

## FULL BOARD MEETING MINUTES

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

FRIDAY NOVEMBER 2, 2018

8:30AM

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**Members Present:** *Tim Ackerman, Justin Conger, Carey Curtis, Richard Jones, Jerica Kruse, Matt Owens, Justin Philips, Monika Royal-Fischer, Karen Scherra, Matthew Schnipke, Matt Van Sant,*

**Members Absent:** *Marlon Bailey, Andreas Brockman, Tom Harris, Ron Rohlfing, Michelle Snow, Dave Trinkley,*

**Other in Attendance:** *Stacy Sheffield, Amy Pond, Brian Beaudry, David Fehr, Amy Miller, Karen Karnes, Karolyn Ellingson, Callie Amann, Pat McNab, Debbie Smith, Doug Arthur, Kelly Manns*

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### I. **Welcome** (*Justin Conger, Vice-Chair*)

#### A. **Pledge of Allegiance**

- Mr. Conger led the Board in the pledge of allegiance.

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

- Ms. Sheffield performed the roll call. Quorum was present. The meeting was called to order at 8:33am.

#### C. **Agenda Review**

- The agenda was reviewed without disagreement.

#### D. **Consent Agenda**

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

- ❖ **Motion: To approve the minutes from the regularly scheduled August 3<sup>rd</sup>, 2018 Full Board meeting with the attached red-line revisions; made by Carey Curtis, seconded by Richard Jones.**

- The motion passed with a unanimous voice vote.

### II. **Vote for WIB Officers**

- Mr. Conger stated that the board chair approvals made during the last full board meeting need to be redone by following the proper protocol.

#### A. **Chair**

- Mr. Conger asked that there be a motion to approve Mr. Trinkley as the Chair.

- ❖ **Motion: To approve Dave Trinkley as the Board Chair; made by Carey Curtis, seconded by Monika Royal-Fischer.**

- The motion passed with a unanimous voice vote.

#### B. **Vice Chair (Clermont)**

- Mr. Conger asked that there be a motion to approve Ms. Scherra as the Vice-Chair.

- ❖ **Motion: To approve Karen Scherra as a Board Vice-Chair; made by Matthew Schnipke, seconded by Richard Jones.**

- The motion passed with a unanimous voice vote.

### III. **Committee Reports/Updates:** *Committee Chairs*

#### A. **Board Development Committee – Amy Pond**

- Ms. Pond stated that the board is waiting on Zachary Stanfield’s paperwork and there still is an opening in Clermont.
- The Board is reaching out to other areas to learn what they are doing in regard to marketing strategies to get ideas for our marketing plan.
- Ms. Pond stated that board orientation was this week for new board members. They took a tour of Butler’s OMJ center.
- Commissioner Painter introduced Justin Phillips to the Board.
- Ms. Pond stated that Mr. Trinkley is looking for someone to head the Board Development Committee since he is now the Chairman. The options are either Mr. Jones or Mr. Van Sant.

❖ **Motion: to approve Matt Van Sant as the Interim Chairman of the Board Development Committee as the Board searches for a long term replacement; made by Justin Conger, seconded by Richard Jones.**

- The motion passed with unanimous voice vote with Mr. Van Sant abstaining

#### B. **Education Advisory Committee – Monica Royal-Fischer**

- Ms. Royal-Fischer stated that the Committee met on September 25<sup>th</sup> to discussed how best to make that and future meetings as constructive as possible while also meeting the needs of the Board.
- The topics of conversation included:
  - Reviewing the Board’s performance standards for education and training, employment, salaries and retention
  - Short-term and long-term goals to guide and measure the Committee’s success
  - Recruiting more attendees, including OMJ directors, and leaders in economic development, occupation, and business & industry as guests
  - Rotating locations for meetings
  - Refining how best to market education and training resources for businesses and employers, including the education service provider information brochure.
- Ms. Royal-Fischer met with Stacy and Amy on how to align the committee’s efforts with the WIB as a whole
- Mr. Conger was pleased to hear that the committee is keeping the WIB’s, OMJ’s, and region’s broader mission in mind when acting

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

- Karen Scherra began by reporting that the Committee met on Oct 16<sup>th</sup>.

