



FULL BOARD MEETING MINUTES

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

FRIDAY FEBRUARY 2, 2018

8:30AM

Members Present: Chair Mardia Shands, Vice-Chair Marlon Bailey, Vice-Chair Tom Rocklin, Justin Conger, Carey Curtis, Tom Harris, Richard Jones, Jerica Kruse, Andy Kuchta, John McMahan, Pat McNab, Matt Owens, Karen Scherra, Dave Trinkley

Members Absent: Wiley Kyles, Marge Melick, Ron Rohlfing, Matt Von Stein

Other in Attendance: Tim Ackerman, Brian Beaudry, Tonya Eubanks, Karen Karnes, Amy Miller, Bill Morrison, David Painter, Amy Pond, Martin Russell, Matt Schnipke, Debbie Smith

I. **Welcome** (Mardia Shands – Chair, Amy Pond – Interim Director)

A. Pledge of Allegiance

- Chair Mardia Shands 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 8:32am.

C. Agenda Review

- The agenda was reviewed without disagreement.

II. **Routine Business** (Mardia Shands - Chair)

A. Approve minutes of the November 3, 2017 Full Board Meeting

- ❖ **Motion: To approve the minutes from the November 3, 2017 Full Board meeting; made by Richard Jones, seconded by Carey Curtis.**

- The motion passed with a unanimous voice vote.

B. Conflict of Interest

- Ms. Shands stated there is a conflict of interest form in the packets.
- Ms. Pond said the policy is also included and she requested that each member fill out the form to be on file.
- Further, Ms. Pond reminded the Board to fill out the meeting evaluation form included in the packet after today's meeting.

III. **Committee Reports** (Committee Chairs)

- Ms. Scherra said there is great traction in the emerging workforce committee. She said the meetings are going over on time and there are many people in attendance.
- She said the reports from the provider were reviewed and suggestions on how to better utilize services were discussed.
- Ms. Scherra said the committee discussed in-demand jobs week May 7-11. She said the committee is discussing events which could be done during this week.
- She discussed OhioMeansJobs Readiness Seal. She said this is a seal which can be given to students who show aptitude in soft-skills and employers will recognize that individual as more ready for the job.

- Mr. Russell stated that the Readiness Seal should tie into the ways that high schools are trying to integrate into businesses. He said that there should be integration and not duplication of existing efforts.
- Chair Shands said that the Emerging Workforce committee would be well served with representation of high school superintendents. She said superintendents have access to parents and parents often have the biggest influence on career paths for children.
- Ms. Pond said that youth service providers will likely be heavily tied-into this approach.
- Mr. Curtis asked if there was a document available that companies can review to determine if they have folks who could act as a mentor.
- Mr. Ackerman said the high schools are trying to build relationships with businesses both for students who are not going to college or military and also for parents to be comfortable with businesses.
- Mr. Ackerman said the United Way of Warren County is seeking funding to hire an individual that can help facilitate these relationships.
- Mr. Russell said that no matter what, there needs to be integration and not duplication. He said by duplicating efforts, there will be confusion.
- Mr. Painter said that as a business looking for trained workers, the business is looking for resources that will positively impact the bottom line.
- He agreed with Mr. Russell that there needs to be integration, but said the WIBBCW needs to be the central workforce coordinator.
- Mr. Russell agreed and said that partnerships should be formed in areas where WIBBCW funding cannot be utilized. He used the example of in-school youth vs. out-of-school youth.
- Mr. Richard Jones said he met with superintendents and the discussion was about how to utilize WIBBCW funds and the schools' connections.
- Mr. Russell said that is the reason behind some of the hardships of SkillsCon' in 2017.
- Mr. Painter said that the OMJ centers need to be involved when businesses are being spoken to as they have funds available.
- Mr. Jones said having the K-12 at the table is a step in the right direction.
- Mr. Morrison said that schools are very limited in how they enforce truancy due to a recent law change.
- Mr. Trinkley said that this entire conversation revolves around building relationships and that those relationships have been building over the past few years.
- Mr. Ackerman agreed that relationships are the key thing to build in order to formulate a strong system.
- Ms. Scherra said the Emerging Workforce committee has a heavy workload for this year, but they are trying to make sure that the appropriate amount of input is being provided.

