

April 25, 2018

Ross County Service Center
475 Western Ave, Conference Room G
Chillicothe, OH 45601

Mission: To provide a qualified workforce for the businesses in the community.

Goals: To increase awareness of OMJ services to area businesses; to improve work readiness of local students; to maximize use of apprenticeship programs in our area

AGENDA

- | | |
|--|----------------|
| • Welcome and Introductions | Michael Linton |
| • Additions and/or deletions to agenda | Michael Linton |
| • Approval of January 24, 2018 Meeting Minutes (Vote) | Michael Linton |
| • Employer Services Provider | Rick Szabrak |
| • Approval of OMJ and Career Services Contracts | Rick Szabrak |
| • Renewal of OMJ and Career Services Providers | Rick Szabrak |
| • Renewal of Youth Services Providers | Rick Szabrak |
| • Financial Management Policy | Rick Szabrak |
| • Procurement Policy | Rick Szabrak |
| • Subrecipient Monitoring Plan | Rick Szabrak |
| • Financial report | Angel Conrad |
| • Apprenticeship Committee | Tom White |
| • K12 Update | Rick Szabrak |
| • Social Media Update | OMJ Operators |
| • Updates from OMJ Centers | OMJ Operators |
| • Open discussion | Michael Linton |
| • Next meeting date(s): | |
| ○ All meetings: 8:30 a.m. Committee Meetings; 9 a.m. Board Meeting Wednesday, Next Meeting: July 18, 2018, TBD | |
| • Adjourn | |

Subcommittees:

Executive: Michael Linton, Tom White, Carrie Fife, Wendy Elliott, Jacqueline Craiglow

Policy: Roxan Sigmon, Corey Clark, Rick Reynolds, Kelly Hatas

Apprenticeship Committee: Tom White, Carrie Fife, Jacqueline Craiglow, Joe Cryster, Gary Rhodes, Patrick O'Malia

K12 Engagement Committee: Wendy Elliot, Rick Szabrak

Marketing/Website Committee: Michael Linton, Rick Szabrak, Ryan Scribner



Area 20/21

Hocking - Fairfield - Pickaway - Ross - Vinton

January 24th, 2018

**Ohio Christian University
1476 Lancaster Pike
Circleville, OH 43113**

Board Members Present:

Andrew Binegar, Joseph Crytser, James Dick, Wendy Elliot, Carrie Fife, Richard Games, Kelly Hatas, Kimberly Jeffers, Katie Karwatske, Kimberly Kirchgessner, Michael Linton, Zachary Ludi, Mike McCandlish, Gary Rhodes, Stacie Robertson, Ryan Scribner, Angela Ward, Tom White

Staff to Board Present:

Angel Conrad Patrick O'Malia Rick Szabrak

Board Partners Present:

Corey Clark, Aundrea Cordle, Joy Ewing, Rick Moore, Rick Reynolds, Roxan Sigmon

Welcome and Introductions:

The Area 20/21 WIOA Board meeting was held at the Ohio Christian University on January 24th, 2018. Chairman Linton called the meeting to order at 9:03 AM. New members Stacie Robinson and J.B. Dick were introduced to the Board. Mr. Dick is a returning member of the board who previously represented the adult continuing education seat now occupied by Angela Ward. Mr. Dick is the Board's new K-12 representative as he is the Superintendent for Amanda – Clearcreek Schools. Mrs. Robinson is a native of Pike County who is the new HR Director for Kenworth's Chillicothe plant. She shared that the

Kenworth plant has hit record production benchmarks and is now manufacturing approximately 156 trucks per day. Chairman Linton welcomed them and thanked them for their service.

Executive Director Rick Szabrak notified the Board that there is one at-large seat for business still to be filled. He is hoping that Sofidel, the new Italian paper products manufacturer locating in Circleville will take the spot as they are a new major employer to the area. Chairman Linton suggested that he has been in contact with them and they may identify a representative as early as 1st quarter of 2018. Members that represented Vinton and Hocking Counties will need to be replaced as they have not met the attendance requirements. Rick Moore is going to ask if a representative from Amanda Manufacturing in Logan would be willing to serve.

Agenda:

Mr. Linton asked if there were any revisions or corrections to the minutes of the November 15th, 2017 meeting. Hearing none the Chairman asked for a motion. Mr. Crytser made a motion to approve the minutes and Mr. White seconded. Minutes were approved unanimously.

Pickaway Works Overview:

Ryan Scribner of Pickaway Progress Partnership gave an overview of a new workforce program, Pickaway Works. As an economic developer he heard that schools had a renewed interest in finding local opportunities for the students. He also got feedback from his local employers saying can't find workers. He brought the two of them together for an opportunity for dialogue. At first, the businesses complained about the schools and vice versa but eventually the school districts came together with funding to undertake a strategic plan with the goal of aligning students with local employers with a curriculum that matched what employers needed. This plan led to Pickaway Works and Ryan described it as an attempt to change the culture between the educational and business communities. At this point the schools are getting the teachers involved and having them tour local factories and centers of employment to see what is made within the community. Some creative applications have also gotten buy in from the students, such as a program where students shoot videos of a plant and interview the plant manager. This video is later posted on the school's website and broadcast over the internal school TV system so the young adults are aware of what is available for career training in Pickaway County. The program is in its beginning stages but showing signs of promise. Mr. Scribner asked for assistance in recruiting additional private sector partners so the Pickaway Works program can have a broad reach.

K-12 Engagement Committee:

Rick Szabrak directed the Board's attention to the workforce readiness questionnaire in the packet. The purpose of the questionnaire is to determine what the K- 12 educational systems throughout the five-county region are doing to prepare students for careers. J.B. Dick said as an educator he likes this survey as for years the educational system has been trying to push everyone into college but it is not a one size fits all solution. Rick asked for assistance in getting the survey into the hands of decision makers to ensure an accurate and timely return of the data so it can be analyzed. Tom White will go to the ESC in Ross County, J.B. Dick will be responsible for Fairfield County and Jody Walker will be responsible for Vinton and Hocking Counties; Wendy Elliot has already gathered the data for Pickaway County. Rick reminded the Board that if the message was "don't go to college" that many parents and educators will

be immediately turned off. Instead, he encouraged everyone to showcase how a career in manufacturing or a similar field not only provides job stability and better than average pay but that many of them also have tuition reimbursement programs.

