

WORKFORCE DEVELOPMENT BOARD, INC.
OF
MAHONING AND COLUMBIANA COUNTIES
Executive Committee Meeting
August 15, 2024
OhioMeansJobs Mahoning County

Committee Members Present: Deann Davis, Ed Emerick, Brian Eskridge, Rachel Ketterman, Mark Nicastro, Mark Ragozine, and Susie Wickline
Committee Members Absent: Kelly Darney and Audrey Morales
Board Staff Present: Mary Ann Kochalko and Sharlene Senediak

Deann Davis, WDB Chair, called the meeting to order at 12:00pm after verification of a quorum.

Approval of Consent Agenda Item

Motion: To approve the consent agenda item as prepared.
Motion made by: Mark Ragozine
Seconded by: Rachel Ketterman
Discussion: None
Motion approved.

Financial Update

A comparison of planned FY25 appropriations between the House of Representatives and Senate was provided for review. Proposed funding for WIOA Dislocated Worker is the same, however, significant differences exist between the proposed WIOA Youth and WIOA Adult funding. The Senate is suggesting the same appropriation levels as FY24; the House of Representatives proposed significant decreases for WIOA Youth and WIOA Adult. This will be the starting point for negotiating the federal budget moving forward, and funding levels are expected to be somewhere in the middle. The budget will most likely not be final until after the election and when Congress returns from recess in January. Actual funding levels may not be known until May, which hinders planning. When funding levels were known in advance, 20% of current year funds would be carried over into the second year; now, most of the current year funds are being carried over in case a significant funding decrease takes place. The State also has a rescission policy in place that may be implemented. MCTA has changed to a conservative spending approach, and staff vacancies have remained unfilled.

Another handout comparing Area 17's percentage of total expenses from PY22 and PY23 was provided. The percentages were separated into three categories: administration, staffing and related costs; participant costs for training and supportive services, and; youth services costs. Although operational costs have increased, and the number of individuals in training has decreased, resources are still needed to serve customers.

Discussion regarding the percentage of administration, staffing, and related costs was held. The percentage of administration, staffing, and related costs for PY23 was 56%, which also includes staff that work in any capacity with customers who are not in registered services, such as eligibility appointments, job search assistance in the resource room, and providing business services to employers. The decrease in staffing resources has reached its limit, and it is uncertain how to decrease staffing further while still having the capacity to provide services required by legislation, as well as maintain accurate records to ensure operations remain in compliance.

The suggestion was made to separate the staff costs, that can be attributed to customers only receiving basic services, as a percentage based on the of time used for service delivery and

traffic count at the centers. An average could be generated and used to serve as a basis for the basic services that are being provided to customers that are not being captured in the other two expense categories of training and youth services. Without this additional explanation, the percentages do not depict a true representation of expenses. In human services, there are more variables and time needed which changes on an individual basis; the data may not provide an exact number, but it could serve as a basis for a percentage.

A request was made to gain reports from other areas for comparison, or possibly a statewide report, to serve as a benchmark for comparison. Each area has its own local policies for spending, which would make it difficult for purposes of comparison. Funding limitations are also being experienced in other local areas, and the State is very pleased with Area 17 and its ability to spend its funding for services. A draft report will be provided at the next meeting, and further adjustments can be made as needed.

The current PY24 Priority WIOA Adult Waiting List was shared. Priority status means only the individuals who meet specific criteria can be served. Customers who completed eligibility are color-coded: green indicates no barriers and will most likely remain on the wait list, unless they are JII grant-eligible; yellow indicates Adult-eligible customers in priority status and receiving services; purple designates dislocated workers, who are also receiving services; blue depicts out-of-county residents, which cannot be served, and; red classifies customers who chose a field that it not in-demand. Individuals are being served and funded, however, it depends on whether they meet the appropriate eligibility criteria to be funded with the money that is available.

