



## 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 12, 2018

8:30AM

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**Members Present:** Chair Mardia Shands (by way of proxy via Marlon Bailey), Vice-Chair Marlon Bailey, Tom Rocklin (by way of proxy via Karen Scherra), Carey Curtis, Shannon Jones (by way of proxy via Carey Curtis), Pat McNab, David Painter, and Karen Scherra

**Members Absent:** Cindy Carpenter, John McMahan, Dave Trinkley

**Other in Attendance:** Brian Beaudry, Amy Miller, Bill Morrison, Amy Pond, Matt Schnipke

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### I. Welcome

#### A. **Roll Call**

- Ms. Pond performed the roll call.

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

- Quorum was present. The meeting was called to order at 8:38am.

### II. Routine Business

#### A. **Agenda Review**

- Vice-Chair Bailey reviewed the agenda without disagreement.

#### B. **Approve the minutes of the December 8, 2017 Executive Committee Meeting**

- One error was found in the minutes. The RFQ was listed for an amount of \$80,000 rather than the correct sum of \$8,000. Mr. Schnipke stated he would correct the error and re-send to Ms. Pond.

- ❖ **Motion: To approve the minutes of the regularly scheduled December 8, 2017 Executive Committee Meeting minutes with the one noted correction; made by David Painter, seconded by Karen Scherra.**

- Unanimously approved by all in attendance.

### III. Other Business

#### A. **Workforce Analysis RFP Update**

- Mr. Bailey asked for an introduction of Ms. Amy Miller who has been selected as the operator. Mr. Morrison introduced Ms. Miller and said that she is a very qualified individual and he is familiar with her great work in other roles at Butler County.
- Ms. Miller thanked Mr. Morrison for the kind words and said she has been with Butler County for 20 years. She said that she looks forward to working hard and getting to know everyone on the Executive Committee and Board.
- Ms. Pond stated the deadline for submittal of the workforce analysis RFP was this week and four proposals were received. She said the proposals will go to the review committee early next week and recommendations will go in front of the Full Board in February.
- It was noted that some of the proposals were from familiar names and companies.

- Ms. Pond said the review committee consists of Marlon Bailey, Brian Beaudry, Matt Owens, Commissioner Painter and Ron Rohlfing.
- B. Monitoring and Oversight RFQ Update**
- Ms. Pond said the deadline for the monitoring RFQ is January 29<sup>th</sup> and one proposal has been received so far.
- She said the RFQ can be passed along by the Board so it reaches further into the community.
- C. CCMEP Plans**
- Ms. Pond said the CCMEP plans were due December 31<sup>st</sup>. She said the plans were received on time and a few things need to be added.
- Ms. Pond said conversations have been had with ODJFS and it is okay that the plan is not yet submitted to the State because most plans around the State are incomplete and will require additions as well.
- She said some comments that need to be included should address collaboration and TANF funds. Ms. Pond said this information will go to the lead agencies.
- Mr. Bailey asked if the plan needs to go in front of the Full Board for approval.
- Mr. Curtis asked what the acronym CCMEP stands for.
  - Ms. Pond said it stands for Comprehensive Case Management and Employment Program and centers on the merging of WIOA and TANF funds to address workforce solutions at a more comprehensive level.
- Mr. Morrison said increasing expertise in 2018 on CCMEP is a main goal. He said the goal is to understand how the money can be spent and to do so in an appropriate and effective manner.
- Mr. Morrison shared a few programs which he believes will be eligible for funds and his ideas on how to integrate various programs with CCMEP money.
- Mr. Painter asked if the OMJ Centers have always been required to submit these plans.
  - Ms. Pond said this is only the second year of the requirement.
- Mr. Morrison said spending these monies on youth programs is the top priority.
- Mr. Painter asked for an explanation of TANF. The Committee said it is Temporary Assistance for Needy Families.
- Ms. Pond said many families don't know their children can qualify for TANF funding and so the monies are often underutilized.
- Mr. Painter asked the final timeline for the plans to be submitted to the State.
- Ms. Pond said she is not sure, but the plans need to be robust.
- Mr. Morrison suggested having the deadline of the next Board meeting.
  - Ms. Pond asked if next Friday would work because she will need time to review the plans.
  - Mr. Morrison said that could be accommodated.
  - Ms. Pond said that will allow her to work on policies which must go along with the plans.
- Ms. McNab asked if the funds could be utilized for programs such as the Boys & Girls club.
  - Ms. Pond said yes and those partnerships should be explored and encouraged.
- Mr. Morrison said summer youth programs are very important to the community.
- D. OJT Minimum Wage Change Request**
- Mr. Morrison asked about a submission from the three Counties for a policy change. He said the Counties are meeting to streamline best practices and have decided that a \$12/hour wage rate for OJT is a best practice. He said Clermont and Warren County have been doing this in the past, but the centers would like to officially change the policy.
- He said Warren County also provides money in increments rather than all at once.
- Ms. Pond said she surveyed other Areas for their policies regarding wages of OJTs and the results are listed in the packet. She said the decision would need to come from the Full Board.
- Mr. Painter asked how Warren County provides money in increments.
  - Mr. Morrison said the center reimburses companies for wages but only a little at a time. He also said this is separate from the summer youth programs.
- Mr. Painter said this policy could potentially hurt second chance employees who will likely find employment at the minimum wage initially.

