



OhioMeansJobs.

Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties

A proud partner of the American Job Center Network

Board Meeting Agenda

Date: Wednesday, September 24, 2025

Time: 10:00am – 11:00am

Location: Workforce Board Office, 4057-A Gallia Pike, Franklin Furnace, OH

Virtual Option: <https://us02web.zoom.us/j/84937326427?pwd=FhUAdsr5Lf7hmxtpaErahd4vb5HapJ.1>

I. Call to Order & Roll Call

II. Approval of Previous Meeting Minutes

III. Standard Reports

1. Monthly Reports
2. Fiscal Reports
3. Auditor of State updates
4. WIOA Monitoring Reports

IV. Updates

1. WIOA Reauthorization Update
2. Ohio Labor Market Information

V. Action Items (motions required)

1. Regional WIOA Plan
2. Policy: Labor Exchange Policy
3. GRIT 4.0 Contracts & MOUs
4. GRIT 4.0 Lease Extensions
5. Foundations for the Trades budget/contract

VI. Upcoming Events & Opportunities

1. Apprenticeship Summit in Marietta--Nov 7th

VII. New/Old Business

VIII. Adjournment (motion required)

Next Meeting: Wednesday, November 19, 2025

Workforce Development Board #1

Meeting Minutes

Date: June 11, 2025

Location: 4057A Gallia Pike, Franklin Furnace, OH 45629 and Online via Zoom

Attendance

Board Members Present: Josh Renison, Matt Louanglath, Paula Baumgardner, Trampas Puckett, Kyle Copley, Chuck Taylor, Jeff Hamilton, Paul Worley, Holly Johnson

Staff Present: Crystal Keaton (Director), Michelle Cutlip, Dwayne Alexander, Sarah Carver

Guest: Mindy Purpero, Dan Wickerham, Tammy Dempsey, Debora Plymail, Susan Huff, Leslie Mingee, Toni Moore, Lisa Pfeifer, Jeanette Langford

Call to Order and Roll Call

The meeting was called to order with roll call conducted to confirm attendance. All members indicated presence.

Approval of Minutes

Members were asked if corrections to the previous meeting minutes were necessary. No corrections were proposed. A motion to approve the minutes was made, seconded, and carried unanimously. Motion made by Josh Renison. Paula Baumgardner seconded the minutes. Motion carried.

Monthly Reports

Special Grants Report

- The Car Repair Program is concluding June 30th, with a goal of 902 repairs on track to be met and 100% grant expenditure expected. Job placement rate positive at approximately 82%.
- Discussion noted the pilot nature of the program, with community action agencies poised to continue funding directly after June 30th. State budget negotiations for continued funding ongoing.

RESEA Report

- Sarah Carver reported 151 individuals served, with high completion rates of initial and substantial sessions. Local layoffs and PIXEL in Ross County contribute to increasing participant numbers.

GRIT Project Report

- Over 11,665 youth and 3,118 adults assessed, with approximately 400 students expected to receive training statewide this summer through GRIT funding and additional sources.
- Funding currently at approximately \$15 million for next year with potential increase to \$19 million pending state budget finalization. An accounting of prior funding usage can be provided on request.

Unemployment Insurance (UI) Pilot Report

- March-April data show an average of 34 individuals per day served, both online and in-person. A career fair event was held recently in Ross County with ongoing coordination for transition services.
- Layoff notifications are being managed confidentially, and rapid response connections and entrepreneurship resources have been shared.

Business Resource Network (BRN) Update

- In April, 109 businesses engaged, with 105 reporting growth and 4 at risk. Resume screenings and job postings totaled 539. Youth and adult work experience placements currently number 80, with anticipated increase over summer months.

Participant and Fiscal Report

- Program enrollments by county: Adams (151), Brown (172), Pike (401), Scioto (648).
 - Fiscal monitoring reports indicate minor concerns addressed promptly across counties.
 - State monitoring of fiscal operations underway with results expected at the next meeting.
-

Fiscal Monitoring Updates

- Scioto County had one invoice discrepancy corrected. Adams and Brown Counties showed no concerns. Pike County corrected a payroll hour discrepancy promptly.

One Stop MOU Approval

- The 2026 budget for OMJ Centers is \$558,317, reflecting computer hardware/software upgrades.
 - Partner contributions increased from BRN and RESEA to offset costs. Future renegotiation anticipated due to funding uncertainties.
 - A motion to approve the MOU as presented was made, seconded, and approved unanimously.
 - Trampas Puckett made the motion. Matt Louanglath seconded the motion. Motion carried.
-

Library MOU Approval

- No-cost MOUs with Scioto, Pike, Adams, Brown County Libraries, and Union Township Library to provide remote workforce services approved through 2027 unanimously.
 - Matt Louanglath made the motion to approve. Josh Renison seconded the motion. Motion carried.
-

Youth Contract Extensions

- Contracts with ABTAP, Pike CAC, and Scioto County Community Action extended through June 30, 2026. These providers also oversee TANF CCAP programs in counties.
- Motion to approve extensions passed unanimously.
- Matt Louanglath made the motion. Josh Renison seconded the motion. Motion was approved.

PY25 and FY26 Allocations

- State funding cut of 16.9% resulting in \$415,402 less funding. Detailed allocation matrix presented for approval.
 - Motion to approve allocations was seconded and carried unanimously.
 - Matt Louanglath made a motion to approve the PY25/FY 26 Allocations. Trampas Puckett seconded the motion. Motion carried.
-

Transfer of Dislocated Worker Funds

- Request to transfer 100% of PY25 and FY26 Dislocated Worker funds to Adult use approved, maintaining flexibility to revert funds if needed for large dislocations.
 - Motion passed with unanimous approval.
 - Matt Louanglath made the motion. Josh Renison seconded the motion. Motion was approved.
-

ODJFS Subgrant Agreement

- Annual subgrant agreement for fund distribution approved with motion seconded and passed unanimously.
 - Paula Baumgardner made the motion to approve. Trampas seconded the motion. Motion carried.
-

GRIT Project MOU Modifications

- **Ohio Valley Employment Resource (Workforce Area 15):** Budget modification reallocating \$70,000 from staff training to adult training line item approved without changing total budget.
 - Matt Lounglath made the motion. Paula Baumgardner second. Motion approved.
 - **Carroll County JFS:** Budget modification reducing staffing and training dollars with reallocation of funds approved.
 - Trampas Puckett made a motion to approve. Matt Louanglath seconded. Motion carried
-

SCCTC Board Agreement 2025-26

- Annual contract for employment of key staff approved. Two abstentions recorded. Motion carried.
 - Matt Louanglath made the motion. Josh Renison seconded. Motion approved. Kyle Copley and Trampas Puckett abstained from voting.
-

Staff Cost of Living Adjustment (COLA)

- Annual 2% COLA and \$500 one-time payment approved for staff (includes Director, Dwayne, Sarah, Michelle) with two abstentions noted.
 - Matt Louanglath made the motion. Paula Baumgardner seconded. Motion approved. Kyle Copley and Trampas Puckett abstained from voting.
-

Tri-State Apprenticeship Consortium Update

- Participation in ARC RISE grant planning with PA, OH, and WV ongoing. Employer and education/workforce partner surveys distributed; board members encouraged to complete.
 - Reapprenticeship Summit scheduled for July 11 in Washington, PA, with funding available to support board member attendance.
-

New Business

No new business brought forward.

Next Meeting

Scheduled for Wednesday, July 23, 2025.

Adjournment

Motion to adjourn carried by unanimous consent.

Josh Renison made a motion to adjourn. Matt Louanglath seconded the motion. Motion to adjourn was carried.

JULY 1, 2025 thru August 31, 2025

Funding Name	Adams			Brown			Pike			Scioto		
	Enrolled	Placed	Total	Enrolled	Placed	Total	Enrolled	Closed	Total	Enrolled	Closed	Total
WIOA Adult	20	6	26	22	2	24	41	1	42	112	20	132
WIOA Dislocated Worker	0	0	0	0	0	0	3	2	5	2	1	3
CCMEP Youth	7	1	8	9	1	10	20	1	21	170	17	187
CCMEP TANF	77	4	81	84	17	101	100	31	131	160	16	176
Fresh Start	0	0	0	0	0	0	0	185	185	0	0	0
Car Repair Program	0	0	0	0	0	0	0	121	121	0	8	8
Adults served out of Dislocated Worker funds	20	6	26	22	2	24	6	0	6	112	20	132
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
Participants Placed in Employment	8			3				295			29	
Total Unduplicated Participants	85			104				409			331	

OhioMeansJobs Center Customer Traffic
July 1, 2025 thru August 31, 2025

	Adams	Brown	Pike	Scioto	Totals
Total Visits	302	283	155	317	1057
Total Clients	170	137	112	194	613
New Clients	29	14	11	41	95
Returning Clients	141	123	101	153	518
Veteran Clients	4	4	3	6	17

					Totals
Attend Job Fair	5	2			7
Attend Job Search Workshop		1		43	44
Info on Supportive Services	53	31	11	36	131
Info on Unemployment	17	54	41	8	120
Partner Services	162	119	32	16	329
Resource Room Services	220	218	42	54	534

Area 1 RESEA (01/01/25 to 09/12/25)

Category	Count	Percentage of Completion
Selected Customers	256	
Initial Sessions Completed	237	92.5%
Subsequent Sessions Completed	223	94.1%

Business Resource Network Activity: July-August 2025

Service Category	July	August	Total (Q1 Start)
Total Business Surveys Conducted	84	70	154
Businesses Identified as At-Risk	0	2	2
On-the-Job Training (OJT) Contracts	2	1	3
Job Postings & Resume Screenings	72	70	142
Workshops	15	20	35

GRIT Project (07/01/25 to 08/31/25)

No data available until 1st reimbursement is received.

Area 1 UI Pilot Report (03/01/25 to 05/31/25)

Month	# of Online UI Customers Served	# In-Person UI Customers Served	Total UI Customers Served	Daily Average
March 25	455	335	790	38
April 25	411	293	704	34
May 25	462	259	721	31

CFIS Web
S0199 - FA Sub-Area - CAO of Scioto County, Inc.
Over/Under Reconciliation

Sub-Area: S0199 - FA Sub-Area - CAO of Scioto County, Inc.
Quarter Ending: September 2025
Report Option: By Sub-Area

S0199 - FA Sub-Area - CAO of Scioto County, Inc.

Grant Group	End Date/ Liquidation	Budget		Draw		Financials by Account Type				Ceiling Excess	(Over) /Under
		Allocation	Available to Expend	Drawn	Available to Draw	Revenue Account=4	Disbursements Account=5	Adjustments Account=8	Total		
NDWG Opioid Fresh Start Inc 2 Admin	03/2025 03/2025	107,877.30	1,553.26	106,324.04	1,553.26	0.00	106,324.04	0.00	106,324.04	0.00	0.00
RESEA Admin	09/2025 09/2025	18,761.14	0.00	18,761.14	0.00	0.00	18,761.14	0.00	18,761.14	0.00	0.00
	06/2026 06/2026	12,443.00	9,014.89	12,443.00	0.00	0.00	3,428.11	0.00	3,428.11	0.00	(9,014.89)
RESEA Program	09/2025 09/2025	168,850.22	0.00	168,850.22	0.00	0.00	168,850.22	0.00	168,850.22	0.00	0.00
	06/2026 06/2026	111,991.00	70,553.04	107,906.58	4,084.42	0.00	41,437.96	0.00	41,437.96	0.00	(66,468.62)
WIOA Adult Admin	06/2025 09/2025	80,602.00	0.00	80,602.00	0.00	0.00	80,602.00	0.00	80,602.00	0.00	0.00
	06/2026 09/2026	84,619.00	2,140.06	84,619.00	0.00	0.00	82,478.94	0.00	82,478.94	0.00	(2,140.06)
	06/2027 09/2027	14,209.00	14,209.00	14,209.00	0.00	0.00	0.00	0.00	0.00	0.00	(14,209.00)
WIOA Dislocated Worker Admin	06/2025 09/2025	64,115.00	0.00	64,115.00	0.00	0.00	64,115.00	0.00	64,115.00	0.00	0.00
	06/2026 09/2026	82,640.50	0.00	82,640.50	0.00	0.00	82,640.50	0.00	82,640.50	0.00	0.00
	06/2027 09/2027	12,589.00	12,589.00	4,895.68	7,693.32	0.00	0.00	0.00	0.00	0.00	(4,895.68)
Not Subject to Allocation-LOCAL-100%		0.00	2,660,983.52	0.00	0.00	(6,740,924.11)	4,079,940.59	0.00	(2,660,983.52)	0.00	0.00
		0.00	283,004.27	0.00	0.00	(293,004.27)	0.00	0.00	(293,004.27)	0.00	0.00
NDWG-Opioid Fresh Start Admin	03/2025 03/2025	54,638.00	0.00	54,638.00	0.00	0.00	54,638.00	0.00	54,638.00	0.00	0.00
NDWG - Quest Admin	06/2025 09/2025	9,704.00	132.97	9,704.00	0.00	0.00	9,571.03	0.00	9,571.03	0.00	(132.97)
OMJ Branding	06/2025 06/2025	1,000.00	228.71	771.29	228.71	0.00	771.29	0.00	771.29	0.00	0.00
PY23 CCMEP WIOA Youth Admin	06/2025 09/2025	80,196.00	0.00	80,196.00	0.00	0.00	80,196.00	0.00	80,196.00	0.00	0.00
PY24 CCMEP WIOA Youth Admin	06/2026 09/2026	84,445.00	22,736.00	84,445.00	0.00	0.00	61,709.00	0.00	61,709.00	0.00	(22,736.00)

Sub-Area: S0199 - FA Sub-Area - CAO of Scioto County, Inc.

Quarter Ending: September 2025

Report Option: By Sub-Area

S0199 - FA Sub-Area - CAO of Scioto County, Inc.

Grant Group	End Date/ Liquidation	Budget		Draw		Financials by Account Type				Ceiling Excess	(Over) /Under
		Allocation	Available to Expend	Drawn	Available to Draw	Revenue Account=4	Disbursements Account=5	Adjustments Account=8	Total		
SFY25 State Special Projects	06/2025 09/2025	1,878,634.00	10,771.14	1,878,634.00	0.00	0.00	1,867,862.86	0.00	1,867,862.86	0.00	(10,771.14)
SFY25 State Special Projects Admin	06/2025 09/2025	288,505.00	120,040.48	288,031.98	473.02	(7,001.34)	175,465.66	0.00	168,464.52	0.00	(119,567.46)
PY25 CCWEP WIOA Youth Admin	06/2027 09/2027	72,522.00	72,522.00	23,939.21	48,582.79	0.00	0.00	0.00	0.00	0.00	(23,939.21)
S0199 Total:		3,228,341.16	3,230,478.34	3,165,725.64	62,615.52	(7,040,929.72)	6,978,792.54	0.00	(62,137.18)	0.00	(273,875.03)

GRIT Project

GRANT AWARD	19,000,000
PREVIOUS REQUESTED	15,070,714.49
BALANCE AFTER THIS REQUEST	\$3,709,773.84
TOTAL REQUESTED TO DATE	\$15,290,226.16
CURRENT ACCURALS	1,557,820.41
CURRENT OBILIGATIONS	2,151,953.43
GRANT START	7/1/2023
GRANT END	6/30/2025
LIQUATION PERIOD	CURRENTLY IN LIQUATION

Certified Public Records Training!

Spots are limited!

This live virtual training seminar is in accordance with Section 109.43 of the Ohio Revised Code requiring Sunshine Law Training for all elected officials and/or their appropriate designees. The law directs them to obtain certification for each of their elected terms. This seminar satisfies the mandatory CPRT training requirement.

