

**November 15, 2017**

Fairfield County Job and Family Services  
239 West Main Street  
Lancaster, OH 43130

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

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**AGENDA**

- Welcome and Introductions Michael Linton
- Additions and/or deletions to agenda Michael Linton
- Approval of September 20, 2017 Meeting Minutes Michael Linton
- Overview of Fairfield County OMJ Center Corey Clark
- Fairfield County OMJ Center Tour Corey Clark
- Review of OMJ Center Certifications Rick Szabrak
- Membership Update Rick Szabrak

**COMMITTEE UPDATES**

- Executive Committee/Regional Plan Rick Szabrak
- Apprenticeship Committee Tom White
- K12 Committee Rick Szabrak/Wendy Elliot
  
- Financials Angel Conrad
- Adjourn

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**Subcommittees:**

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

**Legislative:** Scott Hammond, Roxan Sigmon, Kim Jeffers

**Policy:** Andrew Binegar, Corey Clark, Kelly Hatas

**Business:** Joe Crytser, Tom White, Briana Hood

**Fiscal/Audit:** Richard Games, Michael Linton, Angel Conrad, Ryan Scribner

**Apprenticeship Committee:** Tom White, Carri 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**

**Hocking - Fairfield - Pickaway - Ross - Vinton**

**September 20<sup>th</sup>, 2017**

**Ross County Job and Family Services Office  
475 Western Avenue, STE B  
Chillicothe, OH 45601**

Board Members Present:

Jacqueline Craighow, Joe Cryster, Carrie Fife, Richard Games, Kelly Hatas, Briana Hood, Katie Karwatske, Kim Kirchgessner, Jerica Kruse, Michael Linton, Zachary Ludi, Mike McCandlish, Gary Rhodes, 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 Reynolds, Roxan Sigmon

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**Welcome and Introductions:**

Chairman Michael Linton called the meeting to order at 9:05 AM. He asked new members and partners to introduce themselves.

Gary Rhodes is the new union representative from Pickaway County. He is a member of the sheet metal workers union and is replacing Scott Hammond.

Angela Ward from Eastland-Fairfield Career and Technical School will be replacing JB Dick who accepted a position as the Superintendent for Amanda-Clearcreek Schools.

Jerica Cruz from Opportunity for Ohioans with Disabilities is being promoted and she introduced her replacement, Katie Karwatske.

**Agenda:**

On the request of Area Administrator Rick Szabrak, Chairman Linton added two agenda items. The first was the discussion of an apprenticeship committee. The second was the possibility of adding a business services representative to the staff. On a motion of Joe Cryster and a second from Tom White the agenda was unanimously approved.

**Minutes:**

Mr. Linton asked if there were any revisions or corrections to the minutes of the April 19<sup>th</sup>, 2017 meeting. Hearing none he asked for a motion. Joe Cryster made a motion to approve the minutes and Gordon Clark seconded. Minutes were approved unanimously.

**Board Membership Update:**

Rick Szabrak informed the Board that Gordon Clark from Kenworth had been transferred to the company's Seattle office. A new individual from Kenworth may be added to the Board and Mr. Szabrak is working with their company leadership to explore options. Mr. Rick Hensler, a representative from Vinton County, is also leaving and his seat is in the process of being filled.

Chairman Linton introduced the idea of adding two new seats to the WIOA Board (because the Board must be at least 51% private sector business representatives) and adding a K-12 education seat. The goal would be to get to influence the younger generation of workers as soon as possible. Mr. Linton said that a good option for that seat would be JB Dick as he already has experience with the WIOA Board. The new members would serve in an at-large capacity. There was a discussion on reaching out to newly established large employers like Sofadeil. Tom White moved to add two new at-large seats and increase the size of the board from 23 to 25 individuals. Zachary Ludi seconded. The motion carried unanimously.

**Apprenticeship Committee:**

Rick Szabrak covered the initial discussion he has had with both staff and board members about the formulation of a committee to look at how the WIOA Board could use the Apprenticeship Ohio program to create a pipeline of skilled workers. Tom White has agreed to head up this committee which also includes: Gary Rhodes, Carrie Fife, Jacqueline Craiglow, Joe Cryster and Patrick O'Malia. Tom White recapped his conversation he had with Mike McClandish of Claypool Electric. Claypool uses the apprenticeship model in a non-union shop. The committee will have its inaugural meeting soon.

**Branding the WIOA Board:**

Rick Szabrak discussed how he would like to call the WIOA Board something better than Area 20. He wants to market the Board and its services but needs something that sounds less bureaucratic. Area 20 isn't descriptive but he likes how it denotes a specific geography. Workforce is the key to everything the Board does. The name South Central Ohio Workforce Partners was discussed. Zach Ludi suggested that

using partnership instead of just partners and motioned to brand the WIOA Board in the future as the South Central Ohio Workforce Partnership. Tom White seconded and the motion carried unanimously.

