



EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

FRIDAY, APRIL 17TH, 2020

10:32 AM – 12:24 PM

Executive Committee Members: Justin Conger (Chair), Karen Scherra (Vice Chair), Ron Rohlfling (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. Conger read and recorded the roll call

Directors Present: Justin Conger, 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),

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

Invited Guests & Subject Matter Experts: Amy Miller (OMJ|BCW Consortium), Matt Fetty (OMJ|BCW Consortium), Callie Amman (Easter Seals), Chelsea Engel (Easter Seals), Tawania McFadden (TMAC Communications), Younghoo Kim (TMAC Communications), Eun Seo (TMAC Communications).

B. Quorum/Call to Order

- Quorum was present. The meeting was called to order at 10:32 AM.

II. Minutes:

- ❖ **Motion: Approve the corrected December 6th 2019 Executive Committee Minutes. Motioned made by Mr. Russell, seconded by Mr. Conger.**

- Motion passed with unanimous approval by voice vote.

- ❖ **Motion: Approves the March 6th Executive Committee Minutes. Motion made by Mr. Fehr, seconded by Mr. Russell.**

- Motion passed with unanimous approval by voice vote.

III. Consent Agenda

- ❖ **Motion: Approve the April 17th 2020 Executive Committee Consent Agenda. Motioned made by Ms. Scherra, seconded by Mr. Fehr.**

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No items were moved from the consent agenda to regular agenda for further discussion. The Board Chair recited the items on the consent agenda and moved to adopt it.

- Motion passed with unanimous voice vote

IV. Committee Reports/Updates

A. Emerging Workforce Committee – Karen Scherra

- Ms. Scherra summarized the committee's from April 8, 2020, where virtual services, the Summer Youth Employment Program (SYEP) were the main topics.
- Ms. Scherra voiced her support for a pending Action to revise Youth Supportive Services policy, which can assist with limited technological capabilities.

B. Board Development Committee – Matt Van Sant

- Mr. Van Sant reported 3 board vacancies; one in Clermont County, one in Butler County, and a labor representative. Ms. Sheffield stated there have been some COVID-19 delays in connecting with the approving individuals. Mr. Van Sant stated that Mr. Curtis and Ms. Karnes are term limited. He stated that by the end of the fiscal year he would like to see these vacancies concluded.

C. Education & Training Committee – Monika Royal-Fischer

- Ms. Royal-Fischer reported that the committee reviewed the state's TechCred and other education and training programs on the WIET training list and making sure programs and processes are working with the OMJ Centers.
- Ms. Royal-Fischer stated that the committee has taken a pause on the education inventory with other matters taking precedent due to COVID-19.

D. Budget & Finance Committee – Sal Consiglio (for Carey Curtis)

- Mr. Consiglio reported that PY18 / FY19 funds will be 100% spent by their Sept. 2020 liquidation date. Funds for opioid-related services are only 11% spent.
- Mr. Consiglio added that only some PY19 / FY20 program funds have been spent, but expects expenditures to grow in today's climate.
- Ms. Amann stated that the EasterSeals' corrective action steps seem to be working, with a 30.1% expenditure rate for Work Experience services in March, despite COVID-19 impacting the last half of that month.
- Mr. Consiglio reviewed the FY20 admin. Budget, ending on 6/30/20, and the estimated FY21 admin. budget.
- Mr. Fehr asked if any pay-outs were made for Amy Pond's exit from the WIBBCW. Mr. Consiglio replied that about \$10,000 was paid for unused vacation time.

V. Continuing Business

A. NAWB Attendance (March 21st – 24th, 2020)

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- Ms. Sheffield stated the Forum has been rescheduled to June 28 - July 1, 2020. Through OnBoard, she surveyed the executive committee about attending.
- Ms. Royal-Fischer asked if the D.C. area will allow a conference to happen by then. Ms. Sheffield replied that it's doubtful.
- Ms. Royal-Fischer stated she would like to attend if the event is eventually moved to a safer date. Mr. Conger stated that it is valuable for the Board to attend and encouraged the Board to provide input, vote, and discuss it at the next full board meeting.

B. Selection: BCW|Workforce System Operator

- Ms. Sheffield reported that the Operator RFP Selection Committee will wait until May 1, 2020 to determine if the Committee moves forward with submitted proposals, or extend existing contracts by 6-months and resubmit the RFP.
- Mr. Conger added that the Board will determine extension or continuing with the existing RFP at the May 8th Full Board Meeting.
- Ms. Sheffield stated if an extension is the selected course of action, a new contract would have to be drafted and approved. Mr. Conger asked that staff begin working on a draft now in case that is the decision taken at the Full Board Meeting.

C. Workforce Development Board Recertification

- Ms. Sheffield stated that the State is pushing back the board recertification deadline. No new date has been released, but staff is continuing work to obtain all pieces of information.

VI. New Business

❖ **Motion: Intermittently adopt the State's revised updates to WIOAPL15-02, with formal approval by the Full Board on May 8th, 2020; made by Mr. Russell, seconded by Mr. Fehr.**

- Motion passed with unanimous approval by voice vote.

VII. Presentation: TMAC Communications (Engagement & Marketing) – Tawania McFadden

- Ms. McFadden introduced herself and her team to the Executive Committee. She presented the BCW|Workforce brand strategy and web design platform to the Executive Committee, including brand concepts, cobranding strategies for OMJ centers, and website functionality.
- Ms. Miller shared the State Branding guidelines with Ms. McFadden.
- Mr. Fehr asked what measurements are used to gauge success like page views. Ms. McFadden replied that Google Analytics will be used to monitor web page and social media traffic. Surveys can be utilized as well.

VIII. Adjournment

EXECUTIVE COMMITTEE MEETING MINUTES
OPEN VIDEOCONFERENCE VIA GOTO MEETING

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IX. Motion: Adjourn the April 17th, 2020 regular meeting of the Executive Committee at 12:24pm. Motion made by Mr. Fehr, seconded by Commissioner Painter.

- Unanimously approved by all in attendance.

Next Executive Committee Meeting: June 5, 2020

Validation

Secretary

Minutes approved this _____ day of _____, 20____
(Date that the minutes were read and approved)

Secretary

WIBBCW Board Chair