

**WORKFORCE DEVELOPMENT BOARD, INC.**  
**OF**  
**MAHONING AND COLUMBIANA COUNTIES**  
Executive Committee Meeting  
March 17, 2022  
OhioMeansJobs Mahoning County

Committee Members Present: Kelly Darney, Deann Davis, Ed Emerick, Brian Eskridge, Susie Kooser, and Audrey Morales  
Committee Members Absent: Rachel Ketterman, Mark Nicastro, and Mark Ragozine  
Board Staff: 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 Items**

Motion: To approve the consent agenda item as prepared.  
Motion made by: Brian Eskridge  
Seconded by: Kelly Darney  
Discussion: None  
Motion approved.

**OMJ Partner MOU**

The new Area 17 OMJ Partner MOU was presented to the One-Stop Committee last week. The MOU is for only one year, from July 1, 2022 through June 30, 2023. Some budget adjustments may still be needed, but any adjustments will not impact partner costs.

Motion: To accept the recommendation from the One-Stop Committee to approve the new OMJ Partner MOU for a one-year period, covering July 1, 2022 through June 30, 2023.  
Motion made by: Kelly Darney  
Seconded by: Ed Emerick  
Discussion: None  
Motion approved.

**Youth Services Contractors**

Seven proposals were submitted in response to the RFP for WIOA-CCMEP youth services. The proposal review team met on March 3<sup>rd</sup> to discuss and score the proposals. The review team had questions with some of the proposals, and questions are being prepared to gain additional clarification from the proposing organizations. Final youth contractor recommendations will be presented for approval at the May Executive Committee meeting.

**WDB Policy Updates**

*WDB Program Policy 6, Attachment 1– Supportive Services Parameters:* The only change pertains to the increased cost limit for driver’s education classes. The original cost limit was \$500; due to the increase in costs at the driving schools, the new proposed limit is \$750.

Motion: To approve the WDB Program Policy 6, Attachment 1 – Supportive Services Parameters, as discussed.  
Motion made by: Ed Emerick  
Seconded by: Audrey Morales  
Discussion: None  
Motion approved.

### **OMJ Center Phase 3 Certification**

Responses for Section 2 (*OhioMeansJobs System Reflects Innovative and Effective Service Design*) and Section 3 (*OhioMeansJobs System Operates with Integrated Management Systems and High-Quality Staffing*) of the Phase 3 balanced scorecard were presented for scoring.

The benchmarks with critical success factors reviewed and scored included:

- Benchmark 7: Uses Integrated Intake Process
  - Critical Success Factor 12: Center staff familiar with all programs and refers effectively
- Benchmark 8: Implements Practices to Engage Industry Sectors
  - Critical Success Factor 13: System uses and drives skills-based initiatives
- Benchmark 9: Balances Labor Exchange with Talent Development
  - Critical Success Factor 14: Staff can convey local/regional strategies to customers
- Benchmark 10: Ensures Meaningful Access to All Customers
  - Critical Success Factor 15: Centers are physically and programmatically accessible
- Benchmark 11: Includes Both Virtual and Center-Based Service Delivery for Job Seekers, Workers, and Employers
  - Critical Success Factor 16: Center expands delivery with robust virtual services
  - Critical Success Factor 17: Increases accessibility through community partners and sites
- Benchmark 12: Incorporates Evidence-Based Delivery Models
  - Critical Success Factor 18: System pursues innovation through grants and initiatives
- Benchmark 13: Reflects the Establishment of Robust Partnerships Among Partners
  - Critical Success Factor 19: Operator facilitates an integrated co-located partnership
  - Critical Success Factor 20: System activities reflect partner collaboration
- Benchmark 14: Organizes and Integrate Services by Function (Rather Than by Program)
  - Critical Success Factor 21: Center staff serve on functional teams based on services
  - Critical Success Factor 22: Staff serve customers cross-functionally through programs
- Benchmark 15: Develops and Maintains Integrated Case Management Systems
  - Critical Success Factor 23: Information collected on a customer is captured once
  - Critical Success Factor 24: Personally identifiable information is properly secured
- Benchmark 16: Implements Operational Policies and Procedures

- Critical Success Factor 25: Policies and procedures reflect integrated communications
- Benchmark 17: Uses Common Performance Indicators
  - Critical Success Factor 26: System performance is transparent to region served
  - Critical Success Factor 27: Staff is trained on data collection procedures and accuracy
- Benchmark 18: Trains and Equips OhioMeansJobs Center Staff for Basic Career Counseling
  - Critical Success Factor 28: Center staff is engaged in on-going learning
  - Critical Success Factor 29: Center staff is cross-trained to increase capacity and efficiency
  - Critical Success Factor 30: Center staff is trained to serve all customers

Each critical success factor can receive a score from 0 to 2; the total score received for these two sections is 38. The overall total score for the balanced scorecard is 60.

Motion: To recommend the completed Area 17 OMJ Center balanced scorecard for Phase 3 certification to the Workforce Development Board.

Motion made by: Audrey Morales

Seconded by: Ed Emerick

Abstention: Susie Kooser

Discussion: None

Motion approved.

**Workforce Development Board Subsequent Certification**

The State reviewed the information submitted by Area 17 for its WDB subsequent certification, and Area 17 met the criteria for subsequent designation as outlined under WIOA. The subsequent certification will remain in effect through March 2024.

**Good of the Order**

*Way Station Job Fair* – The Way Station in Columbiana County held a job fair on Thursday, March 10<sup>th</sup>, and OMJ staff attended the event.

**Adjournment**

Meeting adjourned at 12:55pm.