



**East Ohio Workforce
Development Region**

Four Year Regional Plan 2021 - 2025

**With Local Area Plan Addendum for Ohio
Workforce Areas 6, 17 & 18**

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Section 1: Introduction

Over the course of the past four years, the East Ohio Workforce Development Region engaged in implementation and coordination of the strategies outlined in its first regional plan as required under the Workforce Innovation and Opportunity Act of 2014 (WIOA). WIOA was the first legislative reform of the public workforce system in more than 15 years, and it is currently due for reauthorization in 2021. Congress reaffirmed the role of the American Job Center (AJC) system (branded in Ohio as OhioMeansJobs Centers), a cornerstone of the public workforce investment system, and brought together and enhanced several key employment, education, and training programs. WIOA continues to advance services to these job seekers and employers.

Highlights of WIOA reforms to the public workforce system include:

- Aligning Federal investments to support job seekers and employers
- Strengthening the governing bodies that establish State, regional and local workforce investment priorities by streamlining membership of business-led, state and local workforce development boards
- Helping employers find workers with the necessary skills
- Aligning goals and increasing accountability and information for job seekers and the public
- Fostering regional collaboration
- Targeting workforce services to better serve job seekers
- Improving services to individuals with disabilities
- Supporting access to services
- Improving access to and the effectiveness of one stop (OhioMeansJobs Centers) and program services and designating Local Workforce Development Boards as responsible for these improvements
- Empowering Local Workforce Development Boards to certify one stops (OhioMeansJobs Centers) every three years, using criteria that covers effectiveness, programmatic and physical accessibility, and continuous improvement
- Increasing public recognition by calling for the Department of Labor to establish a common identifier, also known as a “brand,” for the one-stop system to help job seekers and employers readily access services. The common identifier in conjunction with OhioMeansJobs includes the tagline, “A proud partner of the American Job Center network.”
- Requiring a minimum of 75 percent of State and Local youth funding to be used for out-of-school youth
- Eliminating Youth Councils, but encouraging Local Boards to designate a standing Youth Committee, including an existing Youth Council, to contribute a critical youth voice and perspective
- Requiring at least 20 percent of local Youth formula funds to be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing

Ohio’s framework for serving low-income Ohioans ages 14 to 24, the Comprehensive Case Management and Employment Program (CCMEP), is an integrated intervention program that combines the Temporary Assistance for Needy Families (TANF) program and the Workforce Innovation and Opportunity Act (WIOA) Youth program. All three East Ohio Workforce Development Region boards have supported this state initiative over the past four years to provide enhanced services and resources to develop young talent and connect them with local job opportunities. During Program Year 2019 (July 1, 2019 – July 31,

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2020), the region served 2,131 young adults (ODJFS CCMEP PY19 Annual Unadjusted Performance Report) through the CCMEP.

The efforts of the Business Resource Network (BRN) continue to offer businesses in Columbiana, Mahoning, Stark, Trumbull, and Tuscarawas Counties with opportunities to explore resources from local and regional partners, convened through this innovative workforce and economic development model. The BRN is provided in the Region through existing Business Services units housed in the OhioMeansJobs Centers in all five counties. In 2020, the Ohio Department of Job and Family Services provided local workforce boards the opportunity to apply for funding through the Office of Workforce Development to expand and enhance business services delivery. This was a welcomed resource, especially in light of the needed additional outreach to assist businesses navigating challenges due the COVID-19 pandemic in Ohio. Local BRN and business services teams have helped promote the state's TechCred and other workforce development strategies and resources to local companies.

The Region's Boards and their OhioMeansJobs centers implemented many technological resources prior to and during the pandemic. This included the provision of online and video-based workshops as well as Facebook Live events for both job seeker and business customers, due to restrictions on numbers of people who could gather in physical OhioMeansJobs Centers. Enhanced telephone and online access continue to be provided to engage customers in the application for WIOA-funded Individual Training Accounts, basic and staff-assisted job search, resume and job application development, and registration in OhioMeansJobs.com. The use of video meeting tools such as Microsoft Teams, Zoom, Skype, and GoToMeetings have been integrated into the normal course of service delivery to ensure social distancing and continue "face-to-face" virtual meeting opportunities for both job seekers and businesses.

This document will serve as the Regional Plan for the East Ohio Workforce Region and also includes all three local workforce area plans.

The Local Workforce Development Boards continue to move forward in their local implementation of the Workforce Innovation and Opportunity Act as well as the Comprehensive Case Management and Employment Program. The Business Resource Network (BRN) will also continue connecting employers with local services and assisting with their workforce needs. The Boards are mission-focused to continue to make excellent workforce development services available to both job seekers and employers in Columbiana, Mahoning, Stark, Trumbull, and Tuscarawas Counties.

Sources:

<https://www.dol.gov/agencies/eta/wioa/about>

<http://jfs.ohio.gov/owd/CCMEP/CCMEP-Fact-Sheet.stm>

ODJFS CCMEP PY19 Annual Unadjusted Performance Report received 10/28/2020

Section 2: The Regional and Local Planning Process

The planning process to complete the 2021-2025 WIOA East Ohio Region Workforce Development Plan and each of the three individual local plans began with conversation among the workforce board directors regarding regional priorities and to revisit questions such as:

- What does the current landscape for workforce development look like in the region? What is working well? What goals have been most difficult to accomplish?
- Beyond a regional plan and local plan that are compliant with WIOA, what does success look like at the end of the planning process?
- Are there external factors and/or initiatives that should be considered during the planning process? For example, are there state initiatives or policies that will impact regional and/or local planning efforts?

A review of existing materials such as reports, policies, plans, and quantitative data, served as tools for discussion. The OhioMeansJobs center operators, Workforce Initiative Association, Mahoning Columbiana Training Association, and Trumbull County Job and Family Services, were included in discussions to review the previous four-year plan and reassess the strategies and commitments for the Region's new four-year plan. The OhioMeansJobs center operators have served as the linchpins for the Boards in keeping all WIOA-required OhioMeansJobs center partners as well as community-based partners informed and engaged with the previous plan strategies. Operator's input was needed to finalize each plan in preparation for public comment. Each workforce board in the region will conduct partner outreach and/or meetings during the public comment period to receive and incorporate additional feedback to the 2021-2025 regional plan.

The East Ohio Workforce Development Region has a history of collaboration. The leadership and staff from all three local areas have worked together both formally on projects like the Business Resource Network expansion and informally, comparing notes and problem solving over the years. These existing relationships helped to smooth and strengthen the planning process and should lay the foundation for strong regional collaboration in support of this plan's implementation.

Section 3: Descriptions of Regional Labor Market Information and Other Analysis

1-2-A regional analysis of economic conditions, existing and emerging in-demand industry sectors and occupations; and employment needs of employers in these sectors and occupations. Current labor force employment and unemployment data, labor market trends, and educational and skill levels of workforce, including individuals with barriers to employment.

Industry Projections

As shown in **Figure 1 – JobsOhio Regional Network – Northeast Region Industry Employment Projection Report, 2016-2026**, significant job growth is expected in Education and Health Services (11.4%), Management of Companies and Enterprises (10.0%), Construction (9.8%), Mining (9.2%), and Real Estate and Rental and Leasing (9.2%).

The region also shows a projected employment decrease in Information (-7.7%) and Manufacturing (-6.5%). These decreases are also indicated within the State’s plan. The East region will plan to fund education and training opportunities that enable individuals to successfully transition into new jobs and careers within their current employment sectors as promoted by the State.

JobsOhio Regional Network - Northeast Region				
Industry Employment Projection Report, 2016-2026				
	Employment*		Projected Change	
	2016	2026	in Employment	
Industry Title	Annual	Projected	2016-2026	Percent
TOTAL	2,072,110	2,149,476	77,366	3.7%
Goods Producing	365,346	355,253	-10,093	-2.8%
Agriculture, Forestry, Fishing, and Hunting	23,596	23,389	-207	-0.9%
Mining	3,694	4,035	341	9.2%
Construction	71,468	78,452	6,984	9.8%
Manufacturing	266,588	249,377	-17,211	-6.5%
Service Providing	1,600,907	1,681,346	80,439	5.0%
Utilities	5,493	5,505	12	0.2%
Wholesale Trade	83,576	85,241	1,665	2.0%
Retail Trade	213,680	214,893	1,213	0.6%
Transportation and Warehousing	52,679	54,840	2,161	4.1%
Information	22,937	21,164	-1,773	-7.7%
Finance and Insurance	67,823	68,729	906	1.3%
Real Estate and Rental and Leasing	24,697	26,962	2,265	9.2%

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Professional, Scientific, and Technical Services	83,529	88,022	4,493	5.4%
Management of Companies and Enterprises	47,116	51,827	4,711	10.0%
Administrative and Waste Services	111,603	118,594	6,991	6.3%
Education and Health Services	471,302	524,887	53,585	11.4%
Arts, Entertainment, and Recreation	31,108	32,855	1,747	5.6%
Accommodation and Food Services	173,499	173,765	266	0.2%
Other Services	84,836	85,803	967	1.1%
Government	127,029	128,259	1,230	1.0%
Self Employed and Unpaid Family Workers	105,857	112,877	7,020	6.6%
*Selected industries with 500 or more employees.				
Source: Ohio Department of Job and Family Services, Bureau of Labor Market Information, July 2019.				

Figure 1 – JobsOhio Regional Network – Northeast Region Industry Employment Projection Report, 2016-2026

Figure 2 – JobsOhio Regional Network – Northeast Region Occupational Employment Projections by Major Occupational Group, 2016-2026 further supports the projected job growth in the Education and Health Services industry, which shows increases in Healthcare Support Occupations (20.9%), Personal Care and Services Occupations (13.0%), Healthcare Practitioners and Technical Occupations (10.6%), and Community and Social Service Occupations (10.6%).

The decline in the Manufacturing industry is also supported by the decrease in Production Occupations (-6.3%). Again, as the State anticipates the changes to the Manufacturing industry and proactively identifies the education and skill sets that will be required as a result of automation, the East region will prepare to fund the education and skill sets needed for workers to remain competitive and continue to progress in their careers.

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JobsOhio Regional Network - Northeast Region									
Occupational Employment Projections by Major Occupational Group, 2016-2026									
Breakdown of Annual Openings									
		Employment		Change in					
		2016	2026	Employment		Annual Openings			
Code	Occupational Title	Annual	Projected	2016-2026	Percent	Growth	Exits	Transfers	Total
00-0000	Total, All Occupations	2,072,110	2,149,476	77,366	3.7%	7,737	98,429	130,228	236,394
11-0000	Management Occupations	116,921	123,561	6,640	5.7%	664	3,659	5,514	9,837
13-0000	Business and Financial Operations Occupations	90,991	97,066	6,075	6.7%	608	2,756	5,537	8,901
15-0000	Computer and Mathematical Occupations	40,956	45,055	4,099	10.0%	410	730	2,056	3,196
17-0000	Architecture and Engineering Occupations	31,747	33,742	1,995	6.3%	200	806	1,463	2,469
19-0000	Life, Physical, and Social Science Occupations	13,070	14,308	1,238	9.5%	124	356	844	1,324
21-0000	Community and Social Service Occupations	43,091	47,650	4,559	10.6%	456	1,839	2,980	5,275
23-0000	Legal Occupations	14,848	14,861	13	0.1%	1	368	526	895
25-0000	Education, Training, and Library Occupations	113,606	121,643	8,037	7.1%	804	4,732	4,772	10,308
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	29,844	30,225	381	1.3%	38	1,258	1,624	2,920
29-0000	Healthcare Practitioners and Technical Occupations	141,629	156,574	14,945	10.6%	1,494	3,977	3,818	9,289

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31-0000	Healthcare Support Occupations	75,609	91,415	15,806	20.9%	1,581	4,789	4,525	10,895
33-0000	Protective Service Occupations	46,716	47,847	1,131	2.4%	113	2,498	2,690	5,301
35-0000	Food Preparation and Serving Related Occupations	186,313	188,192	1,879	1.0%	188	14,262	17,698	32,148
37-0000	Building and Grounds Cleaning and Maintenance Occupations	70,041	72,786	2,745	3.9%	274	4,324	4,544	9,142
39-0000	Personal Care and Service Occupations	65,120	73,613	8,493	13.0%	849	5,190	4,840	10,879
41-0000	Sales and Related Occupations	205,975	209,338	3,363	1.6%	336	11,889	15,887	28,112
43-0000	Office and Administrative Support Occupations	297,997	291,568	-6,429	-2.2%	-643	15,007	17,472	31,836
45-0000	Farming, Fishing, and Forestry Occupations	3,789	3,665	-124	-3.3%	-12	136	412	536
47-0000	Construction and Extraction Occupations	76,599	82,886	6,287	8.2%	629	2,794	5,203	8,626
49-0000	Installation, Maintenance, and Repair Occupations	78,025	80,864	2,839	3.6%	284	2,785	4,640	7,709
51-0000	Production Occupations	191,530	179,524	-12,006	-6.3%	-1,201	7,272	13,197	19,268
53-0000	Transportation and Material Moving Occupations	137,693	143,093	5,400	3.9%	540	7,004	9,985	17,529
Source: Ohio Department of Job and Family Services, Bureau of Labor Market Information, July 2019.									

Figure 2 – JobsOhio Regional Network – Northeast Region Occupational Employment Projections by Major Occupational Group, 2016-2026

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Employment and Unemployment

Figure 3 – East Region Labor Force Participation Rate by Age shows that the highest percentage of the workforce (83.5%) is between the ages of 35 and 44. Individuals between the ages of 20 and 24 represent 82.6%. Individuals ages 16-19 only represent 47.4% of the workforce.

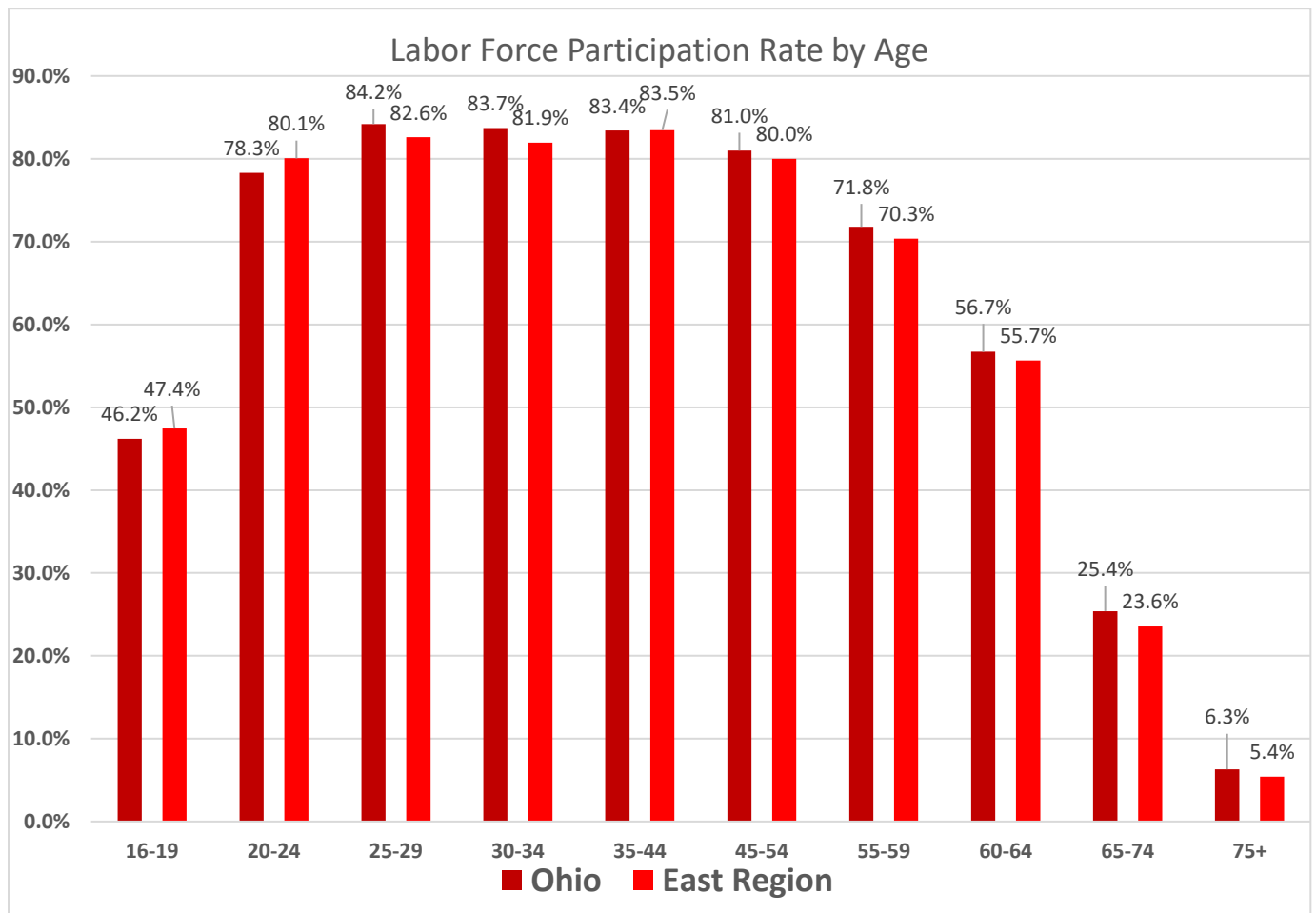


Figure 3: East Region Labor Force Participation Rate by Age

Source: American Community Survey, 2015-2019 5-year estimates

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As shown in Figure 4 – Ohio and East Region Unemployment Rates, 2000-2019, the East region's unemployment follows the same trend Ohio and has remained an average of .9% higher compared to the State.

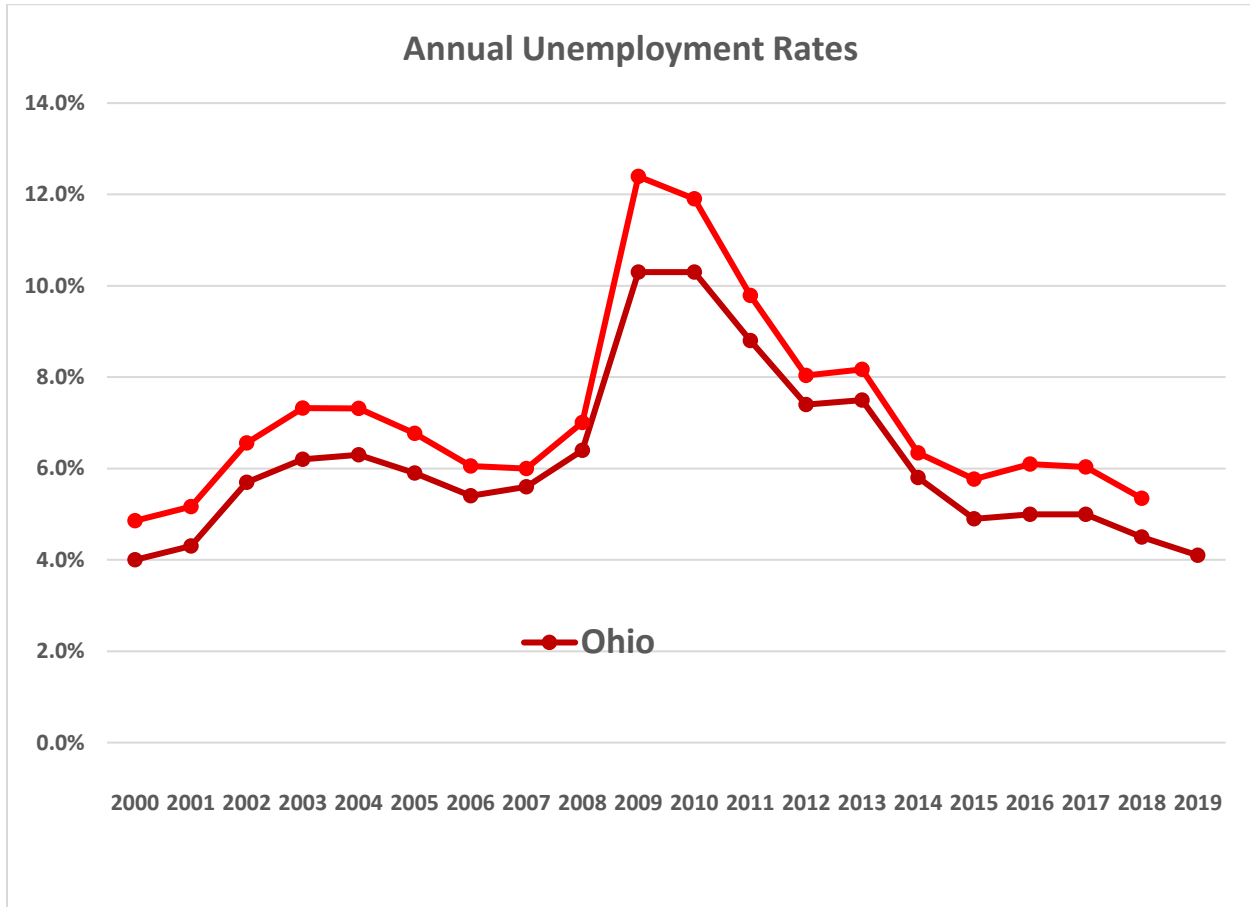


Figure 4: Ohio and East Region Unemployment Rates, 2000-2019

Source: Ohio Department of Job and Family Services, Bureau of Labor Market Information

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According to Figure 5 – East Region Unemployment Rates by Race/Ethnicity, the highest unemployment rates are among the Black/African American (14.9%) and Hispanic/Latino (12.4%) populations.