#### **Website Branding:**

The new website will incorporate the new name, the South Central Ohio Workforce Partnership. Rick estimates that the Board will have to expend roughly \$2,000 from its budget to create an online presence and market the new name. This website will be focused as a business resource for the Area and the place where the new business services rep will direct businesses when meeting them. The local OMJ sites will be the consumer-facing web presence. The Partnership will also use social media to connect with users from all five counties to promote training programs, job fairs and other opportunities. The Department of Labor recently conducted an audit of our local Ohio Means Jobs Center's websites. As a stipulation of receiving funding from the Federal government all branding material must include the verbiage "a proud partner of the American Job Center" on outreach and digital materials. Both Fairfield, Pickaway, and Hocking counties' OMJ Centers passed this random inspection but Ross and Vinton counties did not. Chairman Linton created a subcommittee to look at how to create a uniform approach to branding throughout the service area that he will chair and Ryan Scribner will serve as the Vice Chair.

#### **Career Services and Certification Update:**

Michael and Rick shared their vision for the Business Services Representative. This individual will go out to the larger companies in the area and attempt to educate them on WIOA services and how our WIOA Board can help them.

#### **OMJ Certification:**

Last year the Fairfield County OMJ Center was certified by the State of Ohio as the comprehensive center for Area 20. This year all subordinate OMJ Centers will have to be certified. Rick covered the steps to the certification process. The Board staff and the OMJ selected review teams will use this as opportunity to create efficiencies and improved services for the clients.

#### **Fiscal Policy:**

The current policy in Area 20 is that if a county is the recipient of funds but has not spent them within 18 months then the WIOA Administrator can transfer the funds to where they might do the most good. For example, if funds are allocated in July of 2016, they expire in June of 2018. The current policy is that the funds would have to be obligated by the end of December in 2017 and spent before the end of March in 2018. This leaves only six months to use these funds in a different county. This policy was discussed and it was agreed that it needed to be changed to be more efficient. The new policy is that funds must be obligated by September 30 and spent by December 31 or the Administrator can adjust them. Joe Cryster motioned to accept the new policy and Kelly Hatas seconded. The motion carried unanimously.

#### **CCMEP:**

Roxane covered four policies that were integral to the CCMEP plan that has a deadline quickly approaching. The first is to define a supportive services policy. Each county will determine this based on funding available. Another policy is the work experience policy. There cannot be more than six

months of unpaid work experience. The TANF portion will define which income is included or excluded from consideration when determining eligibility. Case management language was cleared from the policy. The Board does not need to sign off on any of these changes but she wanted to make them aware as there are some WIOA dollars being used to support the programs. Rick mentioned that our OMJ Centers are going above and beyond by including the WIOA Board as part of this discussion as they are not obligated to do so with the new CCMEP program.

### **Financial Report:**

Angel Conrad gave the financial report. Highlights include that the Board is in the period between when 2017 funds expire and a new 2018 disbursement. All OMJ Centers and affiliates have until the end of September to spend down any remaining balances. Last year the Board left a lot of money on the table that was repossessed by the state government. This year the Board has improved significantly and there is very little money that is not accounted for.

The next meeting will take place in Fairfield County on November 15<sup>th</sup> at 9AM at the OMJ Center in downtown Lancaster. The meeting will include a tour of the OMJ Center so the Board can better understand their roles. This is a change from our normal meeting location of the Utilities Building in Carroll. Committees will meet at 8:30 AM and the general board meeting will occur at 9 AM. With no further business to discuss the meeting was adjourned at 10:52 AM by Chairman Linton.

Ohio Department of Job and Family Services  
**OHIOMEANSJOBS SYSTEM CERTIFICATION**  
**STANDARDS CHECKLIST**

Date Completed: 10/23/17  
OhioMeansJobs Center Site: Pickaway County  
Address: 160 Island Road, Circleville, OH 43113  
Certification Review Team Contact Information: see page 5 (scanned)

Standards		Meets	Not Meets
<b>1. Americans with Disabilities Act Requirements</b>			
1.1	Completed ADA Checklist <input checked="" type="checkbox"/> Date Completed: 3/31/2016 <a href="http://www.adachecklist.org/doc/fullchecklist/ada-checklist.pdf">http://www.adachecklist.org/doc/fullchecklist/ada-checklist.pdf</a> (reference Form # JFS 00207) List any outstanding items from plan: Approval rec'd from ODJFS: <input type="checkbox"/> Yes <input type="checkbox"/> No	X	
1.2	Is there a previous ADA Corrective Action Plan in place: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, what is the status of the corrective items? All items from 2010 have been addressed	X	
1.3	One-Stop Operator completed training specific to serving individuals with disabilities <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date completed: Windmill training 4/4/2016 If not, planned date for completion:	X	
<b>2. Postings and Plans</b>			
2.1	All Civil Rights postings are easily identifiable (reference Form # JFS 02745) <a href="http://www.odjfs.state.oh.us/forms/file.asp?id=887&amp;type=application/pdf">http://www.odjfs.state.oh.us/forms/file.asp?id=887&amp;type=application/pdf</a> Location of postings: A. Equal Employment Opportunity is the Law (English and Spanish- E&S): X/X B. Your Rights Under the Fair Labor Standards Act – Federal Minimum Wage: X C. You Have a Right to a Safe and Healthful Workplace – It's the Law (E&S): X/X D. Notice Employee Polygraph Protection Act (E&S): X/X E. Your Rights Under the Family and Medical Leave Act of 1993 (E&S): X/X F. Your Rights Under USERRA: X G. Ohio Fair Employment Practice Law: X H. State of Ohio Minimum Wage Law: X I. State of Ohio Minor Labor Laws: X J. No Smoking: X	X	

