



EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

THURSDAY, SEPTEMBER 10TH, 2020

9:00AM– 11:00AM

Executive Committee Members: *Justin Conger (Chair), Karen Scherra (Vice Chair), Ron Rohlfiing (Vice Chair), Monika Royal-Fischer (Education Advisory), Commissioner Donald Dixon (via proxy David Fehr), Commissioner Shannon Jones (via proxy, Martin Russell), Commissioner David Painter*

I. **Welcome & Introductions**

A. ***Roll Call***

- Mr. Rohlfiing read and recorded the roll call

Directors Present: *Justin Conger, Karen Scherra, Ron Rohlfiing, Monika Royal-Fischer*

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

WIBBCW Administration: *Stacy Sheffield (Executive Director), Jason Ashbrook (Deputy Director), Brian Beaudry (via Warren County Economic Development), Sal Consiglio (Fiscal Agent)*

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

- Quorum was present. The meeting was called to order at 9:03am.

II. ***Consent Agenda:***

- **Motion: Approve the Consent Agenda including the August 7th, 2020 Executive Committee Minutes. Motioned made by Commissioner Painter.**
 - Martin Russell asked Amy Miller for her firsthand account of performance in the 4th quarter of PY19. Miller stated that the impact of COVID won't be reflected in the data until next year. She stated the 614 total customers were only people enrolled in WIOA for Occupational Skills Training, but not universal customers who get Basic Career Services that don't trigger participation in WIOA, and not reflected in quarterly reports. Ms.

Sheffield stated the 614 reflects people who are closed out and completed their services in the fourth quarter.

- Mr. Conger asked when the Board Certification Application is due, and if there are any action items needed in today's meeting. Ms. Sheffield answered that the Commissioners gave the Board a grace period because of COVID, but most documents are being submitted by the end of September. Mr. Conger directed Ms. Sheffield to send the application to the CEO's and/or their proxies to acquire necessary signatures by tomorrow afternoon and returned in the next 30 days. Mr. Russell stated that if he receives it by noon on Friday, it can be placed on the Commissioner's Consent Agenda.
- Mr. Conger asked for background on the Infrastructure Agreement (IFA) amendment. Ms. Sheffield stated that the local IFA a part of the area partner's Memorandum of Understanding (MOU), which specifies the services, infrastructure and other costs associated with the operation of the OhioMeansJobs centers, and the amendment process.
- ❖ Motion passed with unanimous approval by voice vote.

III. Board Actions

A. CEO Approval of Board Nominees

- **Motion: Approve Joy Little as WIBBCW board appointee, representing small business leadership as the President of the Clermont Chamber of Commerce succeeding Matt Van Sant. Motion made by Commissioner Painter.**
- Mr. Russell stated that Mr. Schnipke's term has expired as the Community / Economic Development Nominee. He stated that this position historically rotated between the three counties, and with Mike McNamara recently brought on with Clermont County from Butler County, Mr. Russell recommended him for consideration.
- Mr. Russell stated that since Mr. Fehr and himself serve as proxies for their respective Commissioners, Mike McNamara would represent the Economic Development board seat well.
- ❖ Motion passed with unanimous approval by voice vote.
- Commissioner Painter thanked Mr. Van Sant for his dedicated work on this Board and throughout Clermont County.

B. 2020/2021 Calendar

- Ms. Sheffield presented proposed calendars for Board meetings, Committee meetings and special events.

- **Motion: Approve the 2020/2021 Calendar and meeting dates as presented. Motion made by Ms. Royal-Fischer.**
- Ms. Royal-Fischer asked if the Awareness and Engagement Manager will be involved in promoting the proposed special events in conjunction with the Operator. Ms. Sheffield affirmed that they would and that the dates will also be promoted on the WIBBCW website.
- Ms. Miller requested a meeting between herself, Mr. Ashbrook and the A&E Manager to go through the proposed calendar in detail.
- Mr. Russell asked for a second draft calendar to be presented back to the Board once Ms. Miller and her team review. Mr. Conger suggested that the BEST Committee could coordinate.
- Mr. Conger directed staff to update Outlook Calendar invitations with accurate times and holds.
- ❖ Motion passed with unanimous approval by voice vote.

IV. Committee Reports/Updates

A. Budget and Finance Committee – Sal Consiglio

- Mr. Consiglio reviewed the State Fiscal Year (SFY19)'s PY18 and FY19 contracts, expiring on September 30th, 2020, stating that the contract is 100% spent.
- Mr. Consiglio stated career service funds expiring 2021 are starting to be spent, but the Counties are behind where they should be.
- Mr. Consiglio stated that the Counties are behind on spending WIOA Adult and Dislocated Worker service funds. He stated that by June 30th, 2020, funds should have been 80% committed, but are well below their target. Ms. Sheffield stated that an existing performance improvement plan is being revised to address the shortfall.
 - Karen Scherra suggested that Dislocated Worker grant eligibility requirements put the Board at a disadvantage when identifying avenues for customer engagement. She applauded the work that was done under difficult circumstances, and cited new partnerships formed as a positive result.
- Mr. Consiglio reviewed the PY19 budget actuals for the month expiring August 31st, stating that it is early in the budget, but on pace.

B. Education and Training Committee – Monica Royal-Fischer

- Ms. Royal-Fischer stated the Committee's meeting is near the end of September. The Committee shifted to quarterly meetings due to constant rule changes on education facilities because of COVID. She stated the

Committee will focus on COVID related changes and how best to adapt to the constraints.

