

**RICHLAND-CRAWFORD WORKFORCE DEVELOPMENT BOARD MEETING**

**Executive Committee Meeting**

**Tuesday, November 16, 2021**

**11:30 A.M.**

**Job and Family Services Conference Room**

**Zoom meeting**

<b>Welcome and introductions</b>	<b>Jenni Paramore</b>
<b>Career Institute Pilot</b>	<b>Clint Knight</b>
<b>IWT policy revision</b>	<b>Teresa Alt</b>
<b>Business Outreach Grant Application</b>	<b>Teresa Alt</b>
<b>NEG Opioid Continuation</b>	<b>Teresa Alt</b>
<b>Outreach Efforts- social media campaign, billboards</b>	<b>Clint Knight, Jill Gantt</b>
<b>Transformation Initiative</b>	<b>Jill Gantt</b>

## **“Career Institute”**

**The concept of the Career Institute is based in Project Based Learning, and is designed to kick start the opportunity for a Work Based Learning Pathway in Richland County. This pilot will be focused on High School Sophomores and will be an after-school program/club with a faculty advisor. It will take place 2 times each week for 2 hours – over the course of 1 semester.**

**Objective:** To create Project Based Learning opportunities in local industry that allows students to experience a variety of business activities, participate in team-based problem solving, and become familiar with careers that are available in our region.

**Characteristics:** The “Career Institute” Program is designed to promote career exploration and business practices education in students by placing them directly into the environment. The students will participate in real-life business solution development. This program differs from CTE because it is not focused on developing a hard skill (STNA, Welding, Automotive Tech) – but focused on exposing the students to a variety of businesses and their activities over the course of the semester/year.

**Overview:** As a participant in the “Career Institute”, students will be assigned to a Solutions Team. This team will spend up to 16 hours on site at an industry classroom. While in that classroom, students will be guided through a problem-solving process by a faculty member and a member of the staff of the business (Lean, Root Cause, A3, SWOT, etc). After the 6 week period, the team members will apply for work with the participating employer – or an employer in an adjacent industry. This employment will last at least the final 12 weeks of the semester.

### **Requirements:**

- Faculty members from local educators to guide the teams
- Student selection process for participation
- Funding to support assigned faculty members
- Transportation for students
- Business partners who are willing to house the classrooms, provide business problems/innovation ideas, and commit staff to assist
- Education to parents of around the nature and value of the program
- Employers committed to hiring graduates of the program
- Marketing to students and community

**Partners:**

Businesses  
(Classroom/Experience/  
Team Member)

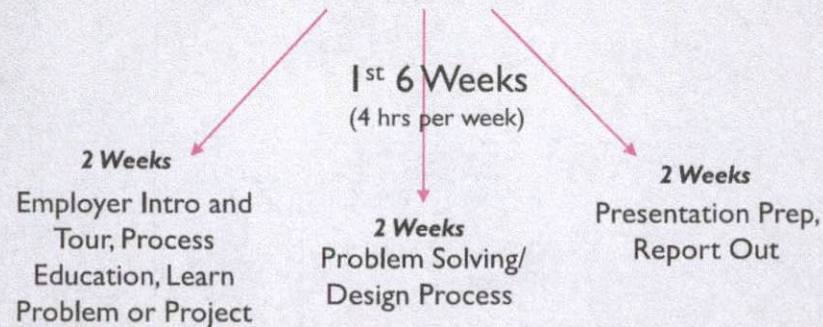
WIOA/JFS (Transportation/  
Wages, Sponsor Stipend)

Education  
(Faculty/Schedule/Structure)

# Career Institute

## After School Program

### ***Club Advisor***



**Programs Ideas:**

- Industry Lead Projects
- Classroom on site
- Ed Faculty Supervises, Industry Team Member Oversees Process
- Students apply for 1<sup>st</sup> 6 weeks, and then apply/interview for work final 12 weeks
- Gain business operations Exposure, not become an expert at one skill

---

Final 12 Weeks  
Apply for Jobs  
Work Based Learning



## Local Workforce Area #10 Policy Letter 04-05

on

### Individual Training Accounts (ITAs)

**Purpose:** To meet the requirements of Workforce Innovation and Opportunity Act, Pub L 113-128.

**Background:** This policy describes the process for utilizing Individual Training Accounts (ITAs) when authorizing training services under the Workforce Innovation and Opportunity Act.

