



Workforce Development Area 1

WIOA Board Meeting
Zoom Meeting
Wednesday, March 23, 2022
Agenda

Welcome C.B. Herrmann

Minutes
Motion Required

Monthly Reports Crystal Keaton

Financial Balances

Audit Update

Working Partners- Scope Revision of Work
Motion Required

PY20 WIOA Youth Transfer
Motion Required

GRIT - ABCAP Remote Center Contract
Motion Required

GRIT MOU- Highland County CAO Training Funds
Motion Required

GRIT RFP Evaluations
Motion Required

New Business C.B. Herrmann

Adjournment

Below are dates for 2022 WIOA Board Meeting:
Wednesday, May 23, 2022
Wednesday, July 27, 2022
Wednesday, September 28, 2022
Wednesday, November 30, 2022

WIOA Board Meeting

January 26, 2022

Zoom Meeting

Minutes

In attendance:

Board Members: Mark Branscome, C.B. Herrmann, Paula Bumgardner, Kyle Copley, Holly Johnson, Todd Cron, Matthew Owens, Joe Dillow, David Richey, Eric Braun

County Commissioners: Scottie Powell

Staff: Crystal Keaton, Dwayne Alexander, Michelle Cutlip, & Sarah Carver

Guest: Debora Plymail, Carolyn Fyffe, Luanne Valentine, Lisa Pfeifer, Paige Davidson, Steve Sturgill & Susan Huff, Melony Young, Angie Richmond, Dan Wickerham, Nick Johnson, Tammy Dempsey

C.B. Herrmann, began the meeting by thanking everyone for attending.

C.B. then asked for any changes that needed to be made in the minutes from the December 1, 2021 Board Meeting. No changes were made, Joe Dillow made a motion to approve the minutes. Todd Cron seconded the motion. Motion was approved.

Crystal introduced a new board member, Paula Bumgardner from the Scioto County Aspire program. She has taken Rob Seaman's seat on the board since his departure.

Crystal discussed the OhioMeansJobs center customer traffic report. There is an increase in traffic. 4538 total clients, 2257 unduplicated clients. 556 new clients.

Crystal Keaton, Director, reviewed the participant report from July 1, 2021 thru December 31, 2021. Throughout all funding streams Adams has a total of 151 unduplicated customers, Brown has a total of 115 unduplicated customers, Pike has a total of 205 unduplicated customers, and Scioto has a total of 452 unduplicated customers that are being serviced through employment and training programs.

Crystal discussed The Business Resource Network (BRN) from July 1, 2021 to December 31, 2021 has completed 31 surveys, 6 business as risk, 25 growing, numbers are low but still focusing on the employers that are still in the system due to the hiring crisis and covid. In the month of December 2021, there have been 341 follow up visits with businesses, 327 reporting growth, and 14 reporting to be "at risk". This number has been in the 20s, but the drop is showing that business is stable. Seeing a lot of job postings and requests for people to hire, 1,501 requests for skilled and qualified applicants.

Crystal discussed the RESEA program report. RESEA has been in operation for almost a year. We have not received final performance yet, but the preliminary shows that we have met 88% of the goal they set for us. This means that through all the clients worked with, 88% have completed some portion of the program. The problem has been deciphering between "real" and "fraudulent" clients. The goal for this time was 90% but we are at 88.12%. We have seen round 2 of funding and are waiting for this year's goal. For week 3 of this year, we are at 100%.

Crystal stated that there is an additional item that is not in the Board packet, but will be sent out to everyone, as it was received that morning. Financial Budget Balances. This details the starting budget amounts, what has been spent for 2021, and what the ending balances are at the end of the year. We were able to secure funding at \$1.7 million for the administrative offices and have spent \$617,453 and carrying over \$1.1 million to spend for this next year. Crystal made notice that we are financially secure.

Crystal discussed the county Dislocated Worker program fund transfers. Transfer from Adams and Brown Counties, DW FY21 (old funds) to Scioto County's Dislocated Worker funds. Transfer \$40,000 of Adams DW FY21 funds to Scioto County and \$40,000 of Brown's DW FY21 funds to Scioto County. C.B. asked for a motion to approve transfers. Matt Owens made motion to approve, Kyle Copley seconded motion. Motion was approved.