There will be an in-depth examination of the responsibilities of elected officials and public offices, along with a review of the rights of the public records requester. The Public Records Act, Open Meetings Act and Records Retention will be discussed, including but not limited to:

- new changes in the laws;
- requirements to conduct proper open meetings, executive sessions, and keep and maintain minutes;
- the requirement that records be maintained in a manner in which a public office must comply with a public records request;
- the remedies and penalties that may be imposed for failure to comply and;
- key definitions, exemptions, practical compliance with a public records request, enforcement and penalties, and the roles of the Attorney General's Office and the Auditor of State.

Participants are required to attend for the entire three hours. There will be one 15-minute break. Partial credit will not be awarded for this webinar.

Attendance requirements will be set for this training. Attendees who do not meet the attendance requirements **will not** be awarded a certificate of completion.

This webinar will not be available as an on-demand training following the event. It will be presented as a live-virtual training only.

If you are an attorney seeking CLE credit, you must enter your attorney number during the registration process.

Carefully read and follow the technical requirements located in your confirmation email to ensure you have a smooth viewing experience.

Questions? Contact the AOS Training Department at AOSTraining@ohioauditor.gov.

WDB Area 1 Board Members: Michelle Cutlip, Board Admin Asst., is permitted by AOS to attend on your behalf. If you elect to have Michelle attend for you, please notify Michelle before October 1st, so she can register to attend for you. She must provide the name of all members she's attending for at the time of her registration.

Michelle's email michelle.cutlip@sciototech.org or call 740-259-6942

OHIO AUDITOR OF STATE KEITH FABER



Auditor of State
Bulletin 2025-007

DATE ISSUED: August 27, 2025

TO: All Public Offices
Independent Public Accountants

FROM: Keith Faber
Ohio Auditor of State

SUBJECT: Adoption of Cybersecurity Program

Background

Ohio Rev. Code § 9.64, enacted through House Bill 96, requires political subdivisions to set and adopt standards safeguarding against cybersecurity threats and ransomware attacks. This bulletin details the requirements of Ohio Rev. Code § 9.64, which are effective September 30, 2025.

Local governments, typically defined as “political subdivisions”¹, have increasingly become targets for cybercriminals. They are vulnerable to cyber-attack schemes because of limited cybersecurity budgets, outdated systems and a range of accessible electronic and digital services. Cyber-attacks—such as ransomware, phishing, social engineering, and data breaches—disrupt government services, expose personal and financial information, incur significant costs, and reduce public trust.

Cybersecurity Program Compliance Requirements

Under this new law, each political subdivision’s legislative authority **shall** adopt a “cybersecurity program” that safeguards the entity’s data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. *See* Ohio Rev. Code § 9.64 (C).

¹ Political subdivision is defined as a county, township, municipal corporation, or other body corporate and politic responsible for governmental activities in a geographic area smaller than that of the state.

The program shall be consistent with generally accepted best practices for cybersecurity² and may include, but are not limited to the following:

- Identify and address the critical functions and cybersecurity risks of the political subdivision.
- Identify the potential impacts of a cybersecurity breach.
- Specify mechanisms to detect potential threats and cybersecurity events.
- Specify procedures for the political subdivision to establish communication channels, analyze incidents, and take actions to contain cybersecurity incidents.
- Establish procedures for the repair of infrastructure impacted by a cybersecurity incident, and the maintenance of security after the incident.
- Establish cybersecurity training requirements for all employees. The frequency, duration, and detail of which shall correspond to the duties of each employee. Annual training provided by the state and the Ohio Persistent Cyber Initiative (O-PCI) program of the Ohio Cyber Range Institute, satisfies the training requirements. The O-PCI program delivered by the Ohio Cyber Range Institute (<https://www.ohiocyberangeinstitute.org/opci>) and the Ohio Cyber Reserve (<https://homelandsecurity.ohio.gov/ohio-cyber-integration-center/overview>) includes online, hybrid and in person modules tailored to various types of organizations, from small to large, rural to urban and is funded by the State and Local Cybersecurity Grant Program.

Political subdivisions should adopt a cybersecurity program/policy that is tailored to the unique environment/needs of their entity.

Cyber Security Program Implementation Due Dates

<u>Entity Type</u>	<u>Due Date</u>
County	January 1, 2026
City	January 1, 2026
All Other Entity Types	July 1, 2026

Reporting Requirements after Discovery of Cybersecurity or Ransomware Incident

Upon discovering a cybersecurity incident or ransomware incident, the legislative authority of a political subdivision shall notify both:

- The Executive Director of Ohio Homeland Security within the Ohio Department of Public Safety as soon as possible but not later than 7 days after discovering the incident. Incidents can be reported to Homeland Security's Ohio Cyber Integration Center (OCIC)

² Examples of generally accepted cybersecurity standards that entities use to build best practices for cybersecurity include, but are not limited to, the National Institute of Standards and Technology (NIST) cybersecurity framework and the Center for Internet Security (CIS) cybersecurity best practices.

at: <https://homelandsecurity.ohio.gov/ohio-cyber-integration-center>, OCIC@dps.ohio.gov or 614-387-1089.

- The Ohio Auditor of State as soon as possible but not later than thirty (30) days after discovering the incident. Incidents can be reported to the Ohio Auditor of State via email to Cyber@ohioauditor.gov using the form located at: <https://ohioauditor.gov/fraud/cybersecurity.html>

Cybersecurity Incident Defined

A cybersecurity incident includes *any* of the following:

- A substantial loss of confidentiality, integrity, or availability of a covered entity's information system or network.
- A serious impact on the safety and resiliency of a covered entity's operation systems and processes.
- A disruption of a covered entity's ability to engage in business or industrial operations or deliver goods or services.
 - A disruption could include payment re-direct, payroll re-direct, spear phishing. Refer to AOS Audit Bulletin [2024-003](#) for additional examples.
- Unauthorized access to an entity's information system or network, or nonpublic information contained therein, that is facilitated or is caused by:
 - A compromise of a cloud service provider, managed service provider, or other third-party data hosting provider; or
 - A supply chain compromise.

A cybersecurity incident does not include mere threats of disruption as extortion; events perpetrated in good faith in response to a request by the system owner or operator; or lawfully authorized activity of a United States, state, local, tribal, or territorial government entity.

Ransomware Incident Defined

Ransomware incident is defined as a malicious cybersecurity incident in which a person or entity introduces software that gains unauthorized access to or encrypts, modifies, or otherwise renders unavailable a political subdivision's information technology systems or data and thereafter the person or entity demands a ransom to prevent the publication of the data, restore access to the data, or otherwise remediate the impact of the software.

Ransomware Payment Only Permitted after Public Vote by Legislative Authority

A political subdivision experiencing a ransomware incident shall not pay or otherwise comply with a ransom demand unless the political subdivision's legislative authority formally approves the payment or compliance with the ransom demand in a resolution or ordinance that specifically states why the payment or compliance with the ransom demand is in the best interest of the political subdivision.

Public Records Exemption

Records, documents, or reports related to the cybersecurity program and framework, and reports of a cybersecurity incident or ransomware incident are not public records under Ohio Rev. Code § 9.64. Records identifying cybersecurity-related software, hardware, goods, and services, that are being considered for procurement, have been procured, or are being used by a political subdivision, including vendor name, product name, project name, or project description constitute “security records” and are exempt from the requirements to produce those records in response to a public records request.

Testing Compliance Requirements

Compliance procedures will be developed and incorporated into the Ohio Compliance Supplement.

Guidance

Additional cybersecurity resources, including incident response tips and free training are available on the Auditor of State’s website at <https://ohioauditor.gov/fraud/cybersecurity.html>.

Questions

If you have any questions regarding the information presented in the Bulletin, please contact the Special Investigations Unit at the Auditor of State’s Office at 800-282-0370.

A handwritten signature in black ink, reading "Keith Faber". The signature is written in a cursive style with a large, stylized "K" and "F".

Keith Faber
Ohio Auditor of State

Local Area 1
Brown County Department of Job & Family Services
CCMEP Program Monitoring Review Summary
Program Year 2024

The ODJFS Program Monitoring Review process utilizes a standardized review guide to provide a consistent framework for conducting the reviews of all WIOA Local Areas and CCMEP lead agencies throughout the state. Below is a chart showing each section subject to our monitoring review and the applicability to your agency's current review, along with a summary of any significant observations related to those sections.

Program Name	Subject to Review	Significant Observations	ODJFS Area Responsible for Assistance
Administration	Yes	Yes (CIP 1)	Office of Workforce Development (OWD)
Adult/Dislocated Worker Case File Review	No	N/A	None
Youth Case File Review	Yes	Yes (CIP 2)	Office of Workforce Development (OWD)
Special Grant Funds	No	N/A	None

Significant Observations (See Associated Continuous Improvement Plans Attached)

CIP 1 Maintaining Records – Names of Other Individuals in the Case File

CIP 2 Reporting Accurate and Timely Information in ARIES – Incorrect Information



Workforce Development Board Area 1

4057-A Gallia Pike
Franklin Furnace, OH 45629
(740) 259-6943

Crystal Keaton, Director
Holly Johnson, Board Chair

www.omjwda1.org

Continuous Improvement Plan 2

For each significant observation and recommendation noted from the ODJFS/Bureau of Monitoring and Consulting Services review, the following is our improvement(s) taken or proposed. For significant observations where improvement has not been taken or proposed, attachments set forth our basis for not taking or proposing improvement:

1. Observation/Recommendation:

Reporting Accurate and Timely Information in ARIES – Incorrect Information

20 CFR 683.300 states in part:

(d) Performance reports. (1) States must submit an annual performance report for each of the core workforce programs administered under WIOA as required by sec. 116 (d) of the WIOA and in accordance with part 677, subpart A of this chapter.

20 CFR 677.240 states in part:

(a) States must establish procedures, consistent with guidelines issued by the Secretary of Labor or the Secretary of Education, to ensure that they submit complete annual performance reports that contain information that is valid and reliable, as required by WIOA sec 116 (d)(5).

OAC 5101:9-30-04(A) states:

The following entities will ensure accurate reporting of local Workforce Innovation and Opportunity Act (WIOA) participants, activities, financial and performance information to ODJFS

- (1) Chief elected officials as defined by section 3(9) of WIOA.
- (2) The local workforce development board, as established by section 107 of WIOA.
- (3) The OhioMeansJobs center operator, the provider of career services, and the provider of youth services identified in section 107(d)(10) of WIOA.
- (4) The fiscal agent as established in section 107(d)(12)(B)(i)(II) of WIOA.

We reviewed two in-school (CCMEP TANF/WIOA) and eight out-of-school (CCMEP WIOA) youth files in Brown County to verify and validate the case file information against what was reported in



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

OhioMeansJobs.

Adams, Brown, Pike & Scioto Counties

A proud partner of the
American Job Center network

determined that of the case files reviewed, three out-of-school and two in-school youth files had errors or did not contain accurate and timely information in ARIES. The following issues were noted during the case file review:

- One out-of-school (CCMEP WIOA) case file had an Occupational Skills Training (OST) service that was still active in ARIES at the time the case report was downloaded on 3/20/2025, but the case file had a completion certificate dated 1/9/2025 and a case note dated 1/13/2025 that stated the certificate was received.
- One out-of-school (CCMEP WIOA) case file had a Supportive Service for a car repair (with an actual start date of 11/5/2024), but the service was still open at the time of the review.
- One out-of-school (CCMEP WIOA) case file had five open Supportive Services (with actual start dates of 9/1/2022, 4/17/2023, 8/1/2023, 9/1/2023, 9/9/2023, and 10/3/2023) that were still open at the time of the review. In addition, three of the open Supportive Services were for the same type of service.
- One in-school (CCMEP TANF/WIOA) case file had a Supportive Service for tires with an actual start date of 6/5/2024, but the service was still active at the time of the review.
- One in-school (CCMEP TANF/WIOA) case file had a two, open Supportive Services (with actual start dates of 10/24/2023 and 9/25/2024) that were provided, but were still active at the time of the review.

Recommendation

The participant file and ARIES record should be revised and/or updated to reflect the appropriate status and accurate and complete case information. The local area and lead agency should work with the service provider to ensure they have a clear understanding of the data and reporting requirements and the need for accuracy and timeliness. The local area and lead should develop controls and procedures to ensure participants are properly assessed and enrolled in the correct program. All case information needs to be accurately reported and properly documented in the case. The local area and lead agency should include a review for these elements during their internal monitoring and reviews of service providers.

2. Underlying Cause:

The underlying cause of the issue is linked to the transition from the Ohio Workforce Case Management System (OWCMS) to the ARIES platform, which coincided with the rollout of updated policies. This dual shift created challenges for staff as they learned new system functions while simultaneously adjusting to revised procedures. The basis for this conclusion is supported by staff feedback, documented inconsistencies in case records, and the timing of the observed issues, all of which align with the system and policy transition period. While these findings highlight areas requiring improvement, they also reflect the natural learning curve associated with implementing new technology and compliance measures. Moving forward, the

plan will emphasize corrective action through targeted training, clear guidance, and ongoing technical support to both ensure compliance with policy and equip staff with the confidence and skills to operate effectively within ARIES.

3. Implementation Steps:

The following process will be implemented for the Case Management Team to follow. We will also be reviewing this periodically.

Monthly File Review & Closure Process for Career Specialists

Ongoing Reminder

Always close completed services immediately after the service is delivered.

The monthly file review serves as a safety net to catch any services that may have been overlooked.

Monthly Workflow

Step 1: File Review

- **When:** First week of each month
- **Who:** Case managers
- **What:** Review open services on ISPs or IOPs
- **Goal:** Identify any services that were completed but not yet closed

Step 2: Document Completion

- **By:** Second Friday of the month
- **What:** Update the IOP/ISP

Step 3: Submit to MIS

- **By:** Third Monday of the month
- **How:** turn in updated IOP/ISP to MIS

4. Resource Needs:

No additional resources are needed.

5. Implementation Schedule:

Case Management and Management Information System (MIS) team completed the initial file review process training on August 20th, 2025, and will review it periodically as refresher training. The file review and closure process form is filed in our digital workflow database, utilized by all staff.

6. Person Responsible for Implementation:

The OMJ Adams Brown Director and Assistant Director conducted the meeting with the Case Management and MIS Team.

Signed:

Sheri Adams
Name

Brown Co. Job and Family Services
Lead Agency Director

9/9/25
Date

Crystal Keaton
Name

WDB 1/Director
Workforce Development Board/Title

09/10/2025
Date

Improper file documentation could lead to questions regarding eligibility and appropriateness of services. Including other participant information into another's case file could result in incorrect information being used to make decisions and it creates the potential for a breach in confidentiality and protected information.

Recommendation

Documents and case notes must be maintained in the participant's file which accurately document the required information as outlined, along with any additional information necessary to adequately document the history of the case. The local area and lead agency should develop a policy, procedure, or protocol to ensure all participant eligibility and case history is documented and the case file only contains that participant's information.

2. Underlying Cause:

A tracking document was inadvertently left in a file while the Career Specialist was monitoring tuition payments for participants' ITAs. The Management Information System (MIS) team didn't discover the ill-placed document during their file reviews.

3. Implementation Steps:

The MIS and Career Specialist Teams will be trained to emphasize the importance of properly maintaining and securing tracking forms at all times.

4. Resource Needs:

No additional resources are required. A training video will be developed and shared with all staff.

5. Implementation Schedule:

8/20/2025 – Conducted training meeting with MIS Team and the Career Specialist

8/20/2025 – 9/30/2025-Share training video with all staff.

6. Person Responsible for Implementation:

The OMJ Adams Brown Director and Assistant Director conducted the training meeting with the Management Information System (MIS) team and the Career Specialist. They will also review the training video with all staff members.

