

Area 14 Workforce Development Board

Executive Meeting Minutes

8/21/2019

Board Members Present: Jeff Circle, Patti Smith, Jessica Stroh, Sara Marrs-Maxfield, Stephen Carson, Stephanie Cleland, Brent Patterson, Robert Ogden, Cindy Jackson, Tracy Clark, Ted Linscott, Laura Davidson

Others Present: Von Williams – APEG; Teresa Garey – ODJFS W/F Area 14; Raeh Ledford; Kim Hobbs; Jean Demosky; Cheryl Boley; Angela McCord; Lenny Eliason (left early); Chris Shank; Vince Reiber; Joe McGowan; Theresa Lavender; Mendra Hupp; Jason Terry, Tracy Helber; Kyle Verge; Brent Mauer - JobsOhio; Jay Edwards

The regularly scheduled meeting of the Area 14 Workforce Development Board met at the Ohio University Inn, Athens, OH. A quorum was present with 12 of 19 Board members present.

Chairman Robert Ogden called the meeting to order at 10:03 AM.

Meeting Minutes (May 15, 2019) was presented for approval.

1st – Jeff Circle; 2nd – Sara Marrs-Maxfield

Motion carried without opposition.

Agenda (August 21, 2019) was presented for approval.

1st – Jeff Circle; 2nd – Brent Patterson

Motion carried without opposition.

Introductions

- Introduction of Teresa Garey, Area 14 Workforce Specialist, ODJFS Office of Workforce Development who was assigned to Area 14 on June 25, 2019. Garey briefly presented the proposed Area 14 Employer Services brochure to the Board and mentioned the Area 14 Employer Services folder to be utilized in Area 14 counties.

Updates from County OhioMeansJobs Centers

- **Athens County** – Joe McGowan
 - Updated the Board on the upcoming opening of Marshalls Department Store who has scheduled a hiring event at the OhioMeansJobs Center from September 23 to September 26, 2019.
 - The Amnesty Reinstatement Program operated from January 2019 through July 2019, assisting approximately 35 citizens in reinstatement of driver's licenses.
 - ASPIRE accomplishments outlined
 - OhioMeansJobs Center walk-ins have increased by approximately 100 per month
- **Meigs County** – Theresa Lavender
 - Job Fair scheduled for September 13, 2019 from 10 AM to 2 PM with Veterans admitted at 9:30 AM. Currently there are 25 employers confirmed with expectation of 40. Meigs Veteran Badge have been created for the occasion.
 - CCMEP/WIOA Recognition Luncheon held on August 19, 2019 to recognize the youth, adults, flood grant workers, employers, and supportive service agencies who participated in CCMEP program.

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- Meigs County Business Advisory Committee held a meeting on August 19, 2019 to promote the Job Shadowing efforts in the county. Approximately 25 employers were present.
- The Ohio Department of Job and Family Services Director will be visiting the Meigs Job & Family Services on August 28, 2019.
- **Perry County** – Angela McCord
 - The Summer Youth Program had 81 participants and 31 business hosts. The participants earned \$9.00 per hour for eight weeks. Four of the older youth were hired full time by the business hosts. The youth assisted with the Senior Safety Days, Back to School Bash, and Perry County Fair Recycling.
 - The Back to School Bash presented 750 youth with new shoes, backpacks, and supplies. Thank you to Laurie McKnight and Teresa Garey for assisting with the OhioMeansJobs booth.

