



## EXECUTIVE COMMITTEE MEETING MINUTES

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

FRIDAY, JANUARY 11, 2019

8:30AM

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**Members:** *Chair Dave Trinkley, Vice Chair Karen Scherra, Vice Chair Justin Conger, Carey Curtis, Monika Royal-Fischer, Commissioner Shannon Jones (by way of proxy Martin Russell), Commissioner David Painter, Commissioner Cindy Carpenter*

**WIBBCW Staff and Contractors:** *Stacy Sheffield, Amy Pond, Amy Miller, Callie Amann, Brian Beaudry*

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### I. Welcome & Introductions

#### A. *Roll Call*

- Ms. Pond read and recorded the roll call.

**Members Present:** *Chair Dave Trinkley, Vice Chair Karen Scherra, Vice Chair Justin Conger, Carey Curtis, Monika Royal-Fischer, Commissioner Shannon Jones (by way of proxy Martin Russell), Commissioner David Painter*

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

- Quorum was present. The meeting was called to order at 8:36am.

#### C. *Consent Agenda:*

- **Motion: to approve the December 7<sup>th</sup> 2018 Executive Committee Minutes; motioned by Ms. Scherra, seconded by Ms. Royal-Fischer.**
  - Unanimous approval by voice vote

### II. Committee Reports/Updates

#### A. *Board Development Committee – Stacy Sheffield*

- Ms. Sheffield stated that on December 7<sup>th</sup>, an Ad Hoc Outreach and Marketing Committee was established, shifting the responsibility internally away from the Board Development Committee.
- Ms. Sheffield stated that the Board needs one more member to become full. She stated the Board is seeking a Clermont based business representative, preferably in retail, supply chain, IT, and/or logistics. Commissioner Painter has identified an individual from Total Quality Logistics that the Board is currently recruiting.
  - Commissioner Painter asked if this individual is approved, are there any more openings that need filled?

- Ms. Pond answered that it would fill the Board. She also requested that Commissioner Painter send her some information on the individual for state reporting purposes.
- Ms. Sheffield stated that John McMann has resigned from the board as the ex officio chair. She stated his resignation does not have an impact of required members.

***B. Education Advisory Committee – Monika Royal-Fischer***

- Ms. Royal-Fischer stated that the committee last met on November 27<sup>th</sup>. She stated the committee will meet again at the end of the month at Scarlet Oaks.
- She stated the committee is moving forward with its charter. It will tackle best practices and chain of succession moving forward.
- She stated the Committee will be working closely with Doug Arthur during his phase two.
- Ms. Royal-Fischer also explained that the Committee is providing more input on sector strategies and how to integrate them with implementation.
- She also stated the Committee is providing its input for the incumbent worker training policy
- Ms. Sheffield stated the new head of Ohio Dept. of Education will be at the next Ohio Workforce Association meeting next week. She said she will have a half hour to speak with the new Dept. head, and Ms. Royal-Fischer stated she would like to speak with Ms. Sheffield offline about that.

***C. Emerging Workforce Committee – Karen Scherra***

- Ms. Scherra reported that the Committee met on Tuesday, December the 18<sup>th</sup>. She explained that Easter Seals will be delivering quarterly performance reports. They will be coming every 5-6 weeks after the end of the quarter because Easter Seals needs the time to create the reports. t They are still working with their software to create monthly reports.
  - Ms. Scherra noted that their 4<sup>th</sup> quarter data shows that they are meeting the state performance measures; however it isn't as high as they were expecting. They are still in the process of cleaning their data so the reports accurately reflect the work being done.
- Ms. Scherra reported that the State has delayed the release of PY19 reports, including the first quarter which was July to September. They have discovered data conversion problems in the switch from WIA to WIOA. She stated that in the meantime, Easter Seals and local leaders are cross training each other so they can better understand how the area is getting its data and can compare to the state. This will also help us “fact check” the state once their data is released.
- Ms. Scherra said the Committee asked OMJ centers to also provide information on the youth services that they are doing. She stated they are getting increasingly creative, especially in regard to outreach, for summer, foster and youth with unique needs. She stated they are working on how to best present the information to the Board.
- Ms. Scherra reported that there is a State CCMEP webinar happening now and next week along with an area 12 cross training between the WIOA and CCMEP

leaders. She stated that this will hopefully lead to improved data collection by area and county.