Signed:

Sheri Salton

Name

Brown Co Job and Family Services

Lead Agency Director

9/9/25

Date

Crystal Keaton

Name

WDB 1/Director

Workforce Development Board/Title

09/10/2025

Date



Workforce Development Board Area 1

4057-A Gallia Pike
Franklin Furnace, OH 45629
(740) 259-6943

Crystal Keaton, Director
Holly Johnson, Board Chair

www.omjwda1.org

May 5, 2025

To: Debora Plymail, Director OhioMeansJobs Adams/Brown County
From: Dwayne Alexander, Business Manager Workforce Development Area #1
CC: Crystal Keaton, Director Workforce Development Area #1
Subject: Monitoring Review Adams and Brown County

Monitoring for Dislocated Worker, Fresh Start and Car Repair Programs have been completed. No issues nor findings at this time. Please let the staff working with these participants know the files were well put together and efficient for monitoring.



OhioMeansJobs.

Adams, Brown, Pike & Scioto Counties

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American Job Center network

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Locations: Adams County

19221 St. Rt. 136
Winchester, OH 45697

937-695-0316
800-233-7891

Brown County

406 W. Plum Street
Georgetown, OH 45121

937-795-0316
800-553-7393 Ext 261

Pike County

941 Market Street
Piketon, OH 45661

740-289-2371

Scioto County

433 Third Street
Portsmouth, OH 45662

740-354-7544



Workforce Development Board Area 1

4057-A Gallia Pike
Franklin Furnace, OH 45629
(740) 259-6943

Crystal Keaton, Director
Holly Johnson, Board Chair

www.omjwda1.org

May 5, 2025

To: Lisa Pfeifer, Director OhioMeansJobs Pike County

From: Dwayne Alexander, Business Manager Workforce Development Area #1

CC: Crystal Keaton, Director Workforce Development Area #1

Subject: Monitoring Review Pike County

Monitoring for Dislocated Worker, Fresh Start and Car Repair Programs have been completed. Files were well put together and efficient for monitoring. The following findings were noted during the monitoring.

Jacob Shanks	Unable to find ISP in participant file Unable to find Citizenship Status form in participant file Corrective Action Required within 14 days. Copies of required ISP and proof of citizenship status to be entered into the customer file and copies sent to WDB1's monitor. <i>Completed @ CK 9/2/25</i>
Brenton King	Unable to find ISP in participant file. Participant eligibility did not contain WIOA Adult enrollment. Corrective Action Required within 14 days. Copies of required ISP and Eligibility's WIOA Adult enrollment to be entered into the customer file and copies sent to WDB 1's monitor. <i>Completed @ CK 9/2/25</i>



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Workforce Development Board Area 1

4057-A Gallia Pike
Franklin Furnace, OH 45629
(740) 259-6943

Crystal Keaton, Director
Holly Johnson, Board Chair

www.omjwda1.org

May 5, 2025

To: Luanne Valentine, Director OhioMeansJobs Scioto County
From: Dwayne Alexander, Business Manager Workforce Development Area #1
CC: Crystal Keaton, Director Workforce Development Area #1
Subject: Monitoring Review Scioto County

Monitoring for Dislocated Worker, Fresh Start and Car Repair Programs have been completed. The following finding was noted during the monitoring.

Bethany Raby	Participant file unorganized. Loose documents need to be secured in file. Corrective Action: Within the next 30 days the file needs to be organized and then ongoingly properly maintained. OMJ Scioto to notify WDB 1 once corrective action is completed. <i>Completed (CK) 9/2/25</i>
--------------	--



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Portsmouth, OH 45662

740-354-7544



OhioMeansJobs.

Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties

A proud partner of the American Job Center Network

Type of Monitoring: Adult & Youth Program Monitoring	Date: April 2025
County: OhioMeansJobs Adams Brown Counties	Monitor: Michelle Cutlip/ Sarah Carver

Contact Person: Debora Plymail, Director of OhioMeansJobs Adams Brown Counties. Susan Huff, Assistant Director of OhioMeansJobs Adams Brown Counties

Report: File Monitoring Summary

Monitoring Activity:

The following participant files were monitored:

- Jennah Easterling (Adult)
- Lakota Croghan (Adult)
- Christin Scaff (Youth)
- Malaki Raines (Youth)
- Silvia Sage Black (Adult)
- Tierra Sroufe (Adult)
- Adam Swartz (Adult)
- Michelle Mahaffey (Adult)
- Dakota Bolender (Youth)
- Tehya Dryden (Youth)
- Mariah Weaver Whitaker (Youth)

Findings:

All reviewed files have been thoroughly examined. No findings or discrepancies were identified during the monitoring process.


Signature of Monitor & Date

5/3/25



OhioMeansJobs

Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties

A proud partner of the American Job Center Network

Type of Monitoring: Adult & Youth Program Monitoring	Date: May 2025
County: OhioMeansJobs Pike County	Monitor: Michelle Cutlip/ Sarah Carver

Contact Person: Lisa Pfeifer, Director of OhioMeansJobs Pike County

Report: File Monitoring Summary

Monitoring Activity:

The following participant files were monitored:

- Seth Garrison
- Sheridan Ison
- Jonathan Carpenter
- Keith Leeth Jr.
- Brooklyn Fletcher
- Cheyanna Music
- Charles Fyffe
- Emma Henderson

Findings:

All reviewed files have been thoroughly examined. No findings or discrepancies were identified during the monitoring process.


Signature of Monitor & Date

5/30/25



OhioMeansJobs.

Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties

A proud partner of the American Job Center Network

Type of Monitoring: Adult & Youth Program Monitoring	Date: May 2025
County: OhioMeansJobs Scioto County	Monitor: Michelle Cutlip/ Sarah Carver

Contact Person: Luanne Valentine, Director of OhioMeansJobs Scioto County

Report: File Monitoring Summary

Monitoring Activity:

The following participant files were monitored:

- Lance Rand
- Andrea Chalfan
- Deborah Rideout
- Bryce Borders
- Faith Newman Curtis
- Austin Haney
- Steven Miller
- James Keaton

Findings:

All reviewed files have been thoroughly examined. No findings or discrepancies were identified during the monitoring process. However, it is suggested to double-check applications to ensure all required signatures are present and to maintain up-to-date case notes consistently.


Signature of Monitor & Date

5/13/25

Federal Workforce Development Legislative Update

The past 30 days have seen significant developments in federal workforce policy discussions that may impact local workforce development board structures and WIOA Adult, Dislocated Worker, and Youth Programs.

The primary focus has been on competing visions for the future of workforce development funding and program structure. The Trump Administration has proposed substantial changes through its FY26 budget proposal, while Congressional leaders continue to work on WIOA reauthorization efforts separate from the administration's approach.

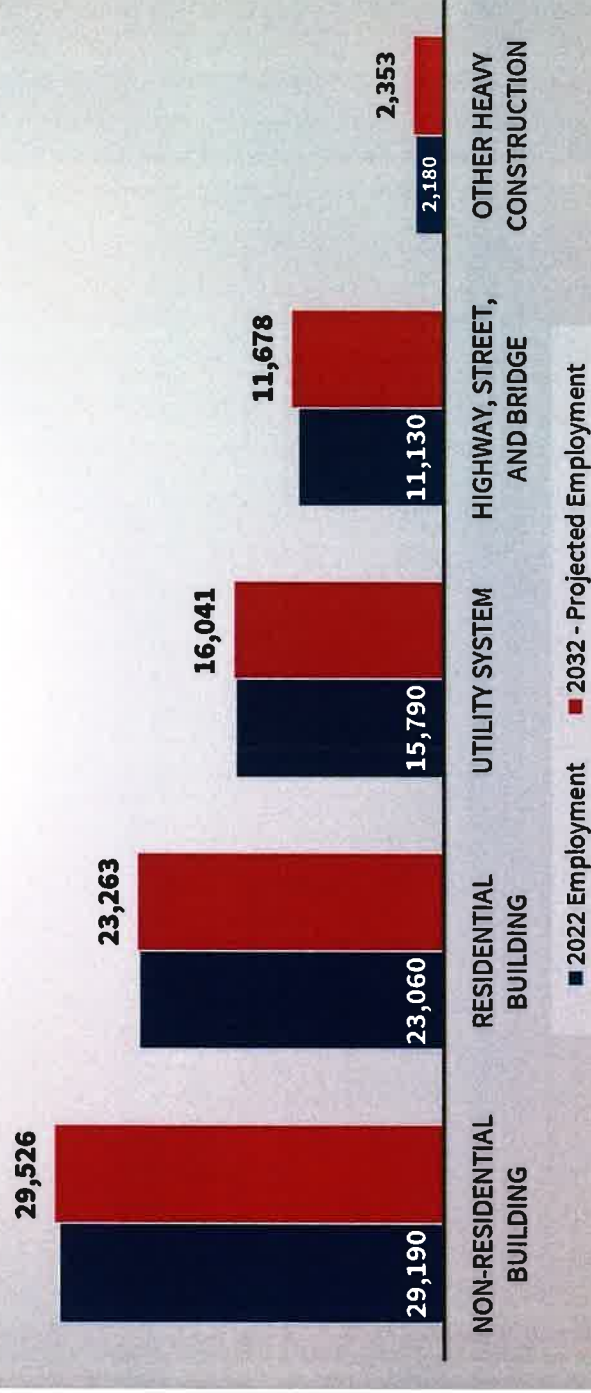
Key Points from Recent Federal Discussions:

- **Make America Skilled Again (MASA) Block Grant Proposal:** The Trump Administration's FY26 budget proposal introduces a significant consolidation of workforce programs into a single "Make America Skilled Again" (MASA) grant. This would replace specific WIOA Titles and consolidate funding for programs including YouthBuild, reentry employment programs, migrant and seasonal farmworkers initiatives, and apprenticeship funding.
- **Senate Opposition to MASA Consolidation:** The Senate Appropriations Committee has rejected the MASA block grant approach in its FY26 bill, instead opting to maintain separate funding categories for workforce programs, generally at amounts close to previous year levels.
- **Performance Dashboard Launch:** On August 13, 2025, the Department of Labor launched a new performance dashboard providing transparency into the effectiveness of WIOA Adult, Youth, and Dislocated Worker programs across over 550 local workforce development boards nationwide.
- **Perkins and WIOA Title II Administrative Changes:** The Supreme Court recently cleared the way for the administration of Perkins and WIOA Title II adult education and literacy programs to move from the Department of Education to the Department of Labor, raising concerns about administrative confusion and potential program disruptions.
- **Workforce Pell Implementation:** Progress continues on implementing the "Workforce Pell" provision from the reconciliation bill, which will expand Pell Grant eligibility to students enrolled in certain short-term postsecondary programs. This could significantly impact how workforce training is funded.
- **Local Workforce Board Structure Concerns:** Workforce development professionals have expressed concerns about proposals that could undermine the current locally-driven workforce system by shifting more authority to state governors without clear guidelines for ensuring funds reach all communities.

While bipartisan interest in WIOA reform persists, the specific direction of reauthorization remains uncertain as we navigate competing visions for the future of workforce development.



Ohio's Construction Industry Employment Projections 2022-2032



Note: This graph shows select construction NAICS codes. Find more [Industry Employment Projections](https://www.ohioLMI.com) on OhioLMI.com.



**Department of
Job & Family
Services**

Labor Market Information

**Construction Appreciation Week
September 15-19, 2025**

ContactLMI@jfs.ohio.gov | 614.752.9494



Department of
Job & Family
Services

Truck Driver Appreciation Week September 14-20, 2025

Employment Data	Heavy and Tractor-Trailer Truck Drivers	Light Truck Drivers
-----------------	--	------------------------

2022 Employment

97,460

38,167

2032 Projected Employment

100,973

40,882

Percent Change

3.60%

7.11%

Total Annual Openings

10,441

4,291

Median Annual Wage

\$58k

\$41k

Sources: Occupational Employment Projections (2022-2032) and
Occupational Employment and Wage Statistics (2024)

Thank you to the truck drivers across Ohio who keep things moving!

ContactLMI@jfs.ohio.gov | 614.752.9494

OhioLMI.com

Total Wages (in thousands of dollars)
as Covered under the Ohio and Federal Unemployment Compensation Laws
by North American Industry Classification System (NAICS) Industrial Sector and County (a)

NAICS Industrial Sector	Ohio	Adams	Brown	Pike	Scioto	Clermont	Highland	Jackson	Lawrence	Ross
Total covered under Ohio UC Law (b)	\$92,387,567	\$91,842	\$89,915	\$175,182	\$323,764	\$924,960	\$126,467	\$120,079	\$164,930	\$401,392
Private Sector	81,396,201	77,455	64,058	157,139	247,715	818,068	97,988	100,438	132,428	326,829
Agriculture, forestry, fishing and hunting	274,967	(c)	(c)	(c)	(c)	(c)	761	1,483	(c)	686
Mining	197,051	(c)	(c)	(c)	(c)	(c)	577	267	(c)	241
Utilities	556,162	1,216	(c)	(c)	2,387	6,649	1,626	1,418	4,463	4,737
Construction	5,809,291	7,465	4,659	12,264	10,348	76,072	11,470	13,172	17,584	13,464
Manufacturing	13,402,254	19,500	11,216	9,899	25,049	115,990	27,784	35,219	17,264	88,070
Wholesale trade	5,752,866	3,454	2,651	(c)	4,687	47,862	4,117	2,206	2,526	10,485
Retail trade	5,278,692	6,959	8,933	8,237	24,214	85,984	13,480	9,955	12,888	34,976
Transportation and warehousing	4,147,168	1,099	(c)	8,382	5,969	63,851	2,313	2,408	11,539	18,264
Information	1,648,982	638	555	384	1,232	49,175	784	1,029	973	3,231
Finance and insurance	6,056,975	3,463	2,823	4,171	6,095	56,401	6,206	3,293	2,300	9,116
Real estate and rental and leasing	1,200,918	467	672	1,113	2,693	13,734	841	975	2,325	2,026
Professional and technical services	7,830,447	(c)	(c)	(c)	7,074	61,387	1,517	(c)	3,204	5,113
Management of companies and enterprises	4,613,015	(c)	(c)	(c)	1,377	12,230	379	(c)	1,731	3,884
Administrative and waste services	3,833,833	1,295	3,284	61,463	5,687	55,594	2,197	4,825	2,085	7,280
Educational services	1,150,570	(c)	447	(c)	1,531	4,136	495	(c)	456	2,070
Health care and social assistance	13,745,411	(c)	14,417	(c)	129,265	92,429	16,173	(c)	41,937	100,451
Arts, entertainment, and recreation	1,093,437	286	435	(c)	609	7,003	602	172	330	876
Accommodation and food services	2,895,601	2,371	4,740	(c)	13,754	42,840	4,183	4,574	5,782	17,678
Other services, except public administration	1,908,562	1,092	2,164	1,368	5,165	24,570	2,484	1,403	4,920	4,182
State & Local Government	10,991,366	14,387	25,857	18,043	76,049	106,892	28,479	19,641	32,502	74,563
State Government	2,935,968	703	4,117	1,457	30,143	11,394	1,523	2,817	2,573	31,042
Local Government	8,055,398	13,684	21,740	16,586	45,906	95,498	26,956	16,824	29,929	43,521
Federal Government (d)	1,950,691	888	1,720	1,440	3,093	9,937	1,411	1,062	2,027	39,295

(a) Preliminary, based upon employers' reports for Fourth Quarter 2024 received in the Bureau of Labor Market Information through April 1, 2025. (b) Summed totals and subtotals for the state and each county may not equal the sum of industrial divisions because of the exclusion of those industries with fewer than three employers or because of rounding. Includes the Private Sector, State and Local Government entities, but excludes Federal Government agencies. (c) Suppressed for confidentiality. (d) Includes only Federal Government agencies. (e) Out of state includes total wages of workers employed in Ohio, who report to a base outside Ohio, and are not classifiable by county; total wages of government employees stationed outside Ohio.

