



The Area 14 Workforce Development Board (WDB) met for a regularly scheduled meeting on the **15th day of May 2019**, at the Ohio University Inn, Athens, Ohio. A quorum was determined to be present with 13 of our 19 board members present.

1) Chair Robert Ogden opened the meeting at 10:05am.

Ted Linscott and Laura Davidson were welcomed to the board. Ted will be representing workforce as the Southeast Ohio Labor Council president. Laura is with Quidel which is a diagnostic healthcare manufacturing business.

2) Meeting minutes for November and February and the agenda were present for approval.

1st-Dave Brennan

2nd-Jeff Circle

Motion carried without opposition.

3) Guest speaker:

Julie Mettler with ApprenticeOhio, State Office of Workforce Development spoke about how the state oversees the apprentice programs and how they work with employers to get employees on. They have a strong focus on increasing women in these fields. The journey person (trainer) to the apprentice ratio must be fair and equitable with a progressive wage schedule and employment. They call this the earn while you learn or the other 4 year degree. There are 3 components: 1. The progressive wage scale, 2. The OJT (2000 minimum hours or 10K max, 3. Related instruction.

Apprentice programs can either be individual or can have a sponsor such as the Workforce Development Board can be the sponsor of record. Benefits are that the employees have sustainable wages in in demand fields and the benefits to employers is that they have a steady pipeline of workers and reduced training costs.

4) Updates from the three Ohio Means Jobs Centers

Athens- Joe introduced the two WIOA workers from the Athens center, Kim Hobbs and Raeh Ledford.

He talked about the Phase 2 certification and the OMJ center passing.

He said his staff rose to the occasion for in demand jobs week and held an event every day that focused on in demand jobs in the area.

The 15th annual job fair was a success with 81 employers and 280-300 job seekers. The job seeker numbers were down this year. When questioned why, all agreed it was likely due to the lower unemployment. Employers were complementing them about having good candidates.

They are continuing to try and increase their numbers with Aspire, and he said they have been working with the Able program for 26 years now.

Meigs- OMJ staff had something every day as well in their center such as workshops, CDL information, childcare, healthcare, and soft skills. They had a pretty good turnout. They currently have 60 people being served and 6 applications pending.

Summer youth has started with application and matching them to potential employers. This will begin 6/3/19 to the week before school starts in August. On Mondays, the youth will be doing employment services with the OMJ that will be focused on soft skills and then they will work Tuesday-Friday.

Perry- OMJ center had a career fair at the library. They had low attendance, but 3 job seekers did leave there with jobs that day!

Summer youth employment is in full swing with the applications. They have 25-30 job sites lined up so far. They will be starting the 2nd week of June.

The New Lexington drama club put together a list of do's and don't for a job interview video! The board watch the video, and everyone liked it!

5) Director's Report

Director Laurie McKnight provided updates and business

- All the policies have been completed. The State reviewed them and then Laurie revised by making changes suggested by the State. The area OMJ office and the director worked hard to get these completed. The policies were emailed out to all board members originally back in February and then again with the notification for the meeting today.

The chair asked if there were any questions. No questions were asked. He then called for a vote in favor of the policies to be adopted.

1st-Dave Brennan

2nd-Harold Gilbert

Motion carried without opposition.

- Phase 2 certification of the OhioMeansJobs-Athens County comprehensive schedule has been completed. Director McKnight took the time to thank the volunteer team from the board, Patty Smith, Jeff Circle, and Tracy Clark as well as the OhioMeansJobs-Perry County volunteer, Angela McCord.

Joe McGowan had put together very comprehensive folders for each of the scorecard sections, and the OhioMeansJobs staff gave presentations and answered any additional questions the scorers had. The final score was a 65 for the OMJ center so it passed and exceeded one some areas.

The recommendation from the review team is that the OhioMeansJobs-Athens County center pass their Phase 2 certification.

The chair asked if there were any questions. No questions were asked. He then called for a vote in by the board to pass the Phase 2 certification of the Athens County Center.

1st-Jeff Circle

2nd-Stephen Carson

Motion carried without opposition.

- The subgrant agreement was included in the packet. This is how the area funding is given. It was signed by the CEO's in the morning meeting.
- We have had some discussion with the State about allowing proxy voting. They have reconsidered the proxy voting, but there must be established guidelines in the by-laws which are included and currently do not have any. A draft has been done up and recommend that if a CEO or board member cannot be present and is wanting to send a proxy who does have optimal policy making authority, that this be done in writing by email at least 24 hours in advance of the meeting. Discussion was had about what is optimal policy making authority with Director McKnight explaining that ultimately each Board member and CEO has authority in their organization to implement change by policy or hiring and firing etc. so anyone that is to sit in as proxy should have that same level of authority within the organization. The draft will be sent out to the board for review prior to the August meeting so that it can be presented again for a vote.
- OH30 flood grant has been extended until December of 2019. There was a second declaration of a flood emergency due to February 2019 floods that will possibly give us a second round of grant opportunities. Director McKnight updated the board on the status of OH30. Right now, Perry County will have funding to the end of May possibly. Athens will have funding to the end of June or possibly Mid-July. Meigs will have funding until November. The Perry program has two crews with 6 people each for a total of 12. Athens has two crews with 5 each for a total of 10 and Meigs has one crew with 9 participants with hopes to add 3 more so they can have two crews up and running by June. We have had 4 people from all programs find full time employment. We have also been part of 3 people graduating from drug court, helping a few get their driver's license reinstated, and been thanked by numerous townships including a letter from the city of Athens thanking HAPCAP for their help on the bike path.
- All three OMJ's passed the physical signage report card.
- The mystery shopper reports were great! 2 of the 3 centers were visited. Perry did excellent and Athens did well. Athens has been taking a good look at the results and has made some changes based on them. Director McKnight also requested from the State that

