



FULL BOARD MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

Friday May 8th, 2020

10:30am

Members Present (10): Justin Conger, Carey Curtis, Sarah Manley, Ron Rohlfing, Zachary Stanfield, Matt Van Sant, Tate Borcoman, Karen Karnes, Monika Royal-Fischer, Matthew Owens, Andreas Brockmann, Karen Scherra, Justin Phillips.

Members Absent (6): Michelle Snow, Matt Schnipke, Jerica Kruse,

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

CEO Consortium (3): Clermont Commissioner David Painter, Commissioner Jones (via proxy Martin Russell), Commissioner Dixon (via proxy David Fehr).

Invited Guests / Subject Matter Experts (4): Stacy Sheffield (WIBBCW Exec. Dir.), Sal Consiglio (Fiscal Agent/Consiglio, LLC), Amy Miller (OMJ/Butler), Brian Beaudry (WIBBCW Technical Asst.), Tawania McFadden, MS (President, TMAC Communications, LLC. / Outreach & Engagement).

I. **Welcome** (Stacy Sheffield)

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

- Ms. Scherra called the meeting to order at 10:36.

B. **Consent Agenda**

❖ **Motion: Approve the Consent Agenda, including the January 10th 2020 Board Meeting Minutes; made by Mr. Curtis.**

- Mr. Russell sought confirmation that the updated policies included in the Consent agenda have been reviewed by the OMJ center's career services managers and that they address their needs. Ms. Miller confirmed that the policies were reviewed and accepted, with additional interest in a review of the Adult Supportive Services policy (12-400).
- Ms. Scherra confirmed that Emerging Workforce (Youth)-specific policy was reviewed last year
- Ms. Royal-Fischer requested clarity about specific dates (May 4-7, 2020) for the Operator RFP Selection Committee to meet. Ms. Sheffield clarified that the Report is a "snapshot" of what is known as

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of the date it is shared. With real-time updates shared via memos, email or through committee and board meetings as “Continuing Business”.

- **The motion was adopted, with a voice vote.**

II. Committee Reports/Updates

A. Board Development Committee – *Matt Van Sant*

- Mr. Van Sant reported that committee plans to resolve board vacancies before June 30th, and challenged the Chief Elected Officials to appoint members. Ms. Sheffield clarified that Warren County has no outstanding vacancies.

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

- Ms. Royal-Fischer reported that the last regularly scheduled meeting was postponed, the education and training members gathered for a general “check-in” to assess how members are navigating this epidemic professionally and personally, and see what needs exist.
- From the discussion, the need to better coordinate all of the area’s different dislocated worker programs into a comprehensive list that the public can access was emphasized. Especially as various fund opportunities are being pursued and residents seek supplemental support options. Adding that the summer will likely reveal additional challenges and opportunities for improvement.
- Ms. Royal-Fischer also acknowledged how Administration has provided letters of support for system partners and service providers.

C. Emerging Workforce Committee – *Karen Scherra*

- Ms. Scherra reported that, in March and April, the Committee brainstormed ways to develop an “asset map” project for a resource list of the area’s agencies and organizations with youth-specific programs and services, so we can build necessary partnerships.
- Ms. Scherra adds that she impressed by the way the OMJ Centers and EasterSeals have been able to stay in contact with their youth participants and address their needs, despite restrictions brought on by the coronavirus.

She also appreciated how the Board made the changes to allow funding to support youth in secondary education, as well as post-secondary, and believes more improvements and actions for youth services will be developed in the May 13th meeting.

