

Area 14 Workforce Development Board

Executive Meeting Minutes

8/12/2020

Board Members Present: David Brennan, Stephen Carson, Jeff Circle, Tracy Clark, Laura Davidson, Brianna Edwards, Mollie Fitzgerald, Julie Francis, Ted Linscott, Misty Milstead, Robert Ogden, Brent Patterson, Jessica Stroh

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; Tracy Helber, Athens JFS; Joe McGowan, Athens OMJ; Cheryl Boley, Perry JFS; Mendra Hupp, Perry JFS/Area 14 Fiscal; David Hansen, Perry JFS; Bryn Stepp, Lt Gov Office

The regularly scheduled meeting of the Area 14 Workforce Development Board met virtually on August 12, 2020. A quorum was present with 13 of 19 Board members present.

Chairman Robert Ogden called the meeting to order at 10:03 AM. Laurie McKnight took attendance.

Meeting Minutes (May 13, 2020) was presented for approval.

1st – David Brennan; 2nd – Laura Davidson

Motion carried without opposition.

Agenda (August 12, 2020) was presented for approval with Fiscal reporting directly following the OMJ Center updates.

1st – Jeff Circle; 2nd – Brent Patterson

Motion carried without opposition.

Introductions:

- Rob Ogden welcomed everyone to the second virtual board meeting of 2020
- New Board Member, Mollie Fitzgerald, Assistant Director – Athens Economic Development Council, filling the vacancy left by Sara Marrs-Maxfield.
- Ogden expressed his appreciation for the expertise and guidance provided by Sara during her tenure on the Board.

County OhioMeansJobs Center Updates:

- **Athens County** – Joe McGowan
 - Current hours of operation, Monday through Friday, 8AM-5PM
 - Requesting customers make appointments but walk-ins are welcome
 - Three Computers are available in the Resource Room
 - Employment Counselor assisting at front desk to assist customers in the resource room and direct customers to the correct staff office and program

Area 14 Workforce Development Board

Executive Meeting Minutes

8/12/2020

- Documents drop box located outside of the building, documents are sanitized and scanned into customer's file
- Current Services include Aspire/GED testing and small one-on-one sessions for teaching, WIOA and ReEntry Appointments, Resume and OMJ website assistance appointments
- Small Computer Lab is getting some use and may increase as the COVID level is yellow
- Fingerprinting for childcare
- Community Action Agency is utilizing the partner room assisting homeless veterans and veterans who have received an eviction notice
- The Census 2020 team is using one of the conference rooms to educate potential candidates and do finger printing sessions
- Veteran Service Office is utilizing the medium conference room two nights per month for meetings
- Drive Thru GED Graduation – Four graduates and their families attended. Special thank you to Tami Collins (Athens JFS), Julie Barnhart Francis and Ginger Gagne (OU Stevens Literacy Center) for providing goodie bags to the graduates. Thank you to Donna Albanese, State Director of Aspire – Ohio Department of High Education for attending the event. Special thank you to Scott and Sally for putting it all together.
- Noted increase in electronic assessment testing on-site and remotely
- The majority of inbound calls are unemployment related
- There were 405 in-person customers in July 2020
- Attachments
 - Reopening Protocol.2020
 - C19_Protocol-ACDJFS_7-16-2020.pdf
- **Meigs County** – Theresa Lavender
 - OMJ doors opened June 1 following strict PPE safeguards and social distancing
 - Resource Room is limited to four
 - Encouraging COVID impacted dislocated workers to take advantage of training, WIOA, and OJTs. There were 15 applications last month.
 - Aspire began office hours last week, holding in-person classes 2 days per week, limit of 4 students. Virtual classes are also available.
 - The county is bringing county wide Public Transportation to Meigs County in mid-2022. Hired an experienced Mobility Manager to start at end of August 2020. Seeking a Fiscal Specialist to assist the Manager.
 - Complete Count Census Committee is headed by Chris Shank, JFS Director, working to educate the community on the importance of completing 2020 Census. The Conference Room is being utilized for Enumeration Training.
- **Perry County** – David Hansen
 - Dislocated Worker Unemployment Rate for Perry County is 11.5% with a noted increase in Long Term Unemployed status. Emailed 3000 unemployment applicants, many of which have returned to work.
 - Currently targeting ages 20-30 demographic to educate about JFS services with 2 live webinars geared to younger age groups.