Rick also updated the Board on a new statewide initiative that will help signal that a young adult may be prepared to enter the workforce. The program is designed so that graduating high school seniors will secure the recommendation of three adults that are willing to attest that they are of good character, work ethic, etc. Rick Grimes asked if individuals who were pursuing a G.E.D. could also qualify for this and Mr. Szabrak said he would check and update the Board at the next meeting.

Finally, Mr. Szabrak shared that the 33 Development Alliance is also working on a program for career readiness. Committees of government, social services providers, educational partners and private sector employers have all convened to determine the best method for assessing skills and matching non-college bound individuals with local employers. He will update the Board as the Alliance progresses and will share information with Mr. Scribner for Pickaway Works.

Apprenticeship Committee:

Tom White began by thanking Claypool Electric for their assistance in understanding the Apprenticeship Ohio program and its challenges from an employer's perspective. This information was useful in crafting the grant that WIOA and Pickaway Ross Career and Technical Education Center are jointly submitting to the Ohio Valley Regional Development Council. The goal of the grant boost apprenticeship program offerings in Vinton and Ross Counties, which are the only two counties covered in the WIOA region and by the Ohio Valley Regional Development Council.

Carrie Fife submitted a pre-application grant for \$450,000 (\$250,000 in grant funding and \$200,000 in matching funds) and will soon learn if both organizations can apply for the full grant. The grant spelled out how Pickaway Ross will serve as the apprenticeship sponsor so private businesses do not have to interface with the bureaucratic requirements that come with Apprenticeship Ohio. WIOA will provide some of the matching funds by directing WIOA funding and time of the Business Services Representative as leverage. Even if the grant is not successful Pickaway Ross will be implementing a HVAC skilled trade apprenticeship program in the near future.

Policy Committee:

The Policy Committee will be convening after the regular Board meeting. Some policies have not been updated in years. Rick pledged to get the new policies, if appropriate, out to the Board members ahead of time.

Northwoods Document Solutions:

The state suggested that workforce development agencies subscribe to a document scanning and management program. All social service programs in Ohio must have an electronic document solution provider but the state workforce department is now attempting to avoid being a part of this requirement. It is currently in flux but Fairfield County JFS is considering a contract with them for workforce and other solutions and will update the board.

Discussion of Metrics for Business Services RFP:

Rick updated the Board on the Business Services Request for Proposals that will be ready in late February or early March. The goal of the position is to go out and promote WIOA services to the business community in the five counties WIOA represents. The Board gave feedback on the metrics it would like the position or services provider to track. These included: resume referral – quality, not quantity; apprenticeships; job posting assistance; employer needs assessments; and incumbent worker training.

Library MOU:

Governor's Office on Workforce wanted to see all OMJ Centers work closely with local library systems. Pickaway has a good relationship with their library. Once a month they hold resume and cover writing classes. They also have a class on how to use the OMJ Center services and conducting job searches on OhioMeansJobs.com. This helps inform a different population that may not otherwise utilize these services. The goal is for all Area 20 OMJ Centers to have an MOU in place with their library systems soon. Roxanne will forward a copy of the MOU to use as a model.

Financial Report:

The funds expiring in June 2018 have been allocated. South Central needs adult dollars but other areas have excess in this line item so Angel will shift it around. Rick was proud that the Board is not over promising and under delivering. We are hardly sending any cash back to the state.

Performance Results:

Rick will find a way to show these results in different ways so it is easier for the Board to digest. Changed the youth funding criteria to ensure that this cash was spent on out of school youth; OMJ Centers can no longer use this to fund young adults that are currently enrolled in school. Work experience rate - 20% need to go to work experience on youth. Will hit or exceed these targets next year. The only area where the Board is deficient is achieving measurable skills performance but new data supplied by South Central may help move the needle to an acceptable rate.

Tracking Components Moving Forward:

The Board engaged in a discussion on what they will hold OMJ center operators accountable for. Some of the ideas included monthly door counts, unique visitor counts, the number of open interviews and how many job seekers were in attendance at the open interview and how many were hired from the same.

Next Meeting Date:

The next WIOA Board meeting will occur on 4/25/18 at Ross County. The group discussed that any meetings in Fairfield County should be held at the OMJ Center on Main Street (US 22). Everyone agreed it is easier to get to the OMJ Center than the Utilities Building. Committees, if they need to meet, will meet at 8:30 AM. The regular meeting will begin at 9:00 AM.

Area 20 WDB Employer Services Review Committee Scoring Sheet
Scored on April 20, 2018

Proposal: Julie Bolen-Kellough	Possible Score	Actual Scores						
		Pickaway	Vinton	Fairfield	Ross/Hocking/Vinton	Fairfield	Pickaway	Average Score
Description Program description thoroughly addresses how, when, where, by whom, and in what context services will be provided.	10	Roxan Sigmon	Annamarie Qualls	Corey Clark	Rick Reynolds	Kim Kirchgessner	Michael Linton	8.8
Provider has a successful history of assisting employers with hiring, training, and recruitment services.	50	50	45	50	45	43	40	45.5
Deliverables are realistic and specific.	20	15	20	20	20	17	15	17.8
Program/service costs are deemed appropriate and reasonable.	20	20	20	20	20	20	15	19.2
Total	100	95	93	100	93	89	78	91.3

Proposal: BSSI	Possible Score	Actual Scores							
		Pickaway	Vinton	Fairfield	Ross/Hocking/Vinton	Fairfield	Pickaway	Average Score	
Description		Roxan Sigmon	Annamarie Qualls	Corey Clark	Rick Reynolds	Kim Kirchgessner	Michael Linton		
Program description thoroughly addresses how, when, where, by whom, and in what context services will be provided.	10	10	9	10	8	8	7	8.7	
Provider has a successful history of assisting employers with hiring, training, and recruitment services.	50	40	46	47	40	40	25	39.7	
Deliverables are realistic and specific.	20	15	17	20	15	15	10	15.3	
Program/service costs are deemed appropriate and reasonable.	20	15	18	18	15	15	10	15.2	
Total	100	80	90	95	78	78	52	78.8	

JULIE BOLEN-KELLOUGH

316 Braewood Drive ♦ Chillicothe, Ohio 45601 ♦ 740-701-3369

E-mail: juliekellough@hotmail.com

RELEVANT SKILLS

- 15+ years in local workforce development.
- 10+ years of management and supervisory experience.
- Strong planning, organizational, and leadership skills.
- Excellent oral and written communication skills.