Average Quarterly Employment
as Covered under the Ohio and Federal Unemployment Compensation Laws
by North American Industry Classification System (NAICS) Industrial Sector and County (a)

NAICS Industrial Sector	Ohio	Adams	Brown	Pike	Scioto	Clermont	Highland	Jackson	Lawrence	Ross
Total covered under Ohio UC Law (b)	5,477,354	6,859	7,887	10,615	25,228	61,981	10,910	10,064	13,655	27,620
Private Sector	4,812,363	5,625	5,811	9,240	20,209	54,825	8,637	8,554	10,929	22,867
Agriculture, forestry, fishing and hunting	19,986	(c)	(c)	(c)	(c)	(c)	66	118	(c)	69
Mining	8,709	(c)	(c)	(c)	(c)	(c)	29	19	(c)	16
Utilities	18,519	47	(c)	(c)	89	215	60	53	138	179
Construction	256,437	503	279	581	615	3,933	644	681	950	762
Manufacturing	678,272	841	700	824	1,582	6,501	1,973	2,419	1,093	4,574
Wholesale trade	239,775	236	191	(c)	354	1,981	315	117	157	637
Retail trade	550,310	861	1,039	1,040	2,745	9,202	1,657	1,311	1,702	3,864
Transportation and warehousing	261,648	69	(c)	704	487	3,572	205	179	839	1,342
Information	65,186	34	26	23	75	1,213	60	112	52	198
Finance and insurance	231,487	199	194	255	377	2,314	371	176	189	499
Real estate and rental and leasing	70,017	41	53	58	213	929	77	69	162	158
Professional and technical services	289,400	(c)	(c)	(c)	472	2,688	121	(c)	211	347
Management of companies and enterprises	147,935	(c)	(c)	(c)	91	539	25	(c)	80	141
Administrative and waste services	295,262	245	198	2,224	534	3,730	258	452	205	918
Educational services	97,506	(c)	64	(c)	160	539	94	(c)	96	156
Health care and social assistance	862,066	(c)	1,261	(c)	9,120	6,830	1,297	(c)	3,403	5,194
Arts, entertainment, and recreation	81,374	38	103	(c)	115	1,003	86	47	46	155
Accommodation and food services	478,754	558	994	(c)	2,567	7,405	1,001	1,088	1,215	3,126
Other services, except public administration	159,720	115	258	151	561	2,061	300	176	375	532
State & Local Government	664,991	1,234	2,076	1,375	5,019	7,156	2,273	1,510	2,726	4,753
State Government	137,398	43	238	88	1,586	807	91	132	146	1,417
Local Government	527,593	1,191	1,838	1,287	3,433	6,349	2,182	1,378	2,580	3,336
Federal Government (d)	85,529	65	103	57	172	433	97	72	131	1,767

(a) Preliminary, based upon employers' reports for Fourth Quarter 2024 received in the Bureau of Labor Market Information through April 1, 2025. (b) Summed totals and subtotals for the state and each county may not equal the sum of industrial divisions because of the exclusion of those industries with fewer than three employers or because of rounding. Includes the Private Sector, State and Local Government entities, but excludes Federal Government agencies. (c) Suppressed for confidentiality. (d) Includes only Federal Government agencies. (e) Out of state includes total number of workers employed in Ohio, who report to a base outside Ohio, and are not classifiable by county; total number of government employees stationed outside Ohio.

WORKFORCE DEVELOPMENT BOARD #1 Workforce Innovation and Opportunity Act (WIOA) Strategic Plan

Area #1 Adams, Brown, Pike and Scioto Counties 2026-2030

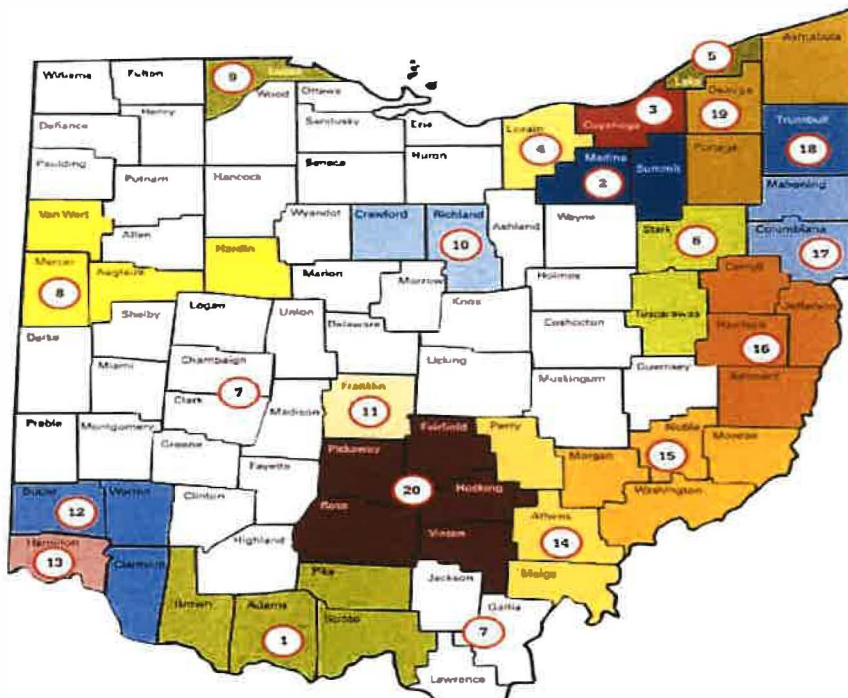
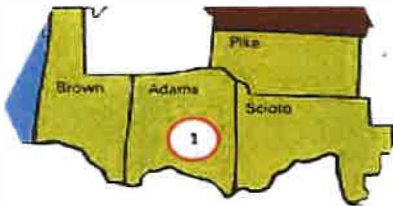


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II. Regional Labor Market Information and Analysis

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IV. Local Plan - Workforce Development Area #1

V. Assurances

VI. Signature Page

I. Regional Plan Overview

The Workforce Innovation and Opportunity Act of 2014 required the state to submit a four-year (2026-2030) Regional Plan to the Department of Labor.

The State of Ohio identified planning regions, which identified Workforce Development Area #1 (WDA #1) as being a stand-alone region.

WDA #1 covers Adams, Brown, Pike and Scioto Counties.

The following regional plan outlines a comprehensive strategic plan for WDA #1, which emphasizes how we will proceed in building a workforce development system that is:

- Customer focused on both the jobseeker and business-focused
- Able to anticipate and respond to the needs of regional economies

WDB #1

The Workforce Development Board (WDB #1) in Area #1, covering Adams, Brown, Pike and Scioto Counties, is a regional organization with a 51% business membership and the remaining membership from labor, education and training, disabilities, veterans, youth organizations, Wagner-Peyser. The WDB#1 oversees the operations of the four OhioMeansJobs (OMJ) Centers in Adams, Brown, Pike and Scioto Counties. Each of the centers provide businesses with practical and easy solutions for their workforce needs; work with employers, education and workforce partners to seamlessly bridge the skills gap; and develop workforce solutions for customers of the OMJ Centers.

II. Regional Labor Market Information and Analysis

1. Regional Analysis of Economic Conditions and Employment Needs

Demographics

County Population Median Age Under 18 25-44 years 45-64 years 65+ years

Adams	27,396	42.1	6,691	6,351	7,780	4,856
Brown	43,572	40.8	10,014	10,184	12,299	7,900
Pike	28,000	39.9	6,501	6,674	7,812	1,915
Scioto	76,040	39.9	16,590	19,132	20,179	13,526

Economic Conditions

The regional economy continues to experience transition from traditional industries toward emerging sectors. Healthcare and social assistance represent the largest growth opportunities, while advanced manufacturing and technology-enabled remote work provide emerging pathways for economic development.

Unemployment Rates (2024 Annual Average)

County Unemployment Rate Statewide Rank

Adams	6.0%	4
Brown	5.0%	19
Pike	5.4%	11
Scioto	5.8%	8

The regional average unemployment rate of 5.55% demonstrates continued economic challenges, with three of four counties ranking in the top 11 statewide for unemployment. This aligns with state-identified patterns of higher unemployment in Appalachian counties.

Civilian Labor Force (2024)

County Labor Force Employed Unemployed

Adams	10,995	10,396	599
Brown	20,663	19,654	1,009
Pike	11,216	10,496	720
Scioto	30,331	28,010	2,321

In-Demand Industry Sectors and Occupations

Based on analysis of regional job postings and alignment with Ohio's in-demand jobs list, key sectors include:

Healthcare and Social Assistance

- Registered Nurses
- Medical Assistants
- Certified Nursing Assistants
- Home Health Aides

Transportation and Warehousing

- Commercial Driver's License holders (25.1% of regional job ads)
- Logistics and supply chain workers

Manufacturing

- Production workers
- Quality control inspectors
- Maintenance technicians

Accommodation and Food Services

- Food service workers
- Hospitality staff
- Customer service representatives

Employment Needs of Employers

Analysis through our Business Resource Network identifies critical employer needs:

Essential Certifications

- Commercial Driver's License (25.1% of job ads)
- Healthcare certifications (CPR, CNA, LPN)
- OSHA safety certifications
- Food handling certifications

Core Skills

- Digital literacy and computer skills
- Customer service and communication
- Problem-solving abilities
- Reliability and work readiness

2. Analysis of the Regional Workforce

Educational Attainment (Population 25 years and over)

County	Total Pop 25+	HS Graduate+	Bachelor's+	Some College, No Degree
Adams	18,784	15,997 (85.2%)	2,677 (14.2%)	2,963 (15.8%)
Brown	30,555	26,817 (87.8%)	4,821 (15.8%)	5,187 (17.0%)
Pike	18,589	15,913 (85.6%)	2,706 (14.6%)	2,477 (13.3%)
Scioto	50,933	45,172 (88.7%)	9,143 (17.9%)	9,868 (19.4%)
Regional Total	118,861	103,899 (87.4%)	19,347 (16.3%)	20,495 (17.2%)

The regional high school graduation rate of 87.4% falls below the state average of 91.1%. Bachelor's degree attainment at 16.3% is significantly below the state average of 29.7%, reflecting the 12.7 percentage point gap identified in the state plan for Appalachian regions.

Individuals with Barriers to Employment

The workforce area serves significant populations with employment barriers:

Educational Barriers

- 12,962 adults (10.9%) lack high school credentials
- Limited access to post-secondary education
- Geographic barriers to training opportunities

Economic Barriers

- High poverty rates, particularly among youth and families
- Limited transportation infrastructure
- Childcare access challenges

Recovery and Justice-Involved Populations

- Individuals in recovery from substance use disorder
- Justice-involved individuals requiring reentry services
- Integration needed with treatment courts and recovery programs

Veterans and Military Families

- Veteran population requiring specialized services
- Military spouses facing employment barriers
- Need for skills translation and credential recognition

3. Analysis of Workforce Development Activities

Strengths and Weaknesses of Workforce Development Activities

Strengths

The WDB #1 operates a comprehensive workforce development system with the following strengths:

- Four OMJ Centers ensuring geographic accessibility across the region
- Business Resource Network (BRN) of over 50 partners providing coordinated services
- GRIT Project (Growing Rural Independence Together) demonstrating innovation and scalability
- Strong educational partnerships including Southern State Community College, Shawnee State University, and career technical centers
- Proven outcomes in recovery-focused employment services
- Technology integration addressing rural connectivity barriers

Weaknesses

Identified challenges in the regional system include:

- Broadband internet access remains inconsistent across rural areas
- Limited public transportation options
- Federal funding uncertainty affecting service capacity
- Geographic barriers to accessing training and services
- Limited post-secondary education options within the region
- Youth out-migration and aging workforce challenges

Alignment of Education and Training Programs

Our education and training system demonstrates strong alignment with employer needs through:

- Career pathway programs in healthcare, manufacturing, and transportation
- Industry-recognized credential programs
- Apprenticeship and pre-apprenticeship opportunities
- Business advisory councils in local school districts
- Customized training contracts meeting specific employer needs

Capacity to Provide Workforce Development Activities

The regional system maintains capacity to serve individuals with barriers to employment through:

- Comprehensive support services including transportation, childcare, and emergency assistance
- Trauma-informed service delivery approaches
- Recovery-oriented employment services with documented outcomes
- Veteran-specific programming and support
- Youth services addressing multiple barriers to employment

Employment Needs of Employers

Regional employers consistently identify needs for:

- Skilled workers with industry-recognized credentials
- Employees with strong work readiness and soft skills
- Workers able to adapt to technological changes
- Reliable workforce with transportation solutions
- Customer service and communication skills across sectors

4. Analysis of Operational Data Measures

The regional service delivery system demonstrates effectiveness through operational measures:

Customer Engagement

Despite pandemic-related disruptions, OMJ Centers maintain consistent customer traffic and engagement across all four counties. Virtual service delivery capabilities developed during COVID-19 have enhanced access and will continue post-pandemic.

Partnership Effectiveness

The Business Resource Network generates measurable outcomes for employers while providing comprehensive services to job seekers. Cross-agency coordination through MOUs maximizes resource utilization and minimizes service duplication.

Performance Context

Operational data must be viewed within the context of serving high-barrier populations in economically distressed rural areas. Regional unemployment rates consistently 2-3 percentage points above state averages and educational attainment gaps require intensive intervention strategies.

III. Regional Strategies

1. Shared Regional Strategy to Align Available Resources

WDB #1 will implement a shared regional strategy that maximizes coordination among core programs and required partners to achieve optimal resource utilization and service delivery.

Resource Alignment Framework

The regional strategy centers on our proven Business Resource Network model, which coordinates over 50 partners to provide seamless service delivery. This approach eliminates duplication while ensuring comprehensive support for both job seekers and employers.

Core Program Integration

- WIOA Title I Adult and Dislocated Worker programs
- WIOA Title I Youth/CCMEP programs
- WIOA Title II Adult Education and Literacy (ASPIRE)
- Wagner-Peyser Employment Services
- Vocational Rehabilitation Services (OOD)
- Veterans programs and services

Required Partner Coordination

- Carl D. Perkins Career and Technical Education programs
- TANF Employment Programming
- Community Services Block Grant programs
- Unemployment Insurance programs
- Senior Community Service Employment Programs (VANTAGE)
- Trade Adjustment Assistance coordination
- Reintegration of Ex-Offenders programs

Leveraging Technology and Data

The regional strategy emphasizes technology integration to create efficiencies and improve outcomes:

- Universal access to services through OhioMeansJobs.com registration
- GRIT Project remote work enablement through high-speed internet centers
- Virtual service delivery capabilities for rural accessibility
- Integrated data systems (OWCMS, CFIS) for performance tracking
- Mobile wifi and hotspot programs addressing connectivity barriers

2. Support for Combined State Plan Goals and Reform Principles

WDB #1 will directly support Ohio's strategic vision and the four primary goals identified in the Combined State Plan.

