SWORWIB QUARTERLY MEETING
OhioMeansJobs Center
May 12, 2016 • 8:00 a.m.

Minutes


SWORWIB Members Absent: Omari Aarons, Omar Ahmad, Michael Beck, Oscar Bedolla, Steve Browne, Scott Conklin, Chad Day, Catherine Dooley, Darin Hall, Joseph Kramer, Robert LaMothe, David Mann, Tim McCartney, Chris Monzel, Kevin Powell (Ex-Officio), Eric Rademacher, Eric Riddick, Karen Wessel, Charles Wright.

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

Resources: Kevin Holt, Brandi Scott-Herrmann, Lynn Murphy.

Guests: Gina Bell (for Chris Monzel), Carol Gittinger, Jane Keller, Jeff Mueller, Amelia Orr, Megan Ryan, Doug Mohr & Katie Scheetz (Windmills Presentation).

I. Opening – Welcome and Introduction of New Board Members

Having exceeded quorum, Chair Brezinski opened the meeting at 8:02 a.m. thanking everyone for taking time fromf their busy schedules to attend and requesting that all members and guests introduce themselves. He further reminded everyone to sign-in at the registration desk as attendance record keeping is required and signatures need to be legible or printed on the side. Two new board members were introduced: Matthew Owens replacing Kathy Maybriar from ODJFS and Dani Watkins from CityLink to meet the required community representation on the board. Brezinski thanked Vonderhaar’s for the catering and set up of the breakfast buffet. Marshall thanked General Tool and Brezinski for providing the catering.

II. 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, Moroski moved, Toebbe seconded a motion that the agenda be approved as previously distributed. Motion passed unanimously.

III. Consent Agenda

Chair Brezinski reviewed the consent agent items and 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, Oshita moved, Sorenson-Williams seconded a motion to approve the consent agenda. Motion passed unanimously.

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

- 2.11.2016 Quarterly Meeting Minutes
- President’s Report and Attachments – Grant and Audit Update Reports; 2nd Quarter WIA/WIOA Performance Report. Policies: Priority of Services for Veterans; Eligible Training Provider Policy Revision for WIET State Registry; Incumbent Worker Training (IWT) Guidelines; Transfer of Funds between the Adult and Dislocated Worker Formula Funds; ITA Financial Definitions Policy; Lower Living Standard Income Level (LLSIL).
- Committee Reports
  - Emerging Workforce, OMJ4PWD, OMJ Business Engagement, WIOA Core Partners

SKM Approved 5.12.2016 QUARTERLY MEETING MINUTES
IV. Chair’s Report and Executive Evaluation Process
Chair Brezinski reviewed the chair’s report and advised the members of the 18.8% allocation reduction for next year, starting July 2016. There were several other areas in Ohio nearly as high and one area, Lake County, with a 19% reduction. He congratulated Marshall on being chosen to receive the H.G. Weisman leadership award for innovation in workforce development, in Florida, May 24-26, 2016. The award recognizes exceptional services to the National Association of Workforce Development Professionals and the field of workforce development in America. Brezinski advised that Marshall’s evaluation takes place each June and it has been the practice for the board members to provide feedback on her performance directly to the Chair by phone or email which is then shared with the officers who conduct her performance review during the June Executive Committee meeting. Chair Brezinski thanked Jennifer Roeder and others from Opportunities for Ohioans with Disabilities who arranged a visit to General Tool for a tour and also invited all board members to tour or visit with him for any interests they have in discussion about the board.

V. Nominating Committee Recruitment Announcement
Marshall advised the board that Karsten Sommer, the nominating committee chair, Carol Maxwell of Mercy Health and Kathy Maybril of ODJFS resigned in the last quarter. Matt Jones of the Cincinnati Business Committee, a current Nominating Committee member, volunteered to assume the Chair role for this year’s nominating activities. New members either have been or are being processed through the Mayor’s office to fill some slots, specifically Julia Abell of Mercy Health, Matthew Owens of ODJFS and Dani Watkins of CityLink. Burschur moved, Snyder seconded a motion that the new members be forwarded to the state for at Mayoral and Council approval in order to update the Workforce Board certification application. Motion passed unanimously.

