



EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

FRIDAY, JUNE 5, 2020

10:30AM– 12:30PM

Executive Committee Members: *Justin Conger (Chair), Karen Scherra (Vice Chair), Ron Rohlfiing (Vice Chair), Carey Curtis (Budget & Finance), Monika Royal-Fischer (Education Advisory), Matt Van Sant (Board Development), Commissioner Donald Dixon (via proxy David Fehr), Commissioner Shannon Jones (via proxy, Martin Russell), Commissioner David Painter*

I. **Welcome & Introductions**

A. ***Roll Call***

- Mr. Rohlfiing read and recorded the roll call

Directors Present: *Ron Rohlfiing, Karen Scherra, Monika Royal-Fischer, Matt Van Sant*

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

WIBBCW Administration: *Stacy Sheffield (Executive Director), Brian Beaudry (via Warren County Economic Development), Sal Consiglio (Fiscal Agent),*

Invited Guests & Subject Matter Experts: *Amy Miller (Director, OMJ|Butler)*

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

- Quorum was present. The meeting was called to order at 10:31am.

II. **Minutes**

- **Motion: Approve the April 17th, 2020 Executive Committee Minutes. Made by Ms. Scherra.**
- Motion passed with unanimous approval by voice vote.

III. **Consent Agenda:**

- Ms. Sheffield introduced and summarized the items in the Consent Agenda.

IV. **Board Actions**

A. ***OMJ Career Service Provider***

- **Motion: Affirm the Development Committee's Decision for an OMJ Career Service Provider. Made by Ms. Scherra.**
 - Motion was adopted

B. BCW|Workforce System Operator

- **Motion: Affirm the RFP Selection Committee's Decision for a BCW|Workforce System Operator. Made by Mr. Russell.**
 - Motion was adopted

C. FY21 Budget

- **Motion: Discuss and approve the FY21 Administrative Budget (Actual), made by Mr. Rohlfig.**
- Mr. Consiglio reports that existing NAWB Forum funds will roll over into the next fiscal year (FY22), if an event in Washington, D.C. doesn't happen.
- Mr. Consiglio reports that, as in the May 8, 2020 preliminary budget summary, the actual budget proposes two staff and a part-time executive assistant.
 - The Committee explored potential space accommodation challenges within the Warren Administration Building. Ms. Sheffield shared that the current plan is for the position replacing the Operations Administrator to use that position's vacant office, while exploring physical or remote/virtual space options at Warren County, the OMJ Centers or at an alternate site.
 - The Committee sought clarity about the idea of adding an Employer Solutions Intermediary at a time when other governmental entities are right sizing in this climate. Ms. Sheffield stated the Employer Solutions Intermediary is a role designated by WIOA¹, and that the proposed positions are necessary for the robust functioning of the area's workforce system.
 - The Committee sought assurance that these additional positions would not diminish Executive Director responsibilities. Ms. Sheffield clarified that an Executive Team would only make the Board's federal, regional, state and local workforce-related responsibilities more manageable. Mr. Rohlfig added that Stacy's role is the 30,000ft and higher items while her staff tackle the 30,000ft and below items.
 - The Committee sought assurance that the Employer Intermediary position would not conflict with local Economic Development practitioners. Ms. Sheffield clarified that the position is a workforce development system resource to partner with Economic Development leaders, not compete with them.
 - The Committee sought clarity about how program funds would be used, if not diverted for an Operator/Board position. Mr. Consiglio stated that the funds would have been available for Adult and Dislocated Worker

¹ 20 CFR § 679.370

services. Ms. Sheffield added that the position is necessary for delivering employer services across a three-county workforce system.

- The Committee asked for the staff size of the workforce board in Montgomery County and Ms. Sheffield stated that it is a good size, with four administrative staff and four fiscal staff.
- The Committee asked if the budget needs to be passed in this meeting or if it could be postponed. Mr. Consiglio stated that the budget must be passed by July 1, 2020.
- The Committee requested clear justifications for the additional proposed staff positions, adding that staff move forward cautiously, and be prepared to justify the need for additional staff.
- **Revised Motion: to approve the FY21 Administrative Budget with a condition that essential positions be justified before hiring; made by Mr. Rohlfig.**
 - Motion was adopted

V. Committee Reports/Updates

D. Board Development Committee – Matt Van Sant

- Mr. Van Sant reported that the WIBBCW is compliant regarding vacancies, with status updates from Butler County. Mr. Fehr added that Mr. Rohlfig has agreed to serve another board appointment, and that individuals are being currently considered for Carey Curtis’s former position.

E. Education Advisory Committee – Monika Royal-Fischer

- Ms. Royal-Fischer reported that EasterSeals joined the committee, and that the committee is collaborating with the OMJ Centers to showcase training opportunities for dislocated workers, citing an OMJ|Clermont webinar as an example.

F. Budget & Finance Committee – Carey Curtis

- Mr. Consiglio reported that our Youth Services provider, EasterSeals, is exceeding the 20% federal requirement for work experience, but currently below our workforce area’s requirement of 25%.

G. Emerging Workforce Committee – Karen Scherra

- Ms. Scherra reported that a special meeting was convened last Friday to go over Responsible Restart Ohio, the state’s marketing plan to encourage use of OMJ Center employment and career services. She stated our workforce area is including the plan in its BCW|Workforce System Services & Safety Solutions Plan. She stated the conversations will continue, moving forward.

VI. New Business

A. Responsible Restart Ohio: BCW|Workforce Area Edition

- Ms. Sheffield reviewed and gave the background on the State’s Responsible Restart Ohio discussions and the BCW|Workforce System Services & Safety Solutions (S4) Plan. She reports that July 1st is being targeted for full reopening of facilities, statewide. She noted that our Centers have been open and functioning, and that the Plan will formalize our practices with the State’s mandates.
- Mr. Russell asked Ms. Miller what she is hearing about Restart. Ms. Miller stated that while most centers closed, ours remained open and took the necessary safety precautions back in March. She stated masks are required, except in personal office spaces. She reiterated Ms. Sheffield’s point earlier, confirming that the documents formalize what our Area’s centers have already been doing. She added that she is noticing a shift from unemployment services to upskilling and long-term training and planning.

VII. Adjourn

- ❖ **Motion: Adjourn the June 5th regular meeting of the Executive Committee at 12:01 PM. Motion made by Ms. Scherra**

- Motion approved.

For Approval

Approved by the Executive Committee _____ Board Secretary _____