



## JOINT CEO/WDB EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA GOTO MEETING

WEDNESDAY APRIL 14<sup>TH</sup>, 2020

8:30AM– 9:30AM

### **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), Ron Rohlfig (Vice Chair), Michael McNamara.*

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

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

- Mr. Rohlfig read and recorded the roll call

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

**Board Executives Present (2):** *Ron Rohlfig, Karen Scherra, Michael McNamara, Karolyn Ellingson.*

**BCW|Workforce Operations:** *Stacy Sheffield (Executive Director), Brian Beaudry (Board Secretary), Sal Consiglio (Fiscal Agent), Kelly Winston (B.E.S.T. Intermediary).*

#### ***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 February 11<sup>th</sup>, 2021 Executive Committee Minutes; made by Mr. Rholfig.**

❖ Motion **passed** with unanimous approval by voice vote, with Commissioner Painter abstaining.

### **III. Status of SFY21 Contract Funds and SFY22 Budget I (Preliminary) – Sal Consiglio (Fiscal Agent)**

- Mr. Consiglio reviewed the status of funds for PY19/FY20 as of as of February 2021 (March financials have not been finalized yet).



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- i. Mr. Consiglio stated that Adult monies are 84% obligated and 94% spent, Dislocated monies are 86% obligated and 92% spent, Youth monies are 100% spent, and Administrative totals are 54% obligated and 59% spent. He stated that these monies need to be fully liquidated by September 30<sup>th</sup>, 2021.
  - ii. Mr. McNamara asked if the reporting errors in Clermont County brought up in previous meetings have been fixed. Mr. Consiglio stated that they have been fixed, however the numbers did not change significantly. He stated that the Program Director is retiring, causing a delay in reporting.
- Mr. Consiglio reviewed the status of funds for PY20/FY21 as of as of February 2021 (March financials have not been finalized yet).
    - i. Mr. Consiglio stated minimal activity has occurred because previous year allocations are still being spent. He stated that EasterSeals has incurred expenditures for the Youth contract. He stated that these monies need to be fully liquidated by September 30<sup>th</sup>, 2022. Mr. McNamara asked if there is concern if these monies can be spent by then, to which Mr. Consiglio answered yes. Mr. Russell asked that Ms. Amy Miller provide her perspective on the matter. Ms. Miller stated that an Interim Director has been in place at Clermont, and she is working closely with her on the performance improvement plan, short term use of funds, and policy changes.
    - ii. Ms. Miller asked for a policy change to increase the limit on short-term contracts from \$6,500 per person to \$15,000 per person matching the limit for long-term contracts. Additionally, Ms. Miller requested updates to the Supportive Services Policy. She stated aligning the Adult policy with the changes made to the Youth policy would result in more expenditures. Ms. Miller requested a Transitional Job Policy so that programing could be established, preferably including language that grants access to the Opioid funds. Mr. Russell stated these requests have been pending for some time and asked when these policy revisions can be presented for approval. Ms. Sheffield stated she would like to evaluate the specific policy change requests and evaluate the underline assumptions behind them. She stated that revisions can be presented to the Board next meeting. Mr. McNamara asked if there could be an OnBoard option that the Executive Board could vote on in the coming weeks, in order to give the OMJ centers the maximum time possible to expend the funds. Mr. Russell requested that



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whatever revisions come before the Board for approval are jointly recommended from Administration and the Operator.

- iii. Commissioner Painter asked what the unique challenges Clermont faces in meeting expenditure requirements. Ms. Miller stated that Clermont's OMJ does not receive nearly the same foot traffic as the other counties. Ms. Miller introduced the idea of a mobile unit to bridge the transportation barrier, as well as partnering with the library networks. Commissioner Painter stated that since the deadline for the funds are approaching, he is amenable to having the Clermont dollars be reallocated to the other counties to be expended if need be.
- Mr. Consiglio reviewed the FYE Administrative Budget to Actual Expenditures as of March 31<sup>st</sup>, 2021.
    - i. Mr. Consiglio stated that the dollars are underspent due to staff vacancies and lack of travel due to the pandemic. Mr. Fehr asked the status of open staff positions, to which Ms. Sheffield stated an offer has been presented to a new executive assistant, and the Deputy Director position remains vacant.
  - Mr. Consiglio reviewed the preliminary budget for FY22.
    - i. Mr. Consiglio summarized the amounts of carry forward funds for Adult, Youth, and Dislocated Workers. Mr. Consiglio projected that the Area will only receive about 90% of its previous year's allocation. He stated the budget proposes 50% of that allocation be budgeted and the remaining 50% be carried forward into the next year. Mr. Consiglio reviewed the total estimated figures for the core programs and stated some extra administrative dollars may be available if programmatic dollars, or special allocations like Opioid, RESEA, and NDWG grants are fully spent.
    - ii. Mr. Consiglio reviewed the preliminary budgeted expenditures, citing increases to personnel, operating expenses, business expenses, and professional services. Mr. McNamara asked about the increases in operating expenses, to which Mr. Consiglio stated he included a line item for rent for planning purposes. Mr. Consiglio stated that travel expenses are retained in hopes that the pandemic will subside to allow for conferences like NAWB. Mr. Russell inquired about the Premier Virtual expenditure, to which Ms. Sheffield stated upgrades into software could be utilized by programs as a pilot year.
- ❖ **Motion: Approve the Preliminary Budget for SFY22; made by Mr. Russell.**



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- Motion passed with voice vote of present members

### IV. CEO Consortium Action Items:

#### A. Opioid Grant #3

❖ Motion: Accept the 3rd and Final Allocation of Opioid Emergency Response Grant Funds (OERG, aka Opioid Grant #3); made by Commissioner Painter.