Crystal discussed in further detail the reason for the transfers, to transfer Scioto FY21/PY21/FY22 Dislocated Worker funds to the Adult Funding. Luanne spoke on behalf of the reason. They are seeing an increased number of Adult eligibility walk in the Scioto doors and a decrease in the number of Dislocated Worker eligibility that need assistance. They asked for a motion to move 50% of those above-mentioned funds to the Adult funds. Luanne stated that employers are requesting an increase in the number of employees that need additional training. Crystal asks if anyone has any questions. No questions are asked, C.B. asked for a motion to approve transfers. Joe Dillow motioned, David Richey seconded motion. Motion was approved.

Crystal discussed the Adult/Dislocated Worker work experience policy. The previous policy we had was from 2018 but was hard to follow with contradictory statements and was not up to par for what the State expected and what was useful for the local agencies. Crystal stated that they "revamped" the policy and language to be like the State's policy and less restrictive compared to previous policy. Page 6 section F of the policy is where the most change will occur, the overall concepts. The duration of work experience was limited to under 700 hours of work experience hours for Adults and Dislocated Workers, but for the Youth program, we were allowing them to work around 1,040 hours. For Adults, that is significantly less. Looked at how other areas were doing this, and they weren't putting a limit on hours worked, instead they were monitoring the hours each participant would work based upon their actual need. This allows us to customize the work experience to each customer and their needs. An example would be if a participant came in and had little to no work experience and to help them get used to the idea of working. Later they may have a specialized need for additional work experience in a specific field of study. Asking for this change in policy to meet the clients where they are at, and then to help them with specific skills. Pay needs to be appropriate to activity, no less than minimum wage and support the type of work they are doing. Up to 40 hours per week of work but is up to the employer of record to determine. Additional section about monitoring guidelines. C.B. asked for motion to approve revised policy. David Richey made motion; Holly Johnson seconded motion. Motion approved.

Crystal spoke about the OhioMeansJobs Centers certifications. Every few years there needs to be a recertification of the OhioMeansJobs centers. This year the Scioto County Comprehensive Center will have to be recertified. This must be completed by May and will be brought to the Board by March or April for certification. Crystal stated they will be creating a small committee to complete the recertification.

Crystal discussed the GRIT project and how for the next program year the funding will be around \$8 million to share with 19 counties and that they have been awarded \$200,000 for administrative costs. The breakout of the costs is in the Board packet. Crystal asked for some of the administrative funds be for an additional staff member that can completely manage the program due to the additional counties added into the program funds. Crystal asked for a motion to approve posting the position. No questions about the position. Holly Johnson motioned to approve posting position, Joe Dillow seconded motion. Motion was approved.

Crystal requested proposals of the Future Plans assessments and project management for GRIT like what Future Plans already does for the program. Crystal explained that she will present all proposals to the Board at the next Board meeting if approved. David Richey motioned, Joe Dillow seconded motion. Motion was approved.

Crystal discussed a modification to the MOU for the SCOESC Virtual Job Center. There was a previously approved amount of \$272,390 but there is a \$60,000 left for that budget line item for a 2nd Virtual Job Center for Adams County. Their job center was delayed, and the funds are expiring and the SCOESC has costs that can be allocated to that money to close out the line item. Crystal stated they still have funds to assist Adams County in completing their Virtual Job Center. Request motion to allocate the funds to SCOESC was made by C.B. Kyle Copley motioned, Holly Johnson seconded motion. Paula Bumgardner abstained. Motion approved.

Crystal discussed the scholarship fund led by the Skill Up Coalition. They received a grant from the Department of Development for 19 counties. They are promoting in-demand occupations and training. They will be operating the program, but they are asking for assistance in granting 200 - \$1,000 scholarships across the 19 counties and will give us the \$200,000 to write out those scholarships. 150 scholarships will be granted this year and 50 for January 2023 to June 2023. This will cover tuition and support services beyond what the WIOA can cover. This will be an add on for the WIOA participants and those that do not qualify for WIOA. They will also cover the fiscal costs as well. Eligibility discussion was made. WDA will complete the initial applications. Luanne asked if WDA is determining eligibility, how this will be communicated to the county agencies. Crystal stated that it will be a revolving door referring to the OMJs and OMJs to the WDA. Discussion was made on the applications. Debora asked about the outreach, but Crystal stated that will be a discussion between WDA and the local agencies to work out what is best for the agencies. Steve asked about the relationship between the other 14 counties and Crystal explained the relationships and the discussions they have had with the other areas. Steve asked about this opportunity and how it could be a duplication of the programs and WDA running this program when the agencies are well equipped to operate it. Crystal explained the process of the program and that no money is being made, only costs covered to provide the program. C.B. asked for a motion to approve the program. Holly Johnson motioned; Todd Cron seconded. Motion was approved.

