

Cleveland/Cuyahoga County Workforce Development Board – Area 3  
Friday, May 20, 2022, Meeting Minutes – **APPROVED**

Last Name	First Name	Agency	Last Name	First Name	Agency
<b>WDB Members</b>					
Ali	Camille	OOD	Moore	William	ODJFS
Belk	Cathy	Deaconess Foundation	Perkins McHamm	Joshua	McTech
Brown	Marzell	Rockwell Automation	Shank	Jason	Plumbers Local 55 (JATC)
Gallucci	Grace	NOACA	Shelnick	Kim	University Hospitals
Gary	William	Tri-C	Smith	LaToya	Fifth Third
Herdeg	Paul	Cuyahoga County Dept. of Development	Thomas	Mayor Kim	Christopher Amira Studio
Jankowski	Pam	Cuyahoga County Public Library	Vaughan, III	James	JDD Inc.
Karp	Ethan	MAGNET, CCWDB Chair	Winlock	Dr. Sadie	Cleveland Public Library
Kehn	Kelly	Lincoln Electric Company	Wright	Sheila	Good Community Foundation
Merriman	David	CJFS			
<b>OhioMeansJobs Cleveland-Cuyahoga County Staff</b>					
Carey	Lauren	OMJ CC	Kelley	Mary	OMJ CC
Ford	Ida	OMJ CC	Sidell	Nancy	OMJ CC
<b>Guests</b>					
Dillard	Goren	Urban League of Greater Cleveland	Mockabee	Marsha	Urban League of Greater Cleveland
Gant	Sonya	United Labor Agency	Stokes	Cordell	United Labor Agency
Leisten	Terri	Public			

**I. Call to Order & Welcome – Board Chair:**

- a. Called the meeting to order at 8:03 a.m.
- b. Chair motioned to approve 02/18/22 minutes:
- c. Meeting recorded via Zoom with OMJ|CC 3<sup>rd</sup> floor meeting space available for in-person.
- d. Pam Jankowski requested that the meeting minutes from 02/18/22 reflect that she abstained from voting on the Basic Skills Assessment policy.

**Motion to approve minutes from the February 18, 2022 meeting:**  
Dave Merriman – motioned first, 0:38 – second the motion – all in favor - **Motion Passed**

- e. Welcomed today’s guests.

**II. Leveraging System Leadership:**

- a. The chair introduced Pam Jankowski and Dr. Sadie Winlock who talked about the Strategic Plan, Goal I. Strategy 2 that addresses workforce needs/issues. These two Board members have collaborated with partners and are working together to share their initiative and request Board help in achieving their goals.
  1. Pam Jankowski – the Cuyahoga County Public Library, and Euclid libraries have been working with OMJ|CC, CPL, and Cuyahoga County’s Job & Family Services since the fall of 2021 on how to leverage their expertise to build workforce needs in Cuyahoga County. OMJ|CC already has sector partnerships in manufacturing, healthcare, and hospitality. A report demonstrated that administrative office assistant jobs are on the rise. It was decided to focus on that segment because it crosses all sectors. The libraries have provided technology training at all branches for years to impact the community, but their focus is to target adult women who have removed themselves from the workforce since the pandemic.
    - There are two training opportunities:
      - The Euclid Public Library will offer credentialed training in Microsoft Office Word “*Office Specialization Certification*” beginning July through December of 2022. It will include the following training:
        - 1) Creating and managing documents, formatting text, paragraphs, sections, lists and tables, and inserting objects
        - 2) Also built into the curriculum will be academics, soft skills, and applying critical skills
    - Looking for employers who are willing to provide work experience for students from Nov.-Dec. 2022. The training is five weeks, 20 hours per week, with placement into an entry-level office position

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- They are also seeking funding to support this initiative so that work experience is at no cost to the employer.
- They can provide supportive services throughout the process e.g., transportation, childcare, technology, etc. due to this partnership.

Takeaway:

- To have 1 cohort with 15 students for July – Dec and; 12 students to complete the program in work experience and; 10 to pass the certification.
- This plan is different from past efforts, which were more of a passive approach with OMJ|CC staff stationed in library buildings. This is a more robust approach leveraging OMJ|CC and partner resources, training, and Title II funding of the Aspire program.
- Open to profit and non-profits
- Ongoing support to advance skills in sophisticated applications e.g., Excel pivot tables, etc. The library already offers Excel classes to the public for free
- A one-pager for employers is available; will share
- Marsha Mockabee offered to take a student for work experience
- Deaconess already working to help find funding and employers
- Suggested basic skills training on Microsoft Outlook
- In-person or virtual positions?
- Cleveland Public Library – PNC Grant available

