

**WORKFORCE DEVELOPMENT BOARD, INC.**  
**OF**  
**MAHONING AND COLUMBIANA COUNTIES**  
Executive Committee Meeting  
August 19, 2021  
OhioMeansJobs Mahoning County

Committee Members Present: Jim Burgham, Deann Davis, Brian Eskridge, Rachel Ketterman, Susie Kooser, Audrey Morales, and Mark Nicastro  
Committee Members Absent: Kelly Darney  
WDB Member: Mark Ragozine  
Board Staff: Mary Ann Kochalko and Sharlene Senediak  
Guest: Lori Murphy

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

**Approval of Consent Agenda Items**

Motion: To approve the consent agenda item as prepared.  
Motion made by: Jim Burgham  
Seconded by: Mark Nicastro  
Discussion: None  
Motion approved.

**Area 17 WDB Virtual Meeting Policy**

On July 1, 2021, Governor DeWine Signed into law Amended Substitute Ohio H.B. Number 110, Main Operating Appropriations Bill of the 134<sup>th</sup> General Assembly. Language was included to allow workforce development boards to hold meetings by interactive video conference or teleconference. The State will be developing a policy, which will require local boards to establish a virtual meeting policy. Although the State's policy has not been developed, Area 17 will move forward with developing a local policy in case virtual meetings need to be implemented again.

Language from the Ohio Revised Code pertaining to local workforce development boards (Section 6301.06) was reviewed and discussed. The requirements that must be in place for boards to hold a meeting by interactive video conference or teleconference will be addressed in the local policy. A draft policy will be prepared and presented for approval at the September Executive Committee meeting.

**PY21 Balanced Scorecard**

The proposed PY21 Balanced Scorecard was provided for review and approval.

The following measures and targets remain unchanged:

- Line 1 – % of Partners who attend One-Stop Committee Meetings (40%)
- Line 11 – # of New PY20 Adults in WIOA Registered Services (475)
- Line 13 – # of New PY20 Dislocated Workers in WIOA Registered Services (160)
- Line 14 – # of Youth with new CCMEP IOPs (200)
- Line 15 – PY20 Carry-in Funds Spent (100%)
- Line 16 – PY21 WIOA Funds Spent &/or Obligated (80%)
- Line 17 – % of One-Stop Partners Contributing to Cost Sharing (100%)

The following measures were placed on hold for PY20 due to COVID-19 restrictions and the OMJ centers being closed to the public. It is being proposed that they are reinstated for PY21. The proposed targets are based on PY19 actual results.

- Line 3 – Business Satisfaction Recruitment Survey – 3.5 (PY19 – 4.0)
- Line 5 – Job Seeker Satisfaction Survey – 98% (PY19 – 99%)
- Line 6 – Total One-Stop Visits – 10,000 (PY19 – 15,220)
- Line 7 – Total New One-Stop Visits – 1,250 (PY19 – 3,152)
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All targets were decreased since customer traffic still remains light after being closed for a year, and individuals remain hesitant coming into the centers given the uncertainty regarding the spread of COVID.

The following measures have increased targets:

- Line 2 – # of Media Appearances/Articles/Community Outreach has changed from 70 to 100. Outreach opportunities will most likely increase since COVID-19 restrictions have been lifted. Many media appearances have also been requested.
- Line 4 – # of Employers with Staff-Assisted Job Orders has changed from 150 to 200. An extensive number of employers are looking to hire employees.
- Line 8 – # of Cross-Trainings has changed from 12 to 20. Additional partners have been added, and cross trainings can be held in-person or virtually.
- Line 9 – # of OJT Participants has changed from 110 to 120. More employers are utilizing the OJT program to train individuals to meet their hiring needs.

Motion: To adopt the PY21 Balanced Scorecard as discussed.  
Motion made by: Mark Nicastro  
Seconded by: Jim Burgham  
Discussion: None  
Motion approved.

### **Area 17 WDB Secretary Vacancy**

At the July WDB meeting, Mark Nicastro was elected as the Area 17 Vice-Chair, making the Area 17 Secretary office vacant. Based on the Board's bylaws, if a permanent vacancy occurs during the term of the Secretary, an election will be held to fill the unexpired term of office. Nominations for Secretary will be requested in September, and the election will be held at the October meeting. Both business and non-business members can be nominated.

### **WDB Meeting Evaluation and Attendance Summary**

The 7.20.21 WDB meeting attendance summary was provided for review. Follow-up was made with members who did not have a WDB subcommittee on record for participation. Most of those members responded back with a selection, and the attendance summary will be updated accordingly. Members with lower attendance who have not participated in a meeting during the last two quarters will be monitored and contacted as needed.

Comments from the 7.20.21 WDB meeting evaluations were reviewed. Outreach efforts can be reported at the next meeting. Additional explanation about performance measures can be provided when the next performance report is issued. Five-minute member presentations can be reinstated as a way for members to get to know each other's business/agency. Responses to other comments can be incorporated into the Operator's report or Director's report at an upcoming meeting.

## **Operations Update**

Onsite services continue to remain at 75%. Given the moderate to high levels of COVID spread in our region, staff travel between offices is being limited in order to minimize any potential COVID exposure.

The most recent CCMEP report was provided for review. 503 participants are enrolled and active in CCMEP; 19 are new since July 1<sup>st</sup>. The number of participants in the services column are recorded as a new enrollment in the service as of July 1<sup>st</sup>, which is the reason why some numbers are low.

The Ohio To Work initiative is still in its beginning stages. Focus is being placed on enhancing the career coaching and placement services in the IT, healthcare, and advanced manufacturing industries. Funding will also be made available to offset staff-related expenses, as well as assist with outreach efforts. The intent of the initiative is to work within the existing service delivery system. Four partners of the initiative include: MCTA (as the Area 17 OMJ Operator), Trumbull County OMJ, Flying High, Inc., and National Center for Urban Scholars. The initiative will be in place for 18 months, and expected outcomes are still being determined.

## **Good of the Order**

*Letter of Support* – Area 17 is part of the TEAMS consortium, which promotes employment opportunities in advanced manufacturing and energy. The consortium is based in Pittsburgh but extends into Ohio and West Virginia. A letter of support was provided for their funding request to the U.S. Department of Education. If awarded the funds, interactive features will be added to its website, Connect2TEAM, and the website will be used in the OMJ centers. The deadline for the letter was before this meeting, and there is no funding commitment from Area 17.

*OMJ Certification* – The next round of the OMJ certification will be issued in the near future. The State indicated that the scorecard and process will be simplified and due June 2022.

## **Adjournment**

Meeting adjourned at 1:10pm.