



FULL BOARD MEETING MINUTES

WIBBCW HEADQUARTERS | ROOM 350, 3RD FLOOR
WARREN COUNTY ADMINISTRATION BUILDING
406 JUSTICE DRIVE, LEBANON, OHIO 45036

FRIDAY MAY 4, 2018

8:30AM

Members Present: Chair Mardia Shands (by way of proxy via Marlon Bailey), Vice-Chair Marlon Bailey, Vice-Chair Tom Rocklin (by way of proxy via Karen Scherra), Carey Curtis, Tom Harris, Richard Jones, Andy Kuchta, John McMahan, Pat McNab, Matt Owens, Ron Rohlfing, Karen Scherra, Dave Trinkley

Members Absent: Justin Conger, Jerica Kruse, Wiley Kyles, Matt Von Stein

Other in Attendance: Tim Ackerman, Callie Amann, Brian Beaudry, Sal Consiglio, Amy Miller, David, Painter, Amy Pond, Martin Russell, Matt Schnipke, Stacy Sheffield, Debbie Smith, Leah Winkler

I. **Welcome** (Marlon Bailey, Board Vice-Chair)

A. **Pledge of Allegiance**

- Vice-Chair Marlon Bailey introduced Ms. Stacy Sheffield, the new Executive Director, to the Board as this was her first Full Board meeting.
- Mr. Bailey led the Board in the pledge of allegiance.

B. **Roll Call/Quorum/Call to Order**

- Ms. Pond performed the roll call. Quorum was present. The meeting was called to order at 8:30am.

C. **Agenda Review**

- The agenda was reviewed without disagreement.

D. **Consent Agenda**

- Mr. Bailey asked for the Board to review the previous meeting minutes.

- ❖ **Motion: To approve the minutes from the regularly scheduled February 2, 2018 Full Board meeting; made by Richard Jones, seconded by Tom Harris.**

- The motion passed with a unanimous voice vote.

II. **Committee Reports/Updates:** *Committee Chairs*

A. **Board Development Committee – Dave Trinkley**

- Mr. Trinkley stated the Board Development Committee has reached out to the Board members whose terms are ending and have received great feedback.
- Mr. Trinkley said there are openings which need to be filled, primarily four spots from Clermont County.
- Ms. Pond said that positions in the technology field as well as apprenticeship representation are needed. She said another manufacturing representative would also be fine.
- Ms. Stacy Sheffield asked that recommendations be given to her.
- Mr. Curtis asked for an example of the labor and trade representation needed.
 - Mr. Richard Jones said that construction would be a good example and perhaps Mr. Conger could assist with some contacts.
 - Mr. Harris also said the Great Oaks in Clermont County would have some advisory committee members who could also have good contacts.

- Mr. Trinkley gave an update on the communication plan. He said the team has put together a marketing plan to showcase what the OMJ centers and the WIBBCW can offer. He said there should be a draft plan ready for the August Full Board meeting.
- Mr. Trinkley also said the Board Development Committee is actively seeking new members to serve on the committee.

B. Education Advisory Committee – Pat McNab

- Ms. Pat McNab provided an update on the brochure for the educational advisory committee. She said the flyer is designed to provide insight into what the educational partners can contribute.
- She said the next step is for her and Mr. Russell to convene folks in the Economic Development field for comment.
- Ms. McNab said a big focus of the educational partners was better communicating apprenticeship opportunities for businesses.
- Ms. McNab said the brochure was meant to be accompanied by content on the WIBBCW website as well as a video.
- Mr. Bailey asked for an estimated timeline of completion.
 - Ms. McNab said she hoped to have it completed prior to leaving her role as the Chair of the Education Advisory Committee.
- Mr. Russell said the timeline will be driven by the results of the meeting with Economic Development professionals.
- He said some folks know a little about the educational partners but likely not all of the nuances each has to offer.
- Mr. Russell expected this meeting to occur in late May.
- Ms. Pond recommended having the schools review the brochure once again as well.

C. Emerging Workforce Committee – Karen Scherra

- Ms. Scherra provided a brief update on the emerging workforce committee. She said the committee is working with EasterSeals on some issues related to data and billing.
- She said the committee is also talking about in-demand jobs week and the career expo.
- Ms. Scherra said the bulk of work being done in the committee right now relates to the required WIOA policies. She said the committee is trying to understand the areas in which it has leeway. She said these policies will be forthcoming at the next Board meeting.

