

**WORKFORCE DEVELOPMENT BOARD, INC.  
OF  
MAHONING AND COLUMBIANA COUNTIES**

Executive Committee Meeting  
March 21, 2019  
OhioMeansJobs Mahoning County

Committee Members Present: Jim Burgham, Bob Bush, Kelly Darney, Deann Davis, Eileen Dray-Bardon, Brian Eskridge, David Hughes, Mary Ann Kochalko, and Mark Nicastro  
Committee Members Absent: None  
Board Staff: Bert Cene and Sharlene Senediak  
Guests: Gwendolyn Graves (MCDJFS) and Jack Hile (OMJ Columbiana County)

Deann Davis, WDB Chair, called the meeting to order at 12:05pm after verification of a quorum. Jack Hile and Mary Ann Kochalko were absent at this time due to the upcoming “One-Stop Operator Evaluation” agenda item.

**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.

**One-Stop Operator Evaluation**

This is the second year the Area 17 One-Stop Operator contract with MCTA has been monitored. The WDB staff conducted the annual on-site monitoring review in January, utilizing the same evaluation form as last year. Last year’s completed evaluation and this year’s proposed evaluation were provided for review and comparison. Last year, all categories on the evaluation were rated as “Outstanding/Very Good,” with the exception of *Outreach* and *Collaboration*, which were rated as “Acceptable.”

Rather than go through all the categories, the suggestion was made to review improvements made for *Outreach* and *Collaboration*.

MCTA made concerted efforts to increase performance in both categories and provided documentation to support those efforts. The Committee agreed both categories improved to the rating of “Outstanding/Very Good.” All other categories have also shown improvement, and documentation has been provided to support and maintain the “Outstanding/Very Good” rating. Future monitoring will ensure that MCTA continues to maintain or improve its established performance ratings.

Motion: To recommend a one-year renewal of the Area 17 One-Stop Operator contract with MCTA, effective through June 30, 2020, to the Workforce Development Board.  
Motion made by: David Hughes  
Seconded by: Jim Burgham  
Discussion: None  
Motion approved.

Jack Hile and Mary Ann Kochalko entered the meeting at this time.

**Modification of Youth Contracts**

Under WIOA, areas must competitively procure the required 14 youth elements and make all elements available to customers. Elements were procured last year, and three contractors were selected: Compass Family and Community Services (Mahoning County), The Counseling Center of Columbiana County, and Community Action Agency of Columbiana County. Contracts are one-year contracts and must be

renewed for a second year. Monitoring has been conducted on all three contracts, and performance has been satisfactory and meets the intent of the RFP.

Two items were not initially included in the proposals – tutoring and mentoring. Another RFP was issued, however, no proposals were received. Based on guidance from the State, since the 14 elements were already procured, existing contractors could be asked if they can provide those services. Compass can provide tutoring and mentoring services in Mahoning County, and The Counseling Center can provide tutoring services in Columbiana County (mentoring was already being provided).

Contract modifications were reviewed and explained. The additional services with fees were incorporated for Compass and The Counseling Center. All three modifications have an extended end date of June 30, 2020.

Motion: To accept the recommendation from the Youth Committee and approve the youth contract modifications with Compass Family and Community Services and The Counseling Center of Columbiana County as prepared and presented, with the contracts extended through June 30, 2020.

Motion made by: Mark Nicastrò

Seconded by: David Hughes

Abstention: Mary Ann Kochalko

Discussion: None

Motion approved.

Motion: To accept the recommendation from the Youth Committee and approve the youth contract modification with Community Action Agency of Columbiana County as prepared and presented, with the contracts extended through June 30, 2020.

Motion made by: Bob Bush

Seconded by: Brian Eskridge

Abstentions: Eileen Dray-Bardon and Mary Ann Kochalko

Discussion: None

Motion approved.

### **One-Stop Partner MOU**

On March 14, 2019, the One-Stop Committee approved the recommendation of the PY19-PY20 One-Stop Partner MOU. The MOU template is primarily the same with the exception of the following: formatting changes, added/deleted partners, deleted definitions, updated text, and updated links to current policies.

Information related to the budget was provided for review. Efforts are always made to prevent any budget increase to partners, where possible. In Columbiana County, there are no budget changes; in Mahoning County, the budget decreased for partners except for MCTA. MCTA's budget increased due to acquiring the additional space that became available when ODJFS reduced its FTEs. The total PY19 budget for Columbiana County is \$119,463.12; Mahoning County is \$184,867.40; an increase is not anticipated for either county for PY20.

In addition to the budget, other attachments to the MOU include: a list of services being provided and a customer flowchart.

The MOU is due to the State by the end of May, and signatures have already been obtained from many of the partners.

Motion: To accept the Memorandum of Understanding for the WIOA Local Area 17 Workforce Development System for the period of July 1, 2019 through June 30, 2021, including attachments, as recommended by the One-Stop Committee on March 14, 2019.

Motion made by: Eileen Dray-Bardon

Seconded by: Bob Bush

Discussion: None

Motion approved.

## **Finalize Phase II One-Stop Certification**

Appreciation was extended to the Executive Committee for serving as the Review Committee for the Phase II One-Stop Certification process. Time was spent during the past three meetings reviewing the benchmarks and critical success factors identified on the scorecard. Results from partner surveys and mystery shopping were also received, which had no effect on the scoring.

During the review process, there were unanswered questions regarding the scorecard, and the State recently provided technical guidance earlier this week.

Based on the technical guidance, some measures that were originally scored by the Committee as a 2.5 can only now be a 1, since the State did not add another measure to the critical success factor. Those scores were adjusted accordingly, resulting in a total of 72.5, which represents a “compliant OhioMeansJobs system.” To reach the “superior” level, the Committee was asked to entertain updates on 6 factors.

Additional information was provided for the following benchmarks/critical success factors:

- Benchmark 1: Has a welcoming environment to all customer groups
  - Critical Success Factor 1: Courteous, responsive staff
  - Critical Success Factor 2: High, quality resource center
- Benchmark 2: Develops, offers, and delivers quality business services
  - Critical Success Factor 5: Center staff effectively support employers
- Benchmark 4: Creates opportunities for individuals at all skill levels and experience
  - Critical Success Factor 10: System offers skill development and job placement
- Benchmark 5: Provides Career Services
  - Critical Success Factor 11: Center staff assists customers in making informed decisions
- Benchmark 6: Value Skills Development
  - Critical Success Factor 12: System has opportunities to improve job skills

Based on the additional information presented, the Committee agreed to increase the scoring for the 6 factors presented from 2 to 2.5, bringing the final total to 75.5, achieving “superior” level.

Motion: To recommend Phase II Certification of the Area 17 One-Stop workforce system to the Workforce Development Board.

Motion made by: Mark Nicastro

Seconded by: Kelly Darney

Discussion: None

Motion approved.

## **Good of the Order**

*WDB Meeting Handouts* – Feedback was requested from the Committee regarding how WDB meeting handouts should be distributed to members. The suggestion was made to post the information on the website and have a few hard copies available at the meeting, if needed.

## **Adjournment**

Meeting was adjourned at 1:35pm.