WORK EXPERIENCE

Pickaway-Ross Career and Technology Center

Chillicothe, OH

Operations Manager, 2/17-Present

- Manage student services for adult education department, including enrollment, recruiting, marketing, counseling, job placement, business office and financial aid.
- Responsible for overseeing adult education building operations at multiple campuses.
- Manage the assessment center, which provides a variety of high-stakes and pre-employment testing.
- Oversee business services, including contract and customized training for local businesses.
- Supervise several other training projects and grants, including contracts with Pickaway and Ross County Job and Family Services.
- Represent Pickaway-Ross at various community events and speaking engagements.

Program Manager, 9/10-3/17

- Managed all adult education programming, including skilled trades, public safety, allied health, and nursing programs across multiple campuses.
- Directly supervised program instructors and coordinators.
- Responsible for obtaining and maintaining appropriate program accreditations.
- Maintained relations and partnerships with local businesses and employers to support various initiatives related to student programs, such as internship programs, advisory committees, and student job placement.
- Involvement in numerous projects and grants through various partnerships and organizations, including the Ohio Department of Education, Ohio Department of Higher Education, Ohio Department of Public Safety, Jobs and Family Services, ABLE, Ross County United Way, Ross and Pickaway County school districts, Pickaway County Community Foundation, Pickaway Progress Partnership, and Ohio Department of Youth Services.

Pickaway County Job and Family Services

Circleville, OH

Business Services Specialist, 1/07 – 9/10

- Coordinate Pickaway County's Jobs One-Stop Business Services Program.
- Work closely with Pickaway County's Economic Development and Chamber of Commerce organizations.
- Promote the One-Stop's programs and services to local businesses by making daily face-to-face, email, and phone contacts to employers.
- Plan, coordinate, and market several large events, such as job fairs, business seminars, and Youth Fest.
- Create and present workshops to employers and job seekers on interviewing and other job search related topics.
- Assist employers with various human resource related duties, such as recruiting, applicant screening, testing, interviewing, labor law, wage surveys, and tax credits.
- Represent the One-Stop at community events.
- Create and distribute employer newsletter on a quarterly basis.
- Administer and maintain the One-Stop's website.

Pickaway Ross Career and Technology Center
Job Placement Specialist, 3/05-1/07

Circleville, OH

- Provide job placement services through a contract with Pickaway County Job and Family Services.

Ross County Board of Education
Substitute Teacher, 1/03-3/05

Ross County, OH

- ♦ Substitute teacher for all grade levels.

Midland Food Services, L.L.C., a franchise of Pizza Hut, Inc.
Human Resources Coordinator, 8/00-8/02

Independence, OH

- Acted as HR liaison between corporate office and 2,000 restaurant employees.
- Administered company's workers' compensation and unemployment compensation programs.
- Trained management on various HR concepts, such as workers' compensation, safety, and the hiring process.
- Assisted HR department in various areas including interviewing, recruiting, training, and benefits management.

Shift Manager, 1/97-8/99

- Managed daily restaurant operations including sales, customer service, employee training, and food production.

PROFESSIONAL ACTIVITIES

Society for Human Resources Management (SHRM) – South Central Ohio Chapter

Board Member, VP of Membership, 2007

Board Member, Secretary, 2008

Board Member, President-Elect, 2009

Board Member, President, 2010 & Ohio State Council Member, 2010

Board Member, Past President 2011

Member, 2006-present

Pickaway County Chamber of Commerce

Chamber Ambassador – 2006-2010

Leadership Pickaway, Graduated - 2007

Chairperson, Women in Business – 2008

Junior Achievement of Pickaway County

Board Member, 2007-2010

Pickaway WORKS Steering Committee

Committee Member, 2017-present

EDUCATION

John Carroll University, Bachelor of Science – August, 2000

University Heights, OH

Major: Industrial/Organizational Psychology, Minor: Business Administration

University of Dayton, work on Master's degree in counseling – 2002-2003

Dayton, OH

WIOA Area 20 RFP - Employer Services Budget
Julie Bolen-Kellough, Independent Contractor

	Annual
Salary	\$ 50,960
Travel	\$4,371
Supplies	\$857
Occupancy	\$1,200
Insurance	\$1,200
Other	\$1,285
Total Operating	\$8,913
Total Costs	\$ 59,873

Employer Services Cost Analysis

Area 20 2018 Employer Services Provider Review

Average Salary for a staffing specialist is \$38,933 according to payscale.com.

Average benefits are 25% more of salary so total comp is: \$ 51,910.67

Mileage: Estimated 600 per month @ \$.545 per mile: \$ 3,924.00

Total compensation is: \$ 55,834.67

According to OMJ.com a recruiter position in Lockbourne pays \$50k-\$79k annually

According to OMJ.com a recruiter position in Groveport pays \$50k-\$79k annually

According to OMJ.com a recruiter position in Pickaway pays \$30k-\$49k annually



Area 20/21 Workforce ~~Investment-Development~~ Board

Financial Management Policy

The Area 20/21 Workforce ~~Investment-Development~~ Board has developed this policy to ensure ~~Workforce Investment Act (WIA)~~ and Workforce Innovation and Opportunity Act (WIOA) funds within the area are spent efficiently and effectively to serve eligible participants. Sub grantees who do not expect to expend individually allocated funds are encouraged to share funds with other sub grantees by releasing funds to the Area 20/21 Fiscal Agent for redistribution and expenditure within the applicable Program/Fiscal Year. The release of funds shall allow the greatest areas of need within the area to be addressed. Funds that are not spent are subject to recapture/rescission by a federal or state agency resulting in reduced funding the next Program/Fiscal Year. The following sections detail the Area 20/21 financial management guidelines.

