



Area 14 Workforce Development Board
CEO Meeting: August 7, 2024

The Chief Elected Officials of the Area 14 Workforce Development Board (WDB) met for a scheduled meeting on the 7th Day of August, 2024, for an in-person meeting at the Ohio University Inn.

Commissioner Owen opened the meeting, and a quorum was established with the attendance:

- **Scott Owen, Perry County Commissioner**
- **Lenny Eliason, Athens County Commissioner**
- **Shannon Miller, Meigs County Commissioner**

The meeting commenced at 9:07 AM. Commissioner Owen made a motion to approve the minutes from the February 7, 2024 meeting and Commissioner Eliason seconded. All were in favor. Commissioner Owen made a motion to approve the agenda for August 7, 2024, Commissioner Eliason seconded. All were in favor.

Also in attendance were: Meigs CDJFS Director Theresa Lavender, Area 14 Fiscal Agent / Perry CDJFS Interim Director Mendra Hupp, Athens CDJFS Fiscal Director Tracy Partee, Meigs CDJFS Deputy Director Vince Reiber.

Fiscal Update Mendra Hupp presented the fiscal update. Fiscal documentation was provided and added to the meeting folder.

Fresh Start: No cost extension approved by DOL – ends and liquidates March 31, 2025. Currently on track to expend all funds by early fall. Working with OWD to request further funding opportunities through DOL.

Business Outreach BRN: Ends June 30, 2024 and liquidates September 30, 2024. Area will be fully expended on this grant, but will not be renewed, per OWD. Met with OWD Project Managers on 8/2/24 for final quarterly meeting to review metrics and outcomes. Funding was very successful in our Area. We will apply again if given the opportunity.

RESEA: Received \$38,144, plus an additional \$50,000. Funds end March 31, 2024 and liquidate June 30, 2024. There is plenty of money at the state level and we are being encouraged to reach out and request further RESEA funds as needed.

3rd year Funding: Received additional Youth funds, as the Area was out for this most recent fiscal year.

QUEST: Total award was \$667,739, ends and liquidates on 9/30/24. Working with OWD on the no-cost extension. OWD is working to seek one-year no cost extension from DOL. Have subgrants in



place with all training providers, currently Tri County is receiving most of the funds, as the other providers have not began classes yet.

OMJ Rebranding: Funding ends on June 30, 2024 and liquidates on September 30, 2024, however an extension was given by OWD through December 31, 2024. Each county received \$4,000 and the Area received \$1,000 in administrative funding, for a total of \$13,000.

OHMAS Grant: Received grant award of \$649,390 to partner with community behavioral health centers to build up and further the workforce. Working with OHMAS to secure funds and be able to distribute to Athens and Perry Counties for service delivery.

ODJFS Program Monitoring: Currently is completed, reviewed PY21/22 WIOA/CCMEP – Perry County. Final reports were issued.

ODJFS Fiscal monitoring is currently in progress as well as Auditor of State Audit, with HINKLE Financials submitted on May 30, 2024.

WIOA Update

Director Joe Frazier presented WIOA and grant updates to the CEO Committee.

Policy Updates:

Director Frazier presented two policy updates to the CEO Board.

Close Relationship Policy – OWD updated their policy, as part of their five-year review process. Current Area policy mirrors previous state language. Joe presented an updated policy, to reflect the new state level policy, implemented by OWD. Joe suggested that this will ensure we are compliant with federal and local guidelines for monitoring purposes. Joe asked for a motion to present to the Board for approval. The motion was moved by Commissioner Owen and seconded by Commissioner Miller. All parties were in favor, with no discussion.

Youth Services Policy – After speaking with monitoring staff from OWD, an area for improvement in local policy, pertaining to Youth Services was discussed. Currently OMJ staff can only utilize recent assessments (up to 6 months) for case files to determine training eligibility and service delivery. Joe advised that Federal TEGL 09-22 allows operators to utilize assessments older than six months, when deemed appropriate. Joe also suggested that policy should list out acceptable assessments that operators can utilize. Joe presented updated policy language and advised that he has cleared this language with state policy staff at OWD. Joe asked for a motion to present an amendment to the Board for approval. Commissioner Owen moved and Commissioner Eliason seconded. All parties were in favor, with no discussion.

Grant Updates: Director Frazier presented updates on grants.

QUEST: Continuing to enroll participants, so far have enrolled a total of 25 participants. Submitted budget to OWD for a one-year no cost extension. Have been completing educational events in the public to advertise Broadband careers. Completed webpage for SE Ohio Node, it is currently active for view. Awaiting DOL extension, however OWD wants us to continue to provide services and



continue to enroll. This project has been very labor intensive and lots of man hours have been involved.

Fresh Start: As advised in last meeting, one year no cost extension was provided by the state. Currently awaiting guidance from OWD on further available grant funding that we can apply for. Funding will most likely run out late fall / early winter, looking to move any eligible customers over to WIOA Adult/Dislocated funding to continue services.

BRN: Funding was not renewed by OWD. Have submitted reports to OWD regarding BRN metrics and the Athens Special Project. Athens Mobile unit is now up and running, all three counties have an active mobile unit to spread awareness and provide services to local communities. Joe discussed the tangible outcomes of the grant, such as increased service delivery and increased promotion of the job centers.

OHMAS: Received award to expand our local behavioral healthcare workforce in the amount of \$649,390.00. Funding period is July 1, 24 – June 30, 25. Working with PCDJFS and ACDJFS and community partners to deliver grant services. Will provide funding for partnerships between HRS and PCBHC, as well as the expansion to create further partnerships with other local providers. Funding will be available for ITA's, subsidized employment, OJT, supportive services, etc. for OMJ customers who are interested in further pursuing a career in behavioral health. Currently behavioral health careers are in "critical" demand in Southeast portion of the state.

