

Area 14 Workforce Development Board

Executive Meeting Minutes

11/4/2020

Board Members Present: David Brennan, Stephen Carson, Jeff Circle, Tracy Clark, Laura Davidson, Brianna Edwards, Mollie Fitzgerald, Jennifer Kleski, Carrie Anne Verge (proxy for Julie Francis), Misty Milstead, Robert Ogden, Brent Patterson, Jessica Stroh, Melissa Sheppard

Guests Present: Laurie Gribble-McKnight, Area 14 Director; Teresa Garey, ODJFS Area 14 Workforce Specialist; Chris Shank, Meigs JFS; Theresa Lavender, Meigs OMJ; Vince Reiber, Meigs JFS; Jean Demosky, Athens JFS; Tami Collins, Athens JFS; Jason Terry, Athens OMJ; Tracy Helber, Athens JFS; Cheryl Boley, Perry JFS; Ben Taylor, Perry OMJ; Mendra Hupp, Perry JFS/Area 14 Fiscal; David Hansen, Perry JFS; Angela McCord, Perry OMJ; Melissa Leckrone, Perry Transit; Lenny Eliason, Athens Commissioner; Bridget Gilmore, Guest Speaker

The regularly scheduled meeting of the Area 14 Workforce Development Board met virtually on November 4, 2020. A quorum was present with 14 of 19 Board members present.

Chairman Robert Ogden called the meeting to order at 10:06 AM. Laurie McKnight took attendance.

Meeting Minutes (August 12, 2020) was presented for approval.

1st – Stephen Carson; 2nd – Mollie Fitzgerald

Motion carried without opposition.

Agenda (November 4, 2020) was presented for approval with Fiscal Report

1st – Jeff Circle; 2nd – David Brennan

Motion carried without opposition.

Introductions:

- Rob Ogden welcomed everyone to the third virtual board meeting of 2020
- Welcome Carrie Anne Verge attending on behalf of Julie Francis, with proxy voting rights
- Welcome Speaker - Bridget Gilmore, recently hired Meigs County Mobility Manager

County OhioMeansJobs Center Updates:

- **Athens County** – Jason Terry
 - Current hours of operation, Monday through Friday, 8AM-5PM, all services available
 - Some staff continue working remotely due to COVID concerns
 - Two Conference rooms utilized by Board of Elections as polling locations
 - Invitation to tour the new office space at Union Street
 - Social Distancing observed in the resource room – three computer available
 - Reported 501 in-person visits; 668 service counts in Sep/Oct 2020
 - Researching expanding OMJ Services, Board invited to comment
- **Meigs County** – Theresa Lavender

Area 14 Workforce Development Board

Executive Meeting Minutes

11/4/2020

- Open M-F, 8am – 4pm
 - Observing COVID safety protocol including temperature, masks, social distancing
 - Foot Traffic increasing at the Meigs OMJ
 - Case Management continues virtually and by telephone
 - Virtual Job Shadow Curriculum with school districts
 - New Technology, Faster WIFI, Smart Board, and Web Cams purchased with OMJ funds
 - Aspire conducting in-person classes. Enrollment has increased resulting in the need to increase classes to 3 days per week. Researching virtual classroom.
 - Researching Workforce Wednesdays on the Smart Board
 - Meeting with JFS Director to collaborate and brainstorm services and delivery
- **Perry County** – David Hansen
 - Open M-F 8 AM – 4:30 PM; Full Services Available
 - Mobile Services Unit wrapped up the Census Count resulting in 72 households in 9 villages registered
 - Conducting Virtual K-12 OhioMeansJobs.com Training for teachers and volunteers at Crooksville Schools After School Program. Offered to other school districts. Have reached out to the State of Ohio for OMJ Curriculum for After School program use.
 - Senior Tech Engagement Program offered to senior citizens, 7 classes totaling 12 hours, 3 days a week. MOU with Perry Co District Library for teacher. Program provides laptop to learn computer skills including TeleDoc to keep engaged during COVID pandemic.
 - WIOA & Opioid Grant – Employing a Treatment Navigator at Perry Behavior Health Choices for a 1 year period and established a Bootcamp delivering services to 9 participants including, LMI, career counseling, IEP, and WIOA training services.
 - Recently implemented a News & Opportunity Newsletter – Contact Angela to receive
 - WIOA Staff meet virtually weekly to discuss new and current cases
 - OMJ moving into a new building in next couple of months. Date TBD

Fiscal Report – Mendra Hupp

- WIOA Area 14 Fiscal Update – November 4, 2020 Report submitted to the Board
- OWIP – Ohio Works Incentive Program ends March 31, 2021; no new participants after June 30, 2020, only incentives until close of program. No plan to extend.
- **National Disaster Grant - NDWG OH32 Flood**
 - Increased to \$1,981,763 including Admin for Area 14 for the 4/1/2019-12/31/2020 grant period.
 - DOL approved extension through June 30, 2021
 - There will be a redistribution of funds with no guarantee of an amount.
 - Received addition funding in the amount of \$50,000 from OWD for the GMCA – Meigs Program in October 2020.
 - In November 2020, amended the GMCA contract to extend through 6/30/2021
 - Athens and Perry are in the closing phases of the program
 - Current Contract Ceiling \$1,981,762.86
 - \$353,961.39 Remaining Total Area 14 Award (See Attached)

