



## JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

THURSDAY, FEBRUARY 11, 2021

9:00AM– 11:00AM

### **CEO/WDB Executive Committee Members:**

**CEO Consortium (3):** *Commissioner Donald Dixon (via proxy David Fehr), Commissioner Shannon Jones (via proxy, Martin Russell), Commissioner David Painter*

**Board Executives (4):** *Justin Conger (Chair), Karen Scherra (Vice Chair), Ron Rohlifing (Vice Chair), Michael McNamara.*

---

---

### **I. Welcome & Introductions**

#### ***A. Roll Call***

- Mr. Conger read and recorded the roll call

**CEO Consortium (2):** *Commissioner Shannon Jones (via proxy, Martin Russell), Commissioner Donald Dixon (via proxy David Fehr)*

**Board Executives Present (2):** *Justin Conger, Michael McNamara, Karen Scherra*

**BCW/Workforce Operations:** *Stacy Sheffield (Executive Director), Brian Beaudry (Board Secretary), Sal Consiglio (Fiscal Agent), Doris Knight (Executive Assistant).*

#### ***B. Quorum/Call to Order***

- Quorum was present. The meeting was called to order at 9:08am.

### **II. Adopt Consent Agenda:**

- **Adopt the Consent Agenda, including the November 12<sup>th</sup>, 2020 Executive Committee Minutes; made by Ms. Scherra.**

❖ Motion **passed** with unanimous approval by voice vote.

### **III. FY21 Budget II: Q1 Summary – Sal Consiglio (Fiscal Agent)**

- Mr. Consiglio reviewed Operations' Budget-to-Actual report, as of January 31, 2021
  - i. WDB Admin.' budget is 38% spent, below the projected 58% benchmark, with about \$188,000 of unspent dollars remaining.
  - ii. Mr. Consiglio stated that, along with Jason Ashbrook's departure as Dep. Director, he is concerned about fully spending budgeted funds by June 30, 2021.

JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

THURSDAY, FEBRUARY 11, 2021



## JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

THURSDAY, FEBRUARY 11, 2021

9:00AM– 11:00AM

- Mr. Consiglio reviewed the status of contracted Career Service funds for Program Year 2019, which must be 100% spent by June 30, 2021, before expiring on Sept. 30, 2021.
  - i. Only 87% of Adult Program funds are committed (obligated) and 71% spent.
    - 1. Mr. Consiglio stated that two of the local area's three counties, Butler and Warren, are 100% obligated. He is working with Clermont County to correct an underreporting error.
  - ii. Only 80% of Dislocated Worker Program funds are obligated, with only 68% spent.
    - 1. Mr. Consiglio stated that none of the three Counties are meeting the Board's requirement to timely commit (obligate) funds.
    - 2. Mr. Consiglio highlighted that the current expenditure of PY 2019 funds falls short of local area policy, requiring that at least 80% of funds be committed (obligated) by the end of June 2020; that 100% be committed by December 2020; and that 100% be spent by March 31, 2021.
- Mr. Consiglio reviewed the status of Career Service funds for Program Year 2020, which expire in September 2022.
  - i. Butler and Warren Counties have started to report some Adult obligations.
- Mr. Conger sought clarity about how dollars can be reallocated to our area if they go unspent.
  - i. Mr. Consiglio stated that if the funds are not fully spent by their Sept. 30<sup>th</sup> expiration, the State will recapture the funds. Ms. Sheffield added that the State would consider reallocating recaptured funds to a different area, which could impact future allocations by the State.
- Mr. Conger sought clarity about if any leeway will be given on administrative spending due to difficulties brought on by COVID.
  - i. Ms. Sheffield stated there could be flexibility with the state, and that she plans to fully spend the funds.
- Mr. McNamara sought clarity about Clermont County's reporting errors.
  - i. The OMJ One-Stop System Operator, Ms. Amy Miller, stated an update to the Performance Improvement Plan (PIP) will be delivered on February

JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

THURSDAY, FEBRUARY 11, 2021



## JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

THURSDAY, FEBRUARY 11, 2021

9:00AM– 11:00AM

25, 2021, which will address the necessary changes. She stated the dollars will be obligated and can report that in the next meeting.

### IV. CEO Consortium Action Items:

#### A. Appoint WIBBCW Board Member (Business Representative)

- ❖ Motion: Appoint Michael Howell, VP of Operations (SATCO, Inc) as a WIBBCW Board Member, representing Business; made by Mr. Russell.

- Motion **passed** with unanimous approval by voice vote from present CEOs.

#### B. Appoint WIBBCW Board Member (Higher Education)

- ❖ Motion: Approve Karolyn Ellingson, the Workforce Business Development Manager at Sinclair College, as the Higher Education Representative to the WIBBCW; made by Mr. Russell.

- Ms. Sheffield stated that, with Ms. Monica Royal-Fischer taking a new job outside of the WIBBCW area, her position is vacant on the Board. Ms. Royal-Fischer recommended Ms. Karolyn Ellingson from Sinclair Community College as a replacement on the Board. Mr. Russell confirmed this pick, stating he has a great working relationship with Ms. Ellingson, and she would be a natural fit for the Board.
  - Motion **passed** with unanimous approval by voice vote from present CEOs.