Crystal discussed the State Audit update with the Board on the workforce programs. Crystal stated that there was a meeting on December 8, 2021, with some Board members and Fiscal Agent. Fiscal Agent has reassured that they will work through the matters to get on the right path with the Auditor of State. During the meeting with the Auditor of State and Field Auditor in January, Field Auditor made them aware that they will be pausing the audit again, due to other audits needing to get out quickly and to give Fiscal Agent time to get additional reports to them as well. Auditor of State had recommended that Fiscal Agent contact a local CPA firm to help get the documents in place. Auditor of State believes the contract with the CPA firm would not be needed once the documents are completed for future years. Paige stated that she has contacted Robin from Millhuff Stang for quotes. Crystal asked if there were further conversations between the Fiscal Agent and the Auditor of State. Paige stated that there have not been further conversations and that the Auditor of State has given them until March to get the information together. Crystal stated that she believes the March date was given to have the contract in place and documents completed. Paige stated that she agrees to that understanding. Steve agrees that these meetings and the Auditor communications have been beneficial and believes that everything is going to be worked out and corrected for the future reports.

Crystal introduced the new business to recognize Pike County's OhioMeansJobs center. Their transitions program is a part of the Opioid program and Pike will be recognized for their program.

C.B. adjourned the meeting.

JULY 1, 2021 thru FEBRUARY 28 2022

Funding Name	Adams			Brown			Pike			Scioto		
	Enrolled	Closed	Total	Enrolled	Closed	Total	Enrolled	Closed	Total	Enrolled	Closed	Total
WIOA Adult	9	17	26	19	20	39	39	9	48	235	54	289
WIOA Dislocated Worker	2	0	2	5	4	9	10	3	13	10	5	15
CCMEP Youth	7	6	13	5	3	8	13	10	23	115	11	126
CCMEP TANF	94	35	129	61	27	88	67	8	75	152	12	164
Opioid Emergency Recovery Grant	1	4	5	7	6	13	43	5	48	14	1	15
Holistic Care Grant	1	3	4	2	3	5	73	3	76	84	15	99
Adults served out of Dislocated Worker funds	9	17	26	19	20	39	11	0	11	0	0	0
COVID-19 NDWG	0	0	0	0	2	2	8	0	8	5	0	5
Special Project- Pre-Apprenticeship Hub	1	0	1	0	0	0	3	0	3	14	0	14
Participants Placed in Employment		26		28	82					56		
Total Unduplicated Participants		163		120	284					492		

OhioMeansJobs Center Customer Traffic
July 1, 2021 thru February 28, 2022

	Adams	Brown	Pike	Scioto	Totals
Total Visits	1181	1728	1957	1,370	6236
Total Clients	619	740	1129	854	3342
New Clients	101	125	293	305	824
Returning Clients	518	615	836	549	2518
Veteran Clients	29	21	23	11	84

	Adams	Brown	Pike	Scioto	Totals
Attend Job Fair	64	45	60	2	171
Attend Job Search Workshop		37		327	364
Info on Supportive Services	30	80	22	2	134
Info on Unemployment	221	510	101		832
Partner Services	638	1583	576	234	3031
Resource Room Services	896	1417	664	201	3178

GRIT Project

Grant Period July 1, 2019 to Dec. 31, 2021

Report Period July 1, 2019 to Dec. 31, 2021

In School Youth (high schoolers)

Number Assessed: 3363

Adult Population (over age 18 years old)

Number Assessed: 804

Professional Development for (High School Administrators, Teachers, & Paraprofessionals)*

Number in Training: 647

Professional Development for (OMJ Staff & Local Courts)