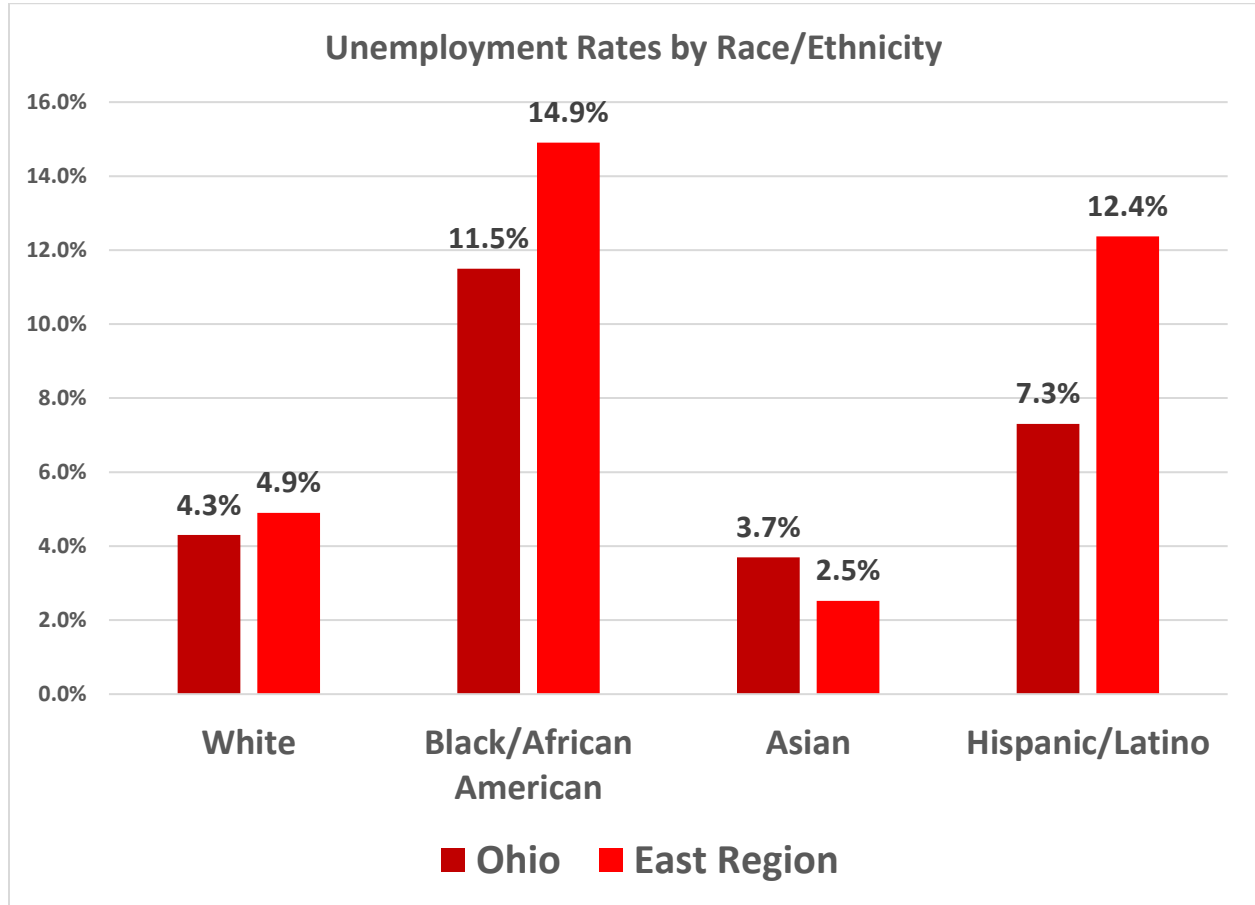


Figure 5: East Region Unemployment Rates by Race/Ethnicity

Source: American Community Survey, 2015-2019 5-year estimates

Individuals with Disabilities

Figure 6 – East Region Labor Force Status by Disability Status shows that 61.6% of individuals with disabilities were not in the workforce as compared to 23.3% of those without disabilities. The rate of unemployment for individuals with disabilities was 12.2%, which is 6.7% higher than individuals without a disability.

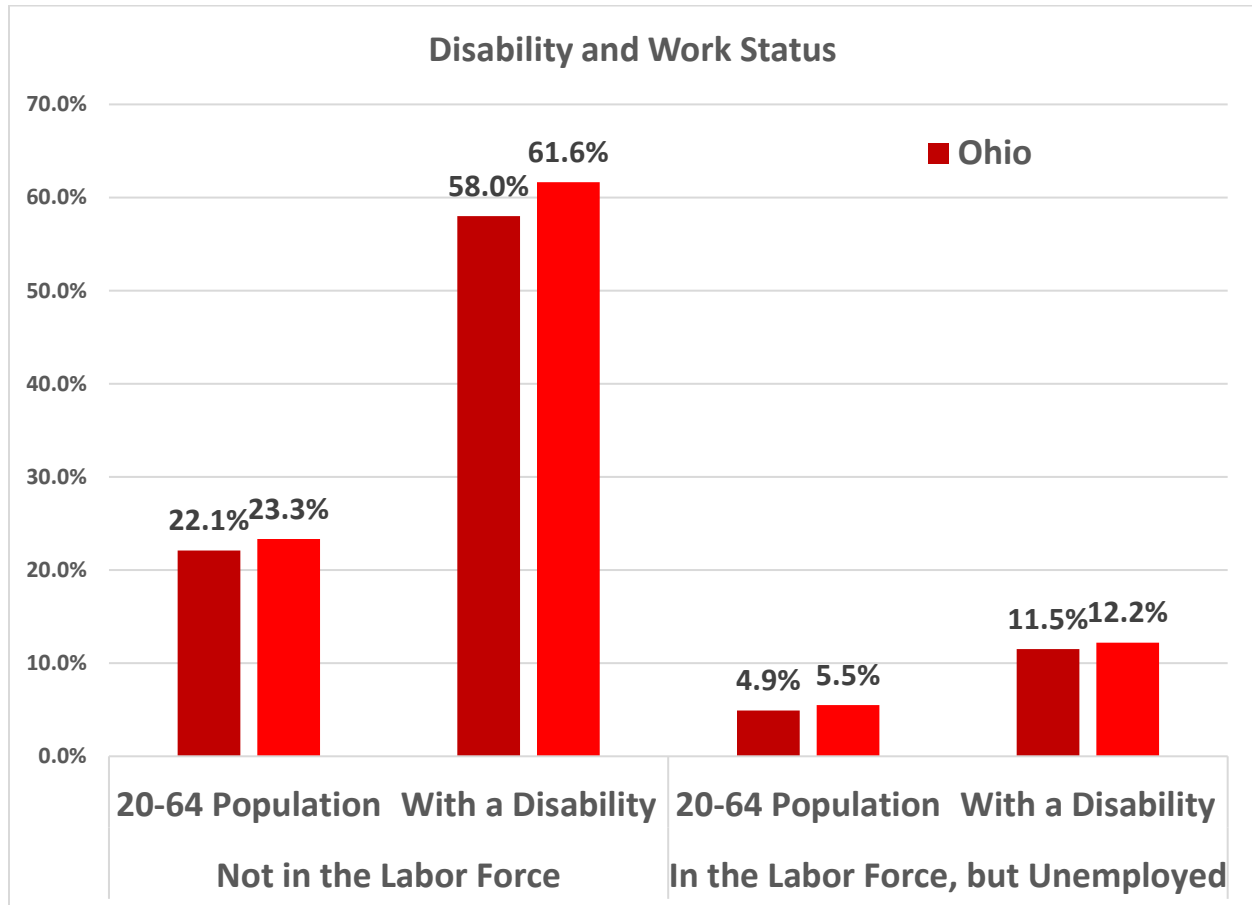


Figure 6: East Region Labor Force Status by Disability Status

Source: American Community Survey, 2015-2019 5-year estimates

Veterans

There are approximately 69,670 veterans living in the East region, as indicated by **Figure 7 – East Region Veteran Statistics**. Among these veterans, 43.6% are under the age of 65. In regard to education level, 45.6% have a high school diploma or equivalency, 32.1% possess some college or Associate's degree, and 14.7% has attained a Bachelor's degree or higher. The unemployment rate of those aged 18-64 is 3.7%, 8.0% for those in poverty, and 28.1% are unemployed due to a disability.

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East Region Veteran Statistics

Figure 8

East Region Total Veterans: 69,670	
<u>Period of Service:</u>	
Gulf War (9/2001 or later) Veterans	11.6%
Gulf War (8/1990 to 8/2001) Veterans	16.2%
Vietnam era Veterans	37.9%
Korean War Veterans	9.0%
World War II Veterans	3.9%
<u>Age:</u>	
18 to 34 years	5.7%
35 to 54 years	21.5%
55 to 64 years	16.4%
65 to 74 years	30.2%
75 years and over	26.3%
<u>Education (25 and Older):</u>	
Less than high school graduate	7.7%
High school graduate (includes equivalency)	45.6%
Some college or associate's degree	32.1%
Bachelor's degree or higher	14.7%
<u>Unemployment Rate:</u>	
Civilian Labor Force 18-64	3.7%
Below the poverty line, past 12 months	8.0%
With any disability	28.1%

Source: American Community Survey, 2015-2019 Five-Year Estimates

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Low-Income Individuals

Figure 8 – East Region Household Income shows that 12.2% of households earned less than \$15,000 in annual income. Of these households, 6.9% earned less than \$10,000. 46.0% of households earn between \$35,000 and \$99,999 annually.

East Region				
	Households	Family Households	Married Couple Households	Nonfamily Households
Total	415,721	263,679	189,511	152,042
Less than \$10,000	6.9%	4.5%	1.3%	12.7%
\$10,000 to \$14,999	5.3%	2.8%	1.1%	9.9%
\$15,000 to \$24,999	11.8%	7.4%	3.8%	20.1%
\$25,000 to \$34,999	11.1%	8.7%	6.6%	15.5%
\$35,000 to \$49,999	14.9%	14.3%	13.0%	16.0%
\$50,000 to \$74,999	18.7%	20.8%	22.4%	14.2%
\$75 000 to \$99,999	12.4%	15.8%	19.0%	5.7%
\$100,000 to \$149,999	12.4%	16.8%	21.2%	4.0%
\$150,000 to \$199,999	3.6%	4.9%	6.4%	1.0%
\$200,000 or more	2.9%	4.0%	5.2%	1.0%

Figure 8: East Region Household Income

Source: American Community Survey, 2015-2019 5-year data

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Current Labor Market Trends

Considering the current labor market trends, **Figure 9 – East Region Industry Employment** indicates that the Manufacturing sector, which is the sector with the second largest number of workers, experienced a 5,781 decrease in job openings. Retail Trade, the sector with the third largest number of workers, experienced a decrease of 9,377 job openings. During this same timeframe, Utilities, Accommodation and Food Services, and Professional, Scientific, and Technical Services sectors all experienced the largest increase in job openings.

	2016 Annual Average	2019 Annual Average	Change	Percent Change
All NAICS Sectors*	1,544,148	1,534,446	-9,702	-0.6%
Agriculture, Forestry, Fishing and Hunting	3,732	3,527	-205	-5.5%
Mining, Quarrying, and Oil and Gas Extraction	7,521	6,615	-906	-12.0%
Utilities	8,416	8,543	127	1.5%
Construction	69,127	74,522	5,395	7.8%
Manufacturing	236,618	230,837	-5,781	-2.4%
Wholesale Trade	64,621	62,700	-1,921	-3.0%
Retail Trade	197,335	187,958	-9,377	-4.8%
Transportation and Warehousing	48,834	44,457	-4,377	-9.0%
Information	17,865	16,751	-1,114	-6.2%
Finance and Insurance	35,507	37,448	1,941	5.5%
Real Estate and Rental and Leasing	15,373	15,259	-114	-0.7%

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Professional, Scientific, and Technical Services	42,902	45,444	2,542	5.9%
Management of Companies and Enterprises	13,247	15,344	2,097	15.8%
Administrative and Support and Waste Management and Remediation Services	93,831	93,702	-129	-0.1%
Educational Services	128,657	128,219	-438	-0.3%
Health Care and Social Assistance	288,455	287,936	-519	-0.2%
Arts, Entertainment, and Recreation	20,848	20,544	-304	-1.5%
Accommodation and Food Services	155,187	158,195	3,008	1.9%
Other Services (except Public Administration)	51,931	52,662	731	1.4%
Public Administration	44,142	43,785	-357	-0.8%

Figure 9: East Region Industry Employment

Source: Quarterly Workforce Indicators

* Because of rounding and county-level suppressions, sectors may not to sum to total.

Unpublished data are usually confidential and may occur in any sector.

Education

According to **Figure 10 - 2016-2026 Occupational Education Level Projections for the Northeast JobsOhio Region**, 77,867 jobs are projected to require a high school diploma or equivalency, and 65,340 will require no formal education credential. 31,062 projected job openings will require a Bachelor's degree or higher.

2016-2026 Occupational Education Level Projections for the Northeast JobsOhio Region

Occupational Education Level	Annual Openings
No formal education credential	65,340
High school diploma or equivalent	77,867

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Some college, no degree	4,492
Postsecondary non-degree award	13,631
Associate's degree	3,189
Bachelor's degree	27,435
Master's degree	2,531
Doctoral or professional degree	1,096

Figure 10 - 2016-2026 Occupational Education Level Projections for the Northeast JobsOhio Region

Source: Ohio Department of Job and Family Services, Bureau of Labor Market Information, July 2019.

As indicated in **Figure 11 – East Region Online Job Postings by Education Level**, 53.4% of the job postings require at least a high school diploma or equivalency, 19.7% require an Associate Level degree, and 22.2% require Bachelor's degree.

Education Range for All Available Ads			
GED/High School	53.4%	32,651	
Associate Level	19.7%	12,031	
Bachelor's Degree	22.2%	13,610	
Master's Degree	2.0%	1,218	
Doctoral Degree	2.7%	1,682	
Total Job Postings	100%	61,192	

Figure 11: East Region Online Job Postings by Job Education Level

Source: TalentNeuron Gartner™

Available Ads - 1/1/2020 - 11/30/2020

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Figure 12– East Region Top 10 Online Job Postings by Certifications shows that 12.9% of the job postings require a driver’s license, 10.6% require a commercial driver’s license, and 8.6% require a Class A commercial driver’s license.

Top 10 certifications with percentage for each		
Driver's License	7,900	12.9%
Commercial Driver's License	6,451	10.6%
Class A Commercial Drivers License	5,283	8.6%
Certified Registered Nurse	3,290	5.4%
HAZMAT	1,983	3.2%
Certification in Cardiopulmonary Resuscitation	1,801	2.9%
Occupational Safety & Health Administration Certification	1,269	2.1%
Licensed Practical Nurse	1,228	2.0%
Continuing Education	1,202	2.0%
Advanced Cardiac Life Support	1,186	1.9%

Figure 12: East Region Top 10 Online Job Postings by Certifications

Source: TalentNeuron Gartner™

Available Ads - 1/1/2020 - 11/30/2020

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Figure 13 – East Region Labor Force Educational Attainment of Individuals Age 25 and Older indicates that 9.8% of individuals do not have a high school diploma or equivalent.

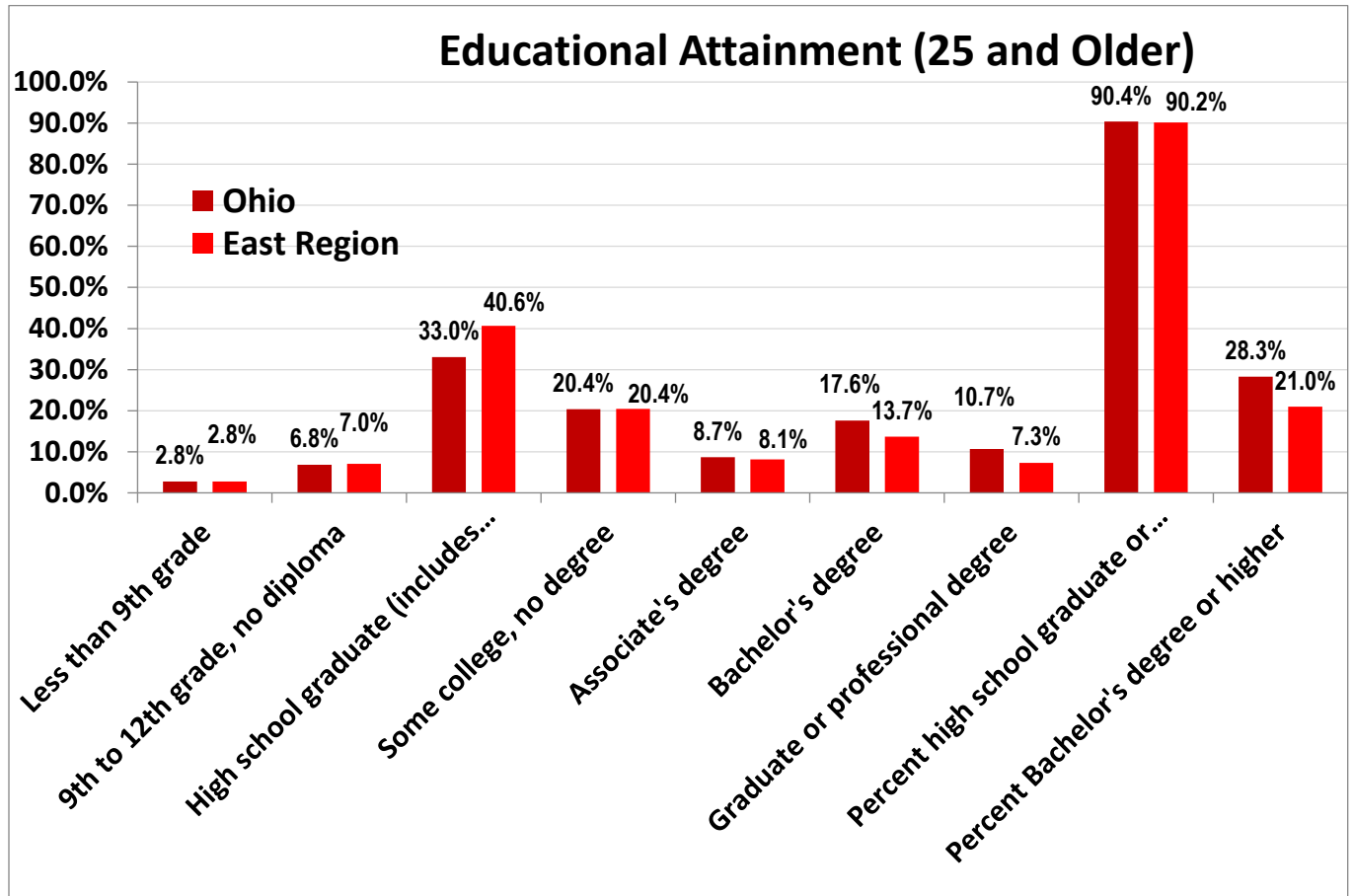


Figure 13: East Region Labor Force Educational Attainment of Individuals Age 25 and Older

Source: American Community Survey, 2015-2019 Five-Year Estimates

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Among the 90.2% of the population who possess a high school diploma, **Figure 14 – East Region Educational Attainment by Age Group** depicts that 69.2% of individuals ages 25-64 have a Bachelor's degree or higher.

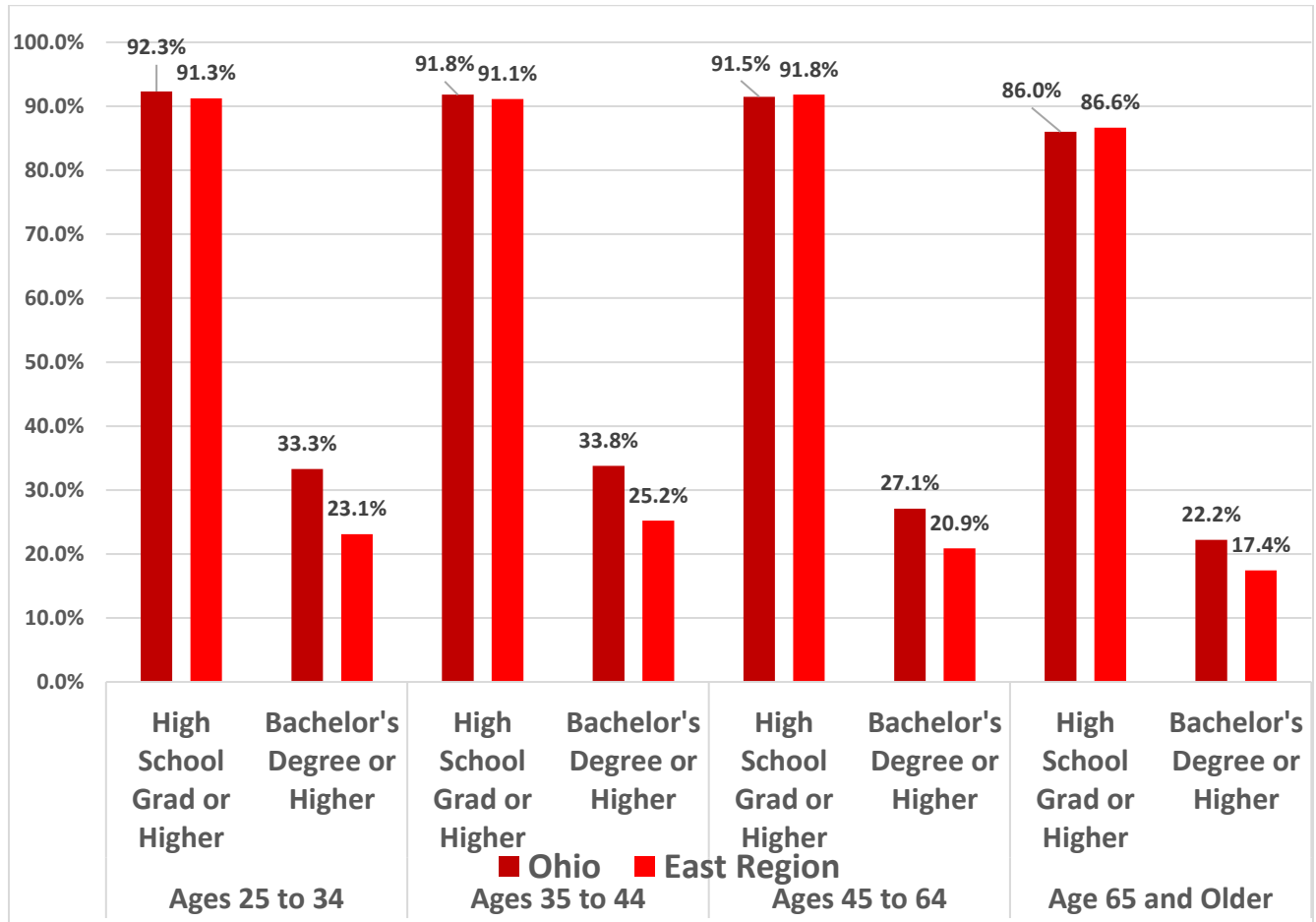


Figure 14: East Region Educational Attainment by Age Group

Source: American Community Survey, 2015-2019 Five-Year Estimates

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According to **Figure 15 – East Region Educational Attainment by Race/Ethnicity (25 and Older)**, 48.6% of Asians and 44.1% of Hispanic-Latinos have less than a high school diploma or equivalency.