- Ms. Scherra stated that LifeSpan presented to the Committee to discuss their program on youth financial literacy.
- Ms. Scherra said the Committee will be meeting next week. She stated that a portion of the Committee is working on the procurement for youth services for the next program year. She requested an executive session at the end of today's meeting to discuss this topic.
- Ms. Miller added that the data she pulls from the state is a disaster. She also stated that her workers don't have remote access, which handcuffs their ability to work.

***D. Finance Committee – Carey Curtis***

- Mr. Curtis led the Board through the CY 2018 actual budget and the 2019 approved budget.
  - Mr. Curtis asked Ms. Pond and Ms. Sheffield the reasons for an estimated \$25,000 carry over in personnel. Ms. Pond answered by stating Ms. Sheffield's hire date coupled with her not using the County's health insurance is the reason for the carry over.
  - Mr. Curtis asked staff to speak on the special projects and events budget variance. Ms. Pond and Ms. Sheffield clarified that it is a place holder for area wide events and chamber events. Mr. Curtis stated that if the money is allowed to be used for sponsorship, then we should be better utilizing these dollars.
  - Mr. Curtis pointed out a new line item for a business expense. Ms. Pond stated that it had been accounted for in previous years, and she simply created a separate line item in the '19 budget.
  - Mr. Curtis drew the board's attention to the significant increase in the communication budget. Ms. Sheffield stated that she would like to update the OMJ's marketing materials, the WIB website. Mr. Conger asked if Ms. Sheffield and Pond will be responsible for this. Ms. Pond clarified that an Ad Hoc committee was established to execute the marketing plan. Ms. Sheffield stated that she will own the spending of the communication dollars allocated in the budget. Mr. Conger voiced his frustration with the speed in the development of a marketing plan. Mr. Conger asked if reaching out to Drew precludes his expertise from responding to an RFI or RFP.
  - Mr. Schnipke stated someone with marketing expertise needs to be involved professionally with the creation of a strategy versus the Board doing it Ad Hoc. Mr. Russell asked is marketing plan is going to cost the full allocated communications amount or a fraction because the budget will drive the decision for how it is sourced out.
  - Mr. Russell stated that the boards can chose to do address the marketing plan Ad Hoc style, but it will lead to continued frustration. He stated that if the board is aware of certain pinch points and learns the parameters for procurement, staff should take this on and be judged accordingly. Mr.

Russell stated staff should get quotes from marketing experts and be held accountable for moving the marketing strategy forward.

- Mr. Conger asked if the board simply issue a PO to Drew to help the board craft and draft a plan.
  - Ms. Pond answered that's he would have to read Warren County's procurement policy. Mr. Russell and Mr. Conger confirmed the threshold is \$50,000.
  - Mr. Conger and Mr. Russell stated that if staff has its parameters and dollars are allocated in the budget; it is up to staff to execute.
- Mr. Curtis stated that the total expenditures were well below the budgeted amount for 2018; and there is a significant increase between 2018 and 19 budgets. Mr. Curtis also stated there will be additional administrative funds carried over into 2019 as well to consider. He stated that there is significant work cut out for the board to spend its funds. Ms. Sheffield assured that she will spend the allocated funds the best way with input from the board.
- Mr. Trinkley suggested that in the future when the Board encounters a large project, like the marketing plan, it should act more decisively rather than spend time debating.
  - Mr. Russell added that he is used to acting more swiftly in his capacity with the Port Authority.

### **III. Operations Updates – Stacy Sheffield**

#### **A. Performance**

- Ms. Sheffield echoed comments made by Ms. Scherra that the Board has not received state performance data for Q1.

#### **B. Productivity**

- Ms. Sheffield thanked the Board for its members input on the Regional Strategic Plan's local modifications. She stated that at the end of the month, the state has called for another meeting to go over some of the amendments. A final draft will be presented to the full board once the drafts are complete.

#### **A. Projects and Tasks**

##### **1. C.O.G.**

- Ms. Sheffield stated she will be meeting with representatives from the three counties to review the final drafts of the LGA, IGA, and COG bylaws for eventual final approval from the commissioners.

