



## BOARD MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

Friday July 10<sup>th</sup>, 2020

10:30am

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**Members Present (12):** Justin Conger, Michelle Snow, Sarah Manley, Joy Lytle, Tate Borcoman, Michael McNamara, Monika Royal-Fischer, Karen Karnes, Jerica Kruse, Matthew Owens, Andreas Brockmann, Justin Phillips.

**Members Absent (4):** Ron Rohlfig, Brian Richards, Zachary Stanfield, Karen Scherra,

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

**CEO Consortium (2):** Clermont Commissioner David Painter, Commissioner Dixon (via proxy David Fehr), Commissioner Jones (via proxy Martin Russell).

**Invited Guests / Subject Matter Experts:** Stacy Sheffield (BCW|Workforce Exec. Dir.), Jason Ashbrook (BCW|Workforce Dep. Director), Sal Consiglio (Fiscal Agent / Consiglio, LLC), Amy Miller (Director OMJ|Butler), Brian Beaudry (WIBBCW Technical Asst.), Matt Fetty (Director OMJ|Warren).

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**I. Welcome** (Stacy Sheffield)

**A. Roll Call/Quorum/Call to Order**

- Mr. Conger called the meeting to order at 9:02.

**II. Consent Agenda**

- ❖ **Motion: Approve the Consent Agenda, including the July 10<sup>th</sup>, 2020 Board Meeting Minutes with item #5 (Infrastructure Agreement (IFA) Letter) removed for further conversation; made by Mr. Russell.**

- During discussion, Board meeting guest, Mr. Matt Fetty (OMJ|Warren Director) informed the Board that the letter as presented is addressed to the wrong individual. Mr. Conger stated the content of the letter appears accurate. Ms. Sheffield clarified that the letter was sent to ASPIRE's Karen Karnes and then forwarded to the proper recipient.
- Mr. Russell asked if all the OMJ centers and service providers reviewed the calendar, which Ms. Sheffield confirmed.

- ❖ **The motion was adopted.**

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### III. Action Items

#### A. Firewall and Internal Controls Policy:

- Ms. Sheffield introduced and summarized the Firewall and Internal Controls Policy to the Board, as a Suggested Action for Motion.
- **Motion: Discuss the proposed Firewall and Internal Controls Policy, made by Mr. Stanfield.**
- During Discussion, Ms. Sheffield stated that the Policy would formally identify the barriers between the BCW|Workforce Area's Chief Elected Official (CEO)'s, their workforce development board (WDB), the WIBBCW), it's Operations/Administration (BCW|Workforce) and their subgrant recipients for OMJ System Operator and the OMJ Operator's sub-subgrants with the WIOA Title I Career Service Providers. She added that the policy outlines the firewalls and internal controls address WIOA law compliance and corresponding State Office of Workforce Development (OWA) regulations, relevant OMB circulars, and the State of Ohio's conflict of interest policy. She referred to the visual graphic of the policy, which is included as well.
- Ms. Sheffield stated that the policy will be implemented in future contracts to make sure the WIBBCW is operating accordance to federal law.
- Mr. Russell sought clarity about the need for the suggested policy. Ms. Sheffield clarified that clear firewall policies are a WIOA requirement and that the need for a firewall policy predates any current contract negotiations.
- In looking at the visual graphic of the policy, Mr. Conger asked for clarity regarding the operator's role and placement. Ms. Sheffield clarified that the operator oversees all the partners and programs, while the OMJ Centers have specific subcontracts under WIOA for direct services.
- Mr. Conger asked for clarity regarding a connection through a firewall with the Contracted One-Stop System Operator and the BCW|Workforce Operations staff. Ms. Sheffield clarified that maintains the area's traditional, a hybrid approach, where BCW|Workforce Operations brings in the System Operator as well as OMJ Career Service Directors for clarifications. Ms. Sheffield added that, when there are OMJ system or One-Stop-related issues, the formal process is that the OMJ System Operator address them, whereas traditionally, if there has been a specific

OMJ Center challenge, it has been handled through BCW|Workforce Operations, individually.