Number in Training: 132

**Workforce Development Board Area 1
Business Resource Network
Report Period - July 1, 2021 - June 30, 2022**

	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Number of total surveys conducted July 1, 2021 - June 30, 2022		35										
Number of Businesses (At Risk) July 1, 2021 - Feb 28, 2022		6										
Number of Businesses (Growing) July 1, 2021 - Feb 28, 2022		29										
Number of Businesses (Stabilized) July 1, 2021 -Feb 28, 2022												
Number of Follow Up all Businesses	326	320	322	349	320	341	339	321				
Number of Follow -up Businesses Reporting Growth	304	301	304	322	300	327	324	306				
Number of Follow-up Businesses Reporting At Risk	22	19	18	27	20	14	15	15				
Number of Grants												
Number of Utility Rebates												
Number of On The Job Training Contracts	34	34	34	36	36	36	38	36				
Number of Job Posting & Resume Screenings	1451	1525	1488	1578	1698	1501	1351	1291				
Number of Workshops	2	5	4	6	3	3	4	4				
Number of On-Site Assessments	10	9	11	10	11	9	8	6				
Number of Active Trainings												
Number of Adult/Youth Work Experiences	90	108	97	97	99	99	103	100				
Number of Non-BRN Businesses Services	213	317	361	345	245	184	172	160				

2022 RESEA Report

01/01/22 to 03/06/22

County	Area #	Selection Pool (YTD)	# Not Selected (YTD)	# Selected (YTD)	Initials-Completed (YTD)	Subsequents-Complete (YTD)
Adams	1	14	0	14	14	10
Brown	1	26	0	26	22	17
Pike	1	10	1	9	10	13
Scioto	1	21	1	20	21	18

Performance Data by WIOA Area

WIOA Area	Area #	Selection Pool (YTD)	# Not Selected (YTD)	# Selected (YTD)	Initials-Completed (YTD)	Subsequents-Complete (YTD)
WIOA Area	1	71	2	69	67	58
Claimant Attendance %				97.20%	94.40%	81.70%

BUDGET BALANCES

ADULT	DW	CCMEP	OPIOID 3	FLOOD 2	EMP REC	BRN	HOLISTIC	RESEA ADM	RESEA PROG	STATE SPEC
153,134.27	132,191.53	242,008.32	18,075.04	21,649.76	18,596.56	57,479.81	74,929.24			
107,152.00	75,291.00	55,000.00	(6,471.60)	21,000.00	(30,000.00)	105,504.00		4634	41,701.92	257429.96
	185,044.09							8026	72,233.52	79868.92
					7,900.00					
					19,800.00					
					(600.00)					