D. Finance Committee – Sal Consiglio, Fiscal Agent

- Mr. Consiglio provided an update on funding through the end of February 2018. He said the two pots of money are program year '16 & program year '17.
- He said the program year '16 funds are 100% spent which is great.
- Mr. Consiglio stated that the program year '17 funds need to be 80% obligated by June 30th and he doesn't believe that requirement will be met.
- He reviewed the various obligation levels of each County.
- Mr. Curtis asked if there were slides to reference.
 - Ms. Sheffield said she would ensure follow up with the Board.
- Mr. Consiglio said some of the expenses have not been reported but he expects those to come in soon.
- Mr. Curtis asked why the obligated amounts are reflected on the reports if expenses are behind.
 - Mr. Consiglio said the WIBBCW is obligated, but EasterSeals has not obligated the money. He said the WIBBCW is obligated for the entire amount to EasterSeals.
 - Mr. Curtis said the jump from being 11% obligated in youth funds to the required 80% obligation in a few weeks seems difficult.
 - Ms. Sheffield stated that a request can be made for EasterSeals to report their obligations to show back-up on how they are anticipating expenses.
 - Mr. Richard Jones said the Board needs to be aware of the challenges faced by EasterSeals.
 - Mr. Consiglio said that the biggest challenge has been invoicing. He said Warren County is strict when dealing with invoices and EasterSeals is trying to adjust.
 - Mr. Richard Jones asked what percentage of the projected expenses actually gets spent.

- Mr. Consiglio said the real problem is actually a formality at this point.
- Mr. Painter said it would be helpful for EasterSeals to provide a spending plan and then report how they are doing throughout the year.
 - Mr. Consiglio said that he has been given this by EasterSeals.
- Ms. Sheffield said she can make sure this information is provided to the Board.
- Mr. Painter said that he believed a letter was received from Columbus regarding CCMEP funds and inquired how that impacts this discussion.
 - Ms. Pond said that Clermont County is doing a good job of co-mingling the funds as required and this topic will be discussed later in the meeting as well.
- Mr. Consiglio said that 75% of youth funds must be spent on out of school youth and EasterSeals is at 90%. He said EasterSeals is slightly below the percentage requirement for money to be spent on work experience. A meeting will be had this afternoon to discuss this.
- Mr. Ackerman asked if the Board could see documentation of what the money is being spent on to ensure it is being spent correctly.
- Mr. Richard Jones said it is important for the K-12 to now be represented on the Board as the schools could provide potential partnerships with the WIBBCW and these youth dollars.
- Mr. Ackerman agreed and said he just wanted to see the accountability measures.

III. Operations Updates

A. OMJ Operator Report – Amy Miller, OMJ Operations Manager

a. Addressing deliverables in the Executive Committee

- Mr. Bailey asked Ms. Amy Miller to provide an update on the OMJ operations.
- Ms. Miller provided an overview of packet materials.
- Ms. Miller said the website domain has been approved and Matt Fetty has been identified as the social media lead.
- She said the centers have been working collaboratively to streamline best practices.
- Ms. Miller further said that the Clermont County OMJ center is moving locations and it will save roughly \$10,000 per month.
- She also shared information on survey results sent out as customer satisfaction with results in the 93.72% range of satisfaction.
- Ms. Miller stated that a return on investment study is being conducted on service providers to determine outcomes in the centers.
- Ms. Miller also reviewed training sessions and follow up surveys from those trainings that have been completed.
- Ms. Miller also reviewed some performance metrics.
- Mr. Rohlfing asked how a comparison could be drawn based on the quantity of people served.
 - Ms. Miller said it is a question she will try to address.
 - Ms. Sheffield said data will be compared against the population of each County to the percentage of the population represented in each.
- Mr. Trinkley thanked Ms. Miller and said that the OMJ centers should be toured during Board member orientation and he is a strong proponent of all that is offered in each one.
 - Ms. Miller said she would be happy to assist in coordinating a tour.
 - Ms. Scherra said that Clermont County OMJ hosted open houses as well.
- Mr. Bailey asked for an update on the organizational chart at the OMJ centers.
 - Ms. Miller said she provided this to Ms. Pond, and Ms. Pond will provide to Mr. Bailey.
- Mr. Bailey shared a Wall Street Journal article about the City of Hamilton offering cash incentives to people looking to relocate to the City. The Board discussed and said this stems from businesses not being able to find qualified candidates.
- Ms. Sheffield said that relocation funds have been contemplated at the federal level in the past as well.