Area 14 Workforce Development Board

Executive Meeting Minutes

11/4/2020

- **Opioid Grant #3**
 - Original Area 14 Award of \$167,329.00 for grant period April 1, 2019 through March 31, 2021 with \$234,252.57 remaining
 - Received \$141,044.00 (Athens \$27,066; Meigs \$16376; Perry \$83498; Admin \$14104)
 - Total Spent \$75,851.43 (Athens \$16,300.31; Meigs \$5,206.73; Perry \$48,075.43; Admin 6,268.96)
 - Incremental funding has been received and distributed to the counties and admin. All counties are continuing in their approved plans within their respective counties. (See Attached)
- **OhioMeansJob Center Improvements**
 - \$75,008.30 Total Area Award
 - Athens \$25,187.02
 - Meigs \$27,998.07
 - Perry \$21,823.21
 - Grant completed September 30, 2020
 - The improvements will enhance the customer's experience in the OMJ Center
- **Business Outreach Grant**
 - \$200,000 Awarded to Area 14
 - \$60,000 per county distributed to each county
 - \$20,000 Area 14 Business Outreach
 - Purpose is to reduce the impact to the economy, development, and expansion of the Local Workforce Development Area (LWDA) business teams is critical to the recovery efforts.
 - Teams are to connect workforce development, economic development, and education in a collaborative, seamless, and customer-focused partnership structure to deliver more effective and efficient business services.
 - Expanded outreach and services on affected businesses will enhance the ability to match their labor needs with individuals who have been laid off as a result of the COVID pandemic.
- **Rapid Response**
 - Total award of \$116,320.00 allocated in 4 increments of \$29,080
 - Must be 70% spent prior to requesting next increment.
 - Ends Sept 30th, 2020, Liquidation December 31, 2020
 - Expenditure through September 30,2020 equal \$60,087.10
 - Awaiting final invoice for services through September 30, 2020
- **Area 14 Audit**
 - Perry & Associates is conducting Area 14 Audit
 - Audit draft copy received. P & A will submit to AOS
 - Audit is extended until end of November 2020.
 - Estimated cost remains under \$10,000
- **ODJFS Audit & Monitoring**
 - Audit commended for PY 18 & PY 19 (July 2018 – June 2020)
 - Athens County and Fiscal Agent selected for audit.

Area 14 Workforce Development Board

Executive Meeting Minutes

11/4/2020

Director McKnight:

Admin Funds

- Thank you to Commissioner O'Brien and Commissioner Smith for their service to the Executive Board
- **Executive Committee Updates**
 - Meigs received additional \$50,000 allowing them to continue operating
 - OH-32 Grant extended through June 2021, the additional funding was offered to Meigs due to Athens and Perry began closing phases of program
- **Proposed WIOA Policy Revision** of Use of Individual Training Accounts Policy 14.15-11.2 - See Attached outlining the following proposed changes:
 - Section III. Paragraph 1:4 – Change Language to read:
“To be eligible for training services, the local area or the Comprehensive Case Management and Employment Program (CCMEP) lead agency must determine whether adult, dislocated worker, or out-of-school youth participant and **per waiver authority, in-school youth**, are appropriate for training services.”
 - Section III. Part A – WIET List – Change language to read:
“Area 14 has the ability to not use a WIET approved provider if after evaluating their program graduation rates and placement rates, Area 14 finds that they are not sufficient to place our participants on a good career path.”
 - Section III. Part A – Change language to read:
“Priority consideration must be given to training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or **critical jobs** in the local area.”
 - Section III, Part D – Change language to include:
“in-demand occupation or **critical job**.”
 - Section III, Part D.1 – Change language to read:
“The following exception to the 24-month limit on long-term ITA training are permitted:
1. ITA funded training necessary to enter occupations of state strategic priority may continue for up to 48 months or up to the discretion of the county based on a county procedure letter (CPL). This is to enable and encourage the completion of Baccalaureate Degrees in vital career fields, such as critical jobs which directly support the health and well-being of Ohioans.”
 - Section III, Part D.2 (Duration) – Change language to read:
“Area 14’s registered apprenticeships will be funded for up to **4 years** depending on the length set by the programs, or up to the discretion of the **county (CPL)**.”
 - Section III, Part D (Funding ITAs) – Change language to include:
“in-demand occupation or **critical jobs**.”
 - Section III, Part D (Funding ITAs – Maximum Funding) – Change Language to read:
“maximum of \$40,000 total per training program if pursuing a baccalaureate degree or a 4 year Registered Apprenticeship.”
 - Section III, Part D.3 (Allowable ITA Costs) – Add:
“Cost must be reasonable and necessary and present a sound investment of public funds.”