ITAs are used to authorize payment for training services provided by training providers listed on the Workforce Inventory of Education and Training Provider List only. Participants requesting training services are given the opportunity to choose an eligible provider from the list. All training programs approved or authorized must be with in demand occupations as determined by state labor market information and local labor market information.

#### Action:

Prior to issuing an Individual Training Account, the participant must be determined eligible and appropriate to receive training services (see Richland-Crawford Workforce Investment Board Policy on Eligibility for WIA Training Services for Youth, Adult, and Dislocated Workers).

When a participant is determined eligible and appropriate for training services, the choice of a training provider must be made from the Workforce Inventory of Education and Training providers [list at https://owems.ohio.gov/wiet/index.xhtml](https://owems.ohio.gov/wiet/index.xhtml). A letter of intent to pay is then forwarded to the eligible training provider as needed. This serves as the approval letter for the participant. An Individual Training Account is developed and sent to the training provider when information regarding tuition costs; additional costs such as lab fees, etc; and grant or scholarship benefits has been accounted for and processed. The ITA is a commitment to pay a specified amount. Payment of an ITA can only be made when an invoice for the actual service has been received and processed. Payment of an ITA is made within 45 days of receipt of an invoice.

Local Workforce Area #10 will commit to pay up to ~~\$7,500 per year per person covered under an ITA for a maximum commitment of \$15,000 over a two year period. This increase is to be effective July 1, 2018.~~

Costs covered under the ITA include tuition, fees (such as lab fees or equipment fees), and the cost of books. Participants are required to provide verification of grants and scholarships which will be received to help offset the cost of tuition and fees. Local Workforce Area #10 will cover the remaining cost of tuition and fees after grant and scholarship amounts have been deducted. Local Workforce Area #10 does not require a participant to apply grant and scholarship funds to the cost of books.

The following are additional considerations to be made when determining whether to fund a training service, continue to fund a training service, or fund additional items or services:

- 1) The use of ITAs for out-of-state training will be determined on a case-by-case basis.
- 2) ITAs for applicants without high school diplomas or GEDs will be developed for training services in occupations which do not require a diploma or GED (in fields in which employment can be obtained without a diploma or GED) only. Presently, this includes such programs as truck driving.
- 3) All grant and scholarship amounts received are deducted from the allowable amount funded through the

ITA.

- 4) Additional costs required for training such as equipment, tools, uniforms, and accessories are covered through a service voucher. Training costs covered utilizing a service voucher are included in the \$156,000 maximum for training per two year period. Local Workforce Area #10 will allow a maximum of \$1,000 for uniforms and accessories for students in the health fields; a maximum of \$1,000 for uniforms and accessories for police academy students; and up to \$500 for tools purchased for training. **Local Workforce Area #10 will not purchase weapons or ammunition.**
- 5) A 2.0 GPA/C or satisfactory progress must be maintained to remain eligible for training services under an ITA. A student not meeting this standard will be advised he/she is on academic probation and that funding will be discontinued if he/she does not maintain a 2.0 GPA or satisfactory status during the next evaluation period. (Employment Services Counselors must receive copies of grade cards or progress reports on an ongoing basis as verification of enrollment and success in a program.)
- 6) ITAs will be utilized to cover the cost of training for a maximum of two years with the possible exception of funding to complete a Bachelor of Arts/Science Degree. ITAs may be utilized to cover the last two years of a Bachelor of Arts/Science Degree program to be determined on a case-by-case basis. Other exceptions to the two year maximum include, but are not limited to, family medical leave, death of family member (spouse, child, and parent), family financial support, and school scheduling conflicts. Other exceptions will be considered on a case by case basis. Period of exceptions will be for a one year maximum. Extensions to the period of exceptions will be considered on a case by case basis. All exceptions will be approved/denied by the Workforce Development Board.
- 7) Local Workforce Area #10 will not develop an ITA for any class or training that does not prepare an individual for full-time, permanent employment. Examples of this would be cake decorating, income tax refund training, real estate training, etc. Employment Services Counselors will determine if the requested training will lead to self-sufficiency and will advise participants accordingly.
- 8) ITAs and service vouchers will not be used to purchase street clothes for participants attending training programs. Participants will be referred to local clothing resources for assistance.
- 9) Distance Education Courses and Online Universities must be approved by the Workforce Development Board or Executive Committee. Distance Education Courses and online universities must be on the WIET List and must prepare an individual for full-time, permanent employment to qualify for an ITA.
- 10) An ITA may be approved for a participant who wishes to continue a career pathway where additional training would provide a significant increase in the participant's earning potential.