- Ms. Sheffield stated that her goal with this policy is simply provide clarity to how things should function, not change the way things currently function.
- Ms. Sheffield assured the Board that the proposed policy does not impact existing contracts, adding that the proposed policy was developed using existing policies from three other states as examples and vetted by the WIBBCW's WIOA legal advisor.
- Mr. Russell asked for clarity about when this policy was originally required. Ms. Sheffield clarified that a WDA-12 formal policy should have been in place when the governance of Ohio's workforce development areas was being developed in 2016.
- Mr. Conger suggested that the Board Governance Committee review this policy to be brought up at the next Board meeting for approval.
- ❖ **Revised Motion: Request that the Board Governance Committee, joined by the WIBBCW's WIOA Legal Advisor, review the Firewall and Internal Controls Policy to be re-presented for approval at either the next Executive Committee or Full Board meeting; made by Mr. Russell.**
  - There being no further questions or comments, the motion passed with voice vote from present members.

#### **IV. Committee Reports/Updates**

##### **A. Board Governance – Stacy Sheffield**

- Ms. Sheffield introduced Mr. Roy Vanderford to the Board as the new Board Facilitator. Mr. Vanderford introduced himself and described his goals for advancing the work and leadership of the Workforce Board. He stated he will begin individual interviews before group setting workshops.
- Mr. Conger requested that Board members be engaged and honest in interacting with Mr. Vanderford to help improve the Board.

##### **B. Education Advisory Committee – Monica Royal-Fischer**

- Ms. Royal-Fischer updated the Board on the committee's activities, stating the Committee plans to work in tandem with the Emerging Workforce Committee to

develop a workforce asset map for the website. She stated the goal is to map all assets we have as a workforce area and link them back to employer's needs.

**C. Emerging Workforce Committee – Jason Ashbrook**

- Mr. Ashbrook provided the update on the Committee's activities regarding the workforce asset map with a focus on decision trees and best practices from a Colorado model.
- Mr. Ashbrook stated the Committee discussed updates in terms of Youth and Emerging Workforce OMJ programs impact and outcomes over the past year with a strong focus on impacts since COVID-19.

**D. Finance Committee – Sal Consiglio**

❖ **Motion: discuss the approval of the FY21 Budget revision II; made by Ms. Royal-Fischer.**

- Ms. Sheffield stated the purpose for this budget revision is to clarify any final funds received and how operations plans to spend those funds. Mr. Consiglio stated the final allocations for FY 2021 and the budget presented reflect these changes.
- Mr. Consiglio reviewed the budget with the Board, highlighting personnel line item changes that reflect the addition of a full-time Administrative Assistant. Mr. Consiglio also highlighted increases to the software and professional services line items of the budget.
- Mr. Conger sought clarity about where the outreach (Awareness & Engagement) plan is reflected in the budget. Mr. Consiglio stated that the outreach plan is budgeted under the COVID-19 Business Team and Outreach (BTO) Expansion Grant. He clarified that the budgeted dollar amount is unchanged, just the location of the line item. Ms. Royal-Fischer sought clarity about the position relevant to the salaries and wages line item under the COVID-19 BTO Grant section. Mr. Consiglio clarified the line item is for the Business and Employer Solutions (BEST) Intermediary position.
- Mr. Conger sought clarity about any potential revenue shortfall in the next fiscal year (FY2022) budget. Mr. Consiglio clarified that funds reflected in the current budget are for a two-year period, with a percentage carried over into the second fiscal year. He added that 15% of PY20/FY21 funds are budgeted for this fiscal

year, an estimated \$59,000. He clarified that the Board is carrying over 100% of the second-year allocation into this budget; and is budgeting for 15% of what the Board normally would carry forward into the second year. He concluded by stating the WIBBCW will be going into the second year with about \$59,000 less.