Standards		Meets	Not Meets
2.2	Emergency Action Plan is up to date and easily accessible (29 CFR Part 1910.38)		
	<a href="http://www.osha.gov/pls/ohaweb/owadsp.show_document?p_title=STANDARDS&amp;p_id=726">http://www.osha.gov/pls/ohaweb/owadsp.show_document?p_title=STANDARDS&amp;p_id=726</a> Location of plan and plan date: 3/14. Plan is next to entrance and in each office.	X	
2.3	Limited English Proficiency (LEP) Plan is current		
	<a href="http://dfs.ohio.gov/civilrights/lep.stm">http://dfs.ohio.gov/civilrights/lep.stm</a> List resources in place for LEP customers: Phone line used for translation services.	X	
<b>3. Physical Site</b>			
3.1	OMJ Center is easily identifiable in the community		
	Describe how: Partners and chamber helps marketing. Clear signage. Building and railroad tracks are local landmarks. No sign on the street but move to new building will remedy that.	X	
3.2	OMJ Center exterior and interior exudes a professional and friendly atmosphere		
	Describe how: Building well maintained and clean.	X	
3.3	OMJ Center hours of operation are easily identified		
	Note the hours of operation: 7:30 A.M. – 4 P.M. Walk in 7:30 – 11/12:45 – 3P.M.	X	
3.4	Staff is customer friendly and knowledgeable		
	Describe how: Observed several interactions with resource room staff and clients.	X	
3.5	Interior signage results in easy navigation for customers		
	Describe how: Logically placed signage directing them to appropriate places. Braille as well.	X	
3.6	Meeting rooms are sufficient to meet partner and/or employer and customer demand		
	Describe how and provide examples of room usage by customers: Space is sufficient for partner needs; observed multiple clients using spacious resource room. Conference room serves as break room and meeting room.	X	
<b>4. Resource Room Fully Functional</b>			
4.1	Sufficient computer stations to meet customer need		
	Number of computer stations and how they are situated in the Resource Room: 12 computers around the perimeter of the building. Two computers reserved for game plan (youth provider).	X	
4.2	Partner information is available		
	Describe what info is available and where it is accessible: Partner information is at the entrance to the resource room. A TV screen (monitor) scrolls information about partner services and availability.	X	
4.3	Internet accessibility		
	Describe the precautions for ensuring non-abuse of internet access: All monitors are visible to resource room attendant and a policy stating that the computers should be used only for work related activities is posted as well as a 30 minute time limit.	X	
4.4	Staff assistance is readily available	X	



Standards		Meets	Not Meets
	Describe how: All staff is cross trained and were observed being helpful.		
4.5	Customer friendly access Describe how there is sufficient space and work areas for customers and how the Resource Room is easily accessible from public areas: The only publically accessible room from the main entrance is the resource room. You are funneled directly into it.	X	
4.6	Availability of technology Describe how the Resource Room is equipped for customers: Copier, fax, TV monitor, ADA and TTY stations.	X	
4.7	Calendar of services easily accessible Describe how: Website, TV, upcoming events board.	X	
<b>5. OhioMeansJobs</b>			
5.1	Easily identifiable OMJ/AJC branding signage (exterior and interior) Describe: Exterior and interior both have OMJ and proud partner of AJC.	X	
5.2	Branding trademark used on all outreach opportunities throughout OMJ center (WIOAPL 16-07) <a href="http://jfs.ohio.gov/owd/WorkforceProf/Docs/OMJBrandGuidelines.stm">http://jfs.ohio.gov/owd/WorkforceProf/Docs/OMJBrandGuidelines.stm</a> Provide samples: Letterhead/business cards/etc.	X	
5.3	Access to OhioMeansJobs.com on all computers Confirmed random review _X_ Yes OMJ is on all sampled computers (if not those computers have been updated)	X	
5.4	Primary job match system is OhioMeansJobs.com (WIOAPL 17-01) <a href="http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm">http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm</a> (under OWCMS) Area demonstrates compliance with WIOAPL 17-01 _X_ Yes ___ No Other job matching/posting systems being used:	X	
<b>6. Operations</b>			
6.1	Common registration and referral processes and procedures in place Reviewed written copy of procedures: _X_ Yes ___ No Walk through of procedures conducted: _X_ Yes ___ No	X	
6.2	Access is available to all required partner programs on initial visit (see 20 CFR 678.305(d) and WIOAPL No. 16-09) Random sample of partner access conducted: _X_ Yes ___ No Partner programs not accessible: Access via referral, not all on site.	X	
6.3	Career services readily available (see 20 CFR 678.425/430, WIOAPL No. 16-09) Random sample of career services conducted: _X_ Yes ___ No Sample services: ODJFS Unemployed, WIOA, resource room specialist. WIOA case worker files had been viewed during previous monitoring and were very thorough with a lot of follow up.	X	
6.4	Employer services team in place and working collaboratively Describe how employer services are coordinated among partners: New businesses and prospects are contacted by OMJ Center Manager, the Chamber, and Pickaway Progress economic development organization proactively. A new international	X	