I. Transfer of Funds within Area:

Purpose

The Transfer of Funds shall occur when an Area 20/21 sub grantee determines it is unlikely to expend all of a specific WIA/WIOA allocation within the time limits specified in the allocation letter, grant agreement and policies from the Ohio Department of Job and Family Services (ODJFS) and there is the potential for expenditure by another area sub grantee. When the above conditions are met, funds may be released to the Area 20/21 Fiscal Agent for redistribution to other counties for expenditure within the applicable Program/Fiscal Year.

WIA/WIOA Funding Releases and Requests

When an Area 20/21 sub grantee determines the need to release funds, the following actions shall occur:

1. The releasing sub grantee will complete WIA Area 20/21 Form No. 2103 – Transfer of Funds Form and submit to the Area 20/21 Fiscal Agent.
2. The Area 20/21 Fiscal Agent will advise the other area counties of available funding by e-mail.
3. The other counties shall review their expenditures, obligations and accruals to determine if additional funds are needed and can be spent within the applicable Program and/or Fiscal Year for which funds are being released.



4. The sub grantee or counties in need of additional WIA/WIOA funds shall request the amount required through completion of WIA Area 20/21 Form No. 2103 – Transfer of Funds Form and submit to the Area 20/21 Fiscal Agent.
5. Requesting counties shall attach to WIA Area 20/21 Form No. 2103, a statement of need and assurance that funds will be spent. *Example: Additional Youth Funds of \$10,000 are needed to add additional slots to our year-round youth program. If received, services will be rendered and funds spent by September 30, 2015.*

Upon review and approval by the Area 20/21 Fiscal Agent funds will be redistributed from the releasing sub grantee to the requesting sub grantee. The Area Fiscal Agent will notify each sub grantee in writing of the change(s) in allocations.

Methodology for the Redistribution of Released Funds

The Area 20/21 Fiscal Agent will be responsible for the breakdown and distribution of released funds within Area 20/21. If the total requested amount is larger than released amount, funds shall be redistributed based on the percentage of each sub grantee's request to the total requests for the area.

II. Annual Expenditure Requirement

Purpose

To ensure WIA/WIOA formula funds are spent efficiently and effectively to serve eligible participants.

Required Expenditure Rate

100% of all carry-forward funds must be fully expended or obligated by September 30 of the second year of the funding life-cycle, which will be reflected on the October upload. If less than 100% is achieved, the county may be required to release the unobligated balance. The Area 20/21 Fiscal Agent would have the right to recapture unobligated balances not voluntarily released.

It would also be required that 100% of all carry-forward funds be fully expended by December 31 of the second year of the funding life-cycle, which will be reflected on the January upload. If less than 100% is achieved, the county may be required to release the unobligated balance. The Area 20/21 Fiscal Agent would have the right to recapture unobligated balances not voluntarily released.



III. Recapture of Funds:

Purpose

To establish a consistent policy in managing WIA/WIOA funds awarded to Area 20/21. Counties not meeting a required expenditure rate resulting in a recapture or rescission of funds will be sanctioned as follows:

If a sub grantee is not able to expend or release funds as defined by ODJFS, the causal sub grantee shall have funds rescinded based on their percentage of unexpended funds. Once the Area has been notified by ODJFS of a rescission, the individual sub grantee calculations will be reviewed and funds will be rescinded from each sub grantee according to their percentage of the total rescission. The Fiscal Agent will then notify the sub grantees of their change in allocations.

IV. Administrative Costs for Area 20/21:

Purpose

It is the intent of the Area 20/21 Workforce ~~Investment Development~~ Board to fund the operations of the fiscal and administrative agent. Administrative costs will consist of the following items: Personnel costs, Board travel, Board insurance, monitoring and oversight, audit costs, supplies, annual report, financial statement preparation costs, and any reasonable items needed for the administration of the area.

Personnel Costs shall be reimbursed to the fiscal and administrative agent for any individual performing Area 20/21 business based on a percentage of the individual's salary for the time designated to the Area. Monitoring of sub grantees is required to meet ORC 5101.20, ORC 5101.21, and 2 CFR 200.327, 200.328, 200.330, 200.331, and DOL exceptions at 2 CFR part 2900 and HHS exceptions, 45 CFR 75.342 regulations. Area 20/21 is required by State guidelines to convert the financial statements to the GAAP (generally accepted accounting principles) format for audit purposes.

Distribution of Administration Costs

The total amount of Area Administration Costs each fiscal year shall be allocated to the sub grantees based on each sub grantees percentage of the total administration allocation for the Area. Each sub grantee's Program Year and Fiscal Year Administration Allocations will be reduced by the amount due to the Area Fiscal Agent to operate the Area. The administrative allocation to cover these costs will be assigned to the fiscal agent.

WDB Area 20 Staff

Rick Szabrak, Executive Director
Angel Conrad, Fiscal Specialist



Board Executive Committee

Michael Linton, Chair
Tom White, Vice Chair
Jacqueline Craiglow
Wendy Elliott
Carrie Fife

V. Budget for Area 20/21:

The Area 20/21 WDB will approve a budget for each Program Year during the first Board meeting of the Program Year. If ODJFS has not allocated funding to counties before this meeting, the Board will approve the budget during its second meeting of the Program Year.

The Area 20/21 WDB gives authority to the Fiscal Agent (Fairfield County Economic Development) to set a budget that matches the same time period as its fiscal year budget. This will follow the trend of the Program Year budget set by the WDB.

Revised ~~4/9/2017~~2018



Area 20/21
Hocking - Fairfield
Pickaway - Ross - Vinton

Area 20/21 Workforce ~~Development~~Investment Board
Procurement Policy

Purpose

All procurement transactions of the Area 20/21 Workforce ~~Investment~~Development Board (WIDB) shall be conducted in a manner that provides, to the maximum extent possible, opportunity for free and open competition. Policies and procedures governing procurement shall ensure that all goods and services are obtained in an effective and efficient manner, which is consistent with the provisions of applicable federal, state, and local laws, rules, and regulations.

