



The Chief Elected Officials of Area 14 Workforce Development Board (WDB) met for a scheduled meeting on the 12th day of February 2020, at the Ohio University Inn, Athens, Ohio. A quorum was present.

1. Director Laurie McKnight opened the meeting and a quorum was established with the attendance of Perry County Commissioner, Jim O'Brien and Athens County Commissioner, Lenny Eliason. The meeting commenced at 9:07am. Commissioner Eliason made a motion to approve the minutes from the November 20th, 2019 meeting and Commissioner O'Brien seconded. All were in favor. Mr. Eliason made a motion to approve the agenda. Mr. O'Brien seconded. All were in favor.

Also, in attendance were Athens County JFS Executive Director Jean Demosky, Meigs County Executive Director Chris Shank, Area 14 Fiscal Agent/Perry County JFS Assistant Director Mendra Hupp, Vince Reiber Meigs County CFO, and Tracy Helber, Athens County CFO, Meigs County OMJ Supervisor, Theresa Lavender.

## 2. Discussion on WIOA policy-Director McKnight:

The OMJ operators and Director McKnight have had a lot of discussion around the current Training Services Policy for Adults, Dislocated, and Youth. The TABE testing that is given to participants has changed. The TABE 9 & 10 are no longer to be used and are no longer available. The TABE 11 & 12 has taken its place. OMJ's have noticed that since this is being used, there are a number of participants that are having a hard time achieving the 9.0 level. The 9.0 level is used to make sure the participant is college ready, which is fine if they are college bound. It is important that we know where participants are at in terms of academics prior to enrolling them for an Individual Training Account. Our performance measures show that the Area and OMJ's have a good success with people completing the trainings they are enrolled in, and Director McKnight believes this is because we have an assessment that we use to make sure they are college ready. However, what we felt was now happening was that people who were just going for a certification or credential which might not require the same 9.0, were now not able to get into the programs. What we all worked on was to reduce the TABE score to a 5.0 for all non-pell eligible programs. This would be your basic programs like STNA or CDL. We all felt that this would help reduce a barrier that is not necessary for the short-term trainings. This will be presented to the board for a vote. In the meantime, there has been discussion about doing away with a required score.

Commissioner Eliason asked what Area 7 is using as their assessment tool since they are the biggest area, we don't want to go to far away from what the majority is doing.

Director McKnight will look into this and report back.

Incumbent Worker Training has been a hot topic with the Office of Workforce Development and the Lt. Governor's office. OWD have come out with a memo in regard to their IWT policy that now changes the requirements of IWT so businesses no longer have to be close to layoff. They would be eligible to use this money to upskill their staff. There are two changes to this:

One is in the cohort category which now they are saying that if the majority of the cohort has been employed for 6 months or more, then the one who have been there less time can be trained as well.

The next change is for allowable costs. Businesses that are using this just for upskill and not layoff aversion, are now able to include trainings such as Six Sigma and Lean but only if this will be used to promote or increase the wages of the worker.

Discussion was had on if the Area would want to adjust for these changes and use monies not just for layoff aversion, but to upskill businesses. Commissioner Eliason felt that as long as we have the reporting mechanism to show that this is what is being done, then it would be good to take a look at this policy. Director McKnight will discuss this with the board and get the businesses feedback as well.

### **3. Fiscal Report-Mendra Hupp:**

Mendra passed out the fiscal update report. OWIP is thru June 30, 2020 with two tracks/placements, A and B.

The Area spent 99.7% of their grant allocation for OH30. This was a great job by HAPCAP and GMCA.

OH32 has been extended to December 31, 2020 and the exact amounts were awarded so there is a contract amendment that will be presented to the board. It is 32% spent currently.

Opioid Grant 3 -Athens has spent some. Meigs and Perry have not yet, but Perry has started spending.

Initial information request has been received from Perry and Associates to begin this year's audit. This will cost just over \$9000. Not expected to start until April.

PY19 and FY 20 is on the current allocations list that is on the handout. This does not include obligations or accruals from 1/2020 to June 30, 2020.

We currently do have sufficient administration money so if additional money is needed for administration things, it would be able to be done such as trainings.

Director McKnight asked if we might use some of those monies to have a separate meeting room for the CEO meeting ahead of the board meeting. Mendra stated that this would allow the board to come in and get settled ahead of our meeting.

A motion was made by Mr. Eliason and seconded by Mr. O'Brien. All in favor.

### **4. Job Fair Budget-Director McKnight:**

At the last CEO meeting, it was voted to allow \$3000-\$3500 for the job fair. In reviewing our current budget, we discussed that the cost for newspaper advertising was likely to rise considerably. It was noted that in the survey response we get back from participants, there has never been a mention of them seeing it in the paper, but rather the radio, Facebook or LinkedIn, the OMJ sites. The job fair committee thought this year was to forgo the newspaper ads, but still run it in their free community event sections and continue with the same radio spots and other free advertising.

With the savings, the OMJ's are requesting that the Area purchase matching t-shirts for them to wear on the day of the job fair.

Discussion was had on since we have administrative funds that could pay for the newspaper ads for another year

and also the t-shirts, we should allow both. The budget could be allowed for up to \$4000 for this year.

A motion was made by Mr. Eliason and seconded by Mr. O'Brien. All in favor.

**5. Performance Measures-Director McKnight:**

Adjusted Performance Measures are in your Board packet. Area 14 did great with these adjusted measures! The Office of Workforce Development has organized a group of representatives from each county OMJ to site on a performance workgroup that can advise the local area of concerns or bring concerns back to the OWD to help figure out solutions or guidance/best practices. Theresa Lavender has agreed to represent our Area.

**6. Procurement for WIOA programs for PY20-Director McKnight:**

Director McKnight requested that the CEO's move into executive session due to possible bidders being in the room for the discussion on Procurement of the One Stop, Career and youth programs to discuss the contracts and timelines.

Motion was made by Mr. Eliason and seconded by Mr. O'Brien. All in favor.

Motion was made by Mr. O'Brien and seconded by Mr. Eliason to come out of executive session and resume the regular meeting.

The RFP will be issued for the One Stop, WIOA Adult and Dislocated and Youth services this year. Meigs will have the option to either extend their contract for 1 year or participate for the last 3 years of the new RFP. Director McKnight will present this to the Meigs Commissioner's at their next meeting. This will need to be done prior to the release of the RFP due to language.

With no further business, Commissioner Eliason made a motion to adjourn. Commissioner O'Brien seconded the motion. With the motion passing, the meeting ended at 9:48am.