



# Policy Committee Minutes

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2 April 2008

Rutherford B. Hayes Center

## **Call to Order**

The meeting was called to order by Jan Wasson, Policy Committee Chair.

## **Agenda Items**

### **❖ Policy Revision ♦ P7-200: Oversight & Monitoring**

- ◆ This is an existing policy that was revised and went through public comment.
- ◆ No public comments were received.
- ◆ There were no questions or discussion from the Committee.
- ◆ P7-200, as revised, is Board Resolution #04-02-2008-04.

### **❖ Policy Revision ♦ P7-600: Youth Barrier Criteria**

- ◆ This is an existing policy that was revised and went through public comment.
- ◆ No public comments were received.
- ◆ There were no questions or discussion from the Committee.
- ◆ P7-600, as revised, is Board Resolution #04-02-2008-05.

*Motion to recommend approval of both policies to the full Board: Kay Reiter*

*Second: John Bridenbaugh*

*All approved; motion passed.*

### **❖ Minutes**

- ◆ There are no minutes to approve since committees did not meet in February.

### **❖ New Policy Review – P7-102: Record Retention**

- ◆ This is in draft form and is not yet through public comment.
- ◆ This draft has been reviewed by CCAO staff and some recommendations for revisions were made.
- ◆ A Record Retention policy/schedule is required by law.
- ◆ This policy is designed mostly for the Area 7 Board and staff, but might cover sub-grantees who do not already fall under a county policy.

- ◆ Discussion:
  - The Area 7 administrative staff should be responsible for educating Board members and One-Stops about record retention.
  - The person who generates a record is responsible for retaining it.
  - The method of retention (i.e. microfilm, paper, etc.) is not included in the policy because how the record is maintained it is not a matter of law.

❖ **Revised Policy Review – P7-400: Supportive Services**

- ◆ This revision is in draft form, and has not yet been through public comment.
- ◆ Discussion:
  - The law allows the provision of supportive services to be broad, but the area and/or counties can be more restrictive.
  - Funding for supportive services must be sought before WIA will pay.
  - Enrollment in WIA should occur if a One-Stop incurs a cost for a person.

❖ **Training Provider Performance Report**

- Michelle Fields presented a report that tracks the performance of training providers. Information was pulled from SCOTI to show the number of trainees who graduated and number of graduates who obtained employment within the 1<sup>st</sup> quarter of exit.
- The report shows 4 years worth of data.
- The report should be condensed to show one line for each provider, and then posted to the Area 7 website as a tool for counties to use.
- A discussion was held with the State to ask about developing a bridge between Discoverer and SCOTI so provider performance can be seen without going through all the trouble of creating a report like this each time it needs to be updated. The contract with their MIS provider will not be renewed and State staff will take on the responsibility of maintaining SCOTI, so updates may take an extremely long time.
- The purchase of an area-wide customer tracking system will assist in running reports like this, and the program of study could also be included.

**Meeting Adjourned**

The next meeting is scheduled for 4 June 2008 at the Hayes Center in Delaware, Ohio.