Approval of Area 17 WDB Financial Report

The format of the Area 17 WDB Financial Report was updated based on the feedback received at the last Executive Committee meeting. The total amount of funding available will still be provided, but a breakdown of the multiple funding sources, with funding end dates, will also be shown. The columns show actual expenses for PY24, program obligations for PY24 and PY25, projected overhead for PY24, and total PY24 expenses with PY24/PY25 obligations.

Since training has been limited to a maximum of 12 months, training will only be classified as ITA and OJT training, rather than long-term and short-term training. The remaining categories will stay the same.

Motion: To approve the updated Area 17 WDB Financial Report as presented.
Motion made by: Mark Nicastro
Seconded by: Mark Ragozine
Discussion: None
Motion approved.

Approval of Area 17 PY24 Balanced Scorecard

An initial draft of the Area 17 PY24 Balanced Scorecard was reviewed at the last Executive Committee for feedback. A subsequent draft was provided with the changes suggested. Four measures that track the carry-in and new number of Adults and Dislocated Services have been reincorporated into the scorecard now that the data can be generated from the ARIES system. Also, rather than having separate measures for the number of new participants enrolled in ITA and OJT training, the two measures were combined to reflect total training services in general. The goal for the number of Adults and Dislocated Workers is based on the amount of funding available.

Line Item 17 – PY24 WIOA Funds Spent and/or Obligated was discussed. In previous years, it was the goal to spend and/or obligate 80% of current program year funds, however, since efforts are being made to carry-in more funds into the next program year, the measure is

no longer relevant at this time. Since the goal is to spend less, Line Item 17 will be removed as a performance measure, however, the amount of PY24 funds spent and/or obligated will continue to be reported.

Motion: To approve the Area 17 PY24 Balanced Scorecard as discussed.
Motion made by: Ed Emerick
Seconded by: Mark Nicastro
Discussion: None
Motion approved.

Operator's Update

Mahoning County Summer TANF Youth Program

The final day of work for participants in the Mahoning County Summer TANF Youth Program will be August 16th. It was originally going to end August 2nd, however, enough funding was available to extend the program for another two weeks. 347 youth participated and over 60 organizations served as worksites.

New Start – JII Grant

Funding for the New Start – JII Grant became available July 1st. Under the grant, 55 individuals can be served. Currently, 7 individuals are enrolled in training. The training programs include CDL, LPN, medical assisting, and Google IT. The business services team will also be involved to assist individuals with employment opportunities, if needed.

WDB Meeting Attendance and Evaluation Summary

Board member vacancies have been filled, and the WDB remains in compliance. Contact was made with members who have low attendance, and some improvement in attendance was made. After Eastern Gateway Community College dissolves, a new ASPIRE representative will be appointed to the Board in October.

The evaluation summary was reviewed, and feedback remains positive. The idea of having WDB members present about their organizations/businesses at meetings was well received.

Director's Update

State Monitoring Review Reports

Final PY21 and PY22 monitoring reports from the State were recently issued, and one observation was noted. During the pandemic, verbal signatures were allowed from participants, however, when staff returned to the office, that practice ended. The case notes were not documented properly, and a corrective action plan was prepared stating that the appropriate case notes will be used if verbal signatures are utilized again. Files are being reviewed internally and corrected as needed prior to the State's next monitoring visit.

September Meeting

The WDB Chair canceled the September 19, 2024 Executive Committee meeting.

Election of Area 17 WDB Officers

The election for 2025-2026 Area 17 WDB officers will be held at the October WDB meeting. Nominations will be requested in September.

WDB Monitoring

The WDB monitoring will begin in November with the risk assessment for MCTA, as the subrecipient for WIOA funds. The One-Stop Operator contract will also be monitored during the first part of next year.

One-Stop Operator RFP

The Area 17 One-Stop Operator RFP will be issued at the end of this year. The RFP will be reviewed for approval at the November meeting.

One-Stop Certification

By the end of the program year, another Phase 3 One-Stop certification will be due. The State indicated the form will be simplified.

Good of the Order

No additional items were reported.

Adjournment

The meeting was adjourned at 1:20pm.