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

*Scorecard Update: Marshall reviewed the updates to the SWORWIB Performance Scorecard and noted that an updated Scorecard for FY2017 would be presented at the August quarterly meeting. Boykins commented on the ease of review as a board member with this scorecard and her appreciation for continuing with this highlighted summary. There being no questions or further discussion, Stuckey moved, Conner seconded a motion to approve the scorecard update as presented. Motion passed unanimously.

*Budget Items:
A) Local Area Budget: The local area budget was reviewed. Center operator costs $1,155,459; direct service costs for operator $1,974,510. Total costs for operator are $3,129,969. The percentage of expenses tied to direct services are 63.1%. OMJ is on track to end the year with carry forward dollars near $700,000 (adult/DW) reflecting approximately 25% latest allocations to carry expenses through the first three months of the new fiscal year when allocations from the federal government are only 10%. This irregular allocation practice was not corrected in the new WIOA. Admin is expected to carry forward some limited funds and youth formula is expected to carry forward approximately $95,000.

B) OMJ Budget Issue: Ohio’s economic success in recent years relative to other states resulted in reductions in all three funding streams, with a total overall loss of 18.8% in PY16 WIOA dollars compared with PY15. The WIOA formula funds are distributed using factors that compare county-level statistics on unemployment, poverty, and other factors. The counties having unemployment rates consistently below 4.5% are Area 11 – Franklin County, Area 13-Hamilton County, three counties in Area 8, eight counties in Area 7, and Warren County in Area 12. After removing these counties from this factor’s distribution, the remaining counties receive a relatively larger share of the formula distribution. The greatest reductions in the relative percentage of individuals occurred in Area 11-Franklin, Area 13-Hamilton, and Area 12’s Butler/Clermont/Warren Counties. Our reduction would have been more dramatic, but an additional $400,000 loss was prevented by hold harmless rules that the WIB Directors argued for after the last formula used for distribution was so brutal for urban centers. The OMJ Center will see a cut of 21.3% for adult/dislocated worker/homeless funds. OMJ will maintain 60% of spending on direct services. Administrative dollars will also be reduced.

C) WIOA Allocation and SWORWIB FY2017: The WIOA formula funds are distributed using factors that compare county-level statistics on unemployment, poverty, and other factors. The methodology is approved in the state’s combined plan for workforce programs. Each county’s share of the funds distributed by each factor is based on that county’s statistic relative to the statewide total. The distributions to all counties within the same local area are summed to determine the area’s total allocation. Similar to the formulas used to distribute funds among local areas, state-level statistics are compared to determine each state’s allotments. Excess unemployment is the total number of
unemployed individuals exceeding 4.5 percent of the labor force. This simple "toggle" for excess or less than the state standard unemployment rate is simple but might be better done using a percentage excess or less than factor.

D) Proposed Consolidated Budget: Marshall reviewed the SWORWIB consolidated budget and advised that revenue and expense totals are $902,181.00. The SWORWIB continues 1916 building management under contract with the County for which the Partners Co-location Memorandum of Understanding (MOU) covers 1916 operating and other facility related expenses but covers no costs of SWORWIB time to manage the building and all building repair projects and ongoing property costs. The Industry Workforce Alliance Grant from the State ends June 30th and provided nearly $25,000 in administrative fees to the SWORWIB. Another Grant for National Emergency Grant Sector Partnership continues through June 2017 and allows the SWORWIB to obtain $40,281 for administrative fees.

Prater moved, Johnson seconded a motion to approve all four budgets items as presented and reviewed. Motion passed unanimously.

