



The Southwest Ohio Region  
WORKFORCE INVESTMENT BOARD

## QUARTERLY BOARD MEETING

SuperJobs Center

Thursday, August 13, 2009

8:00 a.m. – 10:00 a.m.

### Minutes

**SWORWIB Members:** Steve Browne, Beth Casto, Michael Conner, Alphonso Cornejo, Margaret Fox, Natalie Galbato, Jennifer Graft, Betsy Harris, Carl Hilliard, Gail Holloman, Joseph Kramer, Walter McLarty, Doug Moormann, David Pepper, Ric Powell, Jennifer Roeder, Richard Rust, Jim Schwab, Doug Sizemore, Jeffrey Startzman, Pete Strange, John Young,

**SWORWIB Members Absent:** Frank Becker, Brenda Gumbs, John Henderson, Mike Kelly, Crystal Kendrick, Stephen Kuebbing, Rex Lee, Paul Magnus, Rene' McPhedran, Rob Reifsnnyder, Paul Reynolds, Gwen Robinson, Simon Sotelo, Tyronne Stuckey, Vijay Sud, Amy Tanaka, Robin White, Joe Zimmer

**SWORWIB Staff:** Sherry Kelley Marshall, Jo'el Jones, Pat Massey, Anne Mitchell, Tim Riordan, Cynthia Sibrel, Kathleen Williams

**Resources:** Kevin Holt

**Others:** Rick Beiting, Victoria J. Billman, Juanita Bohannon, Reginald Brazzile, Bruce Bufford, Mike Cooper, Dorothy Edgerton, Shirley Evans, Cynthia Fischer, Gretchen Guenung, Kim Hopper, Eileen Hopkins, Alton Howard, Atala James, Sheryl Johnson, Tina Kavanaugh, Kelly Kramer, Ann Kruse, Allyson Lilburn, Corrie Madden, Erwin McIntosh, Latrisha Payne, Jon Quatman, Steve Schumacher, Sheldon Scott, Angela Storms, Al Thompson, Diane Walsh, Sam Zanker

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### I. Opening – Welcome and Introductions

With a quorum present, Chairman McLarty opened the meeting of the SWORWIB at 8:05 a.m. Marshall thanked Cincinnati Cooks for their excellent food and service and Mike Conner and Frisch's for providing the SWORWIB quarterly breakfasts. McLarty reminded the members and guests to please sign-in for the official attendance record. McLarty asked that Marshall introduce new board members: Natalie Galbato, Betsy Harris, and Joseph Kramer. Marshall and McLarty welcomed them to the Board. Everyone present introduced themselves. Marshall introduced new staff members Cynthia Sibrel and Kathleen Williams. Sibrel is the Performance Improvement Coordinator who will be responsible for helping coordinate all reporting requirements for ARRA projects. Williams is the Public Information Officer responsible for all the information dissemination about ARRA projects and SWORWIB work under the transparency and accountability obligations of the ARRA funds. Both positions are one-year contracted employees funded with ARRA administrative dollars.

### II. Approval of Agenda

McLarty reviewed the agenda and reminded members that the consent agenda is used by larger boards to handle the more routine business of the organization in an efficient fashion in order to have time to focus on more essential discussions. The practice is that everyone review the entire agenda before approval including a close review of the consent agenda and indicate during the "Approval of Agenda" item any consent agenda item they wish to remove from the consent agenda for separate discussion. There being no requests Browne moved, Young 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, Young moved, Fox seconded a motion to approve the Consent Agenda as presented. Motion passed unanimously. The following materials provided in the board packet were, therefore, approved:

- May 14, 2009 Minutes
- Chairman's Report
- Required Partners Leadership Council Report
- Emerging Workforce Development Committee Report

- Policies
  - Needs Related Payment
  - Rapid Response Policy
  - Suitability Policy

**IV. Chairman’s Report: Executive Compensation Policy**

McLarty outlined the process for Executive Performance Review as well as the Compensation Policy and Procedures. These processes were established to ensure the SWORWIB has a rational process for reviewing the executive performance, establishing compensation and complying with all IRS Requirements, WIA laws and guidelines. McLarty complimented Marshall on an outstanding performance year and reported the Executive Committee is recommending a 5+ % pay adjustment retroactive to July 1, 2009. A motion was made by Young, seconded by Conner to approve the Executive Committee recommendation. Motion passed unanimously. Board members applauded Marshall’s achievements since her arrival in late December 2007.

