

WORKFORCE DEVELOPMENT BOARD, INC.
OF
MAHONING AND COLUMBIANA COUNTIES
Executive Committee Meeting
November 18, 2021
OhioMeansJobs Mahoning County

Committee Members Present: Jim Burgham, Kelly Darney, Deann Davis, Brian Eskridge, Susie Kooser, Lori Murphy for Audrey Morales, and Mark Nicastro
Committee Members Absent: Rachel Ketterman and Mark Ragozine
WDB Member: Ed Emerick
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 items as prepared.
Motion made by: Brian Eskridge
Seconded by: Jim Burgham
Discussion: None
Motion approved.

WDB Policies

WDB Program Policy 5 – Customer Application Retention Period: The active period of the application was changed from 180 days to 90 days to be aligned with the State’s policy.

WDB Program Policy 6 – Youth Incentives: The incentives for leadership achievement was originally a one-time \$300 payment upon exit. The State has indicated some incentives are not allowed to be issued after exit. The proposed change would allow incentives for leadership achievement while enrolled in the program. Each incentive would be \$50 per activity, not to exceed \$300 per year. It is anticipated that the change will also keep the participants more engaged throughout the program.

Motion: To approve WDB Program Policy 5 and WDB Program Policy 19 as discussed.
Motion made by: Jim Burgham
Seconded by: Lori Murphy
Discussion: None
Motion approved.

Transfer of WIOA Formula Funding

In order to serve the optimal number of customers, local areas are able to transfer WIOA formula funding between the Adult and Dislocated Worker funding streams, which Area 17 has done in the past. Currently, dislocated workers are being funded through special grants provided by the State, which can allow more funding to be made available for Adult-eligible customers. As of today, Area 17 does not have an immediate need to transfer funds, however, approval for a transfer is being requested now in case it is needed before the next meeting.

Motion: To approve the transfer of up to 100% of the local PY21 and PY22 formula funding allocation between Adult and Dislocated Worker Programs in compliance with State Policy WIOA 15-25. If transfer exceeds 50%, a request will be made for the State to approve such transfer.

Motion made by: Kelly Darney
Seconded by: Mark Nicastro
Discussion: None
Motion approved.

Operations Update

Since July 1st, 161 individuals have enrolled in classroom training, and 50 have participated in the OJT program. Training enrollments are comparable to last year, and customers continue to come in seeking tuition assistance for classroom training.

The Ohio To Work initiative continues to make progress. As a way to increase customer awareness, partners are being asked to work with other community agencies, such as MCDJFS and MYCAP, to inform their participants about the initiative. Efforts are also being made to receive information from ODJFS and send an email blast to local unemployment claimants. Staff in the resource room are being trained as career coaches, as well as being trained on YouScience, which is a computer-based career assessment tool that can assist customers with identifying their strengths and making career decisions. Facebook and Instagram accounts have been developed for Area 17 OMJ centers as a way to share general information and job openings. Additional outreach materials continue to be developed and issued.

An Ohio to Work job fair is scheduled for December 9, 2021, at the Hollywood Casino in Austintown, OH. Employers in the IT, manufacturing, and healthcare fields will be in attendance, in addition to community service agencies that can offer assistance to job seekers.

WDB Meeting Evaluation and Attendance Summary

The 10.18.21 WDB meeting evaluation summary was reviewed. Comments submitted were positive, and any questions or suggestions noted will be addressed at the next meeting.

Some inquired about the option to hold meetings virtually. Discussion was held about holding hybrid or virtual meetings. In order to keep members engaged, WDB meetings will remain in-person only at this time, and the topic can be revisited if the need arises to meet virtually.

All speakers will use a microphone and materials are being developed for members who would like to assist with outreach.

The 10.18.21 WDB attendance summary was also reviewed. Follow-up will be made with attendees who continue to have low attendance after the next WDB meeting, which will be the third in-person meeting since reconvening after the pandemic.

Due to the upcoming agenda items, Susie Kooser excused herself from the meeting.

Subrecipient Risk Assessment

A subrecipient risk assessment must be completed each year prior to the subrecipient monitoring that is conducted by the WDB staff on behalf of the WDB. The subrecipient risk assessment form for MCTA was completed and provided for review. Overall, the assessment indicates 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: Jim Burgham
Discussion: None
Motion approved.

WDB monitoring for PY21 is scheduled to be completed in December.

One-Stop Operator Evaluation

The One-Stop Operator assessment form was reviewed. This is the same assessment tool that has been used in previous years to evaluate the selected contractor under the One-Stop Operator contract. The evaluation is based on the deliverables specified in the RFP.

Motion: To approve the One-Stop Operator evaluation form as presented for the current contract period and potential renewals.
Motion made by: Jim Burgham
Seconded by: Kelly Darney
Discussion: None
Motion approved.

MCTA, as the One-Stop Operator, will be evaluated by the WDB staff in January. Results of the evaluation will be presented to the Executive Committee at the February or March meeting.

WIOA-CCMEP Youth Services RFP

A draft of the youth services RFP was provided for review. The RFP will be issued jointly by the Board and MCTA, as the CCMEP Lead Agency. Meetings were held with the appropriate staff to update the RFP and streamline the information while still maintaining the required criteria. Streamlining the information may encourage additional providers to submit a proposal. The RFP process and timeline were reviewed. Contracts will begin July 1, 2022, and will remain cost-reimbursable. The suggestion was made to include language addressing FBI/BCI background checks for individuals working directly with youth participants. Board assurances and certifications, proposal scoresheet, and the legal notice of solicitation were also provided for review.

Motion: To approve the WIOA-CCMEP youth services RFP, with consideration of the FBI/BCI language, and related documents as presented for 2021.
Motion made by: Mark Nicastro
Seconded by: Brian Eskridge
Discussion: None
Motion approved.

Good of the Order

ODJFS/OWD – A company has been hired to survey unemployment claimants about how unemployment services, as well as workforce services, can be improved. It is unclear how the company is selecting individuals to survey. Employers and Board members may also be contacted to gain their perspective.

Special Grants – The BRN grant will be ending December 31, 2021, but a second BRN grant will be made available in January, and an application for funding will be submitted. The Opioid 3 grant will also be ending in March 2022. The State intends to make additional funding available, and Area 17 has already expressed interest in receiving these funds.

CCCTC – Three new programs will be starting in the upcoming year: a part-time/night-time LPN program will begin in July, an office management program in the fall, a professional dog groomer program in April.

December Meeting –

Motion: To cancel the December meeting.
Motion made by: Deann Davis
Seconded by: Mark Nicastro
Discussion: None
Motion approved.

Retirement – Jim Burgham will be retiring in December, and he expressed his appreciation for being able to serve on the Board and Youth Committee. Committee members also thanked him for this service and dedication to the WDB and Youth Committee over the last several years.

Adjournment

Meeting adjourned at 1:20pm.