**RICHLAND-CRAWFORD WORKFORCE DEVELOPMENT BOARD MEETING**

**Executive Committee Meeting**

**March 20, 2018**

**11:30 A.M.**

**Mid-Ohio Spherion**

**2282 Village Mall Drive, #2**

Dorey Diab

Tim Bowersock

Mitch Jacobsen

Beth Delaney

Michele Meckes

Jenni Paramore

Teresa Alt

**Call to Order**

Jenni welcomed everyone and called the meeting to order.

**Performance Reports**

Teresa provided an overview of the performance reports and noted that Catalyst has worked hard with the youth to improve on the measurable skills gain. It is more challenging to obtain and record the measurable skills gains for adults. This is the only metric that is measured while the participant is still enrolled in training/programming. All the other metrics are post exit measures. There is still another quarter for the participants to complete a measurable skills gains. Beth asked if the career readiness seal could be used as a measurable skills gain. Teresa will ask Daniel Rizo-Patron from ODJFS. Teresa explained that the providers would go over the performance reports in more detail at the April full board meeting.

**In-Demands Job Week**

Teresa reported that a subcommittee of workforce partners met to discuss In-Demand Jobs Week. Teresa has reached out to the HR association, Regional Manufacturing Coalition, and the Chambers for help in recruiting businesses. So far there has not been any volunteers. Teresa has an appointment scheduled with Richland Source to talk about online promotion of the week and featured stories with business from different industries. The goal is to highlight a different industry and business each day, May 7-11th. Gary has an event happening in Bucyrus at the Fairgrounds sponsored by their leadership group and Bucyrus Rail. They will have all the 11th grade students at the Fairgrounds for a luncheon sponsored by Bucyrus Rail and their leadership group. Beth suggested using the mobile welding lab so that students could experience the work in a simulated setting. Gary will talk with the leadership group to see if the In-Demand Jobs week promotion could be added to the event. Beth suggested Avita, Adena, and Newman Technology as businesses to contact.

**Fiscal Monitoring Reports**

Teresa provided an overview of the fiscal monitoring reports. Along with fiscal monitoring, Teresa reviewed program records for eligibility. Carmen did request a corrective action plan from Crawford County Job and Family Services as their youth spending is well below expected. That corrective action plan is due April 1, 2018.

**Bylaw Changes**

The bylaws were presented in January 2016 and approved at first presentation. There was not a lot of discussion regarding the bylaws. Teresa suggested now would be a good time to take a more thorough look at them. Dorey pointed out that the bylaws indicate that the vice chair must be a business representative. Teresa reviewed the Ohio Administrative Code and it indicates that the Chair must be a business representative, but it does not speak to the vice chair. If the vice chair is not a business representative, then the vice chair will remain the vice chair and cannot be the chair. However, the past chair could become the chairperson if there is a sudden resignation. There was also some discussion regarding the notice of meetings. It was suggested to simplify the notification of meetings. The suggestion was made to change the language to include past chair as an option to replace the chair if there is a sudden resignation until an election can happen. Tim made a motion to approve the proposed changes to the bylaws. Beth seconded the motion. All present agreed and the motion passed. The bylaws will need to be presented to the full Board in April for final approval. The Board members must have a copy of the bylaws ten days before the meeting for review.

Through the discussion, it was noted that the office of secretary is vacant. Jenni made a motion to nominate Michele Meckes as secretary, Beth seconded the motion. All present agreed. Michele serves as Secretary.