SWORWIB QUARTERLY MEETING
OhioMeansJobs Center
May 14, 2015 • 8:00 a.m.

Minutes

SWORWIB Members Present: Michael Beck, Valarie Boykins, Steve Browne, Scott Conklin, Michael Conner, Timothy Devine, Kimber Fender, Margaret Fox, Sanserrae Frazier, Chris Fridel, Natalie Galbato, Crystal German, Shawn Harker, Laurence Jones, Joseph Kramer, Andrew Lotter, David Mann, René McPhedran, Detrias Miller, Mike Moroski, Ruth Nkromah-Martey, Gregg Oshita, Johnmark Oudorsluys, Torry Phillips, Erio Riddick, Dan Ripberger, Jennifer Roeder, Harry Snyder, Karsten Sommer, Mark Stoeber, Barry Strum, Tyrone Stuckey, Roberta Thomas, Robin Throckmorton, Greg Toebbe, Karen Wessel, Charles Wright, Christopher Young.


SWORWIB Staff: Sherry Kelley Marshall, Tamara Nared, Cheryl Brueggeman, Wesley Miller.

Resources: Kevin Holt

Guests: Joni Burton, Jane Keller, Lisa Slutsky, Dorothy Smoot.

I. Opening – Welcome and Introduction of New Board Members

In the absence of Chair Powell and having exceeded quorum, Co-Chair Oshita opened the meeting at 8:00 a.m., thanking everyone for taking the time out of their busy schedules to attend and requesting that all members and guests introduce themselves as well as reminding everyone to sign-in at the registration desk as attendance record keeping is required. Marshall noted appreciation to Chair Powell for breakfast even in his absence.

II. Approval of the Agenda

Co-Chair Oshita reviewed the agenda and reminded members that the consent agenda is used by larger boards to handle the business of the organization addressed in committee meetings or other venues in an efficient fashion in order to have time to focus on essential discussions. The practice is that everyone reviews the entire agenda before approval including a close review of the consent agenda and then indicates during the “Approval of the Agenda” any consent agenda item they wish to move from the consent agenda to “Other Business” for separate discussion. There being no other agenda corrections noted or requests for changes or consent agenda items elevated to discussion points from the consent agenda, Jones moved, Devine seconded a motion that the agenda be approved as previously distributed. Motion passed unanimously.

III. Consent Agenda

Co-Chair Oshita called for a motion to approve the consent agenda items. There being no corrections, additions or requests for separate discussion about items on the consent agenda, Riddick moved, Sommer seconded a motion to approve the consent agenda. Motion passed unanimously.

The following materials provided in the board packet were therefore approved:

- 2/12/2015 Quarterly Meeting Minutes
- President Report
  - Budgets – SWORWIB FY2016; 1916 Central Parkway FY2016
  - Audit and Grant Reports
- Committee Reports
  - Emerging Workforce Development Council Sunset Report
  - Measurement and Continuous Improvement Committee Sunset Report with Scorecard
  - Required Partners Leadership Council Sunset Report
  - OhioMeansJobs Center Report
  - Administrative Entity and Fiscal Agent Report
- Policies – WIAPL 14 0201 DLW Funding Application; JFS 01863 Veteran Questionnaire; WIAPL 10-04; LLSIL 2015
- Media and Public Relations Report

5.14.2015 MEETING MINUTES APPROVED
IV. Chair's Report and Executive Evaluation Process

Co-Chair Oshita reviewed the process for the Executive Evaluation and advised that an email would be sent to all board members requesting feedback on President Marshall's performance. He further encouraged members to provide their thoughts and any concerns or suggestions by the end of the month so her review could be conducted in June and all documentation completed by the end of the organization's fiscal year and programmatic year.

