SWORWIB QUARTERLY MEETING
OhioMeansJobs Center
February 11, 2016 • 8:00 a.m.
Minutes

SWORWIB Members Present: Omari Aarons, Omar Ahmad, Karen Arnold, Michael Beck, Oscar Bedolla, Brad Brezinski, Scott Conklin, Michael Conner, Chad Day, Dwayne Dews, Kimber Fender, Margaret Fox, April Gillespie-Hurst, Darin Hall, Laurence Jones, Joseph Kramer, Robert LaMothe, David Mann, Kathy Maybrier, Donald Moffett, Mike Moroski, Ruth Nkrumah-Martey, Gregg Oshita, Bridget Patton, Terry Phillips, Kevin Powell (Ex-Officio), Eric Rademacher, Eric Riddick, Jennifer Roeder, Harry Snyder, Karsten Sommer, Carol Sorenson-Williams, Tyronne Stuckey, Roberta Thomas, Alicia Tidwell, Karen Wessel, Charles Wright.


SWORWIB Staff: Sherry Kelley Marshall, Patricia Bready, Cheryl Brueggeman, Wesley Miller, Tamara Nared.
Resources: Kevin Holt, Brandy Scott-Herrmann, Lynn Murphy.
Guests: April Barker, Gena Bell (for Chris Monzel), J.D. Brewer, Sandra Carson, Nick Cherry, Tim Dingler, Denise Ferree, Blake Jonson, Mark Kuntz, Gwen Jones, Jackie Farrier-Hogan, Casie Hollis, Matt Owens, Nicole Peace, Yvette Simpson, Dorothy Smoot, Shari Strunk, Veronica Tollefson, Terri Weil, Lisa Willwerth, Doug Yelton.

I. Opening – Welcome and Introduction of New Board Members
Having exceeded quorum, Chair Brezinski opened the February 11, 2016 Annual 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 and reminding everyone to sign-in at the registration desk as attendance record keeping is required. New board members were introduced: Chair Brad Brezinski, Omari Aarons, Omar Ahmad, Karen Arnold, Oscar Bedolla, Nick Buschur (absent), Dwayne Dews, Catherine Dooley (absent), Donald Moffett, Chris Monzel (absent) and Gary Prater (absent). Marshall thanked Brezinski for providing the Vonderhaar's breakfast.

II. Induction of New Board Members
On behalf of Mayor Cranley, Chief Lead Elected Official for the combined workforce area of Cincinnati and Hamilton County, Vice Mayor David Mann asked each new member to stand to be recognized and agree to accept the duties of SWORWIB board membership. He thanked the members for their service. Mann also recognized Councilwoman Yvette Simpson and congratulated her on her stellar work for and with youth in our community. Simpson expressed gratitude to the new members being added to the SWORWIB.

III. Approval of the Agenda
Chair Brezinski 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 agenda corrections noted or requests for changes or consent agenda items to be removed from the consent agenda, Conner moved, Jones seconded a motion that the agenda be approved as previously distributed. Motion passed unanimously.

IV. Consent Agenda
Chair Brezinski 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, Sorenson-Williams moved, Snyder seconded a motion to approve the consent agenda. Motion passed unanimously.

The following materials provided in the board packet were therefore approved:
• 11/12/2015 Quarterly Meeting Minutes
• 2016 Calendar of Meetings
• President’s Report
• Policies
  o Administrative: Financial Management and Procurement
  o Program: Apprenticeship Plan & Services, Youth Work Experience
• Committee Reports
  o Emerging Workforce
  o OMJ-PWD
  o OMJ Business Engagement
  o WIOA Core Partners
• Treasurer’s Report: Independent Fiscal Audit FY 2015/A133; IRS 990 for Tax Year 2014-2015;
  Ohio Charitable Solicitations Report
• OMJ Center Report
• Administrative Entity and Fiscal Agent Report
• Media and Public Relations Report

V. Presentation of SuperAwards by Vice Mayor David Mann
With the new Board members already inducted, Vice Mayor Mann, Chair Brezinski and Marshall presented the 2016 Annual SuperAwards in the following categories:
• SuperEmployer – Actavis/Allergan, Osborne Coinage, People Working Cooperatively and St. Bernard
  Soap Company;
• SuperYouth Advocate – Councilwoman Yvette Simpson;
• SuperPartner – ProBono Partnership of Greater Cincinnati, Taft Stettinius & Hollister, LLP
• SuperJFS Partner – J.D. Bruewer, (Website), Timothy Dingler, (Youth Services); Sandra Carson and
  Lisa Willwerth (Contracting Services)

Awards were accepted and pictures were taken with the Mayor and Chairman of the Board. Some awards will be
delivered at a later date.