they come down and do training on how they would like to see the OMJ centers run as far as consistency and best practice. They are still working on this protocol, but once established they said they would be happy to do this!

- 2nd quarter WIOA performance report-Our numbers look good especially since this is just the first quarter and it is based on a very small number of people so far this year. We are exceeding or meeting in most areas. The biggest concern is that we are not doing well in median earnings 2nd qtr after exit. The hope is that this number is just low due to the lower number of participants. Median income discussion was had with Director Hatas from HAPCAP saying this is an issue in our area. The wages are not as high as other areas and should be used in our negotiations for next year. Director McKnight agreed as did the board.

6) Fiscal Report

- Mendra stated that the OH30 grant received their second increment. This program was set to end, but the State has applied for an extension. Word has been received that this was granted to extend the grant to 12/31/19, but there has been no official notice. Currently Meigs has enough funding to make it to November. Athens has enough to make it to June or July, but Perry is nearly out of funding. Mendra state she would like to request that the \$150,000 that was set aside as administrative funding be re-allocated to Perry so that this site could continue to the end of June. CEO voted to recommend to the board the administrative funding be approved.

Ted Linscott abstained from voting as he is an employee of HAPCAP. Kelly Hatas request that it be noted that she did not participate in the discussion as she is the executive director.

Also to be noted that after the meeting, Director McKnight received an email from Cindy Jackson requesting that her vote be stricken as she should have abstained since her daughter is now employed by HAPCAP as well.

The chair asked if there were any questions. None were asked. The chair moved for a vote to grant the allocation change.

1st-Harold Gilbert

2nd-Brent Patterson

Motion carried without opposition.

- Mendra stated that there has been a second emergency declaration for flooding that happened in February of 2019. We are hoping that we will received a new NDWG for this as she submitted the request on 4/17/19 to the State. If granted, the hope is that we will be granted another \$636,000. There will need to be a new RFP and will happen likely in June.
- Annual audit is to begin. The RFP was awarded last year to Perry & Associates. The cost is around \$8000 and will come out of administrative funds.
- They are in a current audit for WIOA desk review of flood grant.

- The new WIOA allocations were handed out and reviewed. Mendra stated that the planning allocations had an overall increase of 20.4%. Mendra said the credit is due to the great fiscal staff and directors as we all work well together to minimize the possibility of having to return money to the State.

7) Board Discussion/Feedback

Board member Dave Brennan stated that he has been working up at the Southeast Correctional Institution with prisoners to help get them a horticulture credential and was interviewed for a national landscaping magazine. He also states that he spoke with a company that is willing to help companies apply for the Work Opportunity Tax Credit that they would be eligible to receive if they hire re-entry people. The tax benefits could be as high as \$3000/year. He said anyone who would like additional information, he'd be happy to give them a referral.

Steve Carson spoke about the new position of Labor Exchange Workforce Specialist. This position will focus on helping employers learn about the benefits of the OMJ centers. He stated that the WOTC would be one of those benefits. The State hopes to have this position filled by the end of June, and it would cover all three counties.

8) Documents for Review

The director passed out the following documents for WDB members to review:

A help wanted online job postings document for Area 14.

The quarterly reports for Athens, Meigs and Perry OMJ's for the January, February and March 2019, 3rd quarter.

2nd quarter CCMEP and WIOA report.

Physical Signage Report Card from the State

Mystery shopper report from the State

Copy of the Area Subgrant agreement

Copy of the current by-laws and email from State indicating that proxy voting can be allowed.

Copy of the Scoring Benchmarks along with the copy of the scorecard from the scoring team for Phase 2.

9) Adjournment – The meeting ended at 11:20am

Jeff Circle
Patti Smith
Jessica Stroh
Sara Marrs-Maxfield
Stephen Carson
Harold Gilbert
Misty Milstead
Brent Patterson
David Brennan (Vice-Chair)
Jean Whobrey
John Hoback
Tracy Clark
Robert Ogden (Chair)
Cindy Jackson
Brianna Edwards
Stephanie Cleland
Julie Francis

Ted Linscott
Laura Davidson

Lenny Eliason
Randy Smith-left early
James O'Brien-left early

Chris Shank
Vince Reiber
Angela McCord
Cheryl Boley
Joe McGowen
Theresa Lavender
Mendra Hupp

Tami Collins
Jean Demosky
Hannah Kilbride
Laurie McKnight
Raeh Ledford
Kim Hobbs
Tracy Helber
Julie Mettler
Melissa Welker
Mary Ellen Nose
Kelly Hatas