Standards		Meets	Not Meets
	paper goods manufacturer is locating in Pickaway and the entire team is helping with placement for their job openings.		
<b>7. Partners</b>			
7.1	Partner programs trained on referral processes		
	Random sample of partners referral process conducted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partner programs not participating in the referral process: N/A (why?)	X	
7.2	Partner communication and feedback in place		
	Describe how: Info with partners shared via email and quarterly luncheons and her staff is cross trained.	X	
7.3	Appropriate and sufficient space for partner staff: Each partner has an office but there will be more at their new location		
	Random sample of partner compatibility conducted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partner programs not fully accommodated: N/A (why?)	X	
<b>8. Customer Service</b>			
8.1	Hours of operation provide convenience for an array of customers		
	Describe how: Meet general government expectations but recommending improvement	X	
8.2	Customer feedback process in place and issues addressed regularly		
	Describe how: Paper survey. Quarterly OMJ Center Manager will sit in lobby and solicit input from clients.	X	
8.3	Website functionality is user friendly to all customers		
	Describe how: ADA station has zoom text, large keyboard and can be mouseless.	X	
<b>9. Veterans Programs</b>			
9.1	Required poster easily identifiable ( <i>reference Form # JFS 33211</i> )		
	<a href="http://www.odjfs.state.oh.us/forms/file.asp?id=2165&amp;type=application/pdf">http://www.odjfs.state.oh.us/forms/file.asp?id=2165&amp;type=application/pdf</a> Priority of service posting viewed on site: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X	
9.2	Priority of service policies and practices in place (WIOAPL 15-20.1)		
	<a href="http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm">http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm</a> Date of policy: 2/1/16 Random review of policy activity: Yes	X	
9.3	Veteran's intake checklist is used ( <i>reference Form # JFS 01863</i> )		
	<a href="http://www.odjfs.state.oh.us/forms/file.asp?id=665&amp;type=application/pdf">http://www.odjfs.state.oh.us/forms/file.asp?id=665&amp;type=application/pdf</a> Checklist reviewed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X	
<b>Actions or Activities that need to be completed to meet certification</b>			
A.1	<i>(Describe action or activity, how it will be completed, and completion date)</i>		
A.2	<i>(Describe action or activity, how it will be completed, and completion date)</i>		
A.3	<i>(Describe action or activity, how it will be completed, and completion date)</i>		

Standards		Meets	Not Meets
<b>Local Certification Review Team Follow-up</b>			
F.1	Activity A.1 acknowledged completed: ___ Yes ___ No Date Completed: _____		
F.2	Activity A.2 acknowledged completed: ___ Yes ___ No Date Completed: _____		
F.3	Activity A.3 acknowledged completed: ___ Yes ___ No Date Completed: _____		
<b>Certification Completed</b>			
Date: _____			
Recommend Certification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Local Certification Review Team Members</b>			
T.1	<i>(Name, Title, Workforce Affiliation, Contact Info)</i>		
	Signature: _____	Date: _____	
T.2	<i>(Name, Title, Workforce Affiliation, Contact Info)</i>		
	Signature: _____	Date: _____	
T.3	<i>(Name, Title, Workforce Affiliation, Contact Info)</i>		
	Signature: _____	Date: _____	
T.4	<i>(Name, Title, Workforce Affiliation, Contact Info)</i>		
	Signature: _____	Date: _____	

**Additional Certification Review Notes:**

- \_ Certification team understands that the team covering Pickaway County is covered by a union but would like to see a way to get more coverage so there is not an hour gap during lunch hour; see if a reminder could automatically pop up on computer screen when time is running out. When OMJ Center moves next year, consider using TANF partners to help cover lunch hours.
- \_ Resource room specialist was observed asking client if they were a veteran as soon as they walked in.
- \_ Website shows near the top of google results for search for Pickaway/ Circleville jobs
- \_ Team liked that the job board was organized by color code to get the clients to see openings by category quickly
- \_ Team recognizes that the space is temporary and hopes that there is more dedicated space for private conversations between partners and clients. Current office walls do not go to ceiling due to fire code.
- \_ Team appreciates the partnerships that the OMJ Center Director has fostered
- \_ Team recommends that the 30-minute time limit for the computers is eliminated and instead focuses on using the technology for job searching without as much regard to time limits

\_Team would like the Pickaway County OMJ Center to ensure that the website is handicapped accessible via using the TAB key instead of a mouse as government agencies are a target for non-compliance.