D. Finance Committee – Carey Curtis

- Mr. Curtis reported on the administrative budget, stating that expenditures are below the projected 75% mark expected at this point in the fiscal year. Mr. Consiglio pointed out invoices and expenditures will be reflected in next meeting's report.
- Mr. Consiglio reviewed WIOA program funds, reporting that he does not anticipate any issues with expending PY18/FY19's funds. However, he does not see our full allocation of the Opioid funds being fully spent by its December 31st, 2020 liquidation date.
- Mr. Russell asked if there are any COVID-related resources coming down that the Board should pursue. Ms. Sheffield replied that the State is applying for DOL dislocated worker emergency grants. Mr. Russell requested that any board-related guidance on these federal funds be shared, especially if time is critical. Ms. Sheffield confirmed that the Board ultimately decides how any funds are expended, depending on how funds are targeted.
- Mr. Consiglio stated that EasterSeals is showing improvement with its expenditures since its Performance Improvement Plan, citing a 30% expenditure level for March. He stated that if this trend continues, the policy requirement for a 25% expenditure level will be met.
- Mr. Conger, on behalf of the entire board, thanked Mr. Curtis for his long time service and leadership while volunteering on the board.

III. Continuing Business – Stacy Sheffield

A. RFP: BCW Workforce System Operator and Career Services Provider

- Ms. Sheffield reports that there was only one response to the RFP and that the board discuss whether the RFP be reissued for more responses.
- Mr. Conger requested clarity about the term “non-competitive proposals” and if only one proposal would qualify for selection. Mr. Roling also

requested clarity about if the Board needed to seek out other potential candidates if there were no other respondents.

- Commissioner Painter clarified that one response to the RFP is valid, since it was released as a competitive proposal, developed with a comprehensive, clear and complete description of the services needed, as well as a description of the selection process and evaluation factors to be used. Mr. Roling concurred.
- Ms. Sheffield summarized the question being posed to the board: Does COVID-19 circumstances and single proposal justify reissuing the RFP? Or, should the RFP selection committee move forward with the submitted proposal?
- Mr. Stanfield wondered if the COVID situation were not unfolding, how many respondents might typically apply. Ms. Sheffield stated in 2017, six (6) entities came to the Respondent's conference and five (5) entities submitted a Notice to Propose. Mr. Consiglio added that only two proposals were submitted (OMJ | BCW and KRA).
- ***AUDIO BECAME DISTORTED AND THE SIGNAL TEMPORARILY DROPPED***
- **Motion: Open a discussion to re-issue an RFP for BCW|Workforce System Operator, for selection before the October 2020 Board Meeting, with services to begin on January 1st 2021 for two (2) years, with the option of up to two (2) one-year extensions; made by Mr. Stanfield.**
- Mr. Conger asked if there has been any conversation with the existing operator about extending the contract out 6-months. Ms. Sheffield said that she spoke with the current operator about the State allowing up to a 6-month extension, were the Board to decide that.
- Commissioner Painter sought confirmation that there was enough time to reissue the RFP then make a selection. Ms. Sheffield reported that process could be completed within a 6-month extension. Commissioner Painter also sought an opinion about whether reissuing the RFP would result in more than one respondent. Ms. Sheffield replied that it would.

- Mr. Russell asked how the Board would address a scenario where the current contractor chooses not to extend. Ms. Sheffield suggested that such a scenario was unlikely, if the choices were to cease services in June vs. continuing services for 6-months while re-submitting their proposal.
- Mr. Fehr expressed concern that a re-issued RFP would be unfair, since the current proposal has been opened and evaluated. Adding that the submission deadline had already been extended from March to May. Mr. Fehr expressed doubt that more respondents would emerge with an extension.
- Ms. Royal-Fischer asked how outreach would differ from the past to entice more responses. Ms. Sheffield replied that proposal distribution software, including one used by the State, available .
- Mr. Conger prompted the Board to decide whether it is willing to accept the RFP or reissue an RFP. Clarifying that if a new RFP is issued, an extension will need to be negotiated with the current contract provider, and the new RFP will have to be modified to include new dates for the Career Services provider. Warning that these adjustments could deter respondents. Additionally, he expressed the concern that, unless we can prove that COVID is the reason for only one response, then there's no evidence that extending the current contract will change things.
- Mr. Consiglio reiterated that a decision is needed about the process of the outstanding RFP. If the Board concludes that it did everything in its ability correctly, then the Board should accept the proposal, evaluate it, and enter into negotiations with the bidder.
- There being no further discussion, the motion was called into vote:
 - **The motion was not adopted.**
- **Motion: to accept the current proposal and enter into contract negotiations; made by Mr. Borcoman.**
- **Revised Motion: Authorize approval of the current Operator proposal and contract negotiations, if the RFP Selection Committee approves the proposal's completeness and evaluation; made by Mr. Borcoman.**

