



The Southwest Ohio Region  
WORKFORCE INVESTMENT BOARD

**ANNUAL MEETING**  
**SuperJobs Center**  
**Thursday, February 11, 2010**  
**8:00 a.m. – 10:00 a.m.**  
**Minutes**

**SWORWIB Members:** West Africa, Frank Becker, Steve Browne, Beth Casto, Michael Conner, Timothy Devine, Margaret Fox, Betsy Harris, Richard Harris, Joe Hummel, Mike Kelly, Joseph Kramer, Stephen Kuebbing, Paul Magnus, Walter McLarty, Tim McCartney, Doug Moormann, David Pepper, Paul Reynolds, Gwen Robinson, Jennifer Roeder, Sean Rugless, Richard Rust, Jim Schwab, Doug Sizemore, Simon Sotelo, Tyrone Stuckey, Vijay Sud, John Young.

**SWORWIB Members Absent:** Jay Alvaro, Alfonso Cornejo, Natalie Galbato, Jennifer Graft, Brenda Gumbs, John Henderson, Carl Hilliard, Gail Holloman, Crystal Kendrick, Rex Lee, Rene McPhedran, Ric Powell, Rob Reifsnyder, Pete Strange, Amy Tanaka, Robin White, Joe Zimmer.

**SWORWIB Staff:** Sherry Kelley Marshall, Evelyn Chaffin, Pat Massey, Anne Mitchell, Cynthia Sibrel, Nicole Ware, William Ware, Kathleen Williams.

**Resources:** Kevin Holt, Al Thompson.

**Guests:** Jim Andrews, Juanita Bohannon, Reggie Brazzile, Shawn Butler, Maria Cotto, Kathleen Daly, Brandy Davis, Bridget Doherty, David Dreith, Stephanie Dunlap, Cynthia Fischer, Sanserrae Frazier, Gigi Hart, Kim Hopper, Eileen Hopkins, Mary Horan, Steve Howe, Tom Hutter, Tina Kavanaugh, Rob Koewler, Kelly Kramer, Ann Kruse, Mayor Mark Mallory, Shirley Maul, Ross Meyer, Tim Nolan, Georgie Reed, David Reed, Stephen Schumacher, Sheldon Scott, Barbara Seibel, Rosie Smith, Beth Smith, Dorothy Smoot, Nancy Spivey, Jennifer Spohr, Barbara Stewart, Barbara Terry, Sharon Thompson, Stephen Tucker, Janice Urbanik, Sandi Vest, Diane Walsh, Jeff Weber, Teresa Willis, Sam Zonker.

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**I. Opening – Welcome and Introductions**

With more than a quorum present, Chairman Conner opened the Annual Meeting of the SWORWIB at 8:00 a.m. Conner reminded the members and guests to please sign-in for the official attendance record. Conner introduced new board members, Africa, Devine, Harris, and Rugless. Everyone present introduced themselves.

**II. Approval of the Agenda**

Conner reviewed the agenda and reminded members that the consent agenda is used by larger boards to handle the business of the organization in an efficient fashion in order to have time to focus on essential discussions. The practice is that everyone reviews the entire agenda before approval including a close review of the consent agenda and indicates during the "Approval of the Agenda" any consent agenda item they wish to remove from the consent agenda for separate discussion. There being no requests for agenda changes, McLarty moved, Sotelo seconded a motion that the agenda be approved as previously distributed. Motion passed unanimously.