Workforce Innovation and Opportunity Act (WIOA) Updates – Director Laurie McKnight

- There are no state policy changes or updates at this time.
- The Veterans Policy will be presented at the next scheduled meeting to modify the language to include any person who served during Vietnam Veterans as per state guidelines.
- The Opioid III Grant state policy will be available for review soon. McKnight will review and report to the Board at a later date.
- RXQ Compounding, Albany Facility requesting funding assistance from Area 14 WIB to offset the expenses incurred due to issues with their cleaning rooms which resulted in the voluntary recall of their products and halting of production until the new facilities are fully operational. JobsOhio has invested \$250,000. Rapid Response / Layoff Aversion invested \$176,440 for FFY ending 9/30/2019, with a second application to be submitted for \$176,400 for FFY 2020 funds; 10% to be withheld to cover administration costs. The Area 14 WIB Employer's Application for Training Assistance was presented. The application outlines the following:
 - There are currently 72 full-time and 8 part-time employees to be protected by layoff aversion.
 - Page 5 details the wages and longevity of each employee to participate in a incumbent worker training program. Each employee will receive a one dollar per hour raise upon completion of the training.

To assist with layoff aversion, Athens DJFS has agreed to allocate 20% of Dislocated Worker Funds through the incumbent worker policy for this project. Laurie requested permission from the state to utilize the entire 20% from the dislocated pool, as Athens has already expended half of their FFY'19 adult funding. RXQ is requesting on-the-job training for thirteen of their qualified employees which will be disbursed from the adult funding pool.

Motion to approve the use of Incumbent Worker Training funds to RXQ Compounding in the amount of 20% of Athens County's dislocated working funding.

The following Board members abstained: Tracy Clark, Brent Patterson, and Sara Marrs-Maxfield.

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1st – Stephen Carson; 2nd - Patti Smith

Motion passed without opposition.

- The area's first Incumbent Worker Training Contract process revealed an issue with the language found on Page 5, Section 2B which states that "Local Workforce Development Board approval of a training plan is required before reimbursement may be provided to the beneficiary." Page 5, Section 2 C states, "Training plans must be approved by the local Workforce Development Board or the Workforce Development Board Director prior to the start date of training". Laurie proposed aligning the language in Section 2 B to match the language in Section 2 C to allow for quicker approval which would be helpful in the event of future layoff aversion measures.

Secondly, Laurie proposed that the 20% be amended to a lesser amount of 5% or 10% within a given timeframe to prevent the same business from utilizing the funding repeatedly.

Motion to amend Page 5, Section 2 B to read "Local Workforce Development Board or the Workforce Development Board Director approval of a training plan is required before reimbursement may be provided to the beneficiary."

1st – Sara Marrs-Maxfield; 2nd – Stephen Carson

Motion passed without opposition.

- When discussing the incentives of Incumbent Worker Training with local employers, many employers stated that they were not financially able to commit to a \$1.00 per hour raise upon completion of training. Current policy language states the employer is required to increase \$1.00 per hour raise upon completion of training. Laurie suggests OWT funding requests require at least \$11 per hour.

Discussion was held among the Board members regarding appropriate language to include a specific site reference to determine the living wage of each county to prevent conflicting rates from a wide variety of sites.

Motion to change the language to include, "requires full-time employment of 32-40 hours per week, based upon a living wage as established by (insert site reference) or \$1 per hour raise upon completion of training program.

1st – Jeff Circle; 2nd – Tracy Clark

Motion passed without opposition.

- Following the prior apprenticeship presentation from Julie Mettler, ApprenticeOhio, Laurie McKnight, Hannah Kilbride (Project Rise), and Connie Altier (Tri-County Career Center) met with various businesses to promote the business becoming an apprenticeship or pre-apprenticeship employer. Mark Porter Autoplex stated they would be willing to participate in the pre-apprenticeship program, if the Area 14 WDB became the apprenticeship sponsor of record, with both Tri-County Career Center and Meigs Career Center to allow high schoolers to begin learning skills and compete for apprenticeship positions upon graduation.

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Theresa Lavender shared the success of an Auto Tech Apprentice that started at Mark Porter Autoplex via OhioMeansJobs programs at \$9.00 per hour. After 18 months, the Apprentice is earning \$18 hourly wage. Lavender recommends becoming the apprenticeship sponsor of record.

Motion for Area 14 to become the apprenticeship sponsor of record.

