

RICHLAND-CRAWFORD WORKFORCE DEVELOPMENT BOARD MEETING
Executive Committee Meeting
December 20, 2016
Richland Area Chamber of Commerce
55 N. Mulberry Street, Mansfield, OH

Members present

Tim Bowersock
Scott Childers
Michele Meckes
Dorey Diab
Carl Neutzling
Matt McClester
Gary Frankhouse
Jenni Paramore

Guests present

Melinda Crall-Cauley
Angela Neef
Tom Prendergast

Chief Elected Officials

Doug Weisenauer
Marilyn John

Jenni called the meeting to order and thanked everyone for coming.

Conflict of Interest statement/Ethics Training

Teresa explained that the Board will be in the process of releasing a Request for Proposal (RFP) for OMJ operator, youth services and possibly career services over the next few months. One of the first steps of preparing the RFP is to remind all board members and OMJ partners of the Conflict of Interest policy. Teresa briefly provided an overview of the policy and asked members present to sign and return it. All Board members and partners were sent an email with the conflict of interest policy and inquiry form attached to it. Guidance from ODJFS encourages the Board to inquire as to who may be interested in applying for the OMJ operator, Career or Youth services so that no one entity has an unfair advantage over another. Teresa explained that the website is functional and the RFP will be posted on the website. Any questions regarding the RFP will need to be submitted on the website and will be responded to on the website in order to maintain a fair and open competitive procurement process.

Dr. Diab asked who has responded to the inquiry and plans to apply.

Richland JFS is interested in OMJ and Career Services. Crawford JFS is interested in OMJ operator, career and possibly youth services. Marion Goodwill and Catalyst indicated interest in all three services.

Memorandum of Understanding for the OhioMeansJobs Centers operations

Teresa explained that Carmen went home ill so Teresa would provide the overview of the MOU. It is important for the Board to understand the MOU as it relates to the OMJ operations and how it impacts funding for the RFP. Teresa thanked Carmen for providing the handout that was reviewed. Teresa explained that Carmen meets with the partners to find out how much space they will need in the OMJ Center and how many staff they will provide. There are four categories for the OMJ Budget. The facilities pool includes the lease, security, utilities, repairs, etc. Management pool includes staff costs for the receptionist, part time resource room staff, costs for staff to take care of the computers and other IT needs. The Resource room pool includes internet costs, paper, fax machine costs, copier costs, etc. The equipment and maintenance cost remains fairly low as the computers and technology are only updated when a special allocation is received from ODJFS.

Space is charged off directly for cubicle space. Other shared spaces are charged according to the shared cost pool. Carmen notifies partners of their annual costs and asks if that is acceptable. If it is not, she will attempt to negotiate the costs. She bills the partners quarterly and will reconcile at the end of the year if actual costs are lower than expected.

The approximate amount of the MOU is \$211,345. The breakdown of the costs is as follows.

ODJFS 15%

WIOA 38%

TANF 43%

ABLE 1%

Perkins Act-Vocational education .5%

WIA Title V OOD 2%

CSBG (Community Action Commission) .01%

Older American Act, Title V .5%

At this time, the TANF portion is coming from Richland and Crawford JFS's public assistance funds. TANF is a mandated partner, but would not contribute at this level if the JFS is not the OMJ operator. So the issue is the amount of adult and dislocated funding that is assigned to the OMJ operation versus the career services. The career services include the training accounts, On the Job training and incumbent worker training and staff costs for providing the service. The OMJ operator RFP can be structured in many different ways depending on what the Board is requiring and how much funding is assigned to it.

Teresa also explained that career services can be a sub award and does not have to be competitively procured. There are pros and cons to both options. Teresa provided a timeline for the RFP process. The Board would need to approve the rating committee's recommendations at the May 16th meeting so that there is 6 weeks to get to the commissioner's office and allow for a protest period. Services must begin on July 1, 2017. The goal is to release the RFP on the website by early February with technical assistance conference in mid-February. Proposals would be due mid-April. Rating committee would have about a month to review and rate.

Procurement – how to structure the RFP

- **Career Services – can be a sub award**
- **OhioMeansJobs Operator Services**

At this time, Angela and Melinda excused themselves as their agencies plans on competing for the OMJ operator, career services, and possibly youth services.

Teresa discussed several options that are outlined in WIOA Policy Letter No. 16-08. This policy letter provides examples of how the OMJ operator procurement process can be handled. Throughout the discussion, there was consistency in wanting to make sure that adult and dislocated funds were available for training. There was also a strong desire to seek out best practices from other areas to find creative ways to increase the education level of the community.