Background

All items purchased with WIOA funds will use the State and local procurement procedures and abide by the procurement provisions included in the Office of Management and Budget (OMB) Circular A-102, "Grants and Cooperative Agreements with State and Local Governments," as codified in the DOL Regulations, Common Rule 29 CFR 97 (WIA procurement standard); 2 CFR 225 (OMB Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments"; 2 CFR 220 (OMB Circular A-21), "Cost Principles for Educational Institutions"; 2 CFR 230 (OMB Circular A-122), "Cost Principles for Non-Profit Organizations"; and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations". Procurement activities will comply with Ohio Revised Code, Sections 307, 4115.34, 5705.41(D) and 5719.042 and Chapter 5101: 9-4 of the OAC issued by the Ohio Department of Job and Family Services or other state WIOA funding agencies. Workforce ~~Investment~~Development Agencies and Subcontractors will follow the OMB circulars governing their agency structure and the Ohio Revised Code, the more stringent of the applicable circulars or the ORC will prevail when more than one applies.

Action

Definitions

- A. Award – A contract, grant subcontract, subcontract, sub grant or other type of legal instrument.
- B. Awardees - Any of the entities receiving the award, such as contractors or grantees.
- C. Immediate Family Member - Includes a spouse, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and/or grandchild.

- D. Procurement - The process, which leads to any award of WIOA Title I funds.
- E. Request for Proposal (RFP)-Purchases for services for ~~\$50400~~,000 or more unless the local policy is more restrictive and can be awarded based not only on price but also to the firm whose proposal is most advantageous to the program.
- F. Request for Quote (RFQ) - Purchases for services less than ~~\$50400~~,000 usually requiring a minimum of three quotes and can be awarded primarily based on price and quality.
- G. Service Provider - Any public agency, private nonprofit organization, or private-for-profit entity that delivers core and/or intensive and/or training services to WIOA participants with the exception of an ITA. Awards to service providers may be made by contract, subcontract, or other legal agreement.
- H. Sub grantee - Any county of Area 20/21.
- I. Sub-recipient - The legal entity to which an award is made and accountable for the use of the WIOA funds provided. For WIOA purposes, distinguishing characteristics of a sub-recipient include items such as determining eligibility of applicants, enrollment of participants, performance measured against meeting the objectives of the program, responsibility for programmatic decision-making, responsibility for compliance with program requirements, and use of the funds awarded to carry out a WIOA program or project. Service Providers are considered sub-recipients and not vendors.
- J. Vendor – An entity such as a training provider offering a standard published price for the general public.
- K. Youth Service Provider - An entity or individual identified by the Area 20/21 ~~WIB-WDB~~ and sub grantees in accordance with Section 123 of the Workforce Innovation and Opportunity Act to provide and/or deliver youth activities and/or services.

Minimum Standards

A. Code of Conduct

1. Area 20/21 Conflicts of Interest

No member of the Area 20/21 Board or ~~Youth-Committee~~ designated to award services for pay shall cast a vote, or participate in, any decision-making capacity on the provision of WIOA Title I programs/services or Area 20/21 matters that provide a direct or apparent financial benefit to said member, business partner, an immediate family member or the member's agency or organization.

When said member abstains from voting due to a conflict of interest or potential conflict of interest, the Area 20/21 minutes shall both reflect the abstention and the rationale for the abstention.

2. *Staff Conflicts of Interest*

No individual in a decision-making capacity shall engage in any activity, including participation in the selection, award, or administration of a contract agreement supported by WIOA funds if a conflict of interest or the appearance of a conflict of interest exists.

A conflict of interest would arise when said individual, an immediate family member or business partner(s) is employed or about to gain employment with an organization selected for the award of a contract agreement supported by WIOA Title I funds.

B. Drug-Free Workplace

The Area 20/21 ~~WIDB~~ will comply with the Drug-Free Workplace Act of 1988, codified at 29 CFR Part 98.

C. Competition

The Area 20/21 ~~WIDB~~ shall conduct all procurement to ensure that free and open competition exists.

1. *Free and Open Competition*

To promote free and open competition, the Area 20/21 ~~WIB-WDB~~ shall ensure that all transactions will be free and open and shall not:

- a. Place unreasonable requirements on firms and organizations in order for them to qualify to do business and/or provide services;
- b. Require unnecessary experience and excessive bonding;
- c. Engage in noncompetitive pricing practices between firms or organizations or between affiliated companies or organizations;
- d. Engage in noncompetitive awards to consultants that are on retainer contracts;
- e. Participate in organizational conflicts of interest;
- f. Specify only a “brand name” product instead of allowing “an equal” product to be offered;
- g. Create overly restrictive specifications;
- h. Include any arbitrary action in the procurement process.
- i. All contracts must be performance based fixed unit or cost reimbursement contracts.

2. *Solicitations*

The Area 20/21 WDIB will:

- a. Solicit offers by disseminating a Request for Proposal (RFP) or Request For Quote (RFQ) to an adequate number of qualified sources to ensure competition (generally, sources included on the sub grantees RFP/RFQ mailing list), and advertising in one or more newspapers designed to reach service providers;
- b. Ensure that each RFP/RFQ includes a Statement of Work or Specifications, including a description of the requirements for time, place, and methods for the performance of the service;
- c. Ensure that each RFP/RFQ includes the deadline date and time the proposal must be submitted and that all proposals received are stamped with the date and time the original proposal was received;
- d. Ensure that each RFP/RFQ requires a line item budget; Ensure that each RFP/RFQ describes the solicitation process, including provisions for protest or appeal of the final award;
- e. Ensure that changing the service provider cannot effect the current active clients from participating in the program, by ensuring the new service provider factors in this additional cost when submitting their proposal based on current client data;
- f. Ensure that each RFP/RFQ identifies all significant evaluation or rating factors and the relative importance of each factor;
- g. Ensure that the evaluation factors include minimum thresholds that, if not met, require disqualification;
- h. Negotiate with any or all bidders determined through the rating process to be responsive and advantageous to the program, and to notify unsuccessful bidders in a reasonable amount of time; and
- i. Award a contract to the bidder(s) who is (are) successful.