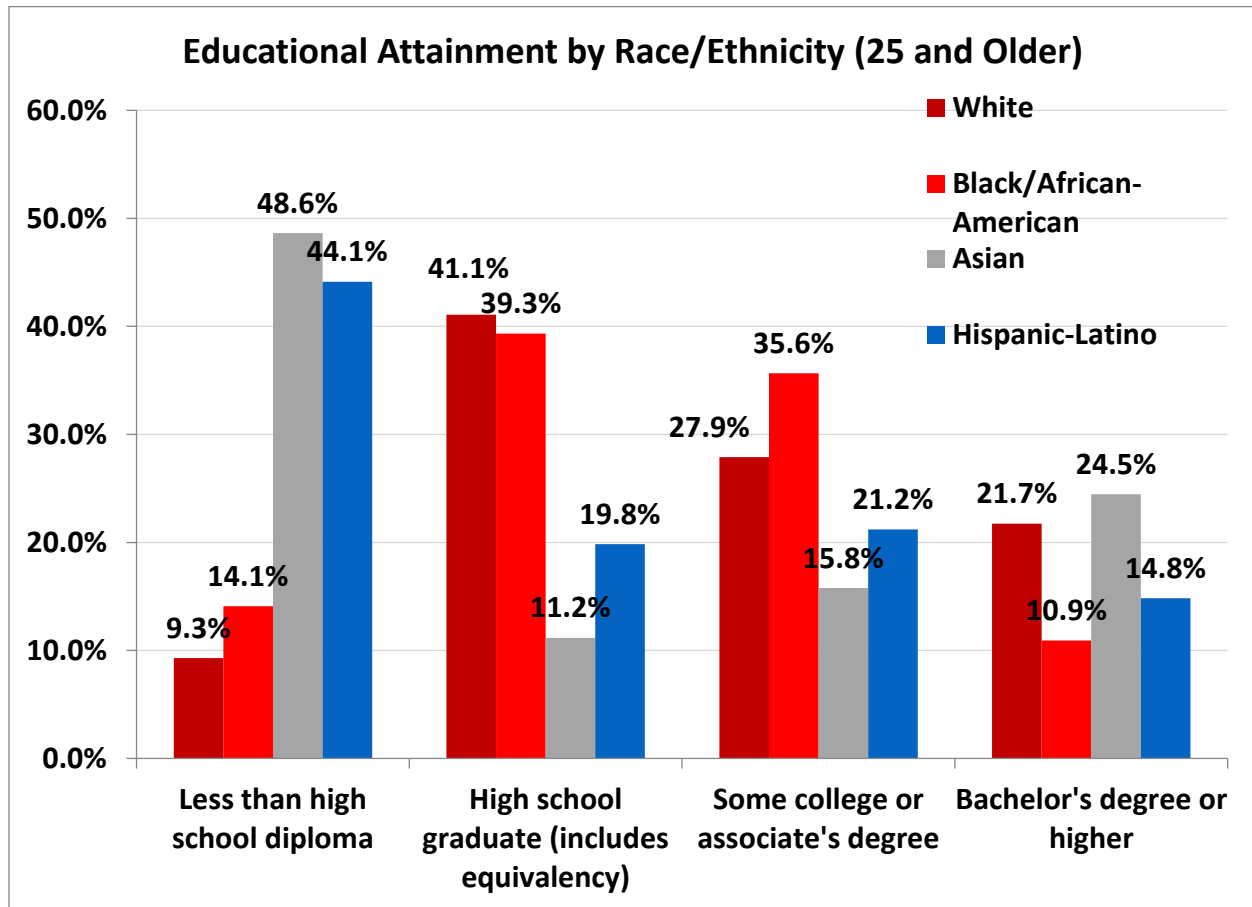


Figure 15: East Region Educational Attainment by Race/Ethnicity (25 and Older)

Source: American Community Survey, 2015-2019 Five-Year Estimates

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As depicted in **Figure 16 – East Region, Language Spoken at Home, Ages 5 and Older**, 43,274 individuals speak other than English in the home (16,141 speak Spanish; 27,133 speak another language). 36% of those who speak Spanish speak English less than “very well,” and 29% of those who speak another language speak English less than “very well.”

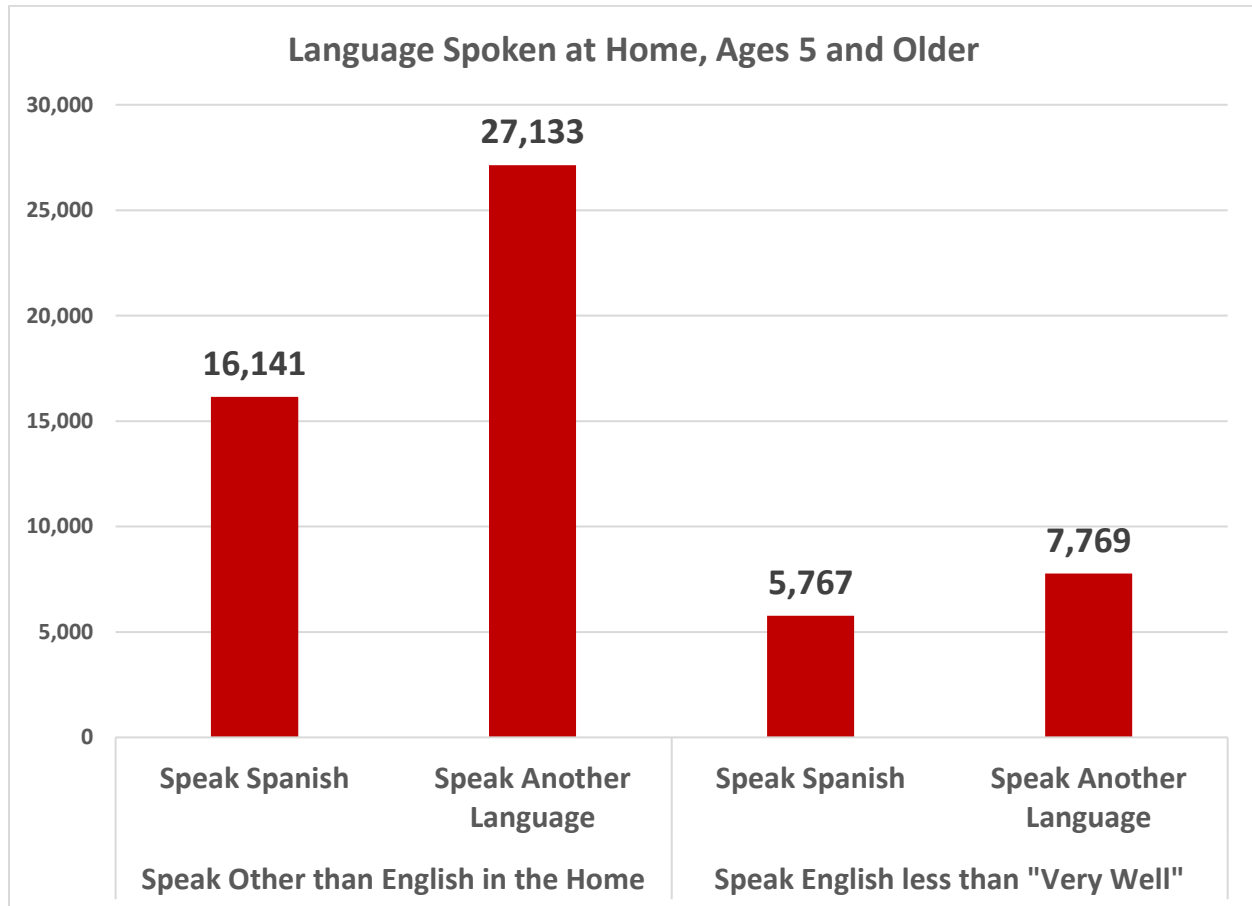


Figure 16: East Region, Language Spoken at Home, Ages 5 and Older

Source: American Community Survey, 2015-2019 5-year estimates

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Based on **Figure 17 – East Region, Language Spoken at Home by Educational Attainment (25 and older)**, the 41.4% of those who only speak English possess a high school diploma or equivalent. Among those who speak Spanish or other Indo-European languages, 65.2% have less than a high school diploma or equivalency. Those who speak Asian and Pacific Island languages and other languages, 79.6% possess a Bachelor degree or higher

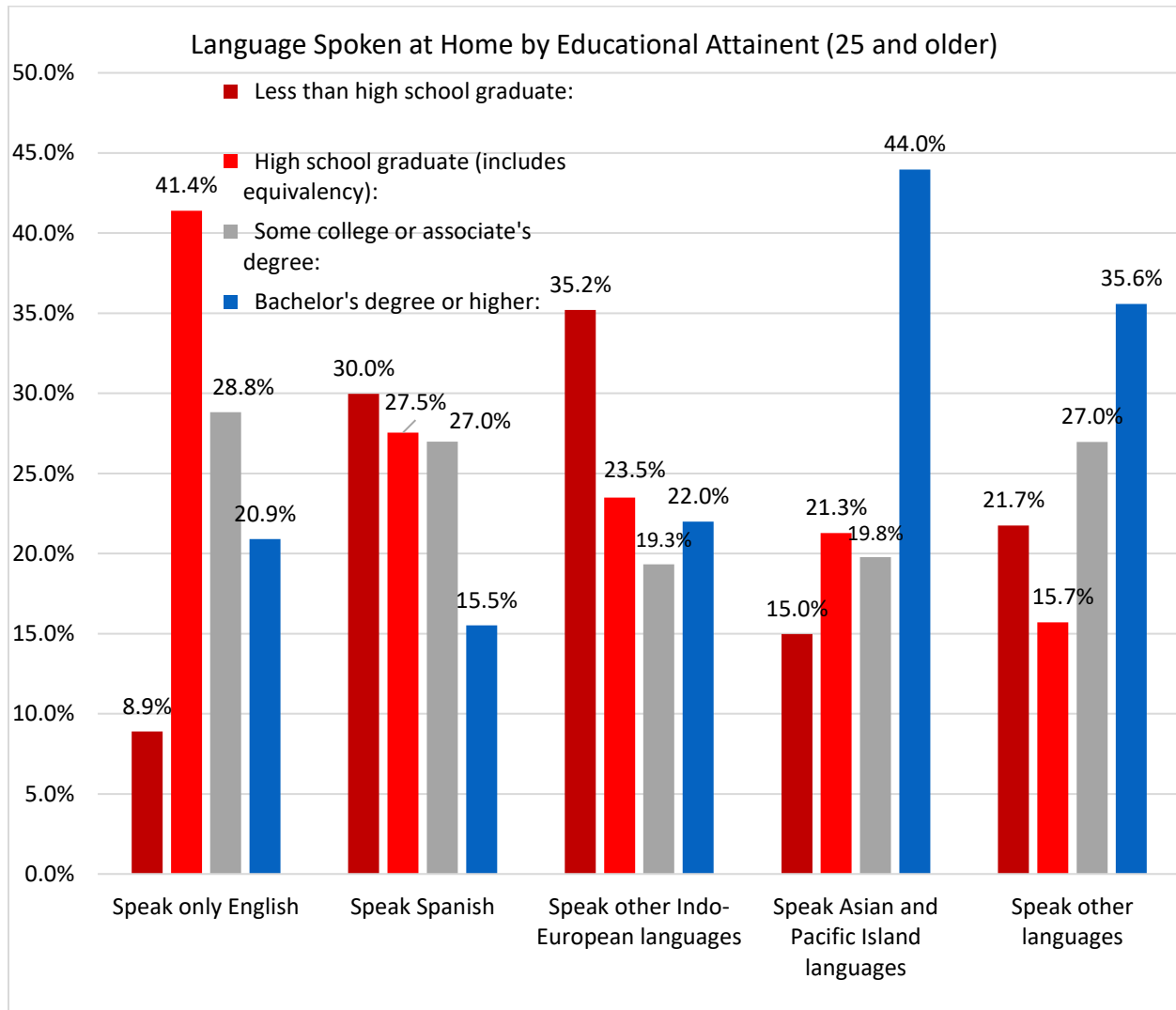


Figure 17: East Region, Language Spoken at Home by Educational Attainment (25 and older)

Source: American Community Survey, 2015-2019 Five-Year Estimates

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3-4-The following information aligns with the last two requirements under the description of regional labor market information and other analysis of the Regional Plan Template. It provides analysis of workforce development activities, including education and training in the region. Presented are the strengths of the workforce development system, alignment of education and training with employment needs, and the capacity to provide education and training activities that address the education and skill needs of the workforce.

The strength of the local workforce development system lies in the region's ability to support innovative program development by seeking additional partnerships and being proactive in aligning efforts to local workforce needs. In response to the need for workforce development activities, and the need to align education and training activities to address employer needs, the East Ohio Workforce Development Region has pursued community partnerships, innovative workforce development projects, and has competitively secured grant funding to support innovative workforce solutions. The following outlines the programs and activities that show the successful alignment of education, training, and workforce development in the Region.

The East Ohio Region has successfully attracted attention from the U.S. Department of Labor and the Ohio Department of Job and Family Services through the following:

- The Business Resource Network (BRN) continues to connect local businesses to resources through a one-stop concept through local BRN Roundtable partnerships. These partnerships are spearheaded by the OhioMeansJobs centers, and include representation from local elected officials, state and federal elected officials, local and state economic development, utilities, education and training, chambers of commerce, and a host of other community partners who have resources designed to serve businesses.
- The Greater Oh-Penn Network American Apprenticeship Initiative grant – Areas 17 and 18 continue to be a part of a collaborative in support of expanding apprenticeships across 14 counties and five local workforce development areas.
- Reemployment Services and Eligibility Assessment (RESEA) - Local staff in Areas 6, 17 and 18 will deliver RESEA, a federal program that provides intensive reemployment assistance to individuals who are receiving unemployment benefits and are determined likely to exhaust their benefits before becoming reemployed. RESEA serves as the entry point to the workforce system and provides seamless access to OhioMeansJobs center partner programs, including WIOA career and training services.
- Trade and Economic Transition Grant (TETG) - Areas 17 and 18 participated in the TETG. This time-limited opioid transition grant was used to address long-term worker absences, dislocations, and disruptions in skill and labor availability in geographic areas that have suffered the most severe negative impacts of the crisis by providing innovative training and employment services to dislocated workers.
- National Dislocated Worker Grant (NDWG) - The Region participates in the COVID-19 Emergency Recovery NDWG to identify workforce impacts of COVID-19 and maximize resources to create innovative solutions to promote economic independence and growth to dislocated workers that have been affected.

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- OERG - The Opioid Emergency Recovery Grant facilitated community partnerships to deal with the complex opioid public health crisis. The East Ohio Region funded training in professions that impact the causes and treatments of addiction, recovery, mental health and pain management and to ensure the timely delivery of supportive services to eligible participants. Area 6 also utilized funds to contract with Working Partners Systems, Inc., to provide outreach to businesses to assist them in developing recovery-friendly workplace policies.
- RETAIN - Retaining Employment and Talent After Injury/Illness Network - Areas 17 and 18 participated in Phase 1 of this Stay at Work/Return to Work grant supporting individuals after injuries sustained off-the-job. Local activity focused on promotion and implementation of a referral network for businesses.

The East Ohio Region has successfully engaged with new and existing sector partnerships. Sector partnerships are regional, employer-driven partnerships of industry, education and training, and other stakeholders that focus on the workforce needs of key industries in a regional labor market. Through these sector partnerships, the workforce system is better able to understand the common occupational and skill demands of regional employers, create collaborative solutions, garner employer feedback about programs, and adjust to changes in demand.

- The Mahoning Valley Manufacturers Coalition (MVMC) continues to be a strong partner in Areas 17 and 18's workforce systems. Since its founding, the group continues to grow its membership and includes not only additional manufacturers, but also workforce, education, and economic development organizations. The partnership has resulted in increased enrollments, changes in curriculum, new program development, and an increase of coordination with public workforce investment training dollars in support of manufacturing careers in demand.
- Oh-Penn Interstate Workforce Agreement represents the interstate collaborative of Columbiana, Mahoning, Trumbull (Ohio), Mercer and Lawrence Counties (Pennsylvania) working together toward common objectives with a focus on manufacturing. This represents a planning region under WIOA between both states for more coordinated outreach to both job seekers and businesses who rely on the economies between two states. The Oh-Penn region was able to secure a Workforce Innovation Fund grant for career pathways. The collaborative is focused on addressing shared skills gaps.
- With many partners at the table, OhioMeansJobs Trumbull's partnership with the International Brotherhood of Electrical Workers (IBEW) for apprenticeships, allows partners to provide input into the industry and the direction the training needs to take to stay current. This provides real time feedback into what the industry needs to train its apprentices.
- Area 6's Board and BRN are currently involved with the Canton Regional Chamber of Commerce and the Stark Economic Development Board's initiation of a manufacturing sector partnership, in collaboration with the Ohio Manufacturers' Association. This will be one of the first organized industry sector partnerships in Stark County moving forward in the Spring of 2021.

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The East Ohio Region has been engaged in the development of career pathways in high demand industries, particularly in manufacturing. Career pathways are an integrated collection of programs and services intended to develop students' core academic, technical and employability skills; provide them with continuous education, training; and place them in high-demand, high-opportunity jobs.

Through MVMC, manufacturers have collaborated with education and workforce development partners to improve and develop programs and create a career pathways “system.” This work started with employers identifying their current and projected needs across occupations. They identified critical shortages in machining occupations. This led to an extensive Skills Gap Analysis to identify the specific skills and competencies needed for current positions in demand as well as an asset map to understand where current programs were offered.

The analysis revealed a large gap at the entry level—individuals lacked general work readiness skills (written and verbal communication, working as a team, understanding workplace culture, and so on), the basic technical skills needed in a manufacturing environment, as well as at more advanced levels (safety and quality awareness, mechanical aptitude, precision measurement, etc.).

Manufacturers also visited each school to assess the strengths and weaknesses of each program—including their equipment, instructor capabilities and credentials, and program curriculum. Areas 17 and 18 participate in Work Advance, which is a manufacturing-sector focused strategy to improve economic mobility for low-income adults. Work Advance’s goal for both job seekers and employers is through targeted employment in high-demand jobs with strong career pathways.

Rapid change is evidenced by the emergence of “Voltage Valley” in Areas 17 and 18. Two facilities, Lordstown Motors, an electric truck start up, and Ultium Cells LLC. (LG Chem and GM) a joint venture, have broken ground in Lordstown, Ohio. Lordstown Motors will manufacture and assemble a line of electric trucks, which has created a lot of interest nationwide, as well as internationally. The Ultium Cells LLC. (LG Chem and GM joint venture) has resulted in the erection of a huge, state of the art facility which will produce batteries for electric vehicles. These two manufacturers have ushered in a collaborative training center between Youngstown State University, Eastern Gateway Community College and Kent State University. Additional manufacturers have also expressed interest in establishing facilities in “Voltage Valley”. The employment prospects will benefit the East Ohio Workforce Region and beyond.

The East Ohio Region has developed and supported registered apprenticeship through the American Apprenticeship Initiative (AAI).

As a natural extension of the career pathways work and the continued demand for more structured, hands-on learning the MVMC pursued and was awarded an American Apprenticeship Initiative (AAI) grant, which aims to markedly increase manufacturers’ ability to meet their needs for highly-skilled and credentialed employees and willingness to use customized registered apprenticeship models.

The AAI grant addresses specific gaps in available skills and training, as well as barriers to apprenticeship adoption, by leveraging existing infrastructure and partnerships and utilizing a diverse array of resources to: (a) increase manufacturing apprenticeships through strategic support functions, incentives, outreach, and education, (b) fill critical gaps through targeted recruitment of workers from specific demographics—including veterans, unemployed, underemployed and low-skilled individuals, and foster

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children, and (c) increase community colleges' capacity to provide more agile and responsive Related Technical Instruction.

The region recognizes the power of partnerships and has intentionally pursued partnerships with community-based organizations to expand its reach to targeted populations, improving outreach and access to services provided by the OhioMeansJobs delivery system. Some examples of these partnerships include:

- Canton Regional Chamber of Commerce's Education Committee is a partnership of employers, K-12 educators, workforce development, Junior Achievement, and higher education representatives, and engages students with business leaders to provide insights into securing internships as part of the Canton City Schools Early College High School program.
- Strengthening Stark is a community-wide movement of residents, businesses, government, nonprofits and philanthropy who share a vision for a vibrant, growing county. Strengthening Stark's goal is to make Stark County a great place to: start and grow a business, develop one's talent and pursue a career, and live and raise a family. The Stark Tuscarawas Workforce Development Board and OhioMeansJobs Stark County have been at the table since the movement's inception participating in such initiatives as the creation of StrengtheningStarkMeansJobs, a web-based platform that breaks down employment opportunities by industry, location and required qualifications to be a comprehensive resource for the community. OhioMeansJobs Stark County is additionally collaborating with Strengthening Stark on community and neighborhood job fairs and "Stark Career Connect", a grass-roots initiative rich with community partner collaboration to more intentionally connect individuals to employment and/or short-term training opportunities.
- The Tuscarawas County Chamber of Commerce partners with the Area 6 workforce board, the OhioMeansJobs Tuscarawas County center, Kent State Tuscarawas, Buckeye Career Center, and local-elected officials to promote the Multi-County Advanced Manufacturing Corridor, to better coordinate training to create a strong workforce for manufacturers across the southeast region of Ohio.
- Various programs to assist the incarcerated population re-enter the workforce including: retraining programs with Trumbull County Corrections and Indian River Juvenile Correctional Facility (Stark County); partnership with Stark County Re-entry Court; a case manager with the state's Pathways Home grant stationed at the OhioMeansJobs Stark County center, and the location of a satellite OhioMeansJobs Center within the Community Corrections Association, Inc., in Youngstown, Ohio.