**III. Mission Moment – Board Chair:**

- a. Brief update around workforce efforts:
  1. The CEO recruiting process involved the City of Cleveland, Cuyahoga County Executive, and OMJ|CC. There were screenings, joint interviews and two finalists, hopefully an announcement will be soon.
  2. CFO/Deputy position – this role has not advanced due to wanting CEO involvement in the selection process and possibly more of an operations role vs. fiscal.
  3. Labor market vs. provider metrics and discussion, and the progress of the RFPs
  4. Continued dedication to Diversity, Equity & Inclusion (DEI) efforts
- b. Dr. Sadie Winlock – gave a brief update about the Cleveland Public Library initiatives and that they have been working with OMJ|CC for over a year and one-half trying to thread all resources for participants from intake into employment. Six months ago, they received a grant from PNC and needed to determine who to partner with to make it work, so they partnered with OMJ|CC, ESOP (Empowering and Strengthening Ohio’s People), and the Literacy Cooperative. The goal is to provide wraparound services to a minimum of 25 to 50 people over 12 months including but not limited to the following:
  - Assess to determine needs
  - Education
  - Tools to position them for employment
  - Emotion intelligence
  - Housing and financial procuracy
  - Wraparound services
  - Financial counseling
  - Workshops
  - Customized training
  - Work-based training, etc.
  - Follow-up on those already employed
  - Critical thinking
  - Housing stability
  - Behavioral Health
  - Food assistance
  - Tutoring programs
  - Childcare etc.
  - Post-employment training

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Takeaway:

- The target audience are those who are unemployed or who want a career change
- PNC has volunteer staff to support these efforts
- They are requesting from this Board, individual referrals into the program

**IV. Board Business:**

- a. The chair recapped the business items below to be discussed and thanked the workforce staff who have been working smoothly and preparing for the transition of the new CEO e.g., creating a guide with relevant information to the role and the core work.
1. One-Stop Recertification Process – was presented by Nancy Sidell:
    - Phase 1 – “Must Meet” standards was completed in November 2018 and the State of Ohio approved Phase 1 certification.
    - Phase 2 – Quality Assurance Review was completed in August 2019 and the State of Ohio approved Phase 2 certification.
    - Phase 3 – Ongoing Continuous Improvement Review to be completed by June 30, 2022.
      - The One-Stop center recertification process is done every three years. WDBs must review the recertification process applicable to WIOA requirements and the State of Ohio criteria.
      - Documentation and metrics were gathered and provided to a review team comprised of local workforce leaders for scoring.
        - 1) Grading scale: 30 minimum / 60 maximum
    - A CCWDB Resolution for the recertification process was presented to this Board for Approval. Once approved, it will be submitted to the State of Ohio for approval.

**Motion to approve CCWDB Resolution dated May 20, 2022:**

William Gary – motioned first, Pam Jankowski – second the motion – all in favor - **Motion Passed**

2. OMJCC Budget – Lauren Carey reviewed the preliminary budget prepared by Frank Brickner before his retirement based on the State’s planning budget. A final allocation was received on 5/19/22 with an additional \$108,000 dollars received. There was an 8% decrease for the area for PY22 and the overall decrease for the State of Ohio was 9%. One area received an additional 2% decrease and the largest decrease in one area was 21%. This budget was previously reviewed by the Executive Committee.
  - The total budget is \$15,695,943 minus \$500,000 for the next program year
  - There could be a possibility to receive funding from other counties
  - Additional funding was requested for dislocated workers for \$600,000, and \$300,000 for Adults; pending approval
3. Adult and Dislocated Worker Performance Metrics – Lauren Carey gave a brief update on year-to-date adult performance metrics for two providers, Towards Employment and the United Labor Agency. Agencies across the State of Ohio are struggling with employment placement and retention.
  - Towards Employment is on target with enrollment and training completion, but they are struggling with employment placement and retention.
  - United Labor Agency is getting traffic into the center but struggling with getting participation. There has been an increase in individuals interested in vocational training but a discontinuance of the truck driver training (CDL), and the funding of ITAs.

**Motion to approve Budget:**

Grace Gallucci – motioned first, 49:18 – second the motion – all in favor - **Motion Passed**