11/19/2021

TO PIKE COUNTY

TOTAL BUDGET	DW	CCMEP	OPIOID 3	FLOOD 2	EMP REC	BRN	HOLISTIC	RESEA ADM	RESEA PROG	STATE SPEC	TOTAL
260,286.27	392,226.62	242,008.32	73,075.04	15,178.16	38,596.56	54,579.81	178,432.24	12,660.00	113,941.44	337,298.88	
4,454.12	6,448.90	2,250.48	1,381.18	4,973.52	1,381.18	1,821.30	3,000.62				25,711.30
2,899.78	2,472.17	4,431.17	381.49	1,955.28	367.33	1,070.74	1,432.46				15,010.42
3,558.93	7,374.73	1,940.45	792.54	2,364.09	2,259.40	1,586.82	2,870.92		1,265.63		52,412.51
2,011.40	1,703.27	3,251.59	225.39	5,885.27	232.80	754.26	946.44				15,010.42
4,782.58	10,866.79	2,203.13	1,484.29		1,054.18	4,306.92	3,572.08		3,267.33		31,637.30
2,652.36	6,498.21	795.71	1,487.82		409.62	1,581.79	1,624.91				15,010.42
4,782.58	10,866.80	2,203.13	1,484.29		1,054.18	4,306.92	3,572.08		3,267.33		31,637.31
2,398.89	3,891.82	1,045.25	797.88		479.79	2,260.35	1,724.29	1,318.20			13,916.47
4,474.09	7,528.49	4,128.00	8,132.12		1,198.35	2,449.99	2,553.18		4,736.94		35,151.16
2,500.51	3,787.16	1,338.84	834.96		641.25	2,157.66	1,775.21	1,637.96			14,673.55
6,808.92	8,516.18	1,921.39	1,950.56		1,905.11	1,804.67	1,804.67				27,894.11
3,340.59	4,070.66	5,304.04	1,289.22		1,147.16	971.35	1,014.40	2,670.98			14,526.40
4,378.68	4,694.58	4,401.85	2,127.31		1,111.38	2,934.14	1,551.55	9,467.97			53,066.74
2,059.48	2,159.12	2,032.07	1,133.80		580.88	1,291.97	5,177.07				14,434.39
3,824.31	3,653.63	2,393.53	1,544.53		715.00	367.39	3,414.38		13,113.06		52,025.83
1,881.69	1,799.10	1,084.04	788.24		441.23	135.11	1,685.64	2,873.87	3,669.43		14,358.30
4,040.85	3,880.64	2,518.26	1,635.23		765.77	382.93	3,608.34		13,865.97		30,677.99
1,881.69	1,799.09	1,084.04	788.24		441.23	135.11	1,685.64		6,543.24		14,358.28
		35,500.00									35,500.00
3,798.27	4,529.91	2,838.54	6,769.48		1,436.24	213.72	2,931.89		8,046.75	371.81	30,886.61
		418.08	464.53		232.26	7,868.21	1,393.59		185.81	2,043.93	12,606.41
		148.26	164.73		82.37	131.79	494.20		65.89	1,186.06	2,273.30
		3,289.72	249.75		971.02	3,849.80	3,912.16		6,489.37	10,961.72	10,961.72
		1,087.49	71.55		557.04	1,790.03	1,790.03		75,595.77	138,145.55	32,576.37
		663.10			3,690.26		5,836.83		294.71	23,031.98	33,156.88
		229.93			458.86		2,904.77			10,405.44	14,000.00
		14.48			28.95		182.90			655.17	881.50
		2,563.58			826.42		2,232.81		6,603.91	19,239.92	19,239.92
		1,071.07			410.68		895.16		3373.36	20,013.59	32,240.31
		2,030.67	1,635.91		932.05	1,312.55	2,772.72		6867.45	82,497.3	14,000.00
		782.67			74.43		1,168.86		3333.62	17,609.85	32,721.20
										8441.93	13,801.51

TOTAL EXPENSE	DW	CCMEP	OPIOID 3	FLOOD 2	EMP REC	BRN	HOLISTIC	RESEA ADM	RESEA PROG	STATE SPEC
56,479.72	96,721.25	55,095.56	73,075.04	15,178.16	25,882.42	36,692.36	86,984.21	11,340.98	90,298.70	174,461.80

AVAILABLE BAL	DW	CCMEP	OPIOID 3	FLOOD 2	EMP REC	BRN	HOLISTIC	RESEA ADM	RESEA PROG	STATE SPEC
193,806.55	295,805.37	186,912.76			13,709.14	17,887.45	111,449.00	1,319.02	23,641.74	164,837.02

** AUDIT BILLS TO BE DEDUCTED FROM CAO FISCAL BILLING



**Area 1 Workforce Development Board
Statement of Work
03/18/2021**

DATE: March 18, 2022

This Statement of Work is made effective by and between *Working Partners®*, with offices located at 7895 Dove Parkway, Canal Winchester, OH 43110 and the Area 1 Workforce Development Board of Adams, Brown, Pike and Scioto counties.

This Statement of Work shall be conducted according to the provisions set forth in the PROJECT AGREEMENT and the NON-DISCLOSURE AGREEMENT dated September 1, 2021.

Goals, Working Partners® Deliverables and Area 1 Responsibilities

Working Partners® Deliverables	Area 1 Responsibilities
<ol style="list-style-type: none"> 1. Two (2) 2-hour educational webinars (one [1] remote and one [1] in person) for approximately 35 employees working with the Area 1 WDB and the OMJ centers within that catchment area. <ol style="list-style-type: none"> a. Working Title (Part I): "Working Knowledge of Addiction, Treatment and Recovery" b. Working Title (Part II): "Interacting with Employers Around Hiring and Retaining Employees in Recovery" 2. Link for session evaluations and written compilation of responses 3. One (1), 2-hour webinar (remote) for an unlimited number of area businesses <ol style="list-style-type: none"> a. "Employer Perspectives on Hiring and Retaining Employees in Recovery" 4. Link for session evaluation and written compilation of responses 	<ol style="list-style-type: none"> 1. Educational Webinars <ol style="list-style-type: none"> a. Provide webinar platform b. Host all sessions c. Promote to, register and confirm participants 2. Business Webinar <ol style="list-style-type: none"> a. Provide webinar platform b. Host all sessions c. Promote to, register and confirm participants

Financial Commitment

TOTAL: \$7652. (including travel expenses)

NOTES:

- Cost of one (1), 2-hour session included in SOW dated 03/10/2022
- Client will be invoiced after SOW has been signed by both parties.
- Additional hourly consultation, if requested, will be billed at \$275/hour.
- All sessions to be delivered by June 30, 2022.

