



## BOARD MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTOMEETING

Thursday December 10<sup>th</sup>, 2020

9:00 am

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**Members Present (12):** Brian Richards, Joy Lytle, Monika Royal-Fischer, Karen Scherra, Zachary Stanfield (9:06), Tate Borcoman, Andreas Brockmann, Michelle Snow, Jerica Kruse, Michael McNamara, Matthew Owens, Justin Phillips.

**Members Absent (4):** Sarah Manley, Ron Rohlfing, Justin Conger, Karen Karnes,

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

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

**Invited Guests / Subject Matter Experts:** 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.), Matt Fetty (Director OMJ/Warren).

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**I. Welcome** (Stacy Sheffield)

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

- Ms. Scherra called the meeting to order at 9:02.

**II. Consent Agenda**

❖ **Motion: Approve the Consent Agenda, including the October 8<sup>th</sup>, 2020 Board Meeting Minutes; made by Ms. Snow.**

- The motion was adopted with voice vote.

**III. Presentations**

**A. Status Report: FY21 Contracts Status & Operations/Admin Budget**

- Mr. Consiglio reviewed the Administrative Budget reflecting expenditures up to November with the Board, stating it is currently 26% spent. Mr. Consiglio stated unfilled budgeted personnel positions and unused travel monies due to COVID are contributing to the underspent budget.
- Mr. Consiglio reviewed the status of funds up to October with the Board. Mr. Consiglio stated the Adult Program and Dislocated Worker Program are below the Board's internal expenditure policy while the EasterSeals Youth contract is 100% spent. Mr. Russell asked if the Youth Services is considered

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100% because the monies are spent or simply sent to EasterSeals, to which Mr. Consiglio reported that EasterSeals has spent the funds.

- Ms. Scherra addressed Ms. Amy Miller to speak on the expenditure of funds. Ms. Miller stated that carryover from previous years needing to be spent first put current expenditures in FY20 behind. She stated that later in the meeting staff will present creative ideas to catch up on spending.
- Mr. Russell asked if any monies have been sent back to the state, to which Mr. Consiglio answered the only monies that were returned to the state were the Opioid #3 grant funds.

### B. Performance Overview: OMJ System & Career Services Provider

- Mr. Ashbrook presented the OMJ Workforce System and Career Services Provider performance information, summarizing and contextualizing the attached PY20 Dashboard document from the previous year to this COVID impacted year.
- Mr. Ashbrook presented an overview of the critical challenges and proposed solutions to the OMJ workforce system. Mr. Ashbrook proposed four areas to address the area's challenges, citing: Innovative solutions to help meet employer and workforce needs, modernizing technology resources and virtual services, meeting BCW and OMJ staffing needs, and a Performance Improvement Plan.

### C. Overview: Suggested System Solutions for the COVID era and beyond:

- Mr. Ashbrook summarized the key components of the proposed PIP, citing: dual enrollments of OMJ customers, assigning OMJ Career Advisors to each OMJ Partner, providing "scripts" to OMJ Wagner-Peyser staff to strengthen communication, enhance data entry and electronic documentation, revising local policies, and aligning outreach with local and state efforts.



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- Ms. Scherra asked if there is employer interest in hiring events and job fairs. Mr. Ashbrook said there is interest in hiring events in new safe ways until we can safely return to more normal and traditional indoor events. He stated there is opportunities to partner with JobsOhio and Braysen virtual events.
- Mr. Russell asked if the Operator provided input into the proposed PIP. Ms. Miller stated that the Operator and OMJ BCW supervisors were all involved in crafting the PIP. Mr. Russell asked what specific policies need adjustments. Ms. Miller stated that adjustments to the ITA policy and Supportive Services Policies would provide greater and immediate impact.
- Mr. McNamara asked if spending or performance or both is being addressed in the PIP, to which Ms. Sheffield answered that both aspects, with a focus on spending will be addressed.
- Mr. Borcoman emphasized the need for effective hiring events and offered his assistance at a committee level.

#### IV. Action Items

##### A. Performance Improvement Plan (PIP)

- **Motion: Accept the OMJ System Operator's WIOA Career Services Provider Director's Performance Improvement Plan (PIP) with a progress report present by February 25th, 2021 for review at the March 11th, 2021 Full Board Meeting with specific considerations made to the ITA and Supportive Services Policies; made by Ms. Kruse.**
- Mr., Owens stated that the ITA and Supportive Services policies referenced earlier in the meeting were not specifically stated in the proposed PIP. Ms. Scherra clarified that the motion include language specifically referencing the consideration of the policies.