Goal 1: Coordinating Efforts to Reduce Duplication and Maximize Resources

Our regional approach promotes consistency across core program partners while reducing unnecessary duplication through:

- Single One Stop Operator serving all four counties ensuring consistent messaging and processes
- Coordinated intake and assessment procedures across all OMJ Centers
- Business Resource Network eliminating duplicative employer outreach
- Shared training resources and provider coordination
- Integrated supportive services delivery

Goal 2: Leveraging Technology and Data to Create Efficiencies

The region demonstrates innovation in technology utilization:

- GRIT Project expansion providing remote work opportunities
- High-speed internet access at all OMJ Centers
- Virtual service delivery and online career exploration tools
- LinkedIn Learning access for all customers
- Technology-enabled intake and case management systems

Goal 3: Deploying Locally Driven Programs that Produce Results

Regional programming responds directly to local economic conditions and employer needs:

- Business Resource Network identifying local labor market demands
- Sector-specific programming in healthcare, manufacturing, and transportation
- Recovery-focused employment services addressing regional substance use challenges
- Youth career navigation through GRIT Project high school partnerships
- Customized training contracts meeting specific employer requirements

Goal 4: Investing in Education and Training for 21st Century Skills

The region supports workforce preparation for emerging industries:

- Career pathway development in in-demand sectors
- Industry-recognized credential attainment
- Apprenticeship and pre-apprenticeship program development
- Digital literacy and remote work skill development
- Incumbent worker training and skills upgrading

3. Joint Regional Service Strategies

Work-Based Training Coordination

The region will implement coordinated policies and requirements for work-based training opportunities:

On-the-Job Training (OJT)

- Standardized contracts reimbursing employers up to 50% of trainee wages
- Maximum 1,040-hour training periods based on skills gap assessment
- Consistent evaluation and monitoring procedures across all counties
- Coordinated employer outreach and contract development

Customized Training

- 50% employer reimbursement for training costs
- Coordinated needs assessment and curriculum development
- Shared training provider networks
- Joint employer engagement strategies

Incumbent Worker Training

- Employer contribution requirements from 10% to 50% based on company size
- Coordinated application and approval processes
- Shared training resources and provider networks
- Regional outcome tracking and evaluation

Individual Training Account (ITA) Coordination

The region will coordinate training services through ITAs using:

- Ohio's Workforce Inventory of Education and Training (WIET) system
- Standardized eligibility and assessment procedures
- Coordinated career counseling and pathway planning
- Shared training provider oversight and performance monitoring
- Regional labor market information and career exploration requirements

Cooperative Service Delivery Agreements

All OMJ Centers operate under comprehensive Memoranda of Understanding that establish:

- Coordinated service delivery procedures
- Resource sharing and cost allocation
- Cross-training requirements for staff
- Shared performance accountability
- Integrated referral and follow-up processes

4. Shared Strategies and Mutual Services

Employer Engagement

The Business Resource Network provides coordinated employer engagement across the region:

- Single point of contact through BRN Account Executives
- Customized business solutions drawing from 50+ partner resources
- Coordinated recruitment and hiring events
- Regional rapid response and layoff aversion services
- Shared labor market information and economic development coordination

Business Services Coordination

Standardized business services across all four counties include:

- Job posting and candidate referral services
- Recruitment and pre-screening assistance
- Hiring event coordination and support
- Customized training and skills assessment
- Business consultation and development resources
- Access to economic development and financing resources

Economic Development Coordination

The region coordinates workforce development with economic development through:

- BRN partnership with county economic development organizations
- Participation in regional economic development initiatives
- Coordination with Southern Ohio Port Authority
- Support for business retention and expansion efforts
- Alignment with regional transportation and infrastructure development

Rapid Response Activities

Regional rapid response coordination includes:

- Joint rapid response team with trained staff from all counties
- Coordinated employer outreach and assessment
- Standardized service delivery for affected workers
- Shared resources for retraining and placement
- Regional coordination with state rapid response initiatives

JobsOhio Collaboration

The region will enhance collaboration with JobsOhio through:

- Participation in regional workforce initiatives
- Support for business recruitment and retention efforts
- Coordination with sector-specific workforce strategies
- Shared labor market information and employer intelligence
- Joint employer engagement and business development activities

Education Program Coordination

Regional coordination with secondary and post-secondary education includes:

- GRIT Project career navigation in regional high schools
- Coordination with career technical centers in all four counties
- Partnership with Southern State Community College and Shawnee State University
- Adult education and literacy program integration
- Career pathway development from K-12 through post-secondary

WIOA Title II Coordination

The region coordinates Adult Education and Literacy activities through:

- Joint planning with ASPIRE programs in all four counties
- Integrated service delivery in OMJ Centers
- Coordinated career pathway development
- Shared performance accountability and outcome tracking
- Joint application review process for Title II providers

OhioMeansJobs and Unemployment Insurance Coordination

Coordination between OMJ Centers and unemployment insurance includes:

- Integrated service delivery for UI recipients
- Coordinated reemployment services and job search assistance
- Shared labor market information and job matching
- Joint workshops and orientation sessions
- Streamlined referral processes between programs

Priority of Service Implementation

The region ensures consistent priority of service implementation:

- Veterans and eligible spouses receive first priority
- Recipients of public assistance, low-income individuals, and basic skills deficient individuals

receive priority for adult services

- Consistent eligibility determination and service coordination
- Regional training and technical assistance for all staff
- Standardized policies and procedures across all OMJ Centers

5. Administrative Coordination

Pooling of Administrative Funds

WDB #1 will coordinate administrative costs across the region through:

- Shared administrative functions where appropriate and cost-effective
- Coordinated procurement processes for common needs
- Joint professional development and training initiatives
- Shared technology and data systems
- Regional coordination of audit and compliance activities

Transportation Coordination

The region addresses transportation barriers through:

- Coordination with public transportation systems where available
- Supportive services funding for transportation assistance
- Mobile service delivery to reduce travel requirements
- Virtual service delivery options
- Partnership with regional transportation planning initiatives

Supportive Services Coordination

Regional coordination of supportive services includes:

- Shared resource identification and referral processes
- Coordinated emergency assistance and crisis intervention
- Joint childcare and dependent care solutions
- Regional housing and shelter coordination
- Integrated financial counseling and assistance services

6. Training Services Coordination

Individual Training Account (ITA) Management

The region will provide coordinated ITA services through:

- Standardized ITA policies and procedures across all counties
- Shared training provider oversight and performance monitoring
- Coordinated labor market research and career exploration requirements
- Joint training provider recruitment and development
- Regional outcome tracking and evaluation

Training Provider Coordination

Regional training provider management includes:

- Shared eligible training provider list management
- Coordinated provider performance monitoring
- Joint training provider development and recruitment
- Regional training capacity assessment and planning
- Shared resources for training provider technical assistance

7. Public Comment Process

WDB #1 will conduct a comprehensive 30-day public comment process prior to submission of the regional plan:

Public Notice and Accessibility

- Public notice in newspapers across all four counties
- Plan availability on WDB #1 website and at all OMJ Centers
- Hard copy availability at public libraries and partner locations
- Notice to all Business Resource Network partners and stakeholders

Public Meetings and Input Opportunities

- Public meetings in multiple locations across the region
- Virtual meeting options for increased accessibility
- Written comment submission opportunities
- Stakeholder-specific input sessions with key partner groups
- Business community and employer feedback sessions

Comment Integration and Response

- Comprehensive review and consideration of all public comments
- Written responses to substantive comments and recommendations
- Plan modifications based on stakeholder input where appropriate
- Final plan distribution to all commenters and stakeholders

IV. Local Plan - Workforce Development Area #1

1. Description of the Local Workforce Development System

The programs that are included in the system

Core Partners involved in the OMJ Centers:

- Adult (WIOA Title I)
- Dislocated Worker (WIOA Title I)
- CCMEP (WIOA Title I & TANF)
- Adult Education and Literacy Programs (ASPIRE) (WIOA Title II)
- Wagner-Peyser Employment Services
- Vocational Rehabilitation Services (OOD)
- Carl D. Perkins Career and Technical Programs
- Senior Community Service Employment Programs (VANTAGE)
- Jobs for Veterans State Grants Program
- TANF Employment Programming
- Unemployment Insurance Programs
- Community Services Block Grants
- Reintegration of Ex-Offenders Program
- Trade Act coordination with local Rapid Response activities
- Layoff aversion approaches which include technical support in consideration of employer-owned/led business conversions rather than closure

Additional partners who also participate in our OMJ Centers:

- Valley View Health System
- Counseling Center
- Shawnee State University
- Pike County Family Health Center
- Pike County General Health District
- Adams County Regional Medical Center
- Recovery Services and Treatment Courts
- Public Library Systems (Adams, Brown, Pike, and Scioto Counties)
- Economic Development Organizations (JEDISO, OVRDC)
- Chambers of Commerce (Adams County, Brown County)
- Community Action Organizations (Pike County CAC, Scioto County CAO)
- Educational Service Centers (Brown County ESC, SouthCentral Ohio ESC, Southern Ohio ESC, Pike-Ross ESC)
- Career Technical Centers (Scioto County CTC, Southern Hills CTC, Pike County CTC)

All of the Programs and Partners work together through the Memorandum of Understanding to support and operate the OMJ Centers. This works towards alignment of services for the customers coming in the front door.

Location of the OhioMeansJobs centers in the local workforce development area

OMJ Center sites:

Comprehensive Center:

- OhioMeansJobs Scioto Center, which is located at 433 Third St. Portsmouth, OH

Affiliate Sites:

- OhioMeansJobs Adams Center is located at 19221 St. Rt. 136 Winchester, OH
- OhioMeansJobs Brown Center is located at 406 W. Plum, Georgetown, OH
- OhioMeansJobs Pike Center is located at 941 Market St. Piketon, OH

2. An Explanation of the OhioMeansJobs Delivery System

How the local board will ensure the continuous improvement of eligible providers of services

The local Workforce System will utilize the state WIET system for Eligible Training providers, which will include their performance data. This allows the WIOA Career Services providers and job seekers to have access to that information when deciding which Training Provider to utilize.

WDB #1 ensures continuous improvement through:

- Regular performance monitoring and evaluation of all service providers
- Annual provider assessments using outcome data and customer satisfaction measures
- Technical assistance and professional development for provider staff
- Coordination with state certification and oversight processes
- Business Resource Network feedback on provider effectiveness and employer satisfaction
- Integration of labor market information to ensure training aligns with employer needs

How the local board will facilitate access to services through technology and other means

The Workforce Board facilitates access to services via the following technologies:

- Consolidated regional website providing consistent information across all OMJ Centers
- OhioMeansJobs.com registration required for all customers
- Virtual service delivery capabilities developed during the pandemic and continuing post-COVID
- High-speed internet access and computer labs at all OMJ Centers
- Mobile wifi hotspots and equipment lending for rural customers
- GRIT Project remote work enablement through technology centers
- Social media engagement through Facebook, Twitter, and other platforms
- LinkedIn Learning access for all customers with over 15,000 courses available

- Online career exploration and assessment tools
- Virtual job fairs and recruitment events

ADA compliance and accessibility for individuals with disabilities

WDB #1 has completed and will continue to maintain its Americans with Disabilities Act (ADA) checklist, as documented in its OhioMeansJobs "One-Stop System Certification" for all OMJ Centers. Staff in each of our OMJ sites has completed the "Windmills" training provided by ODJFS and OOD.

Each OMJ Center maintains:

- Handicap parking and accessible entrances
- Computers with assistive technology including screen readers and voice recognition
- Adjustable workstations for wheelchair access
- TTY and captioning services for hearing impaired customers
- Materials available in alternative formats
- Staff trained in disability awareness and accommodation procedures
- Partnership with OOD for specialized services and assistive technology
- Referral processes for additional disability-related support services

The Board ensures ongoing training of staff members and partner personnel regarding services to individuals with disabilities. It also provides assistive technology and regularly monitors activities and facilities to ensure accessibility.

Coordination with regional JobsOhio

WDB #1 coordinates with JobsOhio through:

- Regional participation in JobsOhio workforce development initiatives
- Business intelligence sharing and employer engagement coordination
- Support for business recruitment and retention efforts
- Participation in sector-specific workforce strategies
- Coordination with Ohio Southeast regional economic development efforts
- Joint employer outreach and business development activities
- Labor market information sharing and analysis
- Support for JobsOhio priority industry development

The roles and resource contributions of the OhioMeansJobs center partners

The roles and resource contributions are outlined in the comprehensive Memorandum of Understanding between all OMJ Center partners. Partners contribute through:

- Direct service delivery in their areas of expertise
- Funding and resource sharing for operations and programming
- Staff cross-training and shared professional development

- Coordinated customer referrals and case management
- Shared facilities, equipment, and technology resources
- Joint outreach and community engagement activities
- Performance accountability and outcome tracking
- Business engagement and employer services coordination

3. Description and Assessment of Adult and Dislocated Worker Services

There is a robust array of Adult and Dislocated Worker employment and training activities at each OMJ Center as well as via Internet, telephone, partners and provider locations. Each individual is directly referred to the specific services that best meet his/her particular needs.

Adult and Dislocated Worker workforce activities are provided under the broad categories of Basic Career Services, Individualized Career Services, and Training Services. Basic Career Services are available to any customer, while Individualized Career Services and Training Services are reserved for individuals who meet WIOA eligibility requirements.

Basic Career Services provided in Area 1 include:

- Information about services available through the OMJ Center and System
- Initial assessment of needs including skills, aptitudes, and barriers
- Referral to appropriate services and community resources
- Self-directed or staff-assisted job search and placement assistance
- Workshops, including resume writing, interviewing skills, and job search strategies
- Information on:
 - Labor market information and career exploration
 - Training providers and program options
 - Supportive services and community resources
 - Unemployment insurance and benefits
 - Financial aid and scholarship opportunities
 - Relocation assistance and mobility resources

Individualized Career Services provided in Area 1 include:

- Eligibility determination for WIOA services
- Comprehensive assessment of skills, work history, and barriers
- Individual Employment Plan (IEP) defining specific goals and pathway for achievement
- Career counseling and planning services
- Short-term prevocational services and work readiness training
- Internships and work experience opportunities
- Workforce preparation activities including digital literacy

- Financial literacy services and counseling
- Individual and group counseling and mentoring
- Follow-up services for up to 12 months after program exit

Training Services provided in Area 1 include:

- Occupational skills training using an Individual Training Account (ITA)
- On-the-job training (OJT) with employer contracts
- Customized training designed to meet specific employer needs
- Incumbent worker training for skills upgrading
- Pre-apprenticeship and registered apprenticeship programs
- Skills upgrading and retraining for career advancement
- Entrepreneurial training and microenterprise development
- Workplace training and work-based learning opportunities

The implementation of WIOA eliminated the sequence of services that was previously required, so now an individual who is determined eligible and suitable for Adult or Dislocated Worker services does not have to participate in career service activities prior to being enrolled into training services.

Training must be directly linked to an in-demand industry sector or occupation, or a sector that has a high potential for sustained demand or growth. Training providers are found through Ohio's Workforce Inventory of Education and Training (WIET), which establishes eligibility and provides information about training institutions and their programs.

4. Reference to CCMEP Plans

The Workforce Board is participating with the CCMEP Program in our workforce area and has been actively involved in the process with our Lead Agencies in each county. Each county within WDA #1 has submitted the required CCMEP county plan as required in rule 5101:14-1-03 of the Administrative Code.

CCMEP services are coordinated through the OMJ Centers and include:

- Comprehensive assessment and individualized service planning
- Work experience and paid employment opportunities
- Educational services including GED completion and post-secondary support
- Supportive services including transportation, childcare, and emergency assistance
- Follow-up services and long-term career development
- Integration with WIOA Youth services for seamless service delivery

5. Coordination and Service Integration

Maximizing coordination and avoiding duplication of Wagner-Peyser services

WDB #1 moved to a single One Stop Operator for our four-county area to ensure that all Centers carry a consistent message and utilize the same processes, procedures and forms.

Coordination strategies include:

- Ongoing dialogue between the Board, One Stop Operator and Wagner-Peyser to streamline services
- Integrated intake and assessment procedures
- Shared case management and referral processes
- Coordinated employer services and job development
- Joint performance accountability and outcome tracking
- Cross-training of staff on all available services and programs
- Elimination of duplicative paperwork and administrative processes

6. Cooperative Agreements

The executed cooperative agreements define how service providers carry out the requirements for integration of and access to the entire set of services available in the local OhioMeansJobs system.