❖ **Motion: To approve an updated Youth Policy which complies with recent state corrections; made by Ms. Scherra, seconded by Justin Conger.**

- Motion passed with unanimous voice vote.
- Ms. Scherra stated that the Committee reviewed the Easter Seals’ quarterly report. She stated they provided a helpful flow chart to better direct the Committee, OMJ leaders, and interested stakeholders to the appropriate Easter Seals contacts and their locations
- Ms. Scherra stated that the Committee had a discussion on the quality of certain work experience locations, based on observations and feedback from participants. The Committee wants to make sure that the work experiences are valuable and is based on the participants career exploration.
- Ms. Scherra stated that the Committee discussed ways to improve partnerships between Easter Seals and CCMEP TANF Lead Agencies. They also discussed increased apprenticeship enrollment opportunities with a staff member from FESTO
- Ms. Scherra stated that on November 14<sup>th</sup>, the state will be offering CCMEP training, addressing performance, programmatic and co-enrollment technical and fiscal issues for JFS and OMJ staff.

- Mr. Conger asked if Stacy and Amy will be attending this, to which they replied yes.
- Ms. Scherra shared that Mr. Rohlfing gave a presentation on UC Health's creative projects to develop young adults for internships and mentoring relationships that spark their interests in health care professions.
- Ms. Scherra stated that she met with Amy and Stacy about the PY19 Youth Contract process and to go over what happened last time and how to improve.
  - Ms. Sheffield stated that an Ad Hoc committee will be forming quickly in order to get feedback from all of the members on lessons learned from last time and what needs to be included or excluded.
    - Mr. Conger asked if the Board can provide any assistance in forming this committee.
    - Ms. Sheffield stated that Ms. Scherra will be making the final decision, but she wants to see members who will be vocal and engaged.
  - Ms. Sheffield stated that the RFP will tentatively go out in January and a selection will be made tentatively in late April.
    - Mr. Conger asked if these dates match up with the 2019 schedule.
    - Ms. Scherra stated that a decision has to be made by May 3<sup>rd</sup> to match the 2019 schedule.
- Mr. Conger asked if there was a master list or calendar of projects that show when the deadlines for approval and funding are:
  - Ms. Sheffield responded by saying yes there is one but it has to stay flexible to accommodate any changes from the state.
  - Mr. Conger asked that, as a best practice, a master list or calendar of constant projects, contracts, recertification, etc. that need approvals be made.

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

- Mr. Curtis stated that For the PY16 & 17 grants that liquidated on 09/30/2018, the adult, dislocated worker, and youth grants are 100% spent.
- Mr. Curtis stated that for the OMJ resource sharing funds: Butler spent 91% of its funds, Clermont spent 95% of its funds, and Warren County spent 100%
  - Mr. Curtis asked if the small surplus of funds will be sent back to the state
  - Ms. Sheffield answered yes and we are under no obligation to spend 100% of these funds.
- Mr. Curtis stated that for the grants liquidating on 09/30/2019, all of the counties except for Butler have obligated at least 80% of the funds. He stated that Butler is only 58% obligated because the pool of candidates is shrinking.
  - Ms. Sheffield stated that because there is such a low unemployment rate, high amounts of hiring, very few major layoffs and turnovers, it warrants discussions on how best to reallocate those funds.
  - Ms. Sheffield stated that she is experiencing challenges to obtaining access to data that the state has, but the locals don't.
  - Commissioner Painter stated that there is a unique business opportunity for education facilities to tap into talent that hasn't entered the work force yet to get them trained on jobs.
  - Mr. Jones asked what small businesses can do to find workers when large scale projects are coming in to the area.
  - Mr. Russell stated that there is a pipeline problem of having enough bodies to fill the need. He asked if there is any way to ease rules on incumbent training or abilities to partner with high schools.
  - Mr. Jones insisted that the bar be raised from low income up to moderate income in order to increase the pool.

- Mr. Owens stated that he has seen business service teams that can go out on site to a company and perform a dislocated worker contract.
- Mr. Russell stated that there needs to be more flexibility in the way we can allocate our monies with what the market is dictating. If there isn't a surplus of dislocated workers, we should be able to shift towards youth etc.
- Mr. Curtis asked what the reality of the guidelines being changed
  - Ms. Sheffield said we have the ability to influence some areas at the state level
- Mr. Curtis began a discussion about the 2019 proposed budget. He stated that the expenditures year to date through October month-end total estimated around \$209,000 vs \$350,000 budgeted for 2018. He stated that the projected year end expenditure is about \$275,000 vs the year end budget of \$350,000 which is well under. This will allow us some carryover dollars into 2019.
- Mr. Curtis said there is a large increase in the proposed budget for 2019, partially due to the rollover dollars from 2018 and some other increases. Some of the increased allocations are for computer software, equipment, and supplies, travel and training. Mr. Curtis pointed out that there is a new \$10,000 allocation for employer focused events. Ms. Sheffield stated that they have successfully hosted an event about Ohio's medical marijuana rules, and plan to do a series of different events.
  - Mr. Jones asked if the WIB attends chamber's lunch and learns. Ms. Sheffield stated that they have attended but haven't sponsored. Mr. Conger stated that we should be doing that because it relates back to the overall marketing plan.
- Mr. Curtis pointed out that there is a \$65,000 increase in communications related to the upcoming marketing plan, advertisements, and website/social media updates.
- Mr. Curtis asked Ms. Sheffield what the \$10,000 ask for Other Related Services is for. Ms. Pond stated it is for any industry experts or guest speakers that the WIB might want to bring in.
- Mr. Russell asked if carryover dollars are sustainable for future budgets beyond 2019. He also asked that budgeted dollars towards chambers in Warren County be best used by consulting Warren County individuals on the board.
- Mr. Conger asked that in every meeting we are checking that the operating money is being spent for its purposes
  - Mr. Curtis asked that Sal should come to the Full Board meetings
- ❖ **Motion: to approve the proposed 2019 budget as presented in the packet; made by Richard Jones, seconded by Karen Scherra.**
  - The motion passed with a unanimous voice vote

