

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

Executive Committee Meeting
August 15, 2019
OhioMeansJobs Mahoning County

Committee Members Present: Jim Burgham, Deann Davis, Gwen Graves for Bob Bush, David Hughes, and Mary Ann Kochalko
Committee Members Absent: Kelly Darney, Brian Eskridge, Rachel Ketterman and Mark Nicaastro
Board Staff: Bert Cene and Sharlene Senediak
Guests: Joann Esenwein and Mark Ragozine (Eastgate COG)

Deann Davis, WDB Chair, called the meeting to order at 12:05pm after verification of a quorum. Introductions were made, and Joann Esenwein and Mark Ragozine from Eastgate Regional Council of Governments were welcomed to the meeting. Mark will serve as the Eastgate representative on the Board.

Approval of Consent Agenda Item

Motion: To approve the consent agenda item as prepared.
Motion made by: Jim Burgham
Seconded by: Mary Ann Kochalko
Discussion: None
Motion approved.

WDB Policy Revisions

The State recently sent out a policy matrix identifying State policies areas may use as its local policy, and policies which require local areas to establish its own separate policy. Area 17 reviews its policies on a regular basis and presents revisions as needed. The following revisions being presented include the following:

Program Policy 18 – Incumbent Worker Training: Area 17 previously funded incumbent worker training services, however, it is no longer a service being offered. Therefore, the policy can be eliminated. Given the new guidelines issued under State policy, if Area 17 decided to offer incumbent worker training again, it would be more conducive to create a new policy rather than revise the current one.

Program Policy 11 – Occupational Screening & Treatment for Controlled Substances, Program Policy 15 – Eligible Training Providers, and Program Policy 3 – Individual Training Accounts: Based on the State’s matrix, Area 17 is not required to have a local policy for training providers. Therefore, Program Policy 15 can be eliminated, however, the 50-mile radius limit for training providers has been included in the proposed Program Policy 3. Information in Program Policy 11 is only used in some instances for ITAs. Therefore, the information in Program Policy 11 has been included in the proposed Program Policy 3, and Program Policy 11 can be eliminated. By consolidating the policies, it allows all relevant information for ITAs to be in the ITA policy.

Program Policy 17 – Rapid Response: The State’s policy matrix indicates that local areas do not require a separate local policy, allowing for Program Policy 17 to be eliminated. Area 17 will reference the State’s policy and continue to offer Rapid Response activities as it normally does.

Program Policy 6 – Supportive Services Attachment: Faith-based and community organizations usually offer free school supplies for students in primary and secondary school. This year, in Columbiana County, free school supplies were not offered anywhere. To address this need for in-school CCMEP participants, backpacks and school supplies for individual participant use that are listed on a school supply list have been included as an allowable supportive service.

Administrative Policy 6 – Monitoring and Oversight: Based on recommendations from the fiscal monitor’s most recent visit, the policy now includes the completion of a subrecipient risk assessment on an annual basis and a subrecipient monitoring based upon the results of the annual risk assessment. Forms were also provided from the monitor as examples.

Motion: To approve revisions to WDB policies as discussed.
Motion made by: Jim Burgham
Seconded by: Hughes
Discussion: None
Motion approved.

PY19 Balanced Scorecard Revisions

A proposed PY19 Balanced Scorecard was distributed for review. The results for each measure in PY18 was noted in the comment section. The PY18 results were also color-coded based on the key of met/exceeded target, was within 10% of target, or was behind target. Many of the targets will remain the same, however, the following changes are being proposed:

Line #2 - # of Media Appearances/Articles/Community Outreach: The previous target was 24; the final number was 127. The new target being proposed is 125.

Line #9 - # of OJT Participants: The previous target was 100; the final number was 138. The new target being proposed is 120.

Line #11 - # of Adults in WIOA Registered Services (New PY19): The previous target was 300; the final number was 411. The new target being proposed is 400.

Line #14 - # of Youth with New CCMEP IOPs: The previous target was 275; the final number was 354. The new target being proposed is 300.

Line #6 – Total One-Stop Visits was discussed. The previous target was 24,000; the final number was 19,439. Many of the services can be completed online and do not require individuals to visit the center. Visits also tend to decrease when there is a low unemployment which is currently the case. The suggestion was made to make the new target 21,000.

Motion: To accept the proposed changes to the Balanced Scorecard for reporting PY19 activity.
Motion made by: David Hughes
Seconded by: Jim Burgham
Abstention: Mary Ann Kochalko
Discussion: None
Motion approved.

Operator's Report

A new, reformatted CCMEP report was provided for review. The report now shows total active enrollments to date. The report also shows the number of participants in the main CCMEP activities for the month of July. The numbers for Mahoning County seem to be low and will be reviewed for accuracy.

For Adults and Dislocated Workers, there were 84 new enrollments in July, which is up 20% compared to the same time period last year.

Meeting Evaluation & Attendance Summary

The April 16th WDB meeting evaluation was reviewed, and comments remain positive. A suggestion was made to label the meeting materials to help members follow the agenda. Handouts can also be held up to show members which handout is being discussed.

The attendance summary was also reviewed, and a few members are at or below 33% attendance. Follow-up will be made with these members.

Good of the Order

WRTA Letter of Support – WRTA requested a letter of support to enhance transportation in Mahoning County by offering Sunday service. This would be beneficial for individuals who work on Sundays. Transportation issues are also being addressed by the Individuals with Disabilities Committee.

Adjournment

Meeting adjourned at 1:05pm.