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- There being no further questions, the motion passed with unanimous voice vote.

#### B. Staff Hiring

- **Motion: Hire staff as outlined in the approved FY21 Budget; made by Mr. Owens.**
- Ms. Royal-Fischer asked for clarity about the proposed Executive Assistant's scope of work and physical location of work. Ms. Sheffield stated the Executive Assistant will primarily focus on the day-to-day duties of operations and organization, freeing Ms. Sheffield and Mr. Ashbrook to focus on performance requirements, policy requirements, state and federal requirements. She stated the Executive Assistant will assist with preparations regarding board meetings and agendas to disseminate information as quickly as possible.
- Mr. Russell provided statements regarding the proposed BEST Intermediary position, stating he was apprehensive at first with the position's scope of work in relative conflict to his background originally in the economic development space. In conversations with Ms. Sheffield, he stated he now understands the pressure coming from federal and state agencies precluding Ms. Sheffield and Mr. Ashbrook's time to meet face-to-face with companies.
- Mr. Russell advised that the person selected as the BEST Intermediary needs to be a strong individual who can navigate the politics of the economic development space and pre-existing relationships between business and government. Mr. Russell additionally posed a creative option of utilizing existing organizations in Clermont, Butler, and Warren Counties that already have established relationships with communities and the companies inside them who could provide these intermediary services.



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- There being no further questions, the vote passed with unanimous voice vote.

#### C. Non-WIOA Funded Workforce Programs & Services

- **Motion: Deliver non-WIOA Funded Workforce Programs & Services; made by Mr. Owens.**
- There being no further questions, the vote passed with unanimous voice vote.

#### D. Contract Career Advisors

- **Motion: Contract Career Advisors to Assist with OMJ Employment & Career Services Delivery; made by Mr. Phillips.**
- Mr. Russell asked about the need for a contract versus housing the programs between the three OMJ Centers. Ms. Sheffield stated that staff being contracted is preferred since it is tied to the program's performance and administration can successfully execute the program. She stated it will also avoid salaries and benefit structures for the OMJs. Mr. Russell stated that his preference would be to explore all options of performing the work in-house versus contracting the work, but stated he is open to suggestions.
- Mr. Fehr asked Ms. Sheffield who she envisions overseeing the contract, to which she answered the BEST Intermediary in conjunction with the System Operator. Ms. Sheffield stated that the current career services provider is enacting a performance improvement plan for their existing WIOA dollars, and expressed a concern of adding additional responsibilities, dollars, and staffing needs from this program.
- Ms. Sheffield stated the program start date is in January. Mr. Owens asked if the contracted staff would be co-located within the OMJ centers, to which Ms. Sheffield stated the option is there so long as they are doing RESA work.

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- **Amended Motion: Contract Career Advisors to Assist with OMJ Employment & Career Services Delivery; additionally, with Board support of a local execution, authorizes staff to begin a conversation to occur between the operator to address specific work options in relation to contracting with a career advisor, to assist with OMJ employment and career services delivery; made by Mr. Phillips**
- There being no further questions, the vote passed with unanimous voice vote.

### E. Firewall and Internal Controls

- **Motion: Adopt Firewall & Internal Controls Policy as presented; made by Mr. Phillips.**
- There being no further questions, the vote passed with unanimous voice vote.

### F. Tools and Technology

- **Motion: Identify and integrate improved, hybrid tools/technology available to serve the workforce system's employers, workforce and job seekers; made by Ms. Kruse.**
- Ms. Sheffield stated the action is to explore all avenues available for any under expanded funds, to upgrade system resources to accommodate customers, whether it's on site or online.
- There being no further questions, the vote passed with unanimous voice vote.

### V. Good of the Order

- Ms. Sheffield acknowledged this is the last Board Meeting of 2020 by thanking the Board for the opportunity to serve the area and wished everyone a safe holiday season.

### VI. Adjourn

- ❖ **Motion: Adjourn the regularly scheduled December 10<sup>th</sup>, 2020 Board meeting of the WIBBCW; made at 10:58AM by Mr. McNamara.**



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- **Motion was adopted.**

**Approved by the Board on** \_\_\_\_\_ **Board Secretary** \_\_\_\_\_