



**OHIO VALLEY EMPLOYMENT RESOURCE
COUNCIL OF GOVERNMENTS MEETING**

**MEETING
MAY 5TH, 2025 – NOON
LORI'S RESTAURANT, CALDWELL, OHIO**

**ALLEN FRALEY, COG CHAIR
CECIL MAYLE, COG VICE-CHAIR
REBECCA SAFKO, EXECUTIVE DIRECTOR
JANELL COMSTOCK, PROGRAM ADMIN**

MINUTES

COG ATTENDANCE

Allen Fraley, COG Chair	Steve Best, Morgan County
Cecil Mayle, COG Vice Chair	Ty Moore, Noble County
Bill Bolon, Monroe County	Gary Saling, Noble County
Diane Burkhart, Monroe County	Charlies Schilling, Washington County
Mick Schumacher, Monroe County	James Booth, Washington County
Heidi Maxwell, Morgan County	Eddie Place, Washington County

OTHERS IN ATTENDANCE

Ann Block, WDB Chair	Rebecca Safko, Executive Director, OVER
Flite Freimann, Washington County	Janell Comstock, Program Administrator, OVER
Misty Wells, Noble County	Amber Peck, Fiscal Manager, OVER
Heidi Burns, Morgan County	Marie Schafer, Career Advisor, OVER
Jeanette Schwall, Monroe County	Pamela Lankford, WDB Vice Chair

THE PLEDGE OF ALLEGIANCE TO THE FLAG was led by the COG Chair Allen Fraley

DRAFT MEETING MINUTES (Handout #1 & #2) Motion to accept the minutes from 1/23/2025 & 3/11/2025.

Motion 29-24 by Commissioner Moore; Seconded Commissioner Booth

January 23rd, 2025, Minutes

March 11th, 2025, Special Board meeting

ANNUAL ELECTION OF CHAIR AND VICE CHAIR Motion to keep Commissioner Allen Fraley as COG Chair and Commissioner Cecil Mayle as COG Vice-Chair. **Motion 30-24 by Commissioner Booth; Seconded Commissioner Schumacher.** Commissioner Booth stated that there is need to change bylaws to a 2-year term depending on when the Commissioner's term is up.

WORKFORCE DEVELOPMENT BOARD MEMBER REAPPOINTMENTS: Motion to reappoint Workforce Development Board Members. **Motion 31-24 by Commissioner Schumacher; Seconded Commissioner Maxwell**

Chuck Warner	Jennifer White
Herman Gray, Jr.	Laurene Huffman
Jeff Smith	Mel Bragg
Jeff White	Sam Skinner

Consent Agenda (Sent out by email prior to meeting; not copied for meeting) Motion to approve the Consent Agenda.

Motion 32-24 by Commissioner Booth; Seconded Commissioner Saling

- AREA 15 WIOA & CCMEP PY24 Q2 Performance Reports

- One-Stop counts January-March 2025
- One-Stop Report January -March 2025
- Combined County Report January-March 2025
- GRIT Report January-March 2025
- UI Report January-March 2025
- Audit Completed