\_CCMEP provider from Game Plan was very knowledgeable and had a long pipeline of candidates. Even gets referrals from other counties.

Ross County OMJ Comments.

**Additional Certification Review Notes:**

- \_ Team loved plans for a hanging sign from the ceiling in the lobby to direct clients to center as well as promoting the services to everyone who walks in the door.
- \_ Hours of the OMJ Center are only visible once you are inside the building. Team recommends that the hours be placed beneath or next to the Ross County OMJ Center exterior sign. The team would also like to see an OMJ sign on the main JFS lobby entrance as there are multiple government services in the same building.
- \_ Team recommends that the TVs in both the lobby and the resource room show upcoming hiring events and promote partner services as they are currently underutilized.
- \_ Team had opportunity to interview multiple partner agencies onsite. The team was extremely pleased with the collaboration between the partner agencies.
- \_ The team applauds the work of the new Veteran Services representative who seems to really understand the local labor market and is taking ownership on veteran unemployment issues and is proactively seeking public-private partnerships to help his constituency.
- \_ The team also appreciated the presentation by OOD who clearly explained her programmatic offerings and how they could be used by a wide range of industries as well as some of her success stories and how she interacts with the statewide OOD network.
- \_ Team recommends that the staff utilize the spacious lobby to conduct in-person customer feedback sessions at least quarterly to avoid overreliance on the rarely used paper surveys.
- \_ The current website has limited abilities to meet the needs of clients and businesses. SCOJFS is working on a new website and the team recommends accelerating those efforts.

## Vinton County OMJ Comments

### **Additional Certification Review Notes:**

Certification team understands that there are new signs on order that will include the tag line "proud partner of the American Job Centers". It is recommended that they get an updated sign to be seen from state route 93 for easier location as well as updating main sign on frontage road.

\_The team understands the building layout requires the resource room to be behind locked doors but requests for better signage at main check in to help customers understand how to access the Resource Room and promote its location on site.

\_Since there is insufficient space in the resource room the team commends the staff for having the computers monitored by the state's programs and log in credentialing.

\_Team would like to see the OMJ center use the TV in the resource room to share jobs, partner information, etc. with this core constituency.

\_Team appreciates the public-private partnership with the library system for job seekers.

\_Review team was able to speak with the Vinton County WIOA program manager and able to have a creative discussion on how better meet local demand and learned new techniques from the Fairfield County ODJFS/OMJ representative.

\_Team appreciates that staff proactively searches sites for jobs and posts them in resource room for individuals who may not be computer literate and recognizes that a majority of Vinton County residents seek employment outside of the county boundaries.

\_Team recommends that the management consider looking into how the resource room could be possibly reconfigured so that it does not require a key card for access. The team recognizes that there are built environment, security and configuration issues that currently prohibit this but during future planning meetings it would be a good item to discuss.

\_Team commends the staff for its partnership with the Chamber of Commerce as well as the OMJ's utilization of social media to reach a more diverse audience with career information.

## Hocking County OMJ Certification Team Notes

### **Additional Certification Review Notes:**

\_ Certification team understands that there are new signs on order that will include the tag line "proud partner of the American Job Centers". It is recommended that they get an updated sign to be seen from West Front Street.

\_ Certification team recommends an ash tray or cigarette receptacle closer to the main door but far enough to meet standards.

\_ Team loves the white board highlighting new job opportunities and career fairs.

\_ Team encourages the staff to use the TV in the main lobby as another way to promote partners and upcoming hiring fairs.

\_ Team encourages staff to check both google chrome and internet explorer icons to ensure that they are both going to OMJ.

\_ Team applauds the extra effort that Hocking County put forth in promoting partners and the diversity of information available about their services.

\_ The wall that had training information was very organized and thorough. The team recommends putting headers on top of each information area so clients know where to look in case a worker isn't available.

\_ The current website is insufficient to meet the needs of clients and businesses. SCOJFS is working on a new website and the team recommends accelerating those efforts.

\_ Hocking is one of the few counties using OJTs in the Area. The team applauds these efforts.







## **Area 20**

**Hocking - Fairfield - Pickaway - Ross - Vinton**

**November 2<sup>nd</sup>, 2017**

**Fairfield County Conference Room  
210 East Main Street  
Lancaster, OH 43130**

### Board Members Present:

Sharee Blackmon (Claypool Electric), Carrie Fife (Pickaway Ross Career Center/WIOA), Renee Harden (Hocking County ODJFS), John Keeran (Accurate HVAC), Gary Rhodes (Sheet Metal Union/WIOA), Tom White (Accurate/WIOA), Patrick O'Malia (WIOA)

### **Welcome and Introductions:**

Tom White called the meeting to order at 2:04 PM. The committee introduced themselves and stated how workforce impacted them professionally or their role in a workforce related field.