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

##### A. Performance

- Ms. Miller stated that she has had discussions with Ms. Sheffield on obtaining preliminary reports from the state requesting more data. They have also had discussions about the incumbent worker policy.
- Ms. Amann stated it is frustrating that the state's reporting system is 60-90 days behind. She also stated that she would like to have further conversations on developing relationships with employers in regard to youth training.
- Ms. Scherra stated the OMJ center in Clermont moved to a new space and things are going very well

##### B. Productivity

###### a. 2019 Meeting Schedule

- ❖ **Motion: to approve Full board and Executive committee schedule for 2019 as presented; made by Ms. Kruse, seconded by Ms. Royal-Fischer.**
  - Motion passed with unanimous voice vote

- Mr. Russell asked of the board that the incumbent worker policy be finalized and put on the fast track for board approval.
  - Ms. Sheffield stated a draft is in progress and an Executive Committee can approve a draft.
  - Ms. Pond stated that the businesses represented on the Board should take an opportunity to make comments and edits.
  - Mr. Conger asked that an incumbent worker policy draft be ready for input from board members in the next two weeks
- ❖ **Motion: to authorize the Executive Committee to approve the incumbent worker policy at their December meeting; made by Justin Conger, seconded by Matt Schnipke**
  - The motion passed with a unanimous voice vote.

### C. DOL Opioid Grant

- Ms. Sheffield stated that they were awarded the second and third round of opioid grant funding.
- Ms. Pond stated that it seems the grant application parameters of who is eligible are seem open and it will be easy to spend.
- Commissioner Painter asked if the grant money can be used on individuals in a recovery center who are on full Medicaid
  - Ms. Pond answered yes. Ms. Scherra stated that it is analogous to their Inspire program.
- Mr. Conger clarified that “grant 2” is only for Butler and Clermont Counties while “grant 3” is for all three counties.
  - Ms. Sheffield stated that “grant3” has more flexibility than “grant 2”.
- Mr. Phillips asked if some of his current workers who are just barely hanging on can be eligible for these funds.
  - Ms. Scherra affirmed they can be. She stated they are to expand the efforts that are already being conducted.
- Mr. Russell asked what the timeline is to spend the grant dollars.
  - Ms. Sheffield stated that it is a two year grant, and 70% has to be spent in the first year. The beginning date for “grant 2” was October 1<sup>st</sup>.
- Mr. Conger asked if the funds are only for youth or adults
  - Ms. Pond stated that an age limit was not provided.
- Mr. Conger asked that WIB staff present the parameters of the two grants to the next meeting for the board to decide if they want to add any additional parameters that the board sees fit.
- Ms. Scherra stated that she will organize her colleges in the other counties to find ways to build on what already exists with these dollars.
- Mr. Owens asked why Warren was not included on “grant 2”
  - Ms. Scherra stated that it was based on opioid numbers and need and Warren wasn’t seen at the same level as Butler, Clermont and Hamilton.

### V. **Closing Remarks**

- Mr. Conger asked Ms. Pond to send an email a week or two before each meeting to board members that if they aren’t able to attend that they provide a proxy.

### VI. **4. Mitigation Contract / Transform Consulting Update – Doug Arthur**

- Mr. Conger apologized that there was not enough time for Mr. Arthur to present an update to the board. He asked that Mr. Arthur send his update to WIB staff for them to distribute to the full board later.

### VII. **Adjourn**

- ❖ **Motion: To adjourn the regularly scheduled November 2<sup>nd</sup>, 2018 Full Board meeting of the WIBBCW; made at 10:34am by Justin Conger, seconded by Richard Jones.**
  - The motion passed with a unanimous voice vote.

#### **VIII. Future Meetings**

- Executive committee Meeting December 7<sup>th</sup> 2018