



BOARD MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTOMEETING

Friday July 10th, 2020

10:30am

Members Present (10): *Justin Conger, Michelle Snow, Sarah Manley, Ron Rohlfig, Matt Schnipke, Monika Royal-Fischer, Karen Karnes, Matthew Owens, Karen Scherra, Justin Phillips.*

Members Absent (4): *Zachary Stanfield, Tate Borcoman, Jerica Kruse, Andreas Brockmann,*

Member Vacancies (5): *Business Rep. (Butler); Business Rep. (Butler); Business Rep. (Clermont); Small Business Rep. (Clermont); Labor Organization Rep. (Area).*

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

Invited Guests / Subject Matter Experts (4): *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.), 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 10:31.

B. Consent Agenda

- ❖ **Motion: Approve the Consent Agenda, including the May 8th, 2020 Board Meeting Minutes; made by Ms. Snow.**
 - The motion was adopted.

II. Action Items

A. Motion: Accept the Operator Selection by the RFP Selection Committee, made by Ms. Royal-Fischer.

- Motion passed with voice vote from present members.

B. Motion: Accept the Career Services Providers Selection by the RFP Development Committee, made by Mr. Schnipke.

- Ms. Scherra suggested a debrief to identify continuous improvement for future competitive selections.
- Motion passed with voice vote.

C. Motion: Approve the acquisition of a credit card, made by Ms. Snow.

- Ms. Sheffield reported that Warren County cancelled the card it issued and advised that the BCW|Workforce get its own account, to avoid future denials when multiple departments use the account.

- The motion passed with voice vote.

D. Motion: Rename the Board Development Committee to the WIBBCW Governance Committee, made by Ms. Karnes.

- Ms. Scherra inquired about changes to the Committee’s Charter. Ms. Sheffield reported that no changes have yet been suggested.

- The motion passed with voice vote.

E. Survey: Should location-based, in-person meetings resume?

- General Information: On July 8, 2020, The Director of Ohio Department of Health (ODH issued an Order for Facial Coverings in Butler, Cuyahoga, Franklin, Hamilton, Huron, Montgomery, and Trumbull Counties in Level 3 Public Health Advisory, and launched the Ohio Public Health Advisory System.
- Ms. Scherra requested a schedule for future meetings. Ms. Sheffield reported that the next Executive Committee Meeting is scheduled for August 7th while the next full Board meeting is not yet scheduled.
- Ms. Royal-Fisher advised that necessary precautions can be taken if meetings were to resume in person.
- Mr. Conger asked if a hybrid approach is viable using the Warren County Commissioner’s room. Mr. Schnipke clarified that Warren County is adhering to the 10-person limit for in-person meetings. The board’s membership can total 19. As a required open meeting, others can also attend, which then increases the volume present.
- Ms. Sheffield reminded the board that the OnBoard survey is open until 12:30p.
- **Survey Results: The board decided to continue with virtual meetings.**

III. Committee Reports/Updates

A. Board Governance – Stacy Sheffield

- Ms. Sheffield reviewed current Board vacancies, and Mr. Fehr and Ms. Sheffield updated the Board on searches for potential candidates.
- Mr. Conger reminded the board that a new Chairperson will need to be selected for the new Governance Committee. Mr. Rohlfing volunteered for the role.

B. Education Advisory Committee – Monica Royal-Fischer

- Ms. Royal-Fischer provided updates on the Committee’s plans moving forward, Individual Training Accounts (ITAs), and integration with the developing website. She reported that the Committee shifted to quarterly meetings, with the next meeting being centered around a strategic direction for 2021.

C. Emerging Workforce Committee – *Karen Scherra*

- Ms. Scherra provided an updated on the Committee’s meetings to review adjustments because of COVID. She stated that she is impressed with EasterSeals and the OMJ’s flexibility to adapt to COVID. She stated the Committee will continue with its asset mapping project for employment and other services for youth. She stated committee members have brought in others who helped further the asset mapping project along.
- Ms. Scherra communicated that the OMJ’s are pleased with the policy change that allowed funding to be used for secondary students that was previously limited to post-secondary students.