3. *RFP/RFQ Mailing List(s)*

The Area 20/21 WDIB shall ensure that all qualified lists of persons, firms, or other organizations used in acquiring services are current and include sufficient numbers of qualified sources to ensure maximum open and free competition.

D. Dispute Resolution

All bidders will be notified, in writing, of the results of the technical evaluation. Failed bidders will be advised during the dissemination of each RFP that they have the right to protest the decision.

Reasonableness of Cost

A. Determination Required

Documentation of cost reasonableness is required for every procurement action, including contract modifications (except for modifications where a determination has been made that there is no monetary impact). Acceptable methods of documenting cost reasonableness are price analysis and cost analysis. In addition to other evaluation factors used for price or cost analysis, where applicable, the Area 20/21 ~~WIB~~ WDB shall obtain independent estimates prior to soliciting for goods and/or services.

B. Price Analysis

1. Price analysis is the process of examining and evaluating a price without looking at the estimated cost elements and proposed profit of the offer or whose price is being evaluated.
2. Price analysis will be performed on every procurement action.
3. Price analysis techniques shall include:
 - a. Comparison of proposed prices with independent estimates of cost developed by Area 20/21 sub grantees;
 - b. Comparison of competitive price quotations;
 - c. Comparison of prior quotations and contracts with current quotations for the same or similar items;
 - d. Use of yardsticks or parametric relationships to point out apparent gross differences (e.g., dollars per placement, price per instruction hour, price per participant training hour, etc.); and
 - e. Comparison of prices on published price lists with published market prices of commodities, together with discount or rebate schedules.

C. Cost Analysis

1. Cost analysis is the review and evaluation, element by element, of the cost estimate supporting a company's proposal for the purpose of pricing a contract.
2. A cost analysis is necessary when the proposer is required to submit the elements of the estimated cost, when adequate price competition is lacking, and for sole source procurements, including contract modifications (except for modifications where a determination has been made that there is no monetary impact), unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation.

Cost analysis includes evaluating:

 - a. The supporting data submitted by the proposer;
 - b. The cost elements; and
 - c. The factors the proposer considered in developing the estimated cost of performing the specified work.

D. Profit or Program Income

1. If profit or program income is included in the price, the Area 20/21 ~~WDIB~~ shall negotiate profit or program income as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is required.
2. To establish a fair and reasonable profit, consideration shall be given to:
 - a. The complexity of the work to be performed;
 - b. The risk borne by the contractor;
 - c. The contractor's investment;
 - d. The amount of subcontracting;
 - e. The quality of the contractor's past performance;
 - f. Industry profit rates in the surrounding geographical area for similar work; and
 - g. Market conditions in the surrounding geographical area.
3. Program income earned by the contractor must be reported to the agency issuing the contract along with a plan of how it will be expended for program activities. Program income must be spent for program activities only. (The requirements governing the use of program income are found at 29 CFR 95.24 (non-governmental) and 29 CFR 97.25 (governmental). The WIOA regulations at 667.200(a) (5) require the addition method to be used to account for program income, as does Part 95.

Selection of Service Providers

A. Definitions

The definitions of service provider and sub-recipient at the beginning of this Policy are extremely important in understanding the requirements of this section.

B. Demonstrated Effectiveness

Service providers for services under WIOA Title I will be selected competitively based on their demonstrated ability to deliver effectively the services required.

1. Determination of Program Effectiveness

A proposer's demonstrated ability to deliver effectively the services required in the RFP/RFQ will be in writing and completed prior to the award of a grant, sub-grant, contract, or subcontract. A copy of this determination will be placed in the procurement file.

2. Administrative Funds

The Area 20/21 ~~WIB~~ ~~WDB~~ will ensure that, for all services provided to participants through contracts, grants, or other agreements with a service provider, such contract, grant, or agreement shall include appropriate amounts necessary for administration. Administrative costs must be accurately identified in all contracts. Examples of administrative costs include:

- Accounting
- Some indirect costs (e.g. shared costs)
- Management Information Systems (MIS)

- Management or Director's time devoted to project
- Any other non-program personnel

3. Duplication of Services

WIOA Title I funds will not be used to duplicate facilities or services available (with or without reimbursement) from Federal, State, or local sources unless it is demonstrated in writing that alternative facilities or services would be more effective or more likely to achieve Local Workforce Area performance goals.

C. ~~Youth~~ Service Provider Selection

1. Procedure

The competitive process outlined in this policy will be used to select all ~~Youth~~ service providers. Requests for proposals (RFP) must be conducted by regional One-Stop Systems in accordance with the following steps:

- Select a regional RFP team.
- Develop RFP, which must include the required ~~youth~~ elements.
- Prepare a timeline of the RFP process, which provides advertising at least 21 days prior to the bid deadline and offers ~~a bidders' conference~~ time for questions and answers.
- Publish public notices throughout the region.
- ~~Conduct bidder conferences.~~
- ~~e.~~ Date stamp bids and open publicly.
- ~~g.~~ Select a rating team; which is comprised of Board members and other community members. May include/exclude One-Stop staff members at the administrative staff's discretion. Conduct a training session for the rating team.
- ~~h.f.~~ Compile rating scores.
- ~~i.g.~~ RFP team will recommend providers based on results of the rating process.
- ~~j.h.~~ Conduct price and cost analysis.
- ~~k.i.~~ Forward recommendations to the Area 20/21 ~~Youth Committee~~ WDB.
- ~~t.j.~~ Area 20/21 Administrative staff/Regional One-Stop System will notify the approved providers and negotiate contracts. If the contract will be between the one-stop operators and the approved providers, the one-stop system will negotiate the contract.

All of the above steps must be documented and a file maintained by the administrative staff ~~each sub-grantee in the regional One-Stop System~~ for auditing and monitoring purposes. ~~The \$100,000 minimum is not applicable for youth procurement.~~

2. Exception

At the conclusion of the procedure, the grantee or ~~if a~~ sub grantee within the system is unable to secure a ~~Youth~~ provider for specific elements, ~~all ten of the elements, then~~ the grantee or sub grantee must be approved by the Area 20/21 Workforce Investment Development Board to provide these elements in-house.