V. Nominating Committee Recruitment Announcement

Galbato reported that letters to economic development agencies, public officials, union directors, and chambers of commerce will be issued within the next 30 days requesting business representation nominations. Those whose terms expire at December 2015 will be contacted by Marshall to discuss continuation or completion of their term so we can confirm the number of openings on the board. Those whose attendance has not been adequate will be contacted to determine their ongoing interest in board service. Marshall noted that Karsten Sommer would be chairing the Nominating Committee as of June 1 as Galbato has volunteered to chair the OMJ Business Engagement Committee now required under the Workforce Innovation and Opportunity Act of 2014. Oshita thanked both Sommer and Galbato for their leadership in these board required activities. Sommer requested that any Board members who wanted to serve on the Nominating Committee contact him or Marshall.

VI. President's Report

Questions on President's Written Report

Marshall asked if there were any questions on her written report and there being none reported on the following:

Ohio Re-Designation Application

Marshall advised that she expects that Area #13 will continue as a City/County combined workforce area since we met the criteria outlined in WIOA. However, Governor Kasich hopes to better align economic development regions and workforce boards as was noted by John Weber of the Ohio Department of Job and Family Services when he spoke at the Annual Meeting. Marshall has met with the Hamilton County Board of Commissioners and Commission President Hartmann in particular as well as Mayor Cranley relative to completing the Ohio Re-Designation application which Mayor Craney signed in April. Marshall is now working with Commission President Hartman and key staff members to obtain Board of County Commission resolution and signature for the application included in the board packet. Several board members questioned how the area can proceed if the Governor does not accept the application and Marshall noted that the area should continue to operate and serve our community pending gubernatorial action. She noted anticipating that the process would not be as automatic as outlined in the new law but continuing as currently constructed is the preferred direction while the Governor examines options.

Intergovernmental Service Agreement

Marshall reviewed a short history of the implementation of WIA from 1998 and noted the decision of local elected officials, through the leadership of the SWORWIB, to combine the City and County into a single workforce development area for which an Intergovernmental Service Agreement (IGSA) was approved by both units of government in 2004 which continued until the passage of WIOA. Subsequently, she has worked with the Mayor, City Solicitor, City Manager and Hamilton County Board of Commission to enter into a new IGSA in order to maintain a combined workforce area. She reviewed the highlights of the draft IGSA and noted that she anticipates approval and signing of the agreement shortly and hopefully before the current agreement expires when WIA expires - July 1. Having this signed agreement demonstrates the commitment of the local governments to continue to serve a combined workforce area and strengthens the area's re-designation application.

Regional Strategic Planning

Marshall explained that WIOA requires local boards to engage in both regional strategic workforce planning and local area strategic planning. Working with Partners for A Competitive Workforce (PCW) and Employer's First Regional Workforce Network, Marshall encouraged a joint effort for regional strategic workforce planning could then be drawn down for each of the four area WIBs to develop their local strategic plans which are due under WIOA by March 2016. She and Janice Urbanik of PCW obtained funds from a couple of foundations to hire business planning consultants who have been obtaining information to guide regional strategy. Marshall reviewed the material in the board packet related to data sources from each of the four WIBs that are currently being mined for key strategy points development. Area #13 submitted the following items: Ohio for Jobs Projections Through 2022; Southwest Ohio Spreadsheet (Ohio for Jobs Projections Through 2022); SWORWIB's Most Recent Business Plan; City of Cincinnati's Economic Development Plan from 2009; Hamilton County's 2030 Master Plan; Jobs Outlook 2020 by United Way and Cincinnati USA Regional Chamber; JobsOhio 2014 Annual Report/2015 Strategic Plan and CEDS Plan for Hamilton County. She shared that a public forum for regional workforce strategy is being planned for the fall and all members will be invited to attend.