## Department of Job and Family Services

Mike DeWine, Governor  
Jon Husted, Lt. Governor

Matt Damschroder, Director

TO: Workforce Development Board Directors

FROM: Elizabeth Brannigan, Deputy Director [Eliz. B](#)  
Office of Workforce Development

RE: BRN Subgrant Funds

DATE: November 5, 2021

### Background

Ohio Business Resource Network (BRN) grant funds are intended to increase employer and business engagement, build business resource teams, and increase outreach efforts. The original BRN grant funds were available from July 1, 2020 through June 30, 2021. BRN subgrant funds were extended until December 31, 2021 and on this day, funds will expire, with no liquidation period. At that time any unspent funds will be returned to the state promptly.

### Opportunity

The Office of Workforce Development (OWD) has a total of \$6M and is offering another opportunity for all Local Workforce Development Areas (LWDA) to submit reasonable proposals for a second round of BRN Subgrant. Funds will be available for 18 months from January 1, 2022 through June 30, 2023. All proposals must utilize the BRN application and budget templates provided by OWD and are due to OWD no later than December 3, 2021. Approvals will be announced by December 23, 2021.

### Scope of Subgrant

The intent of these funds is to creatively expand business service teams and business outreach. The following are some traditional examples:

1. Develop new or expand existing business teams.
2. Develop strategic employer outreach.
3. Obtain business intelligence to identify employer needs.
4. Partner with economic development stakeholders to provide assistance to employers.
5. Provide business services (e.g., LMI data, job posts, OJT development, customized training, IWT, identification of talent needs, etc.).
6. Coordinate resources across programs and funding streams to provide solutions to employers.

Again, this is just a sample of what can be done. We are encouraging LWDAs to propose innovative options beyond this traditional listing of services.

### Items for Consideration

30 East Broad Street  
Columbus, OH 43215  
[jfs.ohio.gov](http://jfs.ohio.gov)

This institution is an equal opportunity provider and employer.

1. Prior years' spending of the BRN grant funds will be taken into consideration when approving the new proposal.
  - a. If a LWDA did not spend the previous BRN grant, you are asked to justify how you intend to spend your new proposed amount in the budget narrative.
2. OWD will hold quarterly review meetings with each LWDA to ensure spending levels are on track to expend 100% of requested funds by the end of June 30, 2023.
3. The BRN subgrant will contain the following obligation requirements:
  - a. 25% of funds must be obligated by May 31, 2022.
  - b. 50% of funds must be obligated by September 30, 2022.
  - c. 75% of funds must be obligated by January 30, 2023.
  - d. An obligation is defined as a commitment to pay a third party based on an underlying contract. If the obligation is probable and the amount can be determined, then it is recorded in an entity's accounting records as a liability.
  - e. If the LWDA does not meet these obligation requirements, OWD reserves the right to pull back unspent incremental funds.
4. If the LWDA has an idea and is unsure if it falls under the scope of this subgrant, please reach out to us so we can discuss it prior to your submission.

### **Request for Proposals**

This Request for Proposal invites the LWDA to submit an application for this subgrant award to develop and expand business teams and business outreach. Applicants are to complete the *BRN Subgrant* application to include a project narrative that includes clearly stated, measurable outcomes and a *BRN Projected Budget* plan with costs that are reasonable, necessary, and allowable under WIOA. All BRN subgrant plans and budgets must be submitted to [Breeyn.Handberg@jfs.ohio.gov](mailto:Breeyn.Handberg@jfs.ohio.gov) no later than 3:00 PM Eastern Standard Time on Friday December 3, 2021.

Any questions pertaining to this memo or the BRN subgrant can be directed Breeyn Handberg, WIOA Adult/DW/Rapid Response Program Administrator, at [Breeyn.Handberg@jfs.ohio.gov](mailto:Breeyn.Handberg@jfs.ohio.gov).

