



## EXECUTIVE COMMITTEE MEETING MINUTES

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

FRIDAY, MARCH 2, 2018

8:30AM

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

**Members Absent:** Cindy Carpenter, Pat McNab, Dave Trinkley

**Other in Attendance:** Amy Miller, Amy Pond, Stacy Sheffield

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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 8:35 am.

#### C. Introduction of New Executive Director

- Chair Shands introduced the new Executive Director, Ms. Stacy Sheffield, to the Board. The Board welcomed Ms. Sheffield and said they look forward to working with her.
- Ms. Sheffield reiterated the sentiment and said she looks forward to getting to know each Board member.

### II. Routine Business

#### A. Agenda Review

- Ms. Shands reviewed the agenda without disagreement.

#### B. Approve the minutes of the January 12, 2018 Executive Committee Meeting

- ❖ Motion: To approve the minutes of the regularly scheduled January 12, 2018 Executive Committee Meeting minutes as presented; made by John McMahan, seconded by Carey Curtis.
  - Unanimously approved by all in attendance.

### III. Other Business

#### A. Monitoring and Oversight RFQ

- Ms. Shands said the packets contained documents related to this topic. She said that the Board does not currently have a provider to provide monitoring services, but it is needed.
- She said one vendor has responded to the RFQ for providing this service.
- Ms. Pond said that the respondent showed hesitation of being able to provide services at the current budget of \$8,000. Ms. Pond said that cost savings could be achieved by having her and Ms. Sheffield more involved in the process.
- Ms. Pond stated she called the listed references and they were positive. She said this gentleman would meet with the OMJ centers and provide opportunities for improvement.
- Ms. Pond said that revised proposal with collaboration of WIBBCW staff came in at roughly \$5,300.

- Mr. Bailey said that the full \$8,000 could be spent for thorough review and the Board will not have to continually approve increases of the \$5,300.
- Ms. Sheffield said she reviewed the proposal and she believes the scope is heavy and she questioned the ability to provide all of the work for the quoted price.
- Ms. Pond said the Board would need to approve the process of entering into an agreement for monitoring and oversight of operator services.
- ❖ **Motion: To enter into an agreement up to an amount of \$8,000 with Mr. Haas to provide monitoring and oversight of operator services; made by Carey Curtis, seconded by Marlon Bailey.**
  - Unanimously approved by all in attendance.

#### **B. EasterSeals Billing**

- Ms. Pond asked to move up the EasterSeals agenda item.
- Ms. Shands said an issue has come up in EasterSeals' billing process.
- Ms. Shands said that EasterSeals bills the WIBBCW for youth services. The issues have arisen around reconciling bills. An example of cell phone bills was given. She said the requests from EasterSeals are for the total bill amount not the amount owed by the WIBBCW.
- Ms. Shands said this is causing a records-keeping issue for the Warren County Auditor's Office. She said Warren County is threatening to walk away from EasterSeals if the issue can't be fixed. Ms. Shands said it is the WIBBCW's responsibility to step in.
- Mr. Curtis asked why this keeps happening and has not been corrected.
  - Ms. Shands said Amy Pond has been working with EasterSeals to resolve.
- Ms. Pond called Mr. Sal Consiglio into the conversation. Mr. Painter asked for him to explain the issue.
- Mr. Consiglio stated that the supporting documentation for reimbursements has not been fully complete and some purchases include taxes and late fees that should not be included.
- Mr. Consiglio said EasterSeals has an Excel spreadsheet where they track salaries and fringe benefits. He said the spreadsheet is large and uses formulas to differentiate work in different counties, but causes confusion. He said errors in the formulas have been caught as well.
- Mr. Painter asked if there are different codes for separating the costs for each County.
  - Mr. Consiglio said yes for some services. He said confusion is also caused by adding more information in the invoices than is necessary.
- Mr. Curtis said that a meeting is being set up with EasterSeals' CFO. Ms. Pond said the Auditor's Office prefers to let the WIBBCW handle. The Warren County Auditor's Office has said they are willing to meet on this issue as well.
- Mr. Painter explained how his past experience in federal contracts handled this type of issue.
- Mr. Consiglio said the Auditor's Office is very vigilant and requires everything cleared to the penny.
- Mr. McMahan asked if bills are being paid incorrectly or if it is just an administrative obstacle.
  - Mr. Consiglio said it is more of an administrative issue.
- Ms. Scherra asked if these same issues existed when Clermont County handled the financials. Ms. Pond said that there could be different billing processes but there were some issues in Clermont as well, Clermont was more lenient with their process.
- Mr. Curtis said switching Auditor's is never very easy and could be the cause of some of the administrative problems. He said the upcoming meeting will hopefully help resolve these issues.
- He said that EasterSeals has been a great provider and should be worked with to resolve the issues.
- Mr. Painter and Mr. McMahan agreed and suggested trying to find common ground between EasterSeals and the Auditor.
- Ms. Shands agreed and said this conversation has been helpful. She wanted to bring it to the Board's attention because the threat of moving away from the provider was used.
- Mr. Bailey suggested clearing the invoices up before they reach the Auditor.
- Ms. Pond said that the County is transitioning into a new system and it is causing difficulties with dedicating time to review the issue.
- Ms. Pond said the Board is not set up appropriately for Sal to do this review.