Area 14 Workforce Development Board

Executive Meeting Minutes

8/12/2020

- “Beat the Beast of Job Loss” and Complete Count Census message is being delivered in Face-to-Face in the mobile unit visiting 4 locations with additional upcoming dates planned
- The JFS/OMJ Mobile unit was present at the Perry County Fair in July
- Collaborated with Muskingum and Licking OMJ Centers to expand the July Virtual Job Fair radius of job seekers to include Perry County. Previously job seekers were not permitted to attend if not a resident of Muskingum and Licking Counties.
- CCMEP Summer Youth Employment Program – The program began with 55 youth, 45 remain as of July 31. HAPCAP assisted with essential skills, leadership programs, etc. The program quickly pivoted from in-person to a virtual format.
- 10th Annual Back-to-School Bash being held today as a drive-thru format; 790 families pre-registered for school supplies, shoes, haircuts, etc.
- Reaching out to local high schools promoting the Senior Resume Project to collaborate to develop essential skills, understand workforce development, and growth beyond high school.

Fiscal Report – Mendra Hupp

- WIOA Area 14 Fiscal Update – August 11, 2020 Report submitted to the Board
- No Change Expected to Upcoming Fiscal Year Funding in October, approximately 25% increase for Area 14, 2 year cycle.
- OWIP – Ohio Works Incentive Program ends March 31, 2021; no new participants after June 30, 2020, only incentives until close of program
- **National Disaster Grant - NDWG OH32 Flood**
 - Increased to \$1,931,762.86, including Admin for Area 14 for the 4/1/2019-12/31/2020 grant period.
 - Received additional funding of \$75,000 from OWD, to be split evenly among 3 operating programs.
 - All 3 program crews are operating on sites.
 - Contract Ceiling \$1,931,762.86
 - \$412,048.10 Remaining Total Area 14 Award
- **Opioid Grant #3**
 - Original Area 14 Award of \$167,329.00 for grant period April 1, 2019 through March 31, 2021.
 - Additional Request of \$142,775.00 for a Total of \$310,104.00
 - \$176,044.40 has been received with \$43,980.42 being spent equaling a remaining total of \$266,123.58
- **OhioMeansJob Center Improvements**
 - \$75,008.30 Total Area Award
 - Athens \$25,187.02
 - Meigs \$27,998.07
 - Perry \$21,823.21
 - Expenditure deadline September 30, 2020

Area 14 Workforce Development Board

Executive Meeting Minutes

8/12/2020

- Approved purchases include computers/tablets, televisions, ADA compliant workstations, technology connectivity, software licensure and upgrades, copy/scan/fax machines, health & safety improvements, OMJ Center signage, furniture
- **Business Outreach Grant**
 - \$200,000 Awarded to Area 14
 - \$60,000 per county
 - \$20,000 Area 14 Business Outreach
- **Rapid Response**
 - Total award of \$116,320.00 allocated in 4 increments of \$29,080
 - Must be 70% spent prior to requesting next increment; second increment request has been submitted
 - First invoice received and was partially paid
 - Expenditure deadline is September 30,2020
 - All financials have been entered into the HINKLE System (Auditor of State)
- Perry & Associates is conducting Area 14 Audit
 - Documentation was submitted in July
 - Audit is extended until end of August 2020.
 - Estimated cost is under \$10,000

Director McKnight:

Admin Funds

- The Executive Committee voted to approve the reallocation of funds from Admin to Flood Grant funding for Perry County.
- The Executive Committee approved via email an amendment to accept an additional \$75,000 (\$25,000 per county) in Flood Grant funding from the state.
- The State of Ohio received \$8.5 Million in COVID19 Dislocated Worker Grant Funds.
 - Area 14 awarded \$577,799.
 - Each county must submit a proposal of how allocated funds will be spent by August 14
- The Business Outreach Grant totaled \$60,000 for Area 14.
 - Must be approved prior to spending funds
 - \$20,000 held back for Business Outreach, advertising Virtual Job Fair, etc
- Each Area WIB will be permitted one Virtual Job Fair per year
 - Recommend collaborating with surrounding counties and WIBS to prevent overlap of dates
- Area 14 collaborated with Area 7 to apply for the WORC Grant in July, decision pending. The grant through the Department of Labor will allow for Capital Improvements in the OhioMeansJob Center or a mobile unit.
- Area 14 is sponsoring the September 17 virtual Lunch And Learn that is offered monthly through a partnership with the Innovation Center, Small Business Development Center and Athens Economic Development Center. The topic is "Recovery Friendly Workplaces." All three counties should invite their local businesses.
 - Additional OERG Grant funds have been requested to fund the next steps for businesses interested in reviewing their policies, writing/changing policies to reflect best practices

Area 14 Workforce Development Board

Executive Meeting Minutes

8/12/2020

- Working Partners Inc, is the provider totaling \$23,240.
- Unlimited number of businesses, meetings, attorney meetings, policy drafting, etc.
- This is allowable under the Opioid Grant per the state.
- Flyers will be forthcoming.
- The Area 14 Workforce Development Board re-certification application was approved by the Office of Workforce Development (OWD), for a 2 year period
- OWD revised the performance evaluation timeline to state:
 - "...and now will not be taking place for an additional 1-3 program years before a failure in the measures counts toward subsequent designation. There are many steps required once a failure is identified including additional State training, development of county corrective action plan, and implementation period prior to any changes.
- Handout: Ohio Unemployment Map – Area 14 counties are all below the highest rate of 13%
 - The number of weekly initial unemployment applications and weekly claims are decreasing
 - Please refer struggling businesses to OhioMeansJobs Centers for assistance
- Handout: 2010 Unemployment percentages following the Great Recession of 2009 were higher than the current percentages and we are hopeful the numbers will continue to decrease.
- Handout: Performance Negotiations have begun as required every two years.
 - This year's numbers are based on the performance date over the last three years including the first half of the last program year and have been presented to Directors for review.
 - Note the proposed increases in all categories as well as an increase in the median wages
 - Based on past results, Director McKnight believes the new proposed rates are attainable
 - DOL will not adjust due to COVID19 pandemic; therefore, Area 14 will monitor performance and request a discussion with the State of Ohio if goals are not being met
 - Changes to the categories for ranking will include only meets or fails, the exceed category is eliminated.
- Handout: PY2019 Unadjusted Third Quarter Report – Area 14 met or exceeded every category for Adult, Dislocated, and Youth. Exceeding the majority of the categories makes our counter proposal for negotiations more difficult to prove if lowered measures are desired.
- Handout: OhioMeansJobs Reports – Now tracking incoming OMJ calls to better reflect the work being done during the pandemic limitations
- Handout: Help Wanted Jobs Report reflects 1,051 Area 14 job openings from 5/14/20-6/13/20. The majority of jobs require at least a high school diploma or GED. Only 23% are entry level jobs, while the majority are middle to upper income jobs of \$30K-\$79K Per Year. Top three job postings consistently rotates between CDL Drivers, Retail Sales Workers, and Supervisors of Retail.
- Handout: Thank you letter from the Census Bureau Recruiter thanking Athens OMJ for their professionalism and accommodating services during their recruitment events, all of which occurred during relocation, renovation, and COVID 19 restrictions.
- Announcing the retirement of Joe McGowan, Athens OMJ Manager effective August 31. A special thank you for the many years of service to the Athens County community and the Athens County OhioMeansJobs staff and customers. Best wishes to Joe in his future endeavors.
- No new policy updates at this time

Area 14 Workforce Development Board

Executive Meeting Minutes

8/12/2020

Other Business

- Chris Shank, Meigs JFS announced the approval of Department of Transportation 2020-2021 grant for Meigs County. One step closer to public transportation in Meigs County.

Motion to adjourn (10:50 AM) until the next meeting scheduled for November 4, 2020 at 10 AM, location to be determined at later date.

1st – Jeff Circle; 2nd – Laura Davidson

Motion passed without opposition.

DRAFT