



Area 7 Workforce Investment Board
Meeting Minutes
April 1, 2009

Meeting was called to order by Tony Quatman, Chair, at 10:00 a.m.

Members Present: John Bridenbaugh, Randall Daniel, Chuck Dyar, Chuck Feicht, Cheryl Geer, Swen Hunt, Kent Kahn, Bill Lukens, Bryant McConnell, Bobbi Montgomery, Kathy Oliver, Tony Quatman, Kay Reiter, Robert Talcott, Jan Wasson

Others Present: Theo Adegboruwa, Paul Barnaby, Deb Cole, Suzy Cole, Harold Cullum, Doris Edelmann, Steve Ehrle, Michelle Fields, Roger Fisher, Patricia Hoover, Tish Jenkins, Cynthia Mazek, Sue McKittrick, Carol Owen, Rocky Rockhold, Martee Rogers, Anna Shafer, Lynn Shock, Carolyn Smithers, Roxane Somerlot, Paulette Stephens, Sue Thomas-Sikora, Tracy Taylor, Cindy Thatcher, John Trott, Beth Tsvetkoff, Larry Wilson, Fran Massie (recorder)

Welcome: Tony Quatman stated that the Board lost a good member with the death of Kevin Flagg. The Board expressed their thanks for the past work that Kevin has done.

The addition of resolution 04-01-2009-09; Approve Youth Providers was made to the Agenda. It will be discussed and voted on separately from the consent agenda.

Executive Director's Report

John Trott showed the airport graphic from the Board retreat, which represents Area 7. The Board acts as traffic control, helping customers find their way to various locations within the terminal. Those locations, One-stops, training, and services, lead to the final destination of acquiring a job or supplying staff to businesses.

The Board was reminded of the top priorities determined at the August retreat:

- Tackling funding issues
- Working smarter with data systems
- Targeting our resources on growth industries.

John reminded the Board members that June is the month that administrative matters are handled.

Tracking System Progress

Non-Profit Technologies (NPT) will be visiting the counties of Allen, Licking, Sandusky and Seneca this week to begin piloting the system. Area 7 would like to thank those counties for participating as pilots for 30 days. NPT will be on site looking for, and fixing, problems that may arise. The full rollout is scheduled for May and June.

April's schedule includes: data migration (sharing SCOTI information) with the State, and the State sending information back to our system. The SCOTI program side has gone smoothly. We are more concerned with the fiscal side of the migration. We have allowed time to fix problems that are encountered. We have a fallback situation with the state involving the fiscal systems. We are replacing two systems, but will be able to still use one of the state's systems if this fails.

In May, testing, lessons learned from the pilots, and business readiness will be addressed. Online training for the system will take place, with plenty of opportunities for training. The instructors will stay online until all questions are answered. Each session lasts a couple of hours.

There are always issues when implementing systems. Area7 staff and NPT staff have weekly phone meetings for updates on the progress. Board members can access a pre-recorded training session online. Emails providing the web address, and passwords to register for training, will be sent to the Board members, WIA Administrators and County Directors.

Stimulus Funding: The Recovery Act (ARRA)

The State of Ohio, and Area 7, will receive a large amount of WIA Adult, Dislocated and Youth funds.

Funding Themes:

- Timely spending of funds: This money is to be spent this year, about 75% of amount to be expended by October 2009.
- Transparency and accountability. Congress is giving us a new chance to show our worth.
- Increase the Workforce system capacity. This encourages investment with higher education, partnership with Development, and creative ways to get people back to work.

Area 7 will receive \$30 Million in stimulus funds. This is a 60% increase over the regular allocation of \$50 Million per year. There needs to be full expenditure of the stimulus funds AND the normal allocation. Area 7 has policies that guide timelines of spending. If Area 7 counties do not spend their allocations, it will be taken back and given to another county in Area 7 through a friendly transfer. This refers to actual expenses, not obligations.

Money for ARRA can be back-charged to February 17, but we need to receive codes for data input to do that.

The stimulus funds will be distributed by the regular formula for counties. Once Area 7 receives its allocation, Theo will get it out to the counties very quickly.

April will be a busy month. There are state meetings for youth training and guidance, federal workshops with John Chamberlin, and a state WIB Directors meeting.