The comprehensive Memorandum of Understanding (MOU) for the One Stop System contains detailed information on:

- Roles and responsibilities of each partner organization
- Resource contributions including funding, staff, and facilities
- Service delivery coordination and integration procedures
- Referral processes and customer flow management
- Performance accountability and data sharing requirements
- Cost allocation and resource sharing agreements
- Cross-training requirements and professional development
- Continuous improvement and quality assurance processes

The MOU ensures coordinated service delivery that addresses:

- Cross-training of staff on partner programs and services
- Technical assistance and capacity building support
- Use and sharing of information and data systems
- Cooperative efforts with employers and business engagement
- Coordination of outreach and community engagement activities
- Joint planning and strategic development processes

7. Identification of the Fiscal Agent

CAO of Scioto County, Inc. was selected by the Local Elected Officials to be the fiscal agent for WIOA in Workforce Area #1.

The fiscal agent is responsible for:

- Receipt and disbursement of all WIOA funds
- Financial management and accounting procedures
- Compliance with federal and state fiscal requirements
- Audit coordination and preparation
- Contract management and procurement oversight
- Financial reporting and performance tracking
- Risk management and internal controls
- Coordination with the Workforce Development Board on fiscal matters

8. Competitive Process for WIOA Title I Activities

WDB #1 will follow all federal, state and local laws on procurement. The competitive process includes:

- Request for Proposal (RFP) process for Youth Program services
- Request for Proposal (RFP) process for One Stop Operator selection
- Competitive procurement for Career Services as required
- Open and transparent selection processes
- Conflict of interest policies and procedures
- Evaluation criteria based on performance, cost, and capacity
- Public notification and comment opportunities
- Appeals and grievance procedures for unsuccessful bidders

All procurement activities will comply with:

- WIOA regulations and guidance
- Uniform Guidance (2 CFR 200) procurement standards
- State of Ohio procurement requirements
- Local procurement policies and procedures
- Equal opportunity and nondiscrimination requirements

9. Actions to Become/Remain a High-Performing Board

The Workforce Board will take the following actions toward remaining a high-performing board:

Strategic Planning and Continuous Improvement

- Annual strategic planning sessions to assess regional needs and system performance
- Regular board training on WIOA requirements, labor market trends, and best practices
- Participation in state and national workforce development conferences and training
- One Stop Certification process including basic certification and continuous improvement
- Performance monitoring and outcome evaluation on a quarterly basis

Innovation and Best Practice Development

- Continued expansion and refinement of the GRIT Project model
- Development of new evidence-based practices for serving barrier populations
- Integration of emerging technologies and service delivery methods
- Documentation and replication of successful program models
- Participation in research and evaluation activities

Partnership Development and Enhancement

- Expansion of the Business Resource Network to include additional partners
- Strengthening of education partnerships and career pathway development
- Enhanced coordination with economic development and community organizations
- Development of new funding partnerships and resource leveraging opportunities
- Regional leadership in workforce development innovation and policy

Performance Excellence and Accountability

- Achievement of all negotiated performance standards
- Implementation of continuous quality improvement processes
- Customer satisfaction monitoring and service enhancement
- Staff professional development and capacity building
- Compliance with all federal, state, and local requirements

10. Technology Integration and Case Management

Integrated technology-enabled intake and case management

OhioMeansJobs centers are implementing and transitioning to integrated, technology-enabled intake and case management information systems for programs carried out under WIOA.

The local area utilizes:

- Common intake procedures developed by all partners and utilized within the OMJ Centers
- Ohio Workforce Case Management System (OWCMS) for participant tracking and services
- County Finance Information System (CFIS) for expenditure tracking and budget monitoring
- Integrated reporting systems for performance accountability and compliance
- Shared databases and information systems among partner organizations

Technology Enhancement Initiatives

- Continued development of virtual service delivery capabilities
- Enhancement of mobile and remote access options
- Integration of new assessment and career exploration tools
- Implementation of customer relationship management systems
- Development of real-time data dashboards and reporting tools

All WIOA Career Service Providers are required to utilize the OWCMS and CFIS systems, and the Board monitors compliance to ensure consistent data collection and reporting across all programs and services.

V. Assurances

The following assurances are being provided by the WDB #1 as required in WIOA regulations regarding regional and local planning:

- The Local Workforce Development Board must assure it will establish fiscal control and fund accounting procedures to ensure the proper disbursement of, and accounting for all funds received through the Workforce Innovation and Opportunity Act.
- The Local Workforce Development Board must assure that it shall keep records that are sufficient to permit the preparation of reports required by the Act and shall maintain such records, including standardized records for all individual participants, and submit such reports as the State may require.
- The Local Workforce Development Board must assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act.
- The Local Workforce Development Board must assure that funds will be spent in accordance with the Workforce Innovation and Opportunity Act, regulations, written Department of Labor Guidance, written Ohio Department of Job and Family Services guidance, and all other applicable Federal and State laws.
- The Local Workforce Development Board must assure that veterans will be afforded employment and training activities authorized in the Jobs for Veterans Act and 20 C.F.R. Part 1010.
- The Local Workforce Development Board must assure it will comply with any grant procedures prescribed by the Secretary which are necessary to enter into contracts for the use of funds under WIOA, including but not limited to the following:
 - General Administrative Requirements – Uniform Guidance at 2 C.F.R. Part 200 and 2 C.F.R. Part 2900
 - Assurances and Certifications – SF 424B – Assurances for Non-Construction Programs; 29 C.F.R. Part 31, 32 – Nondiscrimination and Equal Opportunity Assurance (and Regulation); 29 C.F.R. Part 93 – Certification Regarding Lobbying (and Regulation); 29 C.F.R. Parts 94 and 95 – Drug Free Workplace and Debarment and Suspension; Certifications (and Regulation)
- The Local Workforce Development Board must assure that priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in accordance with federal and state guidance.

- The Local Workforce Development Board must assure compliance with Section 188 of WIOA and the Americans with Disabilities Act regarding physical and programmatic accessibility of facilities, programs, services, technology, and materials for individuals with disabilities.
 - The Local Workforce Development Board must assure coordination with required partners and core programs to maximize resources and eliminate duplication of services.
 - The Local Workforce Development Board must assure that the regional plan and local plan represent efforts to maximize resources available under Title I of the Workforce Innovation and Opportunity Act and to coordinate these resources with other State and Local programs in the planning region.
-

See Next Page for Signatures



OhioMeansJobs.

Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties

A proud partner of the American Job Center Network

Policy Number:	09-25
Subject:	Labor Exchange
Effective Date:	09/24/2025--DRAFT
This Policy Obsoletes:	
Board Approved:	
Revision Approved:	

Purpose

The purpose of this policy is to provide guidelines to OhioMeansJobs Centers for Adams, Brown, Pike, and Scioto (Area 1) counties for conducting labor exchange activities specific to employer services. These activities include accepting and refusing job orders, processing job orders, and refusing, discontinuing, or limiting services to employers.

I. Effective Date

Immediate

A. Rescission

ODJFS, Workforce Investment Act Transmittal Letter No. 28, Processing Job Orders in One-Stop Environment. ODJFS, Workforce Investment Act Transmittal Letter No. 30, Guidelines Regarding Job Orders and Employer Services.

II. Background

Under WIOA, Ohio is required to deliver labor exchange activities as part of a comprehensive workforce system. Labor exchange services offered to employers

include, but are not limited to, referral of job seekers to available job openings, assistance in the development of job order requirements, matching job seeker experience with job requirements, skills and attributes, assisting employers with special recruitment needs, arranging job fairs, assisting employers with analyzing hard-to-fill job orders, assisting with job restructuring, and helping employers manage layoffs.

As labor exchange activities are part of the comprehensive workforce system, these activities may be provided by a variety of partners. These partners include, but are not limited to, those providing Wagner-Peyser and veteran services and those working in the Area 1, OhioMeansJobs Center, county department of job and family service, county children services agency, and county child support enforcement agency.

It should be noted that any labor exchange activities funded through Wagner-Peyser Workforce Innovation and Opportunity Act Policy Letter No. 17-01 requires that OhioMeansJobs.com be used for labor exchange activities conducted on behalf of an employer, including job postings and resume searches. OhioMeansJobs.com replaces all previously existing labor exchange systems. The use of OhioMeansJobs.com illustrates the shift from a staff-assisted system to a self-service system. However, OhioMeansJobs Center staff will continue to be readily available to assist employers with their business needs.

III. Requirements

A. Establishment of Local Policy and Procedure

OhioMeansJobs Center Operators, in coordination with the Workforce Development Board Area 1 (WDB1) and other partners, are responsible for developing written policies and procedures for accepting or refusing job orders, discontinuing, or refusing services to employers, limiting services provided to employers, and ensuring quality control of job orders. The procedures should contain, at minimum, the following:

1. A uniform method of determining when job orders are accepted or rejected; what constitutes a bona fide job order; and what quality control standards should be used for writing and posting job orders onto OhioMeansJobs.com.
2. General guidance, with additional detail as needed or desired, to assist staff in properly implementing the employer services elements of the labor exchange program.

B. Types of Unsuitable Job Orders and Appropriate Actions

Although assistance in development of job order requirements is a labor exchange activity offered to employers, there are circumstances in which an OhioMeansJobs Center is required by law, regulation, or policy to reject a job order. The following information describes specific circumstances surrounding job orders and the appropriate action when one must be rejected.

1. Fee for Placement

The OhioMeansJobs Center Area 1 will not accept a job order if the employer or a staffing agency recruiting for an employer requires the applicant to pay a fee to apply for, be referred to, or be considered for employment. Universal access to basic labor exchange services will be at no cost to job seekers. The OhioMeansJobs Center Area 1 staff should help the employer understand why the order is rejected. If the employer requires the applicant to pay for materials, equipment, and uniforms or for testing and licensing, the job order may be taken as long as the required expenses are listed on the job posting. These items are not considered to be fees for placement.

2. Independent Contractors

The purpose of labor exchange is to facilitate employment. Job orders will only be accepted that offer employment opportunities where an employer-employee relationship exists. Typically, an employer-employee relationship does not exist if the worker is an independent contractor. Independent contractor opportunities are self-employment, which represents business opportunities, rather than employment. The individual is responsible for paying his/her own quarterly income taxes, disability insurance in lieu of Workers' Compensation, Social Security taxes, and other such costs of doing business.

The determination as to whether a job opening will be for an employee or an independent contractor can be complex but is made by examining the right to control how, when, and where the person performs services. One test used to distinguish an independent contractor opportunity from a legal employment opportunity is:

- If the employee is issued an IRS Form W-2, it is employment.
- If the individual is issued an IRS Form 1099, it is an independent contractor opportunity.

3. Non-Bona Fide Job Orders

OhioMeansJobs Center Area 1 staff may process bona fide job orders. However, job orders that are received to build a list of applicants for future openings are not bona fide orders and must be refused and not posted to OhioMeansJobs.com.

The OhioMeansJobs Center Area 1 staff should also be alert to the possibility that a job opening or an employer may not be bona fide. Examples of questionable situations may be:

- When an employer requires any unusual pre-employment action on the part of the applicant such as a deposit for some alleged service (e.g., transportation, purchase of equipment, dues, food, or lodging); or
- When an unknown employer indicates that applicants will be interviewed at an address that is not a normal place of business, such as a hotel room.

If the OhioMeansJobs Center in Area 1 cannot verify that the opening or employer is bona fide, the job order must be refused and must not be posted on OhioMeansJobs.com.

4. Pre-designation of Applicants

When an employer requests that certain workers be referred on any basis other than an occupational qualification, the job order should be refused and not posted on OhioMeansJobs.com. For example, an employer might identify a specific individual to be referred and indicate that he or she is not willing to consider other applicants. Such requests for referrals are considered pre-designation of applicants and make a job order unacceptable.

An exception to the rule on pre-designation occurs when an employer lists an agricultural job order. In this instance, the employer may request a specific crew leader or worker. Another exception would be if the employer requests that a specific person be referred and is also willing to consider other referrals. With both exceptions, the job orders should be accepted.

5. Discrimination and Restrictions Discrimination

There are various federal laws and regulations which prohibit discriminatory employment practices.

- a. Title VII of the Civil Rights Act of 1964, 42 USC § 2000d et seq., prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex, or national origin.

b. Title VI of the Civil Rights Act of 1964, 42 USC § 2000d et seq., prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance, which would include most workforce development programs and services administered by ODJFS. (Refer to WIOA Section 188.)

c. The Age Discrimination in Employment Act of 1967 prohibits arbitrary age discrimination in employment against individuals 40 years of age or older by:

1. private employers having 20 or more employees and engaging in an industry affecting interstate commerce, or
2. any governmental entity.

d. The Americans with Disabilities Act of 1990 (ADA), 42 USC § 12101 et seq., prohibits employment discrimination against qualified individuals with disabilities.

e. Section 504 of the Rehabilitation Act of 1973, 29 USC § 794, prohibits discrimination against qualified disabled applicants in federally funded programs and services, including WIOA and OhioMeansJobs Center services (refer to WIOA Section 188).

f. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) which prohibits employment discrimination based on genetic information about an applicant, employee, or former employee.

The Civil Rights Act of 1964 and the Wagner-Peyser Act require that the labor exchange system ensures that discriminatory job orders are not accepted. In addition, the Civil Rights Act of 1964 prohibits the labor exchange system from providing any service to an employer when there are reasonable grounds (i.e. documented evidence) to believe that the employer is engaged in discriminatory practices.

An exception to the nondiscrimination laws is a situation involving bona fide occupational qualification (BFOQ). Examples of BFOQs would be a request for an actress to portray a female role in a play or movie, or a male attendant to serve in a men's locker room. Certain jobs have bona fide age requirements based on agility (e.g. fire fighter or police officer), legal requirements (e.g. bartender), or insurance requirements (e.g. commercial drivers). Orders with acceptable BFOQs may be written and serviced (refer to 42 U.S.C. § 2000).

Should an employer wish to list an opening containing discriminatory specifications, and a BFOQ does not exist, the OhioMeansJobs Center should advise the employer that due to the discriminatory specifications, the job order cannot be posted. If the employer

is willing to change the requirements, the order may be accepted. Otherwise, the order must be refused and not posted to OhioMeansJobs.com.

Restrictions

While there are a limited number of instances where the law prohibits or restricts the hiring of an ex-offender, employers are generally not allowed to have blanket bars against the referral or hiring of individuals with criminal records. Employers are permitted to consider the relationship between the conviction record and the job position itself.

Hiring restrictions based on a criminal record must be "job-related" and consistent with "business necessity." Employers should consider the nature and gravity of the offense; the time that has passed; and the nature of the job before disqualifying an individual from employment based on his or her criminal record.

If an employer attempts to place a job order and includes a restriction such as "no felony convictions" or "no misdemeanors" or "clean background check," OhioMeansJobs Center Area 1 staff should discuss the reason for the restriction with the employer. If no clear "business necessity" or "job-related" basis can be documented, the OhioMeansJobs Center Area 1 must inform the employer that the requirement is restrictive and must be removed. If the employer will not agree to remove the restriction, the job order must be refused and not posted to OhioMeansJobs.com.

6. Credit History

Although individuals with negative credit histories are not a protected group under the applicable federal civil rights laws, and the Fair Credit Reporting Act (FCRA) permits the use of credit reports for employment decisions, antidiscrimination laws may be implicated when credit history is used to make employment decisions. For example, if an employer screens out all workers who have a negative credit history, this may have an unequal impact on certain protected groups whose members have an undesirable credit history at a disproportionately higher rate than other groups.

The OhioMeansJobs Center should accept and process job orders using safeguards to prevent discrimination against individuals in protected groups based on their credit information by ensuring job orders are handled in the following manner:

- OhioMeansJobs Center staff should advise employers not to automatically exclude job seekers based on their credit history or any other hiring criterion unless it is job-related and consistent with business necessity. Staff should also inform employers of their

obligations under FCRA, which requires employers to obtain applicants' permission before asking a consumer reporting agency for a credit report and to provide applicants with a copy of the report and a summary of their rights before taking adverse action, such as denying employment.