1st – Brent Patterson; 2nd – Stephanie Cleland

Motion passed without opposition.

- Brent Mauer of JobsOhio presented information regarding entering into a Master Service Agreement with JobsOhio to assist local OhioMeansJobs Center's offset the costs of Talent Service Programs. The benefits and requirements were briefly outlined with more information to be disseminated during negotiations. The Board would be required to Review the MSA, red line any concerns, review and negotiate concerns with JobsOhio, and approve final draft at a Board meeting. Laurie will email the basic MSA proposal and power point to Board members.

Von Williams of APEG supports the Master Service Agreement and advises that employers contact the local OhioMeansJobs to facilitate initial application.

Discussion tabled.

- The current quarterly meeting schedule of the third Wednesday of the month directly conflicts with the Ohio Workforce Associate meetings that Laurie McKnight attends to gain valuable information for state and area workforce areas. Proposal to change the meeting to the second Wednesday of the month.

Motion to move the regularly scheduled Board meeting to the second Wednesday of the month.

1st – Ted Linscott; 2nd – Cindy Jackson

Motion passed without opposition.

- The Subgrant Agreement presented and signed at the last CEO meeting showed how Area 14 funding is provided and that Area 14 received 20% more funding this year than last year. Per the state requirements, the Board must authorize the use of WIOA Youth funds for CCMEP activities for the duration of 2020/2021 state fiscal biennium.

Motion to approve the use of WIOA Youth funds for CCMEP activities.

1st – Ted Linscott; 2nd – Jeff Circle

Motion passed without opposition.

- Status of WIOA Implementation and On-Going Compliance – PY 2019 provided to Board.
- WIOA Title I (Adult, Dislocated Worker, and CCMEP WIOA Youth) – Performance Report: Program Year 2018 Quarter Four Preliminary Report provided to Board.
- Ohio's Comprehensive Case Management and Employment Program (CCMEP) – Performance Report: Program Year 2018 Quarter Four Preliminary Report provided to Board.

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- Laurie commends the OhioMeansJobs staff for once again meeting and exceeding the state standards in most categories. Laurie McKnight encourages the Board to read and understand the state standards.
- Area 14 WDB – County OMJ Center Data Quarterly Report provided to Board. Area 14 served approximately 5100 customers in the OMJ Centers, 320 resume completions, and 142 training contracts in prior quarter.
- Help Wanted Online Job Postings for WIA 14 Monthly reports for April, May, and June 2019 presented to the Board. The report continues to confirm the top occupations as retail, food service, CDL, and customer service representative positions.

Fiscal Report – Mendra Hupp

- Ohio Works Incentive Program (OWIP) has been extended to June 30, 2020.
- National Disaster Grant - NDWG OH30 Flood
 - \$1,940,336 Total Area 14 award extended through December 31, 2019.
 - Area Total of \$460,362.56 remain
 - Propose amending HAPCAP Athens to increase the ceiling by \$18,000 to allow Athens to operate through September 2019.

Motion to allow Athens to operate through September 2019 by increasing the ceiling by \$18,000. Jessica Stroh abstained.

1st – Patty Smith; 2nd – Jeff Circle

Motion passed without opposition.

- National Disaster Grant - NDWG OH32 Flood
 - \$1,856,762.86 total Area 14 award for grant period April 1, 2019 through March 31, 2020.
 - No crews are operational at this time.
- Opioid Grant #3
 - Area 14 awarded \$167,329 for grant period April 1, 2019 through March 31, 2021.
 - \$61,648.40 first increment received.
- 2018 Area 14 Audit conducted by Perry & Associates in June 2019, costing \$7,950. No findings or recommendations. Area 14 WIB received the Auditor of State Award for maintaining a clean audit for 2 consecutive years.

Motion to adjourn until the next meeting scheduled for November 20, 2019 at 10 AM at OU Inn and Conference Center, Athens, OH.

1st – Cindy Jackson; 2nd – Stephen Carson

Motion passed without opposition.