

**LORAIN COUNTY WORKFORCE DEVELOPMENT BOARD**  
**February 28, 2019**  
**Meeting Minutes**

**Members Present**

Jacqueline Boehnlein	Larry Kerr	Nick Ross (proxy)
Frank DeTillio	Tim King	Barbara Tamas
Andy Kasubienski	Kevin Nelson (proxy)	David Updegraff

**Members Absent**

Marcia Ballinger	William Moore	Homer Virden
Sandra Burtscher	John Roberts	Charlotte Wray
Jim Cordes	Kevin Stitak	Marc Zappa
Dave Larson		

**Staff Present**

Mike Longo	Linda Masterson	Mary Murphy
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**Guests**

None

**Call to Order** Frank DeTillio called meeting to order 9:00 a.m.

**Roll Call:** Frank advised that he did receive acknowledgement from Kevin Nelson and Nick Ross for their proxies; Linda Masterson indicated that a quorum did exist.

Frank introduced the new board members:

- Andy Kasubienski, who is the Training Director for the Electrical Joint Apprenticeship Training Committee. Andy is replacing Jeff Bommer from the IBEW and will be filling one of the spots required to be represented by Labor.

Andy thanked Frank and shared with the board the challenges the Trades are experiencing with attracting new talent. Andy also shared information on the work going on trying to attract more women into the non-traditional jobs and that a few of the local trade organizations are working with the Chicago Women in Trades program to focus on the effort. The group has developed a pre-apprenticeship training program that interested women can participate in that will help with physical strengthening in addition to increasing math skills.

Andy shared that he has also been going out to many of the local schools trying to better educate students about careers in the Trades with the realization that not all students are going to pursue college.

- Charlotte Wray who is filling one of our vacant seats for the business sector. Charlotte is the President of Mercy Health - Allen Hospital in Oberlin and unfortunately couldn't make it to today's meeting. Frank recognized Kevin Nelson for helping to recruit Charlotte to join the board.

Frank reminded the board that there is still a need to fill a few more vacant seats for the private sector and that any members who know candidates to be considered to refer them on to him or Jim.

### **Approval of Minutes**

*Frank asked for a motion to approve the minutes from the November 29, 2018 meeting. A motion was made by Jackie Boehnlein and seconded by Barbara Tamas to accept the meeting minutes. The motion passed.*

### **WDB Chairperson Report**

#### **GEWB Update**

Frank shared the meeting agenda and minutes from the December Governors Executive Workforce Board and highlighted;

- This was the last board meeting under Kasich's administration and Governor DeWine has yet to announce any changes to the board membership
- A presentation was made on a unique Work Study Program being offered by Cristo Rey High, a Catholic high school located in Columbus.
- Board members were asked during the September meeting to complete a questionnaire collecting feedback on their top initiatives that drove them to participate on the board, most impactful contribution as a board member, future advice for other workforce staff and board leaders and how they will continue to stay active in workforce development efforts in their communities. You can view the responses in the materials provided.

While the Governor hasn't announced changes to his board, he has announced that Lieutenant Governor Husted will be taking the leadership role in the Governor's Office of Workforce Transformation.

#### **One-Stop Operator Procurement**

Frank updated the Board on the status of the competitive procurement process for the OMJ Center Operator that took place in December. Frank mentioned that the opportunity was posted two (2) times in The Chronicle during the month of December and that there were five (5) agencies who requested copies of the Request for Proposal packet. The deadline for submitting proposals was in early January

and that only one response was received which came from the Lorain County Workforce Development Agency. Frank advised that since there was only one response received that him and Mary reviewed the proposal to be certain that the responses satisfied what the Board was looking for.

Frank advised the Board that a copy of the proposal was included with the meeting materials that were sent out prior to the meeting and are also included in the binders and asked if there were any concerns, which none were shared.

***Frank asked for a motion to approve the Lorain County Workforce Development Agency to serve as One-Stop Operator. A motion was made by Jacqueline Boehnlein and seconded by Tim King, Frank added that Nick and Kevin where both in support of the item, the motion passed.***

### **Program Year 17 Monitoring**

Frank shared that one of the responsibilities of the board is to conduct oversight and monitoring of the youth and career service providers of the OhioMeansJobs center, which in our area is the Lorain County Workforce Development Agency, and advised that Mary assisted with this process and asked her to provide an update.

