

Cleveland/Cuyahoga Workforce Development Board – Area  
Friday, February 15, 2019 Meeting Notes – **APPROVED 5/17/19**

Last Name	First Name	Agency	Last Name	First Name	Agency
<b>WDB Members</b>					
Brown	Marzell	Rockwell Automation	Shank	Jason	Plumbers Local 55 (JATC)
Carter	Ted	County Dept. of Development	Shelnick	Kim	University Hospitals
Ebersole	David	City Dept. of Development	Smith	LaToya	Fifth Third Bank
Gallucci	Grace	NOACA	Thomas, Jr.	Felton	Cleveland Public Library
Grossman	Aaron	Alliance Solutions Group	Thomas	Kim	Christopher Amira Studio
Jankowski	Pam	Aspire Greater Cleveland	Tubbs	Micki	FIT Technologies
Judd	Margy	Executive Arrangements	Vaughan	James	JDD, Inc.
Marbury	Shana	GCP	Vesy	Deborah	Deaconess Foundation
O'Malley	Dan	North Shore AFL-CIO	Wright	Sheila	The Good Community Foundation
<b>OhioMeansJobs   Cleveland-Cuyahoga County Staff</b>					
Brickner	Frank		Kelley	Mary	
Carey	Lauren		Kilbane	Grace	
Dermer	Dan		Megenhardt	Dave	
Emery	Amy		Trego	Diana	
Greenwell	Steve				
<b>Guests</b>					
Jeff Whitfield	(VOC) Hollard Freight	Adam Artman	Ohio Guidestone		
Monique Umphrey	*William Gary Rep -Tri-C	Debbie Perkel	MAGNET		
Natoya Walker Minor	City of Cleveland	Adam Snyder	MAGNET		
Paula Kertes	Tri-C Aspire	Lynn Bajorek	Maher & Maher		
Rebecca Kusner	R4Workforce	Gretchen Sullivan	Maher & Maher		
Barbara Andelman	Centers for Families & Children	Anthony Adkisson	Maher & Maher		
Jay Bayhurst	Towards Employment	Reanin McRoberts	Maher & Maher		

**I. Call to Order/Welcome & Introductions:**

Chair Tubbs called the meeting to order and introduced new member, Pam Jankowski and introduced the Strategic Planning Consultants from Maher & Maher.

**II. Approval of WDB Minutes:**

**Motion to approve minutes from 11/16/18 meeting:**

Moved by K. Shelnick  
Seconded F. Thomas  
Motion Passed

**III. Voice of the Customer:**

Introduced by Tom Hasson, Jeff Whitfield, Driver Instructor at Holland Freight, has been in the trucking business since 1985. Holland hired Jeff away from Great Lakes Truck Driving. Beginning in May 2018, OMJ|CC has hosted 3 recruiting events for CDL drivers as well as approved 4 OJT plans for their dock to driver program. Jeff's skills are now being utilized in training and mentoring and oversees the Cleveland, Buffalo, Akron and Youngstown terminals. Jeff has been involved in all aspects of the industry from dispatch to driving duties of local, over-the-road and regional transportation. New hires work full time with overtime. Most just want to stay due to working conditions and benefits (they pay for their hospitalization). Trucking industry is growing in Cleveland area and need a lot of drivers. They are moving into other Ohio counties. Jeff knew about OMJ|CC while working at GLTDS. He is in contact with OMJ|CC almost daily. They are losing 469 driver this year due to retirement. Starting wage is \$16/hour, after 8 hours overtime, work no less than 10 hours per day but usually 12-13/hour shifts. New hires have school 4 hours per day for two months then make \$18.48 hour, on probation for 30 days. Long haul drivers get 43 cents per mile and union wage of \$18.88/hour. After 5 years currently top out at \$23.45 but will be increasing with new contract. Average yearly wage is \$75,000-82,000. Holland has a high retention rate.

**IV. Business Session – Executive Director's Report:**

a. *Amendments 3 Board policies:*

- **Transitional Jobs Policy:** Transitional jobs are time-limited, wage-paid work experiences that are subsidized up to 100 percent with WIOA funds. Enrolled WIOA Adults with barriers to employment who

are chronically unemployed or who have an inconsistent work history would be eligible for a subsidized Transitional Job. Transitional Jobs provide individuals with work experience and an opportunity to develop important workplace skills within the context of an employee-employer relationship

**Motion to approve Transitional Jobs Policy:**

Moved by: D. Merriman  
Seconded G. Gallucci  
Motion Passed

- **Needs Related Payment Policy:** Needs Related Payments are a supportive service authorized by WIOA. Needs-related payments provide financial assistance to WIOA participants for the purpose of enabling them to participate in training. This policy would allow Needs Related payments to be provided when it is determined that an individual's ongoing resources and income from all other sources are insufficient to support themselves while in WIOA-funded training. The suggested daily reimbursement for Needs Related Payments are \$25.00.

**Motion to approve Need Related Payment Policy:**

Moved by: J. Vaughan  
Seconded D. O'Malley  
Motion Passed

- **Customized Training Policy:** Eliminates a 50% match for large employers – match for all companies is now no less than 33%. Eliminates the \$50,000 maximum employer contract per fiscal year.