NCRC Update

5.14.2015 MEETING MINUTES APPROVED
Marshall reported that the SWORWIB crusade for high schools to prepare students to be “work ready” as (designated by Work Keys/Key Train and the National Career Readiness Certificate or other credentials) and college ready (as indicated by college entrance tests) has been embraced by Kentucky, Michigan and recently Governor Kasich. Kasich is working on a variety of improvement agendas for Ohio’s public schools as well as for out-of-school youth and adults in order to assist Ohioans to become employed in demand occupations and industries. There are several initiatives under discussion now that should soon be announced and available by the summer and fall for which the NCRC is included. Marshall shared the Columbus Dispatch article noting “Ohio Schools phasing in job-skills readiness test”. Board members who have not yet taken the NCRC and would like to experience it and consider its use in their own hiring should contact Marshall directly.

**Youth RFP**

Marshall reviewed the Report on the Youth Services RFP Process and Recommendation. She highlighted the process for procurement bidding for the youth providers for 2015-2017 with two one-year options and the requirement that at least 75% of youth funds under WIOA be dedicated to serving out-of-school youth. She thanked the Youth RFP Committee members and Dan Ripberger in particular as the Chair of the Emerging Workforce Development Committee for their commitment and leadership in the process as well as Holt and Dingler, HCJFS contracting staff- Carson and Williverth and Brueggeman of the SWORWIB staff for their service in the RFP Evaluation Process. There were a total of nine (9) proposals from eight (8) bidders. The bidders were Arbor E&T, LLC dba ResCare Workforce Services (out-of-school), Cincinnati-Hamilton County Community Action Agency (out-of-school), Cincinnati Youth Collaborative/Jobs for Cincinnati Graduates (in-school), Cornell Abrahas Group, Inc. (in-school and out-of-school Youth), Easter Seals Tri-State (out-of-school), Lighthouse Youth Services (in-school/juvenile justice system), Santa Maria Community Services/Literacy Center West (out-of-school) and Urban League of Southwestern Ohio. After diligent consideration of all vendor proposals, the Youth Services RFP Evaluation Committee recommended the following providers for PY 2015: Cincinnati Youth Collaborative/Jobs for Cincinnati Graduates (In-School); Arbor E&T, LLC dba ResCare Workforce Services and Santa Maria Community Services/Literacy Center West (Out-of-School). Stuckey asked for clarification on the focus for out-of-school over in-school services and Marshall reviewed the Board’s decision to move in this direction after the research work of the Youth System Building Committee of the Emerging Workforce Development Council back in 2010-2011 which clearly was a direction that federal elected officials supported since now all WIBs must focus more attention on out-of-school youth and work experience for youth. Fox asked about how the two providers would work together and Marshall noted that the Youth Providers Roundtable will continue, as well as our Emerging Workforce Committee, but impacted by recent research on the zip codes of served youth, the RFP had focused on delivery of services for central, east, west and northern parts of the service area so Arbor as the new youth vendor would be focusing on the east and north communities while Literacy Center West would focus west and central. Oshita noted that the Committee’s recommendations were presented and discussed at the April Executive Committee in order to be able to get underway with contract drafting. With no other questions, Oshita called for a motion to ratify the Executive Committee’s support of the selections by the Youth Services RFP Evaluation Committee. Strum moved, Jones seconded a motion to ratify the decision of the Executive Committee to accept the Committee’s recommendations. Motion passed unanimously.

**Elected Officials Forum**

Marshall reported that the 2015 Elected Officials Forum was well attended with enthusiastic questioning and discussion about the new WIOA as well as budget and programmatic changes under discussion at the State level. Marshall thanked Lynn Murphy and Tim Scott of the OMJ Team for their assistance with the tour of the OMJ Center. Ohio Representative Tim Derickson complimented Area #13 for its leadership with sector partnerships, alternative credentials and business involvement. All officials were very engaged in this form and stayed past the scheduled completion time in order to get all their questions answered.

**1916 Facilities Update – Lease and Maintenance Progress**

Marshall reported that the signed lease for 1916 from the County has been renewed for another five (5) year term through December 2020. She further noted that there would be several maintenance projects underway in the next six weeks to provide better for services to customers with disabilities, improve space usage to be able to accommodate more partner staff and expanded partnerships and replace another Rooftop HVAC unit. These efforts are covered under the 1916 Partners Memorandum of Understanding (MOU) budget that the SWORWIB manages.