**III. Consent Agenda**

There being no discussion about items on the consent agenda, McLarty moved, Sotelo seconded a motion to approve the Consent Agenda as presented. Motion passed unanimously. The following materials provided in the board packet were, therefore, approved:

Minutes 11.12.09

- Minutes 1.28.09
- Chairman's Report
- FY2009 IRS A133 Audit
- June 30,2008-July 1, 2009 IRS 990
- 2009 Ohio Charitable Solicitations Report
- SuperJobs Center Report

- Media and Public Relations Report

#### **IV. Presentation of the SuperAwards**

Chairman Conner welcomed Mayor Mallory as Lead Elected Official of the Workforce Area to join board member and Hamilton County Commissioner David Pepper in the presentation of the SWORWIB Annual SuperAwards 2010. President Marshall introduced the presentation of the Annual SuperAwards by saying that our region is fortunate to have an abundance of talent working toward the goals of getting jobseekers trained, employers with strong candidates and more people into more jobs. Organizations, companies and individuals recognized this year have shown sustained leadership in making this happen. Marshall introduced the categories and awards winners while Chairman Conner, Mayor Mark Mallory and Hamilton County Commissioner David Pepper handed out awards honoring three companies, six organizations and twenty individuals for their leadership in the workforce system. The graduates of the Career Facilitator train-the-trainer credential course surprised the board and the president by presenting roses to President Marshall along with a speech of appreciation for her work in obtaining and organizing the Offender Workforce Development Specialist credential. Global Career Development Facilitator credential training, as well as the Train the Trainer credential course. The list of Awardees is attached.

#### **V. President's Report**

##### WIA Reauthorization

Marshall reported WIA continues to be on the legislative radar. High unemployment levels are competing with a recent announcement of less domestic spending, growing concern over high budget deficits and competing interests about who should receive funding in the bill. There are bills in the House, the Senate and considerations in the Presidential budget recommendation that are all pending for a variety of changes in WIA and/or resolution to fund a 2010 summer youth program through WIA. Marshall shared that according to her contacts working in the legislative area, WIA Reauthorization is likely to occur in the fall of 2010 but it is uncertain what form, focus, or funding levels the reauthorization may take.

##### Building Repairs

Marshall reported a "Notice to Proceed" was posted and that work on the vestibule entrance of the SuperJobs Center has begun. The work is expected to be completed by mid-June barring unforeseen complications. The work, primarily undertaken to meet ADA accessibility requirements, must be completed by the end of June to take advantage of the funding resources available. Marshall noted that at the next meeting the entrance door will be located at the corner of the current doors.

##### Evaluation Report and Priorities Summary Report

Marshall reported the results of board rankings of eight recommendations presented in a report to the board at the January 28, 2010 Board Strategy Session. The top three priorities for focus were (1) to create a plan of action to make sure SWORWIB has the funds it needs to operate and to achieve high performance; (2) to clearly define the changes in responsibilities between Hamilton County Job and Family Services as administrative entity and fiscal agent and the WIB created by current funding reductions and economically challenging climate of the workforce system; (3) the one-stop center vendor needs to strengthen its service as a coordinator of a one-stop system. The remaining five recommendations were ranked and the complete priority ranking is attached. The President will proceed in directing efforts to the satisfaction of these priorities.

##### Audit Updates

The final audit from the DOL has yet to occur and several of previous audit reports are pending. However, of the nine audits since July 2009 the SWORWIB has achieved notably positive reviews.

##### Grant Updates

Marshall acknowledged and thanked all those organizations that have worked collaboratively to bring significant employment and training funding into the region the most recent being the Ohio Electrical Labor Management Cooperative Committee for \$4,826,073 for Green Jobs Energy Training and the Communications Workers of America for \$3,900,000 for Green Manufacturing Skill Training Certification. Several of the largest grants involve collaborative efforts of various organizations and have been more successful than any other time in bringing federal resources to the region to address our workforce challenges and opportunities. Additional grants will be announced in the next quarter as the April-June time frame is a major federal grant announcement period.

##### Workforce Partners Council

Marshall recognized the continuing efforts of the United Way, Greater Cincinnati Workforce Network and the SWORWIB in collaborating for staff development regionally. The graduation of nine certified trainers in the Career Development Facilitator credential marks the accomplishment of a major goal for staff development among workforce professionals in the region, and was noted by our training consultants and the certifying board as the only regional effort for workforce professional development known to either. Plans are underway by the Workforce Partners Council to determine the training priorities for the Spring and Fall Staff Development Forums and ideas from board members and others are welcome.