D. Finance Committee – *Sal Consiglio*

- Mr. Consiglio reviewed the status of all funds as of May 31, 2020. Ms. Sheffield stated that a conversation is needed about the use of the balance of funds. She stated an option for the use of funds could be additional staff or to partner with other organizations.
- Mr. Consiglio reviewed the Administrative Budget with the Board, stating that a \$51,000 surplus remains because of unspent travel and special event revenue.
- **Motion: Accept the COVID-19 Business Team and Outreach Expansion Funds and amend the FY21 Administrative Budget, made by Ms. Scherra.**
 - Ms. Sheffield stated that the WIBBCW has been awarded a one-time allocation of \$202,000 in COVID relief funds to formalize a Business Employer Solution Team. She stated this allows the Board to return about \$150,000 carved from program funds. Ms. Sheffield stated that by accepting the grant, it would alter the FY 21 budget. She reviewed the budget adjustments with the Board.
 - Ms. Royal-Fischer asked Ms. Sheffield what other expenses there are besides the proposed Employer Solutions (BEST) Intermediary, to which Ms. Sheffield shared the Administrative Budget’s line items.
 - Mr. Conger and Ms. Royal-Fischer asked about the long-term sustainability of the position once the grant expired. Ms. Sheffield funds for the Intermediary would come from MOU/IFA shared costs and administration.
 - Mr. Schnipke asked if bringing a new individual on as staff is the prudent thing to do rather than redirect the funds through the current consortium team’s infrastructure. Ms. Sheffield stated a part of the funding for the position comes from administrative funds, and the remaining portion can be negotiated in the next MOU.
 - Ms. Royal-Fischer asked what measurable impact will be used as performance measures for the proposed BEST position. Ms. Sheffield answered that the new performance measures for employers would be

used to evaluate the position's performance, and that the board can add additional performance goals.

- Ms. Scherra asked if there will be any carryover for the Grant Funds. Ms. Sheffield stated that she will explore this question and the particulars with the State.
- Mr. Fetty asked to clarify that the position will be rolled into the MOU and then all the partners will be responsible paying for the cost for that position. Ms. Sheffield stated that this is correct.
- There being no further questions or comments, the motion passed with voice vote from present members.
- **Motion: Accept the State's COVID-19 Employment Recovery National Dislocated Worker Grant (ER-NDGW) allocation for the BCW Workforce Area, made by Ms. Scherra.**
 - Ms. Sheffield stated the State awarded the Workforce Area approximately \$293,000 through a national dislocated worker grant. She stated these funds are simply additional resources to cover 166 specific dislocated workers between June 2020 to June 2022. She stated the funds will be blended into existing dislocated worker funds and will not interrupt existing performance requirements. The board simply needs to acknowledge its receipt of the funds.
 - Mr. Schnipke asked if the 166 served individuals is a mandate or could the funds be spread out across other areas. Ms. Sheffield stated that as long as the individuals qualify as dislocated workers, then the funds can apply, area wide.
 - There being no further questions or comments, the motion passed with voice vote from present members.

IV. **Continuing Business** – Stacy Sheffield

A. **WIBBCW Board Certification**

- Ms. Sheffield stated that the only item outstanding for Board certification are Conflict of Interest forms. She stated she will reissue them to the Board.

B. **Library System MOU**

- Ms. Sheffield stated the Board received one MOU Partnership update from the Clermont County Library Association. Ms. Miller stated they have MOUs with 4 libraries and will forward them to Ms. Sheffield after the meeting.

V. **New Business**

A. **Suggested Projects for PY 2020 (July 1st, 2020 – June 30th, 2021)**

- Ms. Sheffield introduced potential projects for the Board's consideration in PY20. She asked that the Board review these and provide feedback in the next 30 days either to a respective committee or staff. She suggested

the August Executive Committee meeting as a good benchmark to revisit these items, for feedback or action steps.

B. PY20/FY21 Local Performance Measure Negotiations with State (due September 2020)

- Ms. Sheffield informed the Board that the State will begin conversations about performance measures and begin the negotiation discussions. She stated that the Board will be kept informed and engaged, so that the performance negotiation levels are fair and reflective of our area.

C. Southwest Ohio Combined Local and Regional Strategic Plan (due January-March 2021)

- Ms. Sheffield stated the State pushed the deadline for the Strategic Plan to March, but that she is still tracking this task for January. Ms. Royal-Fischer has agreed to be the project's Board Liaison.

VI. Good of the Order

- Ms. Sheffield introduced Jason Ashbrook to the Board as the WIBBCW new Area Operations Administrator. Mr. Conger asked that his contact information be posted and sent out to all Board members.
- Ms. Sheffield stated she sent a memo to the Board covering the *BCW/Workforce System Services & Safety Solutions (S4) Plan*. She stated the goal is to have a plan in place for our partners, required partners, strategic partners, and state paid partners to make sure that we have a structure that is able to fully accommodate our job seeker customers and our employer customers. She stated the memo outlines a plan to ensure that we have the right type of on site and virtual services available to maximize customer services.

I. Adjourn

- ❖ **Motion: Adjourn the regularly scheduled July 10th, 2020 Board meeting of the WIBBCW; made at 12:09pm by Ms. Karnes.**
 - Motion was adopted.

Approved by the Board on _____ Board Secretary _____