



BOARD MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

Thursday December 10th, 2020

9:00 am

Members Present (12): Brian Richards, Joy Lytle, Monika Royal-Fischer, Karen Scherra, Zachary Stanfield (9:06), Tate Borcoman, Andreas Brockmann, Michelle Snow, Jerica Kruse, Michael McNamara, Matthew Owens, Justin Phillips.

Members Absent (4): Sarah Manley, Ron Rohlfing, Justin Conger, Karen Karnes.

Member Vacancies (3): Business Rep. (Butler); Business Rep. (Clermont); Labor Organization Rep. (Area).

Invited Guests / Subject Matter Experts:

- **CEO Consortium (3):** Clermont Commissioner David Painter, Commissioner Dixon (via proxy David Fehr), Commissioner Jones (via proxy Martin Russell).
- **BCW|Workforce (Board Staff):** Brian Beaudry (Board Secretary), Stacy Sheffield (Exec. Dir., BCW|Workforce), Jason Ashbrook (Dep. Director, BCW|Workforce), Sal Consiglio (Fiscal Agent / Consiglio, LLC).
- **Contract Recipients (OMJ One-Stop System):** Amy Miller (OMJ System Operator), Matt Fetty (Director, OMJ|Warren).

I. Welcome (Stacy Sheffield)

A. Roll Call/Quorum/Call to Order

- Ms. Scherra called the meeting to order at 9:02.

II. Consent Agenda

❖ **Motion: Approve the Consent Agenda, including the October 8th, 2020 Board Meeting Minutes; made by Ms. Snow.**

- Motion **passed** with voice vote.

III. Presentations

A. Status Report: FY21 Contracts Status & Operations/Admin Budget. (Sal Consiglio, Fiscal Agent)

- Consiglio reports that, as of November 31, 2020, the Board Operations budget is currently 26% spent vs. 42% projected. Board staff vacancies and unspent expenses, mostly due to COVID, contribute to the underspent budget.
- The Status of Funds for OMJ One-Stop System contracts, as of Oct.31, 2020, shows that spending for Adult and Dislocated Worker

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services falls below policy requirements, while EasterSeals' Youth contract funds are 100% spent. Mr. Russell asked if Youth Service funds are 100% spent because they were actually spent or simply allocated to EasterSeals. Mr. Consiglio confirmed that EasterSeals has spent the funds.

- Ms. Scherra asked the OMJ System Operator, Amy Miller, to explain the under-expenditure of OMJ service funds. Ms. Miller suggested that carryover from previous years must be spent, slowing the expenditure of FY20 funds. Ms. Miller will present the OMJ One-Stop's plan to catch up on spending, later in the meeting.
- Mr. Russell sought clarity about whether any workforce funds have been sent back to the state. Mr. Consiglio reports that, so far, the only funds returned to the state have been OERG (Opioid #3) funds.

B. Performance Overview: OMJ One-Stop System & OMJ Career Services Providers. (Jason Ashbrook, BCW|Workforce Deputy Director)

- Mr. Ashbrook presented an overview of critical challenges and proposed solutions to the OMJ One-Stop system, suggesting four areas of improvement:
 1. Innovative solutions to meet employer and workforce needs,
 2. Modernizing technological and virtual resources,
 3. Resolving Board Operations and System Operator staffing needs, and
 4. Monitoring the OMJ Performance Improvement Plan (PIP).

C. Overview: Suggested System Solutions for the COVID era and beyond. (Jason Ashbrook, BCW|Workforce Deputy Director)

- Mr. Ashbrook summarized OMJ One-Stops Performance Improvement Plan (PIP) proposal:
 1. Dually-enroll OMJ-eligible customers,
 2. Assign OMJ One-Stop Career Advisors to each OMJ System Partner, with "scripts" to strengthen communication,

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3. Improve data entry and electronic documentation,
 4. Suggest local policy revisions, and
 5. Align outreach with local and state efforts.
- Discussion
 1. Ms. Scherra asked if employers are currently interested in hiring events and job fairs. Ashbrook replied that there is interest in new safe ways to produce events, until we can safely return to more traditional events. Including virtual career fairs, currently in development with JobsOhio and Brazen, a virtual events company contracted by the State.
 2. Mr. Russell asked if the Operator provided input into the proposed PIP. Ms. Miller stated that the Operator and OMJ BCW supervisors were all involved in crafting the PIP. Mr. Russell also asked what specific policies need adjustments. Ms. Miller suggests that revisions to policies for Individual Training Accounts (ITA) and Supportive Services would provide greater and more immediate impact.
 3. Mr. McNamara asked if spending, performance, or both are being addressed in the PIP. Ms. Sheffield replied that both aspects, with an initial focus on spending, are expected to be addressed.
 4. Mr. Borcoman emphasized the need for effective hiring events and offered assistance at a committee level.