- The OhioMeansJobs Center should have a process, similar to the one used to identify other discriminatory language, for identifying job orders that include hiring restrictions based on credit history.
- When a job posting excluding applicants based on credit history has been identified, the OhioMeansJobs Center staff must provide employers the opportunity to remove or edit the job order. Any job posting containing language that excludes candidates based on credit history should be posted only if there is an explanation that the exclusion in the job posting may be unlawful under certain circumstances and there is a notification to the job seeker informing him or her that the OhioMeansJobs Center does not prohibit individuals with negative credit history from applying for the posted position. The notification should also include how the job seeker may obtain a free copy of their credit report. OhioMeansJobs Center and WDB1 staff should forward all job seekers' applications to employers who otherwise meet the job qualifications, despite the language in the job order excluding candidates based on their credit history.

7. Affirmative Action

An affirmative action job order seeks qualified applicants, particularly members of a specified group who, for non-occupationally valid purposes, have been discouraged from entering certain occupational fields. In addition, it is an order that results from:

- a. Executive Order No. 11246 and implementing instructions at 41 C.F.R. Chapter 60, requiring certain government contractors to take affirmative action to hire and promote qualified minorities and women; or
- b. Section 503 of the Rehabilitation Act of 1973 and implementing regulations at 41 C.F.R. Part 60-741 requiring certain government contractors to take affirmative action to employ and advance in employment qualified disabled workers; or
- c. Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C § 4212 and implementation of regulations at 41 C.F.R. Parts 60-250 and 60-300, which requires government contractors and subcontractors to list most employment openings with an appropriate employment service delivery system. In part, requires affirmative action to employ and advance in employment qualified protected

veterans; disabled veterans; recently separated veterans; active-duty war time or campaign badge veterans; and Armed Forces service medal veterans; or

d. A court order resulting from a decision in which there was a finding of employment discrimination; or

e. A conciliation agreement as authorized by Title VII of the Civil Rights Act; or

f. Provisions of federal, state, or local fair employment practice law; or

g. An affirmative action plan adopted pursuant to the Equal Employment Opportunity Commission's guidelines on Affirmative Action (29 C.F.R. Part 1608).

OhioMeansJobs Centers in Area 1 should accept all legitimate affirmative action job orders and may assist the employer with special applicant searches and recruitment efforts. However, applicant resume searches must follow the standard job order processing procedures, including veteran preference requirements. Employers should be advised that an order that requires exclusive referral of a specific applicant group, or referral of a specific applicant group "quota," cannot be serviced if these restrictions are held.

An affirmative action order should be clearly marked as affirmative action and clearly reflect the employer's needs. An example of appropriate language to be included in the job order requirements section might be: "Affirmative Action: All qualified applicants will be considered. Minorities and women encouraged to apply."

8. Violations of Law

Job orders that contain job duties or terms or conditions of employment that are contrary to law must be refused. Examples of such orders would be those specifying pay below the legal minimum wage (without the provision of earning tips), requiring the worker to perform illegal activities, or specifying hours for a youth worker in violation of child labor laws. OhioMeansJobs Area 1 staff must explain the legal basis for refusing the order to the employer and offer the opportunity for the order to be modified. If the employer agrees to an appropriate modification, the job order may be accepted. Otherwise, the order must be refused and not posted to OhioMeansJobs.com.

9. Labor Disputes

When a labor dispute results in a work stoppage (such as a labor strike, walkout, or lockout), OhioMeansJobs Area 1 are restricted from accepting or servicing job orders

that will directly, or indirectly, aid in filling positions vacant because the former occupant is on strike, is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in the labor dispute resulting in a work stoppage has been resolved, the OhioMeansJobs Center may once again resume full service to the employer (refer to 20 C.F.R. 652.9).

OhioMeansJobs Area 1 may accept job orders from an employer involved in a labor dispute until a work stoppage occurs and may accept job orders during a work stoppage as long as the orders are for positions that are not impacted, either directly or indirectly, by the work stoppage. When job orders for positions not impacted are taken from an employer involved in a work stoppage, OhioMeansJobs Area 1 staff is responsible for notifying any applicants referred that the employer is involved in a labor dispute and that the position listed on the job order is not vacant because of the dispute. OhioMeansJobs Area 1 are encouraged to include this information in the job description of the job order.

Once a labor dispute resulting in a work stoppage has been resolved, the OhioMeansJobs Center may once again resume full service to the employer (refer to 20 C.F.R. 652.9). OhioMeansJobs Area 1 staff should be alert to labor disputes that are developing in their areas and are encouraged to contact their ODJFS Program Delivery Manager with information on any such disputes. This will help facilitate timely notification of all impacted areas should a work stoppage occur.

10. Membership or Non-membership in a Labor Organization

Orders specifying membership or non-membership in a labor organization as a condition of being hired may be in violation of law if the employer is subject to the Labor-Management Relations Act of 1947 (Taft-Hartley Act). (Refer to 29 U.S.C. § 158(a)). If the job order is in violation with this law, the job order must be refused and not posted on OhioMeansJobs.com.

However, if the employer requires an employee to join a labor organization on or after the 30th day of employment, and this requirement is pursuant to the employer's agreement with the labor organization, the job order would not be in violation of the Act and should be accepted. In the case of the building and construction industries, the requirement to join a labor organization may be on or after the seventh (7th) day of employment (refer to 29 U.S.C. § 158(a)(3)).

11. Staffing and Temporary Agencies

Both staffing and temporary agencies may use the self-service functionality of OhioMeansJobs.com for job posting and resume searches, as well as other features such as the training center, workforce program locator, etc. Any posting by either a staffing or temporary agency must be for a current and valid job opening.

A. Staffing Agencies

Based upon their working relationship, staffing agencies and OhioMeansJobs Centers may partner and coordinate their work efforts for job posting and resume searches. In doing so, the OhioMeansJobs Area 1 staff should be alert to whether job orders from staffing agencies are current and valid job openings and are not for the purpose of building lists of applicants for future openings. Furthermore, staff should also make certain that the job orders are not a duplicate order listed by an employer that the staffing agency may be representing.

B. Temporary Agencies

If a temporary agency working on behalf of an employer contacts the OhioMeansJobs Area 1 for assistance, staff can assist the temporary agency by demonstrating the self-service functionality of OhioMeansJobs.com. It is expected that the temporary agency will complete their own job postings, resume searches, and other services within OhioMeansJobs.com without the assistance of OhioMeansJobs Area 1 or partner staff.

12. Casual Labor

Workers performing casual labor are either independent contractors or employees. An example may be someone who was hired for one day to clean the windows of a business or a group that is hired for a few hours to unload new office furniture. The hiring company's legal obligations to workers performing casual labor are the same as for other workers.

Therefore, OhioMeansJobs Area 1 should be careful to verify an employee-employer relationship and not a posting for an independent contractor.

13. Substandard Job Orders

A job order should be considered substandard when an employer is offering wages or hours that are below the standard in a labor market for a particular type of work. OhioMeansJobs Center Area 1 should be aware of local labor market information (LMI), such as average wage by occupation, to establish local standards and policies

regarding what job orders are to be considered substandard. Further information on LMI is located at <http://ohiolmi.com/>.

If a job order is considered substandard, the OhioMeansJobs Area 1 staff should provide the employer with appropriate labor market information and offer him or her opportunity to modify the job order. If the employer agrees to an appropriate modification, the order should be accepted and posted on OhioMeansJobs.com. If not, the OhioMeansJobs Area 1 must inform the employer that staff cannot post the job order and that the employer will have to post the job order using self-service OhioMeansJobs.com.

C. Processing Job Orders

Job order processing involves the comparison of specific job skill requirements with those of the job seekers. Pursuant to WIOAPL No. 17-01, those providing Wagner-Peyser and veteran services and those working in the local workforce system, OhioMeansJobs Area 1, county department of job and family service, county children services agency, and county child support enforcement agency who process job orders are required to do so in OhioMeansJobs.com.

Sharing Information with Workforce System Partners

Workforce system partners, including those providing Wagner-Peyser and veteran services and those working in the local workforce system and OhioMeansJobs Centers, must work cooperatively and share job orders to serve employers effectively and efficiently. All workforce system partners within each county must use the same Federal Employer Identification Number (FEIN) for registering in OhioMeansJobs.com as an employer to conduct resume searches. A unique FEIN was established for each county's OhioMeansJobs Center. All Wagner-Peyser, veteran services, local workforce system, OhioMeansJobs Center, and partner agency staff within a county will use this unique FEIN. Use of another county issued FEIN may be used only if all workforce system partners are sharing this FEIN.

By using the same FEIN number, all staff performing labor exchange activities can share resumes, notes, and other information that will assist employers in finding the talent needed to fill positions. By sharing the FEIN number, a seamless approach to the provision of services will occur regardless of which workforce system staff or partner conducts the activities.

Identifying New Job Orders

Job orders may be placed directly into OhioMeansJobs.com by employers utilizing self-service or by OhioMeansJobs Area 1 staff working with the employer. To provide timely services to employers, it is imperative that OhioMeansJobs Center management and staff closely monitor new job order activity by accessing county reports of OhioMeansJobs.com job postings through the SAP/BO reporting database or by accessing the job postings trend reports on OhioMeansJobs.com.

Conducting Job Orders through the ODJFS Business Support

An employer can post jobs on OhioMeansJobs.com without the assistance of the OhioMeansJobs Area 1 staff. Some employers request the assistance of the ODJFS Business Support Center. When the employer selects this option, the Business Support Center staff performs a resume search and sends up to five (5) referrals to the employer. Veterans must receive priority of service in OhioMeansJobs.com resume searches and when Business Support Center staff send referrals to employers. Upon veteran resumes meeting the job order criteria, they shall be given priority of service over non-covered persons when sending referrals to employers (WIOAPL 15-20.3).

Posting a Job Order

Job posting types listed on OhioMeansJobs.com are as follows:

Agriculture, H2A, FLC

A. Regular Agricultural Job Order

The regular agricultural job order is the most used type of agricultural job post and can be placed in OhioMeansJobs.com by the employers themselves or by Migrant Outreach Specialists within the MSFW program. Regular job postings are open to all qualified job seekers.

B. Agricultural Recruitment System (ARS) Job Order

An agricultural job order that is placed as an ARS job order is done so by the Migrant Seasonal Farm Worker Account Executive. These job orders are requested by employers who are unable to find suitable workers in the local job area and are willing to expand the job search area to the rest of the country before resorting to foreign labor. ARS Jobs are posted to OhioMeansJobs and appear as a regular job order on OhioMeansJobs.com but the Employer name is redacted, and the application process is restricted to the local area for the first 48 hours after posting. This process is built into

the functionality of OhioMeansJobs and can only be posted by the MSFW Account Executive after working directly with the employer or Farm Labor Contractor.

C. Foreign Labor Certification (FLC)-- H-2A

A Foreign Labor Certification FLC (H-2A) job order is used to comply with the United States Department of Labor (USDOL) Foreign Labor Certification Program under the Immigration and Nationality Act of 1952 (INA). Pub. L. 82-414, 8 U.S.C § 1101 et. seq. All H-2A job orders are placed when an employer is seeking to bring foreign workers into the United States for agricultural work. Foreign labor certification can be obtained when it can be demonstrated there are insufficient qualified United States workers available and willing to do the work. H-2A job orders must be immediately posted on OhioMeansJobs.com for 30 days. When H-2A job orders are made available on OhioMeansJobs.com, staff must complete the job order the same as a regular job posting and refer qualified job seekers.

D. Foreign Labor Certification (FLC)- H2B

An FLC (H-2B) job order is used to comply with the USDOL Foreign Labor Certification Program under the Immigration and Nationality Act of 1952 (INA). Pub. L. 82-414, 8 U.S.C § 1101 et. seq. All H-2B job orders are placed when an employer is seeking to bring foreign workers into the United States for NON-AGRICULTURAL work. Foreign labor certification can be obtained when it can be demonstrated there are insufficient qualified United States workers available and willing to do the work. H-2B job orders are submitted through our online application (Job Order Form).

This process allows for an immediate response to the employer from ODJFS that enables the employer to begin the FLC process with USDOL.

Apprenticeship

Apprenticeships are offered by both private employers and union organizations seeking to recruit entry-level candidates or trainees. Apprenticeships combine elements of training and employment and provide job seekers with the opportunity to learn a skilled trade.

Apprenticeship sponsors can be a single business or a consortium of businesses. The sponsor can be an industry association, labor-management organization, community college, workforce board or a community-based organization.

Federal Contractor

The Office of Federal Contract Compliance Programs (OFCCP) administers and enforces the affirmative action provisions of Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), which require federal contractors and subcontractors to employ and advance in employment qualified covered veterans.

To implement the affirmative action requirement, VEVRAA and the implementing regulations at 41 C.F.R. Part 60-250 and Part 60-300 issued by OFCCP require federal contractors and subcontractors to list most employment opportunities with the appropriate employment service delivery system. Each employment service delivery system is required to give covered veterans priority in referrals to such openings. Executive and senior management positions, positions to be filled within the contractor's organization, and positions lasting three days or less are exempt from the mandatory job listing requirement.

Jobs must be listed with OhioMeansJobs.com to satisfy the requirement to list job openings with the appropriate employment service delivery system.

Internship

Internship orders combine elements of regular employment and apprenticeships. Internships are fixed-duration positions that are typically in professional or high-skills professions. When internships are available in OhioMeansJobs.com, complete the job order like a regular job post.

Regular

The regular job order is the most used type of job post and can be placed in OhioMeansJobs.com by the employers themselves or by OhioMeansJobs Center or partner staff. Regular job postings are open to all qualified job seekers.

It is important to select the appropriate type of posting to find qualified job seekers.

Searching for Resumes

Once a job order has been received, OhioMeansJobs Center or partner staff must generate a resume search as soon as practical, preferably within one (1) business day. The resume search is conducted on OhioMeansJobs.com.

Any authorized staff may search resumes in OhioMeansJobs.com and make referrals of qualified candidates to any open job order. Therefore, no individual "owns" a job order.

Screening and Selecting Job Seekers

Staff must review the skills and experience of each job seeker and ensure they meet the requirements of the employer before referring them for the job opening. Employer criteria for determining a job seeker's qualifications may include work experience, training, skills that require extensive training or practice, pertinent knowledge, or the physical capacity to perform the essential functions of the job.

Veterans are given full advantage of services available through the OhioMeansJobs Center as required through WIOAPL No.15.20.3. Veterans must also be given priority of service when referrals are made on a job order. OhioMeansJobs.com allows a job seeker to identify him or herself as a veteran upon registration. By doing so, his or her resume is tagged and is listed in the resume search ahead of all other non-veterans.

Veteran's priority of service does not mean that veterans must be referred to the job order; it means they must be given consideration first. If a veteran, or any other job seeker, does not meet the minimum qualifications for the job order, he or she should not be referred to the employer.

In review of the results of the resume search in OhioMeansJobs.com, staff should determine the resumes to be provided to the employer. In accordance with the veteran's priority of service, the resumes of the qualified veterans must be selected followed by the resumes of qualified, non-veteran job seekers based upon the number of referral openings available.

Referral and Notification of Job Seekers

Job referral is the process by which a registered job seeker is notified and referred to a specific job opening on a job order. OhioMeansJobs Center staff or partner staff will record the referral in the Referral Tab of ARIES. If the job seeker meets the requirements, OhioMeansJobs Center or partner staff will send an e-mail to the job seeker through OhioMeansJobs.com notifying the individual that his or her resume was sent to an employer.

Communicating with the Employer

Communication with the employer during the selection process is important to keep the employer informed of the progress of filling the job order and to ensure OhioMeansJobs Center staff or partner staff is selecting job seekers based upon the employer's current requirements and preferences.

