

## Area 14 Workforce Development Board

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### Executive Meeting Minutes

5/13/2020

Board Members Present: Stephen Carson; Jeff Circle; Jessica Stroh; Julie Francis; Sara Marrs-Maxfield; Misty Milstead; Brent Patterson; David Brennan; Jennifer Kleski; Laura Davidson; Melissa Sheppard; Board Chair-Robert Ogden

Guests Present: Laurie McKnight; Chris Shank; Theresa Lavender; Jean Demosky; Mendra Hupp; Tracy Helber; David Hansen; Jason Terry; Tami Collins; Joe McGowan; Angela McCord; Bryn Stepp; Kim Hobbs; Ben Taylor; Brittany Fry; Lenny Eliason; Vince Reiber; Cheryl Boley

The regularly scheduled meeting of the Area 14 Workforce Development Board met via Microsoft Teams due to Covid-19 restrictions on in person gatherings. A quorum was present with 12 of 19 Board members present.

Chairman Robert Ogden called the meeting to order at 10:08 AM.

David Brennan pointed out a discrepancy with the meeting minutes as he was present for the meeting. Director McKnight agreed to add him and re-post.

**Meeting Minutes (February 12, 2020) was presented for approval.**

**1<sup>st</sup> – Stephen Carson with the change; 2<sup>nd</sup> – David Brennan**

**Motion carried without opposition.**

**Agenda (February 12, 2020) was presented for approval.**

**1<sup>st</sup> – David Brennan; 2<sup>nd</sup> – Sara Marrs-Maxfield**

**Motion carried without opposition.**

#### **Scoring Committee Recommendations:**

Due to Covid-19 there were some changes. Director McKnight allowed for drop-off of the RFP's and this was posted to the website and bidders were notified as well. Receipts were provided. One of the scorers was not able to attend due to illness and at the time had not been tested yet so we decided to air on the side of safety. Tracy Clark attended remotely via video conference. Rob Ogden and Director McKnight met at the OU Inn. 1 proposal was received for each county OMJ. All bids were scored in occurrence with policy. All proposers received the maximum amount of points available for their proposals. The scoring committee recommended that Athens, Meigs and Perry JFS be offered the 2-year contract with the possibility of 2-1 year extensions for a total of 4 years. Motion made to accept the bids and send on to the Commissioner Boards.

**1<sup>st</sup> – Brent Patterson; 2<sup>nd</sup> – David Brennan**

**Motion carried without opposition.**

## Area 14 Workforce Development Board

### Executive Meeting Minutes

5/13/2020

#### County OhioMeansJobs Center Updates:

- **Athens County** – Joe McGowan
  - People are happy the OMJ center has re-opened. WIOA applications and people starting training have begun again.
  - Aspire will start up as well. They will be meeting to discuss Aspire and next year.
  - They have all been working hard to get to employers/businesses with the State staff, John and Teresa to help with Rapid Response services.
  - U.S. Census still hiring census takers at \$16/hour.
  
- **Meigs County** – Director Chris Shank
  - U.S. Census still hiring census takers and they are working closely with them.
  - OMJ closed to in person traffic on March 18<sup>th</sup>.
  - Working with businesses and with State to get the closures onto OhioRed.
  - They have been on the Chamber Zoom Webinar and are reaching out to small businesses to let them know they can help.
  - During the closure, they have been meeting weekly via teams to stay connected. They are reaching out to customers who are still receiving services and providing follow up services as well.
  - School Monitors are still working in the school districts to check in on students.
  - They are reaching out to career centers and colleges about trainings and openings.
  - They are expecting an influx of OJT's and other OMJ services once businesses start to re-open.
  - The OMJ in Meigs will likely remain closed until June 1<sup>st</sup> with some staff returning onsite prior to this date.
  
- **Perry County** – Angela McCord
  - They are currently taking applications and scheduling appointments via internet.
  - They have 19 WIOA participants currently attending classes.
  - Summer Youth applications/recruitment starting. They will have more online and higher education components to the program this year.
  - Some staff are returning.
  - Unemployment report mining and outreach being done.
  - They are all in constant contact to make sure services continue.
  - They are fielding a lot of unemployment calls right now as well.

#### Director McKnight:

#### RXQ and other funding updates: – Director Laurie McKnight

RXQ completed and was approved for their 2<sup>nd</sup> round of both Incumbent Worker Training funds through Athens County JFS and the Layoff Aversion plan with the Rapid Response department of the Office of Workforce Development. They are eligible for \$25,000 in dislocated WIOA Athens County funds and \$104,688 in State funds.

## Area 14 Workforce Development Board

---

### Executive Meeting Minutes

5/13/2020

The Area has received funding from the Office of Workforce Development to make improvements to their resource rooms-Athens 25,187.02, Meigs \$27,998.07 and Perry \$21,823.21. This is to be spent on computers or tablets for participant use, televisions, ADA compliant work stations, technology upgrades like internet, software purchases, copy/scan/fax machines, health and safety improvements that might be needed for COVID-19, furniture and OMJ signage both interior and exterior. Funds have been received and any purchases between October 1, 2019 to September 30, 2020 will be allowed under those categories.

Area 14 has also requested additional Opioid Grant 3 money that the OWD has said they will provide to us. They have not officially given us an award but have said that we can proceed in writing up contracts. The additional funding amount would possible be \$157,000.

A request for additional funds if other areas were not going to use all of theirs for the flood grants was made so our area can finish up needed work sites.

The OWIP program will not be renewed. A formal letter from OWD will be issued.