B. Easter Seals – Youth Services – Debbie Smith, VP, Education for Employment

- Ms. Callie Amann provided an update on youth services.

- Ms. Amann stated that EasterSeals will be presenting in both Warren & Butler counties about in-demand jobs week. She shared some of the items which will be covered. These include soft skills, mock interviews, etc.
- She said EasterSeals visited Springboro High School in March.
- Further, she shared that four recruitment campaigns have been conducted in the City of Hamilton.
- Ms. Amann said that a large focus is being given to summer employment opportunities. She said June 4th is considered the first day and it will start in Butler County. 25-30 youth are expected to participate.
- Ms. Amann stated that Melissa O'Brien worked with students to find which skilled trades they were interested in.
- The representatives from EasterSeals said they are trying to better integrate WIOA and TANF funds per CCMEP.
- Ms. Amann said that similar events were hosted in Clermont County as Butler for in-demand jobs week.
- She said the OSU extension office in Clermont County was contacted to carry-out "real world, real money" courses.
- She said that over 150 applications have been received for the summer work program in Clermont County.
- She said the "road rules" program of visiting companies will be re-instated.
- Ms. Amann shared other programming being conducted in Clermont County.
- Ms. Amann reviewed data which was included in the packet with the Board.
- Mr. Bailey stated that there seems to be little participation in Warren County and asked why that was.
 - Ms. Smith said that Butler has a larger population and Clermont includes funding through CCMEP which brings their number up as well.
 - Ms. Pond explained the way CCMEP incorporates WIOA and TANF funding. She said that EasterSeals is contracted for WIOA dollars with the WIBBCW and TANF funding as well (only in Clermont County via a separate contract).
- Ms. Amann shared another chart showing which credentials were obtained by youth. Many were in the healthcare space.
- Ms. Debbie Smith reviewed data with expenditures for the WIOA funds only. She said EasterSeals knows what it is projecting is correct. They are simply trying to work through formatting with the Warren County Auditor's Office.
- Ms. Smith said she felt confident the obligated amount of money will be met. She said the breakdown of expenditures could easily be done.
- Mr. Harris asked again why Warren County was so low compared to the other counties.
 - Ms. Smith said that this data is only what EasterSeals has been able to get in place since July.
 - Mr. Harris asked if there was data missing.
 - Ms. Smith said it shows all that has been accomplished to date, but EasterSeals wants to increase those numbers.
 - Ms. Smith said that data from the State can also be cross-checked to ensure the most accurate data.
- Mr. Bailey asked if spending was seasonal as it seems that way on reporting.
 - Ms. Smith said absolutely. She said the summer months are difficult due to budget cycles and the various funds have different fiscal years.
 - Mr. Bailey asked if there was anything that could be done to support a change of the fiscal years to better align.
- Ms. Sheffield stated other Areas have found ways to blend reporting years and calendar years.
- Mr. Owens asked if excess money could be carried over.
 - Mr. Consiglio said the excess is in program year '17 so there is still a year remaining.

C. WIBBCW – Stacy Sheffield, WIBBCW Exec. Director**a. Update**

- Ms. Sheffield thanked the Board for their engagement and said she looked forward to working with everyone.
- She said her belief was the State wanted to wait until the end of the program year to enter data for the measurable skills gain, however it appears some Areas are already inputting data. She said the data should be input so that quarterly progress can be monitored.

b. Re-Certification

- Ms. Sheffield said that the Board must be re-certified every so often and the interim certification has recently occurred successfully. She said the full certification will take place in 2019 and she suspects Area 12 will have no issue. She said that the new re-certification process will include “secret shoppers” into the OMJ centers.

c. C.O.G. Update

- Ms. Sheffield said that the paperwork for the C.O.G. is moving forward. She said that the full board has reviewed this previously.