~~D. Adult and Dislocated Worker Services Provider Selection~~

~~Area 20/21 WIB will seek all Adult and Dislocated Worker service providers for core and intensive services through the competitive process outlined in this policy.~~

Documentation

Procurement files shall be maintained for each procurement action. Procurement files shall contain, if applicable, the following general procurement items.

- a. Justification for the type of procurement method used;
- b. The price and cost analysis performed, including the independent estimates made by the grant recipient prior to receiving bids;
- c. Copies of each proposal solicitation issued including all evaluation factors;
- d. Copies of advertisements announcing procurement actions;
- e. Copies of all proposals received;
- f. Summary of any negotiations including changes made to the curriculum, duration, technical requirements (such as instructor qualifications), or outcomes;
- g. Summary of the negotiations establishing fair and reasonable profit or program income;
- h. Copy of the evaluation results of the proposals received;
- i. Justification of the sound business reasons for rejecting any proposals;
- j. The original RFP and RFQ; and
- k. The demonstrated ability of service providers to deliver effectively the services required.



**WIOA Area 20/21
Subrecipient Monitoring Plan
4/25/18**

Area 20/21 has developed this monitoring plan to review, analyze, and report on the activities and services provided by the area sub grants or contracts. The focus is to monitor for compliance with federal, state, and local laws, regulations, policies, and procedures to ensure quality of services. Through this process Area 20/21 is then able to recommend corrective actions or provide technical assistance to the subrecipients to resolve any issues.

Area 20/21 defines monitoring as the assurance that subrecipients comply with program regulations; measure progress toward performance goals; and improve the product or service being delivered.

Monitoring focuses on solutions, not problems. Area 20/21 views monitoring as another opportunity to provide on-going communication and technical assistance to support subrecipients to improve the quality of services delivered before any major problems develop.

Area 20/21 will revise this Monitoring Plan at any time it deems appropriate due to changes in federal, state and/or local regulations or laws.

Plan Objectives:

The objectives of the Area 20/21 Monitoring Plan are:

- To ensure that the subrecipients are reviewing and monitoring its WIOA activities and those of its subrecipients and contractors;
- To provide program guidance and direction to the subrecipients to assist them in providing quality services;
- To assist the subrecipients in resolving compliance problems and assist in continuous improvement efforts of programs;
- To provide consulting, training, and technical assistance to subrecipients;
- To comply with the federal monitoring requirements;
- To ensure that required records are maintained for compliance and audit purposes



WIOA AREA 20

Program Monitoring:

Area 20/21 will establish dates for on-site comprehensive monitoring visits as needed. Required subrecipients will be monitored at least once a year. Annual risk assessments of Area 20/21 subrecipients will be completed prior to the monitoring visit to determine the appropriate degree and method for the monitoring of each subrecipient and to ensure adequate monitoring is performed and resources and personnel are used efficiently.

Area 20/21 will ensure that the monitor(s) are adequately trained before beginning the annual monitoring process. The monitor will be familiar with the performance requirements; program requirements; financial regulations related to the specific grant(s); and other pertinent information related to the subrecipients.

The monitor(s) will review all the written data available for Area 20/21 prior to the on-site visit, such as:

- Financial Reports;
- Progress reports;
- Required data collection reports;
- Documentation of previous monitoring; and
- Copies of audits whether by an Independent Public Accountant (IPA) or another entity such as the Auditor of State, or ODJFS.

This information can be used to identify potential problem areas to examine during the on-site visit. The monitor(s) will review audit documents for non-compliance and/or audit findings.

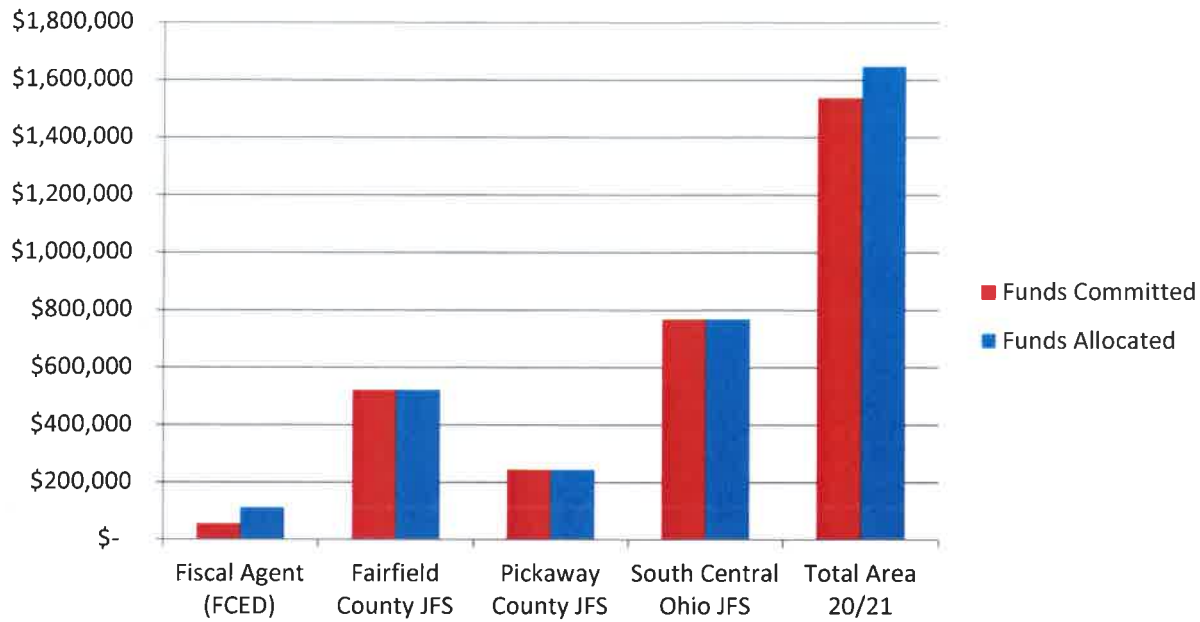
Documentation:

Each step of the monitoring process is documented and maintained at Area 20/21. The client files will remain confidential to protect the privacy of the clients served.