#### **Policy Updates:**

Training policy group met. No policy draft will be presented at this time.

#### **Discussion:**

- **David Hansen**- He would like to see an executive level approach in looking at this policy and how to meet the current needs and how to develop a policy in the economic situation we are now in.
- **Chery Boley**-The committee met for a lengthy discussion. More rocks were turned over that need addressed holistically. This will require more work, and it should be on the executive level and on a continuing basis. The committee would then bring updates to the meetings.
- **Laurie McKnight**- We should continue the meetings to discuss this policy.
- **Cheryl Boley**-Perry County would be willing to set this up on Teams.

#### **Incumbent Worker Training** – Director Laurie McKnight

Incumbent worker training policy updated to reflect what was discussed in the last CEO and board meetings. Revisions will allow for use of IWT funds for non-layoff aversion training such as six sigma and lean, as well as a per person cap for training at \$2000. A company cannot receive funding more than once every 5 years.

#### **Motion to approve these changes.**

1<sup>st</sup> – **Stephen Carson**; 2<sup>nd</sup> – **Brent Patterson**

**Motion passed without opposition.**

#### **Adult and Dislocated Worker Eligibility** - Director Laurie McKnight

The office of workforce development put out a memo to update their adult and dislocated eligibility policy for COVID-19. Draft of the Area 14 policy was presented to include their recommendations. This

## Area 14 Workforce Development Board

---

### Executive Meeting Minutes

5/13/2020

will allow for people laid off because of COVID-19 to receive training. They will only need to complete a self-attestation saying they were laid off due to COVID-19. It will also allow self-employed individuals the same liberty.

#### Discussion:

- **Joe McGowan**- He asked if there was a time period this would be valid for?
- **Director McKnight**-Currently this will be done for the interim and that if we need to change it at a later date, we will continue to look at that.

#### Motion to approve these changes.

1<sup>st</sup> – Stephen Carson; 2<sup>nd</sup> – Sara Marrs-Maxfield

Motion passed without opposition.

#### Programmatic Covid-19 Report – Director Laurie McKnight

OMJ's and Director McKnight have participated in virtual meetings with the local Chambers to help businesses and those filing for unemployment. Since Mid-March, initial claim filings were:

- Athens-2019
- Meigs-1026
- Perry-2449

State and local staff have worked hard to collect information on business closures and provide them with Rapid Response services and information to help them and their employees.

#### Performance Reports Distributed – Director Laurie McKnight

The Effectiveness in Serving Employers report was presented. OWD started tracking this back in 2018. At the time most of the counties were not entering this data. OWD and DOL will be using this data to show that employers are using our services and that they are coming back to received additional services or are employing our participants and keeping them employed which is the retention rate. Retention is measured by if they are still employed during the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Numbers are low in this report, but these were our baseline rates. Improvements will happen now that staff have been trained. Area 14 was at 33.3% for repeat business, employee retention for adults was at 64.1%, 83.35 for dislocated workers and 59.1 percent for youth. Both the dislocated and youth are above the statewide percentages.

The unadjusted quarter 2 CCMEP and WIOA were shared. CCMEP is showing Employment 2<sup>nd</sup> quarter after exit is above the Statewide rates. Employment 4<sup>th</sup> quarter and Credential attainment are just slightly below the Statewide rate

The WIOA unadjusted the Area is meeting or exceeding in all the Adult categories. Area 14 missed in dislocated is employment 2<sup>nd</sup> quarter after exit by .2%. Median wage was at \$14,473. WIOA youth rates are exceeding in every category.

#### Youth Services – Director Laurie McKnight

## Area 14 Workforce Development Board

---

### Executive Meeting Minutes

5/13/2020

There is a strong concern that with high schools being online, children will fall through the cracks. Children with the highest risks are especially vulnerable. In the coming months and year, we will need to make sure we are working with the schools to identify these kids and provide them with in-school youth services to make sure they graduate.

#### **Additional Reports** – Director Laurie McKnight

- County OMJ Center Data for Quarterly Report – January 2020 to March 2020
- Online Job Postings Report – January, February and March 2020
- Perry County came in first for county job growth from 2015-2019.
- Quidel helped market the faster Covid-19 testing and were featured on the Today show.
- David Brennan has been with the board now since July of 2000. Director McKnight thanked him for his years of service. David did note that Taft was governor when he started on the board.

#### **Fiscal Report** – Mendra Hupp

- WIOA Area 14 Fiscal Update – May 13, 2020 Report submitted to the Board
- There is administration money that could be used for OH-32 in each of the counties. Mendra would recommend to the CEO's to transfer \$39,000 from administration for each of the counties totaling \$117,000. This will allow for the program to continue and clean-up to continue.
- Opioid Grant 3 expires March 2021. The area has requested additional funding to expand programs. Athens-\$17,775 and Perry-\$125,000. No official award but were encouraged to move forward and work to implement or enhance the programs in the communities with the ideas that were submitted.
- Hinkle system-Auditor of State financials due by May 31<sup>st</sup>. There was an extension, but we should meet the original deadline.
- Initial information has been sent to Perry and Associates to begin this year's audit. This will cost just under \$10,000.
- PY19 and FY 20 is on the current allocations list that is on the handout. This includes obligations or accruals as of March 31, 2020. These funds expire June 30, 2020.

**Motion to adjourn (10:57 AM) until the next meeting scheduled for August 12, 2020 at 10 AM with location TBA.**

**1<sup>st</sup> – Laura Davidson; 2<sup>nd</sup> – Brent Patterson**

**Motion passed without opposition.**