

Area 8 Workforce Development Board
Executive Committee Meeting
Minutes
2/22/2018 Thursday
2:30pm-3:30pm
JTDMH Conference Rm.

Present: Art Swain, Rob Radway, Ellen Rager, Carol Knapke

Excused: Michelle Steinke

Staff: Matt Kinkley

1. Board Member updates-Jeremy Knisely, nomination letter from ODJFS was reviewed and accepted. Awaiting Jeremy's COI form so he can be approval by the commissioners.
2. Minutes 1/18/18, **Motion by Carol Knapke to approve the 1/18/18 minutes second by Ellen Rager motion carried.**
3. Lapse Spend update- Exec. Committee reviewed the status of Lapse Spend plans across the counties as of 2/15/18. Discussion, members desire to insure spend of the lapse dollars and ideally locally. **Motion by Rob Radway to approved lapse spend dollars a to be used in the following priorities 1. IWT 2. Emerging workers 3. RMS hits 4. outreach (radio, signage, etc...) 5. other as approved; with a target date of March 15th for a final lapse spend plan that insures expenditures of said dollars. Seconded by Carol Knapke motion carried.**
4. Associate Site certification -update- **Motion by Ellen Rager to approve the cite certification for Hardin County, seconded by Rob Radway motion carried. Motion Carried.**
5. Library engagement update – the director shared that the MOU have been sent out for signature.
6. Jobs for the Future Conference - Career pathways exploration; **Motion by Carol Knapke to approve Rob Radway's attendance and related expenses (Registration, flight, hotel and meals etc..) for the Jobs for the Future Conference to identify new strategies and update past strategies for AREA 8's career pathway Seconded by Ellen Rager motion carried.**
7. Monitoring Bids – review – the Executive committee reviewed bids for Program monitoring. **Rob Radway motioned to approve applicant A as the lowest bidder and recommended waiver of the contract requirement for liability coverage for program monitoring services; and approved applicant B second lowest bidder for approval should A not be able to perform the services. Seconded by Ellen Rager. Motion Carried.**
8. Branding update (Social Media)- the board received an update on social media state lead site assessments. The state is going to update their process for review and will pursue further steps for review likely in April, 2018.
9. Policy Discussion/approval
 - a. On-the-Job Training (OJT) Policy-**Motion to approve the policy made by Rob Radway seconded by Ellen Rager motion carried.**
 - b. Waivers for Implementation of the Comprehensive Case Management and Employment Program-policy **Motion to approve the policy made by Ellen Rager**

to approve said policy with the addition of “within state parameters” added following the word “expenditures” in item VI Reporting; seconded by Carol Knapke motion carried.

- c. Procurement policy state updated needed 17.03- Motion to approve the updated policy made by Rob Radway and seconded by Carol Knapke motion carried.

10. Board Designating Mercer County DJFS, as CCMEP/WIOA lead agency for Youth in Mercer County -Motion by Rob Radway and Seconded by Carol Knapke to designate Mercer County DJFS to provide WIOA Youth Services for Mercer County effective from 7/1/2018 through 6/30/2019 with the option for a two-year extension;

In designating Mercer County DJFS, as CCMEP lead agency, to conduct youth program activities and services. These activities and services include:

- Outreach
- WIOA program eligibility determination
- Completion of the Comprehensive Assessment
- Completion of the IOP
- Case Management
- Development and management of ITAs and OJTs
- Provision of labor market information and labor exchange activities (resume development, job placement, etc.)
- Supportive services
- Follow up services

The remaining program services/elements will have to be procured or provided through partner resources per a MOU with identified partner providers parallel to the Counties CCMEP plan:

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies
- Alternative secondary school services or dropout recovery services
- Paid and unpaid work experience
- Comprehensive guidance and counseling
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
- Leadership development
- Adult mentoring
- Financial literacy education
- Entrepreneurial skills training
- Activities that help youth prepare for and transition to postsecondary education and training

Motion Carried

11. Executive Session Contracts-Motion by Rob Radway and seconded by Ellen Rager to enter executive session at 3:20pm and exited at 3:25 pm no action taken.

12. Other- Motion by Ellen Rager seconded by Rob Radway to approve the director to participate in the WIOA Implementation Forum April 11, and 12th paying for registration, travel, hotel and food expenses. Motion carried.
13. Motion by Rob Radway to select printer B the lowest price printer to print the Local Plan, seconded by Ellen Rager. Motion carried.
14. Motion by Rob Radway to pursue radio spots as individual counties or for the four-county area using copy adapted from other AREA's with appropriate tag lines either as an area or by county. seconded by Ellen Rager. Motion carried.
15. Motion by Carol Knapke to close the meeting seconded by Ellen Rager motion carried.

Next Meeting

Full Board 4/19/18 2:30-4:00pm Auglaize County Adm. Building
Executive Committee as called by the Board Chair.