- Mr. Owens asked when the current contract expires, and Ms. Sheffield answered on June 30, 2020. Mr. Owens asked if there is enough time to review and present back in front of the Board. Ms. Sheffield stated it will require an emergency full board meeting, but the review can begin immediately.
- There being no further questions or comments, the motion was brought to a vote:
 - **The motion was adopted.**

IV. **New Business**

A. **FY2021 Budget**

- **Motion: Revise the development, monitoring and reporting of the BCW|Workforce Development Area budget from a calendar year to a fiscal year as of FY2021, beginning July 1st 2020, made by Mr. Curtis.**
 - **Motion was adopted.**

B. **Funding for OMJ Center Improvements**

- Ms. Sheffield reported that there is approximately \$118,000 of restricted and time sensitive funds for upgrades to the OMJ Career Center's shared resource room spaces. She seeks guidance from the Board about whether the funds should be allocated to each county, based on the State's traditional per-county calculation formula or have the operator and/or administration oversee and distribute the funds based on each Center's documented request.
- Mr. Curtis asked if the Centers know the State's calculated amount per county. Ms. Sheffield replied that they are aware of the formula. Mr. Curtis recommended the funds be held at the administrative level where requests can be made and processed. Mr. Curtis asked what happens if one area uses half of its allocation and another needs more. Mr. Consiglio replied that, in the past, each county's OMJ Center directors have cooperated and sought board approval if a funds had to be reallocated.

- Ms. Miller added that the OMJ Centers are working together, and that some improvements are necessary, partially due to COVID. Ms. Royal-Fischer inquired about the fastest way is for the centers to get COVID-related improvements. Ms. Sheffield recommended the funds be held at the administrative level.
- Mr. Russell asked Ms. Miller how fast a list of requests could be turned around and given to the WIB. Ms. Miller said they can begin right away. Mr. Russell suggested Ms. Miller submit requests from the Centers to administration for approval by the Executive Committee, with a focus on acting as fast as possible. Mr. Russell stated that the review is important to prevent disallowed costs.
- Mr. Fetty requested state guidance so OMJ Center Directors can review the look at what items are allowed. He suggested each area receive its allocation because the Centers already work together collaboratively with other shared funds.
- Mr. Consiglio stated he now has access to use Warren County's MUNIS system.
- Ms. Sheffield stated she will report back to the Executive Committee

C. **Policies and Procedures**

- **Motion: Revise BCW|Workforce Area Individual Training Accounts (ITA) Policy 12-XXX, "Allowable Costs and Fees" section, temporarily revising the \$6,500 ITA investment cap for a to \$15,000, between January 1st 2020 and June 30th 2020, made by Ms. Royal-Fischer.**
 - **Motion was adopted.**

V. **Presentation**

- Ms. Tawania McFadden, MS, President of TMAC Communications, LLC, presented an update on the execution of the BCW|Workforce Outreach & Engagement Plan. The development of an area website (BCWorkforce.com), COVID-related

updates to WIBBCW.com, and mock-ups for feedback by a Solutions Group were reviewed.

- The Board asked if a content management system will exist to keeping the website fresh. Ms. McFadden confirmed that a WordPress platform will be used for content management, for easy adjustments and mobile compatibility.

VI. Adjourn

❖ **Motion: Adjourn the regularly scheduled May 8th, 2020 Board meeting of the WIBBCW; made at 1:00pm by Ms. Scherra.**

- Motion was adopted.

Approved by the Board on _____ Board Secretary _____