Comments and Questions

- Bobbi Montgomery shared information from a meeting she attended regarding youth. It was stated that 85% of youth stimulus money is to be spent between May 1 and September 1, 2009. The locals will be rushed to spend the money. It was stressed that DOL will require monthly reporting from locals for accountability. One change in Youth eligibility is the age is raised to 24 years old. Some waivers for other eligibility requirements have also been requested. Training and Employment Guidance Letter (TEGL) 14-08 was just released, and is posted on the Area 7 website. This provides guidance for implementation of the funds.
- Carolyn Smithers stated that at the Ohio Coalition meeting Susan Crotty mentioned there could be money in the stimulus package for tracking. John Trott will find out if this money can be used to buy equipment for our tracking system.
- The question was asked if counties can do youth programs in-house instead of contracting them out. Also, can current contracts be extended, or do new ones need to be procured?
 - Area 7 will share information about contracts as we receive it.

- o Page 26 of the TEGL gives the option to do Summer Youth programs in-house.

Legislative Outreach

Legislative outreach was discussed at the last Board meeting. This is a good time for introducing yourself, and positively explaining what Area 7 does. This action will familiarize the Legislature with Area 7. Kay Reiter talked with the new Congressman for NW Ohio, who suggested Area 7 meet with their Federal Legislators during the Federal summer break. He suggested Area 7 schedule a lunch to share our successes with them. Kay will head a committee, consisting of Jan Wasson, Kathy Oliver and Cheryl Geer to get dates and set up a meeting.

Fiscal Report

Theo Adegboruwa pointed out that one key issue is managing funds at the Area 7 level and the State level. We are currently working with different fiscal systems, which is why the new tracking system will improve the situation.

Tony Quatman expressed appreciation for input from the local people involved in the pilot. Problems were brought to John's attention this morning and he was able to make phone calls to address the situation.

Committee Reports

Finance Committee

Bill Lukens stated there was discussion about the 2008 audit and the pooling of funds. The State Auditor questions if that is a legal way to operate and is requesting proof of authorization to pool funds. The committee also discussed the \$30 Million allocation from the stimulus package.

Policy Committee

Jan Wasson thanked the committee members for their input. Everything discussed is on the consent agenda. Please read policies they are the backbone of how to run Job & Family Services. There are two resolutions on the consent agenda, both are for the Wilmington Airpark National Emergency Grant policies. The committee revised the ITA policy, by removing the conflict of interest portion and making that its own policy. The new Conflict of Interest Policy will go out for comment, along with the revised ITA Policy and revised Self-Sufficiency Policy, after this meeting.

Youth Committee

Martee Rogers reported that Cheryl Geer was selected as the co-chair for the committee. Allen County personnel did a presentation on the youth providers they are recommending to the Board. Through their RFP process Allen County selected two vendors. The committee voted and recommends two vendors, OPT and Focused on Youth, to be Youth Providers. There was a lot of discussion about stimulus money. We are looking forward to the training in Columbus April 8 & 9, and hopefully will have more answers after that. The Youth Committee plans to meet April 15 to put policies into place to help counties move forward with the stimulus money.

We addressed the ongoing issue of approving youth providers. We need to meet with the systems to go over RFP process. We also plan to use webinars between formal Board meetings to help with approval process.

Bobbi Montgomery added that there are concerns about local policies that need to be in place before the May 1. This may require a special Board meeting to pass policies.

Personnel Committee

Kay Reiter reminded the Board that John Trott's annual evaluation will be due this summer. The Personnel Committee will meet at the June Board meeting to discuss the procedure.

Item #04-01-2009-01: Approve Board Minutes (February 4, 2009)

WHEREAS, the Area 7 Board reviews all Board minutes;

NOW THEREFORE BE IT RESOLVED THAT, the Area 7 Workforce Investment Board approves the minutes from the February 4, 2009 Board meeting.

Item #04-01-2009-02: Approve Fiscal Report

WHEREAS, the Area 7 Board reviews all Fiscal Reports;

NOW THEREFORE BE IT RESOLVED THAT, the Area 7 Workforce Investment Board approves the Fiscal report from the April 1, 2009 Board meeting.

Item #04-01-2009-03: Approve Policy Committee Minutes (February 4, 2009)

WHEREAS, the Area 7 Board reviews all Policy Committee minutes;

NOW THEREFORE BE IT RESOLVED THAT the Area 7 Workforce Investment Board approves the Policy Committee minutes from the February 4, 2009 meeting.

Item #04-01-2009-04: Approve Youth Committee Minutes (February 4, 2009)

WHEREAS, the Area 7 Board reviews all Youth Committee minutes;

NOW THEREFORE BE IT RESOLVED THAT the Area 7 Workforce Investment Board approves the Youth Committee minutes from the February 4, 2009 meeting.