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4. Youth Performance Metrics – Mary Kelley provided an update for providers of the Community Case Management and Employment Program (CCMEP):
  - The State lessened some of the arduous enrollment & eligibility requirements e.g., self-attestation to work in the United States, family income, and selective service, etc.
  - OMJ|CC has quarterly review meetings with providers. The Executive Committee agreed that a few Board members and OMJ|CC staff meet with a couple of providers at recent quarterly meetings to understand their needs and to provide support. It was an open and honest discussion with feedback to help providers be successful.
    - Some providers are successful in different areas than others
    - Some are doing well with outreach efforts e.g., canvassing, new partners, but struggling with engagement and program enrollment
    - Some providers are not maximizing outreach but doing better with engaging and retention
    - Most work with the higher-barrier population dealing with learning disabilities, lack of daycare, homelessness, mental health issues, etc.
    - There is a high trend for interest in training and training completion
5. RFP Timeline (Business Services & OSO and Job Seeker, Youth) - Lauren Carey update:
  - There were two RFPs this year consisting of Business Services which closed in January and the One-Stop Operator & Job Seekers Services which closed in March.
  - The Youth RFP will be done next year.
  - A review of the Business Services Proposal was conducted, but interviews and selection are paused to include the new Executive Director.
  - Teams are in place for the Job Seeker Services and One-Stop Operator RFPs, and it is paused as well and will resume soon, the goal is to complete before the next CCWDB Board meeting in August and to have contracts in place by January 1, 2023.
  - A six-month no-cost extension was put in place with the United Labor Agency and a six-month extension included half of the previous year's remaining budget for Towards Employment. Budget negotiations will begin soon for the remaining youth & adult providers.
  - The board Chair addressed the allegation of Conflict of Interest as it relates to America Works, a vendor who participated in the RFP process. After review by the Inspector General's office findings were as follows: *"we found no connection between the America Works on MAGNET's website and the America Works of Ohio, Inc. that submitted the proposal to the WDB. Thus, there is nothing to indicate that Ethan Karp has a conflict of interest."* In conclusion, evidence nonsufficient to support the allegation of Conflict of Interest.

Takeaway:

- Learn within the next year why the State didn't cut Cincinnati and Columbus Ohio budgets and possibly remedy
- NOACA reported that the State Department of Development for Growth show decreases in our region and increases in growth in Cincinnati and Columbus. Trend analysis also shows that we lost population, possibly contributing to formula components. They have confronted the State on the issue.
- Immediate stipend support/childcare
- New approach to recruiting
- Federal, State, and Local regulations are stifling progress

**V. Strategic Conversation – Marsha Mockabee and Goren Dillard/Urban League:**

- a. Marsha – talked about working a two-part project to bring support around DEI. The Urban League announces the Race Equity Institute. She shared some ideas to be implemented within the next month.
  1. The Race and Equity Institute was designed to do several things around DEI. Their consultant Dr. Christopher Metzler designed the DEI certificate programs at both Cornell University and Georgetown. He is helping them with the design and development of a national model. The Urban League movement has 90 affiliates, and they are looking at structure, design, and what is needed in the community. In August 2022, there will be a Chief Officer, and they currently have six DEI

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professionals on their Board, who convene to share issues and identify services, support, and training. They plan to launch the Center in September offering services to employers and/or leaders working in the DEI space. OMJ|CC leveraged grant funding through the state to fund this project. There is also movement towards Environmental, Social and Governance (ESG), which is the management of risk and the preservation of shareholder value, with integration of DEI into the ESG model. *Environmental, social, and governance (ESG) criteria are used to screen investments based on corporate policies and to encourage companies to act responsibly.*

2. Goren Dillard – shared a video and gave an overview centered on their work to supply, condition, and prepare talent to meet employer demand. The Soar 2.0 program creates a profile with set goals to include training in soft skills, critical thinking, and problem-solving to gain and retain employment. The training is on-site at the Urban League and instructor led. Since February 2022, 153 participants have been trained. They are active in upskilling and have placed 70 participants in jobs and/or apprenticeship programs for high-demand positions. They provide workaround support utilizing technology to create strong outcomes for the community. They are asking the Board to do things differently to fill the gaps in training, pipelines, referrals, exposure, and awareness to stimulate talent and continue supportive relationships.

Takeaway:

- Direct referrals to Goren Dillard at the Urban League
- Urban League of Greater Cleveland video on the Soar 2.0 program:  
<https://www.youtube.com/watch?v=PX7y4N0B-gs>

**VI. Open Discussion – Juneteenth Opportunities – Sheila Wright/All:**

- a. Announced that her term is ending June 2022 and a new DEI Chair Natoya Walker-Minor will take over beginning July 2022. To wrap up her term, she gave a brief update around the accomplishments, influence, and impact of the DEI committee for publication; upon approval from the Board.
- b. The OMJ|CC team proposes to have a celebration event honoring Juneteenth in downtown Cleveland and to brainstorm about ideas e.g., activities, prizes, donations, company-sponsored material, and speakers at the event to increase public awareness and participation, and to challenge other WDBs.
  - Last year’s celebration was an inaugural celebration and attracted 10,000 people and is great exposure, family-oriented, and interactive with stakeholders to talk with folks and promote what’s going on through social media.
  - Another initiative, “My Brother’s Keeper”, included 150 males of color across Cuyahoga County, and the goal is to increase that participation to 300 people.

**VII. Announcements/Thanks:**

- Compliments to Sonya Gant and her staff for making the Center a more friendly environment
- Praises to Ida Ford and staff on their work
- Thanks to Cathy Belk, who is doing a lot to support OMJ|CC and core work under the Strategic Functions Committee
- Also, thanks to Paul Herdeg on his contribution and support

**MEETING ADJOURNED** at 10:00 a.m. - Next CCWDB Meeting on Friday, August 19, 2022  
Recorded by Sheree Carroll