- Mr. Morrison said this is a great point.
- Ms. Miller said her goal is to find employers that will pay more than the minimum wage to these individuals because they usually have other financial responsibilities such as child support and struggle to live on minimum wage.
- Mr. Morrison shared a new employment services program being launched in Butler County which aims to prepare job-seekers for employers.
- Ms. Scherra shared a success program in Clermont County that works with employers and connects them with job-ready candidates. She said more information could be shared on that program at another time.
- Vice-Chair Bailey said he is interested in all of the discussion and he would like to know how the information will be communicated with employers.
- Ms. Pond said the current policy is in the packet.
- Mr. Curtis stated he believed a change was made to the policy just a few years ago.
- Mr. Schnipke affirmed this and said a motion was made previously to not put a limit on wage for the OJT.
- Mr. Bailey said he would like to see OJT data over the past 12 or 24 months and determinations could be made based on that data.

#### ***E. Quarter 1 Performance Reports***

- Ms. Pond reviewed the quarter one performance reports. She mentioned the measurable skills gain category is a concern around the State and there are few WIBs exceeding those expectations.
- Ms. Pond said this category is hard to accurately chart as there must be documented skills gain through some sort of certification, diploma, etc. She said this is a federal requirement.
- Mr. Morrison said this data only came in yesterday afternoon. He said his goal is to have a plan to address any failing categories for the Board as soon as possible to address the issues.
- Ms. McNab asked for an explanation in the categories showing baseline as the performance status.
  - Ms. Pond said these are hard to gauge because the data is still being gathered.
  - Ms. McNab asked if baseline is considered a negative.
  - Ms. Pond said it is not a negative, but the data is still being collected so the actual result is not yet known.
- Ms. Pond said the data is in the packet and asked if there were any questions.
- Mr. Painter asked about a number in red for Warren County in median earnings.
  - Ms. Pond said that means the jobs are not paying the appropriate median salary.
- Mr. Painter said something seems wrong there because the number is significantly lower than the other two Counties.
  - Ms. Scherra said it could be skewed data with a few employers paying very high salaries.
  - Mr. Morrison said he can find an answer to the question and get that to Amy for distribution.
  - Mr. Curtis said that any category in red or failing should have explanation as to why and how it will be addressed for future meetings.

**IV. Executive Session:** To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

- ❖ **Motion: To enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; made at 9:36am by David Painter, seconded by Carey Curtis.**
  - Unanimously approved by all in attendance.

- ❖ **Motion: To exit Executive Session; made at 10:00am by David Painter, seconded by Pat McNab.**
  - Unanimously approved by all in attendance.

**V. Future Meeting Dates** (*all meetings held at 406 Justice Drive, Lebanon, OH, 45036*)

- **Executive Committee:** March 2, 2018
- **Full Board:** February 2

**VI. Adjournment**

- ❖ **Motion: Adjourn the January 12, 2018 regular meeting of the Executive Committee at 10:02am; made by David Painter, seconded by Karen Scherra.**
  - Unanimously approved by all in attendance.