Once the resumes have been selected for consideration, staff should send the employer the resumes of the job seekers who meet the requirements for employment as identified in the job order.

Record Placement Activity in Ohio's Designated Case Management System

WIOAPL No. 17-01 requires that job placement activities must be recorded in Ohio's designated case management system to collect data on hired job seekers. If a job seeker is hired by the employer because of the OhioMeansJobs Center's referral, job placement information must be entered into the Employment Records tab in ARIES.

D. Refusing, Discontinuing, or Limiting Services to an Employer

OhioMeansJobs Centers may refuse or discontinue services to an employer if the employer or the job orders meet any of the conditions for refusal specified in Section III of this policy letter, or if the employer refuses to cooperate with the OhioMeansJobs Center's requests for job order verification.

OhioMeansJobs Centers should set a local standard for terminating or refusing services based on lack of cooperation from the employer.

OhioMeansJobs Centers should set a local standard for limiting services to an employer. These standards should include the circumstances under which the employer's openings should be posted on OhioMeansJobs.com rather than entered as a job order and should define when multiple openings from an employer will be listed on a single job order. OhioMeansJobs Centers are encouraged to coordinate standards for limiting services to an employer with other OhioMeansJobs Centers sharing the same labor market area.

IV. Monitoring

OhioMeansJobs Centers are responsible for setting local standards for the quality of job orders obtained and processed and ensuring that these standards are met. At a minimum, these standards should include the following:

- The job order is legal and allowable under the law, regulations or policies governing labor exchange activities.
- The job order has complete and accurate data including location of the employer, how to contact the employer, O-Net code, hours, and duration of the job.
- The job order contains sufficient information for job matching including job title, required skills, secondary skills, pay information, and a description of duties.

- The job order contains a job description that can be viewed and understood by the job seeker.
- The resume search folder in OhioMeansJobs.com contains documentation of the qualified veterans identified in the resume search and referred to the employer.
- The resume search folder in OhioMeansJobs.com contains documentation of regular follow-up contacts with the employer including referral verification contacts.
- The resume search folder contains timely results of referrals.

The monitoring staff from the Office of Fiscal and Monitoring Services will request a copy of these policies and procedures as a part of the local area's annual onsite monitoring review for compliance with federal laws and regulations.

WDB 1 has developed the attached Job Order Quality Control (QC) Checklist to be completed for each job order and kept on file with the One-Stop Operator.

V. Technical Assistance

For additional information, you may send your questions to:
WIOAQNA@jfs.ohio.gov.

VI. References

Exec. Order No 13, 672, 79 Fed. Reg. 42, 971 (2014).
 Workforce Investment Act of 1998, Pub. L. 105-220, §§ 134 (d)(2), (3)(C).
 Wagner-Peyser Act of 1933, as amended, Workforce Investment Act of 1998, Pub. L. 105-220, §7(a), 112 Stat. 936, 29 U.S.C. 49 et seq.
 20 C.F.R. §§ 651.10, 652.3, 652.9, 653.500.
 20 C.F.R. §§ 655.121, 655.135.
 20 C.F.R. §§ 656.10, 656.41.
 20 C.F.R. §§ 661.410.
 29 C.F.R. Part 1608, as amended, 42 U.S.C. § 2000e-12.
 41 C.F.R. Parts 60-300 and 74.
 29 U.S.C. § 152(9).
 29 U.S.C. § 158(a).
 42 U.S.C. § 2000e et seq.
 USDOL, Training and Employment Guidance Letter No. 11-14, Update on Complying with Nondiscrimination Provisions: Credit History Restrictions and Possible Disparate Impact Based on Race, National Origin, Sex, and Disability, (October 17, 2014).
 USDOL, Training and Employment Notice, TEN 12-14 Promising Practices and Resources for Addressing Long-term Unemployment, (October 17, 2014).
 Ohio Admin. Code Rule 4141-3-05.

ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. WIOAPL 15-20.3
Priority of Service for Veterans and Eligible Spouses, (May 6, 2019).
ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. WIOAPL 17-01
Mandate Use of OhioMeansJobs.com for Labor Exchange Activities, (September 15,
2017).



OhioMeansJobs.

Adams, Brown, Pike & Scioto Counties

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Job Order Quality Control Checklist

Instructions: checklist must be completed by all OhioMeansJobs staff who post job orders on OhioMeansJobs.com, with initial sections completed at the time of posting and documentation sections completed within 5 business days following initial employer contact. Completed checklists must be retained in the employer file and with the One-Stop Operator; checklist will be subject to review during monitoring visits to ensure compliance.

Job Order ID: _____ Employer: _____ Review Date: _____

1. Legal and Allowable Job Order

- ☐ No fees to applicants; W-2 employment (not 1099); bona fide current opening
- ☐ No discriminatory specifications (unless documented BFOQ)
- ☐ No pre-designation of applicants (except agricultural exemptions)
- ☐ Criminal/credit screening is job-related with documented business necessity
- ☐ Complies with wage laws, labor dispute rules, and union regulations
- ☐ Meets local wage/hour standards or employer advised with specific LMI data

Issues/Resolution: _____

2. Complete Data Verification

- ☐ Employer location and contact information complete and verified
- ☐ O*NET code accurate; hours/schedule specified; duration clearly stated
- ☐ All required OMJ.com fields completed without errors

Issues/Resolution: _____

3. Job Matching Information Quality

- ☐ Job title clear and accurately reflects position
- ☐ Required skills and qualifications explicitly listed and appropriate
- ☐ Pay rate/range provided and consistent with LMI standards
- ☐ Comprehensive duty description aligned with required skills

Issues/Resolution: _____



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Job Order Quality Control Checklist

4. Job Description Quality

- ☐ Written in plain language understandable by job seekers
- ☐ Contains sufficient detail while remaining concise and well-organized
- ☐ Free from discriminatory or unnecessarily restrictive language

Issues/Resolution: _____

5. Documentation in OMJ Resume Search Folder

- ☐ Resume search conducted within 1 business day (saved in OMJ folder)
- ☐ Qualified veterans identified with evidence of priority referral (saved in OMJ folder)
- ☐ Follow-up contacts logged with dates and outcomes (saved in OMJ folder)
- ☐ Referral results and dispositions documented with timely updates (saved in OMJ folder)

Issues/Resolution: _____

6. ARIES Documentation

- ☐ Referrals recorded in ARIES Referral tab
- ☐ Placements entered in ARIES Employment Records tab (if applicable)

Issues/Resolution: _____

Quality Control Result

- ☐ Approved
- ☐ Conditional Approval---Enter date issues resolved: _____
- ☐ Rejected provide Reason: _____

Reviewer Printed Name: _____

Reviewer Signature: _____



Workforce Development Board Area 1

4057-A Gallia Pike
Franklin Furnace, OH 45629
(740) 259-6943

Crystal Keaton, Director
Holly Johnson, Board Chair

www.omjwda1.org

Workforce Development Board Meeting

September 24, 2025

Agenda Item: GRIT Project Training Fund Allocations

Motion Request: Approval of Memoranda of Understanding for GRIT Project Training Funds

Background:

As the GRIT Project expands its services across Appalachian Ohio, it is essential to establish partnerships with local agencies to deliver effective training to participants in their home counties. These funds will enable our partner organizations to provide critical occupational classroom instruction and work-based training opportunities, leveraging their local expertise and resources to meet the needs of GRIT participants. This strategy ensures that individuals receive the skills and support necessary for meaningful employment within their own communities.

Proposed Motion:

Workforce Development Board authorize the Director to execute Memoranda of Understanding (MOUs) to allocate GRIT Project training funds for the term of July 1, 2025, through June 30, 2027, to the following partner agencies in the amounts specified:

- **Ashtabula Co Career Technical Center:** \$400,000
- **OMJ Athens Co:** \$375,000
- **OMJ Belmont:** \$261,774
- **OMJ Carroll:** \$96,580
- **OMJ Clermont:** \$400,000
- **OMJ Guernsey:** \$56,000
- **OMJ Highland:** \$260,000
- **OMJ Jackson:** \$335,800
- **OMJ Jefferson:** \$348,794
- **Workforce Board Area 17:** \$300,000
- **OMJ Meigs:** \$400,000
- **Workforce Board Area 15:** \$400,080
- **OMJ Perry:** \$400,000
- **OMJ Tuscarawas:** \$233,046

Fiscal Impact:

Funding for these MOUs is allocated from the GRIT Project grant budget. No additional funding is required.



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Adams, Brown, Pike & Scioto Counties

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Locations: Adams County

19221 St. Rt. 136
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937-695-0316
800-233-7891

Brown County

406 W. Plum Street
Georgetown, OH 45121

937-795-0316
800-553-7393 Ext 261

Pike County

941 Market Street
Piketon, OH 45661

740-289-2371

Scioto County

433 Third Street
Portsmouth, OH 45662

740-354-7544



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Workforce Development Board Meeting

September 24, 2025

Agenda Item: GRIT Project Remote Work Center Lease Extensions

Motion Request: Approval of Lease Extensions for current GRIT Project Remote Work Centers

Background:

The GRIT Project's Remote Work Centers are a critical component of our infrastructure, providing reliable, high-speed internet access and professional work environments to residents in communities with significant broadband and transportation barriers. These centers directly support our strategic goals of enabling remote work, expanding access to virtual training, and fostering economic self-sufficiency. To ensure the continuity of these vital services, it is necessary to secure lease extensions for our facilities in Pike, Adams, and Brown counties.

Proposed Motion:

Workforce Development Board authorize the Director to execute lease extensions for the following three GRIT Project Remote Work Centers for the term of July 1, 2025, through June 30, 2027, with the following terms:

1. **Pike Outreach for Remote Work Center:** \$3,000 per month
2. **Adams County Commissioners for Remote Work Center:** \$1,200 per month
3. **Byrd Township (Brown County) for Remote Work Center:** \$1,960 per month

Fiscal Impact:

Funding for these lease agreements is allocated within the approved WDA 1 operational budget. No additional funding is required.



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Growing Rural Independence Together-Career Navigator Provider

Service Contract Extension

This is an agreement to extend the Growing Rural Independence Together-Career Navigator Provider contract from July 1, 2025 to June 30, 2027. Workforce Development Board Area 1 will evaluate the need for Career Navigator procurement in Spring 2027. The current provider will be given 20 days-notice when Workforce Development Board Area 1 has awarded a new contract(s) for the Career Navigator program.

I agree to the modification terms for an extension of the current GRIT-Career Navigator Contract Agreement.

Denise Reading, CEO Future Plans, Inc.

Date

WDB #1 Board Chair

Date



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Crystal Keaton, Director
Holly Johnson, Board Chair

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Growing Rural Independence Together-Through Jobs (GRIT) Provider

Service Contract Extension

This is an agreement to extend the Growing Rural Independence Together-Through Jobs (GRIT) Project contract from July 1, 2025 to June 30, 2027. Workforce Development Board Area 1 will evaluate the need for GRIT Project procurement in Spring 2027. The current provider will be given 20 days-notice when Workforce Development Board Area 1 has awarded a new contract(s) for the GRIT Project.

I agree to the modification terms for an extension of the current GRIT Project Contract Agreement.

Denise Reading, CEO Future Plans, Inc.

Date

WDB #1 Board Chair

Date



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Memorandum of Understanding

This Memorandum of Understanding is entered into on September 24, 2025 and it effective from July 1, 2025 through June 30, 2027 between Workforce Development Board Area 1, 4057A Gallia Pike, Franklin Furnace, OH 45629 and Electrical Training Academy, 24 Gingersnap Road, Portsmouth, OH 45662.

The above-named organizations agree that upon the commencement date they shall be deemed to have formed a Memorandum of Understanding (MOU).

Purpose of the Collaborative: To continue WDA 1's Foundations for the Trades Pre-apprenticeship which is operated by the Electrical Training Academy. The Electrical Training Academy will recruit, instruct and place on the job pre-apprentice for Cohorts 13-18 at a cost of \$754,932.00.

The Foundations for the Trades Pre-Apprenticeship program is designed to partner with recovery centers, OhioMeansJobs, registered apprenticeship programs, recognized pre-apprenticeship programs and ApprenticeOhio to battle the opioid crisis and the need for skilled trades workers in Southern Ohio.

Selected participants will join a cohort of approximately twelve or more to begin the Foundations for the Trades Pre-Apprenticeship program by participating in the Foundations courses. The foundations courses consist of an overview of the construction industry, prepare the participant for success on the construction jobsite, technical math, OSHA, and 1st Aid/CPR Certification, including a boot camp for hand and power tools, a certification in ariel lift training and conclude with a survey of several of the building trades for career exploration. The participant that successfully completes the foundations courses will then interview with participating recognized pre-apprenticeship programs for selection into their programs based on current industry needs. The Pre-apprenticeship partners include but not limited to the Apprenticeship Programs of: Electricians, (Electrical Training Academy), Bricklayers, Plumbers and Pipefitters, Sheet Metal Workers, and Operating Engineers.

The Electrical Training Academy will transition selected participants directly into a State Recognized Pre-Apprenticeship Program. Mirroring the apprenticeship model, this program will consist of both related instruction and on-the-job learning experiences.

Budget: Attachment #1

Timeline: The implementation of the project will occur between July 1, 2025 through June 30, 2027.



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Financial Payments: Electrical Training Academy will request funds via submission of invoices to Workforce Development Board Area 1's GRIT Project for funding of \$754,932.00 for the August 14, 2024 through June 30, 2025 time period.

Workforce Development Board Area 1

Electrical Training Academy

Chairperson

Date

Director

Date



Foundations for the Trades Pre-Apprenticeship Cohorts 13-18

	Item	Description	Budgeted
1	Instructor Fees	Fees for instructors : electrical, bricklayers, sheet metal, low-voltage, plumbers and pipefitters, operators reading, math, First-aid, OSHA etc.	\$103,938.00
2	Outreach/Marketing	Printing, distribution, presentations, recruitment, ads, videos, completion ceremony, various marketing materials, etc.	\$36,720.00
3	Safety and Related	Hard hats, gloves, lanyards, harnesses, yo yo, D rings, safety glasses, 1st aid, etc.	\$18,120.00
4	Tools for the Trade	Power Tools, Hand Tools, accessories, storage	\$62,892.00
5	Training Materials	Manikans and CPR supplies, Books and LMS, couragements etc.	\$19,776.00
6	Training Materials Lab	Conduit, wire, metal, welding gear, trainers, lumber, fasteners, devices, etc	\$158,748.00
7	Administration	5% of the grant cost	\$0.00
8	Administrative Support	July 2025 - June 2027	\$299,340.00
9	Office/Class Supplies	Printer/scanner/copier combo, ink, paper, general supplies	\$12,198.00
10	Occupancy	Building related costs	\$43,200.00
		Total	\$754,932.00
	Special Notes:		
	Administration line item has been removed to cut overall budget		
	Six (6) new cohorts, Cohorts 13-18, these cohorts will take approx. two year of management and up to 18 months of tracking		
	Operating Engioneers has been added as a 6th Trade option.		
	Parnterships with appropriate Contractors, Apprenticeship Programs, and Trade Unions have been established		
	Utilization of a satelllite training location in Brown/Adams area for 1st 5 weeks of overall program		

Apprenticeship TALK

Join the Apprenticeship movement

Hosted by the Tri-state Appalachian Regional Commission Apprenticeship consortium



What to Expect:

- ✓ What it takes to begin an apprenticeship
- ✓ Businesses and Apprenticeships in action
- ✓ Helmets to Hardhats
- ✓ ESC model and pre-apprenticeship

Lets Collaborate Together



November 7, 2025



Tower Event & Conference Center
400 Tennis Center Drive
Marietta, Oh 45750

For More Information



740-525-5628



Stephanie@omj15.com

8:00am-9:00am
Registration and Breakfast
9am-3pm Summit

Breakfast and lunch provided