VI. President’s Report
Chair Brezinski asked for Marshall to review the President’s Report. Marshall asked if there were any questions on
her written report. There being no questions, she presented on the following:

2014-2015 Annual Report
Marshall referred members to the new Annual Report distributed at the meeting, noting the insert page on our
career pathways activities and also the two pages featuring our cutting edges work that is now among the new
WIOA standards. She thanked Cheryl Brueggeman for the great job she did getting the Annual Report completed.

Performance Report
Marshall reviewed the 1st Quarter PY2015 Area 13 Performance Report and advised that 5 out of 9 measures
exceeded and 4 measures were met; there weren’t any failed measures for the first quarter. She also reminded
members that this time next year, the SWORWIB will be looking at almost double the number of federal measures.

Audit and Grant Reports
Audits: Marshall reviewed the Audit report and advised that there will be joint fiscal and program audits in August
and suggested that having both audits simultaneously may prove to be a better use of time than two separate
weeks each year. She noted that the Independent Monitoring of the OMJ Center had been conducted in December,
including a review of Rapid Response activities and operations in accordance with new state policy. The monitor
provided an exit conference review indicating no findings but suggested several continuous improvement actions
that are currently underway by the OMJ Center. She reviewed the fact that the March 2014 Department of Labor
(DOL), state and our local area monitoring site visit still has two issues unresolved related to the hiring of a CLEO
Liaison by Mayor Mark Mallory and assuring that private funds were used for the OMJ Center lower-level
conversion. The Memorandum of Understanding and copies of the check made payable to the SWORWIB for
Cincinnati State’s half of the lower level expenses have been submitted several times and again in January.
Marshall worked with HCFJFS to provide every invoice submitted for reimbursement by Hamilton County over
several years, showing the building invoices did not include lower level expenses. Sommer, who was a senior
manager in the accounting department at the Cincinnati USA Regional Chamber that managed the SWORWIB’s
account at that time, acknowledged personal, direct knowledge of the SWORWIB segregating the funds for this
building project. Marshall noted that in providing all invoices to DOL, they became interested in the HVAC rooftop

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unit replacement and question this expenditure for which Marshall has provided documentation of the unit no longer working and the expense being covered by the Memorandum of Understanding among the many OMJ Center building partners. Mann asked Marshall to meet with him separately to better understand these remaining issues. Marshall asked the Board for a resolution confirming the original decision to convert the basement storage into functional use as a training center for Cincinnati State and Great Oaks on an even cost split. Stuckey moved, Sommer seconded a motion reconfirming the board’s original decision to utilize its own private funds and limited administrative dollars to partner with Cincinnati State to convert the storage floor into a training use for our customers, with Cincinnati State paying a 50% split in the total costs. Motion unanimously approved.

Grants: Marshall reported a very busy season with federally release grant notifications for which one or another partner in the Greater Cincinnati area has asked for participation by the OMJ Center and SWORWIB. As the result of a Midwest regional consortium brought together by DOL District 5, Marshall is also negotiating with Milwaukee and St. Louis for Cincinnati to be included in a regional Tech Hire grant application for which the SWORWIB and Partners for a Competitive Workforce can gain some consulting services from the LaunchCode organization that helps employers to consider bootcamp graduates for entry level programming positions. We are also in the midst of determining whether to apply for the LEAP Grant (Linking to Employment Activities Pre-Release) with Talbert House and Community Action. We are also partnering with Cincinnati State, United Way and Great Oaks on several other grants, serving as a partner not the lead. Stuckey asked if the SWORWIB would be seeking summer youth opportunity grants since there is focus on summer employment by the federal administration. Marshall noted that the SWORWIB has only one summer employment in the stimulus year when we had several million released to us for that purpose; but noted that city and county governments will be able to apply for additional summer youth employment funds and both the City and the County are actively engaged in requests for proposals for summer employment opportunities.