*Recertification Applications:

A) Local Area Designation: Marshall reported that the WIOA federal regulations are not yet released and the Governor has developed a more rigorous local area designation policy and procedure than outlined in the actual WIOA legislation. The Local Area Designation application was submitted and the local area recertification has been approved for Cincinnati/Hamilton County as Area #13 through June 2017 at this time. Marshall noted that the Governor could redesignate the local areas of the State depending on current disputes from some local areas in Ohio and the final regulations. She noted that the Regional Planning Policy has determined combined areas for regional planning that many believe are the Governor's desired local areas for future designation. This policy combines Area #13 with Area #12 and comprises the 2001 original four counties that resulted in our name of Southwest Ohio Region Workforce Investment Board which we elected not to change when Butler, Clermont and Warren withdrew from the combined regional workforce board after unrest in Cincinnati in April 2001. Stuckey asked what the ramifications are if the regulations allow from gubernatorial redistricting while also expressing concern that the inner-city poverty community will be disadvantaged by such a merger. Fox questioned whether this redistricting is meant to reduce local boards and match the alignment of JobsOhio districts for which the public has no rights for involvement and engagement in decision making. Fox further questioned whether the voice of the City and urban County would be curbed by three suburban counties that would outnumber the urban center's voice on the board. Marshall reminded the Board that our strength is in our meeting compliance obligations as a Board, spending our funds in support of performance results and remaining creative and productive with our contractors in their delivery of achievements for our customers. She reiterated that at this time, we are approved as currently constructed and she will keep the Board apprised of the implications of federal regulations on the timing for system state changes.

B) Workforce Board: Marshall advised members that the paperwork has been submitted and she has been verbally confirmed that we meet the requirements, but the State has not submitted any formal notification at this time.

C) OMJ Center: The recertification application for the OhioMeansJobs Center has been submitted to the state for approval. Paperwork was included in the consent agenda. We currently can provide van-handicapped accessibility but both lots involve inclines, so Marshall has devised a work-around for van handicapped accessibility by requesting that City Engineering provide for signage at the street at the Bike Trail for two spaces up front to fully meet ADA requirements. Signs have been received for posting, but City Engineering will have to conduct a study before responding to our request. Vice Mayor David Mann has approved his staff to work with City Engineering with Marshall. Stuckey moved, Fox seconded a motion to approve all certification applications for submission and filing when required. Motion passed unanimously.

*One Stop Contract Update: Marshall reminded the Board members that under WIOA, the SWORWIB is responsible to bid for one-stop operations, conduct the evaluation process, select the preferred bidder and contract for the bid services. Consequently, Marshall drafted the One-Stop Contract and sent it for review by the Hamilton County Prosecutor's office. That first draft contract was sent to the county in October 2015 and the SWORWIB just received the re-dlined copy back just before this meeting. Marshall will attempt to complete a prosecutor-office-adjusted revision within weeks in order to move forward before the end of the program year. If necessary, SWORWIB will lead the effort and engage our own legal counsel if necessary or take the contract to the county commission directly in order to secure the finalization of the contract.

*Local Governance Agreement Update: Marshall reported that the new WIOA legislation requires that the Workforce Board's roles and responsibilities either be included in an intergovernmental agreement or in a Local Governance Agreement (LGA) but it must be detailed in a legal document signed by all partner governments, which in our case means the City and County. Like the One Stop Contract, Marshall reported that she had drafted such an agreement and forwarded it to Hamilton County Prosecutors Office and the City Solicitors Office but neither had taken action to review and edit this draft. Marshall will continue to pursue completion of the Local Governance Agreement because it must be appended to the next review of the Local Area and Workforce Board recertification applications.
*Fiscal/SWORWIB MOU:* Furthermore, Marshall drafted a Fiscal Agency Memorandum of Agreement (MOA) between the County and the SWORWIB detailing the unusual fiscal processes inherent in Hamilton County's conflicted interest given their various overlapping roles in the implementation of WIOA within Hamilton County. This draft Fiscal Agency MOA was forwarded to the Hamilton County Prosecutors Office and HCJFS Contracting Department in April but no response or revision has been advanced. Conner moved, Jones seconded a motion to approve the Fiscal/SWORWIB MOU drafted by Marshall and support her continued efforts to obtain the necessary new documents required by WIOA. Motion passed unanimously.

