

## Committee Summaries

 Workforce Investment Board of Butler|Clermont|Warren

2021 March

### Governance Committee

(Ron Rohlfig, Chair)

The Governance Committee supports strategies and oversees activities that foster a more aligned and responsive system that is easy to access and customer oriented. The committee promotes collaboration, policy alignment, innovation, and communication among workforce system agencies and partners.

**The Initial Governance Committee Meeting was on Monday Jan. 25, 2021 at 11AM.**

- **Committee Attendees:** Ron Rohlfig, Jerica Kruse, Michelle Snow
- **BCW|Workforce (Board Staff):** Stacy Sheffield (Exec. Dir.), Doris Knight (Exec. Asst.)
- **Other Attendees:** Roy Vanderford (Thomas P. Miller & Associates)

**The next meeting is scheduled for Monday Mar. 22, 2021 at 11AM.**

#### I. New Business

##### a. Roy Vanderford, Board Facilitator

- i. Mr. Vanderford introduced his Board Facilitator role by reviewing the dual roles of the Chief Elected Officials (CEO), Workforce Development Board (WDB/WIBBCW), and joint (CEO/WDB) responsibilities.
- ii. Vanderford shared the Governance Agreement, Bylaws, Strategic Plan and the WIBBCW Policy & Procedure documents.

#### II. Actions

##### a. Board Survey

- i. Vanderford released a board survey to get insights that he will summarize in the March 11, 2021 Board of Directors Meeting, with a full review in the March 22nd Governance Committee meeting.

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**Business & Employer Solutions Team (BEST) (Mike McNamara, Chair)**

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The BEST Committee supports strategies to ensure the workforce development system is visible, relevant, efficient, and easy to access by employers. The committee strives to connect employers to qualified, work-ready employees through meaningful partnerships with the workforce system.

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**The Committee Meeting last met on Wednesday, Feb. 24, 2021 at 3PM.**

- **Committee Attendees:** Mike McNamara (OEDA Area Director / Clermont Econ. Dev.); Sonya Walder (proxy for Matthew Owens, OWD Employment / WIBBCW Board Member); Brian Beaudry (Warren Econ. Dev.)
- **BCW|Workforce (Board Staff):** Stacy Sheffield (Exec. Dir.), Doris Knight (Exec. Asst.)
- **Other Attendees:** Tom Kavanaugh (JobWorks)

**The next meeting is scheduled for March 24, 2021 at 3PM.**

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**I. New Business**

- a. McNamara reviewed questions discussed with Sheffield to begin clarifying the committee's focus and ensuring that the Committee is action-oriented and helpful to businesses, employers, the workforce and job seekers.
- b. The committee reviewed existing language re: Roles & Responsibilities and WIOA/State (OWD) Policy.
- c. Tom Kavanaugh of JobWorks was introduced, contracted to provide a BEST Intermediary to align the area's employer relations partners. The BCW|Workforce expects the Intermediary will begin in February 2021.
  - i. JobWorks is also contracted to provide four Career Advisors to deliver RESEA (Re-Employment Assistance) services, which started this month (2021 January). Offers have already been extended to four individuals, and RESEA training information has already begun.

**II. Actions****a. Inform Committee Members**

- i. Translate answers to initial questions, and the BEST Committee roles and responsibilities into [plain language](#).
- ii. Produce and/or distribute a flowchart that visually explains the BCW|Workforce's OMJ One-Stop System.
- iii. Provide an outline of OMJ One-Stop Programs and Services.
- iv. Identify how BEST Partners provide effective business relations without duplicating efforts and stepping on other people's toes.
- v. Share BEST Intermediary job description.
- vi. Upon hire, invite BEST Intermediary to meet the BEST Committee.

**vii.** Identify how business and employer satisfaction and constructive feedback is currently gathered and measured.

**viii.** Share State Employer Satisfaction Report.

**b. Awareness & Engagement (Outreach)**

**i.** Place information videos on [www.BCWWorkforce.com](http://www.BCWWorkforce.com) that specifies what the OMJ One-Stop System provides for our audiences (employers, job seekers, workforce and businesses).

