

WORKFORCE DEVELOPMENT BOARD, INC.
OF
MAHONING AND COLUMBIANA COUNTIES
Executive Committee Meeting
November 21, 2024
OhioMeansJobs Mahoning County

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

Motion: To approve the consent agenda items as prepared.
Motion made by: Mark Nicastro
Seconded by: Ed Emerick
Discussion: None
Motion approved.

Funding Update

A summary of available funding for PY24 was provided and reviewed. The summary included PY23 carry-in, PY24 WIOA allocations, and the new CCMEP TANF allocation which was received in October. Approximately \$8.6 million is currently available, along with some special grant funds.

At the federal level, the FY25 appropriations remain uncertain. A short continuing resolution may take place so the new Congress can approve the budgetary issues, or it could be approved as it stands. A decision needs to be made by December 20th.

As for WIOA reauthorization, it does not seem to be a high priority for the administration and may not be reauthorized for another 5 years.

Transfer of WIOA Formula Funding

Most of the customers seeking training services are Adult-eligible. A request is being made to transfer funds between the Adult and Dislocated Worker programs to provide the optimal number of customers with training services in Area 17.

Motion: To approve the transfer of up to 100% of the local Area 17 PY23/FY24 and PY24/FY25 formula funding allocation between Adult and Dislocated Worker programs, in compliance with State policy WIOAPL 15-25. If the transfer exceeds 50%, a request will be made for the State to approve such transfer.
Motion made by: Brian Eskridge
Seconded by: Ed Emerick
Discussion: Funds can be transferred back to the original funding stream if needed. The State also has Rapid Response funding that may be allocated to areas.

Motion approved.

WDB Policy Updates

WDB Program Policy 6 – Supportive Services – Attachment 1: Youth service providers have reported that personal hygiene has been an issue with participants not going to work. The State has been contacted, and personal hygiene items are allowed to be funded. A list of allowable personal hygiene items was added to Attachment 1 (Supportive Services Matrix), with a limit of \$50/quarter, not to exceed four quarters. WDB Director approval will be needed for any request outside of these parameters.

WDB Program Policy 21 – Serving Applicants with a Close Relationship to WIOA: To align with the State’s updated policy, language was added to indicate that any disclosures made must be documented in the workforce system at time of intake, as well as the steps taken to ensure a transparent assessment was conducted. Also, if any stakeholder holds a position of authority that can approve WIOA services, files will be sent to another workforce area for review to maintain transparency.

WDB Administrative Policy 6 – Monitoring and Oversight: A monthly case note report is no longer being reviewed and has been removed. A review of a quarterly programmatic expense sample is now being done, and it has been added. The review of the quarterly CCMEP participant report is no longer being conducted, and it has also been removed from the policy.

Motion: To approve WDB Program Policy 6 – Attachment 1, WDB Program Policy 21, and WDB Administrative Policy 6 as discussed.

Motion made by: Audrey Morales

Seconded by: Mark Nicastro

Discussion: None

Motion approved.

Operator’s Update

New Start – JII Grant

Since receiving the funds, 22 participants have been served under the JII grant, and 6 are co-enrolled in CCMEP. The business services team is assisting 8 participants, who are looking for employment, by providing job leads and reviewing their resumes. Four participants have ITAs in LPN, Google IT, and CDL-A programs; 1 participant had an OJT in manufacturing; 11 have completed their paperwork to begin training in November or beyond; and 19 are in case management to determine which career path they would like to pursue. MCTA staff have attended 5 outreach events to inform agencies, such as CCA, about the grant. The funding is available through October 2025.

OMJ Updates

A discrepancy in visit counts was discovered when reports were generated between ARIES and CFIS. If a customer signed in and did not specify their location, the visit was not counted. The total visit count reported on the Balanced Scorecard ending September 30, 2024, was 3,201 visits; total counts at the end of October after the report was corrected, and visits totaled 8,152.

The new OMJ Partner MOU is being negotiated for the upcoming biennium. A draft MOU will be presented to the One-Stop Committee in December, and a final copy will be provided to partners in March to sign. The MOU is due to the State in May and will take effect July 1, 2025.

Information for the One-Stop Operator evaluation is being prepared for January. MCTA intends to submit a proposal in response to the One-Stop Operator RFP when it becomes available.

MCTA Updates

Staff have been strategically planning how to best serve customers while spending the PY23 allocation, without spending too much of PY24 allocation to carry-in next year. Temporary staff have been hired, and customers are gradually being served off the wait list.