*Regional Strategic Planning Update:* Marshall provided an update on progress with the Regional Strategic Plan for Southwest Ohio, including Areas #12 and 13. As part of the State’s plan expectations, there are necessary agreements such as a conflict management agreement that Marshall has for approval, as well as agreement on industry sectors, OJT and ITA spending frameworks, shared approved Eligible Training Providers lists, and common plans for implementation of all State policies for economic development collaboration. Marshall is working with Area #12 to arrange a meeting of both Workforce Board Chairs in order to determine an approach for addressing these matters in the required plan as both areas are far apart on some aspects. Marshall advised that the summer will be spent filling in sections and managing the politics of broad discussion. Brueggeman will convene the volunteers for the Regional Plan Committee in July to outline the framework of activities and assist with review of the plan sections. Area #12 participants will be included.

*MOU Between Area 12 and Area 13:* Marshall explained that one MOU between the two areas that we have had in the past and need to renew is the Memorandum of Agreement between Ohio Area 12 and Ohio Area 13 relative to management of perceived or possible conflict of interest by customers served by each area. Marshall noted that the draft MOU is based on the prior agreement she had when Jeff Weber was the Area #12 Director. Marshall is negotiating the MOU with Area #12.

*1916 Facilities Update - Projects and Occupancy:* Marshall advised that the building is at capacity now and does not have any more phone or data lines available without additional service installation. She has worked with Holt and ResCare to not permit infants and children on the second floor and to expand office availability on the lower level until ResCare's renovations of their own office space can be completed. 1916 will have several major repair and adjustment projects underway by the end of June including the demolition of the lobby platform to make way for more computer terminals for the Resource Room and for floor tile replacement. Videos of all partners have been completed and are showing on the Resource Room platform TVs and will soon be added to the OMJ and SWORWIB websites. The last RoofTop Unit for HVAC will be undertaken at the end of the summer as the building of it takes about 60 days and then transport.

*1916 MOU Extension Update:* Marshall reviewed the final extension of the original 2013-2015 MOU for the co-locating partners cost sharing for 1916. This one-year extension to June 30, 2017 is requested by ODJFS for convenience during this implementation year of WIOA and given all the other demands and deadlines. Marshall reviewed the signatures from all MOU partners was reviewed. Conner moved, Jones seconded a motion to approve the 1916 MOU Extension. Motion passed unanimously.

*New Policies:*

A) *On the Job (OJT) Training* – The purpose of this policy is to provide guidance to the local workforce development areas when providing OJTs to adult, dislocated workers, and youth participants with formula funds. There were no questions about these policies. Sorensen-Williams moved, Snyder seconded a motion to approve the previously distributed policy. Motion passed unanimously.