The East Ohio Region is proactively seeking additional funding, outside of regular formula funds, to support innovation and address service gaps. As a result, the Region has benefited from several State of Ohio Investments and Grants including:

- The region has received grant funding for other program-specific initiatives such as Ohio Bureau of Workers Compensation's employer safety grants, and the Ohio Works First (OWF) program, providing financial assistance to the Temporary Assistance to Needy Families (TANF) program participants.
- Ohio's TechCred Program gives employers the chance to upskill current and future employees in today's tech-infused economy. Employers who submit successful applications are reimbursed up

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to \$2,000 per credential when current or prospective employees complete eligible technology-focused credentials. Program information is distributed directly to businesses and engaged partners by OhioMeansJobs center business service and Business Resource Network teams.

The region reports strong engagement amongst education and training providers to meet the current and future employment needs of the region's employers. The East Ohio Region boasts one comprehensive state university, Youngstown State University, five regional campuses of Kent State University, two community colleges, and six career and technical centers, as well as several private colleges and universities. Education and training providers are engaged as partners in the regional OhioMeansJobs delivery system, and provide employer engagement, assistance in building career pathways, help to increase work-based learning opportunities, and react proactively to the changing needs for customized, incumbent worker training as well as training and education for current and future industry needs.

The Region continues to increase awareness of the OhioMeansJobs Centers and partner programs, and OhioMeansJobs.com, and overcome perception that the OhioMeansJobs system is just for unemployed or people who do not already have training and/or education. K-12 collaboration has been enhanced through Board participation in the Business Advisory Committees established by the Educational Service Centers. There is also a need to increase the number of referrals to ASPIRE programming. While some progress has been made regionally, there is still room to expand upon this partnership. There continues to be efforts to integrate soft-skill and job-readiness training into all programs supported by the OhioMeansJobs system and core partners and programs. Along these lines, there is recognition that a better understanding and communication of career pathways and in-demand occupations would assist the region to serve its job seekers and business clients more cohesively. In Area 6, through a community initiative called Strengthening Stark, the workforce board now provides a web-based jobs platform that provides detail to in-demand jobs currently sourced through OhioMeansJobs.com, all in real time. Finally, the need for better alignment of assessment tools across programs was recognized as an area to build upon across the region. In fact, JobsOhio's current Ohio to Work pilot utilizes a common assessment tool called Pymetrics, which could be rolled out to Mahoning County later in 2021, as this JobsOhio pilot expands within Ohio.

K-12 engagement and partnerships continues to be a focus within the region through Comprehensive Case Management and Employment Program (CCMEP) activities with TANF-eligible in-school youth. The coordination of CCMEP activities such as paid work experience and internships between the CCMEP lead agencies, Workforce Development Boards, schools, and local employers may provide opportunities for young adults to secure unsubsidized employment upon graduation. Other strategies for K-12 engagement will be developed over the next four years as the region continues to expand activities under the CCMEP umbrella to serve young adults who are most in need of educational and employment-related services. CCMEP also brings opportunities for philanthropic collaboration to serve young adults. The Sisters of Charity Foundation in Canton have been champions to programs serving vulnerable populations. The Foundation has a history of statewide community collaboration through its Quality Child Care Initiative and Supporting Partnerships to Assure Ready Kids (SPARK). The Foundation has recently been interested in supporting more intensive case management programs that assist low-income families in becoming employed. The Workforce Development Boards within the region will continue to connect with philanthropic organizations and collaborate on workforce-related initiatives.

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The Department of Education's OhioMeansJobs Readiness Seal continues to provide a unique opportunity to assist schools in understanding the seal and how students can achieve it. The seal provides a opportunity for students to demonstrate how their activities in the classroom, community and employment environments combine to form a work ready professional.

In summary, the East Ohio Region will continue to work with the local workforce areas and across the region to address workforce development needs. The region will continue to align with education and training providers to address employers' needs, and build capacity to provide services to all populations served by the OhioMeansJobs delivery system. The region will continue to support community-based partnerships and pursue grant funding to enhance programming. Strategies listed in the following pages will outline how the region can maximize and leverage resources and increase coordination to develop a high-demand, skilled workforce which can support the needs of business and industry across the region.

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OhioMeansJobs Center Data:

Area 6 – OhioMeansJobs Stark and Tuscarawas Counties

- average visits per day – 101
- individual customers – 7,440
- first time customers – 2,585 (35% of individual customers)
- of first time customers (a customer may fall into more than one category)
 - disability – 9%
 - unemployed – 74%
 - OWF/TANF recipient – 4%
 - 55 years and older – 24%
 - without a high school diploma (students and dropouts) 10%
 - with a high school diploma/GED – 68%
 - college graduate – 17%

Area 17 – OhioMeansJobs Mahoning and Columbiana Counties

- average visits per day - 61
- individual customers – 12,654
- first time customers – 2438 (19% of individual customers)
- of first time customers (a customer may fall into more than one category)
 - disability – 5%
 - unemployed – 38%
 - OWF/TANF recipient – 57%
 - 55 years and older – 26%
 - without a high school diploma (students and dropouts) – 19%
 - with a high school diploma/GED – 44%
 - college graduate – 14%

Area 18 – OhioMeansJobs Trumbull County

- average visits per day – 36
- individual customers – 8621
- first time customers – 1502 (17% of individual customers)
- of first time customers (a customer may fall into more than one category)
 - disability – 8%
 - unemployed – 42%
 - OWF/TANF recipient – 75%
 - 55 years and older – 27%
 - without a high school diploma (students and dropouts) – 11%
 - with a high school diploma/GED – 46%
 - college graduate – 15%

Source: OhioMeansJobs Centers, July 1, 2018-June 30, 2019 - most recent year for which physical services data is available due to COVID restrictions.

Section 4: Descriptions of Regional Strategies

Section 4 aligns with the second part of the requirements for regional plans from the Regional Plan template – descriptions of regional strategies. This section is a combination of regional strategies and descriptions of how the region’s workforce areas will comply with the guidance offered in the regional plan template.

To address the requirements of the WIOA planning process as outlined in Policy Letter No. 16-03, the East Ohio Region has outlined a series of strategies. These strategies are:

Regional Strategy #1: The East Ohio Region will align regional resources, working with core programs and required partners, to provide enriched and cohesive services to job seekers.

Regional Strategy #2: Increase reach to more job seekers by utilizing shared outreach strategies around mutual services and facilitate access to services provided through the OhioMeansJobs delivery system through the use of technology and other means.

Regional Strategy #3: Identify/develop communication channels to increase awareness of in-demand occupations and related career pathways.

Regional Strategy #4: Establish joint regional service strategies by sharing best practices on policy and service design for work-based training programs and individual training accounts.

Regional Strategy #5: Further enhance employer engagement in the East Ohio Region.

Regional Strategy #6: Identify opportunities to reduce administrative costs regionally.

Regional Strategy #7: The East Ohio Region will share best practices and design collaborative strategies to engage and build the capacity of the local boards.

Description of how the planning region, with collaboration from the local workforce development boards, will support the goals of the state combined plan. The State Combined Plan aligns the state’s largest workforce programs, including: Title I of WIOA, which funds county OhioMeansJobs Centers and job training and job search assistance programs for adults, dislocated workers and low-income youth; the Wagner-Peyser Act Program, which funds a variety of employment services to connect job seekers and employers; Adult Basic and Literacy Education (ASPIRE), which funds high school equivalency preparation, adult math, reading and literacy courses; and the Vocational Rehabilitation Program through Opportunities for Ohioans with Disabilities, which supports vocational rehabilitation programs for individuals with disabilities, as well as additional partners including: Carl D. Perkins Career and Technical Education, which provides funding for career technical training for secondary and post-secondary students; Senior Community Service Employment Program, which is a community service and work-based job training program for older Ohioans; and Jobs for Veterans State Grants Programs, which helps veterans find jobs through employment services at local OhioMeansJobs Centers.

With these programs, in addition to others, Ohio’s combined workforce plan will improve outcomes for students, adults and employers by better coordinating local workforce administrators, caseworkers and K-12 educators. The goals of the combined plan are:

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- Goal 1: Coordinate efforts across entities (public, private, local, and State) to reduce unnecessary duplication and maximize resources.
- Goal 2: Leverage technology and data to create efficiencies and improve services and outcomes.
- Goal 3: Deploy locally driven programs that produce results.
- Goal 4: Invest in and promote education and training for jobs that:
 1. empower people with 21st Century skills and strengthen Ohio's strategic economic advantage, and
 2. ensure that our State has a workforce to support the health and well-being of Ohioans, their families, and communities.

Through alignment with the goals and the desire to develop a demand-driven workforce development system, the region identifies seven key strategies that cross various actionable areas within the greater strategic initiatives:

Regional Strategy #1: The East Ohio Region will align regional resources, working with core programs and required partners, to provide enriched and cohesive services to job seekers. This regional goal aligns with the state goals 1 and 2.

Regional Strategy #2: Increase reach to more job seekers by utilizing shared outreach strategies around mutual services and facilitate access to services provided through the OhioMeansJobs delivery system through the use of technology and other means. The regional goal aligns with state goals 2, 3, and 4.

Regional Strategy #3: Identify/develop communication channels to increase awareness of in-demand occupations and related career pathways. This regional goal aligns with state goals 1, 3, and 4.

Regional Strategy #4: Establish joint regional service strategies by sharing best practices on policy and service design for work-based training programs and individual training accounts. This regional goal aligns with state goal 4.

Regional Strategy #5: Further enhance employer engagement in the East Ohio Region. This regional goal aligns with state goal 3.

Regional Strategy #6: Identify opportunities to reduce administrative costs regionally. This regional goal aligns with state goals 1 and 2.

Regional Strategy #7: The East Ohio Region will share best practices and design collaborative strategies to engage and build the capacity of the local boards. By engaging the local boards and building best practices across each workforce development area and the region, all aspects of the State Combined plan will be affected. A highly-engaged board is integral to the successful implementation of WIOA programs and policies and aligning the needs of business to local job seekers. This regional goal aligns with state goals 1 and 2.

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Identification of the shared regional strategy to align available resources within a planning region by working with the core programs and other required partners.

Regional Strategy #1: The East Ohio Region will align regional resources, working with core programs and required partners, to provide enriched and cohesive services to job seekers.

The East Ohio Region will work with WIOA core and program partners to embed job readiness and soft skills into workforce training programs, making program participants better prepared to enter the workforce. Common core partners include: Adult and Dislocated Worker Programs, CCMEP, Wagner-Peyser Employment Services, Vocational Rehabilitation Program, Adult Basic and Literacy Education (ASPIRE), Senior Community Service Employment Services Program, Post-Secondary Vocational Education, Trade Adjustment Assistance, Jobs for Veterans State Grant Program, Unemployment Insurance Program, and Temporary Assistance for Needy Families Program (TANF). Co-enrollment will allow for better referral and access to remedial education and credentialing training.

The East Ohio Region will continue to improve the level of access to and quality of career counseling by creating a stronger flow of internal communications to the region's partners and staff. This includes making sure staff and partners are up to date on data collection trends, and providing training and workshop series on in-demand occupations and future job opportunities. The Ohio Department of Job and Family Services OhioMeansJobs Center University will provide the region with more universal access to consistent training and staff development opportunities.

The East Ohio Region will continue local board support of the State of Ohio's youth workforce program, the Comprehensive Case Management and Employment Program (CCMEP), coordinating case management and creating a more unified experience for job seekers aged 14-24 years old. CCMEP will provide the operational framework to deliver integrated, comprehensive case management and employment services. CCMEP seeks to improve employment and education outcomes by helping participants overcome barriers to employment and develop in-demand skills to better serve our local employers. CCMEP will provide employment and training services based on a comprehensive assessment of participants' employment and training needs and will provide services based on an individualized opportunity plan. Because CCMEP combines the resources of Temporary Assistance to Needy Families (TANF) and WIOA, it creates a better-coordinated, person-centered case management system. Co-enrollment and common case management are two of the best practices that can be applied to assist these job seekers in a more cohesive way across partners of the OhioMeansJobs delivery system. Area 6 will continue to share with the regional boards practices gained from participation in Mathematica's Goal4It!™ behavioral science evidenced-based case management pilot.

Regional Strategy #2: Increase reach to more job seekers by utilizing shared outreach strategies around mutual services, and facilitate access to services provided through the OhioMeansJobs delivery system through the use of technology and other means.

The East Ohio Region will work collectively to identify opportunities to increase awareness of partner services. This will include both shared services through the OhioMeansJobs Service delivery system and individual partner services. Examples of potential actions in support of this strategy include: Leverage the use of Comprehensive Case Management and Employment Program (CCMEP) outreach and referral services via case managers to connect youth with barriers to the OhioMeansJobs Centers and CCMEP services; Reach out in new or expanded ways to Unemployment claimants (local RESEA delivery will

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enhance this effort); Invite additional partners to participate in Rapid Response events to raise awareness of the services they offer; Continue partnerships with local libraries; Create a speakers' bureau to present at community organizations like Rotary, Kiwanis, etc.; and Develop a common video that could be used in various ways to promote OhioMeansJobs services – a virtual information session. This could be used on email blasts, social media, OhioMeansJobs websites, etc.

Regional Strategy #3: Identify/develop communications channels to increase awareness of in-demand occupations and related career pathways.

The East Ohio Region, utilizing in-demand occupations lists, continues to engage a regional awareness campaign to promote in-demand careers throughout local communities, linking from partner web sites, partner e-newsletters, and other publications. It is important that all the partners and service providers understand the jobs on the list and the career pathways for individuals to become prepared for those careers. Re-employment engagement is being provided one-on-one within the OhioMeansJobs Centers by Wagner-Peyser Employment Professionals. This method communicates in-demand occupations and career pathways to individuals. Continued outreach to high schools and career and technical centers, participating in local job fairs, and interaction with apprenticeship programs also provide opportunities to develop further communications about in-demand careers.

CCMEP continues to provide a regional conduit to expose low income and barriered young adults to in-demand occupations and access to training for entry and mid-level opportunities in healthcare and early care and education. Short term training for credentials such as State Tested Nurse Aides (STNA) and Child Development Associates (CDA) are building blocks that will lead to expanded career pathways in healthcare and early childhood education. Individual Training Accounts have been developed in all three workforce areas over the past twenty years to assist job seekers in completing training to secure jobs in these sectors and providing awareness of what additional training may be needed to advance in these fields.

Establish joint regional service strategies, including developing common requirements and policies for work-based training (customized training, incumbent worker training, and on the job training) and for training services, through the use of individual training accounts. This includes the development and use of cooperative service delivery agreements.

Regional Strategy #4: Establish joint regional service strategies by sharing best practices on policy and service design for work-based training programs and individual training accounts, including joint identification of evolving needs of businesses and job seekers emerging from COVID-19 economic conditions.

The East Ohio Region will continue to support efforts of the local area workforce development boards in implementing local area service strategies and will work together to identify opportunities for regional service strategies, when applicable and beneficial to the region. Regional service strategies will be implemented when the East Ohio Region is able to effectively leverage its resources and influence to broaden the impact and minimize duplicative efforts occurring within the local areas. The East Ohio Region has designed a cooperative Memorandum of Understanding document and will utilize this at the regional level where feasible and necessary. The document is attached as Appendix B.

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Utilization of shared strategies and mutual services in the planning region: engagement of employers, including small employers and employers in in-demand industry sectors and occupations; provision of business services to employers; coordination of workforce development programs and economic development; management of regional rapid response activities; and collaboration with JobsOhio.

Regional Strategy #5: Further enhance employer engagement within the East Ohio Region.

Support or design sector partnerships

Best practices suggest that robust strategies to reach individual businesses can be complemented by strong sector partnerships. Sector partnerships are “regional partnerships that organize key stakeholders connected with a specific regional industry in order to develop workforce development strategies within the specified industry.”¹ Sector partnerships include employers within one industry that bring government, education and training, economic and workforce development, labor, and community organizations together to focus on the workforce needs of an industry within a labor market. Common tasks of these partnerships include: collectively addressing the priority needs of industry, communicating industry priorities to policy makers and workforce development partners enabling them to design responsive solutions, and identifying common issues, challenges, and opportunities facing individual employers.

When common needs are present, an industry can benefit from sector partnerships. A good example of this is the Mahoning Valley Manufacturers Coalition (MVMC), which is an employer-led partnership in Areas 17 and 18. Partners in Area 6 expressed interest in sector strategies, with this as another opportunity for the local areas within the East Ohio Region to learn from each other and share keys to success. Given the importance of manufacturing to the Area 6 economy and the existence of MVMC in Areas 17 and 18, partners will conduct exploratory conversations with manufacturers in both local areas to determine the best strategy for expanding the sector partnership. Stark and Tuscarawas Counties continue to assist in ways to replicate the industry sector partnership model in collaboration with the economic development board and local chambers.

Create common demand-driven strategies

Regional partners also will share best practices about effective demand-driven talent strategies, including the idea of designing a career pathways “system” as a method for organizing the ecosystem of education and training providers and providing more seamless paths for individuals to enter and advance in a given sector.

The Workforce Development Boards also will collaborate around apprenticeships. The Ohio Manufacturers’ Association and Lorain Community College are leading a statewide initiative called Scaling Apprenticeships, with the local workforce boards and OhioMeansJobs centers as partners in these efforts. The Ohio Department of Job and Family Services was also awarded an Apprenticeship Expansion grant, which includes funding for pre-apprenticeship activities and training. The region will look toward opportunities like these for expansion and replication.

¹ National Governors Association. “State Sector Strategies Coming of Age: Implications for State Workforce Policymakers”. National Skills Coalition. Retrieved from: [State Sector Strategies Coming of Age: Implications for State Workforce Policymakers - National Governors Association \(nga.org\)](https://www.nga.org/State-Sector-Strategies-Coming-of-Age-Implications-for-State-Workforce-Policymakers)

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The healthcare sector also projects growth of in-demand occupations across the five-county East Ohio region over the next four years. Strategies will continue to be developed to outreach and engage dislocated workers in skill training and on-the-job training for in-demand, high wage healthcare-related occupations such as medical billing and coding, medical assistants, licensed practical nurses, and registered nurses. Areas 17 and 18 have worked with not only the state but also Mercy Health to identify persons who have been injured with a neuro- muscular skeletal injury, not related to work, and assist them to transition back to other employment based upon limitation or skills retraining. This has been an opportunity to assist persons that may not have accessed the service through the OhioMeansJobs centers.

The Workforce Development Boards in the East Ohio Region will continue efforts and work together to expand healthcare career ladders and pathways. The Boards will also utilize the OhioMeansJobs centers to continue to inform job seekers of the entry level jobs available in healthcare to the more advanced in-demand opportunities that require additional education and training.

Build on the success of the Business Resource Network



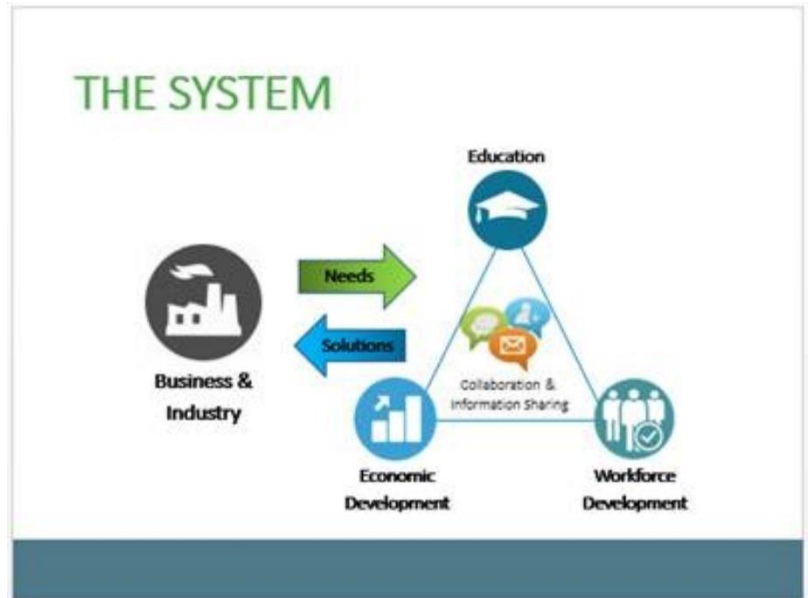
This region has long been known for its innovative and proactive approach to business outreach and service delivery. They have been recognized at both the state and national level for their efforts—most notably, the Business Resource Network.

The Business Resource Network, or BRN, is a partnership representing chambers of commerce, workforce and economic development organizations, universities, colleges, career and technical centers, community organizations, and state and local government agencies. Its structure provides a seamless delivery system for a full range of programming resources, important funding streams, and real solutions for businesses. Tailored information on incentives, tax breaks, employment and training assistance, succession and/or business plans, marketing, exporting assistance, expansion or upgrades and more are examples of client needs and challenges that can be addressed by the BRN.

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Through the BRN the workforce system can identify not only individual business' needs, but also emerging trends. For both levels of business services (individual and collective) to be most effective, all "system" partners must be highly engaged and aligned behind a common strategy. While this philosophy is at the heart of the BRN, taking the partnership to the next level will require additional partner engagement—particularly with economic development partners—as players have changed over the course of time.

Sustainability of the BRN model has endured through the use of WIOA Title I funds, as well as resources from the ODJFS Office of Workforce Development. As mentioned in the plan's introduction, the state provided business services expansion funding in 2020, so that Boards and local OhioMeansJobs centers could meet the needs of businesses as they navigated the COVID-19 business disruptions and staffing challenges.



Manage regional Rapid Response activities

Local workforce development boards will continue to coordinate activities with state staff to manage Rapid Response events. In cases where a Rapid Response event takes place in a county that has workers affected in other counties within the region, the region will coordinate activities and service across the affected workforce areas, based on employer and job seeker needs. The East Ohio Region will comply with Rapid Response guidelines set by the Ohio Department of Job and Family Services Office of Workforce Development.

Collaborate with JobsOhio

The East Ohio Region will continue to partner and coordinate workforce development programs and services with economic entities under the umbrella of JobsOhio's regional network partner Team NEO.

Coordination with relevant secondary and post-secondary program and activities with education and workforce development activities; coordination with WIOA Title I workforce development activities with adult education and literacy activities under WIOA Title II, including the review of applications submitted under title ii will be reviewed; strengthening linkages between the OhioMeansJobs delivery system and unemployment insurance programs; and ensuring 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.

The East Ohio Region will support local area memoranda of understanding with service providers for adult education and literacy activities under Title II. When appropriate, the local areas will continue to address these services using a regional-level service model. For example, there may be a need for regional activities in cases where customers are residents of one county but working and seeking

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services in another county. In such cases, the East Ohio Region will work together to establish appropriate cooperative service agreements to coordinate adult education and/or literacy activities cross-regionally rather than disrupt or deliver inconsistent services to the customer.