d. Reminder: *Performance Measures orientation, as requested by the full board, is scheduled for July 13th, during the Executive Committee. Sharon Parry, with Real Workforce Solutions, will present.***e. Case Files Monitoring**

- Ms. Sheffield stated that the case files have already been monitored and a final report is awaited. She said this is being done preemptively to see what the State audit may view negatively.
- Ms. Sheffield stated there are a few issues to address but overall the result of the monitoring has been successful.

f. Mitigation Contract

- Ms. Sheffield said that the mitigation contract is drafted and will be executed soon after final reviews.
- Ms. Sheffield said that final items are being negotiated such as reporting and compliance requirements for the Board.
- Mr. Bailey asked the anticipated start and end dates of this contract.
 - Ms. Sheffield said this could be done in June pending approvals by the County Commissioners.

g. Events – NAWB Event review; DC Fly-In preview (Agenda Attached)

- Ms. Sheffield reviewed her experience at the National Association of Workforce Boards conference and shared her feelings that the conference was a great use of time and resources.
- Ms. Sheffield said she included a link to materials given at the conference.
- Ms. Sheffield also mentioned the upcoming fly-in to D.C. conducted by Warren County.
- She said that various Board members are attending along with her.
- Mr. Schnipke said that Stacy Sheffield will be in three breakout meetings related to workforce in the afternoon.
- Ms. Sheffield said that WIBBCW staff will be in Columbus for the OJFSDA’s 2018 annual training May 8-9.
- She said one topic which will likely be discussed at this conference will be the letter sent by the State which said that WIOA and TANF funding is not merging as required by CCMEP. She said a second correction letter has been released stating that the cooperation is occurring in many Areas.
- Mr. Russell stated that the last day of the Fly-In will feature a briefing with the White House and one topic will be workforce development.
- He said the Administration will have policy advisors in the workforce space there, so any questions should be funneled to Stacy.

- Ms. Sheffield said she will advocate for continued funding as well as programs to keep talent in Ohio rather than going to the coasts.
- Mr. Painter asked Mr. Kuchta to give his thoughts on the biggest barriers facing businesses.
 - Mr. Kuchta said it would be helpful to have a list of who provides which services.
 - He said that Clermont County was thinking of coming up with a grant to pay for customized training, but he was not able to get a clear answer from educational providers on what they offered in terms of customized training.
 - Mr. Kuchta said that he understand businesses can have specific needs, but this poses a challenge.
- Mr. Russell said this conversation ties back into the discussion of working with the economic development sector to formulate the educational brochure.
- Mr. Russell said one of the most difficult aspects is that a single business can have a multitude of workforce problems all in one building stemming from floor workers to executives.
- Mr. Painter said that the Clermont Chamber has recently tried attracting a company and this company hired social workers to try addressing the workforce barriers.
- Mr. Russell said the workforce conversation is also bringing up other conversations related to cultural shifts such as increasing public transportation and multi-family housing.
- Mr. Kuchta stated that businesses often ask about the availability of manufacturing workers in Clermont County. He said they have done their best to prepare that data, but he is aware of at least two lost projects due to workforce concerns.
- Mr. Bailey said the task for this Board is taking a proactive step to find qualified workers for Area 12 businesses.
- Mr. Painter said he wanted to challenge the OMJ centers to be at every single chamber of commerce event moving forward.
 - Mr. Russell agreed but said to review the funding guidelines.

IV. Adjourn

- ❖ **Motion: To adjourn the regularly scheduled May 4, 2018 Full Board meeting of the WIBBCW; made at 10:29am by Marlon Bailey, seconded by Andy Kuchta.**

- The motion passed with a unanimous voice vote.

V. Future Meetings

- Emerging Workforce (Monthly): May 17th
- Education Committee (Monthly): May 29th
- Board Development Committee (Bi-monthly): June 4th
- Executive Committee (Bi-Monthly): June 8th
- Executive Committee (Bi-Monthly): July 13th (Performance Measures Orientation)
- Full Board (Quarterly): August 3rd @ 8:30a
- Budget & Finance (Bi-Annually): August, Date/Time TBD
- Business Relations (Quarterly): TBD