### **Ohio Revised Code and the Apprenticeship Ohio Program:**

Patrick O'Malia discussed the Apprenticeship Ohio program and its place within the Ohio Revised Code. He also shared information on how area employers within Area 20 and the surrounding geography are working with Apprenticeship Ohio. He acknowledged that the data is somewhat unreliable. For example, Accurate Heating and Cooling is listed as a participating company with Apprenticeship Ohio but neither Tom White nor John Keeran (both Accurate employees) could think of a time when they did. Still, the information is the best available as there are no secondary sources he is aware of. Patrick then shared information with the committee on the largest employers within the region and how they might be approached about creating an apprenticeship program.

Sharee, the HR Director for Claypool Electric, shared her experiences with the Apprenticeship Ohio program. The company does all of the classroom and on-the-job instruction but contracts with a third party vendor, ABC of Northern Ohio, to handle all of the paperwork requirements. The company feels that the program is adequate and helps them create a skilled pipeline of workers but the program also limits some of their ability to quickly increase class sizes as their business climate changes. For example, they are limited in the number of apprentices they can take on based not only on their capacity but also the number of journeymen who are able to supervise them. The company uses the NCCER (National

Center for Construction Education and Research) model for instruction. The committee then asked what would motivate her as an HR professional in the private sector to create an apprenticeship program from scratch. She suggested (in no particular order of importance) that she would be motivated by:

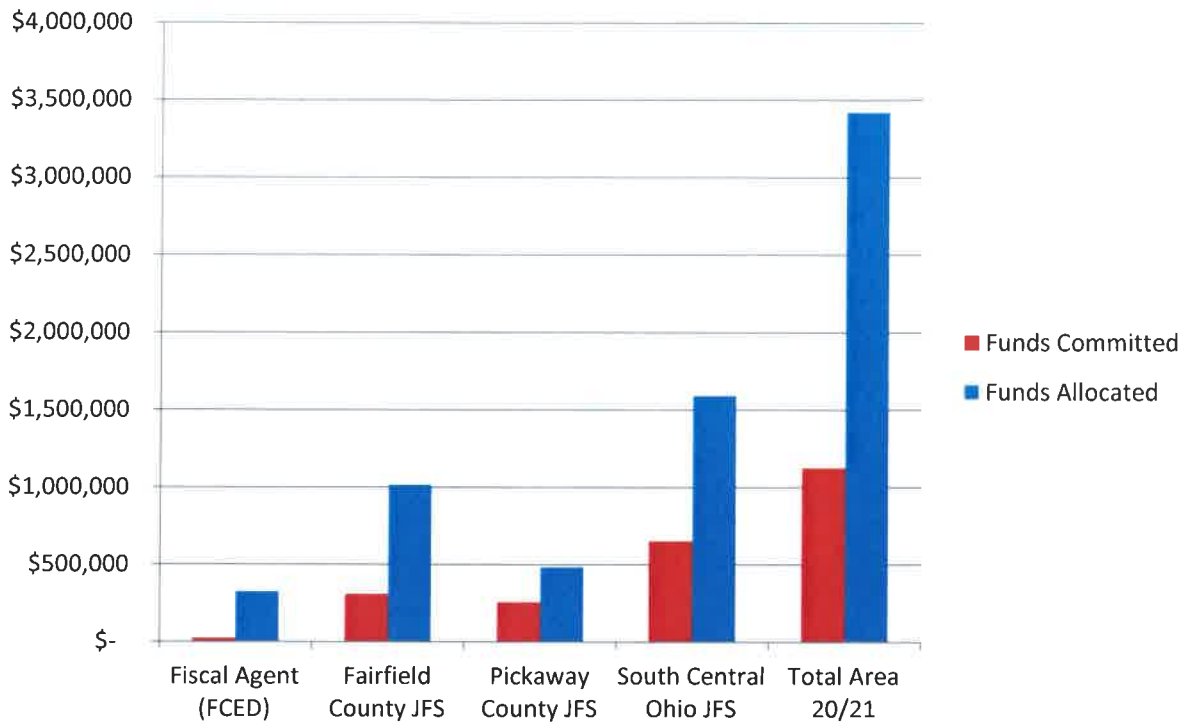
1. Money for instructors
2. Money for on the job training
3. Reduced hassles with paperwork
4. Knowing that the talent pool that she requires to stay profitable is trainable and loyal (i.e. stick around after done investing the time and money into the training program)

The committee had a lively discussion on what it could use the power of the Area 20 WIOA Board to help accomplish the aim of getting more apprenticeship programs within the area. A debate on who would benefit most from the program ensued. Some committee members wanted the focus to be on small business and that the larger companies didn't need the help as acutely as they did. Others argued that the smaller companies did not have the technical resources, expertise or time to devote to the program and that the supply chain that feeds larger employers was a better use of resources. No consensus came from the discussion which will be ongoing as the committee attempts to narrow its focus.