#### Tax Exemption Update

Marshall reported that upon the advice of the Executive Committee she paid the portion of taxes on the 1916 Central Parkway building she projected as due on the unresolved Property Tax dispute resulting from leasing the building to a private entity for which the State of Ohio exacts property taxes. Although the check has not been cashed, it did motivate correspondence from the State office to discuss possible resolution options which Marshall is actively pursuing. Hopefully, we will achieve a positive step toward resolution of a six-year intransigent problem.

#### 2010 Business Services Strategy

Marshall formally thanked board members Jennifer Graft and Steven Browne who had been working with the board throughout 2010 to discuss employer perspectives on employability skills and employment challenges related to hiring SuperJobs Center customers. As we move forward in 2010, the Business Services Unit of the SuperJobs Center operations will be focusing on similar information from employers and is looking to the board to assist the SuperJobs Center through focus group discussions. Marshall introduced Al Thompson and Charles Walters to discuss the 2010 strategy. Walters presented the three goals of the Business Services Unit (BSU) of the SuperJobs Center: (1) Improve the BSU scoring for the State of Ohio "Gold Standard" Certification program to Silver Standard; (2) improve distribution and collection of business satisfaction surveys; and (3) Implement broader interactions with business customers. Walters and the new center director will meet with Browne and Graft to follow-up on next steps from the 2009 board discussions to the 2010 employer focus groups. The BSU Strategy approach one-pager is attached.

Thompson announced that a new director for the SuperJobs Center, Vivian Alexander, had been hired by Arbor and will start February 22, 2010. Thompson distributed Alexander's resume which is attached to the minutes. Several board members express concerns about the revolving door of center directors and its impact on quality, continuous improvement and stable performance delivery with a hope that Alexander as an Ohioan will be more likely to adjust to Cincinnati and make a lengthier commitment to the community than the last few directors. Kelly asked if an on-boarding process had been developed. Fox asked if a mentoring process was planned. Thompson indicated that he would be handling her on-boarding with the assistance of Holt and Marshall, and he would still be available to assist when needed as the Arbor regional manager. Marshall reported that she had obtained funded support from the State to have the Center for Workforce Learning consult with Alexander on the two findings from the 2007 evaluation that remained for additional work in the 2009 Evaluation Report. Marshall also noted that Arbor would sponsor a welcoming reception within a month of Alexander's arrival and all board members would receive an invitation. Conner led a round of applause and expressed appreciation for Thompson's service as interim director.

#### **VI. Administrative Entity Fiscal Report and SWORWIB Budgeting Recommendation**

Holt presented the February Fiscal Report and the ramifications on the remainder of the Fiscal Year July 1, 2009, through June 30, 2010, as well as the implications for the following year's budget beginning July 1, 2010. He distributed a two-page budget summary developed by HCJFS and Marshall to resolve budget challenges which is attached.

#### Assumptions and Projections:

- There will be no ARRA (stimulus) dollars as we experienced them this year for the July 1, 2010 thru June 30, 2010. There *might* be competitive grants but not formula dollars.
- There *might* be some Summer Youth Employment Grants through ARRA for June-September 2010.
- Excluding special grants, available funding (of all types) will drop from \$11.7million to an estimated \$5.9 million.
- Seventeen percent (\$523,000) unobligated funds can be carried forward into the 2010-2011 year to cushion the effect of the budget cuts.

- Beginning in 7/1/09 the Formula Dollars were \$6,826,000. Beginning in 7/1/10, \$5,347,813 are anticipated, a decrease of \$1,478,187 (22%).
- The administration funds in 7/1/09 were \$840,000 and are anticipated to be \$532,065 for 7/1/10, a decrease of \$307,935 (36.7%).