**1916 MOU Extension Update**

Marshall advised that signatures are still being collected for the one-year extension through 6/30/2015 for the 1916 Partners MOU. The SWORWIB had negotiated with partners for the one-year extension in the fall but some agencies could not commit until their state offices agreed to extension to cover the transition year between WIA and WIOA. Once
all signatures have been collected, the paperwork will be forwarded to ODJFS for final signature hopefully before July 1 when the new MOU is operational.

**One-Stop RFP**
Marshall reported that the Request for Proposals for the one-stop operator had been issued February 23, 2015 with a Bidder Conference that was held March 6 at the OMJ Center and a due date for proposal submission of April 14th by 11:00 a.m. Several board members volunteered to serve on the One-Stop RFP Evaluation Committee and have been very busy reading all submissions and preparing for Stage One scored evaluations and Stage Two oral presentations. The committee’s recommendations will be presented to the June Executive Committee and the process reviewed by the SWORWIB’s attorney and a presentation by the winning bidder at the August Quarterly Board meeting for ratification. Marshall thanked Board Secretary McPherden for her introduction of the Pro Bono Partnership of Greater Cincinnati to the Board which then accepted our application for pro bono legal services to facilitate the RFP process now that WIOA requires a federal quality procurement process for selection of the one-stop operator. TAFT, Inc. agreed to provide the legal oversight services and has coordinated the bidding process in partnership with Marshall who drafted all documents which was very challenging given the changes in WIOA and all it encompassed for the service array being bid.

**Other**
- **Committee Recruitment and Meeting Scheduling:** Marshall reviewed the committees that had been sunset under WIOA and noted those that are going to be formed over the summer. She indicated she would review the current membership of these new committees in one of the presentations but wanted to encourage Board members to think about committee service during that presentation in particular.

**VII. Other SWORWIB Business**
Oshita asked if there was other SWORWIB business to come before the Board. In the absence of other business being raised, Oshita asked Marshall to proceed with the presentations to the Board on WIOA.

**VIII. PRESENTATIONS: WIOA Responsibilities for the SWORWIB; Committee Restructure, Area #13 Cutting Edges; and WIOA Funds 101**
Marshall explained the past process of transition when one federal workforce law is sunset and another one begins implementation. Both the sunset year and the first year of the new legislation are considered as transition years and sometimes, as was the case with WIA, the first three years could be transitional as legislative intention meets practical application. She noted that John Weber of the Office of Workforce Development at the State of Ohio Department of Job and Family Services had presented at the Annual Meeting for not only the SWORWIB Board but many other boards across Ohio in order to introduce the changes that would become effective at July 1, 2015. Based on feedback to John Weber by board members at the meeting and additional feedback after the meeting, the lack of clarity and the immense change were challenging for Board members to digest in one meeting. So, working with the officers, Marshall identified four major topic areas that Board members needed to be clearly informed about relative to implementation of the new Workforce Innovation and Opportunity Act of 2014 beginning July 1, 2015.

