



Policy Committee Minutes

3 October 2007
Rutherford B. Hayes Center

Call to Order

The meeting was called to order by Kay Reiter (Policy Committee Vice-Chair).
The first portion of the meeting was a joint session with the Finance Committee.

Agenda Items (Joint Session)

- ❖ **Policy Revision – Policy P7-504: Incumbent Worker Training (IWT)**
 - ◆ This policy has been revised, underwent a period of public comment, and was examined by state staff. P7-504, as revised, is Board Resolution #10-03-2007-05.
 - ◆ P7-504 was revised to reflect changes discussed at the 08/01/07 Policy Committee meeting. Time restrictions were removed to allow counties more flexibility. It was noted that the Policy Committee does not want to write policies that cause obstacles for counties trying to work with employers or to run their programs successfully.
 - ◆ Employer match requirements were always 50%; however Area 7 policy previously stated 25%. This correction was made to the revised policy. Bruce Madson stated DOL approved the state's request for a lesser match amount.
 - ◆ Michelle Fields noted that the employer match remains 50% until new state guidance is released. P7-504 will need to be revised again at that time.
 - ◆ Action Item: Identify whether other policies or procedures in Area 7 are a hindrance to counties working with employers.

Motion to recommend approval of Resolution #10-03-2007-05 to the full Board: Jan Wasson (Policy)

Second: Kathy Oliver (Policy)

All approved; motion passed.

- ❖ **Obsolete Policy – P7-301: Funds Management**
 - ◆ The resolution to obsolete policy P7-301 was on the agenda for the 08/01/07 meeting; however, it was tabled until this meeting. It is Board Resolution #10-03-2007-04.
 - ◆ When Policy P7-304: Annual Expenditure Requirement became effective on 07/01/07, it made Policy P7-301 obsolete.

- ◆ The only item in P7-301 not covered in P7-304 is the creation of a Joint Funding Committee, which was never established.
- ◆ Theo Adegboruwa noted that P7-301 actually contradicts several things in P7-304, such as the annual expenditure rate (80% versus 70%).

Motion to recommend approval of Resolution 10-03-2007-04 to the full Board: Chuck Feicht (Finance)

Second: Neena Miller (Policy)

All approved; motion passed.

❖ **Incumbent Worker Training (IWT)**

- ◆ Up to 20% of Adult and Dislocated Worker formula dollars can be spent on IWT programs; however, Area 7 is currently only utilizing approximately 3%. Theo Adegboruwa and John Trott suggested creating a pool of money in Area 7 for IWT programs. This would allow Area 7 to make strategic investments to keep or lure employers; however, it reduces county allocations.
- ◆ John Trott offered reasons creating such a process would benefit our members and suggested the joint committee session focus on a strategy to implement it, how to encourage systems to use it, and how to allocate the money.
- ◆ Discussion:
 - Members were reminded that IWT dollars cannot be used for economic development purposes and cannot be used to lure US companies; rather it is intended for projects such as employer retention, expansion, and industry competitiveness.
 - Bruce Madson stated this needs to be part of a strategic decision-making process. New state guidance allows funds from the state to contribute towards local IWT programs and the state has an excess of funds, so guidance will be liberalized.
 - A policy would need to be developed outlining the procedure of returning unspent money to the counties it was originally pulled from. It was suggested that if the funds are not utilized after six months, they would be allocated back out.
 - Troy McCollister (Guernsey County) stated he is in support of the idea, but is not in favor of county allocations being reduced in a time of already-tight funding. He would like to see Area 7 work with the state to leverage additional resources.
 - The suggestion was made that if the money is set aside out of allocations before counties ever see the amount they would have received, they will not know what they are missing, and will therefore not negatively impact their program projections.
 - Several members of the audience were opposed to a first come, first serve basis for funding projects. However, Theo Adegboruwa stated he does not anticipate this would be a problem because at the end of this year, there will be nearly \$1M in potential IWT money left over. He has had to call each county asking them to release the funds so they are not lost to the state. Had this money been set aside up front, it could have been strategically used across the area.

- Denise Ventrone mentioned there has been confusion with employers in the past in regards to IWT and who is actually funding the programs. We do not want employers to think this is just another acronym that will disappear after a few years.
- Bruce Madson added that the state is attempting to align IWT with economic development to make the program stronger. As a standalone program, you end up with issues and have more problems. It works better if a lot of partners are working together, and it brings people into the one-stops.
- Jim Leftwich stated that flexibility is an issue. Having a bridge between workforce and economic development is a good thing. Having regions focus on their priorities will be important and it will help smaller counties and small businesses.
- Kathy Oliver suggested that a pilot study be conducted in order to be sensitive to those counties which may not want to participate.
- Chuck Feicht suggested that whatever we do, we should highlight it on the website.
- Action Item: A focus group is to be developed to establish this initiative's guidelines.
- Action Item: Kay Reiter suggested Michelle Fields draft a policy or procedure in conjunction with Theo, and present it for review by both the Policy and Finance committees at the next meeting.

Joint Session Adjourned

The next committee meeting will also begin as a joint session between Policy and Finance.

Agenda Items (Single Session)

❖ Revision – Bylaws

- ◆ The proposed changes to the Area 7 bylaws remove the requirement of the Board's Vice-Chair to be representative of the business community. It also removes the requirement of committee Chairs and Vice-Chairs to be business representatives.
- ◆ Michelle Fields stated the law requires the Board Chair to be a business representative, so that provision will remain the same.

Motion to recommend approval of the revised bylaws to the full Board: Kathy Oliver

Second: Carol Owen

All approved; motion passed.

❖ Committee Leadership

- ◆ Kay Reiter informed the group that the Policy Committee Chair, Dr. Betty Young, had accepted a position with a university in Asheville, North Carolina and therefore regrettably resigned her positions on the Area 7 Board and as Policy Committee Chair. Dr. Betty was a very valuable member of our Board and will be sincerely missed.
- ◆ Jan Wasson accepted Kay's recommendation that she serve as the new Policy Chair.

❖ New Policy Initial Review – P7-700: Job Orders

- ◆ The state released Transmittal Letter #28 on 02/06/07, which requires local areas develop a policy on refusal of unacceptable job order requests as well as refusal of services to employers.
- ◆ State staff is currently reviewing this draft policy.
- ◆ Action Item: John Trott intends to work with the counties on Job Orders. A Directors' Round Table discussion will be held prior to the next meeting.

Motion to move draft Policy P7-700 into public comment: Jan Wasson

Second: Kathy Oliver

All approved; motion passed.

❖ Tracking Tool

- ◆ The Policy Tracking Tool has been revised to reflect recent changes.
- ◆ Kay Reiter told the Committee that the goal of maintaining the Tracking Tool is to review two policies for necessary updates at each meeting, and the Tracking Tool helps the Committee stay on track with which policies to review.
- ◆ The suggestion was made to establish a system for reviewing county or system policies to ensure compliance. Michelle Fields stated that many systems use Area 7 policies and do not establish their own. Of those that do write policies more restrictive than Area 7, they are submitted with the system's MOU packets each year.
- ◆ Action Item: Policies for review or approval at the next meeting:
 - P7-400: Supportive Services (revisions, add transportation procedures)
 - P7-600: Youth Serious Barriers and Sixth Barrier Definition (revisions)
 - P7-700: Job Orders (new policy approval)

Meeting Adjourned – 12:25pm

The next meeting is scheduled for 5 December 2007 at the Hayes Center in Delaware, Ohio.