**RICHLAND-CRAWFORD WORKFORCE DEVELOPMENT BOARD MEETING**

**April 17, 2018**

**Pioneer Career and Technology Center**

**27 Ryan Road, Shelby, OH 44875**

**Members in Attendance:**

Stephen Carson – Wagner Peyser Dr. Dorey Diab - North Central State College

Veronica Groff – Catalyst Life Services Michele Meckes- MCS ASPIRE

Mark Hardin – Community Action Commission Gary Frankhouse – My Floors by Prints and Paints

Traci Oswald- Avita Health Systems Jenni Paramore – Directions Credit Union

Lori Bedson Proxy for Sharlene Neumann – RJFS Sam VanCura – Total Performance, Inc.

Joe Kleinknecht – Galion/Crestline Chamber Matt McClester – Field Rep Bricklayers Union

Carl Neutzing – Mansfield Area Electrical Workers Helen McNamara – Opportunities for Ohioans with Disabilities

Sonja Pluck – Madison Adult Ed John Sherels - AFLAC

**Members Absent:**

Tim Bowersock, Lisa Clingan, Beth Delaney, Patricia Fisher, Neil Hergatt, Leigh Hile, Jim Phillips, Denis Robinson, and Zoi Romanchuk.

**Workforce Development Board Staff:**

Teresa Alt- Administrative staff Deb Boyer – Administrative staff

**Commissioners in Attendance:**

Darrell Banks - Richland County Doug Weisenauer - Crawford County

Marilyn John – Richland County Mo Ressallat – Crawford County

Tony Vero – Richland County Jenny Vermillion – Crawford County

**OMJ Partners in Attendance:**

Angela Neef– Crawford JFS Mitch Jacobsen – Catalyst Life Services

Lori Bedson-Richland JFS

**Guests in Attendance:**

Jim Grubbs – Galion City Schools Beth Reitler - NECIC

Linda Hess – NCSC Tina Snyder – Pioneer Adult Ed

Michele Giess – Richland Newhope George Csanji - SST7

Rebecca Owens – Catholic Charities Barrett Thomas – RCDG

Aaron Rasmus – Sentec Systems Scott Sneed – Success Unlimited

Traci Willis – Family Life Counseling Steve Cummins – Mansfield Engineered Components

Famico Williams – Catholic Charities Mitch Jacobsen – Catalyst Life Services

**Welcome / Call to Order:**

Chair Jenni Paramore called the meeting to order at 11:45 A.M.

**Approval of Minutes:**

Jenni asked members to review the minutes of the January 17, 2018 Full Board Meeting and the February 22 and March 20, 2018 Executive Board Meetings.

**Traci Oswald made a motion to approve the minutes as presented, and Michele Meckes seconded the motion. The motion passed unanimously.**

**3E Project ~ Employee Retention:**

Famico Williams and Steve Cummins with Mansfield Engineered Components presented information regarding the 3E Project (Empower, Encourage, and Engage). Steve reported that the assistance received from Catholic Charities has improved his company’s morale, decreased tardiness, and reduced turnover. Catholic Charities provides a case manager for two hours a week to meet with employees who are seeking assistance. Many of these issues that are discussed with the case manager are issues at home that could affect an employee’s ability to come to work. According to Steve, it has improved the culture of the company. Employees have reported that they feel like the company really cares about them as a family would.

**Proposed Changes to Bylaws:**

Jenni Paramore presented the proposed changes to the bylaws which include, changing the meeting dates and times to third Tuesday at lunch and quarterly meetings for full board. The Executive Committee will continue to meet at 11:30 during the months when there is not a Full Board meeting. The meeting notification was simplified. Vice chair does not have to be a business member. The past chair can fill in if there is an unexpected departure of the chair.

**Sonja Pluck made a motion to accept the amended Bylaws, Stephen Carson seconded the motion. The motion passed unanimously.**

**Fiscal Report:**

Teresa Alt presented the Richland and Crawford County detailed finance cost reports for period July 2017 – June 2018. Teresa noted the report has a new format which includes obligations. Richland County has expended or obligated all 2017 funds with Crawford County having $28,915.03 to obligate by June 30, 2018. If Crawford County is unable to spend it by June 30, 218, Richland County has enough new money spent that the Crawford unexpended funds may be recoded to cover the amount. Crawford County also deobligated $20,173.37 in youth funds.

Program monitoring has been completed. Teresa completed fiscal/program monitoring for Richland County with no issues noted. Carmen Torrence completed fiscal monitoring for Crawford where a Corrective Action Plan for underspending youth money was requested and received. Carmen also completed fiscal monitoring for Catalyst where a Corrective Action Plan was also requested for billing errors. Catalyst has 30 days to submit their corrective action plan.

**Youth Reports:**

Mitch Jacobsen presented the Richland County Youth report. There are currently 171 participants being served. Total participants exited is 22; 93 are receiving follow up services and there are 100 active referrals. Barriers identified include 66 individuals with disabilities, 84 pregnant or parenting, 65 single parents, 71 lacking basic skills, 18 foster care, 11 homeless, 98 lack transportation, 55 subject to the Justice system, and 45 are identified as ex-offenders.

Angela Neef present the Crawford County Youth report. Nineteen youth are enrolled, with seven of them being new. Fourteen are TANF eligible, while 11 are co-enrolled in WIOA and TANF. There are 8 youth in subsidized employment and 7 in unsubsidized employment. Six are enrolled or will be enrolling in post-secondary programs.

**OhioMeansJobs/Career Services Reports:**

Angela Neef presented a summary of the OMJ Job order report from employers and OMJ Center Visit summary reports for the period of January 17, 2018 through April 16, 2018. There were 1,280 unique visits with 588 clients of which 194 were new clients. The reason for most of the visits were attend employer recruitment or interview and resource room self-service.

Lori Bedson presented a summary of the OMJ visit summary January 1, 2018 through March 31, 2018. There were 2,706 total visits from 1,114 clients of which 218 were new clients. The most common reason for the visit was resource room services.

**Youth Service Sub Grant Agreements:**

Teresa Alt noted that Board approval is needed to continue the WIOA Youth sub grant agreements for another year as noted in the RFP and the sub grant agreements.

**Sam VanCura made a motion to approve the agreement for another year, and Michele Meckes seconded the motion. Veronica Groff abstained. The motion passed unanimously.**

**In Demand Jobs Week:**

May 7 through May 11, 2018 is In Demand Jobs Week. Five sponsored content article will appear in Richland Source during the week. Articles will include welding with PR Machine Works and Madison Adult Education. The healthcare focus will include Avita and Madison Adult Education. The trades focus will include both unions and discussion about apprenticeships. The manufacturing focus will include Mechanical Engineering with an employee from North Central Fabrication, an Adena company and North Central State College.

**Upcoming Workforce Development Board meeting:**

**May 15 and June 19, 2018 11:30 A.M. – Executive Committee Meeting – Mid Ohio Spherion**

**July 17, 2018 11:30 A.M – Full Board Meeting – North Central State College**

Reported by:

Deb Boyer