- Mr. Rohlifing asked if administration feels confident these funds can be expended, to which Ms. Sheffield answered no, but that the motion would at least allow the Board to accept the funds if the State decides to allocate them.
- Motion **passed** with unanimous approval by voice vote from present CEOs.

#### B. WIBBCW Board Member Extension

❖ Motion: Ratify Brian Richards' interest to continue serving on the WIBBCW Workforce Board, for the 2nd Year of his 1st Term (of 3).; made by Mr. Fehr.

- Motion **passed** with unanimous approval by voice vote from present CEOs.

#### C. WIBBCW Board Member Appointment

❖ Motion: Appoint Karen Karnes as an Education & Training Representative, for Adult Literacy and Basic Education to the BCW|Workforce Area (12)'s Board of Directors (WIBBCW); made by Mr. Fehr.

- Motion **passed** with unanimous approval by voice vote from present CEOs.

### V. Workforce Board Exec Action Items:

#### A. 2021 NAWB Annual Conference



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❖ **Motion: Attend NAWB Forum 2021; made by Ms. Scherra**

- Ms. Sheffield stated that the event will be virtual this year. There is enough resources budgeted so that the savings in travel could allow every Board member to attend.
  - Motion **passed** with unanimous approval by voice vote from present Board Members.

**B. One-Stop Delivery System Committee**

❖ **Motion: Create a One-Stop Delivery System Committee; made by Mr. Rohlfing**

- Ms. Sheffield requested the creation of the committee for the purpose of identifying and continuously improving operational and other issues related to the area's OMJ one-stop delivery system. Mr. Russell asked if this is the proper committee for policy revisions to originate and who comprises the committee. Ms. Sheffield stated that policies originating from the Federal or State level defer to the Governance Committee, and policies related to direct services and expenditures would defer to this committee. Mr. Russell asked if the Operator would be involved in this Committee, to which Ms. Sheffield answered yes. Mr. Russell asked Ms. Miller if the creation of this Committee would be of value, to which she answered yes if this is where continuous policy revisions take place. Mr. Russell stated he usually is not in favor of creating additional Committees, however this one is of value to the Operator and offered to Chair the Committee.
  - Motion **passed** with unanimous approval by voice vote from present Board Members.

**C. Ad Hoc Workforce & Wellness Committee**

❖ **Motion: Create a Workforce & Wellness Committee; made by Ms. Scherra.**

- Ms. Sheffield reintroduced the idea of the previously tabled Workforce and Wellness Committee. The goal of the committee would be to identify and continuously improve successful operation and delivery of workforce



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services for residents with disabilities within the area's OMJ one-stop delivery system.

- Ms. Scherra stated she discussed this Committee's concept with Ms. Sheffield. She stated there will be an influx of people with mental health and disability issues exacerbated by the pandemic on a national and state level. The creation and execution of this committee will position the Area to be proactive towards the providers and EasterSeals in expending dollars to assist these individuals.
  - Motion **passed** with unanimous approval by voice vote from present Board Members.

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

- Mr. Russell asked if there could be a formal review of the existing committee structure to clearly identify their roles and how they cross collaborate. He offered his assistance in the creation of the review for next Board meeting.
- Mr. Fehr stated the old website URL does not redirect to the new current web address. He asked that staff could correct the old domain address to redirect to the new site as to not loose individuals seeking out the WIB.
- Ms. Sheffield stated the Area is able to receive additional funds for Youth Services. She stated these are unspent Youth funds from other areas of the State being redirected to our Area since we demonstrated our ability to use them. She stated this will formally come before the Board in the next meeting for approval. Mr. Fehr commended the work being done by EasterSeals and everyone attached to the Youth funds.
- Mr. McNamara asked Ms. Sheffield about a virtual career expo for Kings and Waynesville schools. Ms. Sheffield stated this is a polit program organized quickly for In-Demand-Jobs-Week. Ms. Amann from EasterSeals stated that close to 1000 youth from 9-12<sup>th</sup> grade will be involved with Warren County based companies due to transportation barriers. She stated if this polit goes well, they hope to make it an annual event across the entire Area.

### **VII. Adjourn**

- ❖ **Motion: Adjourn the April 14<sup>th</sup>, 2021 rescheduled meeting of the Executive Committee at 10:01AM. Motion made by Mr. Russell**



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- Motion passed with unanimous approval by voice vote.