

**Workforce Development Board, Inc. Meeting  
of Mahoning and Columbiana Counties – Area 17**

April 16, 2019

8:00 am

Dutch Village Inn, State Route 14

Columbiana, Ohio

**Workforce Development Board Members Present:**

Marcy Angelo, Roger Beltz, April Brinker, Jim Burgham, Art Daly, John Dance, Deann Davis, Dominic Donofrio, John Dyce, Brian Eskridge, Joe Fiumara, Rob Folsom for Rick Fryda, Gwendolyn Graves for Bob Bush, Bryan Higgins, David Hughes, Rachel Ketterman for Eileen Dray-Bardon, Jim Klingensmith, Mary Ann Kochalko, Christina Miller for Chuck Adkins, William Moore, Mark Nicastro, Marcy Patton, Genna Petrolla, and Jason Whitehead.

**Workforce Development Board Members Absent:**

Ralph Blanco, Tim Calvin, Joe Caruso, David Deibel, Ed Emerick, James Ford, Matthew Golladay, Steve Kiraly, Danielle Lanterman, Julie Needs, Troy Rhoades, LaTasha Saulsberry, Arisha Williams, Sharon Woodberry, and John Zehentbauer.

**Board Staff Present:** Bert Cene and Sharlene Senediak.

**MCTA Staff Present:** Cyndy Bresnahan, Lynn Esposito, Michele Marshall, Gloria Mathews, Carol Ramsay-Loomis, and Denise Yoho.

**Guests:** Luann Dunham (CCDJFS), Ashlee Iannucci (OOD), Ron Klonowski (OOD), Julian Walker (EGCC – Aspire), and Ty-Juan Young-Bright (EGCC).

Ms. Davis called the meeting to order at 8:05am after verification of a quorum, and introductions were made. New member Dominic Donofrio, from Enertech Electrical Inc., was acknowledged.

**Review and Approval of Consent Agenda Items**

Motion: To approve the consent agenda items as prepared.

Motion made by: Jason Whitehead

Seconded by: John Dance

Discussion: None

Motion approved.

**One-Stop Operator Contact Renewal**

This is the second year MCTA is under contract with the Board to serve as the One-Stop Operator for Area 17. MCTA was recently monitored for its performance over the past year. Based on the monitoring review, MCTA has done an excellent job meeting the established requirements, and it's the recommendation of the Executive Committee to renew the contract with MCTA.

During the first review last year, MCTA received "Outstanding" ratings in all categories with the exception of *Outreach* and *Collaboration*, which were rated as "Acceptable." This year, MCTA showed substantial improvement in those two areas, which resulted in "Outstanding" ratings. MCTA also maintained its "Outstanding" rating in the other categories, while also showing improvement.

If the contract renewal is accepted, the contract would be extended to June 30, 2020, and can potentially be renewed one more time before the One-Stop Operator must be competitively procured again.

Motion: To accept the recommendation from the WDB Executive Committee and extend the contract for the current One-Stop Operator with MCTA through June 30, 2020.

Motion made by: Mark Nicasro  
Seconded by: Genna Petrolla  
Abstention: Mary Ann Kochalko  
Discussion: None  
Motion approved.

### **One-Stop Phase 2 Certification**

The State has developed a 3-phase One-Stop certification process which is based on federal legislative requirements. Phase 1 was comprised of a list of items that must be in place at the OhioMeansJobs (One-Stop) centers. The Executive Committee served as the Review Committee for Phase 1, and the OhioMeansJobs centers in both counties achieved Phase 1 certification.

Phase 2 is much more involved and reviews the workforce system's quality of service delivery to customers and interaction among partners. The Executive Committee served as the Review Committee, and information was presented and scored at multiple meetings.

In addition to the scored information, results from partner surveys and mystery shopping were also received from the State. The partner surveys indicated the Area 17 workforce system as compliant, and the mystery shoppers would recommend others to visit the centers in both counties.

A minimum score was required to meet compliance under Phase 2, and the results exceeded the required score.

