vicki Quesinberry, Morgan County DJFS
Heidi Burns, Morgan County DJFS
Tony Huffman, Washington County Career Center
~~Brenda Kornmiller, Washington State CC~~
Paula Oates, OWD, ODJFS
Heather Cecil, guest
Bill Long, Monroe CDJFS

Advised
Stephanie Johnston

- I. THE PLEDGE OF ALLEGIANCE TO THE FLAG The meeting was called to order and the Pledge of Allegiance was led by Herman Gray, WDB Chair
- II. DRAFT MEETING MINUTES of the October 24, 2016 Meeting **WDB 11-16 Motion to accept the minutes as read. Motion by: Ann Block; Second by: Roger Blouin. Motion passed.**
- III. MONROE COUNTY SUCCESS STORY – GUEST HEATHER CECIL discussed her interaction and success story. Heather now works for GMN community Action in a youth CCMEP subcontractor capacity.
- IV. WORKFORCE DEVELOPMENT BOARD ROLES AND RESPONSIBILITIES
 - A. Alignment of State & Regional Planning
 1. Summary of the Governor's Office of Workforce Transformation's "Building Ohio's Future Workforce" (Sent as email attachment A) Brief overview presented by Herman Gray.
 2. Area businesses surveyed:

AMERICAN ENERGY CORPORATION
MAHLE ENGINE COMPONENTS USA, INC. O
MIBA BEARINGS, US, LLC
The Citizens National Bank of McConnelsville
FLEXMAG INDUSTRIES, INC.
GLOBE METALLURGICAL, INC.
KRATON POLYMERS U.S., LLC
MARIETTA MEMORIAL HOSPITAL
OHIO VALLEY DIVISION
THERMO FISHER SCIENTIFIC (ASHEVILLE
SUIZA DAIRY GROUP, LLC
Peoples Bank. National Association
Perry & Associates CPAs A.C.

3. Regional Workforce Plan Update – Comparison of State & Regional Visions presented and discussed.
4. Timeline for Southeast Ohio Regional Plan presented.

Item	Date
Employer Survey Analysis Report to Area Leadership	January 30
On-site meeting with TPMA and Area Leadership (Buckeye Hills-HVRDD)	January 31
Review Compliance Plan Draft	
Review Implementation Plan Draft	
Review results of Employer Survey	
Final Draft of Compliance Document with Implementation Plan Due to Areas	February 10
Area Leadership return all edits/changes to TPMA	February 15
Regional and Local Plans open for 30-day comment	February 20
Public Comment Period Open Forum	February 21
30-day Comment Period Ends	March 21
TPMA incorporates Comments/Revisions – Plans finalized & returned to Areas for signatures	March 24
Roll Out Event	Week of April 3

B. One-Stop

1. Area One Stop Visitor Report was presented and discussed. All counties are using the same kiosk system allowing everyone to track the same activities. We have renamed and standardized the list that comes up for the customer. We are working on the referral piece and tracking of our one-stop partner. This new CFIS module will now standardize reporting of the items tracked in our area. This system is in use throughout the state with local customization possible, however, all must link to standard state items.
2. Washington County One-Stop Certification Updates – Visit scheduled 2/9/17 @ WCDJFS, 10:00 am; Rating Committee includes Team Leader: Marc Manheim, Herman Gray, Jr., Misty Wells, Connie Shriver and Ann Block. The review and certification will be done on the 9th and a report will be brought back at our next meeting.
3. One-Stop Operator RFP discussion of role and timeline. Rebecca used chart to discuss the “Hierarchy” from Federal to County level. Main focus of RFP will be using the Memorandum of Understanding. Coordination of partners and cross-training are specifically identified in the RFP. The partners need to have consistency and an established schedule (cases of absenteeism). Need to be more visible to our employers, communities and partners. RFP is out on the website and timeline is posted. RFPs are due 2/8/17 and to be rated on the 2/14/17.

In review of the timeline, the start date for the RFP contract award was moved back from March 15 to April 10 to enable the full WDB to review the rating committee’s recommendation and both the WDB and COG to approve prior to contract. This date change will be shared in the mandatory RFP conference and updated on the website.

David Brightbill asked if by having the One-Stop location set if this is in compliance with Federal Law for Fair Competition. Rebecca stated that according to the State it is.

WDB 12-16 Motion for the committee that put the RFP together will be the same committee that will do the rating and final recommendation to the Workforce Development Board. The committee is as follows: Jeff White, Connie Shriver, Pamela Lankford, Laura Fuller, Chasity Schmelzenbach. Motion by: Ann Block, Second by: Marc Manheim. Motion passed.

C. Youth Procurement

1. Youth Procurement requirement – review of proposed timeline and permission to solicit proposals was presented and discussed. The Youth program was not bid out this current year because there was a lot of

confusion; the state required the commissioners to declare a lead agency; and there wasn't written guidance available for the conflicts between state and DOL directives. Now guidance is available and the Youth program (framework and 14 required elements) must be competitively procured if not available.

We need one central agency per county in charge of the program. Options are to bid out by county entire youth program or bid the program with the awardee from that procurement responsible for 14 elements procurement, realizing that all youth awards must be reviewed and approved by the WDB.