Further coordination will be facilitated through the development of career pathways and through industry sector partnership approaches to continually identify employer needs, develop programs to address gaps, and create more seamless hand-off among partners, including Adult Basic and Literacy Education (ASPIRE), Carl D. Perkins Career and Technical Education and WIOA. Regional Perkins partners include: Stark State College, Eastern Gateway Community College, Canton City Schools, Buckeye Career Center, Kent State University Regional Campuses in Columbiana, Stark, Trumbull, and Tuscarawas Counties, Youngstown State University, Mahoning County Career and Technical Center, Columbiana Career and Technical Center, Trumbull Career and Technical Center, Choffin Career and Technical Center, and Alliance Career Centre.

The East Ohio Region will support the coordination of WIOA Title I workforce development activities with adult education and literacy activities (Adult Basic and Literacy Education, ASPIRE) under Title II, including the review of applications submitted under Title II. When ASPIRE applies to the Ohio Department of Higher Education for funding, applications must first be reviewed by the local workforce development board for endorsement. This will provide the workforce development boards the opportunity to provide input and suggestions in the programs.

The East Ohio Region will coordinate linkages between the OhioMeansJobs delivery system and unemployment insurance programs in each local workforce development area. Local areas will develop a system to provide access to unemployment insurance programs using a regional level service model within the OhioMeansJobs Centers, as required in WIOA under meaningful assistance.

WIOA requires priority be given to public assistance recipients, other low-income individuals and individuals who are basic-skills deficient when providing individualized career services and training services using WIOA Title I adult program funds. Department of Labor specifies that priority should also be applied to individuals who are both underemployed and low-income. WIOA provides a focus on servicing individuals with barriers to employment. Under WIOA, priority of services is required regardless of funding levels and is expanded to include individuals who are basic-skills deficient. The East Ohio Region will give specific focus to these populations to ensure alignment of services among all local area workforce development boards and regional and WIOA partners.

Coordination amongst the planning region for administrative costs, including pooling funds as appropriate, and WIOA title I workforce development activities with the provision of transportation (including coordination with transportation regions once developed by the Ohio Department of Transportation) and other appropriate supportive services in the planning region.

Regional Strategy #6: Identify opportunities to reduce administrative costs regionally.

The region agrees to a vision of what successful administrative cost-sharing looks like. Creating a common service delivery system is key. Such a vision includes regional procurement and evaluations, and common staff training and communication across all three local areas.

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The East Ohio Region will continue to explore administrative cost agreements. The East Ohio Region's history of cross-collaboration in program and service delivery will be a solid framework for developing cost agreements. Learning from each other's strengths can also provide an opportunity for staff development across the local areas.

The East Ohio Region's strategy for the coordination of transportation and other supportive services will center on using the collective voice of the region to approach agencies and negotiate solutions, when applicable. Because of the large geographic area covered in the East Ohio Region, some provision for transportation and supportive services may need to be addressed locally, including public transportation systems that do not overlap across county lines. The region will prioritize these efforts based on the most prevalent needs of customers across the region (e.g., transportation services, childcare). This will require all local area workforce development boards to develop a comprehensive understanding of local area needs and available resources.

Regional Strategy #7: The East Ohio Region will share best practices and design collaborative strategies to engage and build the capacity of the local boards.

The East Ohio Region will share best practices and design collaborative strategies to successfully engage new board members. Examples of best practices include formalizing the engagement and development of new board members, providing a comprehensive overview of WIOA, as well as opportunities for strategic planning, providing an overview of the State Combined Plan, and outlining the responsibilities of the local workforce development board.

Identification of how the planning region will provide training services, through the use of individual training accounts (ITAs) in a mutual manner.

The East Ohio Region will share outreach strategies and best practices across the region to successfully implement these programs when dollars are available to the enrichment of the entire region. The region will focus resources available for individual training accounts to those occupations that are most in-demand for the local area or region. The region will continue to accommodate customers' needs related to Individual Training Account policies and related forms, as individuals often travel across county lines to attend training. As we emerge from the COVID-19 crisis, training providers may utilize more virtual training formats in the future.

The process the planning region undertook to provide 30-day public comment period prior to submission of the regional plan and the individual local plans.

The Regional Plan, along with each of the three Local Plans, was released for public comment March 15, 2021. The public comment period expired on April 13, 2021, remaining open for a total of 30 days. The plans were made available for comment electronically at <http://www.wdbinc.org/home/additional-resources> and were advertised as available for comment via the internet, newspapers, emails, and press releases. Each comment received was disposed of based on the recommendations of the Workforce Development Board executive staff. The following legal notice for the 30-day public comment period was posted in the following newspapers:

Stark and Tuscarawas Counties:

Canton Repository

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The Times Reporter

Mahoning and Columbiana Counties:

The Youngstown Vindicator

Morning Journal

Trumbull County:

The Tribune Chronicle

Section 5: Assurances

The East Ohio Region provides the following assurances:

The Local Workforce Development Boards within the planning region 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 Boards within the planning region 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 Boards within the planning region must assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act.

The Local Workforce Development Boards within the planning region 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 Boards within the planning region 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 Boards within the planning region 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, 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)

Section 6: Signature Page

The signature page of the regional plan attests that all assurances have been met and that the regional plan and accompanying local plans represents the local workforce development boards' 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. The effective date of the regional plan and the accompanying local plans is June 1, 2021.

Local Workforce Development Area 6



Darwin Smith, Stark Tuscarawas Workforce Development Board Chairperson



Jennifer M. Meek Eells, Stark Tuscarawas Workforce Development Board, Executive Director



Janet Weir Creighton, Stark County Board of Commissioners, Chief Elected Official



Al Landis, Tuscarawas County Board of Commissioners

Local Workforce Development Area 17



Deann Davis, Workforce Development Board, Inc. Mahoning and Columbiana Counties, Chairperson



Mary Ann Kochalko, Workforce Development Board, Inc. Mahoning and Columbiana Counties, Executive Director



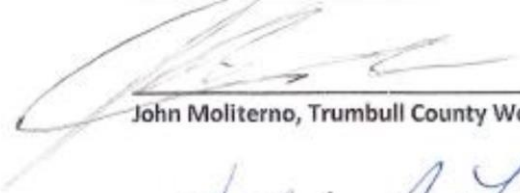
Anthony Traficanti, Mahoning County Board of Commissioners



Tim Weigle, Columbiana County Board of Commissioners

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Local Workforce Development Area 18



John Moliterno, Trumbull County Workforce Development Board, Chairperson



William Turner, Trumbull County Workforce Development Board, Executive Director



Mauro Cantalamessa, Trumbull County Board of Commissioners

Addendum A:

Area 6 Local Workforce Development System

1-THE WORKFORCE DEVELOPMENT SYSTEM IN THE LOCAL AREA THAT IDENTIFIES THE PROGRAMS THAT ARE INCLUDED IN THE SYSTEM AND THE LOCATION OF OHIOMEANSJOBS CENTERS IN THE LOCAL WORKFORCE AREA.

Programs included in the Area 6 OhioMeansJobs Centers:

Program	Partner Name
Adult and Dislocated Worker Programs	Workforce Initiative Association
Comprehensive Case Management and Employment Program	Workforce Initiative Association
Employment Services	Ohio Department of Job and Family Services
ABLE	Canton City Schools ABLE and Buckeye Career Center ABLE
Vocational Rehabilitation Program	Opportunities for Ohioans with Disabilities
Community Development Block Grant (CDBG)	Stark County Community Action Agency
Senior Community Employment Services Program	Vantage Aging
Post-Secondary Vocational Education	Stark State College Canton City Schools Kent State University Tuscarawas Buckeye Career Center
Trade Adjustment Assistance	Ohio Department of Job and Family Services
Jobs for Veterans State Grants Program	Ohio Department of Job and Family Services
Unemployment Insurance Program	Ohio Department of Job and Family Services
Temporary Assistance for Needy Families Program (TANF)	Stark County Job and Family Services Tuscarawas County Job and Family Services
Job Corps Program	Management and Training Corporation
Youthbuild Program	Project REBUILD
Non-required WIOA partner – Employment and Training	Goodwill Industries of Greater Cleveland and East Central Ohio

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Area 6 OhioMeansJobs Center locations:

Stark County: 822 30th Street NW, Canton, Ohio 44709

Tuscarawas County: 1260 Monroe Street, Suite 35, New Philadelphia, Ohio 44663

2-AN EXPLANATION OF THE OHIOMEANSJOBS DELIVERY SYSTEM IN THE LOCAL AREA, INCLUDING:

2.1: How the local board ensures continuous improvement of eligible providers and that providers meet the employment needs of local employers, workers and job seekers.

The referral process provides convenience of services to businesses and individuals using the OhioMeansJobs Centers and makes available all universal core services, and access to program-specific basic, staff-assisted, and training services at these sites. This process also provides for a continuum of services and follow-up to ensure business and individual needs have been met.

Partners agree to use as their common referral tool either the OhioMeansJobs Center's universal customer tracking application known as Gstars™ or any such statewide customer tracking system required by ODJFS. All partners agree to participate in the continuing refinement of the referral process.

Eligibility requirements in certain programs require that specific criteria be met prior to accepting a referral from a partner. For the Ohio Department of Job and Family Services (ODJFS) State Veterans Program, any veteran or eligible spouse is considered a universal customer until such time as an assessment has been completed and/or it has been determined that a barrier to obtaining employment exists. Upon this determination by a partner, a formal referral can be made to the ODJFS State Veterans Program.

2.2: How the local board will facilitate access to services provided through the OhioMeansJobs delivery system through the use of technology and other means.

Area 6's OhioMeansJobs delivery system has used Gstars™, which is a case management, data collection and reporting system. The system is integrated and technology-enabled and allows OhioMeansJobs Centers and their partners to track all WIOA programs through a common database. Workforce partners may make use of this system through data sharing agreements/memoranda of understanding.

Area 6 also supports full utilization of the online OhioMeansJobs.com, and actively promotes the use of the system for job search, registration, career pathways research, and career planning tools, as well as the numerous other programs and searches available through the website.

The OhioMeansJobs delivery system has increased the number of online training opportunities for customers. Online trainings not only allow customers the freedom to participate in trainings at the time which works best with their unique schedule, but also alleviates barriers to receiving training, such as transportation costs. Virtual services promoted in response to COVID19 will remain in place. Offerings through YouTube, Facebook Live events, LinkedIn, and other social media platforms have been well-received by job seekers and businesses throughout Stark and Tuscarawas Counties.

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In order to improve communication, the area also uses a Constant Contact account to reach out to claimants across the counties. Messages from this account may include information regarding past and upcoming events, targeted outreach initiatives, and other OhioMeansJobs-related messaging.

OhioMeansJobs Stark and Tuscarawas Counties are also investing in ways to communicate with customers more directly, such as through the use of cell phone texts. The centers partner with the library systems and community-based organizations to provide access to resources such as OhioMeanJobs.com at their own facilities outside the OhioMeansJobs Centers. This includes providing training to community-based organizations and their staff on how to use the centers' technological tools and resources (ie: group workshops, webinars, etc.) and how best to utilize those resources with their job-seeking customers.

2.3: How entities within the OhioMeansJobs delivery system, including OhioMeansJobs center operators and partners, will comply with section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.

Area 6's OhioMeansJobs Centers and their local workforce development board ensure that their OhioMeansJobs Centers are in compliance with all federal and state laws as it relates to serving those with disabilities. Collaboration with Opportunities for Ohioans with Disabilities (OOD), the state vocational rehabilitation agency, is ongoing and continues to work to improve and expand access to services for those individuals with disabilities. OOD's regional representative currently serves on the Stark Tuscarawas Workforce Development Board.

Ohio's certification process for the OhioMeansJobs Centers under WIOA has addressed the needs of those with disabilities. Area 6 follows all guidance and participates in training offered by the State. The OhioMeansJobs Center certification process included the completion of the ADA Checklist, self-assessment tool to ensure compliance as it relates to Section 188. The comprehensive facility in Area 6 has been fully certified.

Area 6 is committed to providing services to individuals with disabilities and other untapped talent. The OhioMeansJobs Center shares labor market information with WIOA partners, including ASPIRE providers and OOD. OOD and local partners are included in engagement with key stakeholders from business and industry cooperatively in partnership through the Business Resource Network. Enhanced coordination of the continuum of career development strategies for shared customer bases across the systems builds and maximizes staff capacity, resources, and communications. OOD provides center staff and other partners with training, technical assistance, and use and sharing of information.

2.4: How the local board will coordinate with the regional JobsOhio Network Partner

The Area 6 local workforce development board will continue to partner and coordinate workforce development programs and services with economic entities including JobsOhio and the regional network partner, Team NEO. Engagement will include working together on joint projects, identifying opportunities to share information and best practices, and leveraging resources as appropriate.

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2.5: The roles and resource contributions of the OhioMeansJobs Center partners

The roles and resource contributions of the OhioMeansJobs Center partners are outlined in the Local Memorandum of Understanding (MOU) – an agreement resulting from negotiations at the local level that describes the roles and responsibilities of the local workforce development board and local partners in the operation of the OhioMeansJobs Centers and participation in the local workforce development system. The MOU lists each local partners' proportionate share of infrastructure costs and the costs for shared services as well as other locally negotiated terms.

3-DESCRIPTION AND ASSESSMENT OF THE TYPE AND AVAILABILITY OF ADULT AND DISLOCATED WORKER EMPLOYMENT AND TRAINING ACTIVITIES.

Area 6 offers the full range of basic and staff-assisted career and training services, including:

- Basic Career Services – general information, orientation, job search assistance, labor market information, WIOA WIET information, OhioMeansJobs Center performance information, supportive services information, follow-up services, workshops, financial aid information, and employer related services.
- Staff-Assisted Career Services – intake and edibility, initial assessment, assessment and testing, career plan development, individual career counseling, group career counseling, case management, supportive services, youth services.
- Training Services – skills training funding, on-the-job training, workplace readiness training, customized employer training.

Area 6 offers a variety of services at the OhioMeansJobs Centers and also has strong referral mechanisms in place. Through the referral system, services are provided to individuals who are receiving Temporary Assistance to Needy Families (TANF). All TANF participants are registered through the OhioMeansJobs.com delivery system.

All Resource Room staff and partner representatives have been trained on how to register individuals into OhioMeansJobs.com so that individuals can fully utilize the online system and its resources.

Workshops offered locally also provide important training and education to adult and dislocated workers. Workshops are offered in a variety of topics including: resume writing, interviewing, and using the internet for job search.

The OhioMeansJobs Centers are an excellent resource for dislocated workers. The Area 6 OhioMeansJobs Centers have a long history of providing services that get workers back on the job quickly by utilizing the resources available through on-the-job training grants. Because of the Business Services Team's excellent relationships with employers, dislocated workers are often guided to positions available on OhioMeansJobs.com.

Rapid Response is another opportunity to work with dislocated workers. Currently the local staff work with the Wagner-Peyser staff to respond to layoff events. The OhioMeansJobs center staff are also now delivering RESEA services and connecting one-on-one with dislocated workers to assist them in quickly reconnecting with the labor force.

WIOA requires priority be given to public assistance recipients, other low-income individuals and individuals who are basic-skills deficient when providing individualized career services and training

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services using WIOA Title I adult program funds. WIOA provides a focus on servicing individuals with barriers to employment. Under WIOA, priority of services is required regardless of funding levels and is expanded to include individuals who are basic-skills deficient. The East Ohio Region will give specific focus to these populations to ensure alignment of services among all local area workforce development boards and regional and WIOA partners.

4-REFERENCE TO THE COMPREHENSIVE CASE MANAGEMENT PROGRAM PLAN FOR EACH COUNTY WITHIN THE LOCAL WORKFORCE DEVELOPMENT AREA

Stark and Tuscarawas Counties are committed to continue the Comprehensive Case Management and Employment Program (CCMEP) in both counties to serve at-risk youth and young adults between the ages of 14-24. The Stark Tuscarawas Workforce Development Board provides the WIOA Youth Program resources toward this innovative program. CCMEP plans are in effect and were developed through a collaborative effort of the Workforce Initiative Association, as the lead agency in both counties, with the respective County Departments of Job and Family Services. All parties will continue to work together to develop and approve procedures and modifications to the plan as warranted.

WIOA allows for the local definition of a youth requiring additional assistance, and that definition will be utilized in Area 6 for volunteers in the CCMEP. The Stark and Tuscarawas Workforce Development Board has developed program policy and procedure letters for both in-school and out-of-school youth requiring additional assistance. These policies are included as Appendix C and D.

5-HOW THE LOCAL BOARD, IN COORDINATION WITH THE OHIOMEANSJOBS CENTER OPERATOR, MAXIMIZES COORDINATION, IMPROVES SERVICE DELIVERY, AND AVOIDS DUPLICATION OF WAGNER-PEYSER ACT SERVICES AND OTHER SERVICES PROVIDED THROUGH THE OHIOMEANSJOBS DELIVERY SYSTEM.

Area 6 maximizes coordination of services as it has a close and productive partnership with its Wagner-Peyser staff. Recurring partner meetings, coordinated calendars of workshops and shared staffing of the OhioMeansJobs Centers are just a few examples of the strategies in place that enhance the delivery of a wide range of services through the OhioMeansJobs delivery system. Wagner-Peyser staff are currently partners in Rapid Response and will continue this role. The Area continually works to get partners more integrated into Rapid Response so that those individuals affected by layoff will have a more direct link to services.

Continued mandates have required additional face-to-face contact with unemployment insurance (UI) recipients at the OhioMeansJobs Centers. This has helped increase the volume of customers taking advantage of services, such as workshops, offered at the OhioMeansJobs Centers. Area 6 has been working with the Reemployment Services and Eligibility Assessment (RESEA) project and will continue to be involved with the rollout of this program. This program requires UI claimants to meet with OhioMeansJobs Center staff at the OhioMeansJobs Center to create an employability plan and set goals and expectations to becoming re-employed. This program will include all partners and services in the OhioMeansJobs delivery system.

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Representatives from the Stark Tuscarawas Workforce Development Board, the Workforce Initiative Association (WIOA Title I), Canton City Schools ASPIRE (WIOA Title II), ODJFS Wagner-Peyser (WIOA Title III), and Opportunities for Ohioans with Disabilities (WIOA Title IV) work together to better align case management for ASPIRE participants who utilize services through the OhioMeansJobs Centers. This process provides opportunities to better utilize case management services through the Wagner-Peyser program and improve service delivery to ASPIRE participants seeking employment and/or additional training. Referrals among all WIOA core partners will maximize coordination through a more structured case management process through the Wagner-Peyser program.

6-EXECUTED COOPERATIVE AGREEMENTS WHICH 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

For information on how service providers carry out the requirements for integration of and access to available OhioMeansJobs services please see the Memorandum of Understanding Renewal Agreement document, which can be requested electronically through email by contacting Dan Sipe at dsipe@omjwork.com or by calling 330-491-2624.

7-AN IDENTIFICATION OF THE FISCAL AGENT

Workforce Initiative Association, 822 – 30th Street NW, Canton, Ohio 44709

8-THE COMPETITIVE PROCESS THAT IS USED TO AWARD SUBGRANTS AND CONTRACTS FOR WIOA TITLE I ACTIVITIES

For a full description of the competitive process used to award subgrants and contracts for WIOA Title I activities please see the Area 6 Procured Services Request for Proposals (RFP) Policy (Appendix E).

9-THE ACTIONS THE LOCAL BOARD WILL TAKE TOWARD BECOMING OR REMAINING A HIGH-PERFORMING BOARD.

Specific actions the local board will take include:

- position itself to focus on strategic talent issues such as comprehensive talent attraction, and development and retention strategy for the area;
- position itself as the “go to” source for labor market information;
- continue to be business driven and research the effectiveness of sector-based approaches to engage regional employers; and
- continually evaluate programs and services for effectiveness.

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10-HOW OHIOMEANSJOBS CENTERS ARE IMPLEMENTING AND TRANSITIONING TO AN INTEGRATED, TECHNOLOGY-ENABLED INTAKE AND CASE MANAGEMENT INFORMATION SYSTEM FOR PROGRAMS CARRIED OUT UNDER WIOA.

Area 6 currently uses Gstars™ as its intake and case management information base, which provides all referrals through the OhioMeansJobs system. All partners and staff have been trained to use this internet-based resource. The goal is for Gstars™ to continue to provide a common point of access for customer referrals to all partners and service providers, regardless of physical location. Gstars™ promotes a “warm hand-off” of job-seeking customers to partner services.

Area 6 has been fully engaged in the use of Ohio’s Workforce Case Management System (OWCMS) and will continue to engage in training, planning and implementation of the state’s (currently in development) case management system called ARIES.

Addendum B:

Area 17 Local Workforce Development System

1-THE WORKFORCE DEVELOPMENT SYSTEM IN THE LOCAL AREA THAT IDENTIFIES THE PROGRAMS THAT ARE INCLUDED IN THE SYSTEM AND THE LOCATION OF OHIOMEANSJOBS CENTERS IN THE LOCAL WORKFORCE AREA.

Programs included in the Area 17 OhioMeansJobs Centers:

Program	Partner Name
Adult and Dislocated Worker Programs	Mahoning and Columbiana Training Association
Comprehensive Case Management and Employment Program	Mahoning and Columbiana Training Association
Job Corp	Cleveland Job Corps Center
Employment Services	Ohio Department of Job and Family Services
ASPIRE	Eastern Gateway Community College Aspire Program
Vocational Rehabilitation Program	Opportunities for Ohioans with Disabilities
Senior Community Employment Services Program	Vantage Aging
Post-Secondary Vocational Education	Columbiana Career and Technical Center Mahoning County Career and Technical Center Choffin Career and Technical Center Eastern Gateway Community College
Trade Adjustment Assistance	Ohio Department of Job and Family Services
Jobs for Veterans State Grants Program	Ohio Department of Job and Family Services
Unemployment Insurance Program	Ohio Department of Job and Family Services
HUD Employment and Training	Youngstown Metropolitan Housing Authority
Temporary Assistance for Needy Families Program (TANF)	Columbiana County Department of Job and Family Services, Mahoning County Department of Job and Family Services

Area 17 OhioMeansJobs Center locations:

Mahoning County: 127 Boardman-Canfield Rd., Youngstown, Ohio 44512

Columbiana County: 7989 Dickey Drive, Suite 4, Lisbon, Ohio 44432

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2-AN EXPLANATION OF THE OHIOMEANSJOBS DELIVERY SYSTEM IN THE LOCAL AREA, INCLUDING:

2.1: How the local board ensures continuous improvement of eligible providers and that providers meet the employment needs of local employers, workers and job seekers.