B) *Customized Training Guidelines* – The purpose of this policy is to provide guidance on delivery of customized training. Marshall detailed the challenges presented by this policy as forwarded from ODJFS; specifically an expectation for a kind of training investment that the SWORWIB has never made with formula funds and during a time frame in which the SWORWIB has been notified of an 18.8% cut in funding. Furthermore, Marshall reported on presentations she has seen and addressed concerns to at JobsOhio Board and local region meetings since the JobsOhio organization has developed its own extensive team of Customized Training Workforce specialists deployed to each JobsOhio area and with a sizeable team based in Columbus as well and with limited performance expectations. In particular Marshall noted that she had repeatedly raised a concern that these are WIOA funds expected by the state to be spent on JobsOhio customized training endeavors but for which the workforce boards are responsible for DOL performance expectations and the JobsOhio teams are not held to the same performance measures but expect Workforce Board support for funding. Fox expressed deep concerns that the SWORWIB has a hard enough challenge ahead with meeting performance measures given the requirements of the Comprehensive Case Management Employment Program required of or youth providers. She expressed additional concerns that now, JobsOhio, which is under no public review or reporting requirements expects to be able to obtain funds for their customized training activities for which they are not held to the funding or performance standards, but the SWORWIB is. Waldbillig explained the importance of customized training in order to attract employers in the ways that southern and other states with large state investments are able to do and the importance of preparing a workforce specifically to meet the employer training needs and skill demands. Jones noted that he sees both sides.
of this policy and is in support of the need for this customized training approach to be deployed by Ohio in order to attract new employers to the region and throughout Ohio but appreciates that in the year of a large funding cut and the additional importance of performance results during this implementation phase of WIOA creates undue burden on the SWORWIB to now be expected to free funds for customized training. Stuckey expressed concerns that the SWORWIB will be challenged enough since it can barely fund OJT and Individual Training Accounts that have proven their effectiveness. McPhedran moved, Gillespie-Hurst seconded a motion to approve the proposed policy in response to the state's request for customized training policy. Brezinski and Waldbillig abstained. Motion passed unanimously minus the two abstentions.

*SWORWIB/New Horizon Scholarship Partnership: Marshall advised that the SWORWIB is partnering with New Horizons for six scholarships in Information Technology (IT) for Hamilton County residents who meet specific criteria. The six scholarships will fund an opportunity to complete one of three IT certification programs to be taken during regular course offerings at the Blue Ash New Horizons facility. Approved scholarship recipients may choose to attend one of the following entry-level training programs: Security Information Technology Associate (SITA), Business Office Administration Associate (BOA) and Medical Office Administration Associate (MOA). Scholarship recipients will also have access to New Horizons Career Services and Professional Development resources such as bi-weekly webinars, resume preparation/mock interview sessions and access to the international job board. Candidates must meet eligibility criteria: recent high school graduate, out-of-school youth (18-24), adult dislocated worker, and passing score on the Wonderlic SLE-Q assessment. The deadline for receipt of application is May 31, 2016. Deadline for selection is June 10, 2016.

*Other: Chair Brezinski noted that the SWORWIB staff had arranged a birthday cake for President Marshall and members gave birthday greetings and pieces of cake were available.

VII. Presentation: Introduction to Windmills
Chair Brezinski invited Jennifer Roeder to introduce the presentation and the presenters. Roeder explained the content of the training mentioning that Kevin Powell had participated in a longer version of the training with his company and is an advocate for the diversity training. Roeder introduced presenters that she feels provide a passionate and enthusiastic delivery of a "taste of diversity training". Doug Mohr and Katie Scheetz presented a "teaser" introduction to Windmills training. Windmills is an interactive training program that enhances awareness of cultural diversity, examines personal attitudes and biases toward people with disabilities and provides information to better understand the Americans with Disabilities Act (ADA). Board members participated actively and sought answers to questions during the exercises. Roeder reminded members that Opportunities for Ohioans with Disabilities (OOD) will customize a full module training session that is free to employers and encourage their consideration and contact. After the completion of the full presentation, Chair Brezinski thanked the presenters, Roeder and the Board for their engagement in a critical topic for service delivery under WIOA.

VIII. Announcements and Public Comments
There were no other announcements or public comments.

IX. Next Meetings
Chair Brezinski reviewed upcoming meetings:
June 9, 2016 – Executive Board 8 a.m. – 10 a.m.
July 21, 2016 – Emerging Workforce 8 a.m. – 9:30 a.m.
July 21, 2016 – Youth Provider Roundtable 9:45 a.m. – 11 a.m.
August 11, 2016 – Quarterly Board 8 a.m. – 10 a.m.
August 11, 2016 – OMJ4PWD 10 a.m. – 11:30 a.m.
August 11, 2016 – OMJ Business Engagement 3 p.m. – 4:30 p.m.
August 18, 2016 – WIOA Core Partners Council 10 a.m. – 12 p.m.

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

Respectfully submitted,

Renee McPhedran
Secretary