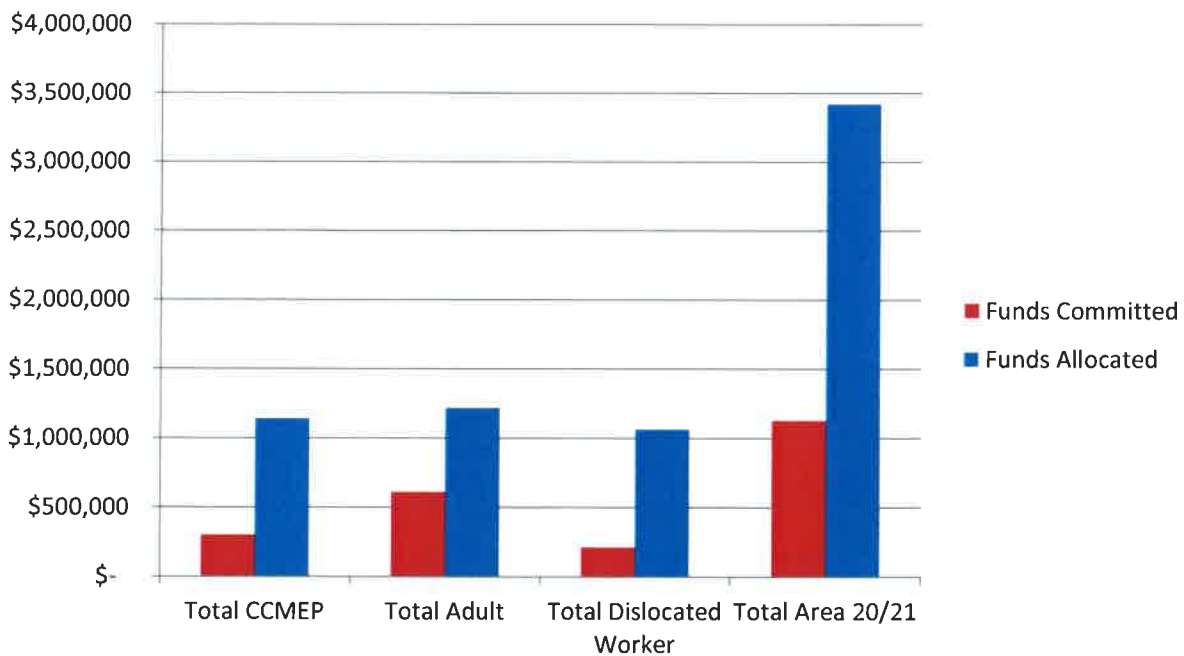
It was, however, agreed that the committee would make a recommendation to the WIOA Board that the apprenticeship Ohio model was something that the committee felt was worth using the power of WIOA to promote to businesses within its service territory. The committee also agreed that it would recommend that there be funding set aside to assist local businesses handle the paperwork by hiring either a contractor with expertise or by hiring a WIOA Business Representative to handle all of the paperwork on their behalf.

Tom White also covered information on a grant seminar on workforce that he and Patrick will attend. Carrie Fife will also attend and see if there is a way that she can assist with the grant efforts.