Item #04-01-2009-05: Approve Finance Committee Minutes (February 4, 2009)

WHEREAS, the Area 7 Board reviews all Finance Committee minutes;

NOW THEREFORE BE IT RESOLVED THAT the Area 7 Workforce Investment Board approves the Finance Committee minutes from the February 4, 2009 meeting.

Item #04-01-2009-06: Approve Eligible Training Providers

WHEREAS, WIA Section 117 (d) charges the Area 7 Board with responsibility for identifying eligible training providers, and;

WHEREAS, the Area 7 Board, through resolution, authorized the Executive Director to approve eligible training provider and program applications received from institutions that are recommended by the sub-grantees, and;

WHEREAS, beginning on January 22, 2009 through March 17, 2009 these recommended providers and programs were approved through the state's Eligible Training Provider Online (ETPO) system, as listed here:

Provider Name	State	County	# of Programs
Mid-Atlantic Maritime Academy	VA		1
Flight Safety International/Laguardia Airport	NY		1
Flight Safety International/Tucson	AZ		1
HEALTHPOINT Nurse Aide Training Center	OH	Ottawa	2
Flight Safety International/Wichita Learning Center	KS		4
Total # of Programs Added			9
TOTAL TO DATE			3603

NOW THEREFORE BE IT RESOLVED THAT, upon recommendation of the Executive Director, the Area 7 Workforce Investment Board approves these eligible training providers and programs.

Item #04-01-2009-07: Adopt Revised OH-18 NEG Policies for the Wilmington Airpark Dislocated Workers

WHEREAS, the policies relating to the OH-18 NEG serving workers dislocated from the Wilmington Airpark have been revised, and

WHEREAS Area 7 Board approval of these policies is required in order for Area 7 to receive these funds;

NOW THEREFORE BE IT RESOLVED THAT the Area 7 Workforce Investment Board hereby approves the revisions to the following policies for delivery of services to workers dislocated from the Wilmington Airpark under the OH-18 NEG:

- ◆ Individual Training Accounts (ODJFS WIA Policy Letter No. 08-04.1)
- ◆ Supportive Services (ODJFS WIA Policy Letter No. 08-05.1)
- ◆ On-the-Job Training (ODJFS WIA Policy Letter No. 08-06.1)
- ◆ Needs-Related Payments (ODJFS WIA Policy Letter No. 08-08.1)
- ◆ Sequence of Services (ODJFS WIA Policy Letter No. 08-09.1)

Item #04-01-2009-08: Adopt OH-18 NEG Policy for the Wilmington Airpark Dislocated Workers

WHEREAS, the Ohio Department of Job & Family Services is in receipt of a National Emergency Grant (NEG) in the amount of \$3.8M to serve the workers dislocated from DHL and ABX at the Wilmington Airpark, and;

WHEREAS, a committee formed of Area 7, State, and other affected WIB representatives developed joint policies to serve Airpark workers with OH-18 NEG funds, and

WHEREAS Area 7 Board approval of the policies related to OH-18 NEG is required in order for Area 7 to receive these funds;

NOW THEREFORE BE IT RESOLVED THAT the Area 7 Workforce Investment Board hereby approves the Self-Sufficiency policy (ODJFS WIA Policy Letter No. 08-07) for delivery of services to workers dislocated from the Wilmington Airpark under the NEG.

Motion to approve the Consent Agenda: Jan Wasson
2nd: Bill Lukens
All approved; motion passed

Item #04-01-2009-09: Resolution to Approve Youth Providers

WHEREAS, WIA Section 117(h) (4)(B)(i) charges Area 7 Youth Committee with the responsibility of recommending eligible providers of youth activities, to be awarded grants or contracts on a competitive basis by the local board to carry out the youth activities, and;

WHEREAS, WIA Section 117 (d)(2)(B) charges Area 7 Board with responsibility for identifying eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis, based on the recommendation of the Youth Committee, and;

WHEREAS, the Area 7 Youth Committee has received 2 providers recommended by the sub-grantee boards, and;

WHEREAS, the Area 7 Youth Committee has reviewed and recommends approval of Youth Providers listed on attachment A;

NOW THEREFORE BE IT RESOLVED THAT, the Area 7 Workforce Investment Board recommends approval and renewal of these youth providers.

Motion to approve Resolution 04-01-2009-09: Approve Youth Providers: Bobbi Montgomery
2nd: Kay Reiter
All approved; motion passed

Motion to adjourn: Randall Daniel
2nd: Chuck Feicht.
All approved; motion passed
