



## JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTOMEETING

THURSDAY, NOVEMBER 12, 2020

9:00AM– 11:00AM

### **CEO/WDB Executive Committee Members:**

**CEO Consortium (3):** *Commissioner Donald Dixon (via proxy David Fehr), Commissioner Shannon Jones (via proxy, Martin Russell), Commissioner David Painter*

**Board Executives (4):** *Justin Conger (Chair), Karen Scherra (Vice Chair / Emerging Workforce), Ron Rohlfing (Vice Chair / Governance), Monika Royal-Fischer (Education Advisory Ad-Hoc)*

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### **I. Welcome & Introductions**

#### ***A. Roll Call***

- Mr. Conger read and recorded the roll call

**CEO Consortium (2):** *Commissioner Shannon Jones (via proxy, Martin Russell), Commissioner David Painter*

**Board Executives Present (2):** *Justin Conger, Monika Royal-Fischer*

**BCW|Workforce Operations:** *Stacy Sheffield (Executive Director), Jason Ashbrook (Deputy Director), Brian Beaudry (Board Secretary), Sal Consiglio (Fiscal Agent), Roy Vanderford (Contract Board Facilitator).*

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

- Quorum was present. The meeting was called to order at 9:08am.

### **II. Consent Agenda:**

- **Motion: Approve the Consent Agenda, including the September 10<sup>th</sup>, 2020 Executive Committee Minutes. Motioned made by Mr. Russell.**
  - Mr. Conger asked that calendar invites for upcoming meetings be sent and updated to all board members.
  - ❖ Motion **passed** with unanimous approval by voice vote.

### **III. FY21 Budget II: Q1 Summary** – *Sal Consiglio (Fiscal Agent)*

- Mr. Consiglio reviewed Operations' Budget-to-Actual report for FY21-Q1 (July 1, 2020 – Sept. 30, 2020).
  - i. Operations' budget is only 16% spent, below the projected 25% benchmark. Below-average spending for personnel, travel, training and



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programs were cited as key reasons. Mr. Conger sought clarity about how much Awareness & Engagement (TMAC) had been billed. Mr. Consiglio stated that A&E's total annual contract is \$95,000, invoiced monthly since March 2020, and that the contract is up-to-date.

- ii. Operations' *COVID-19 Business Team and Outreach Expansion* contract is only 33% obligated and 12% spent, as the system's BEST Intermediary position remains unapproved by the Executive Committee.
- Mr. Consiglio reviewed the status of Career Service funds for PY18|FY19, which liquidated (expired) in September 2020.
  - i. 100% of those allocated funds were expended (spent) by the OMJ Career Service Providers.
- Mr. Consiglio reviewed the status of Career Service funds for PY19|FY20, which expire in September 2021.
  - i. Adult Program funds are only 69% committed (obligated) and 47% spent.
  - ii. Dislocated Worker Program funds are only 56% obligated and 44% spent.
  - iii. He highlighted that the expenditure of funds by OMJ Career Service Providers falls short of policy, requiring that at least 80% of these funds be obligated by the end of June 2020, 100% obligated by December 2020, and 100% spent by March 31, 2021.
- Mr. Consiglio reviewed the status of Career Service funds for PY20|FY21, which expire in September of 2022.
  - i. EasterSeals has started expending Youth (CCMEP) funds.
  - ii. The workforce area received a COVID-19 Emergency Response National Dislocated Worker Employment Recovery (ER\_NDWG) Grant for \$292,992, with 10% for Administration. Ms. Sheffield clarified that the funds are like other Dislocated Worker grants, but 166 individuals affected by the COVID crisis must be specifically served through the grant. These funds can be spent immediately.
- For State Special Grants:
  - i. Only 26% of the State's "Opioid #2" granted funds were expended (spent), with \$610,000 of unspent funds returned to the State.



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- ii. The State's "Opioid #3" granted funds are 99% spent, but this was after the State had previously de-obligated funds twice, since those funds were not being spent by the OMJ Career Advisors.

- A Performance Improvement Plan (PIP) is being developed to address the underspent funds, which will be presented at the Dec. 10, 2020 Board Meeting. Ms. Sheffield expects the PIP to show how OMJs will convert general (universal) OMJ visitors into Career Service participants. Mr. Russell added that converting OMJ visitors to WIOA customers and expending resources has been a recurring issue, which predates Ms. Sheffield's tenure.

#### IV. Presentation - Critical Workforce Challenges and Proposed Solutions - Jason Ashbrook, BCW/Workforce Deputy Director

- Mr. Ashbrook reviewed current PY20-Q1 volume and performance data, with a specific comparison to last year's pre-COVID data.
- Mr. Ashbrook suggested that high job posting volume but fewer hiring events appear to be COVID-related, along with a continuing challenge to get outcome data from hiring events, when they occur.
- Mr. Ashbrook suggested solutions, including imposing enrollment targets, the OMJ performance improvement plan, identifying innovative solutions to meet employer needs, modernizing the delivery of resources, and addressing BCW/Workforce and the OMJ System Operator's staff needs. Mr. Ashbrook presented a detailed breakdown for the approved Budget's proposed staff, including justifications, KPIs and ongoing sustainability.

**\*Commissioner Painter exited the meeting at 10:00\***

#### V. Discussion

##### A. Acquire BCW/Workforce Operations Staff

- Ms. Sheffield highlighted how the specific job and performance requirements are divided amongst the proposed positions, with the specific request that the Executive Assistant and BEST Intermediary positions be approved.

**Commented [SS1]:** This deferred an Action Item to Appoint a Board Member

**Commented [SS2]:** This action was discussed, but was it a Motion or General Discussion? Action on Firewall was also deferred



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- Mr. Conger sought clarity about how the positions will operate both within and outside of HQ. Ms. Sheffield specified how, for Operations, a combination of in-office and telecommuting is possible.
- Mr. Russell expressed his support for hiring the Executive Assistant and BEST Intermediary, once the Committee has clarity about how these positions would be housed. Mr. Conger suggested that a concise report be crafted and disseminated to the Executive Committee, addressing this question. A motion can then be made and voted on, electronically, authorizing staff to proceed with hiring additional staff.

### **VI. Good of the Order**

- Ms. Sheffield announced that two OnBoard training dates are scheduled for Board members. The first is a 1-year anniversary review and Q&A for users who have used the software since June 2019. The second is an overview of all OnBoard features and services, for both newer and long-term users.
- Mr. Conger that staff resolve any outstanding Board Certification application issues with the CEOs.
- Committee members requested a written summary from our WIOA legal consultant about the terminated Awareness & Engagement (outreach) contract with TMAC. Ms. Sheffield will act on the request, commenting that steps to terminate the contract was done in consultation with the WIOA legal consultant, policy consultant, and fiscal agent, to ensure a smooth transition to a local entity.
- Mr. Conger asked how much money total has been expended on the current outreach contract, to which Mr. Consiglio answered about \$50,000. Mr. Conger asked what work product the Board has received, to which Ms. Sheffield answered that a new website has been constructed, E-blast language, and a COVID banner page. Ms. Sheffield added that the Board controls the host and domain name for the website.
- Mr. Conger concluded by requesting that get a clear understanding of future contract scope of services and deliverables, with dates and how approvals are given to the new consultant to avoid another cancellation.

### **VII. Adjourn**

- ❖ **Motion: Adjourn the November 12<sup>th</sup>, 2020 regular meeting of the Executive Committee at 10:53AM. Motion made by Ms. Roval-Fischer**



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- Motion passed with unanimous approval by voice vote.