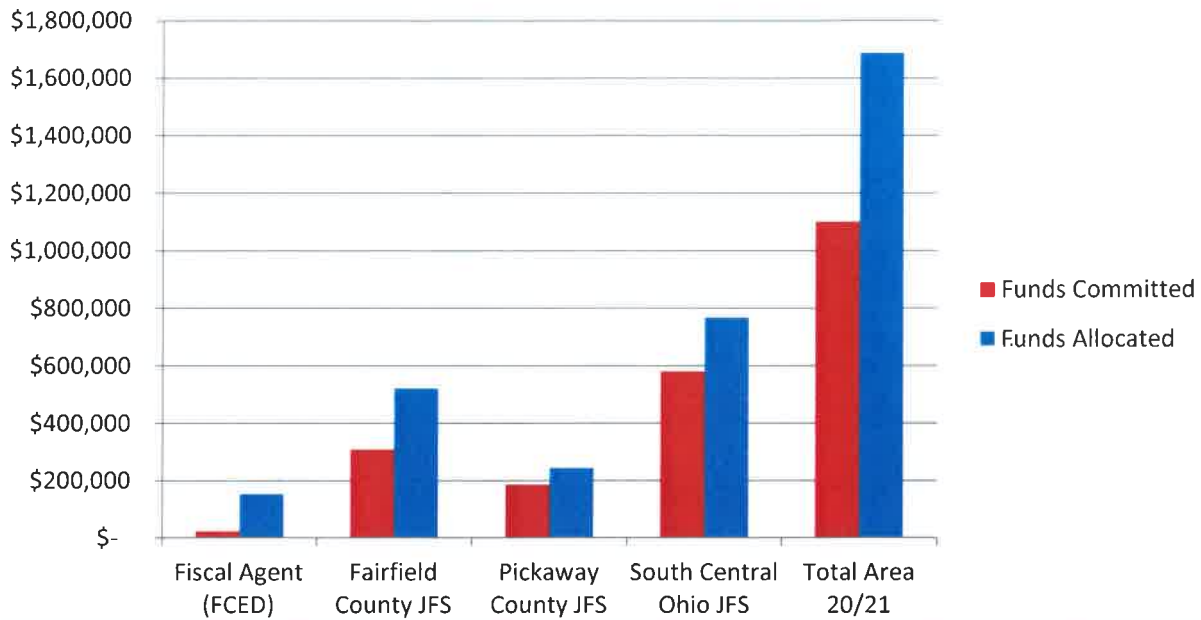
### WIOA Funds by OMJ Center Total



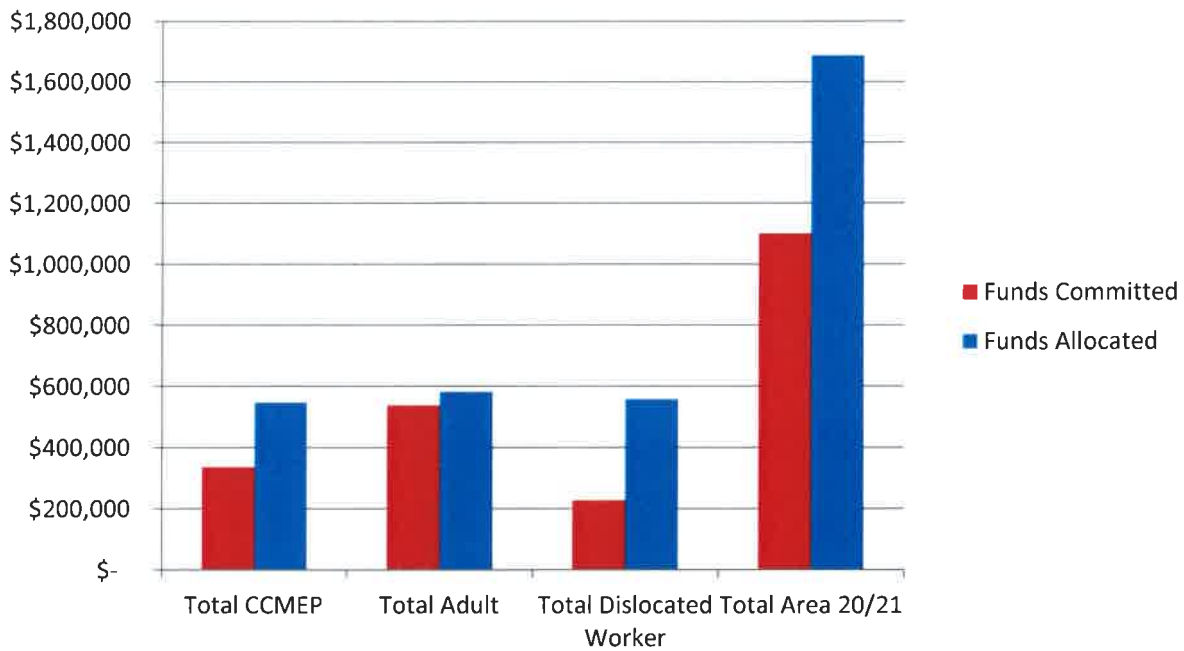
### WIOA Funds by Category Total



## WIOA Funds by OMJ Center Expiring in June 2018



## WIOA Funds by Category Expiring in June 2018



## Partners

# Ohio Means Jobs Fairfield County Center

- **Adult Basic Literacy Education**  
(ABLE/GED)
  - ✓ Teresa Ashton, Instructor
  
- **Ohio Department of Job & Family Services**
  - ✓ Jen Curry, Trade Delivery Professional
  - ✓ Joanie Hines, Employment Professional
  - ✓ Clay Fowler, Veterans Representative
  
- **Opportunities for Ohioans with Disabilities (OOD)**
  - ✓ Brian Reid
  
- **Mature Services Employment & Training Solutions**
  - ✓ Joann Chaffins

## Partners

# Ohio Means Jobs Fairfield County Center

### ○ WIOA

- ✓ Corey Clark, Deputy Director
- ✓ Brian Woodruff, Supervisor
- ✓ MaKenzie Justice, Career Advisor
- ✓ Carrie Stoneman, Career Advisor
- ✓ Patrick Bookman, CCMEP
- ✓ Kristin Poloma, CCMEP

### ○ TANF

- ✓ Success Coaches

07.13.15