Area 14 Workforce Development Board

Executive Meeting Minutes

11/4/2020

- Section III, Part E:1 (State In-Demand Occupations and Critical Jobs (85%) – Change Language to read:

“In-Demand occupations were chosen using various industry and occupation-focused measures. These measures include projected openings; projected growth; select JobsOhio industry cluster occupations; and historical job posting data. The list of in-demand occupations will be validated or further enhanced using business data from the online Workforce Information Exchange job forecasts monthly.

Critical jobs are determined through state strategic priority and considered critical to the health and well-being of Ohioans, their families, and our communities. Some examples of critical jobs may include occupations in early childhood education, mental/behavioral health, and recovery.

Each program year, at least 85 percent of new ITA enrollments for the local area must be in an in-demand occupation or critical job as defined by the State of Ohio. Participants who have a current program year training service start date and whose ITA will carry into the next program year, will not be counted in the next program year’s percentage.

Ohio’s Top Jobs List includes both In-Demand Jobs and Critical Jobs. The Top Jobs link below provides access to in-demand occupation and critical jobs data:
<https://topjobs.ohio.gov/wps/portal/gov/indemand/top-jobs-list>

- Sections IV, V, & VI revise reference to policy sections outlined above.
- *Discussion:*
 - David Hansen (Perry JFS) suggested adding a clause to allow for quality training providers not on the approved list. Director McKnight states that all providers must be on the WIOA Training Provider List and offered to contact any training provider to assist them with application process.
 - Mollie Fitzgerald (Board Member) expresses support for the 4 year degrees clause for critical jobs.

Motion: To Accept the proposed Revisions to the Use of Individual Training Accounts Policy 14.15-11.2 as outlined.

1st – David Brennen; 2nd – Mollie Fitzgerald

Motion carried without opposition.

- **Department of Labor – Enhanced Desk Monitoring Review**
 - Meigs and Gallia OH-32 Flood Audit was concluded on 7/10/2020. See attached letter stating no findings or areas of concern were found.
- **COVID Grants:** Perry, Athens, & Meigs Counties are working on Dislocated Worker COVID Grants
 - **RESEA Services** – Area 14 agreed to implement the RESEA Program previously administered by ODJFS staff.

Area 14 Workforce Development Board

Executive Meeting Minutes

11/4/2020

- An extension of current OMJ services requiring the delivery of intensive service to unemployment claimants which includes an initial appointment, job search requirements, and 2 follow-up appointments.
- Offered in Perry, Athens, & Meigs Counties
- OWCMS Service entries are required
- Wagner Peiser Services remain the responsibility of ODJFS Staff
- Funding of \$22198 through September 2021; \$33731 through September 2022
- Funding split in equal thirds to the three counties
- **Virtual Job Fair** – February 24, 2021 sponsored by JobsOhio
 - JobsOhio selected the following industry sectors to focus on: Manufacturing, Healthcare, and Transportation; Limit of 50 Employers
 - JobsOhio has contracted with HireBoom to facilitate and assist with the Brazen virtual platform to assist employers in building booths.
 - Weekly meeting with the Job Fair Team begin in approximately 3 weeks
 - If Area 14 chooses to conduct an additional Virtual Job Fair the cost of approximately \$20K could be covered by the Business Outreach Fund; \$105 per employer booth and \$1.88 per job seeker.

Motion: Authorizing \$3000 for the purpose of advertising the Virtual Job Fair.

1st – Molly Fitzgerald; 2nd – Stephen Carson

Motion carried without opposition.

- **Virtual Apprenticeship Week** will be held November 16 – 20, 2020 in partnership with Project Rise and Tri-County Career Center. The Lt. Governor will be providing a video to show support for Apprenticeships. Apprenticeship Council leaders will hold a November 19th Zoom Panel's Learn More Event.
- **Apprenticeship Success Story** – Mark Porter Auto Group Apprenticeship Program. The COVID pandemic has delayed the program. The Pre-Apprenticeship Program has started with virtual meetings being planned for interested students.
- **Handout:** New Performance Standards effective PY 2020/2021 – See Attached letter from ODJFS
 - No objections were submitted by the OMJ's regarding the levels
- **Handout:** PY2019 Unadjusted – WIOA Title I & CCMEP Reports
 - Significance increase in inbound calls to OMJ'
 - Number of those in training remain high
 - Number of participants has increased
- **Handout:** OhioMeansJobs Reports – Noted significant increase in Athens' inbound calls from 324 in July 2020 to 692 in Sept. 2020
- **Handout:** Online Job Postings Report for July & August 2020
 - Noted highest level of education remains GED/High School Diploma
- **Handout:** Ohio Unemployment Map – Area 14 counties are all below the highest rate of 11.2% per September 2020 report

Area 14 Workforce Development Board

Executive Meeting Minutes

11/4/2020

Motion to adjourn (11:08 AM) until the next meeting scheduled for February 10, 2021 at 10 AM, location to be determined at later date.

1st – Stephen Carson; 2nd – Brent Patterson

Motion passed without opposition.

DRAFT