#### C. Update and Revise the Intergovernmental Government Agreement (IGA)

- ❖ Motion: Authorize staff to begin updating and revising the Intergovernmental Agreement (IGA) and present red line tracked changes to the Executive Committee for review; made by Mr. Russell.
- Ms. Sheffield stated recent efforts to secure authorizations from the Ohio's Office of Workforce Development (OWD) demonstrated a need for the IGA to be updated and revised to accurately reflect WIOA's final rules and Ohio Workforce Policy.

JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

THURSDAY, FEBRUARY 11, 2021



## JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

THURSDAY, FEBRUARY 11, 2021

9:00AM– 11:00AM

- Updates and revisions would occur with feedback and guidance of the BCW|Workforce's Exec. Director, Fiscal Agent, WIOA policy consultant, WIOA legal consultant, and WDB Director peers (OWA). A review will be presented to the Board and CEO's for feedback and ultimate approval.
- Mr. Russell sought clarity on items needing the most revisions in the current IGA. He requested a red line version to accurately depict what the IGA was and where revisions occur.
  - As examples, Ms. Sheffield stated that signatory authority is not specified, definitions are antiquated, and that items included in the IGA are not in the Local Governance Agreement (LGA).
  - Motion **passed** with unanimous approval by voice vote from present CEOs.

### V. Workforce Board Exec Action Items:

#### A. Combined Local & Regional Strategic Workforce Development Plan (Local/Regional Plan)

- ❖ Motion: Authorize staff to solicit a volunteer from the Full Board to serve as the liaison for the Area 12 and 13 regional plan, to be reviewed and approved by the Executive Committee; made by Mr. Russell
- Ms. Sheffield stated that Ms. Royal-Fischer was the liaison to the Board regarding the Local and Regional Strategic Plan with Area 13. With her departure from the Board, a new board liaison is needed to champion the project.
- Mr. Conger noted the Board's composition is running thin with active members and is hesitant to create a new Ad Hoc committee. Mr. Russell suggested soliciting a volunteer from the Full Board

#### B. Create Ad Hoc Committee for Workforce Development Area Events

- Ms. Scherra shared an idea for an Area-wide event to recognize youth that received successful services and businesses who made the opportunities available. She suggested that as the idea continues to develop, a standalone committee for workforce development events would be better situated to lead than the Emerging Workforce committee. Ms. Scherra

JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

THURSDAY, FEBRUARY 11, 2021



## JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

THURSDAY, FEBRUARY 11, 2021

9:00AM– 11:00AM

stated the new committee could be comprised of any Board member and even partner organizations

- Mr. Russell stated that while the Executive Committee's bandwidth is limited due to vacancies, this could be a useful pipeline development tool for board recruitment if offered up to community partners.
- ❖ **Motion: Create and Ad Hoc Events Development Committee with the goal of producing workforce development area events open to participation from Full Board Members and community partners; made by Ms. Scherra**

### C. **Ad Hoc Workforce & Wellness Committee**

- Ms. Sheffield introduced the idea of a Workforce and Wellness Committee, originating from a current working group. The goal of the committee would be to execute solutions that can assist in fully expending the local area's substance use disorder-related resources.
- Mr. Conger sought clarity about whether Ad Hoc committee is necessary to accomplish this goal, or if this is an expectation of the operator.
  - Ms. Sheffield clarified that there are Opioid dollars that need to be spent, and that this committee could help best identify solutions for the execute solutions for these and other future dollars.
- Mr. Russell questioned the necessity of a new committee versus Board an OMJ directive.
  - Ms. Miller responded that she has been engaging with Ms. Jerica Kruse and other community partners about how best to use opioid and substance use targeted funds.
  - Ms. Scherra stated she would like to be involved in future conversations to best link people and resources related to serving workforce residents affected by substance use disorders.
  - Mr. Russell suggested that the motion be tabled and revisit this item once Ms. Kruse, the Operator, Ms. Scherra, and staff collaborate on the best structure moving forward.
- ❖ **Motion: Table the creation of an Ad Hoc Workforce and Wellness Committee until Staff has the opportunity to communicate with Karren Scherra, the Operator, and OMJ centers about current and future relationships with individuals involved in the disability,**

JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

THURSDAY, FEBRUARY 11, 2021



## JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

THURSDAY, FEBRUARY 11, 2021

9:00AM– 11:00AM

### **substance abuse, and mental health related barriers to employment and career services.**

#### **VI. Good of the Order**

- Mr. Fehr asked about the plan and current status to fill vacant staff positions.
  - i. Ms. Sheffield answered that she is currently reviewing resumes and evaluating two or three serious individuals interested. Ms. Sheffield reports that the job is advertised as ‘Open until filled’ and posted through Warren County and the WIBBCW website.
  - ii. Ms. Sheffield stated that current Board staff consists of a new Executive Assistant and herself, with Mr. Consiglio acting as Fiscal Agent and Mr. Beaudry providing contract support services, including Board Secretary.
- Mr. Conger asked about the status of Outreach & Engagement. Ms. Sheffield stated that the new Outreach & Engagement group has been working well, especially with behind the scenes groundwork. Ms. Sheffield stated that Newsletters and E-Blast campaigns will begin soon.

#### **VII. Adjourn**

- ❖ **Motion: Adjourn the February 11<sup>th</sup>, 2021 regular meeting of the Executive Committee at 10:19AM. Motion made by Mr. Russell**
  - Motion passed with unanimous approval by voice vote.