PowerPoints on all four topics were provided in the Board Packet as well as some additional one-pager information for notetaking and review. The first PowerPoint presentation focused on "WIOA Responsibilities for the SWORWIB" reviewing all 21 of the detailed responsibilities of the Workforce Boards under WIOA. Marshall noted that many of these responsibilities have already been undertaken by the SWORWIB from its beginnings in 2001 and certainly since 2007 when Marshall returned the SWCRWIB as President. Marshall noted that Governors have more options under WIOA than they did under WIA, but waiting out clarity from the state would not be optimal service to our community so continuing to move ahead with procurement of youth and one-stop services, with partnering with core partners to begin to address changes, and with reforming committee operations was her best advice. The second PowerPoint detailed the committees that were sunset and the new committees that the SWORWIB staff and board members would need to operate going forward. Marshall reminded Board members that the SWORWIB staff is very small with only two full-time staff including the president and four 1099 consultants or technical specialists for youth and public information, bookkeeping, facility management, and one-stop monitoring. The four new committees were described and their purpose detailed, as well as sharing those who had volunteered for these new committees. Additionally there were two ad hoc committees for the youth and one-stop procurement and evaluation that were only needed to achieve these goals but required immense time commitment by the volunteers. The third PowerPoint detailed the “cutting edges” where the SWORWIB had already “gone where WIOA wants all workforce board to go”. Marshall reviewed the 15 directions that WIOA is taking that the SWORWIB has already offered leadership to the community and state - from being a 501c3 at the insistence of the original board leadership to having all partners cost-sharing in the one-stop to moving to a majority of focus on out-of-school youth to aligning with economic development to having more than 51% of the board representing business and employers to evaluating training providers for their performance and our investment long before anyone else in Ohio even thought of it. Marshall encouraged members to really become familiar with the “cutting edges” because
sometimes they were the “bleeding edges” but the right things to do for the community and employers and never the easiest things to do. She reminded members that some of these directions were “SWORWIB crusades” over the last seven years and now they are federal direction for the country’s workforce system.

Board members asked for clarification on various aspects of the presentations and commented that this information was clearer than what was presented by the state speaker. Boykins noted that she felt this information was clearer and more concisely about the new expectations for the board and she now feels that she understands what the Board is to do. She also asked if we shouldn’t continue the Scorecard developed by the Measurement and Continuous Improvement Committee including reviewing our progress in satisfying these responsibilities. Others supported her suggestion and asked Marshall to add these to the Scorecard and update it for quarterly board meetings for at least the next couple of years. Stuckey complimented Marshall on her leadership in challenging the board members and the community to explore things like the NCRC and the construction and IT industry initiatives since the beginning when the City and County were being brought together instead of having competing one-stops in different corners of the same parking lot in Bond Hill.

Marshall moved to the last PowerPoint to explain how funding under WIOA operates. She thanked the officers for suggesting this detail on the financial side of WIOA and hoped the information and discussion would help clarify the funding realities the Board has to manage. Marshall asked that Kevin Holt be recognized for his contributions to this presentation and invited him to interrupt for further explanation as he felt would be needed. The topics covered and explained under “WIOA Funds101” included definitions of terminology relevant to government and federal funding and financial operations, a complete listing of sources of funds that the SWORWIB manages, a sample WIOA budget across all funded categories for both revenue and expenses, including direct services and overhead. The last comments focused on values of the SWORWIB relative to spending activity. Holt and Marshall answered questions to clarify definitions and funding sources. Various members commented that the information really helped them understand better what they had been hearing in Board discussions previously. Devine asked if the quarterly report on finances could be presented in the sample WIOA budget form in the near future. Holt indicated that he would work towards that for the next meetings. Marshall encouraged members to bring this information with them to future meetings to help with their understanding and ask questions to improve their understanding of the challenges ahead under WIOA. She also reminded members to let her know about their interest in committees as most will be meeting by the end of August.

IX. Announcements and Public Comments — Recognition of Sunset Committee Members

Oshita asked if there were any announcements or any one from the public had comments or questions for the Board. There being none, Oshita facilitated the members through a guided mathematical exercise that brought most, but not all, to a shared conclusion while also bringing some fun, comedy, and relaxation to the Board members after serious information sharing and change exploration.

Oshita then asked Marshall to recognize those members who had served on committees that have been sunset under WIA in anticipation of different committees under WIOA. Marshall reviewed the sunsetting committees and noted the members of the committees, thanking them for their service.

X. Next Meetings

Oshita reviewed the upcoming meetings through August as noted on the agenda.

XI. Adjournment

There being no further business, Brown moved, Jones seconded a motion to adjourn at 9:45 a.m. Motion passed unanimously.

Respectfully submitted,

[Signature]

René M. Phedran
Secretary