**V. SuperJobs Center Annual Review**

Smith provided the end of year review of performance goals. At this time unemployment rates in Hamilton County are 9.7% up from 8.4% in May 2009. For the State of Ohio, the current rate is 11.1%, up from 10.8% in May. Within this environment Smith reported the SuperJobs Center exceeded goals in all categories. Moorman questioned why all the Incumbent Worker Training Funds were not expended to which Marshall responded that some companies had not laid off workers, or had decided not to invest their 50% share in training, so all the grants were not fully implemented. This is particularly unfortunate since it was a statewide issue and funds had to be returned to the federal government at a time when considerations for training incumbent workers are secondary to priorities to train dislocated workers. Various board members noted that the reporting on the training activities of the SuperJobs Center is getting better but they hope for a clearer presentation of the training data for next year’s end of year performance report. Arbor was commended by the SWORWIB for keeping focused on performance goals during the difficulties of the economy and its impact on the number of customers and reduced job postings at the SuperJobs Center.

**VI. Administrative Entity Fiscal End of Year Review**

Holt provided the end of the year fiscal and administrative compliance review report. Although financial and performance measures for the year ending 6/30/2009 were on the mark, the addition of American Recovery and Reinvestment Act funds effective in February 2009 and throughout the summer and FY2010 have complicated fiscal reporting, particularly because ARRA money is fast-tracked for spending rates. Compounding this situation is the reduction in formula funds that was effective July 1, 2009 (and will also be effective for July 1, 2010) Holt reported that he is working closely with Arbor and the WIB President to revise budgets to reflect these reductions and any limited overages from prior years that can be applied. On the youth side of the business, one vendor that is completing their contract is likely to significantly underspend their contract which will make more youth funds available for deployment. With this exception, vendors are on track to bill at or above 85% of their contract values. Holt also reported that all year-round youth services vendors exceeded their goal measures with the exception of one whose retention rate was 68% instead of 70% goal on the WIA youth year-round service vendors’ at-risk performance measures for the period of 7/2008 thru 6/2009. At risk measures of performance are focused in the areas of diploma or certificate attainment, skill attainment, and retention. The President congratulated Holt on the progressive improvement of clarity of reports since December 2007.

**VII. President’s Report**

Grant Report

Marshall presented a Grant Report that detailed the SWORWIB’s involvement in grant applications or in partnerships for grants. The report reviewed the fiscal agent and whether the funds were awarded, submitted or in preparation for submission. Marshall pointed out that while not all grants are “SWORWIB only” grants the continuing work of the WIB staff to bring appropriate grants to the attention of community partners and to apply in concert with these partners is a major strategy necessary to bring additional money into the community to fill in gaps that the continuing reductions in state funding and staffing are creating. Partnerships regionally have improved dramatically and the result is a higher incidence of various grant efforts becoming funded. Marshall noted some difficulties which might surface related to SWORWIB support and participation in a large number of grants.

Certificate Training Graduates

Marshall reported that 45 people spent fifteen days over a three-month timeframe training to obtain professional certifications in Offender Workforce Development Specialist and Global Career Development Facilitation. Of these 45 people 43 completed the course and have continued to utilize each other as resources and support.

Ten graduates are volunteering to take the "Train the Trainer" course the SWORWIB is organizing for the fall. They will then be a locally available training team so that these skills can be taught to other staff. Tina Kavanaugh spoke on behalf of the group thanking the board for affording them this opportunity and explaining what this opportunity has done to increase the professional standards in this area for local service providers. Marshall asked all those present from the group to stand to be acknowledged and thanked them for their commitment and dedication. Kavanaugh expressed appreciation from the training team to Marshall for her perseverance in bringing this training to the broad region, for including public employees and union representatives in the training, and for her tenacity in finding funds to provide the training.

#### WIA Reauthorization

Marshall reported that reauthorization for the Workforce Investment Act of 1998 is underway. WIA provides for the SWORWIB and public workforce investment activities in the City of Cincinnati and Hamilton County. The Senate has begun conversations by holding its first 2009 hearing on the WIA reauthorization on Friday, July 17. The Workforce Investment Act of 1998 was originally scheduled for reauthorization in 2003, but numerous delays have occurred and new laws have been proposed by several legislators over the years, but never reached priority for amendment or reauthorization. Current administration statements made at this hearing note that the current time provides "a unique opportunity to transform our nation's workforce development and educational system to better meet the needs of U.S. businesses and workers, but the strict time limits on Recovery Act funding mean a short window for action." Board members asked about the primary issues under consideration for development of new federal workforce policies and requested that Marshall develop a "talking points paper" for board members so board members involved in meetings with legislators or who had personnel who helped to educate legislators about concerns and issues would be able to include these WIA talking points on their agendas.