MCTA held its staff in-service day on November 11th. The day focused on self-care and stress management techniques, given the uncertainty of the budget and customers who may be experiencing a high level of stress.

WDB Meeting Attendance and Evaluation Summary

Aside from a few WDB members, attendance rates have been satisfactory. Follow-up was made with Board members who have lower attendance rates, and all were reminded they can send proxies on their behalf when they cannot attend the meeting.

The evaluation summary was reviewed, and ratings remain high. A comment suggested having presentations at the beginning of the meetings, however, they will remain towards the end of the agenda to address any necessary business prior to any members leaving early. A question was submitted about in-demand job skills and job sectors, and information will be provided at the next meeting.

Director's Update

Regional Plans

Regional plans will be due by the end of the program year, and the State will be providing guidance. Area 17 continues to be a part of the East Ohio region, which also includes Area 6 (Stark and Tuscarawas Counties) and Area 18 (Trumbull County). Regional plans must be aligned with the State plan, and local plans must also be included in the regional plans.

OMJ Certification

The OMJ Certification is due during this program year. The State is working on guidance, which should be issued in January.

OMJ Partner MOU

The OMJ Partner MOU is in development. The State will be notifying the local One-Stop operators how many State staff will be located at the OMJ centers. This is important to know for cost-sharing and budget purposes.

RESEA

Currently, local areas administer the RESEA program, and the program can only assess unemployment claimants who are unlikely to return to work. Moving forward, RESEA will be expanded to serve all unemployment claimants. Although RESEA funds cannot be used to fund training, efforts are being made to determine how funds can be utilized to support services already being provided, such as supportive services.

Data Validation Review

The State recently completed a data validation review for Area 17. The review randomly checked 42 data points among 30 files to ensure the data entered in ARIES was accurate. Only 4 discrepancies were found, and the results were considered non-significant findings.

Financial Report

After the August Executive Committee meeting, MCTA staff discussed how to report the breakdown of funding to account for services provided, which are not part of the cost pool/overhead, salary expenses, and direct charges for tuition.

Reports were requested from Area 6 since they are a stand-alone WIOA agency. Area 6 report is very general, and an annual report is prepared to show how the funds are being used. A CFIS activity report can be generated to breakdown the JII grant and case management services. Based on a recent report, the average time a customer spends in the resource room or meets with staff to sign paperwork is an average of 1 hour 17 minutes for each customer.

The State provides monthly financial reports based on what the local area reports it has spent by funding stream, which is how the State monitors spending levels for the local areas. All the information is available, however, it is on various reports. After some discussion, a CFIS activity report will be provided twice a year as supplemental information to the Area 17 Operator's Report and Area 17 Balanced Scorecard.

Due to the upcoming agenda items, Susie Wickline left the meeting at this time.

Subrecipient Risk Assessment

Based on WDB Administrative Policy 6, a subrecipient risk assessment must be completed each year prior to the subrecipient monitoring that is conducted by the WDB staff. This form determines the extent of the monitoring needed for the subrecipient. The completed subrecipient risk assessment form for MCTA was provided for review and discussion. The ratings have remained essentially the same compared to last year, except for two changes – staff has been reduced and reorganized due to attrition and flat-funding levels, and MCTA has been in business 41 years. Overall, the results continue to show MCTA as a low risk subrecipient.

Motion: To approve the subrecipient risk assessment form as completed by WDB staff.
Motion made by: Mark Nicastro
Seconded by: Ed Emerick
Discussion: None
Motion approved.

Approval of Area 17 One-Stop Operator RFP

Under WIOA legislation, One-Stop operators must be competitively procured. Area 17 has reached its limit for contract renewals with the current operator and is required to issue an RFP for the contract starting July 1, 2025.

The RFP and related documents were provided, and changes were noted. Updates to the RFP documents are minimal, and it maintains the same format as the previous One-Stop Operator RFP that was issued. Proposals submitted will be reviewed at the February Executive Committee meeting.

Motion: To approve the Area 17 One-Stop Operator RFP and related documents for 2024 as presented.
Motion made by: Audrey Morales
Seconded by: Ed Emerick
Discussion: None
Motion approved.

Good of the Order

December Meeting

The WDB Chair canceled the December Executive Committee meeting.

Adjournment

The meeting was adjourned at 1:30pm.