Mary shared that her and Joe Martin, the Workforce Institute Accountant, conducted the monitoring that included a review of files that were randomly chosen to verify that eligibility, required paperwork, source documentation, data entry into the Ohio Workforce Case Management System and other documentation were in the files as required. The review also included a review of contracts, invoices and checks that had been issued to vendors, a review of Youth participants involved in the paid work experience to support time sheets and payroll records were accounted for properly. Mary stated that there were no major findings and that she was pleased with the outcome.

Mike responded that this is a good practice to have in place as it helps to identify issues his agency may not be fulfilling properly that can be corrected to avoid the same type of issues from being uncovered during a review that would be conducted by ODJFS.

### **Local Plan Update**

Another responsibility of the board under WIOA is to assist with the creation of the local plan that is an addendum to the regional plan. It is also a requirement that these plans be reviewed every two years, which we are quickly approaching as our initial plan was accepted by the State on June 30, 2017. A copy of the updated local plan that was sent out prior to the meeting and is also included in the binders.

The changes that have been made to the plan are highlighted in yellow and include;

- Edits to the structure with the One-Stop Operator changes
- Partner program name changes - ABLE, which is now Aspire and Mature Services, which is now Vantage Aging
- Statistics that have been updated

- Changes to performance goals and assessments that come with the Work Ready Lorain County initiative
- Information on the Memorandum of Understanding that has been developed with the Lorain Public Library and Avon Lake Public Library systems
- Updates on WIOA/CCMEP performance that has occurred since initial Local Plan was approved

*Frank asked for a motion to approve the Workforce Innovation & Opportunity Act Area #4 – Local Workforce Plan changes that have been proposed. A motion was made by Tim King and seconded by Larry Kerr, Frank added that Nick and Kevin were both in support of the item, the motion passed.*

Mike was asked to post the plan on the website for the 30-day required public comment period.

### **OhioMeansJobs Update**

#### **Supportive Service Policy**

Mike shared that a copy of the Supportive Service Policy with the changes that were noted at the last meeting is included in the binders. He also provided an updated copy of the spreadsheet that highlights the comparisons for services offered by the other counties in our region.

Jackie provided the Board with information on the availability of accessing applications for the utility programs that are available on the LCCAA website.

### **Work Ready Lorain County Update**

Mike advised that we are continuing to make progress towards achieving the new goals that have been established for us to maintain our certification. We have met two of the goals and are still focusing on meeting the measure for the Emerging Workforce category (high school and college students and recent graduates). We plan to assess many youth over the summer which should help in this category.

The other category we haven't met the goal for yet is in the improved certificates. We are promoting the incentives that are available for youth who raise their certificate levels as approved by the board and hope that this will allow us to meet the goals.

Mike also provided an update on the ACT State Organization Summit that he participated in during the month of January, particularly the Workforce Forum that took place at the end of the event. The keynote speaker for the session was Lt. Governor Husted who spoke for about 30 minutes and shared details on the new administrations focus on workforce that includes, increasing the number of STEM graduates by 5,000/year, better educating students on in-demand jobs and the skills needed for those jobs, and focusing on upskilling with a goal of issuing 10,000 nano-certificates that the state will pay for as long as there is a commitment to stay and work in Ohio.

### **In-Demand Jobs Week**

The partners of the Lorain County Growth Partnership have been working on coordinating activities that will take place during the week of May 6<sup>th</sup>, which the State has designated as In-Demand Jobs Week. Input is being gathered from the superintendents that are involved with the Business Advisory Council that is being led by the Educational Services Center of Lorain County. Mike was asked to bring a copy of the current demand occupation list to the next meeting.

### **Monthly Statistical Reports**

The Board members were provided with the monthly statistical summary from January 2019. Conversation took place around the unemployment rate being as low as it is and Mike shared that while that is true we are still seeing approximately 120 individuals every month who are exhausting their unemployment. These individuals are included in the outreach efforts of the OMJ center to help get them connected to our services. Mike was asked if he could provide a breakdown of the individuals based on the city that they live in for the next meeting.

### **Partner Updates/Board Discussion**

Mike informed the Board members that they should be receiving copies of the OMJ newsletter, “The Connector” and encouraged the members to take a look at the document and provide any feedback on the information being shared.

Frank advised the members that the regularly scheduled meeting for November would fall on Thanksgiving and asked for feedback on changing the date to November 21<sup>st</sup>, which was agreed to. We will take care of updating meeting schedule.

Jackie shared information on a Press Release that is going to highlight Lorain County Community Action Agency quality affirming federal review that was received for the agency’s Head Start program.

Andy shared that they are in the application process and that last year they had 30 people apply for the entire year compared to 70 that have applied so far this year which is encouraging.

### **Public Comments**

None

*Frank DeTillio made a motion to adjourn the meeting.*