**III. General Information**

**a. Customer Volume**

**i.** **21,434** residents engaged with an OMJ One-Stop

**ii.** **4,909** residents visited a physical OMJ One-Stop, and

**iii.** **154** residents were enrolled for Employment & Career Services

**b. BCWorkforce.com**

**i.** Sheffield suggested that the Committee review [www.BCWWorkforce.com](http://www.BCWWorkforce.com) and submit feedback, questions, suggestions or ideas about how we can continuously improve the site.

The Youth Committee is designed to provide guidance with planning, operational, and other issues relating to providing services to youth.

**The Emerging Workforce Committee last met on Wednesday, Jan. 13, 2021 at 2:30 PM General Information.**

- **Committee Attendees:** Karen Scherra (CCMHRB), Jessica Dean, Joe Schroeder, Julie Woodward (Great Oaks), Shannon Glendon, Krystal Tipton.
- **BCW|Workforce (Board Staff):** Stacy Sheffield, Jason Ashbrook, Doris Knight (Exec. Asst.).
- **Invited Guests / Subject Matter Experts:** Callie Amann (Youth Intermediary / Easter Seals), Chelsea Engel, Dana Heller, Amy Miller, Matt Fetty, Shonya Agin.

**The next meeting is scheduled for March 10, 2021 at 2:30 PM.**

**I. Continuing Business**

**a. BCWWorkforce.com**

- i. A 'Decision Tree' is in-development by the Outreach & Engagement team to navigate users toward WIOA-eligible programs and services in Southwest Ohio.

**II. New Business**

**a. Virtual Career Fairs (VCF)**

- i. The BCW|Workforce Area will host two, free Virtual Career Fairs, scheduled for March 9<sup>th</sup> and May 4<sup>th</sup>, 2021, produced through a State/JobsOhio contract with Brazen.
- ii. Other VCF event options are available for a fee, greatly reduced through the State's contract.
- iii. The outcomes of these statewide events will determine if the State will renew its contract with Brazen, this Summer.
- iv. The development of a Jobs & Career Information Fair for Youth was discussed, which United Way is further exploring with the BCW|Workforce.

**b. Committee Vision and Proposed Topics for 2021**

- i. Expand Committee membership.
- ii. Better engage with BCW|Workforce Area youth.
- iii. Improve the success of apprenticeship and trade programs.
- iv. Address post COVID factors that affect the delivery of workforce services to youth populations.
- v. Develop and maintain a database of community resources to mitigate barriers.

- vi. Improve overall youth engagement.

### **III. Presentations**

- a. CCMEP success stories.
- b. Update: Youth Apprenticeship Readiness Program (Easterseals of Greater Cincinnati).

### **IV. Actions**

#### **a. Performance**

- i. OMJ Career Advisors are expected to enter Measurable Skill Gain information in OWCMS in real-time, within 30-days of the participant demonstrating a skills gain.
- ii. OMJ Career Advisors will successfully exit the majority of participants enrolled in an Occupational Skills Training program for a credential.

#### **b. Annual Recognition Event**

- iii. On February 11, 2021, the CEO/WDB Executive Team created an ad hoc committee to produce an annual recognition event.
- iv. Karen Scherra will act as the Committee's Chair and Board Liaison. The event will be executed by BCW|Workforce Operations (Board staff).

#### **c. Emerging Workforce Jobs & Career Info Event**

- v. With the United Way, the BCW|Workforce, OMJ One-Stop System Operator and the Area's Youth Program are discussing a Jobs & Career Info Event targeted towards the Emerging Workforce (16-24).

### **V. General Information**

#### **a. Performance & Productivity: Youth / CCMEP (WIOA/TANF)**

##### **i. PY2020-Q1 Performance and Monitoring Reports.**

- 1. Measurable Skills Gain (MSG) progress continues to remain below goals.
- 2. Credential Attainment performance continues to remain below goals.