IV. Action Items

- A. **Motion: Accept the Performance Improvement Plan (PIP), by the OMJ One-Stop Directors, with a progress report presented by February 25th, 2021 for review at the March 11th, 2021 Full Board Meeting, with specific consideration of the ITA and Supportive Services Policies; made by Ms. Kruse.**

- Discussion
 - ❖ Mr., Owens stated that suggested revisions to the ITA and Supportive Services policy, referenced earlier in the meeting,

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were not specifically stated in the proposed PIP. Ms. Scherra clarified that the motion include language specifically referencing the consideration of the policies.

- Motion **passed** with unanimous voice vote.

B. Motion: Hire Board staff, as outlined in the approved FY21 Budget; made by Mr. Owens.

- Discussion
 - ❖ Ms. Royal-Fischer asked for clarity about the proposed Executive Assistant's scope of work and physical work location. Ms. Sheffield stated the Executive Assistant will support BCW|Workforce Operations (Board Staff) by keeping schedules, projects and tasks organized and on-schedule. Allowing Board staff to strengthen its federal, state and area relationships, board responsibilities, and contracts management. She stated the Executive Assistant will assist with preparations regarding board meetings and agendas to disseminate information as quickly as possible.
 - ❖ Mr. Russell advised that the person selected as the BEST Intermediary needs to be a strong individual who can navigate the politics of the economic development space and pre-existing relationships between business and government. Mr. Russell additionally posed a creative option of using existing organizations in Clermont, Butler, and Warren Counties that already have established relationships with communities and the companies inside them who could provide these intermediary services.
- Motion **passed** with unanimous voice vote.

C. Non-WIOA Funded Workforce Programs & Services

- **Motion: Deliver non-WIOA Funded Workforce Programs & Services, as assigned by the State's Office of Workforce Development; made by Mr. Owens.**

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- Motion **passed** with unanimous voice vote.

D. Contract Career Advisors

- **Motion: Contract Career Advisors to Assist with OMJ Employment & Career Services Delivery; made by Mr. Phillips.**
- Discussion
 - ❖ Mr. Russell sought clarity about contracting for new Career Advisors versus county-based hires. Ms. Sheffield stated that contracting additional staff is preferred, since the currently contracted career services providers are executing a performance improvement plan to spend existing service funds. By contracting additional support, the OMJ's current Career Advisors can focus on current performance goals, while quickly acquiring qualified staff to meet the performance goals for the new RESEA funds. Mr. Russell requested that all options for county-based hires be explored vs. contracting staff but is open to suggestions.
 - ❖ Mr. Fehr sought clarity about who would oversee the contracted staff. Sheffield replied that RESEA-contracted staff would indirectly report to the OMJ System Operator, directly reporting to the contract recipient, who reports to the Board's Executive Director.
 - ❖ Ms. Sheffield identified the program start date as January 2021. Mr. Owens) sought clarity about the location of the contracted staff, specifically if they could be co-located within the OMJ centers. Ms. Sheffield replied that virtual and on-site work options are available for RESEA staff.
- **Amended Motion: Hire Career Advisors to Locally Deliver State-assigned non-WIOA Funded Workforce Programs, after determining with Board support whether work requirements can be best addressed through county hires or contracted staff; made by Mr. Phillips.**
- Motion **passed** with unanimous voice vote.



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E. Firewall and Internal Controls

- **Motion: Adopt Firewall & Internal Controls Policy, as presented; made by Mr. Phillips.**
- Motion **passed** with unanimous voice vote.

F. Tools and Technology

- **Motion: Identify and integrate improved, hybrid tools/technology available to serve the workforce system's employers, workforce, and job seekers; made by Ms. Kruse.**
 - ❖ Discussion
 - Ms. Sheffield stated the action is to explore all avenues available for any under-expanded operations and direct-service funds, to system resources to accommodate current customer needs, whether onsite or online.
- Motion **passed** with unanimous voice vote.

V. Good of the Order

- Ms. Sheffield marked the last Board Meeting of 2020 by thanking the Board for the opportunity to serve the area and wished everyone a safe holiday season.

VI. Adjourn

- ❖ **Motion: Adjourn the regularly scheduled December 10th, 2020 Board meeting of the WIBBCW; made at 10:58AM by Mr. McNamara.**
 - Motion **passed** with unanimous voice vote.

Approved by the Board on _____

Board Secretary _____