Working Partners Systems, Inc.
614.337.8200/866.354.3397 ▪ www.WorkingPartners.com ▪ mail@WorkingPartners.com



Presentation Agreement

By signing this agreement, the participating organization is accepting the terms and conditions as outlined below. The representative is obligated to share the terms and conditions of this agreement with other representatives as needed.

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- In the case of inclement weather, *Working Partners*® reserves the right to arrange for an alternative date or if necessary cancel the representative's presentation.

For Area 1 Workforce Investment Board of Adams, Brown, Pike and Scioto counties

Date: _____

Name (Please Print): _____

Signature: _____

For *Working Partners*®:

Date: _____

Name (Please Print): _____

Signature: _____

Working Partners Systems, Inc.
614.337.8200/866.354.3397 ▪ www.WorkingPartners.com ▪ mail@WorkingPartners.com



Workforce Development Board #1

WDB #1

Crystal Keaton, Director

951 Vern Riffe Drive
 Lucasville, OH 45648
 740-259-6826

"C.B" Herrmann, WDA #1 Chair
 Daryll Gray, Chief Elected Official

www.omjwda1.org

TO: WDA#1 Board Members
 FROM: Crystal Keaton, Director
 DATE: March 22, 2022
 SUBJECT: Transfer of Adams County PY 20 WIOA Youth Funds to Pike County PY 20 WIOA Youth Funds

Dear Member:

We will be asking for a motion and vote on the following item at this week's board meeting. Please review the following information. If you have any questions/comments please email or call me before the meeting or ask during the meeting.

Proposed Motion: Workforce Development Board Area 1 may transfer 25% of Adams County PY 20 WIOA Youth Funds to Pike County's PY 20 WIOA Youth funds.

By making this transfer Pike County will be able to serve an increase number of customers. The Workforce Development Board #1 Director, Fiscal Agent, and Adams OMJ Director have reviewed financials and customer enrollment and forecasts to ensure that Adams county retained enough funds to meet customers' needs.

Program	PY 20 Funding as of 01/31/22	Estimate after 25% Transfer
Adams PY 20 WIOA Youth	\$105,000	\$78,750
Pike PY 20 WIOA Youth	0	\$26,250

**Estimated balance is given instead of actual due to daily change in balances. On day of transfer 25% of the funds balance will be transferred.*



A proud partner of American Job Center network

Locations: Adams County	Brown County	Pike County	Scioto County
19221 St. Rt. 136 Winchester, OH 45697	406 W. Plum Street Georgetown, OH 45121	941 Market Street Piketown, OH 45661	433 Third Street Portsmouth, OH 45662
937-695-0316 800-233-7891	937-795-0316 800-553-7393 Ext 261	740-289-2371	740-354-7544

Contract
ABCAP and Workforce Development Board Area 1

This CONTRACT made and entered into March 23, 2022, by and between Workforce Development Board Area 1 (hereinafter referred to as WDB 1) and ABCAP (hereinafter referred to as Provider).

Whereas, WDB 1 seeks to Lease space as outlined below, the Provider hereby agrees to the following:

ARTICLE I: CONTRACT PERIOD, AMENDMENT AND TERMINATION

1. **CONTRACT PERIOD:** This contract shall be effective beginning on March 23, 2022 and continue through June 30, 2023; with an option to extend.
2. **AMENDMENT:** This contract may be amended only by an amendment prepared in writing and signed by all parties.
3. **TERMINATION:** Failure to honor the terms of this contract and/or related local, state or federal laws or regulations shall result in termination of this contract. This contract is subject to termination by WDB 1 if funds are not available or become unavailable under the GRIT Project funded by Ohio's Department of Development. The WDB 1 may terminate this contract for cause if in the determination of WDB 1 the Provider is not meeting acceptable standards of performance.