- Mr. Painter said having the level of detail included in the payment process is a great thing because it provides transparency.
- C. Workforce Analysis RFP Update**
- Ms. Pond said the provider has been notified and the process of formulating the contract is underway. She expects this to speed up now with Stacy coming on-board.
- D. Aspire Grant Reviews**
- Ms. Pond said this is new to WIOA. She said that WIOA allows workforce boards to provide input for ASPIRE's programs. Ms. Pond asked the Board if any desired to provide this input. She said this is new and questions are still being answered.
- Ms. Shands said if any are interested, Amy can pass along more information. Various Board members said they would be happy to assist and provide input.
- Mr. Painter clarified that ASPIRE provided alternatives to traditional high school education.
- E. In-Demand Jobs Week**
- Ms. Shands said that in demand jobs week is coming up and the WIBBCW has been asked to assist with certain aspects of the week.
- Ms. Pond said there will be a job fair hosted during that week at the Sharonville Convention Center and the cost is roughly \$5,000.
- Ms. Miller said that the Sharonville Convention Center was thought of as a central location for various counties to participate.
- Ms. Pond said the United Way is also looking to conduct business tours for high school students to businesses.
- Ms. Pond said she is open to a job fair, but the costs to rent the space may not produce the desired ROI.
- Ms. Miller said that the job fair or hiring event is being advertised on television. She also said that a less expensive venue could be found as well.
- Mr. Curtis asked if the interest of employers have been gauged.
  - Ms. Miller said there is interest.
- Ms. Shands asked for this to be on the agenda to make the Board aware of the funding request. She said the operator can be asked to prepare a funding request that would provide a good ROI for a job fair and bring it back to the Board.
- Ms. Shands stated that representatives from Miami Valley Gaming attended another job fair last week and over four hours, only 15 job-seekers attended. She asked her representatives for feedback and was told the people who showed up are repeat customers who come to job fairs frequently without intentions of getting hired.
- Mr. McMahan asked if that means people don't need job fairs to get hired. He said some companies are doing virtual job fairs.
- Ms. Shands said that staff should come up with something different than current job fairs or SkillsCon of last year.
- Mr. Bailey said that numbers for SkillsCon was down last year as it was not during the school year.
- Ms. Miller said that innovative outreach needs to be focused on in order to produce a different type of event that will draw more people.
- Ms. Sheffield said she believes targeted job fairs are most beneficial. She said restructuring the job fair system would be valuable. Her experience on the east coast was to charge employers but that is due to large volumes of people coming through the door.
- Mr. McMahan asked if a virtual job fair would be successful.
  - Ms. Sheffield said it depends on the employers participating and the level of education being done to those attending.
  - Ms. Sheffield said that younger people seem better with technology and a virtual job fair may attract more youth.
- Mr. Painter said that the OMJ centers need to be marketed more as many employers do not know about them or their role.

- Ms. Shands said it could be good to combine both in-person and virtual job fairs. She said perhaps the in-demand jobs week would be a good opportunity to diversify events and market the OMJ centers more effectively.
- Mr. Painter said the WIBBCW needs to be attending community events such as Chamber events.
- Ms. Shands asked staff to have a few suggestions for in-demand job week ready at the next Board meeting and associated costs.
- Mr. Painter said perhaps an event should be held to educate employers on the benefits of the WIBBCW.
- Mr. McMahan said that job fairs are becoming outdated.
- Mr. Painter said that a recurring business breakfast that showcases the WIBBCW's abilities would be successful if businesses are the target.
- Ms. Scherra said that the WIBBCW's partners could also be there to describe how they can be of assistance to businesses as well.

**F. OMJ Monthly Report**

- Ms. Shands introduced the monthly report. She said the report is supposed to highlight key activities and metrics of the OMJ centers, CCMEP, and upcoming events.
- She said that staff will release this on a monthly basis. She asked for Board feedback.
- Ms. Sheffield said that the number of people utilizing the WIBBCW's services would be a good statistic to include.
- Mr. Painter said the information on event attendance is good to have because it shows the demand for certain topics.
- Ms. Shands said suggestions can go to Amy Miller and she will populate the monthly report.
- Mr. Bailey asked when the operator's contract ends.
  - Ms. Pond said it is up for renewal or termination for June 30<sup>th</sup>.
  - Mr. Bailey asked how the contract has going. He said metrics must be set so that success measures can be determined. He stated the importance of this to Ms. Sheffield.
- Ms. Miller asked if the Board would like those deliverables by the April 13<sup>th</sup> meeting.
  - They said yes.
- Mr. Bailey said he believes metrics are necessary so there is something to measure against.

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

- **Executive Committee:** April 13, 2018
- **Full Board:** May 4, 2018

**V. Adjournment**

- ❖ **Motion:** Adjourn the March 2, 2018 regular meeting of the Executive Committee at 9:53 am; made by David Painter, seconded by Marlon Bailey.
  - Unanimously approved by all in attendance.