The Board ensures continuous improvement of eligible providers through monitoring and adherence to the certification process developed by the State of Ohio, which is mandated by WIOA. The Board has assessed the OhioMeanJobs centers in accordance with Certification of The Workforce Delivery System WIOAPL 16-10 for quality assurance and monitors for continuous improvement. Additionally, the Board monitors satisfaction surveys to ensure the needs of local employers, workers, and job seekers are being met.

2.2: How the local board will facilitate access to services provided through the OhioMeansJobs delivery system through the use of technology and other means.

Area 17's OhioMeansJobs delivery system uses One Flow as an online client-tracking and data reporting system, shared by partners. Workforce partners may make use of this system through data sharing agreements/memoranda of understanding. Area 17 will adopt the ARIES System.

Area 17 also supports full utilization of Ohio's online resource OhioMeansJobs.com, and actively promotes the use of the system for job search, registration, career pathways research, and career planning tools, as well as other features available through the website. Job seekers and employers utilize OhioMeansJobs.com, including the job matching system. Area 17 also utilizes Americans with Disabilities Act (ADA) assistive technologies, including UbiDuo2, a communication device that allows individuals to communicate instantly via typing from one screen to another. ADA computers also utilize ZoomText and Reader, a screen enlarger and screen reader. ADA computers are also equipped with enlarged keyboards and a special ADA mouse.

In order to improve communication, the area may create a regional Constant Contact account to reach out to claimants across the area. Messages from this account may include information regarding past and upcoming events, targeted outreach initiatives, and other OhioMeansJobs-related messaging.

The OhioMeansJobs Center will continue to utilize technology to raise awareness of their services. Services adapted for virtual delivery during COVID19 restrictions will remain as options to accommodate customer preference. The current partnership with the JobsNow Workforce Initiative, in coordination with the Youngstown Warren Regional Chamber and the local television station WKBN, profiles jobs or training programs available in the area.

2.3: How entities within the OhioMeansJobs delivery system, including OhioMeansJobs center operators and partners, will comply with section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.

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Area 17's OhioMeansJobs Centers and their local workforce development board will continue to work to ensure Area 17's OhioMeansJobs Centers are in compliance with all federal and state laws as it relates to disabilities. Collaboration with Opportunities for Ohioans with Disabilities (OOD), the state vocational rehabilitation agency, is ongoing and over the last year has addressed specific issues around improving service for those individuals with disabilities. The local OOD representative will be a member of the local workforce development board and involved in the Individuals with Disabilities committee.

Ohio's certification process for the OhioMeansJobs Centers under WIOA addressed the needs of those with disabilities. The initial certification process included the completion of the ADA Checklist, self-assessment tool to ensure compliance as it relates to Section 188. Area 17 will follow guidance and participate in training offered by the State. The comprehensive facility in Area 17 has been initially certified.

Area 17 is committed to providing services to individuals with disabilities and other untapped talent. It will explore opportunities for cooperative agreements with OOD and other local entities to provide services. Examples of these cooperative agreements may include, but are not limited to: 1) sharing labor market information with WIOA partners, including adult basic education providers and OOD; 2) engaging key stakeholders from businesses and industries cooperatively; and 3) enhancing the coordination of the continuum of career development strategies for shared customer bases across the systems to build and maximize staff capacity, resources and communications. OOD will also work with staff and other partners to provide training, technical assistance, and use and sharing of information.

2.4: How the local board will coordinate with the regional JobsOhio Network Partner

The Area 17 local workforce development board will continue to partner and coordinate workforce development programs and services with economic entities including JobsOhio and the regional network partner, Team NEO.

2.5: The roles and resource contributions of the OhioMeansJobs Center partners

The roles and resource contributions of the OhioMeansJobs Center partners are outlined in the Local Memorandum of Understanding (MOU) – an agreement resulting from negotiations at the local level that describes the roles and responsibilities of the local workforce development board and local partners in the operation of the OhioMeansJobs centers and participation in the local workforce development system. The MOU lists each local partner's proportionate share of infrastructure costs and the costs for shared services as well as other locally negotiated terms.

3-DESCRIPTION AND ASSESSMENT OF THE TYPE AND AVAILABILITY OF ADULT AND DISLOCATED WORKER EMPLOYMENT AND TRAINING ACTIVITIES.

Area 17 offers the full range of basic and individualized career services, including:

- Basic Career Services – outreach, intake and orientation, WIOA eligibility determination, assessment, labor exchange services like job search and placement assistance and career

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counseling, workforce and labor market statistical information, performance information, and program costs on eligible training providers, referrals to and coordination of partner programs, local area performance information, information on supportive services, assistance and information regarding claims for unemployment compensation, assistance in establishing eligibility for programs of financial assistance for training and education not funded through WIOA, and group workshops for interviewing, job search and resume writing.

- Individualized Career Services – comprehensive and specialized assessments, development of individual employment plans including group or individual counseling, career planning, short-term prevocational services, internships and work experience, workforce preparation activities, financial literacy services, out of area job search and relocation assistance, English language acquisition, and job club activities.
- Follow-up Services – appropriate services to provide the continuing link between participant and workforce system.
- Training Services – occupational skills training, on-the-job training, and individual training accounts.

Rapid Response connects employees facing layoff with local OhioMeansJobs centers. Many employers recognize the value of such assistance to employees and have brought in the service well in advance of the actual layoff. The early warning system has also allowed for the Business Resource Network (BRN) to contact the companies to attempt to provide layoff aversion. The BRN, through its connections and relationships with local employers, has learned of pending layoffs and is able to alert the Rapid Response team.

Additional services or programs that could assist adult and dislocated workers include: additional tools to help job seekers identify transferable skills; credit counseling; additional access to computers and training to use technology in job search.

Access to additional incumbent worker training funds could also assist the local workforce area in assisting companies that are considering layoffs. In many cases, additional incumbent worker training dollars could help companies avert layoffs by providing additional training to their employees.

WIOA provides a focus on servicing individuals with barriers to employment. Lack of transportation and child care are two barriers that many adult and dislocated workers face when searching for and/or securing employment. Personal counseling is often needed for those who face job loss. The Area partners work together to address these barriers. Representatives from the Mahoning and Columbiana Training Association (MCTA) currently participate in a local effort to improve public transportation issues – Mahoning County Transportation Coordination Workshops. The OhioMeansJobs Mahoning and Columbiana Centers use One Flow to create a referral system for their customers to additional service providers and partners who can assist with overcoming these common barriers.

WIOA requires priority be given to public assistance recipients, other low-income individuals and individuals who are basic-skills deficient when providing individualized career services and training services using WIOA Title I adult program funds. Under WIOA, priority of services is required regardless of funding levels and is expanded to include individuals who are basic-skills deficient. Thus, Area 17 will give specific focus to these populations to ensure alignment of services among all local area workforce development boards and regional and WIOA partners.

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4-REFERENCE TO THE COMPREHENSIVE CASE MANAGEMENT PROGRAM PLAN

Mahoning and Columbiana Counties have both submitted Comprehensive Case Management and Employment program (CCMEP) Plans to the Ohio Department of Job and Family Services. Plans became effective July 1, 2017, and were developed through a collaborative effort of the MCTA, as the Lead agency in both counties, with the respective County Departments of Job and Family Services. All parties will continue to work together to develop and approve procedures and modifications to the plan as warranted.

WIOA allows for the local definition of a youth requiring additional assistance, and that definition will be utilized in Area 17 for volunteers in the CCMEP. The Mahoning and Columbiana Workforce Development Board has developed a “requires additional assistance” definition, which is included as Appendix F.

5-HOW THE LOCAL BOARD, IN COORDINATION WITH THE OHIOMEANSJOBS CENTER OPERATOR, MAXIMIZES COORDINATION, IMPROVES SERVICE DELIVERY, AND AVOIDS DUPLICATION OF WAGNER-PEYSER ACT SERVICES AND OTHER SERVICES PROVIDED THROUGH THE OHIOMEANSJOBS DELIVERY SYSTEM.

Co-location of management and front-line staff allows for consistent communication and define roles in business and job seeker services, including application for unemployment, to avoid duplication of services. Wagner-Peyser staff are currently partners in Rapid Response and will continue this role.

Local staff administers RESEA and will leverage WIOA individualized and training services.

Area 17 has developed a common assessment tool that has led to a more unified intake process. This intake assessment is used to allow all partners to access initial information on customers without the need to completely reassess with each new service provider.

6-EXECUTED COOPERATIVE AGREEMENTS WHICH 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

For information on how service providers carry out the requirements for integration of and access to available OhioMeansJobs services, please see the Local Area 17 One-Stop Operations Memorandum of Understanding, which can be accessed at <http://www.wdbinc.org>.

7-IDENTIFICATION OF THE FISCAL AGENT

Mahoning and Columbiana Training Association, 20 West Federal Street, Suite 604 Youngstown, Ohio 44503.

8-THE COMPETITIVE PROCESS THAT IS USED TO AWARD SUBGRANTS AND CONTRACTS FOR WIOA TITLE I ACTIVITIES

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- a) Any Request For Proposals (RFP) must be advertised at least 30 days before the deadline for receipt of proposals.
- b) At a minimum, the solicitation/advertisement is required to be published in newspapers of general circulation to the extent necessary to foster adequate competition.
- c) Proposals cannot be reviewed or discussed until the submission deadline has passed.

For a full description of the competitive process used to award subgrants and contracts for WIOA Title I activities, please see the Area 17's Fiscal Agent Policy 1 – Acquisition and Procurement (Appendix G).

9-THE ACTIONS THE LOCAL BOARD WILL TAKE TOWARD BECOMING OR REMAINING A HIGH-PERFORMING BOARD.

Specific actions the local board will take include:

- position itself to focus on strategic talent issues like comprehensive talent attraction, and development and retention strategy for the area;
- position itself as the “go to” source for labor market information;
- continue to be business driven; and
- continue to support local sector-based approaches to engage regional employers.

10-HOW OHIOMEANSJOBS CENTERS ARE IMPLEMENTING AND TRANSITIONING TO AN INTEGRATED, TECHNOLOGY-ENABLED INTAKE AND CASE MANAGEMENT INFORMATION SYSTEM FOR PROGRAMS CARRIED OUT UNDER WIOA.

Area 17 is currently utilizing One Flow for client tracking. One Flow is a very comprehensive referral system that has been in use in the area for an extended period and is well developed.

Area 17 has been fully engaged in the use of Ohio's Workforce Case Management System (OWCMS) and will continue to engage in training, planning and implementation of the ARIES system.

Addendum C:

Area 18 Local Workforce Development System

1-THE WORKFORCE DEVELOPMENT SYSTEM IN THE LOCAL AREA THAT IDENTIFIES THE PROGRAMS THAT ARE INCLUDED IN THE SYSTEM AND THE LOCATION OF OHIOMEANSJOBS CENTERS IN THE LOCAL WORKFORCE AREA.

Programs included in the Area 18 OhioMeansJobs Centers:

Program	Partner Name
Adult and Dislocated Worker Programs	Trumbull County Department of Job and Family Services
Comprehensive Case Management and Employment Program	Trumbull County Department of Job and Family Services
Employment Services	Ohio Department of Job and Family Services
ABLE	Trumbull Career and Technical Center
Vocational Rehabilitation Program	Opportunities for Ohioans with Disabilities
Senior Community Employment Services Program	Vantage Aging
Post-Secondary Vocational Education	Trumbull Career and Technical Center
Trade Adjustment Assistance	Ohio Department of Job and Family Services
Jobs for Veterans State Grants Program	Ohio Department of Job and Family Services
Unemployment Insurance Program	Ohio Department of Job and Family Services
HUD Employment and Training	Trumbull Metropolitan Housing Authority
Temporary Assistance for Needy Families Program (TANF)	Trumbull County Department of Job and Family Services

Area 18 OhioMeansJobs Center location:

Trumbull County: 280 North Park Avenue, Warren, Ohio 44481

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2-AN EXPLANATION OF THE OHIOMEANSJOBS DELIVERY SYSTEM IN THE LOCAL AREA, INCLUDING:

2.1: How the local board ensures continuous improvement of eligible providers and that providers meet the employment needs of local employers, workers and job seekers.

It is understood and agreed upon by all parties that workforce programs and services delivered through the local workforce development system and the local OhioMeansJobs Centers will be carried out in accordance with WIOA, the corresponding federal regulations, the applicable provisions of Ohio Revised Code Chapters 330, 6301, and 5101, and all applicable ODJFS policies.

The referral process allows individuals, as well as business, convenient and effective use of services. The referral process allows for holistic service on a continuum and is inclusive of follow-up activities. It is agreed that the referral of individuals between the OhioMeansJobs Center and the partners for services and activities will be performed using the following methods:

- The customer, upon initial contact, registers with the Trumbull County OhioMeansJobs Center.
- The customer completes, via registration of the One Flow system, a needs assessment survey designed to determine services needed/requested and to identify barriers.
- The needs survey and service request is reviewed by OhioMeansJobs staff, who review the service plan.
- The customer then is referred to the appropriate partner; the partner will consult with other appropriate partners if multiple services are appropriate.

The continuous improvement of eligible providers is ensured by the Board by adherence to the certification process mandated by WIOA and developed by the State. In addition, the local Board monitors the local OMJ Center in accordance with WIOAAPL-16 for continuous improvement and quality assurance. Further customer satisfaction surveys provide assurance of the needs of employers and job seekers.

2.2: How the local board will facilitate access to services provided through the OMJ delivery system through the use of technology and other means.

Area 18's OhioMeansJobs delivery employs One Flow, which is a case management, data collection, and reporting system. The system is integrated and technology-enabled, allowing OhioMeansJobs centers and their partners to track all WIOA programs in one common database. Workforce partners may utilize the system via data sharing agreements/ memorandum of understanding. Area 18 will adopt the ARIES system.

Area 18 also supports the full utilization of the online OhioMeansJobs.com and actively promotes the use of the system for job search, registration, career pathways, research and career planning tools, as well as numerous other programs and searches available through the website.

The OhioMeansJobs delivery system provides an increase in the online training opportunities for customers. Online trainings provide customers with an opportunity to train on their time, and alleviates such barriers as travel and associated cost.

The local area also utilizes American with Disabilities Act (ADA) compliant technologies including Sorenson, a video relay service for the hearing impaired, Large text typing and Zoom text reading for the visually impaired, and a language line for limited English proficiency persons.

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To improve communication, the area created a constant contact account to reach out to claimants across the region. Information regarding upcoming events, targeted outreach initiatives and other OMJ related messaging.

In order to maximize communication, Area 18 has created a social media presence on facebook, instagram, and twitter. These media outlets are used to share information on a daily basis in respect to job postings, workshops, announcements, initiatives and such information to employers as well as job seekers. An e-mail address has been created for customer use regarding services provided through the Trumbull OMJ Center. This allows customers to inquire, 24/7, at their convenience. E-mail blasts are broadcast weekly to our partners to keep them apprised of job openings and center events. The OMJ Center will continue to utilize technology to raise awareness of services available.

OhioMeansJobs delivery system could seek to increase the number of online training opportunities for customers. Online trainings not only allow customers the freedom to participate in trainings at the time which works best with their unique schedule, but also alleviates barriers to receiving training, such as transportation costs.

2.3: How entities within the OhioMeansJobs delivery system, including OhioMeansJobs Center operators and partners, will comply with section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, assistive technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.

Area 18's OhioMeansJobs Center and their local Workforce Development Board will continue to work to ensure Area 18's OhioMeansJobs Center is in compliance with all federal and state laws as it relates to disabilities. Collaboration with Opportunities for Ohioans with Disabilities (OOD), the state vocational rehabilitation agency, is ongoing and over the last year has addressed specific issues around improving service for those individuals with disabilities. The local OOD representative is a member of the Workforce Development Board.

Ohio's certification process for the OhioMeansJobs Centers under WIOA is addressing the needs of those with disabilities. Area 18 will follow guidance and participate in training offered by the State. The initial certification process included the completion of the ADA Checklist, self-assessment tool to ensure compliance as it relates to Section 188. The comprehensive facility in Area 18 has been initially certified.

Area 18 is committed to providing services to individuals with disabilities and other untapped talent. It will explore opportunities for cooperative agreements with OOD and other local entities to provide services. Examples of these cooperative agreements may include, but are not limited to: 1) sharing labor market information with WIOA partners, including adult basic education providers and OOD; 2) engaging key stakeholders from businesses and industries cooperatively; and 3) enhancing the coordination of the continuum of career development strategies for shared customer bases across the systems to build and maximize staff capacity, resources and communications. OOD will also work with staff and other partners to provide training, technical assistance, and use and sharing of information. In addition, Area 18 utilizes a wide array of ADA assistive technologies to assist customers.

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2.4: How the local board will coordinate with the regional JobsOhio Network Partner

The Area 18 local workforce development board will continue to partner and coordinate workforce development programs and services with economic entities including JobsOhio and the regional network partner, Team NEO. Engagement will include working together on joint projects, identifying opportunities to share information and best practices, and leveraging resources as appropriate. Future partnerships should be revisited to explore ways the local area can re-energize and evolve further by continuing to identify ways to build additional relationships with industry and lead solutions at a grassroots level. The local area will be participating with the Mahoning Valley Manufacturing Coalition, Work Advance program in promoting manufacturing careers.

2.5: The roles and resource contributions of the OhioMeansJobs Center partners

The roles and resource contributions of the OhioMeansJobs Center partners are outlined in the Local Memorandum of Understanding (MOU) – an agreement resulting from negotiations at the local level that describes the roles and responsibilities of the local workforce development board and local partners in the operation of the OhioMeansJobs Centers and participation in the local workforce development system. The MOU lists each local partner's proportionate share of infrastructure costs and the costs for shared services as well as other locally negotiated terms.

3-DESCRIPTION AND ASSESSMENT OF THE TYPE AND AVAILABILITY OF ADULT AND DISLOCATED WORKER EMPLOYMENT AND TRAINING ACTIVITIES.

Area 18 offers a wide range of basic, as well and individualized career services:

- Basic Career Services- Outreach, intake, orientation, WIOA eligibility orientation, assessment, labor exchange, job placement, career counseling, performance information, statistical information, information about eligible training providers, referral to partner programs, supportive service information, unemployment compensation information and access, financial aid information, and interviewing, job search, resume writing, career exploration workshops and self and formalized assessment.
- Individualized Career Services- Specialized or comprehensive assessment, individual employment plans, counseling, prevocational services, career planning, work experience, internships, job club, job search, relocation, and English as a second language.
- Follow Up Services- Adjustment and assistance to remaining in the workforce.
- Training Services- Occupational skills training, on-the-job training, short term training and certification,

The local Workforce Development Board director is also a member of the Mahoning and Trumbull Counties Transportation Steering/ Planning Committee, in an effort to address the transportation issues faced by a segment of job seekers.

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Area 18 offers a wide range of job search tools, from career exploration, resume and interviewing workshops, and self-assessments, for adult and dislocated worker clientele. Training is also available through multiple partners including vocational rehabilitation (Opportunities for Ohioans with Disabilities), Adult Basic and Literacy Education (ASPIRE), and the Career and Technical Centers. Financial assistance for supporting career training is available through on-the-job training grants and individual training accounts (ITAs).

Rapid Response is utilized when employees face layoff. The early warning system has also allowed for the Business Resource Network (BRN) to contact the companies to attempt to provide layoff aversion. The BRN, through its connections and relationships with local employers, has learned of pending layoffs and is able to alert the Rapid Response team.

Additional services or programs that could assist adult and dislocated workers include: additional tools to help job seekers identify transferable skills; credit counseling; additional access to computers and training to use technology in job search. Often times staffing level in the Resource Room cannot provide adequate support to job seekers who have minimal computer skills. Getting information out to employers about on-the-job training grants and services is often difficult, leading to lack of usage of this program. More job seekers could be placed into work environments if employers were more aware of the program and its benefits.

Lack of transportation and child care are two barriers that many adult and dislocated workers face when searching for and/or securing employment.

WIOA requires priority be given to public assistance recipients, other low-income individuals and individuals who are basic-skills deficient when providing individualized career services and training services using WIOA Title I adult program funds. In addition, Training and Employment Guidance Letter (TEGL) 3-15 specifies that priority should also be applied to individuals who are both underemployed and low-income. Congruently, WIOA provides a focus on servicing individuals with barriers to employment. Under WIOA, priority of services is required regardless of funding levels and is expanded to include individuals who are basic-skills deficient. Thus, the East Ohio Region will give specific focus to these populations to ensure alignment of services among all local area workforce development boards and regional and WIOA partners.

4-REFERENCE TO THE COMPREHENSIVE CASE MANAGEMENT PROGRAM PLAN

Trumbull County has submitted the Comprehensive Case Management and Employment Program (CCMEP) Plan to the Ohio Department of Job and Family Services. the plan became effective July 1, 2016. WIOA allows for the local definition of a youth requiring additional assistance, and that definition will be utilized in Area 18 for volunteers in the CCMEP. The Trumbull County Workforce Development Board has developed a “requires additional assistance” definition, which is included as appendix H.

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5-HOW THE LOCAL BOARD, IN COORDINATION WITH THE OHIOMEANSJOBS CENTER OPERATOR, MAXIMIZES COORDINATION, IMPROVES SERVICE DELIVERY, AND AVOIDS DUPLICATION OF WAGNER-PEYSER ACT SERVICES AND OTHER SERVICES PROVIDED THROUGH THE OHIOMEANSJOBS DELIVERY SYSTEM.

Area 18 prides itself on the lack of duplication of services as it has a strong, historic link to Wagner-Peyser staff, being co-located for many years. This is a close and productive partnership. Monthly partner meetings, coordinated calendars of workshops and shared staffing at the OhioMeansJobs Centers are just a few examples of the strategies in place that maximize the delivery of a wide range of services thru the OhioMeansJobs system.