2. Need to form Committee(s) to Review and Rate RFPs received

	Program Elements
1.	Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of a secondary school diploma or its recognized equivalent
2.	Alternative secondary school services, or dropout recovery services, as appropriate
3.	Paid and unpaid work experiences that have as a component academic and occupational ed.: summer employ/pre-apprenticeship/on-the-job
4.	Occupational skill training, priority consideration for training leading to recognized postsecondary credentials aligned with in-demand industry
5.	Education offered concurrently with workforce preparation activities and training for a specific occupation or occupational cluster
6.	Leadership development opportunities: community service; peer-centered activities encouraging responsibility; positive social and civic
7.	Supportive services
8.	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
9.	Follow-up services for not less than 12 months after the completion of participation, as appropriate
10.	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
11.	Financial literacy education
12.	Entrepreneurial skills training
13.	Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as
14.	Activities that help youth prepare for and transition to postsecondary education and training

WDB 13-16 Motion to post one RFP per county for program design and authorize them local responsibility to make available all 14 elements, which includes procurement as necessary. By: Chasity Schmelzenbach Second by: Sherri Becker. Motion passed.

- D. WIOA 16 One-Stop Assistance for Rapid Response Events- WIOA 16 was the corporate location of the Murray mine layoff. **WDB 14-16 Motion to allow us to work with and accept WIOA Area 16s assistance at the Monroe County One-Stop for the anticipated coal mine layoffs and other associated rapid response events. Motion by: Chasity Schmelzenbach; Second by: Connie Shriver. Motion passed.**

E. Monroe County Youth Contractors

1. GMN Tri-County Community Action

- Providing: Adult Mentoring; Alternative Edu; Career Pathway; Comprehensive Guidance & Counseling; Entrepreneurial Skill Trng; Financial Literacy Edu; Follow-up Services; Leadership Development; Occupational Skills Trng; Paid & Unpaid Work Experience; Provision of Labor Market Info; Supportive Services; Transitional Skills; Tutoring, Study Skills & Drop-out Prevention

- b. Contract period: January 4, 2017 to June 30, 2017
- c. Amount: \$75,000
- d. Funding breakout: 50,625 CCMEP TANF; 5,625 CCMEP TANF ADMIN; 1,875 CCMEP WIOA YOUTH ADMIN; 16,875 CCMEP WIOA YOUTH
- 2. Mid-East Career Center
 - a. Providing: Career Pathway; Entrepreneurial Skill Trng; Financial Literacy Edu; Leadership Development; Provision of Labor Market Info; Transitional Skills
 - b. Contract period: January 4, 2017 to June 30, 2017
 - c. Amount: \$12,080
 - d. Funding breakout: 9,060 CCMEP TANF; 3,020 CCMEP WIOA YOUTH

WDB15-16 Motion to approve the WIOA portion and proceed with Monroe County continuing with these contracts. Motion by: Ann Block. Second by: Jeff White. Motion passed. Connie Shriver abstained.

V. WIOA AREA #15 ACTIVITIES

- A. Expenditures as of 12/31/16 were presented and discussed.

Rebecca announced that OVER received an award In Appreciation for Professional Services from Solvay.

B. Make It In America	Allocation	\$1,299,956.00
As of 12/31/16:	Total Accruals/Expenditures	\$976,781.52
	Total Obligations	<u>\$120,237.67</u>
	Unobligated balance	\$202,936.81

- C. National Emergency Grant - #28 Sectors - 7/1/2015 - 6/30/17 w/no accruals
Sectors: Polymers, Energy and Healthcare

	Allocation	Distribution
1 st year	\$296,485	\$250,000 to Counties \$50K Mo/Mg/N; 100K W
Released to Area 16	(150,000)	53,649 to OVER
2 nd year	<u>326,485</u>	80,000 for Regional Plan
Total Funding	<u>\$472,970</u>	<u>\$ 383,649 = balance left = \$89,321</u>

Unwanted, release? \$89,321 to be decided

Discussion of usage of the remaining \$89,321 unallocated. Monroe is fully spent of their initial allocation.

WDB 16-16 Motion to allocate \$50K to Monroe County and to allocate the remaining \$39,321 to the other counties based on need. Motion by: Chasity Schmelzenbach. Second by: Sherri Becker. Motion passed.

- D. November 2016 Help Wanted Online Job Postings was presented and discussed.
- E. www.OMJ15.com (under construction). This will be the new webpage.
- F. Financial Handbook (Sent electronically as attachment B) was discussed.
- G. Procurement Policy (Sent electronically as attachment C) was discussed.

VI. WORKFORCE INVESTMENT BOARD MEMBERS

- A. Upcoming vacancy- Business, Monroe County. Janelle Comstock (Monroe) WDB member has accepted a new position as WDB Director for the Parkersburg, WV WDB (Congratulations Janelle!). Unfortunately, when notifying the State of this change, the state decreed we must nominate the new Chamber President or another Monroe County business representative.
- B. Resignation of Kim Stewart (Morgan)
- C. New Appointee – Morgan County, Tonya Kohler, Human Capitol Mgr, MIBA Sinter USA, LLC

- VII. NEXT MEETING DATE After discussion of agenda and tasks at hand the board changed the next meeting to Monday, March 20th @ 9am at Lori's Restaurant.

- VIII. ADJOURNMENT **WDB 17-16 Motion to adjourn. Motion by: Connie Shriver; Second by: Chasity Schmelzenbach. Motion passed.**

Approved By: _____

WDB Chair or Vice Chair

Date: _____

3/20/2017