Local Area Budget Report Review
Marshall reviewed the local area budget report and reminded members that this is our combined local budget. Current allocations of funds are $7,000,000 total. Holt advised that this is a 30-90 day report on spending patterns for the federal cycle. He further reported that 80% of funds are obligated so we are not at risk of recapture of unused funds. Stuckey commented that he values seeing the total allocation of funds and where we are at with spending and then moved, Riddick seconded a motion to accept the local area budget report. Motion passed unanimously.

Scorecard Update
Marshall reminded the Board that the scorecard was developed by the former Measurement and Continuous Improvement Committee chaired by Charles Wright so the Board could review a quarterly check-in on our status with priority efforts for the program year. Marshall reviewed the Scorecard and summarized progress under each category. Stuckey commented that this is a useful review of progress during the program year and thanked Marshall for continuing the Scorecard through all the change activities being managed. Fox asked if other Workforce Boards were charting their progress with a Scorecard or other document, particularly for monitoring the OMJ Center and Youth providers as well as SWORWIB staff priorities. Marshall and Holt commented that there are a variety of methods used by some of the Workforce Boards throughout the staff but most are more process focused. Tidwell moved, Wessel seconded a motion to accept the Scorecard update as reviewed. Motion passed unanimously.

2016 Nomination Appointments
Marshall welcomed the new and renewed members and advised that the 2016 nomination appointments were only recognized and recorded a couple of weeks ago by the website by the Clerk of Council. At this time she reported she would complete the Workforce Board Initial Recertification Application which the Governor is proceeding with during the local area protest that Area 7 has filed with the Department of Labor that could ultimately impact all 20 Workforce Board once the DOL responds to the Area / protest of Governor Kasich’s redesign for Ohio. Marshall reminded the Board that Mayor Cranley would like to reduce the size of the board; and at this time, such a reduction is being contemplated as a result of current members whose terms end December 2016 not all being willing to renew their terms. The current board meets the federal, state and local criteria with some cushion in the business representation. The Nominating Committee will reactivates after the May Quarterly Board meeting.

State Re-Certifications Review
Marshall reported that in the transition from WIA to WIOA, all states require recertification documentation and applications from the Workforce Boards. In Ohio, there are the initial, the preliminary and the final recertification processes. These processes are time consuming and challenging given that the State’s time frame may not mirror
the SWORWIB's time frames. Nonetheless all processes must be prepared and submitted in accordance with the announced deadlines.

*Local Area: Marshall advised that the local area has to be recertified and that Area 13 meets the criteria in the law. Area #7 has filed a dispute with the DOL so note all areas are being approved at this time. Marshall expressed the opinion that our Area would receive initial certification but the Governor is aiming at reducing the number of boards and combining the local areas to meet the state economic development areas. This could mean a requirement to merge with Local Area #12/Butler, Clermont, Warren Counties. Stuckey noted that he had been involved at the time the SWORWIB was originally formed and included Butler, Clermont and Warren; but when some social unrest occurred the suburban counties withdrew. Fox asked if the Board could contest such an action as the customer base for the urban core city and county is very different than the suburban counties. Marshall reported that these conversations are going on throughout the state and in particular with urban cities/counties and we will need to remain vigilant about changes at the state level in order to be prepared to address reconfiguration.

*Workforce Board: Initial certification of the SWORWIB will be applied for as soon as the Clerk of Council has posted the full board membership to their website and we can have our list and the Clerk's list publically confirmed by the State.

*OMJ Center: Holt is working on this recertification along with the OMJ4PWD Committee, the OMJ Business Engagement Committee and WIOA Core Partners Council. These committees will be reviewing the draft documentation and the plan is to submit the application for OMJ Center recertification by the first of May.

Contract Updates
Marshall reported that just as there are state applications as a result of transition from WIA to WIOA, there are also contracting requirements associated with bidding for one-stop and youth services; as well as other legal documents that must be in place to describe adherence to WIOA requirements. The SWORWIB is actively working on the following remaining but highly critical contracts and agreements:

*OMJ Center Contract: Now that the SWORWIB bids for the one-stop services, we must also contract with the one-stop provider. This is very different for Hamilton County and the original draft contract prepared in October, 2015 has still not been reviewed by the Hamilton County Prosecutors' Office. The OMJ Center is continuing to perform services without a contract which is probably only possible since they are also the agency that holds our WIOA funds, charges through the Random Moment Sampling system and draws the money down through the Central Fiscal Information System. Marshall is hopeful the Prosecutor's office can respond to the draft soon.