Additional new mandates have required more face-to-face contact with unemployment insurance (UI) recipients at the OhioMeansJobs Centers, and WIOA staff administers the testing and assessments before Wagner-Peyser services are delivered. This has helped increase the volume of customers taking advantage of universal services, such as workshops, offered at the OhioMeansJobs Centers. This program requires UI claimants to meet with Wagner-Peyser staff at the OhioMeansJobs Center to create an employability plan and set goals and expectations to becoming re-employed. This program will include all partners and services in the OhioMeansJobs delivery system. Local staff administers the RESEA program, and will utilize WIOA services to enhance this endeavor.

6-EXECUTED COOPERATIVE AGREEMENTS WHICH 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

Information on how service providers carry out the requirements for integration of and access to available OhioMeansJobs services please see the Area 18 Memorandum of Understanding, which can be requested electronically from Kimberly Barrell by email at Kimberly.barrell-hecker@jfs.ohio.gov.

7-IDENTIFICATION OF THE FISCAL AGENT

Trumbull County Department of Job and Family Services - 280 North Park Avenue, Warren, OH 44481

8-THE COMPETITIVE PROCESS THAT IS USED TO AWARD SUBGRANTS AND CONTRACTS FOR WIOA TITLE I ACTIVITIES

Trumbull County Department of Job and Family Services (TCDJFS) follows the procurement procedures established for the County of Trumbull by its Board of Commissioners. In addition, TCDJFS has established agency guidelines which mirror these procedures. In the event that the TCDJFS Procurement Policy does not specifically address a procedure or control method, TCDJFS refers back to the local county policy for guidance and procedure to be utilized.

Competitive negotiation is used when the agency is to make a purchase that exceeds Five Thousand Dollars (\$5,000.00) for the defined annual period for a procurement which is more complex in nature and as such, the bid specifications may not allow for a full description of the service being procured. In

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such cases, this method is utilized and award of a contract would be based on multiple factors associated with the service requested in addition to the total dollar amount of the bid.

For a full description of the competitive process used to award subgrants and contracts for WIOA Title I activities please see Area 18 Procurement Policy, attached as Appendix I.

9-THE ACTIONS THE LOCAL BOARD WILL TAKE TOWARD BECOMING OR REMAINING A HIGH-PERFORMING BOARD.

Specific actions the local board will take include:

- frame board meetings around strategic issues and initiatives, providing more opportunities for board member input;
- utilize a consent agenda and provide meeting materials and action items to board members in advance of the meeting;
- extend the length of quarterly meetings or have more frequent board meetings;
- organize a process to engage the board in a discussion about its mission and vision to assist new board members in more fully understanding the board's purpose and direction—adjust, if necessary;
- redefine and realign (if necessary) committees to align with WIOA and engage more members in committee work;
- revisit onboarding process for new members; and
- implement a mechanism to track and report progress against the local and regional plans to the board.

10-HOW OHIOMEANSJOBS CENTERS ARE IMPLEMENTING AND TRANSITIONING TO AN INTEGRATED, TECHNOLOGY-ENABLED INTAKE AND CASE MANAGEMENT INFORMATION SYSTEM FOR PROGRAMS CARRIED OUT UNDER WIOA.

Area 18 is currently using One Flow for intake, case management information, and client tracking. One Flow is a very comprehensive case management system that has been in use by Area 18 for an extended period and is well developed.

Area 18 has been fully engaged in the use of Ohio's Workforce Case Management System (OWCMS) and will continue to engage in training, planning and implementing of the ARIES system.

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Appendix A – Employment Data by County

Columbiana				
Year	UI Rate	Labor Force	Employed	Unemployed
2016	6.60%	49,200	45,952	3,233
2017	5.90%	47,600	44,800	2,800
2018	5.10%	47,200	44,800	2,400
2019	4.80%	47,400	45,100	2,300

Mahoning				
Year	UI Rate	Labor Force	Employed	Unemployed
2016	6.30%	106,730	99,967	6,763
2017	6.80%	105,000	97,800	7,200
2018	5.90%	104,200	98,100	6,100
2019	5.70%	103,100	97,200	5,900

Stark				
Year	UI Rate	Labor Force	Employed	Unemployed
2016	5.40%	188,050	177,885	10,165
2017	5.20%	187,000	177,300	9,700
2018	4.90%	186,000	177,000	9,100
2019	4.50%	185,700	177,400	8,400

Trumbull				
Year	UI Rate	Labor Force	Employed	Unemployed
2016	6.70%	91,336	85,199	6,129
2017	7.20%	89,000	82,600	6,400
2018	6.20%	87,600	82,200	5,400
2019	6.10%	86,800	81,400	5,300

Tuscarawas				
Year	UI Rate	Labor Force	Employed	Unemployed
2016	5.70%	45,685	43,101	2,583
2017	5.00%	45,300	43,100	2,300
2018	4.50%	44,600	42,500	2,000
2019	4.30%	44,800	42,900	1,900

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Appendix B

WIOA Regional-Local Memorandum of Understanding

This Memorandum of Understanding is entered into by and between the Ohio Local Workforce Development Boards (WDBs) comprising the East Ohio region (REGION), which includes the WDBs of Area 6, Area 17, and Area 18, hereafter referred to as the Local WDBs.

In consideration of the expectations of Regional collaboration and coordination for mutual undertakings and covenants, under policies set by the Governor and the state of Ohio, the parties agree as follows.

I. Introduction: Purpose and Background

In accordance with the requirements of Section 106 of the Workforce Innovation and Opportunity Act (Public Law 113–128), the members of the East Ohio Region, with the agreement of the chief elected officials of the member Local Workforce Development Areas, shall undertake Regional Planning activity, development of a Regional Plan, and enter into an Agreement as to how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in section 116(c), for local areas or the planning region.

II. Duration: Term of Agreement

This Memorandum of Understanding will cover a period of four (4) years. It will begin on June 1, 2021 and will end on May 31, 2025.

III. Defined Roles and Responsibilities: Provision of Services

The Local WDBs entering into this Memorandum of Understanding agree to collaborate together on all of the required service activities that make up the activity of the Workforce Innovation and Opportunity Act (WIOA) workforce development system as outlined in the Workforce Innovation and Opportunity Act and the State of Ohio WIOA State Plan. The Local WDBs also agree to coordinate and collaborate on the activities that are presented in the East Ohio Region's Regional Plan.

Each Local WDB will work collaboratively as part of the East Ohio Region to analyze available services and identify areas where access to services through the OhioMeansJobs system could be improved. The Local WDBs agree to work collaboratively together as the East Ohio Region on continuous improvement of the OhioMeansJobs system.

IV. Methods for Referral

The Local WDBs agree to the method of cross-referral of customers (job seekers and businesses) among the OhioMeansJobs in the Region's local workforce areas developed and outlined in the Regional Plan. Referral may occur in person, by fax, telephone, mail, or electronic means including information sharing through use of state technology systems developed for integrated service and program management, as well as other shared software packages or technologies.

V. Deliverables

The East Ohio Region commits to support each of the Region's WDBs in achieving the required local performance measures.

VI. Reporting

The Local WDBs commit to adhere to all Federal and State reporting processes as released or developed by State policy. The Local WDBs will report on program performance as part of the bi-annual WDB certification/re-certification process and, if required by state policy, will report on Regional requirements identified within the state policy.

VII. Funding and Operating Costs

The OhioMeansJobs system will be funded primarily through allocations to Local Areas within the Region from WIOA funds and from State funds allocated to the Boards. Other partners may elect to negotiate with the WDBs and staff in OhioMeansJobs offices for coordinated activity. Financial agreements with those individual partners may be negotiated.

All OhioMeansJobs partners assure that they will work together through the MOU negotiations process to work with the State to work out funding of operational costs pursuant to Federal and State guidelines.

VIII. Partner Collaboration and Decision-Making

The Local WDB Directors in the East Ohio Region agree to meet face-to-face at least twice per year, and will utilize email, web-based meetings, and other electronic means for communication as needed. Consensus among the three WDBs will be utilized in decision-making for the Region and for the exploration, creation, and implementation of any innovative workforce development practices serving the Region.

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The East Ohio Region attests that the Local WDBs have followed guidance from the state for the OhioMeansJobs infrastructure funding process.

The East Ohio Region shall engage the Workforce Board Chairs from the three local areas should a regional dispute occur that cannot be resolved among the three local Workforce Board Directors, with an appeal process to the Chief Local Elected Officials if the Boards cannot come to a resolution.

The Workforce Development Board of Mahoning and Columbiana Counties, Inc. will serve as the regional lead entity and lead contact for Regional reporting and communications with the state. The Region will rotate the lead entity every four years and will update the state of any changes during the life of this Memorandum of Understanding.

IX. Modification Process, Renewal, and Termination

- (a) The parties may modify this Memorandum of Understanding consistent with applicable law and policies. Such modifications shall be made by mutual written agreement of the parties at any time.
- (b) This Memorandum of Understanding shall be reviewed not less than once every four-year period to ensure appropriate delivery of services, strategies in line with current Regional needs, and equitable levels of funding across the East Ohio Workforce Development Region as appropriate.
- (c) This Memorandum of Understanding may be renewed under the same terms and conditions, subject to the approval of all the parties. The term may not be longer than the original term.

X. Equal Employment Opportunity and Nondiscrimination

The parties to this Memorandum of Understanding commit to comply with all nondiscrimination and Equal Employment Opportunity provisions and implementing regulations of WIOA.

XI. Authorization

In Witness Whereof, the parties have, through their duly authorized representatives, entered into this Memorandum of Understanding. The parties, having read and understood the foregoing terms of this Memorandum of Understanding, do by their respective signatures dated below hereby agree to the terms thereof.



Jennifer M. Meek Eells, Executive Director
Stark Tuscarawas Workforce Development Board
Area 6

04/16/2021

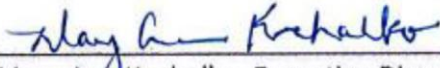
Date



Darwin Smith, Board Chairperson
Stark Tuscarawas Workforce Development Board
Area 6

4/28/2021

Date



Mary Ann Kochalko, Executive Director
Workforce Development Board, Inc. Mahoning and Columbiana Counties
Area 17

4/28/2021

Date



Deann Davis, Board Chairperson
Workforce Development Board, Inc. Mahoning and Columbiana Counties
Area 17

4/28/2021

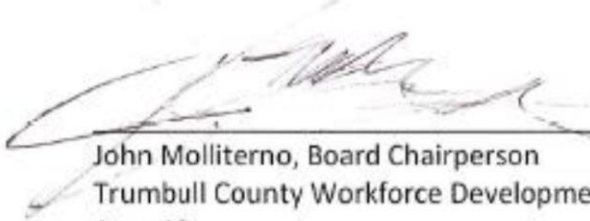
Date



William Turner, Executive Director
Trumbull County Workforce Development Board
Area 18

4-26-2021

Date



John Molliterno, Board Chairperson
Trumbull County Workforce Development Board
Area 18

4/26/21

Date

Appendix C

STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD

Program Policy & Procedure Letter 10-A

Subject: Requires Additional Assistance Barrier Definition for Out-of-School Youth

Effective Date: July 1, 2016

References: Workforce Innovation and Opportunity Act of 2015, Public Law
129(a)(1)(B)(iv)(VIII)

Workforce Innovation and Opportunity Act; Final Rule § 681.210(c)(9) and §
681.300

WIOAPL 16-01

I. Purpose

To update the locally-approved definition for “Youth Requires Additional Assistance” for out-of-school youth.

II. Background

Either the State or the local level may establish definitions and eligibility documentation requirements for the “requires additional assistance to enter or complete an educational program, or to secure and hold employment” criterion of § 681.210(c)(9).

III. Policy

The State of Ohio in WIOAPL 16-01 defines “requires additional assistance” as “one that is receiving, or has received in the past six months, SNAP, TANF, or SSI or other criteria established by the local workforce development board.”

In addition to the state definition of receiving public assistance in the past six months, the local board has established the following criteria.

A youth is considered barriered under the locally-defined definition of “requires additional assistance” if they meet **either** #1 or #2 below.

1. An individual who meets one of the following four situations:

- A. Has not worked for at least 90 calendar days with one employer (excluding subsidized work);
- B. Has left a job or cannot obtain employment for any of the following reasons: transportation, lack of child care, tardiness, absenteeism, or difficulty getting along with supervisor or coworkers;
- C. Has left a training/education program for any of the following reasons: transportation, lack of child care, tardiness, absenteeism, or difficulty getting along with instructors or classmates;
- D. Has been fired from a job.

2. Youth who are included in one or more of the following characteristics:

- A. At-risk of court involvement;
- B. Care giver status;
- C. Child of Incarcerated Parent;
- D. Substance Abuse;
- E. Migrant Seasonal Farmworker Youth;
- F. Lacks Transportation.

If “requires additional assistance” is the only barrier for a youth, they must also satisfy the low income definition to be eligible for WIOA services.

Approval:



Executive Director

Appendix D

STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD

Program Policy & Procedure Letter 10-B

Subject: Requires Additional Assistance Barrier Definition for In-School Youth

Effective Date: July 1, 2016

References: Workforce Innovation and Opportunity Act of 2015, Public Law
129(a)(1)(C)(iv)(VII)

Workforce Innovation and Opportunity Act; Final Rule § 681.220(d)(8) and §
681.310

WIOAPL 16-01

I. Purpose

To update the locally-approved definition for “Youth Requires Additional Assistance” for in-school youth.

II. Background

Either the State or the local level may establish definitions and eligibility documentation requirements for the “requires additional assistance to complete an educational program, or to secure and hold employment” criterion of §681.210(c)(9).

III. Policy

The State of Ohio in WIOAPL 16-01 defines “requires additional assistance” as “one that is receiving, or has received in the past six months, SNAP, TANF, or SSI or other criteria established by the local workforce development board.”

In addition to the state definition of receiving public assistance in the past six months, the local board has established the following criteria.

A youth is considered barriered under the locally-defined definition of “requires additional assistance” if they meet **either** #1 or #2 below.

1. An individual who meets one of the following four situations:

- A. Has not worked for at least 90 calendar days with one employer (excluding subsidized work);
- B. Has left a job or cannot obtain employment for any of the following reasons: transportation, lack of child care, tardiness, absenteeism, or difficulty getting along with supervisor or coworkers;
- C. Has left a training/education program for any of the following reasons: transportation, lack of child care, tardiness, absenteeism, or difficulty getting along with instructors or classmates;
- D. Has been fired from a job.

2. Youth who are included in one or more of the following characteristics:

- A. At-risk of court involvement;
- B. Care giver status;
- C. Child of Incarcerated Parent;
- D. Substance Abuse;
- E. Migrant Seasonal Farmworker Youth;
- F. Lacks Transportation;
- G. At risk of dropping out of school;
- H. Limited English Proficiency.

Not more than 5% of the newly-enrolled, in-school youth in a given program year may be eligible with “requires additional assistance” as their only barrier.

Approval:



Executive Director

Appendix E

STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD

REQUEST FOR PROPOSAL POLICY

The competitive process to be used to award grants and contracts. Effective 7-1-2016

Release of RFP

The local Workforce Development Board (WDB) and the Board of Local Elected Officials (LEO) approves all Request for Proposal (RFP) solicitations. The Stark Tuscarawas Workforce Development Board Council of Governments (STWDB COG) is responsible to review the RFP packet prior to publication.

The RFP is publicized by placing legal notices in area newspapers within the Service Area.

Additionally, a solicitation mailing is conducted to notify all service providers who have expressed, in writing, a desire to have their names placed on the solicitation mailing list.

Each proposal submitted to the STWDB COG is logged and date stamped. The Performance and Procurement Manager is responsible for the handling of received proposals. Proposals which arrive after the required due date are stamped and identified as “late” but still routed through the formal review process. The WDB/LEO reserves the right to accept, conditionally accept, or reject these proposals.

The WDB/LEOs have directed the STWDB COG to conduct the initial review and rating of proposals. The WDB/LEO maintains full and final authority in determining ratings. The WDB/LEO is solely responsible for acceptance or rejection of all proposals received by the STWDB COG.

The WDB/LEO maintains the right to attach both general and specific conditions to all proposals which the Boards have recommended for funding. Funding is contingent upon the satisfaction of the WDB/LEO specified conditions.

Proposal Review and Rating Process

1. An Evaluation Committee will be formed comprised of staff members of the STWDB COG.

2. Evaluation Committee members will review and score proposals according to the criteria and assigned points specified in the RFP.
3. Rating Criteria to evaluate the proposal will be established. Consideration may be given to, but not limited to the following:
 - a) Organizational ability
 - a. Qualifications of staff
 - b. Past performance in operating the same or a similar program
 - c. If applicable, history of achieving STWDB COG performance measures
 - d. Adequacy of physical facility/equipment to be used
 - e. Ability to maintain adequate administrative and fiscal responsibility, including record of integrity, business ethics, and fiscal responsibility
 - b) Demonstrated need of service
 - c) Comprehensiveness of the participant service plan, including ability to provide or make available supportive services
 - d) If occupational-specific skill training is included, explanation of the labor market demand and earnings potential
 - e) Cost/Price Analysis – per participant, per service hour, per placement and/or enhancement and/or educational attainment, total cost, etc.
 - f) Staff to participant ratio
4. Youth Only – Proposals may be given preference based on having the capability to serve both in-school and out-of-school youth. Also, proposals will receive special consideration for incorporating a higher number of required STWDB COG youth program elements that are incorporated into the planned program.
5. The Evaluation Committee members' scores will be calculated. Scores will be used as a guide for discussion.
6. Youth Only – The Evaluation Committee will make a recommendation to the Youth Committee.
7. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.
8. To the greatest extent possible, funded proposals will be selected to serve a wide array of customers.
9. Youth Only - The Youth Committee submits a recommendation to the Workforce Development Board.
10. Based on the WDB's decision, letters will be sent out to all proposers notifying them of their proposal status. Selected providers will receive a letter with general conditions and, if applicable, specific conditions.
11. The chosen respondent may be given a provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.

Contracting

12. STWDB COG staff shall negotiate and execute a contract with the respondent approved for funding. These discussions will take place after final funding approval by the Workforce Development Board.
13. A contracting meeting will center on such items as cost, curriculum design, service levels, service by geographic locations and/or target populations, and other clarifications necessary concerning the proposal.
14. Once all items listed above are settled, a Pre-Award Agreement is issued enabling the provider to incur costs initiating delivery of contracted services. However, no costs may be reimbursed until contract is finalized with authorized program operator and STWDB COG Executive Director signatures.
15. A formal contract is then developed and issued for signature.
16. All Planning files are kept at the STWDB COG administrative office for monitoring purposes.

PROCEDURES FOR CONTRACTING

- 1) STWDB COG Performance and Procurement Manager will schedule contracting meetings with selected/approved service providers.
- 2) Pre-contracting meetings will review:
 - a) items discussed during the proposal review process (if applicable);
 - b) prior year overall performance;
 - c) monitoring reports, both fiscal and programmatic; and
 - d) fiscal issues/concerns

Attendees to the pre-contracting meetings will include STWDB COG Performance and Procurement Manager, One Stop Operator Program Manager, Fiscal Agent CFO, One Stop Operator COO, and Career Services Case Manager.

- 3) Contracting will be performed with Performance and Procurement Manager, One Stop Operator COO and Program Manager and the following representatives from service provider:
 - a) individual responsible for program administration,
 - b) lead service provider program staff,
 - c) fiscal representative responsible for invoicing STWDB COG, and
 - d) author of proposal if not already represented above.

If grantee has been funded for the first time, the Career Services Case Manager will also attend the contracting meeting.

During all contracting meetings, a representative from Fiscal (Fiscal Agent) will come in to discuss items related to those areas.

- 4) If contracting is a result of a competitive proposal, grantee's proposal will be the main focus of the contracting meeting. If grantee has been awarded a continuation contract, the focus will be to review the previous contract and overall performance, plus any changes to program design, curriculum, or staff. These changes could be the result of a modification during the prior year or a current request.
- 5) Once all items listed above are settled, a Pre-Award Agreement is issued by the STWDB COG Performance and Procurement Manager enabling the provider to incur costs initiating delivery of contracted services. However, no costs may be reimbursed until contract is finalized with authorized program operator and STWDB COG Executive Director signatures.

- 6) The contract is drafted by STWDB COG Performance and Procurement Manager.
- 7) STWDB COG Performance and Procurement Manager develops a formal contract and issues for signature.

On a quarterly basis, grantee program staff members are invited to attend meetings with other service providers for the purpose of sharing best practices, difficulties, etc. At these meetings, STWDB COG staff and Career Services staff will educate providers on any changes to paperwork requirements, legislation, processes, etc.

Each quarter, a representative from grantee program staff is required to meet with Career Services case managers to review the progress of youth on an individual basis and to provide a brief update on the progress of contracted services. This review will include case notes from the previous quarter as well as any other relevant information about the youth's progress towards their goals.

Approved:



Executive Director

Appendix F

**Program Policy 23: Needs Additional Assistance
Review/Revision Index
Original Acceptance Date: November 16, 2017**

- Reviewed on October 17, 2019

WORKFORCE DEVELOPMENT BOARD, INC.
PROGRAM POLICY 23

SUBJECT:

Local Definition of “Needs Additional Assistance”

PURPOSE:

To establish local criteria that defines “needs additional assistance” for WIOA youth eligibility.

POLICY:

Area 17 has established the following criteria to serve as the definition of “requires additional assistance” for youth:

1. An at-risk, in-school youth who is in jeopardy of school failure, as documented by the school
2. Has been involved with the juvenile justice system
3. Has a history of mental health issues and/or substance abuse
4. Is a high school student or post-secondary school student (whose parent/parents have not received a high school diploma or post-secondary degree/certificate)
5. Is a known gang member
6. Is a youth not attending post-secondary training
7. Has a poor work history as demonstrated by being fired from employment
8. Has never worked

If “needs additional assistance” is the only barrier for an out-of-school youth, they must also satisfy the low income definition to be eligible for WIOA services.

Not more than 5% of the newly enrolled youth in a given program year may be eligible with “requires additional assistance” as their only barrier.

ACTION REQUIRED:

All staff will adhere to this policy.

CLARIFICATION:

Any clarification needed should be directed to the Board Director.

EFFECTIVE DATE:

Immediately

Appendix G
LOCAL WORKFORCE AREA 17
FISCAL AGENT POLICY 1 – Revision 1
ACQUISITION AND PROCUREMENT

PURPOSE:

To implement acquisition and procurement standards to be used in purchasing goods and services for the general operation of Area 17.