Either party may terminate this contract by providing the other parties with fifteen (15) days written notice.

4. **AVAILABLE FUNDS:** Payments for all services provided in accordance with the provision herein are contingent upon receipt of funds. This shall be a reimbursement contract with invoicing to occur on a monthly basis.

ARTICLE II: DUTIES AND OBLIGATIONS OF PROVIDER

1. **SERVICES PROVIDED:** The Provider will furnish to WDB 1 as deliverable in this contract, space at the ABCAP Building at 111 West Main Street, West Union, OH 45693. Include as part of this contract is Attachment A, detailed outline of space and requirements.
2. **RECORD KEEPING:** Provider shall maintain books, records, documents, accounting procedures and practices following Federal Law which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times to inspection, review, or audit by duly authorized federal, state and WDB 1 personnel.
3. **MAINTENANCE OF RECORDS:** Provider shall maintain and preserve all financial and other records related to this contract, including but not limited to any

documentation used in the administration of the program, in its possession for a period of three (3) years from the completion of audit.

If any litigation, claim, negotiation, audit, or other action involving records maintained by Provider has been started before the expiration of the three-year period, the Provider shall retain the records until completion of the action and all issues which arise from it or until the end of the three-year period, whichever is later.

4. CONFIDENTIALITY: Provider shall maintain the confidentiality of all WDB #1 clients and shall comply with all federal and state laws applicable to WDB #1 and/or clients of WDB #1 concerning the confidentiality of WDB #1 clients.

Provider agrees that the use or disclosure of information, systems or records concerning WDB #1 clients for any purpose not directly related to the administration of this Contract is prohibited, unless you have a signed release by client agreeing that their information can be provided to other partners or programs, and access to the identities of any WDB #1 clients shall be limited to that which is necessary for the purpose of performing Provider's responsibilities under this Contract.

No information on clients served will be released for research or other publication without the express written consent of the WDB #1 Administrator or his designee.

5. INDEMNIFICATION: Each party agrees to be responsible for any negligent acts or negligent omissions by or through itself or its agents, employees and contracted servants and each party further agrees to defend itself and themselves and pay any judgements and costs arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.
6. WDB #1 employees and clients are not considered ABCAP employees and therefore will not be covered under ABCAP's Workers Compensation policy. WDB #1 employees will be covered under WDB #1's Workers Compensation policy.
7. NON-DISCRIMINATION: The WDB 1 and the Provider agree that in the performance of this contract, there shall be no discrimination against any client or any employee on the ground of race, color, national origin, disability, age, gender or religion. It is further agreed that the Provider will fully comply with all appropriate federal and state laws regarding such discrimination including but not limited to:
 - a. Title VI of the Civil Rights Act of 1964, as amended;
 - b. Section 504 of the Rehabilitation Act of 1973, as amended;
 - c. The Age Discrimination Act of 1975
 - d. The Multiethnic Placement Act of 1994, as amended by the Interethnic Adoptions Provisions of 1996; and
 - e. The Americans with Disabilities Act of 1990

In compliance with this paragraph the Provider shall provide notice to beneficiaries and employees of their right to and method of filing a complaint alleging discrimination.

ARTICLE IV: MISCELLANEOUS PROVISIONS

1. LAWS OF STATE OF OHIO GOVERN: The Provider acknowledges that the Laws of the State of Ohio shall govern this contract.
2. TERMS OF CONTRACT SEVERABLE: Any parts of this contract found improper under a judicial or administration finding, order, or decision shall be voided and unenforceable.

SIGNATURES

CB Herrmann, Board Chair

Date

Crystal Keaton, Board Director

Date

Workforce Development Board Area 1
951 Vern Riffe Drive
Lucasville, Ohio 45648
Email: crystal.keaton@sciototech.org
Phone: 740-259-6826

Dan Wickerham, Executive Director
ABCAP
406 West Plum St.
Georgetown, OH 45121
Email: dwickerham@abcap.net
Phone: 937-378-6041

Date

LEASE SPACE AND STAFFING OF ADAMS COUNTY REMOTE CENTER

WDB 1 will lease space from the Provider for the purposes of a Remote Work Center. The lease will include use of 2 offices and common area located on the second floor, all utilities costs including existing internet and telephone and other costs as required by ABCAP on the facility. Upgrades to the facility are allowable at WDB #1's expense, including lighting, door locks, phone and internet upgrades. ABCAP will maintain insurance on ABCAP's property. WDB #1 will maintain liability insurance on WDB #1's lease space to cover damages and injuries that occur within the Remote Work Center. The space lease cost will be for \$2.67 per square foot for a total of 300 square feet, a total cost of \$800 per month. Provider will invoice WDB 1 monthly and WDB 1 will reimburse the Provider on a monthly basis for Remote Work Space lease.

