



Policy Committee Minutes

5 December 2007
Rutherford B. Hayes Center

Call to Order

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

Agenda Items (joint session)

❖ **Discussion – AG-504b: IWT Funding**

- ◆ A work group of Directors and WIA Administrators was held, and this draft is the result of that meeting. The details still need finalized.
- ◆ This project will be a pilot and completely voluntary.
- ◆ Participating counties can contribute as much or as little as they wish (from either their DW or Adult allocations) and have access to the entire pot of money.
- ◆ At a certain trigger date in the project, any unspent funds are proportionally returned to the counties that released them.
- ◆ The hope is that Area 7 will develop a pot of money to invest strategically and on a larger scale than counties operating IWT programs individually.
- ◆ Counties wishing to participate need to release the funds back to Area 7 as soon as possible in order to get the project underway in time.
- ◆ Action Item: This draft will be shared with Directors and the IWT Work Group prior to issuance.

❖ **Minutes (08/01/07 and 10/03/07)**

- ◆ No discussion items for either set of minutes.

Motion to recommend approval of both sets of minutes to the full Board: Kathy Oliver

Second: Neena Miller

All approved; motion passed.

❖ **Policy Review – P7-200: Oversight and Monitoring**

- ◆ This policy has been revised and is ready for public comment. Changes are marked in color.

- ◆ Administrative Guideline AG-203: WIA Program Monitoring was rescinded on 10/26/07 and any items removed as a result are reflected in these revisions.

❖ **Policy Review – P7-600: Youth Barrier Criteria**

- ◆ This policy has been revised and is ready for public comment. Changes are marked in Color.

❖ **New Policy for Board Approval – P7-700: Job Orders**

- ◆ The state released Transmittal Letter #28, which requires local areas develop a policy on refusal of unacceptable job order requests and refusal of employer services.
- ◆ This policy has already been through 30 days of public comment, received only one comment supporting the policy as-is, and it is now ready for Board approval.

Motion to recommend approval of policy P7-700 to the full Board: Carol Owen

Second: John Bridenbaugh

All approved; motion passed.

❖ **Tracking Tool**

- ◆ The Policy Tracking Tool has been revised a lot to reflect recent changes.
- ◆ Administrative Guidelines have also been added to the tracking tool, even though the Policy Committee does not develop them.
- ◆ There was discussion over the differences between Administrative Guidelines and Policy. AGs tend to be issued regarding temporary programs (i.e. Career Advancement Accounts) or as addendums to policy. AGs also can be implemented quicker than policy and do not go through a public comment period.
- ◆ The Committee likes the changes to the tracking tool and feels it needs to continue in this direction in the future.
- ◆ Action Item: Policies for review or approval at the next meeting:
 - P7-102: Record Retention (new draft, for initial review)
 - P7-400: Supportive Services (revisions, add transportation procedures)

❖ **Roster**

- ◆ Welcome to our newest Policy Committee members:
 - John Bridenbaugh, Defiance Metal Products and
 - Denise Ventrone, Ottawa County Improvement Corporation.

Meeting Adjourned – 1:08pm

The next meeting is scheduled for 6 February 2008 at the Hayes Center in Delaware, Ohio.