30 East Broad Street  
Columbus, OH 43215  
[jfs.ohio.gov](http://jfs.ohio.gov)

Ohio Department of Job and Family Services  
**SPECIAL PROJECTS AND INITIATIVES**

Application for WIOA Statewide Funds  
Program Year: 2021

<b>Date</b> 10/5/20	
<b>Requesting Workforce Development Area</b> Richland County	
<b>Area Fiscal Agent</b> Richland County JFS	
<b>Total Amount of Funds Being Requested</b> \$34,478.24	

Statewide funding is available to local workforce areas who wish to pursue innovative workforce development ideas and initiatives, with specific interest in projects and activities promoting the following:

- a. Increased enrollment into WIOA programs;
- b. Promotes diversity, equity and inclusion;
- c. Increased business engagement/services;
- or
- d. Evaluation for WIOA Annual report.

For your project/activity, please provide the following information:

1. Describe activities or services to benefit Ohio's workforce. Your narrative should show how this project satisfies one or more of the following outcomes:
  - a. Reemployment of Ohio's workers;
  - b. Increased efficiency in the delivery of quality services targeting long-term unemployed, new labor market entrants, low income individuals, and veterans; or,
  - c. Collaboration with local employers to deliver training opportunities with specific job driven outcomes.

<b>Project Narrative</b>
<p>The 3E project partners with employers to provide employees access to community resources, workshops, soft skills training and individual household budgeting assistance. The goal of the 3E project is to help low income individuals retain employment by providing job site case management. Participants also complete personal asset mapping where 3E staff assists them in highlighting their own assets and abilities to enable them to be successful. Working with individuals on the job site has reduced turnover, absenteeism, tardiness and has increased productivity. Staff also work with the employers' human resources departments to assist individuals who are in danger of losing their job due to excessive absenteeism or tardiness. Staff help participants understand attendance guidelines and work with participants on developing a plan to reduce/prevent further attendance violations. Working with individuals to balance their personal life has allowed many to focus better at work and build better working relationships with their supervisors and coworkers. Staff also work with participants to locate and obtain child care as needed. In the past, staff have assisted participants with transportation solutions, such as bus passes, taxi services, auto repairs, and car and insurance payments, in order to prevent them from missing work. The 3E project also works with individuals who are actively seeking employment. Many of these individuals are entering the workforce for the first time or after a long absence, 3E staff assists participants in identifying their unique barriers to employment and work with them to assist them to address their barriers by connecting them with community resources, helping them build resumes, practice interviewing, or by providing financial assistance for transportation, state IDs, birth certificates, and work boots/uniforms.</p>



2. Describe funding request for proposed project. (Complete funding request worksheet, if applicable)

Budget Narrative			
<p>We are requesting funding for our Program Coordinator's wages and benefits (all inclusive hourly rate of \$31.17), from November 2021 to June 30, 2022, while performing the following:</p> <p>*Soliciting employers to participate in 3E: 32 hours @ \$31.17 = \$997.44            *Offsite employee case management: 240 hours @ \$31.17 = \$7,480.80</p> <p>Additionally we are requesting client assistance in the amount of \$24,000 for the same period of time. These funds will be used to provide things such as: child care, transportation (vehicle repair, past due payments, insurance, cab fare, bus passes), state IDs and birth certificates, and clothing/uniforms required for employment.</p>			
Please list funding related activities below:	# Participants to serve or N/A	Planned Costs	Total
Employer solicitation	0	997.44	\$34,478.24
Offsite employee case management	50	7,480.80	
Employment related client assistance	45	24,000.00	
Expected Outcomes			
<p>The 3E Project invites employers to buy in to the process. The employers contract with Catholic Charities' 3E project to allow 3E staff onsite access to employees through walk-ins and referrals during a set time and day each week. Employers are then billed for the time 3E staff are on site and time spent directly working with their staff. The 3E project expects the following outcomes for program participants:</p> <ul style="list-style-type: none"> <li>• Reduce absenteeism rates amongst 75% of participants.</li> <li>• 75% of participants will identify and address at least one barrier to employment.</li> <li>• 80% of participants will retain employment at 30, 60, and 90-day follow ups.</li> </ul>			

If applicable for your project, list all staff who will enter special grant participants into OWCMS on next page.

3. Identify the amounts estimated to be expended by quarter during  
 PY 2022 /SFY (July 1 - June 30)

July - September: 0                      October - December: 11,492.75  
 January - March: 11,492.75                      April - June: 11,492.75