IV. **Routine Business**

A. **JobsOhio Talent Delivery Agreement**

- Ms. Pond gave a brief overview of JobsOhio. She said that a talent delivery agreement to allow JobsOhio the ability to utilize OMJ space for training needs is being suggested.
 - This will allow JobsOhio to provide funds to the OMJ centers.
 - Ms. Pond said there would be a master boilerplate agreement between the OMJ center and JobsOhio with a more specific agreement for training on a company by company basis.
 - Mr. Conger said the JobsOhio funds would likely only be available to service their in-demand sectors.
- ❖ **Motion: To enter into a service agreement with JobsOhio; made by Pat McNab, seconded by Marlon Bailey.**

- The motion passed with a unanimous voice vote.

V. **Service Provider Reports** (*Mardia Shands – Chair, Amy Pond – Interim Director*)

A. **Status of Funds**

- Ms. Pond provided an update on the status of funds. She said that all providers have met the threshold of expended funds for the March deadline.
- Mr. Curtis said this is the first time he can remember that all funds have been expended appropriately and on-time.

- Ms. Pond then showed the amount of funds obligated for the current year. She said the goal is 80% by June 30. She said the numbers should be closer to that 80% mark by the next Full Board meeting.
- Ms. Shands said that all the pieces are now in place to allow for successful implementation of these funds.
- Ms. Pond stated that there are also committed funds which cannot be counted as obligated, but are accounted for in some manner.

B. Performance

- Ms. Pond reviewed the performance report and noted a few minor changes in format.
- Ms. Pond explained the skills-gain measure. She said that the new reporting requires a measurable skills-gain when services are provided. She said this can be done through testing to show results or it can also be shown if a credential is provided.
- Mr. Morrison explained some of the reporting glitches that are being worked through which will skew the results.
- Ms. Shands asked for clarification on a few enrollment numbers and why they are so disproportionate amongst counties.
 - Mr. Morrison said that the enrollment numbers are atypical on this report as the three Counties normally should be fairly even. He said he would find an explanation and provide that to Ms. Shands.
- Ms. Pond said there is a new report for CCMEP in the packet with extensive demographic information.
- Ms. Shands suggested a webinar for the Board so that Board members can learn more about the measurements.
 - Mr. Trinkley said this can be done.
- Mr. Painter asked for more clarification on the enrollment numbers discussed previously.
 - The Committee Chairs said they would work to synthesize and clarify the data and resend.
- Ms. Shands said the CCMEP plan which is required has been met with great collaboration and Jobs and Family Services have stated they would like to utilize Clermont County's plan as a best practice template.
- Mr. Morrison also thanked the Board for the collaboration to help in this success.

C. Operator

- Mr. Morrison introduced Ms. Amy Miller as the operator. He said she has over 20 years of experience as a supervisor and she will be a great asset to the workforce system. He said that she is a very organized and hard worker that will get the job done without need for constant oversight.
- He said that she is the perfect candidate for this job.
- Ms. Miller thanked Mr. Morrison for the kind words and said she looks forward to working with the Board. She said that already, she has learned much about the OhioMeansJobs centers.
- Ms. Miller presented a few case studies that show the importance of assisting people get into the workforce.
- Ms. Miller said that the OJT contracts should shoot for jobs in the \$12/hr. range as that is more of a livable wage.
- Mr. Morrison said the Board directed during the procurement process to have consistency across the three Counties.
- Mr. Morrison said the change would allow OJTs for jobs that don't necessarily start at \$12/hr. but will get to that amount toward the end of the training period.
- Mr. Bailey thanked the operator and said that any supporting data would be helpful to the Board in making policy decisions.
- Mr. Trinkley again reiterated the resourcefulness and versatility of the OMJ centers and said they need to be given the necessary resources to succeed.
- Mr. Jones asked if the Board should be in the space of dictating to the market at what level an OJT should be offered.
 - Mr. Bailey said that virtually all OJT's are already above \$12/hr.
- Mr. Jones asked if it is necessary to have policy if the market is already driving that.