**Motion to approve Customized Training Policy:**

Moved by: D. Vesey  
Seconded A. Grossman  
Motion Passed

b. *New RFPs and Contracting Update:*

- Youth RFP - CJFS did joint RFP; currently reviewing and will have in place by 7/01/19.
- Communications & Outreach RFP – received 11 proposals. First went to county legal and they said Singleton Partners were allowed to bid even though they have worked on OMJ|CC outreach when on loan from the state. Now county says must exclude Singleton, cannot use remaining 10 submissions and must change RFP and must procure again to eliminate impression of impropriety in awarding contract with inside advantage. Due in June.

c. *Workforce Development Board Certification Update:*

- Executive Director will be submitting required documentation and signatures to obtain board certification from the State for 2019.

d. *Adult and Youth Performance:*

- In-Demand Jobs Week for youth (March 11-15). M. Kelley will send out calendar electronically. Youth Council co-chair, K. Thomas, discussed event to help students with barriers and those not going on to college. Barriers for young adults include can get a job but not keep a job; filling out applications incorrectly can prevent applicant from being hired. Bill being introduced to eliminate certain questions from applications that may present barriers to hiring. During IDJW, there will be a core group made up of some board members that will be at each event to assist and support youth. There will be site tours, e.g., Lincoln Electric. On Friday, the last day, approximately 50 employers will come to talk with youth.
- D. Megenhardt gave Quarterly Performance Report. OMJ|CC places 43% of all jobs statewide while receiving only 15% of the state's annual workforce budget. We look at retention rates at 6 months and one year and have an 87% retention rate. Board members indicated important to report to our stakeholders and constituents, to articulate in the market place our successes, show how we have improved and have maintained this level of success for over 7 years. This is an opportunity to address most employment problems facing community, how we speak to *The 2 Tomorrows* initiative and how we work with the Sector Partnerships.

**V. WDB Session – Chair's Report:**

a. *Strategic Planning Process and Discussion:*

Maher & Maher was selected for the upcoming strategic planning project and board retreats. Project manager, Lynn Bajorek and Gretchen Sullivan gave a presentation with the following phases and timelines:

• **PHASES:**

- Phase I: Project Set-Up – Project kick-off meeting and finalize project plan

- Phase II: Strategic Planning Research – Existing material and reports; stakeholder engagement strategy (survey, focus groups, interviews); synthesize of findings
- Phase III: Strategic Plan Development – Strategic Functions Committee planning meetings (draft vision, mission, and operating principles); full Board half-day retreat; work with Board to finalize plan goals and develop tactics for Board consideration; 2<sup>nd</sup> full Board half-day retreat and other stakeholders consultation (identify/refine plan tactics and gather any additional plan content input)
- Phase IV: Strategic Plan Completion – work with Board to finalize plan, share draft plan with Strategic Functions Committee for review and edits; finalize plan for presentation to Board
- **TIMELINE:**
  - February: Project Kickoff
  - \*February – April: Stakeholder engagement (survey, focus groups, interviews)
  - April: Strategic Functions Committee Planning Meeting (1/2 Day)
  - May: Full Board Retreat (1/2 Day)
  - May – July: Draft and edit vision, mission, operating principles, and goals
  - August: Full Board Retreat (1/2 Day) and stakeholder consultation meetings
  - September: Validate and finalize Strategic Plan

\*During discussion, was decided to do interviews late March/early April instead; to include input from Cleveland Mayor and County Executive prior to retreat; inform best practices before May.
- **SUGGESTIONS:**

We are not starting from scratch but building on what we already have. Look at:

  - What were barriers to rolling out previous plan?
  - What were barriers to implement previous plan?
  - Which goals were actually implemented, which were discarded, which ones didn't the Board get around to implementing?

**Motion to approve holding Strategic Plan half-day retreat on May 17, 2019:**

Moved by: J. Shank  
 Seconded F. Thomas  
 Motion Passed

b. *Standing Committees Report:*

Governance – Chair Shank reported focused on updating CCWDB By-Laws that were approved in November. Updated by-laws stress requirement of attending 2 out of 4 annual meetings (or assign a proxy or alternate to attend, preferably someone who would be next new board member when your term expires so they are familiar with board issues). Will post bylaws on OMJ|CC website per Sunshine Law (Ohio Open Meeting Act). Will start implementation of posting agendas, minutes, other material. Better technology to access board information and technology training and/or education for board members who need it.

Youth – On February 12<sup>th</sup> created sub-committee on Youth Council for policy direction and advising Board, aligning with Board policies; changing meetings to quarterly; more Learn and Earn activities.

Strategic Functions – working closely on 2019-23 strategic planning process to create new plan for next four years.

- VI. Next Meeting:** May 17<sup>th</sup> (board retreat for strategic planning – 8am-1pm, location/details TBD)  
 Remaining 2019 WDB meetings (8 am – 10 am): August 16, November 15

**ADJOURNED**  
**Recorded by Diana Trego**