WDB1 will be able to contract out the use of the Remote Work Space to individuals and employers needing shared work space in Adams County. Any funds WDB 1 receives from such contracts will be used to fund current and future Remote Work Center under the GRIT Project.

WDB 1 and/or its clients will provide all office furniture, computer equipment and office supplies as needed for the Remote Work Center.



Workforce Development Board #1

WDB #1

Crystal Keaton, Director

951 Vern Riffe Drive
Lucasville, OH 45648
740-259-6826

“C.B” Herrmann, WDA #1 Chair
Daryll Gray, Chief Elected Official

www.omjwda1.org

Memorandum of Understanding

Between Workforce Development Board Area 1 (WDA 1)

And Highland County Community Action Organization’s Workforce Services/OhioMeansJobs

Parties: This Memorandum of Understanding (hereinafter referred to as MOU) is made and entered into by and between the Workforce Development Board Area 1 (hereinafter referred to as WDA1), whose address is 951 Vern Riffe Dr., Lucasville, OH 45648 and Highland County Community Action Organization’s Workforce Services/OhioMeansJobs (hereinafter referred to as HCCAO OMJ), whose address is 1487 N. High St, Ste 500, Hillsboro, OH 45133

Purpose: The purpose of this MOU is to establish a partnership under which the GRIT Project’s Highland County customers can receive case management, training and employment services. Highland County has been deemed a part of the GRIT Project service area by Ohio Department of Development.

Term of MOU: This MOU is effective as of March 23, 2022 and shall remain in full force and effect for not longer than June 30, 2023, at which time an extension can be requested by either party. This MOU may be terminated without cause, by either party upon thirty (30) days written notice, which notice shall be delivered by hand or by certified mail to the address listed above.

Responsibilities of HCCAO: Ensure the need of case management, training and employment services are provided to Highland County GRIT Project customers. HCCAO’s OMJ will ensure that customers have access to use GRIT funds for training and employment services; including but not limited to tuition, supportive services, work experience & on-the-job services. HCCAO’s OMJ staff will provide case management to the customers to ensure the best outcomes for the customer, which may include referrals to and co-enrollment with WIOA/CCMEP Adult and Youth Programs for additional workforce related activities and services.

A proud partner of American Job Center network



Locations:	Adams County	Brown County	Pike County	Scioto County
	19221 St. Rt. 136 Winchester, OH 45697	406 W. Plum Street Georgetown, OH 45121	941 Market Street Piketon, OH 45661	433 Third Street Portsmouth, OH 45662
	937-695-0316 800-233-7891	937-795-0316 800-553-7393 Ext 261	740-289-2371	740-354-7544

At a cost of no more than \$200,000 for all case management, training and employment services for Highland County GRIT Customers.

Responsibilities of WDA1:

Reimburse invoices related to the case management of training and employment services in Highland County within 30 days of receiving invoice; all invoices must be received by the 20th of the month and shall not exceed the limits per line item and total in chart below without prior approval.

Line Item	Funding Amount
Staffing/Indirect/Outreach	\$8750.00
Youth Training Services (includes classroom training, work experiences, supportive services etc.)	\$95,625.00
Adult Training Services (includes classroom training, work experiences, supportive services etc.)	\$95,625.00
TOTAL	\$200,000

General Provisions: Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

By signing, each party affirms that this MOU accurately describes the negotiated responsibilities and costs.

 Representative from WDA 1 Signature _____
Date

 Printed Name and Title

 Representative from HCCAO Signature _____
Date

 Printed Name and Title

**GRIT RFP
Evaluations**

March 22, 2022

Proposer	Evaluation % #1	Evaluation % #2	Evaluation % #3	Average Score %	Met Required 75%
Future Plans	99%	99%	97%	98.33%	Yes