- Mr. Morrison said most other areas do have a minimum wage rate for OJTs and it helps to ensure the maximum ROI in getting people off public assistance.
- Mr. Jones asked if this was for youth or only for adult.
 - Ms. Pond said that this would only apply toward adult funds.
- Ms. Shands said that from a policy perspective, the Board now has an ability to impact the quality of life and affluence of jobs it is attracting.
- Mr. Jones asked why \$12/hr. is the threshold.
- Mr. Curtis said it doesn't make sense to subsidize low paying jobs.
- ❖ **Motion: To set the Area 12 OJT rate at \$12/hr. with the exception that the Board can overrule that minimum on a case-specific basis; made by John McMahan, seconded by Dave Trinkley.**
 - The motion passed with a unanimous voice vote.

D. Youth/CCMEP

- Ms. Debbie Smith provided an update on youth services. She thanked Amy for her assistance on the CCMEP plan.
- Ms. Smith said the SkillsCon' Road Rules continue majorly in manufacturing and healthcare.
- She said a healthcare fair in Butler County resulted in two hires on the spot.
- Ms. Smith said EasterSeals is continuing to work on strategic partnerships such as United Way of Warren County.
- Ms. Smith said that Clermont County is having a youth expo in partnership with every high school in the County. She said this model should be implemented into the other two Counties.
- Ms. Smith said summer employment is ramping up in preparation for the summer months. She said that CCMEP has changed the way summer employment works and must be tracked.
- Mr. Curtis asked for an example of how students will be tracked through the entire year as mandated by CCMEP.
 - Ms. Smith said that EasterSeals will follow up to see school reports for these students and track extracurricular activities.
- Ms. Smith said there is still a lot of confusion around this new reporting and tracking.
- She explained a few work experience programs which are being developed.
- Ms. Smith explained a new internal database being developed to compare information with the State. She said this is still a work in progress.
- Mr. Curtis asked what credential is accounting for the 75% figure of credentials achieved.
 - Ms. Smith said it doesn't specify but that would be a good thing to include in the future.
- Mr. Bailey asked how many people will attend the March 6th career expo.
 - Ms. Smith said around 100-125.
- Mr. Bailey asked how many students will be in the summer employment for CCMEP.
 - Ms. Smith said about 50 plus the 67 carried over from last year.
- Mr. Bailey also asked how many students are in the work experience programs.
 - Ms. Smith said about 12-15.

VI. **Executive Session**

- A. **For collective bargaining and to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. This was performed by a roll call voice vote at 9:56am.**
 - Coming out of executive session, Ms. Shands said that an offer is to be extended to Stacy Sheffield for the Executive Director role.
 - ❖ **Motion: To move forward with presenting an offer to Stacy Sheffield for the Executive Director role of the Area 12 Workforce Investment Board of Butler, Clermont and Warren Counties. Prior to the offer, the Chair will work with Warren County's Human Resources to determine the appropriate salary and benefits package that is also acceptable to the WIBBCW as well as ensuring the compensation structure for the entire WIBBCW staff is adequately met; made by Justin Conger, seconded by Pat McNab.**

- Unanimously approved by all in attendance.
- Ms. Shands said the subcommittee which reviewed the workforce analysis RFP recommended Transform Consulting.
- Mr. Bailey stated the committee said the consultant should be vetted and consent affirmed by the new Executive Director.

❖ **Motion: To award the work described in the workforce analysis RFP to Transform Consulting; made by Marlon Bailey, seconded by Carey Curtis.**

- Unanimously approved by all in attendance.
- Mr. Curtis stated that it would be appropriate to thank Amy Pond for her work as interim director during this transition.
- Ms. Shands said the Board and all who work with Amy think highly of her and said thanks for all that she does in her role with the WIBBCW. She said the Board is deeply appreciative of the work she has done to guide the WIBBCW through this transition.
- Mr. Bailey said the Board noticed a great change in Amy over the past weeks. He said she has become fully engaged and the Board is lucky to have her on staff.
- Ms. Pond thanked the Board.

VII. **Meeting Schedule**

- **Executive Committee:** March 2, 2018.
- **Full Board:** May 4, 2018.

VIII. **Adjournment**

- ❖ **Motion: Adjourn the Full Board Regular Meeting of February 2, 2018 at 10:55am; made by Richard Jones, seconded by Andy Kuchta.**
 - Unanimously approved by all in attendance.