##### **ii. PY2020-Q2 Performance Report expected in March 2021.**

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**Education & Training (Ad Hoc) Committee****(Vacant, Chair)**

The E&T Committee identifies strategies, policies, and other activities to ensure that the BCW|Workforce Area has the workforce needed for a strong and vibrant economy. It also seeks to identify and promote strategies that support credential attainment and career advancement.

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**The last Education & Training Committee Meeting was on Monday, Jan. 25, 2021 at 3:00 PM**

- **Invited Attendees:** Amy Waldbillig (Cincinnati State); Kim Barron (Great Oaks Career Campuses), Cheryl Brackman (Cincinnati State), Karolyn Ellingson (Sinclair Comm. College), Glenda Neff (Univ. of Cincinnati), Margaret Jenkins (OSU Extension), Jennifer Wilcox (Grant Career Center), Karen Karnes (ASPIRE), Karyn Evans (Southern State Community College), Nick Lindberg (Butler Tech), Marty Lopinto (Great Oaks Adult Ed.), Mike Parry (Grant Career Center), Douglas Reich (Miami Univ.), Robert Sheehan (WCCC), Shaton McLaurin (Sinclair Comm. College), Terri Bennett (Butler Tech), Tawna Eubanks (ASPIRE), Julie Woodward (Great Oaks)
- **BCW|Workforce (Board Staff):** Stacy Sheffield (Exec. Dir.), Jason Ashbrook (Dep. Director); Doris Knight (Exec. Asst.)

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**The next meeting is scheduled for April 26, 2021 at 3:00 PM**

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**I. Continuing Business**

- a. Committee shared updated state development program information, specifically IMAP, which is offered by UC, Miami Regional and possibly Sinclair.

**II. New Business****a. Committee Chair**

- i. Monika Royal Fischer, resigned from the Board on January 5, 2021, accepting a new position as Campus Director at Tech Elevator in Cincinnati (Hamilton County).
- ii. Nominations will be solicited for a new Higher Education Representative for the WIBBCW Workforce Board.
- iii. The Committee suggests that the next Chair:
  1. Re-clarify the Committee's purpose.
  2. Ensure that news, information and updates continue to be shared in the committee.
  3. New Committee Chair should resurrect visits to partner locations to meet their career counselors.
  4. Invite businesses and employers to hear what the committee does and how we can help find qualified candidates.

5. Clarify how 4-year institutions can contribute to this committee, since OMJ job/career improvement services appear help residents get short-term credentials well.

### **III. Actions**

#### **a. Present Nominations to CEOs for New Education & Training (Ad Hoc) Committee Chair**

- i. Sheffield will seek CEO appointment of a new Board Member, who would also Chair the Education & Training (Ad Hoc) Committee.
- ii. The CEO/WDB Executive Team meets on Feb. 11, 2021

#### **b. Execute OMJ One-Stop System Improvements**

- i. Improve Awareness & Engagement (outreach) of the One-Stops and partners, especially information about what programs, services and credentials are available, and how education and training providers can connect the workforce to hot, in-demand and critical jobs.
- ii. Improve Job/Career Improvement pages on [www.BCWWorkforce.com](http://www.BCWWorkforce.com), so eligible or interested traffic can be driven to service provider websites.
- iii. Identify ways to improve the on-site or online education/training needs of our workforce and job seekers.
- iv. Survey members to identify ways the Committee can make the time invested more valuable.

#### **c. Partner/Provider Information Groups:** OMJ System should schedule more Partner/Provider Information Groups, so OMJ partners can better understand what education/training providers do, better navigate participants to them, and share specific credential needs, so the providers share how they either do or can meet those needs.

### **IV. General Information**

- a. About 30% of Sinclair's courses are in-person, with the rest offered online or virtually.