- Mr. Conger informed the Board about his meeting with Staff and Mr. Rohlring to address and clarify the budget impact of additional staff. Mr. Russell asked if the need for the positions was addressed in the meeting. Mr. Conger answered that the financial component of the positions was addressed, but the justification or needs assessment might still be an outstanding issue for the Board. Ms. Sheffield stated the proposed BEST Intermediary position is covered through COVID-19 BTO Grant, then will be incorporated into OMJ System operations in PY 2021, starting July 1, 2020.
- Ms. Royal-Fischer suggested that a needs assessment be drafted to address this topic for the Board. Ms. Karnes seeks clarity about how the MOU/IFA budget for WIOA required partners would be affected if the BEST Intermediary is added to OMJ System Operations in the PY 2021 IFA. She suggested that the suggested needs assessment be shared with the OMJ System partners.

❖ **Revised Motion: Approve the FY21 Budget revision II, as presented.**

**Additionally, any new hires of staff positions shall have a needs assessment presented and vetted by the Governance Committee, to then be formally approved by the Executive Committee; made my Martin Russell**

- There being no further questions or comments, the **motion passed** with voice vote from present members with Mr. Richards abstaining.

**V. Presentations**

**A. OMJ System: Program Year in Review (July 1, 2019 – June 30, 2020)**

- Mr. Ashbrook and Ms. Miller presented an OMJ One-Stop System year in review for Program Year 2019 (July 1<sup>st</sup> 2019 – June 30<sup>th</sup> 2020). The presentation illustrated key elements, such as performance and productivity, projects, tasks, challenges, and continuous quality improvement in response to unprecedented times in the workforce system.

- Mr. Ashbrook presented a Workforce Dashboard that showcased specific data around unemployment insurance, labor force, OMJ customer volume, along with some other key performance indicators and data trends for our local OMJ system.
- In Ms. Miller's portion of the presentation, she stated that the OMJ System Operator and One-Stop centers remained open during the pandemic and quickly pivoted to serve COVID-affected unemployment claimants with socially distant and remote/virtual services. She stated most centers closed and some have not fully reopened. She added that training and educational programs have continued throughout the pandemic.
- She covered the breakdowns of individual training accounts, on the job training, and emerging workforce programs. She stated that OMJs were able to enhance our supportive services offered to youth in the form of electronic devices to complete their schoolwork. She stated the BCW Workforce Area 12 was selected as a Goal4IT! Polit location for integrated evidence-based direct service practices.
- Ms. Miller stated the Business Employer Solutions Team (BEST) have continued to serve employers during the entire year by changing hiring events and job fairs to accommodate for social distancing.
- Ms. Miller presented a CQI and SWOT analysis to the Board, concluding with lessons learned, actions, and next steps.
- Ms. Royal-Fischer congratulated the OMJ System Operator and OMJ Directors on their ability stay open and continue to serve the people who really needed to help the most.
- Mr. Russell asked about the impact if some partners don't come back. Ms. Miller stated the partners are continuing to serve customers, but the concern lies in a need for their assistance if a high volume of in-person customers come.
- Mr. Fehr sought clarification and context about the on-the-job (OJT) training metrics. Ms. Miller stated that the OJT numbers are low but are typically low. Ms. Miller added that as companies see a big need for hiring, OJT is one of the tools used to help get people into their place and employment. Ms.

Sheffield added that this issue is actively being addressed, so we can see a dramatic increase in the actual customers receiving direct services. Mr. Russell asked if this was a function of where the economy was pre-COVID. Mr. Ashbrook answered that the OJT process can be cumbersome for employers and should be revised to make it more business friendly. Mr. Ashbrook acknowledged recognizing an emerging strategic shift from OJT to apprenticeships.

**VI. Good of the Order**

- Ms. Pam Green from EasterSeals shared that Emily Crawford Davis, who leads the WIOA youth operations and Butler County, has accepted a promotional opportunity with Easter Seals, who was awarded an apprenticeship grant by the Department of Labor. The apprenticeship grant will continue to address some of the skill and academic gaps for youth to advance into higher wage jobs.
- Ms. Pam Green stated EasterSeals is hosting an awards dinner on October 28, 2020 to be televised on WCPO.

**I. Adjourn**

- ❖ **Motion: Adjourn the regularly scheduled October 8<sup>th</sup>, 2020 Board meeting of the WIBBCW; made at 11:08AM by Ms. Snow.**
  - **Motion was adopted.**

Approved by the Board on \_\_\_\_\_ Board Secretary \_\_\_\_\_