*Local Governance Agreement:
Marshall reported that when she returned to the SWORWIB in 2007 she was surprised that there was not a local governance agreement or some other legally binding document that outlined not only the relationship of the two governments, Cincinnati and Hamilton County, but also the role and responsibilities of the Southwest Ohio Region Workforce Investment Board. Her efforts to get this addressed were unsuccessful until the passage of the new legislation which was much less negotiable about the need for the Workforce Boards to control the funds allocation and for the role and responsibilities of the Workforce Boards to be clarified in Local Governance Agreements. (LGA) Marshall drafted the first LGA.

Partner Videos
Marshall reported that videos of all partners in the OMJ Center will display on the platform TVs in the Resource Room on the first floor. Half of these videos are complete and the other half to be completed by the end of February. Partners will be notified via email when all videos are complete. These are the second video project that the SWORWIB has undertaken in this program year. The first was a selection of employers, customers and volunteers so customers could hear about success with our customers.

Other
*Business Survey: Marshall reported that the OMJ Business Engagement Committee wanted to poll the board members about their hiring needs and use of the OMJ Business Services. Marshall reviewed the Hiring Survey that was distributed and noted that it would be sent by email. She asked all members to complete and return the survey as it is very short but will be beneficial for the committee's work.

*OMJ Jobs Pilot Initiative: Marshall reported that Area #13 was again selected for an ODJFS pilot project. Maybury, Region 5 ODJFS Coordinator, shared the work that her staff are doing with reviewing jobs postings on OMJ.com and then searching ' or candidates with resumes already posted who meet these hiring requirements and then contacting them to apply for the openings. The pilot project will focus in certain areas within the state but if successful would inform changes in the customer service representatives' focus areas within each OMJ Center.

*CCMEP Update: The Governor's effort to combine TANF and WIOA funds under a new program, Comprehensive Case Management Employment Program, is proceeding with an anticipated start date of July 1, 2016 just as reported by its director, Doug Lumpkin, at our November Quarterly Board Meeting. Marshall explained that waivers
of both federal laws have been submitted by State staff to the Department of Labor (DOL) and Health and Human Services (HHS) but no responses have been received yet by the State. Marshall noted many of the needed details raised at the November meeting by Board members to Director Lumpkin remain unanswered but the SWORWIB and Hamilton County must proceed. Fox raised concerns about how to proceed throughout the county when the impact of the metropolitan housing authority and all the changes with public housing communities has impact throughout the county, especially where bus service is considerably more limited which will be problematic for TANF recipients as CCMEP direct them more specifically into full-time employment. Marshall noted that CCMEP will work throughout the county, although there are sure concentrated areas where the 18-24 year old custodial parents reside and efforts for employment will need to address the transportation barrier. Stuckey raised concerns about the need for services for both the long-term unemployed who are not getting back to work but have work experience and the structurally unemployed who may have no work experience for themselves and any of their family that influence them. Marshall commented that the CCMEP approach is specifically aimed at applying the 14 elements of youth services under WIOA to this particular population under TANF for which there are very few results measurements related to employment but many process measures. She noted that her primary concern is why the funds have to be merged at the state level rather than TANF simply following the WIOA Youth Services framework which would not put WIOA youth performance measures at risk for the SWORWIB or the State. Fox asked Marshall about her having indicated that meeting performance measures under the DOL system is a requirement to continue to serve the local area. Marshall confirmed that recertification as a local area and a workforce board requires meeting or exceeding the now 17 WIOA measures increased from the original nine under WIA. She re-iterated her concerns about SWORWIB and state performance under the WIOA law. Marshall also noted that the SWORWIB needed to require Hamilton County to include our three contracted WIOA Youth providers within their CCMEP Plan. Furthermore she noted that the SWORWIB needed to require these providers to be noted in the Request for Proposals (RFP) to contract for an agency to undertake the CCMEP effort in partnership with the SWORWIB and our youth services providers and one-stop operator. Lastly Marshall noted that the SWORWIB also needs for Hamilton County as the selected Lead Agency for CCMEP to report to the SWORWIB quarterly on progress and results with CCMEP implementation, successes and challenges as Governor Kasich wants the Workforce Boards to help in oversight of CCMEP. Fox suggested that the SWORWIB, through its President, should review the CCMEP plan and the RFP and be involved in the selection process. Jones asked that the SWORWIB and Hamilton County also work together and describe this effort within the regional strategic plan that is underway and must be submitted to the State of Ohio. Stuckey moved, Fox seconded a motion that Marshall work with Hamilton County on all of these items: 1) inclusion of the SWORWIB youth providers in the CCMEP plan, the RFP and all processes for implementation; 2) inclusion of a quarterly report to the SWORWIB on the CCMEP progress and results; and 3) inclusion of CCMEP within the local area #13 and southwest Ohio regional WIOA strategic plan. Motion unanimously approved.

