

**LORAIN COUNTY WORKFORCE DEVELOPMENT BOARD**  
**May 30, 2019**  
**Meeting Minutes**

**Members Present**

Marcia Ballinger	Larry Kerr	Nick Ross
Jacqueline Boehnlein	Tim King	Barbara Tamas
Frank DeTillio	Dave Larson	David Updegraff
Andy Kasubienski	William Moore	Homer Virden

**Members Absent**

Sandra Burtscher	John Roberts	Marc Zappa
Jim Cordes	Kevin Stitak	
Kevin Nelson	Char Wray	

**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:** Linda Masterson indicated that a quorum did exist.

**Approval of Minutes**

*Frank asked for a motion to approve the minutes from the February 28, 2019 meeting. A motion was made by Larry Kerr and seconded by David Updegraff to accept the meeting minutes. The motion passed.*

**WDB Chairperson Report**

Frank shared that there were no updates to share from the state level as Governor DeWine has not yet announced who will be serving on the Governors Executive Workforce Board.

## **Memorandum of Understanding**

Frank reminded the Board that one of the roles is to work with the required partners of the OhioMeansJobs system to maintain a Memorandum of Understanding (MOU) with the partners. He added that the MOU includes identification of the services that are offered at the OMJ center and a Cost Sharing Agreement that covers the costs of providing the services. Frank shared that there was a copy of the MOU in the binder and asked Mary to provide any additional information.

Mary informed the Board that the MOU that will be presented to the partners is for a two-year period that will run from July 1, 2019 through June 30, 2021. The contents of the MOU are similar to what was included in the MOU that is expiring at the end of June and we did use the template that was provided to us by ODJFS. Mary also shared that the Cost Sharing Agreement breaks down all costs by category and that partners pay is determined by the number of full-time equivalent staff they have assigned to the OMJ center. The projected costs for the 1<sup>st</sup> year = \$8065.53 per FTE and that the projected costs for the 2<sup>nd</sup> year = \$8182.33 per FTE.

*Frank asked for a motion to approve the Memorandum of Understanding as proposed. A motion was made by Jacqueline Boehnlein and seconded by David Updegraff. The motion passed.*

## **OhioMeansJobs Update**

### **Individual Training Account Policy**

Mike shared that a copy of the Individual Training Account Policy with proposed changes that are highlighted are included in the binders. Mike explained that the changes include adding language to account for eligible youth who can be served through the policy. Mike also advised that there was a recommendation being made to change the language requiring a high school diploma or GED to allow for some flexibility for those who may be participating in a training program that upon successful completion would earn a diploma and an industry recognized credential at the same time (e.g. the Adult Diploma Program (ADP) that the JVS runs).

Jackie recommended that the language be changed to support proof of enrollment in a program recognized by the Ohio Department of Education to allow for expansion of other similar programs to ADP that may be approved in the future.

*Frank asked for a motion to approve the proposed changes to the Individual Training Account Policy with the language changes proposed. A motion was made by Jacqueline Boehnlein and seconded by Dave Larson. The motion passed.*

### **Comprehensive Case Management and Employment Program Resolution (CCMEP)**

Mike directed the members to the CCMEP Resolution that was included in the binders and shared that it is a requirement that the Workforce Board authorizes the use of the Workforce Youth funds in order to receive the Temporary Assistance to Needy Family (TANF) funds to run the CCMEP programming.

*Frank asked for a motion to approve the Comprehensive Case Management and Employment Program Resolution as presented. A motion was made by Barbara Tamas and seconded by Dave Larson. The motion passed.*

### **Program Year 2017 – WIOA/CCMEP Monitoring Review**

Mike shared that monitoring of PY 2017 (July 1, 2017 – June 30, 2018) took place in November, and that the review included looking through board meeting minutes, policies, bylaws, etc... in addition to review of participant files; 12 adult files, 12 dislocated worker files, and 12 youth files.

We did have two significant observations that were found that required submission of Continuous Improvement Plans. While identified as significant they were not really critical in nature:

- Youth Work Experience – needed to modify Worksite Agreement form to include the signatures of the participant, worksite supervisor and our staff. We have made changes to the form and have started using.
- Individual Opportunity Plan (IOP) – missing a couple parent signatures and had a couple issues with dates on the form matching signature dates. We do sometimes have difficulty in obtaining parent signatures and have since been informed that if this is the case we need to document that in the participants' case notes. We also have identified the issue that caused staff to have the mismatched dates on the IOP and are working with them to avoid any further issues in this area.

### **Program Year 2019 Allocations**

Mike directed the members to the section of the binder that included information on the statewide allocations broken down by workforce area and noted that we have received an overall increase of 7.4% in our funding. While we did see a decrease of approximately \$177K in Dislocated Worker funds, we saw an increase in Adult and Youth funding of approximately \$433K. Mike also provided a graph comparing this years' allocation to past years and noted that the TANF allocations are estimated as we have not yet received notice on how much our area will receive.

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

Mike shared that we continue to make progress in meeting the goals that have been established to maintain our certification as a Work Ready community and that we are currently at 81% of achieving the goals, slightly ahead of Lucas County who is at 80%. We should see an increase in the emerging category as we are testing youth who are coming through the OMJ system over the summer to get their work experience assignments.

### **In-Demand Jobs**

Mike thanked Andy and Char for participating in the two events that were held by the Lorain County Growth Partnership for In-Demand Jobs Week. The first event took place at the JVS and included staff from Mercy Health, including Char in addition to representatives from the Trades, including Andy, someone from the Bricklayers and Iron Workers. The panel presented to approximately 125

students who are enrolled in the discovery program at the JVS. The second event was held at LCCC and had representatives from Healthcare, Manufacturing, IT and Trades that participated on panels sharing information with high school students from LCCC Early College, Marion Steele and Brookside.

Mike also informed the Board that the information requested at the last meeting regarding in-demand jobs is included in the binders. The information is slightly outdated and includes details on the 236 in-demand occupations identified by the Ohio Department of Job & Family Services.

### **Monthly Statistical Reports**

The Board members were provided with the monthly statistical summary from April 2019. Mike also advised that he included the details on unemployment information that was requested at the last meeting. This information included a breakdown of those individuals by city who have exhausted their unemployment over the last 6-month period. On average, there have been approximately 120 individuals each month who exhaust their unemployment benefits.

### **Professional Networking Roundtable**

Mike provided details on the new networking service that started at the OMJ Center in April. The group meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month, and is an opportunity for higher skilled job seekers with supervisory/management skills, in addition to recent college graduates or those within a semester to participate in networking opportunities. The group is facilitated by partner staff of the OMJ center who help to gather input on areas of interest the PNR may have. Mike added that one of the members of the PNR will be highlighted in “The Connector” each time the publication is issued.

### **Partner Updates**

Marcia provided some background information on some of the regional initiatives that are underway through Team NEO and Job Ohio. Through Team NEO and MAGNET in the process of developing a Talent Development Council that will be representing all 17 counties that fall under the umbrella of Team NEO with many of the strategies will be aligning with the priorities coming out of the Governor’s Office. Marcia also provided some details on the partnership that is in place with the National Manufacturers initiative out of San Jose, CA and the 800 students who were engaged in the highly interactive career pathways model. In conversations with MAGNET with determining how to scale the model further. Marcia also advised the Board that apprenticeships are taking on a higher priority, and that a proposal was submitted for DOL grant through a partnership in Ohio that we are one of the finalists for and could receive \$13M to focus on building more apprenticeship opportunities in the state.

### **Public Comments**

None

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