Motion: To accept the recommendation from the WDB Executive Committee to certify that Area 17 has successfully met all the One-Stop Phase 2 criteria required by the State office of Workforce Development.

Motion made by: Jim Burgham  
Seconded by: Art Daly  
Discussion: None  
Motion approved.

If WDB members would like to see the final scorecard, a copy can be emailed. Appreciation was extended to staff and the Executive Committee for the time and work involved in completing the Phase 2 certification process.

Phase 3 will focus on continuous improvement, but further details are not yet available.

### **WDB Policy Revisions**

Prior to entering classroom training, participants must complete a skills levels assessment. This is necessary to confirm the participant is suitable for classroom training and to ensure appropriate use of federal funding. TABE has always been used in the past, however, a federal change has made the TABE more difficult, and the time to complete the test has increased. As of July 1, 2019, the new TABE must be used. Since Area 17 focuses on short-term training for participants, the new TABE may be excessive, and efforts have been made to research an alternative to TABE.

Currently, participants who seek training complete a 2-part process. TABE is first completed to determine a participant's academic level. Next, CareerScope, a career interest and aptitude assessment, is completed. The State has indicated that CareerScope is sufficient for Adult- and Dislocated Worker-

eligible participants; TABE is not needed unless the area is in “priority status,” which is due to limited funding.

Youth-eligible participants must be given a test approved by the National Reporting System that measures individual educational functioning levels, which is required under the rules for CCMEP. TABE was used for this purpose.

After some research, the CASAS test meets the required criteria and has been selected as an alternative to the TABE. Many other states use the test, the test establishes a grade level that can be used to measure skills gain for youth, questions are more life-situational, rather than academically-focused, and the test takes less time to complete. Three policies address basic skills assessment that must be updated in order to move forward with changes at the local level. The State felt the proposed changes were appropriate, and in order to move forward, the following policy changes are being proposed:

- *WDB Program Policy 2 – Priority Selection (Adult)* – The definition for basic skills deficient was added.
- *WDB Program Policy 3 – ITA Training* – Under “Standardized Testing,” TABE-related information was deleted. Language was included to state that all customers with an ITA are required to demonstrate both vocational interest and aptitude for the field they are seeking training in.
- *WDB Program Policy 22 – Basic Skills Assessment* – The background for the policy was updated based on legislation. The selection of basic skills assessment for Adult, Dislocated Work, and Youth-eligible participants was updated to reflect CareerScope and CASAS.

Motion: To accept the proposed changes to the following WDB program policies as discussed: WDB Program Policy 2, WDB Program Policy 3, and WDB Program Policy 22.

Motion made by: Genna Petrolla

Seconded by: Jim Burgham

Discussion: None

Motion approved.

### **Balanced Scorecard**

The PY18 3<sup>rd</sup> Quarter (July 1, 2018-March 31, 2019) Balanced Scorecard was distributed and reviewed. Among the 15 measures, 11 have been met or exceeded, 2 are making progress, and 2 are behind target. The two measures behind target continue to be the number of total and new One-Stop visits, however, the targets were established higher than previous trends indicated. Currently, total One-Stop visits is 14,092, which is 78% of the 3<sup>rd</sup> quarter goal of 18,000. Total new One-Stop visits is 2,205, which is 84% of the 3<sup>rd</sup> quarter goal of 2,625. Outreach continues to be a focus, and more traffic is being seen from the GM dislocated workers.

### **Fiscal Agent Report**

The PY18 Financial Report through March 31, 2019, was reviewed. Actual expenses are at \$4.4 million, program obligations are at \$1 million, and projected overhead through June 30, 2019 is \$959,000. Currently, \$2.85 million remains for customers. This figure includes WIOA funds which are available through June 30<sup>th</sup>, and TANF funds, which are available through September 30<sup>th</sup>. A pie chart showing the percentage of expenses by category was also provided.

An A-133 audit was completed for MCTA, and there were no observations or findings. MCTA is viewed as a low-risk auditee, and a certificate was received from the Auditor of State.