WIOA AREA #15 ACTIVITIES

- Conflict of Interest form needs signed by all. All in attendance signed the Conflict-of-Interest form.
- Audit Completed. Rebecca Safko stated the audit was completed and there were no issues
- OVER Area expenditure report (**Handout #3**) Rebecca Safko explained the Over Area expenditure report. There were no questions
- OVER Budget (**Handout#4**) Rebecca Safko explained the OVER Budget. There were no questions
- AREA Allocations Report (**Handout #5**) Rebecca Safko explained the Area Allocations Report. Reduction in Area Allocations of 17% based on demographics, poverty, and unemployment
 - 15K Loan to Morgan from Noble of this year's Youth Allocation
 - Discussion of new allocation. Motion for new allocation option A and approval of the 15K loan to Morgan Co from Noble Co. **Motion 33-24 by Vice Chair Mayle; Seconded Commissioner Booth**
- OVER Area Investment on Individuals report (**Handout #6**) Rebecca Safko explained the OVER Area Investment on Individuals report. There were no questions.
- Partner & Resource Room Update
 - Noble County – Misty Wells stated the UI employees are very busy. Customers from several counties stop in because they need help with their unemployment and like having the option of face to face instead of over the phone. Leadership program is wrapping up this year, work here stay here is one of their main goals. Not including the prison population, over 800 people in Noble County do not have a diploma. Their office is fully staffed. Misty wants a list of businesses that Neil Polk and Barb Reischman are connecting with. She stated Noble Co does not have any IWT's.
 - Monroe County- Jeanette Schwall stated almost 75% of their customers are stopping in to see the UI employee. Their office is fully staffed. CCMEP and TANF are serving 29, 6 will exit in June.
 - Morgan County- Heidi Burns stated they have been outreaching and collaborating with libraries and schools. They are also working with the County Court IOP drug program. On May 7, 2025, they have a hiring event with Highland Oaks.
 - Washington County- Flite Freimann stated the UI program is busy. They have also met with Ohioans with Disabilities; they may staff someone in Washington County. TANF money is very tight right now. 30% statewide in Ohio have a college degree. 18% in Washington Co, 14% in Noble Co, 12% in Morgan Co, and 10% in Monroe Co have a college degree. They are also working with Marietta College to have 4 camps this summer for 16+ year olds. 1 out of 3 employees at Marietta Memorial Hospital are working in IT, clerical, and maintenance positions.
- Sub Grant Award Approval and Sub-grant CCMEP Approval. Motion for approval. **Motion 34-24 by Commissioner Booth; Seconded Commissioner Schumacher**
- One Stop MOU Approval and RFP Committee Recommendation-One Stop Operator Contract. Motion for approval. **Motion 35-24 by Commissioner Maxwell; Seconded Commissioner Saling**
- Youth Contract Extensions and Adult and DW contract extensions. Motion for approval. **Motion 36-24 by Commissioner Best; Seconded Commissioner Schumacher**
- Business Outreach Committee Update
 - Employee Development Fund (IWT) (**Handout #7**) Janell Comstock explained the IWT handout
- Policy Updates
 - New Policy-OVER Credit Card (**Handout #8**) Janell Comstock explained the Credit Card Policy
 - New Policy-Labor Exchange Activities at a local level (**Handout#9**) Janell Comstock explained the Labor Exchange Policy

- Update ITA policy: To increase ITA limit cap by \$1500.00, from \$8000.00 to \$9500.00, and for Program Operator to be able to request an amount exceeding the Cap limit from the WDB Director or Designee for approval.
- Update Purchase Threshold to be in line with state and OMB circular going from \$5000.00 to \$10,000.00. The limit is staying at \$5,000.00, approval will be needed for more than that amount
- Update to Records Retention policy, to include a Records Commission Committee for record retention and disposal review

Misty Wells, Director of Noble Co JFS asked why TANF funds are not shown in the reports. Janell explained that OVER is not in charge of TANF and CCMEP funding

Motion for approval for all Policy Updates. **Motion 37-24 by Commissioner Booth; Seconded Commissioner Best,** approved with the caveats being added to the OVER Credit Card policy that no alcohol, tobacco, or entertainment can be purchased with the credit card. Program Administrator will be the card holder temporarily, due to Rebecca retiring this year.

- Records Commission and Audit Committee, needs appointed by WDB at least 3 board members needed, will meet annually to review policy and records retention schedule and disposal of records, and will meet for audit annually.

Commissioner Booth made a motion to go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section [121.22](#) of the Revised Code.

Motion 38-24 by Commissioner Booth; Seconded by Vice Chair Mayle. Roll call was taken. Only Board members remained in the room.

The Council of Governments went into an executive session at 1:17 pm

The Council of Governments ended the executive session at 2:03 pm

Motion 39-24 to end executive session was made by Commissioner Booth; Seconded by Vice Chair Mayle

- OVER office staffing changes/updates:
 - Melissa resigned her position in February and left OVER staff in March,
 - Posting and Job Interviews held for a Fiscal Manager position
 - New Hire: Amber Peck as Fiscal Manager at \$22.00 an hour, Motion for approval. **Motion 40-24 by Commissioner Booth; Seconded by Vice Chair Mayle**
 - The fiscal manager will be housed in an Office centrally located in Noble County at the SEO library for \$500.00 a month in rent

Commissioner Booth made a Motion stating that the WDB personnel committee will be assisting in the hiring and firing process of OVER employees. **Motion 41-24 by Commissioner Booth; Seconded Commissioner Bolon**

The next WDB and COG meeting will be a joint meeting to be held at The Skyline Resort at Seneca Lake on August 4, 2025, at 10:00 am

ITEMS FOR THE NEXT MEETING:

FUTURE MEETING DATES:

Mondays,

8/4/25 at 10:00 am at Skyline Resort (this will be a combined meeting of the WDB and COG)

11/3/25 at noon at Lori's Restaurant.

ADJOURNMENT: Motion 42-24 to adjourn by Commissioner Booth; Seconded by Commissioner Bolon