VII. Required WIOA Southwest Ohio Regional Plan

Brueggeman reviewed the PowerPoint presentation of the regional plan process and answered questions from various members about the timing for completion and how we are coordinating with the Workforce Board for Area #12-Butler/Clermont and Warren Counties. Marshall asked for volunteers from the Board to assist as information providers and as draft editors to assist the SWORWIB staff team to be able to prepare and complete this effort by September, 2016. Rademacher suggested that this is more than a strategic plan – it is a creation of common interests, considering individual interests and the different people we serve as well as the differences in operations and focus between the SWORWIB and the outlying counties Workforce Board. Stuckey spoke passionately about not losing our focus on the large population of heavily barriered individuals living within the City and Hamilton County as an urban center of a multi-state region with very diverse culture and resources. Others expressed similar concerns about linking to the surrounding suburban counties while remaining focused on serving our most disadvantaged populations. Marshall advised that she is working with the State for one regional plan that will differentiate the urban core of Area #13 from the surrounding suburban counties; while noting that each of these counties have individual concerns of their own, as well. She granted that the two areas are different and we will need to identify both areas of difference and similarity. Stuckey suggested that with all the dispersal of publically supported housing and economic fabric changes such as scattered housing sites, more people are moving to the suburbs and this will change logistics. Clearly, the plan must address a collective opportunity to serve those clients with employment and training needs both in Area #13 and Area #12, while also noting those elements where agreement may not be reachable, such as industry sectors, cost coverage for ITAs and OJT’s, eligible training providers and sector/career pathway initiatives. Brueggeman advised that this will not be a generic strategic plan, but will include a considerable amount of economic and workforce data, commuting patterns, populations, industries, employment statistics, literacy and alignment for services throughout the southwest Ohio region. Fox spoke again to the relevance of the chronically unemployed and whether these are the same as the new term “structurally unemployed.” She suggested forming a small group of people to assist Brueggeman with the data.
research. The following members volunteered to meet with Brueggeman about how they could assist with the necessary data collection and plan draft review: Aarons, Bedolla, Fox, Powell, Redemacher, Sommer, Stuckey and Wright.

VIII. Public Comments and Announcements
Several members expressed concerns about parking issues and asked about whether there was much use of the Central Parkway Bike Trail that took away a couple dozen parking spots. Holt apologized about the busy top lot and lower lot and reminded members that there is a smaller back lot behind the building that is usually not full. Chair Brezinski asked if there were questions or comments from the general public in attendance. There being none from the public or the board members, he moved on to the next agenda item.

IX. Next Meetings
Chair Brezinski reviewed upcoming meetings:
February 18, 2016 – WIOA Core Partners Council 10 a.m. – 12 p.m.
March 10, 2016 – Executive Committee 8 a.m. – 10 a.m.
April 14, 2016 – OMJ4PVD Committee 10 a.m. – 11:30 a.m.
April 14, 2016 – OMJ Business Engagement Committee 3 p.m. – 4:30 p.m.
April 21, 2016 – Emerging Workforce Committee 8 a.m. – 9:30 a.m.
April 21, 2016 – Youth Provider Roundtable 9:45 a.m. – 11 a.m.
April 21, 2016 – WIOA Core Partners Council 10 a.m. – 12 p.m.
May 12, 2016 – Quarterly Board Meeting 8 a.m. – 10 a.m.

X. Adjournment
There being no further business, Sommer moved, Hall seconded a motion to adjourn at 10:00 a.m. Motion passed unanimously.

Respectfully submitted,

[Signature]
Rene McPhedran
Secretary