## **Program Operator Report**

*Operator's Report* – The PY18 3<sup>rd</sup> Quarter (July 1, 2018-March 31, 2019) Operator's Report was reviewed. The report shows new enrollments, and the overall total number of customers being served. Although traffic has only increased by 4%, new training enrollments have increased by 52% compared to this time last year. 50% of training is short-term, which is approximately the same this time last year. Average cost per participants are also close to where they were last year. The only significant change is the long-term training cost which is due to the funding limit increase of \$9,500 per year for 2 years. So far, only 11 customers are scheduled to use the full, 2-year funding, and some in short-term training have utilized the full \$9,500.

*CCMEP* – The PY18 3<sup>rd</sup> Quarter (July 1, 2018-March 31, 2019) CCMEP Activity Report, which reflects only new referral activity, was provided. 54% of new referrals are completing IOP's; last year, only 30% of the referrals were establishing IOPs. Although less referrals are being made to the program, there is a higher percentage rate of participants completing the IOP and reaching case management. The number of job placements is 55, which is approximately the same this time last year.

## **Director's Report**

*WIOA Quarterly Performance* – The State has issued a new format for the WIOA Quarterly Performance Reports. The PY18 2<sup>nd</sup> Quarter report was provided, and the new format was explained. Performance measures continue to be categorized by Adult, Dislocated Worker, and CCMEP WIOA Youth. Out of the 11 measures, 9 have been exceeded, 1 has been met, and 1 (Credential Attainment for Youth) is behind target. The Credential Attainment for Youth is expected to improve after May due to graduations. Data continues to be collected for the baseline measures scheduled to take effect in 2020.

*WIOA/CCMEP Program Monitoring Report* – The annual State WIOA/CCMEP program monitoring was completed for Area 17. The final report shows that there were no significant observations or findings.

*WIOA Implementation and Compliance Matrix* – Area 17 has completed all required WIOA activities due at this time and continues to remain in compliance. Completed WIOA activities include: initial WDB certification, One-Stop Operator procurement, Phase 1 One-Stop certification, and regional/local plan – 2<sup>nd</sup> year modification. Information related to Phase 2 certification was just approved and will be submitted to the State. The next WDB certification is due in March 2020, and information will start being prepared this fall.

*One-Stop Partner MOU* – The Area 17 One-Stop Partner MOU has been negotiated and accepted with no cost increase for the partners. The MOU will be effective for 2 years, beginning July 1, 2019 through June 30, 2021. Efforts are being made to obtain partner signatures, and the MOU will be submitted to the State well before the deadline of May 30<sup>th</sup>.

*Youth Service Contracts* – All youth service contracts have been monitored, and based on satisfactory performance, have been renewed for another year. Tutoring and mentoring have also been incorporated in order to offer all youth elements in both counties.

*Letter of Support* – Flying High, Inc. is pursuing a DOL grant to assist the ex-offender population re-enter the workforce. Flying High, Inc. is a One-Stop partner and is requesting a letter of support from the workforce development system to assist with referrals and current services that may be relevant to the grant.

Motion: To authorize the WDB Director to edit and submit a letter of support to Flying High, Inc. as is appropriate.  
Motion made by: Art Daly  
Seconded by: Dominic Donofrio  
Discussion: None  
Motion approved.

**Opportunities for Ohioans with Disabilities (OOD) Presentation**

Ron Klonowski, OOD Business Relations Specialist, presented information about services available to employers. OOD can provide worksite accessibility services, schedule hiring events, conduct disability awareness educational training sessions, and offer vocational rehabilitation information to current employees to help with retention. Additional information can be accessed under the “Employer” tab on [www.ood.ohio.gov](http://www.ood.ohio.gov).

**Meeting Evaluation**

WDB members were reminded to complete the meeting evaluation.

**Partner and Business Member Updates/Good of the Order**

No updates were reported.

**Adjournment**

The meeting adjourned at 9:25am.