Holt explained decisions will need to be made about application of program dollars (Adult and Dislocated Workers as well as Individual Training Accounts (ITAs) going forward, decreasing the Arbor contract funding, and decreasing WIB administration costs. Review needs to occur to determine if the Arbor contract outcomes need to be revised to reflect both funding changes and current employment environment. Marshall indicated that a review of performance goals with the state will be considered at the Executive Committee meeting when the State confirms the process for performance renegotiations. Holt further recommended that Individual Training Accounts for Adults be suspended to prevent incurring obligations beyond this fiscal year's funding capacity. Sotelo moved, Stuckey seconded suspending new training accounts effective March 1, 2010. Motion approved with Robinson abstaining in the event of perceived conflict of interest given the CAA Blueprint for Success construction training program.

Holt presented a summary of the administrative dollars anticipated for the next fiscal year and needs of Hamilton County Jobs and Family Services as the administrative entity and fiscal agent required by the State of Ohio to utilize the random moment sampling (RMS) system for their accounting to the State of Ohio. Holt noted that President Marshall's proposed amended budget was applauded by HCJFS for the size of the reduction and the austerity of the budget adjustments. Marshall shared that Chairman Conner has made a contribution to the SWORWIB to cover a continental breakfast for the quarterly board meetings since the SWORWIB operating budget amendment eliminated meeting refreshments. Board members raised many questions about the budgeting process and the budget amendment as well. Hummel asked if the seemingly arbitrary nature of administrative funding between HCJFS and SWORWIB had been resolved. Holt explained that the primary focus of HCJFS must be the city/county traditional core services (child protection, public assistance). They have already cut youth transportation and other services not directly related to core services. However, as an administrative entity they are responsible for actions of the SWORWIB relating to fund management and contract compliance. McCartney replied the HCJFS probably should have amended the budget earlier in view of HCJFS 41% staff cuts and that their staff reductions were not over. The state does not anticipate tax revenues recovering until sometime around 2016-2019. That being said, Holt and McCartney expressed the belief that the remaining fiscal, monitoring, contracting and compliance services provided for the WIB could not be provided by anyone else for less.

Fox recommended that Arbor develop alternate plans of service recommendations for customers. Stuckey expressed concern for being able to serve as many people as well with so much fewer funds, particularly services to former criminal offenders. Marshall noted that the Required Partner Leadership Council meets next and will be discussing how we integrate services more effectively to serve more jobseekers with fewer resources all around. Browne recommended there be a continuous reappraisal strategy for where funding should be reallocated if the anticipated funds are lower than the past, as well as encouraged Marshall to continue to pursue grant funds to provide resources for specific efforts as she has been doing since she assumed the position.

Marshall noted that the budget for the next fiscal year will be revised and discussed at the next Executive Committee meeting in preparation for the May consent agenda. She invited any board member who wished to participate in the next more detailed discussion about the SWORWIB budget to attend the March 11 meeting. Robinson, Hummel and Fox indicated a concern about some of the proposed eliminations and noted they would contact Chairman Conner or attend the March meeting. Marshall and Holt were complimented for working out a resolution to the difficult challenges presented at the January Board Strategy session related to the budget.

#### **VII. Public Comment and Announcements.**

Conner noted that no one from the public observers requested comment time. He asked if there were any other business or announcements before adjournment. There were none.


#### **VIII. Next Meetings:**

- March 11, 2010 Executive Committee Meeting
- April 8, 2010 Executive Committee Meeting
- May 13, 2010 Quarterly Board Meeting

**IX. Adjournment**

There being no further business, Young moved, and Stuckey seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 9:55 a.m.

Respectfully submitted,

  
Rene' McPhedran  
Secretary

Attachments:

1. 2010 SuperAwards
2. Evaluation Report and Priorities Summary Report
3. 2010 Business Services Strategy
4. Holt and Marshall Budget Issues Summary Resolution