C. Board Governance Committee – Ron Rohlfig

- Committee met on August 14th and suggested the WIBBCW bring on a consultant to help drive the governance and standardize the way in which the Board achieves the goals that are set out for us. He stated the Committee sent out a Bio on Mr. Roy Vanderford for consideration.
- **Motion: Seek Executive Committee Action to engage Mr. Roy Vanderford as a Board Facilitator Consultant. Made by Ms. Scherra.**
- Ms. Royal-Fischer asked how this consultant would build off work Doug Arthur did. Mr. Conger stated Doug Arthur’s work attempted to identify employer satisfaction and demands, while Mr. Vanderford’s work would focus on improving internal Board Member dynamics. He added that Mr. Vanderford has a history of successful work in Ohio and the Midwest.
- Mr. Conger called for actionable items as outcomes in engaging with Mr. Vanderford. Mr. Rohlfig stated an outcome of the consulting would be an increase in the Board engaging more practically and functionally versus bureaucratically.
- Mr. Russell asked for the cost of a consultant, to which Ms. Sheffield answered \$7,500. Ms. Royal-Fischer asked about the timeline for this process, to which Ms. Sheffield identified as 6-mos. (March 2021). Ms. Royal-Fischer asked if the Consultant would provide strategic outcomes, to which Mr. Rohlfig answered that the training will better equip the Governance Committee Chair to guide the Board.
- Mr. Russell asked if the consultant would engage with only Board Members or other stakeholders who don’t hold board seats. Ms. Sheffield answered that the consultant would work with Board Members, and those Members in turn would interact with stakeholders through their committees.
- Mr. Russell requested that, if the Board proceeds with the consultant, it be taken seriously and accept the feedback that may come.
- ❖ Motion passed with unanimous approval by voice vote.

D. Emerging Workforce Committee – Karen Scherra

- Ms. Scherra updated the Board on the Committee’s asset mapping for the website and virtual event recognizing businesses’ contribution to youth services.

- Ms. Scherra thanked both Mr. Ashbrook and Ms. Amann on their efforts to advance the committee's work. She stated a financial ask could be coming in order to maintain the asset mapping in a future meeting.
- Ms. Scherra recognized difficulty for families to access food, and stated EasterSeals and the Committee are collaborating on potential ways to address it.

V. Good of the Order

- Ms. Royal Fischer inquired about the status surrounding potential new hires. Ms. Sheffield stated that Mr. Ashbrook has joined the team. Additionally, she stated that an Executive Assistant has been selected and is moving through HR items and a background check. She stated a Business Employer Solutions Intermediary is the only outstanding position.
- Ms. Royal-Fischer stated that the Executive Committee was supposed to approve any new hires before they happened. Ms. Sheffield stated that the budget for the positions was approved, and guidance was given to proceed cautiously on new hires while providing justification as to the positions need. She stated documents were circulated that addressed the justification of the positions and there was no feedback or comments at the subsequent Executive Committee Meeting.
- Mr. Russell stated that the hiring process is advancing out of order. He stated that a non-response from Executive Committee members to staff correspondence is not an endorsement to proceed and stated the Executive Committee has not blessed the hiring of either the two proposed positions yet. Mr. Russell stated if Warren County's HR put forth an individual in front of the Commissioner's for approval, he would pull it, thus causing a disservice to the individual moving through background checks.
- Ms. Sheffield stated that she followed the correct process; citing an approved budget and adhered to verbal guidance on proceeding cautiously. She stated details on the new staff positions were sent to each board member over the last three to four months. Mr. Russell stated that an overall budget was approved with the expectation hiring decisions be brought back in front of the Executive Committee. He reiterated that just because information was disseminated to Board Members does not constitute their affirmative action. He stated the Executive Committee needs dedicated time to address this, either in a special meeting or in executive session.
- Mr. Conger suggested staff check the Bylaws for hiring procedures, while also acknowledging the optics of doubling staff during a pandemic. Mr. Conger agreed with Mr. Russell's assessment that a non-response from Board members is not an affirmative to proceed. Mr. Conger stated the Board is committed to its values of

being fiscally responsible, fiscally prudent, utilizing its staff, utilizing its consultants, its operators, and marketing people in the best possible manner.

- Mr. Russell clarified his position; stating he isn't necessarily opposed to approving a position or two, but justification of need must be clearly expressed, and approvals from the Executive Committee is needed rather than a non-answer. Mr. Russell asked for a mechanism in the form of an OnBoard vote or another meeting in short order to address this issue since a candidate has been selected.
- **Motion: Due to the declared COVID-19 Pandemic State of Emergency, all new positions will be voted for approval by the Executive Committee until the state of emergency is lifted. Made by Ms. Royal-Fischer.**
- Ms. Sheffield stated the spotlight is on workforce development due to the pandemic and in order to have a functioning workforce system, she requires the appropriate amount of support. Mr. Conger stated that performance reports throughout the years have shown Area 12 performs up to standards and exceeds in certain areas.
- ❖ Motion passed with unanimous approval by voice vote.

- Mr. Conger stated he will coordinate schedules with the Executive Committee members to schedule another Executive Committee meeting within the next two weeks.

VI. Adjourn

- ❖ **Motion: Adjourn the September 10th, 2020 regular meeting of the Executive Committee at 10:57AM. Motion made by Mr. Russell**
 - Motion passed with unanimous approval by voice vote.