RESEA: Area staff continue to hit all performance goals for RESEA program. OWD rolled out a new workshop program for RESEA participants. Local OMJs are doing well with starting this new service and taking it all in stride.

Applied for WORC (Work Opportunities for Rural Communities) through DOL in late June. Awaiting further feedback from DOL on our application. The goal was to work with new entrants to the workforce, dislocated workers and incumbent workers. There was an emphasis on rural communities as well as providing services to disadvantaged populations, such as returning citizens, challenged communities, SUD communities, etc. Received letters of support from four local employers, as well as all three CDJFS agencies in Area 14 and Athens Hope as a community based organization.

Currently monitoring for further grant related opportunities for the Area and or local CDJFS agencies to pursue to provide further opportunities for our communities.

State Monitoring –

Received feedback from ODJFS regarding PY 21-22 CCMEP and WIOA Monitoring for Perry County. Two Continuous Improvement Plans were put in place regarding the findings.

1. Comprehensive Assessment was missing and or not signed / dated and attempts to engage were not documented in the case management system. These were both related to WIOA/CCMEP Youth participant files. A checklist was implemented as well as more monitoring guidelines by supervisory staff to ensure complete files and compliance with contact requirements.



2. Documentation missing from WIOA Adult training accounts & documentation to support “unlikely to return” to previous occupation as a form of eligibility determination.

Steps taken to address: Training provided to staff, full review of local definition of unlikely to return, which matches state guidance, implementation of checklist for each case file, to ensure thorough documentation and document scanning.

WIOA Plan was accepted and OWD has advised that we have made necessary corrections and are following the plan

WIOA CIPS were completed and OWD signed off on implementation steps to show Area compliance.

ODJFS completed monitoring of QUEST Grant.

Three findings occurred with the monitoring of the QUEST Grant:

Compliant Procedure document – missing dates

Incomplete self-attestation form / participant not eligible

Accurate and timely reporting of Information into ARIES

In order to mitigate – monthly monitoring meetings implemented in June between Board Director and case worker from HAPCAP, complaint procedure form modified to add date line, case worker attended in-person WIOA/ARIES training and has been reviewing state trainings to ensure compliance will WIOA and grant guidelines. CIPS submitted by Director Frazier, awaiting approval from ODJFS.

ODJFS completed onsite monitoring of PY23 WIOA and CCMEP at Athens OMJ. Awaiting findings from ODFJS Monitoring staff.

Unemployment Numbers:

Joe discussed current unemployment rates and discussed that there is still a 1.2 job posting to 1 job seeker ratio in Ohio.

Athens: 6.4

Meigs: 6.8

Perry: 5.0

Job postings last month – 1,043

WARN notice was issued for Post Holdings in Fairfield County. Currently 59 Perry County residents are employed. Working with State Rapid Response and Perry JFS to serve these customers and provide needed services and resources for reemployment and retraining. Area 20 and the Fairfield OMJ are leading the efforts, as this is in their geographic location. Have six total sessions scheduled with affected workers. 1st round of layoffs to be 10/4, a few staying after until the sale of the facility. Perry OMJ staff will be working closely with staff in Area 20 and attending sessions to meet with D/W. Will monitor for D/W applications received, can request special funding from state Rapid Response if necessary. Job Fair will be held for affected workers on September 16th, Perry OMJ to assist.



Performance Metrics:

Joe reviewed current performance metrics and compared them to end of Q2 numbers, showing an increase in our metrics as an Area. Reports were presented to the CEO Board and Joe advised how several of the metrics are evaluated. Commissioner Eliason asked clarification on Measurable Skill Gains and Joe advised different examples of MSG's and advised that these typically run in line with school or cohort timelines, so that would be a reason in which there was a large spike in the numbers over the last quarter, as students were completing school and earning skill gains.

OMJ Quarterly Reports:

Joe advised quarterly reports are in meeting folder and covered a few key points.

Total Customers Served: 2,629

Employment reported: 81

Staff assisted resumes: 141

Customers attending Hiring Events: 110

Help Wanted Jobs Report:

Report in meeting folder, 1,043 jobs posted in Area 14, a decrease of 114 ads from previous month, but an increase of 145 ads from this time last year. Over 57% of these postings have a salary above 50K. Key positions include retail supervisors, CDL Drivers, Nurses, Industrial engineers and retail sales.

OMJ-Perry Phase One Certification:

Joe advised that with Perry OMJ's new facility, they will need to go through OMJ recertification process, as will the other two OMJ's next year for a recertification. Joe explained the process and asked for a motion to ask the Board to develop an evaluation team for the Perry OMJ certification. Commissioner Miller moved the motion and Commissioner Eliason seconded. All were in favor with no discussion.

OWA Conference:

Joe also advised that the Area was selected to present on three topics as the upcoming OWA Conference in September. Staff will present on Broadband, Reentry initiatives and Community Partnership Development.

3. Other Business:

Board Subcommittees tabled for another meeting as Board Chair could not make it to 8/7/24 Board meeting.

Joe asked for a motion to draft a Board member training session for members. This will be virtual and have an option to be recorded. Motion was made by Commissioner Owen and seconded by Commissioner Eliason. All were in favor, with no discussion.



Motion to Adjourn:

Motion made by Commissioner Eliason and seconded by Commissioner Miller. The meeting was adjourned at 9:57 AM.

DRAFT