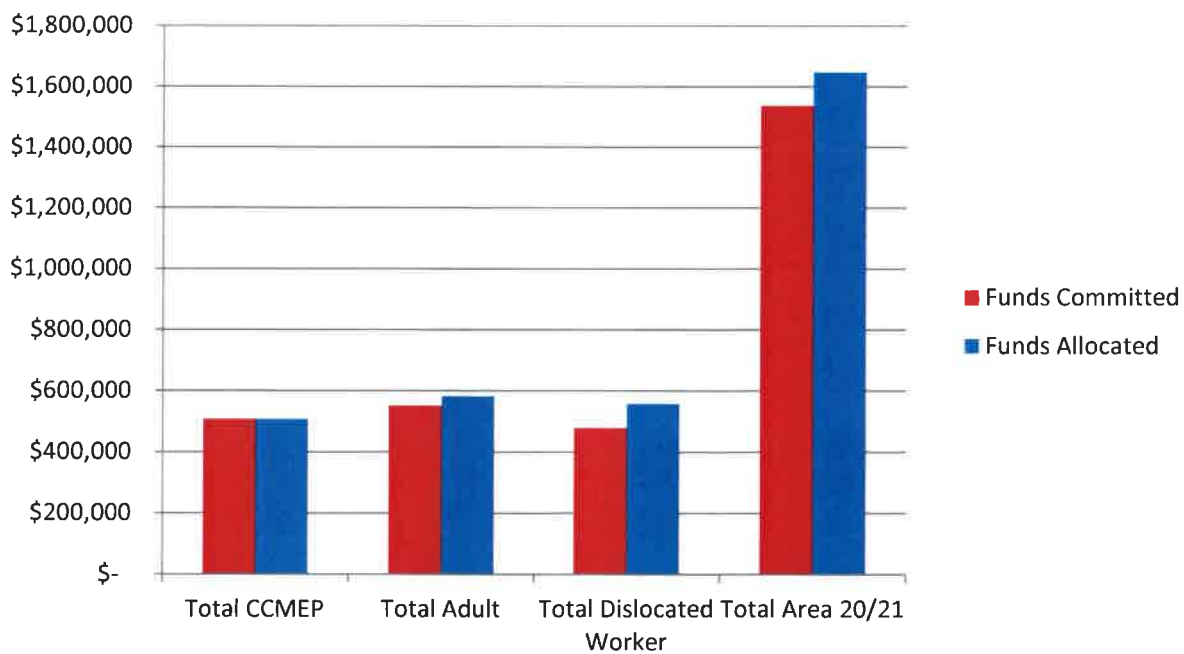
Follow-up:

If the monitoring report identifies a finding or concern, a follow-up monitoring or technical assistance visit may be conducted prior to the end of the grant. This will assure that the corrective actions cited in the report were implemented, performance was maintained or improved, and that communication was sustained. All follow-up actions will be appropriately documented and communicated to the subrecipients in writing.

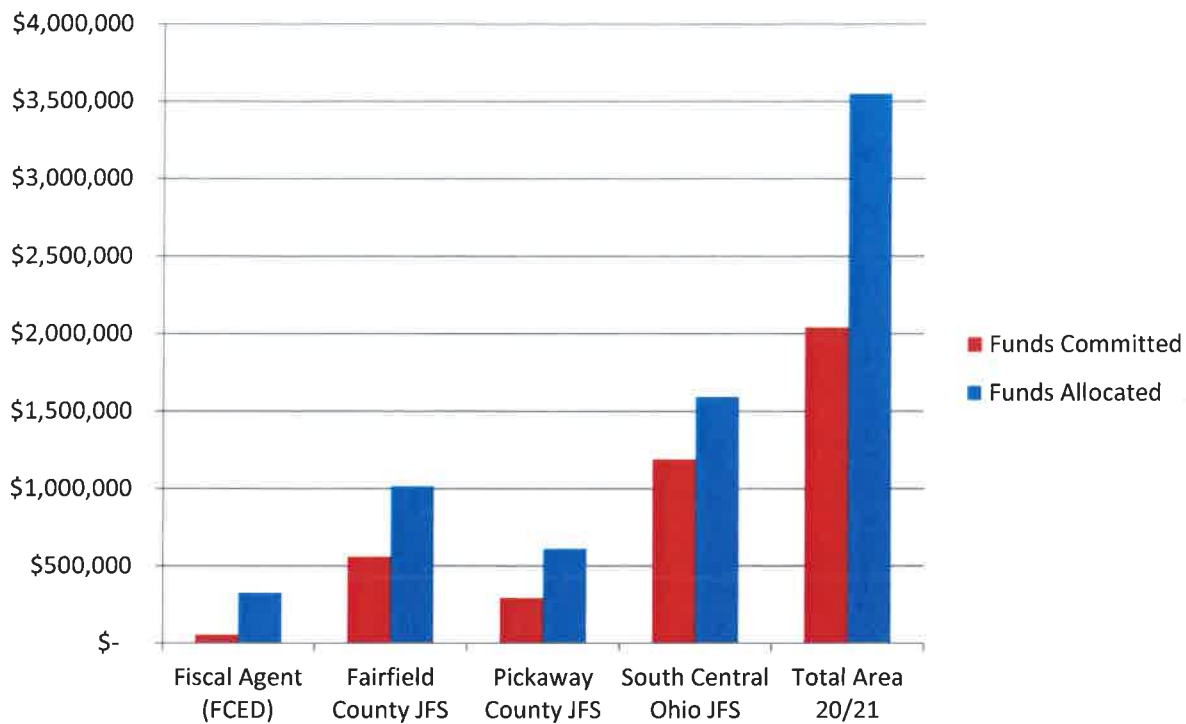
WIOA Funds by OMJ Center Expiring in June 2018



WIOA Funds by Category Expiring in June 2018



WIOA Funds by OMJ Center Total



WIOA Funds by Category Total