##### **2. Incumbent Worker Training Grant Policy**

- Ms. Sheffield stated that she is awaiting some fiscal information from Sal.
- Ms. Miller stated that she knows there is funds available, but doesn't know the exact dollar amount. She asked if it is appropriate for the OMJs to give input into the draft policy.
- Ms. Pond asked what is needed for the policy

- i. Ms. Sheffield stated Sal’s suggestion is to approve a general policy and discuss how much money annually is available later.
  - ii. Mr. Conger agreed, stating that the initial step should be simply approving a policy
- Ms. Miller suggested that Ms. Sheffield and the other OMJ directors meet this afternoon to discuss the policy.
- Ms. Sheffield stated the Board will make a final decision on the policy at the next Full Board meeting.
- The Board engaged in general discussion about other decisions related to IWTs.
  - i. Ms. Sheffield stated there is an option where the counties can distribute the dollars on a per-county basis. She stated this is not the suggested method for working as an area. Conversely, Ms. Sheffield stated that the Board should have access to a pool of dollars rather than each county individually. She said it would give the Board more flexibility to make decisions as to where the money is awarded.
  - ii. Ms. Miller stated that there is an existing precedent of sharing between the counties
  - iii. Commissioner Painter responded that he finds it difficult where a county would willingly give up its dollars into a collective pool.
  - iv. Mr. Russell stated that from a business perspective, they don’t care where the money comes, as long as there is some available. He also stated that the policy should be modeled as an “if-come”; where it states that in the event where dollars exist, there is the working relationship between the three counties on how the dollars can be spent. He stated it can be phrased where there is a collective pool of funds, or it is individualized per county with the opportunity to expand if permission is granted.
- Mr. Russell asked if the policy can include a mechanism where
  - 1) funds can be accessed across counties if need be with approvals, and
  - 2) if there ever is a disagreement between counties, the full board has the power to overrule because it is a collective.
  - i. Ms. Sheffield stated that it is a possibility, but she would prefer that it not be in writing and that the Board be able to settle it out internally.
  - ii. Mr. Russell stated that the policy would have to be changed if, for whatever reason, there was cantankerous relationship between two counties.
- Ms. Sheffield stated she will remove the number aspect from the policy, and will distribute the policy for everyone to look it over and vote at the February Full Board meeting.

- Mr. Russell asked if the better approach is make a policy that defines what an incumbent worker training means, then roll it out softly versus a first come first serve basis.

### 3. *Events*

- Ms. Sheffield asked the board for a motion to approve 5 slots for attendance at the NAWB forum on March 23-26 so staff can make the reservations.
- Ms. Pond stated a motion is necessary for the commissioners to approve travel, even though it has been budgeted.

❖ **Motion: to approve 5 travel slots for attendance to the NAWB Conference in Washington D.C. from March 23-26; made by Carey Curtis, seconded by Martin Russell.**

- Unanimously approved by all in attendance.
- Mr. Russell stated that there are 68 people registered to attend Warren County's Capitol Drive on January 29<sup>th</sup>. He stated if anyone is interested in attending to register soon because registration is filling fast.
- Mr. Russell stated the Warren County Fly In is growing to 70 attendees this year. He offered an invitation for board members even if they are from outside Warren County.

## IV. **Executive Session:**

❖ **Motion: to enter into Executive Session to consider procurement matters which are required to be kept confidential by federal law or rules or state statutes; at 9:56am made by Martin Russell, seconded by Carey Curtis.**

- Unanimously approved by all in attendance.

❖ **Motion: to exit Executive Session at 10:27am made by, Justin Conger, seconded by Karen Scherra.**

- Unanimously approved by all in attendance.

❖ **Motion: to present to the full board an RFP for single source provider for a 2 year term with a 1 year option as one complete proposal; made by Justin Conger, seconded by Karen Scherra**

- Unanimously approved by all in attendance.

## V. **Adjourn**

❖ **Motion: Adjourn the January 11<sup>th</sup>, 2018 regular meeting of the Executive Committee at 10:29am made by Justin Conger, seconded by Karen Scherra**

- Unanimously approved by all in attendance.

## VI. **Future Meetings**

- **Full Board:** February 1<sup>st</sup>, @ 8:30a
- **Executive Committee:** March 1<sup>st</sup>, @ 8:30