#### Building Repairs

Marshall was glad to report to the board that the parking structure was now useable and just a few punch list items were in process of finalization. Marshall is currently seeking bids for architectural and engineering designs for renovation of the front lobby to coincide with ADA requirements. An MSD grant has been approved for design of a green roof although timing and priorities dictate the lobby be attended to first. Furthermore the "green roof" may require a new roofing membrane before installation of the "green roof" which the SWORWIB may not be able to fund at this time since resources are being dedicated to addressing handicapped accessibility through the vestibule redesign.

#### Media Coverage, Summer Youth Employment Program (SYEP) Video and Annual Report

Marshall referred board members to the media packet included in the board packet and noted that media coverage has been extensive. The SWORWIB's efforts have had interesting and positive weekly coverage during the SYEP program. A SYEP video is in process of completion for distribution to elected officials and cable programming. The NewsWIB e-newsletter has been started and a combined regular and ARRA annual report will be produced this fall. Two Elected Official Forums were conducted to inform our elected officials about our area successes with WIA performance. Marshall thanked Williams for her success in producing these products and placing media stories about the SWORWIB and its vendors. .

#### Audit Updates

Marshall reminded the SWORWIB members about the extensive number of audits scheduled for the SWORWIB since June. Two auditors from the Department of Labor/Chicago Region 5 and auditors from the State of Ohio Department of Jobs and Family Services, and possibly an auditor from the Government Accounting Office will be conducting separate but simultaneous fiscal and programmatic audits of the youth ARRA activities during the week of August 18-21. The independent financial audit is scheduled for the week of October 12. An audit of the Career Advancement training Accounts is scheduled for early November. HCJFS will also need to conduct a contract audit this fall or winter for the period ending 6/30/2009. Marshall will report on audit progress, findings, and corrective action plans at each quarterly board meeting until this extra audit activity is completed.

#### 2010 Meeting Calendar

Marshall referred the members to a calendar of meetings included in the board packet for which she hopes the advance notice of 2010 meetings will help board members to prevent conflicting scheduling wherever possible.

#### Determination of Dependency Status

Marshall distributed a new policy regarding the determination of dependent status required for all individuals under 24 years of age as part of the determination of eligibility for WIA program services related to the youth programming with the extended age group. She noted that the State policy was shared with the summer youth providers as it was released, but it had not been converted by the youth coordinator into SWORWIB policy and

we needed for that conversion to be approved by the board before the upcoming audit of the summer youth program. Young motioned, Fox seconded a motion to approve the Determination of Dependency Status policy. The motion passed unanimously.

**VIII. Key Issues: The Changing Workplace-Part Two**

Board members Graft and Browne facilitated continuation of the discussion about changes occurring in the workforce. In May the board members discussed "What relevant changes are you seeing in the workforce?" During this meeting the discussion centered on "What jobs will be in demand in your industry?" and "What challenges do you see based upon the job demand and changes in the workforce?" The facilitators maintained notes on the discussion which are attached to the minutes.

**IX. State Initiatives Updates**

Marshall reported considerable change underway at the State level from the Governor's Workforce Policy Board to ODJFS, Ohio Department of Development and the Board of Regents. State budget planning is affecting every department and the delivery of WIA services statewide but details on the budget debates are not yet final. Meanwhile, the Ohio Department of Development has implemented a new training approach known as Ohio Learning Accounts which are similar to the former Career Advancement Accounts under the Bush Administration but require on-the-job training with an employer committing to a certain employment time frame. This time frame commitment is causing problems for employers whose HR policy is at-will based and no timed employment contracts are utilized. ODOD also wants to hold hiring events, known as ProjectHIRE events as part of the promotion of the on-the-job learning/training accounts. Marshall will work with the Business Services Unit to determine how we might proceed with this statewide initiative.

**X. New Business**

Nominations Announcement

Marshall referred members to the nominations form within the board packet and encouraged people to think about referrals for board members, especially business leaders. Paul Reynolds will present the recommended nominations slate at the November 12 SWORWIB Quarterly meeting.

2010 SuperAwards

Again, Marshall referred members to the nominations form and award descriptions for the 2010 SuperAwards within the board packet. She reminded members that the SuperAwards occur at the Annual Meeting in February and while not necessarily every award needs to be given, the board members need to be considering those people giving exceptional service this year. Nominations must be provided to Marshall by December 1, 2009.

**XI. Public Comment**

No one from the public requested to address the SWORWIB.

**XII. Next Meeting**

The next SWORWIB Quarterly Meeting will be held at the SuperJobs Center on Thursday, November 12, 2009, 8:00 a.m.-10:00 a.m.

**XIII. Adjournment**

There being no business before the Board, McLarty accepted a motion by Browne, seconded by Cornejo to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 10:03 a.m.

**XIV. Attachments; Board Discussion Notes**

Respectfully submitted,



Rene McPhedran  
Secretary