BACKGROUND:

Area 17 in accordance with minimum requirements established by the law and regulations shall prescribe and implement acquisition and procurement standards to ensure fiscal accountability and prevent fraud and abuse in the operation of Area 17. Acquisition and procurement standards are applicable to all subgrantees of Area 17 funded in whole or in part by state or federal funds.

POLICY:

A. General Statements

1. It shall be the policy of Area 17 to require acquisition and procurement of goods and services be conducted in a manner providing full and open competition regardless of price, unless specifically excluded by this policy.
2. Area 17 shall inform subgrantees of applicable procurement requirements in any subgrant or other applicable types of agreements used in awarding the grant.
3. In cases where there is no certainty as to which price range dictates procurement Area 17 shall conduct the procurement under the guidelines of the more stringent procurement.
4. Subgrant agreements funded in whole or in part with federal funds do not represent acquisitions and are not subject to the requirements contained in this policy providing such relationships are documented between the entities. Area 17 shall inform subgrantees of applicable procurement requirements in any contract or other applicable types of agreements used in awarding contract or grant.

B. Ethical Procurement Practices

1. Area 17 has a written standard of conduct covering conflicts of interest and governing the performance of their officers and employees engaged in awarding, recommending, approving, monitoring, administering contracts, other purchases of goods and services and grants:

- a. that requires written disclosure of any conflict of interest, real or apparent.
- b. that requires any person or agent involved in any stage of the procurement process, from planning through proposal evaluation and contract signing, to sign a nondisclosure and confidentiality statement.
- c. setting forth penalties, sanctions, or other disciplinary action for violation of the Area 17 ethical procurement standards.
- d. setting forth prohibition of solicitation or receipt of kickbacks, gratuities, or gifts of any kind.

C. Authority to Take Procurement Actions

Area 17 has adopted a policy that identifies who has authority to **take procurement action**

On Behalf of the Workforce Development Board

For purposes of procurement conducted by the Workforce Development Board (WDB), the WDB or WDB Executive Committee will approve procurement, the selection of the award, contract modifications, and contract terminations. Contractual agreements whether procured or assigned will be signed, at a minimum, by the WDB Chair, or designee and the Fiscal Agent. Other signatories may be added as needed based on the nature of the contract or agreement. For purchase of goods and services the WDB Director, or designee shall follow this policy and use the Standard Operating Procedures of Attachment 1.

On Behalf of Subrecipients

For purposes of procurement conducted by subrecipients of the WDB, the Area 17 Fiscal Agent will approve procurement, the selection of the award, contract modifications, and contract terminations. Contractual agreements will be signed, at a minimum, by the Fiscal Agent. Other signatories may be added as needed based on the nature of the contract or agreement. For purchase of goods and services the subrecipient shall follow this policy and use the Standard Operating Procedures of Attachment 1.

D. General procurement requirements

The following are general procedural requirements applicable to all procurements unless deemed exempt

1. Contract cost and price analysis

- a. Area 17 shall perform a cost or price analysis in connection with every procurement action in excess of two thousand dollars, including contract modification. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point Area 17 shall make independent estimates before receiving bids or proposals. Area 17 shall maintain written documentation to support any procurement action based on cost or price analysis.
- b. A cost analysis shall be performed when the bidder is required to submit elements of the estimated cost, (e.g., under professional consulting and architectural engineering services contracts.) A cost analysis is the verification of proposed cost data and projections of the data, and the evaluation of the specific elements of costs and profits. A cost analysis will be necessary when adequate price competition is lacking. A cost analysis will also be necessary for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of catalog or market price of commercial product sold in substantial quantities to the general public; or based on prices set by law or regulation.
- c. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.
- d. Area 17 shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed; the risk borne by the contractor; the contractor's investment; the amount of subcontracting; the quality of its record of past performance; and industry profit rates in the surrounding geographical area for similar work.
- e. Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with federal cost principles. Area 17 may reference cost principles that comply with the applicable federal cost principles.
- f. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

2. Competition. All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of 45 C.F.R. 75.327 to 75.335 (U.S. department of health and human services (HHS)), and 2 C.F.R. 200.319 (U.S. department of labor (DOL) and U.S. department of agriculture (USDA) food and nutrition service (FNS)). In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitation for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- a. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b. Requiring unnecessary experience and excessive bonding;
 - c. Non-competitive pricing practices between firms or between affiliated companies;
 - d. Non-competitive awards to consultants that are on retainer contracts;
 - e. Organizational conflicts of interest;
 - f. Specifying only a "brand name" product instead of allowing an "equivalent" product to be offered and describing the performance of other relevant requirements of procurement; and
 - g. Any arbitrary action in the procurement process.
3. Selection procedures - Area 17 shall have written selection procedures for all procurement transactions.
- a. Written procedures must ensure that all solicitations:
 - i. Incorporate a clear and accurate description of the technical requirements for the materials, products or services to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the brand name which must be met by bidders must be clearly stated.
 - ii. Identify all requirements that the bidder must fulfill and all other factors to be used in evaluating bids or proposals.
 - b. Area 17 shall ensure that all pre-qualified lists of persons, firms or products, which are used in acquiring goods and services, are current and include enough qualified sources to ensure maximum open and free competition. Area 17 must not preclude potential bidders from qualifying during the solicitation period.

- c. Area 17 procedures shall include a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, Area 17 shall conduct an analysis of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. Breaking out procurements should only be done to obtain a more economical price and shall not be done to avoid procedural requirements.

4. Geographic preference

- a. For purchases made in whole or in part with federal funds, or with state or local funds required for match, Area 17 shall conduct procurement in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

5. Debarment and suspension

- a. Area 17 procedures shall include requirements to ensure that no contracts are entered into with or purchases made from a person or entity which is debarred or suspended or is otherwise ineligible for participation in federal assistance programs under executive orders 12549 and 12689, debarment and suspension, and other applicable regulations and statutes, including 2 C.F.R. parts 180, 200, and 417, 29 C.F.R. part 98, and 45 C.F.R. part 75.

- 6. Monitoring - Area 17 shall maintain a contract administration system that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or agreements. Specific monitoring guidelines will be established by separate policy letter(s).

7. General contract requirements

Each Area 17 monetary contract shall contain the following provisions:

- a. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
- b. Termination for cause and for convenience by Area 17 including the manner by which it will be affected and the basis for settlement.
- c. Compliance with executive order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by executive order 11375 of October 13, 1967, and as supplemented in DOL regulations (41 C.F.R. Chapter 60). This

applies to all federally assisted construction contracts awarded in excess of ten thousand dollars by Area 17 and their contractors or subgrantees.

- d. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 3145) as supplemented by DOL regulations (29 C.F.R. part 3).
- e. Compliance with the Davis-Bacon Act as amended (40 U.S.C. 3141 - 3148) as supplemented by DOL regulations (29 C.F.R. part 5). This applies to all construction contracts in excess of two thousand dollars.
- f. Compliance with sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 - 3708) as supplemented by DOL regulations (29 C.F.R. part 5).
- g. Compliance with "Rights to Inventions" clause 37 C.F.R. part 401 pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- h. Access by the Ohio department of job and family services (ODJFS), the local WIOA Area 17, the federal grantor agency, the comptroller general of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- i. Compliance with all applicable standards, orders, or requirements issued pursuant to the Clean Air Act as amended (42 U.S.C. 7401 - 7671) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 - 1387). This is applicable with any contract in excess of one hundred and fifty thousand dollars).
- j. Financial, programmatic, statistical, and recipient records and supporting documents must be retained for a minimum of five years after the submittal of the final expenditure report for the grant or as otherwise provided by any minimum retention requirements specified by applicable state or federal law. If any litigation, claim, negotiation, audit or other action involving the records has started before the expiration of the five-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it, or until the end of the regular five-year period, whichever is later.
- k. Certification that a contractor has not and will not use federal funds to pay for any lobbying activities as defined in the Byrd Anti-lobbying Amendment (31 U.S.C. 1352). Certification is required for contractors that apply or bid for an award of one hundred thousand dollars or more.

E. Procurement Methods:

Unless applicable local requirements are more restrictive, Area 17, subgrantees shall use one of the following procurement methods when acquiring goods and/or services paid for in whole or part with federal funds.

1. Micro-purchases procedure <\$500

- a. Area 17, subgrantees may acquire by micro purchase any supplies or services in which the aggregate dollar amount does not exceed the micro-purchase threshold of \$500.
- b. Micro purchases may be awarded without soliciting quotes for acquisitions of supplies or service if price is considered reasonable, and to the extent practical, micro-purchases are distributed equitably among qualified suppliers. Catalog or verbal quotes may be used.

2. Micro-purchases procedure $\geq \$500$ $< \$2,000$

- a. Area 17, subgrantees may acquire by micro purchase any supplies or services in which the aggregate dollar amount does not exceed the micro-purchase threshold of $\geq \$500$ $< \$2,000$.
- b. Micro purchases may be awarded for acquisitions of supplies or service if price is considered reasonable, and to the extent practical, micro-purchases are distributed equitably among qualified suppliers. Verbal solicitation of at least three or more sources is required, if available.

3. Micro-purchases procedure $\geq \$2,000$ and $< \$3,000$

- a. Area 17, subgrantees may acquire by micro purchase any supplies or services in which the aggregate dollar amount does not exceed the micro-purchase threshold of $\geq \$2,000$ and $< \$3,000$.
- b. Micro purchases may be awarded for acquisitions of supplies or service if price is considered reasonable, and to the extent practical, micro-purchases are distributed equitably among qualified suppliers. Written quotations, bids, or proposals, from at least three sources is required, if available.

4. Small Purchases Procedures $\geq \$3,000$ and $< \$25,000$

- a. Area 17, subgrantees may acquire by small purchase any supplies or services in which the aggregate dollar amount does not exceed the small purchase threshold of $\geq \$3,000$ $< \$25,000$. Written quotations, bids, or proposals, from at least three sources is required, if available.
- b. For purchases where price is not the overriding factor but are relatively simple and straight forward purchases that are $\geq \$3,000$ $< \$25,000$, and where relative quality and performance must be evaluated (e.g., consultant services), Area 17 shall seek proposals from an adequate number of qualified sources, but not less than three sources, if available. Area 17 shall maintain a list of qualified sources from which

to solicit proposals, and the list shall include qualified sources that have expressed an interest in providing products or services to Area 17. Area 17 must identify and document the evaluation factors and their relative importance.

- c. Awards will be made to the responsible source whose proposal is most advantageous to the program, with price and other factors considered.
- d. Once a vendor relationship is established, additions, upgrades and changes will be acquired without quotes for the enhancements. The vendor relationship will be reviewed and reevaluated as deemed necessary.

5. Competitive Sealed Bids >\$25,000

- a. Area 17 shall use competitive sealed bidding (formal advertising) under the following conditions:
 - i. A complete, comprehensive, and realistic specification or purchase description is available;
 - ii. Two or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price to the lowest and/or best bidder.
- b. Area 17 shall adhere to the following procedural requirements in administering competitive sealed bidding (formal advertising):
 - i. The invitation to bid (ITB) will be publicly advertised in newspapers of general circulation to the extent necessary to foster adequate competition at least 30 days before the date set for opening of bids, where practical. Bids shall be solicited from an adequate number of known suppliers.
 - ii. The ITB which will include any specifications and pertinent attachments shall define the items or services in order for the bidder to properly respond;
 - iii. All bids will be publicly opened at the time and place prescribed in the ITB;
- c. At a minimum, Area 17 will have written bid opening procedures that require the following:
 - i. Bids shall be opened publicly in the presence of one or more witnesses at the time and place stated in the Invitation for Bids (IFB).
 - ii. Bids shall be accepted unconditionally and without alteration or correction, except as authorized in this policy. Bids shall be evaluated based only on the requirements set forth in the IFB.
 - iii. Correction or withdrawal of erroneous bids before the bid opening may be permitted by the contracting officer, where appropriate. Mistakes

discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the IFB no later than 24 hours before the time set for bid opening. No corrections shall be made after the bid opening.

- iv. Each IFB solicitation shall contain a provision that reserves the right to reject any and all bids for good cause.
- v. Each solicitation issued shall state that the solicitation may be canceled and that any bid may be rejected in whole or in part when it is in the best interest of the soliciting entity. Notice of cancellation shall be sent to all entities submitting a bid. The notice of cancellation shall identify the solicitation and explain the reason(s) for cancellation. The reason(s) for cancellation shall be made part of the notice and contract file.
- vi. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
- vii. Any or all bids may be rejected if there is a sound documented reason.

6. Competitive proposals

- a. Area 17 shall use competitive proposals when the conditions are not appropriate for the use of competitive sealed bidding, micro-purchases, small purchases, or non-competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, either a fixed price or cost reimbursement type contract is awarded, and the following conditions are met:
 - i. The complex and technical nature of the procurement cannot be described in bid specifications; and
 - ii. It is logical to award a contract on factors other than price.
- b. Evaluation factors other than price can only be used when they are clearly explained in the Area 17 request for proposal (RFP).
- c. Area 17 shall comply with the following procedural requirements in administering competitive proposal procurements, commensurate with the scope and complexity of the acquisition:

- i. Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical. The request for proposal (RFP) will be publicly advertised in newspapers of general circulation to the extent necessary to foster adequate competition at least 30 days before the deadline for receipt of proposals, where practical. Proposals shall be solicited from an adequate number of known suppliers.
 - ii. Proposals cannot be reviewed or discussed until the submission deadline passes.
 - iii. Area 17 will have a method for conducting technical evaluations of the proposals received and for selecting awardees. A technical evaluation is a review to verify that the technical requirements contained in the request for proposals are met.
 - iv. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
 - v. Area 17 may use competitive proposal procedures for qualification based procurement of architectural/engineering (A/E) professional services whereby competitor's qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.
- d. If after solicitation of an adequate number of qualified sources, Area 17 determines that competition is inadequate resulting in a failed competitive procurement, Area 17 may use a small purchase procurement method as detailed above. In this instance, Area 17 has completed a legitimate and reasonable competitive procurement.

7. Noncompetitive procurement methods

- a. Area 17 may use noncompetitive procurement methods only when the award of a contract is infeasible under the micro-purchasing threshold, small purchase procedure, competitive sealed bidding or competitive proposals, and one of the following conditions applies:
 - i. The item is available only from a sole source. This type of noncompetitive proposal means only one source exists for the goods or services being procured; an example being the procurement of proprietary products. Business justification or long-term relationships with a particular contractor does not constitute justification as sole source procurement. Sole source procurements do not require prior approval.

- ii. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. This type of noncompetitive procurement is mainly reserved for emergencies caused by natural disasters. Public exigency or emergency procurements do not require prior approval.
 - iii. The federal awarding agency or ODJFS authorizes noncompetitive procurements.
 - iv. The purchases are for equipment or services where the prices are established by law for technical equipment requiring standardization and interchangeability of parts with existing equipment.
- b. Noncompetitive proposals require the mutual discussion and arrangement of terms of a transaction or agreement for the purpose of arriving at a common understanding of contract essentials such as technical requirements, schedules, prices, and terms. From any noncompetitive proposal in excess of the small purchase threshold, written documentation must be included in the records to show why a noncompetitive proposal was used instead of competitive sealed bidding. Such justification must include the following items:
 - i. Copies of the public advertisements;
 - ii. A list of providers contacted;
 - iii. Copies of all letters received from prospective bidders or respondents, including those indicating a bidder's lack of interest in competing for the contract;
 - iv. Any other materials which would justify the agency's use of noncompetitive procurement methods; and
 - v. Cost analysis, the projections of the data, and the evaluation of the specific elements of costs and profit. Independent estimates must be made before receiving bids or proposals.
- c. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.
- d. Adequate justification is required before an award of any dollar amount is made and Area 17 will maintain that the required product or service is available only from a single source, unless the service is a public utility (e.g. electric, telephone, gas, water, sewer, etc.) or the price is set by law or regulation.
- e. Area 17 will maintain a file containing the following information on all sole source awards.
 - i. written description of the service or product, including information available regarding cost and price

- ii. written record of efforts made to foster competition and to locate other sources of the product or service; or to divide the solicitation into units/coverage rather than insisting on only single source delivery
 - iii. written narrative describing why the product or service is necessary to Area 17 operations, including an explanation of why alternative product or services that might be obtained through competitive bid are not appropriate
 - iv. documentation of cost analysis and negotiation efforts. Area 17 understands that the State of Ohio will review sole source files for adequate documentation during regular monitoring
- e. In situations where a public exigency or emergency requires action that may result in a non-competitive procurement, Area 17 Fiscal Agent or a designated representative may take action to protect the agency's property, equipment, staff, and participants. Area 17 will document why actions were taken. Poor management planning in procurement practices can never be the basis for an award under the emergency provisions.
- f. Area 17 shall not permit or authorize sole source awards before solicitation is attempted except as noted in E 7(a) above.
- g. In cases where Area 17 has solicited proposals in accordance with current laws and regulations and the effort has resulted in inadequate competition, Area 17 will decide whether to make an award or withdraw the solicitation. In such cases, Area 17 will consider whether the need for the service is critical to the area. Area 17 will document in writing the decision, including efforts made to foster competition. If an award is made under non-competitive procurement, it enhances the need for thorough cost analysis and negotiation procedures. Area 17 will take action to determine why adequate competition did not occur. Factors that must be considered in the written analysis include:
 - i. Were there other sources that could have been solicited that were not?
 - ii. Would the increase of public notification help spur competition?
 - iii. Were the statement of work and other RFP contents clearly stated?
 - iv. Is there a need to increase the solicitation time for this type of service?
 - v. Would subdividing the work have induced greater interest among possible offerors?

- vi. The award of OJT contracts, except for OJT brokered contracts, are not required to be procured competitively.
- vii. Enrollment of a customer into classroom training is not required to be competitive; however, Area 17 will perform price analysis comparison of tuition costs at training institutions to determine where it is most advantageous to enroll customers. Other factors, such as transportation expenses, prior performance record, class availability and scheduling should also be considered.

F. Procurement File Contents

The Standard Operating Procedures (SOP) for Requisition (Attachment 1) will aid in standardizing the collection of required documentation. Procurement files must be maintained which contain, at a minimum, the following written information:

1. Micro/Small purchases solicitation - \$500 to \$25,000:
 - a. documentation to establish need for procurement and requisition
 - b. a record of the solicitation method used, which providers were solicited, and what quotes were received
 - c. rationale for selection of awardee
2. Solicitation of Invitation for Bid (IFB) regardless of dollar amount includes a record of:
 - a. all bids received and all inquires regarding bids, including data received
 - b. advertisement placed in newspapers, etc.
 - c. entities that were mailed IFBs
 - d. how contractor responsibility was determined
 - e. if the bidder selected was not the lowest bidder, the rationale for selection
 - f. a copy of the contract awarded
3. Solicitation by Request for Proposal (RFP), regardless of dollar amount includes:
 - a. a record of all proposals and dates received, plus any other inquiries or correspondence regarding the proposal process

- b. factors used to determine the proposer's responsibility
- c. a list of any proposals that were not rated, and the reasons and rationale for not rating them (for example: proposal received late, proposals non-responsive, etc.)
- d. signed rating sheets from each rater for each proposal, and a summary of the rating results
- e. if Area 17 uses a competitive range, identification of proposals eliminated by this procedure
- f. if Area 17 uses a best and final offer approach to award, identify the proposals that qualified under this approach
- g. all discussions regarding selection of awardee(s)
- h. a disclosure of conclusions reached as a result of cost/price analysis performed
- i. disclosing the rationale for the selection of awardee(s)
- j. negotiations held with awardee (s)
- k. rationale for form of contract agreement
- l. Area 17's independent estimate of price

G. Requests for Proposals (RFP) and Invitations for Bids (IFB) shall include the following:

- 1. date issued
- 2. name and address of contracting agency and the name, title, address and telephone number of the contact person for the contracting agency
- 3. final date for submission of RFP/IFB
- 4. name, address, date and signature of the person having final authority to approve the solicitation
- 5. list of goods or services to be provided
- 6. request for price quotes
 - a. for IFBs, a request for breakdown of prices for goods or services being solicited or

- b. for RFPs, a request for either a breakdown of prices or a budget projecting costs.
7. If the solicitation is for training or services, a statement of work which includes:
- a. the targeted group for training or services
 - b. the estimated number to be served
 - c. a time frame for completing the services
 - d. an outline of the general training or service requirements (statement of work)
 - e. the purpose for the training or service
 - f. the expected outcome and/or goals to be achieved
 - g. the basis to be used to determine payment
8. If the solicitation is for training, a clause requiring proposers/bidders to disclose:
- a. the location of training
 - b. a training outline and the duration of the training that includes the following
 - 1) number of weeks; number of days per week, and number of hours per day
 - 2) number of hours of other direct contract time per participant
 - c. course curriculum
 - d. how progress will be measured and how often
9. Contract administration data:
- a. billing procedures
 - b. contracting offices' technical representative(s)
 - c. any special contract requirements
10. Disclosure of required contract language and clauses as follows:
- a. compliance with federal, state, and local regulations

- b. remedies/sanctions
- c. patent rights
- d. copyrights and rights in data
- e. termination
- f. access to records
- g. reporting requirements
- h. audit
- i. payment conditions and delivery terms
- j. contract changes
- k. provision against assignment
- l. non-discrimination
- m. code of conduct/conflict of interest
- n. retention and maintenance of records
- o. dispute and grievance policy
- p. prohibition against sectarian activities except as defined by Executive Order
- q. disposition of program income (except “for-profit” entities)

11. Assurances and certifications:

- a. drug-free work place
- b. lobbying
- c. debarment and suspension
- d. assurance that cost and price information submitted with proposal/bid is accurate, complete and based on current data at time of submission

12. Requirement that proposer/bidder submit the following information:
 - a. federal employer ID number, if applicable
 - b. Workers' Compensation and Unemployment Insurance account numbers, if applicable
 - c. certification of type of entity
 - i. for profit
 - ii. not for profit
 - iii. political subdivision
 - d. copy of last audit completed (RFP for subrecipient relationship only)(Contractor relationship does not require submission of audit)
 - e. name of person (s) who have authority to:
 - i. submit proposals/bids
 - ii. negotiate proposals (RFP only)
 - iii. sign contracts
 - iv. modify contracts (RFP only)
 - v. terminate contracts (RFP only)
13. Statement of Area 17/Contractor code of conduct and conflict of interest policies.
14. Statement of Area 17/Contractor right to refuse award to any and all proposers/bidders.
15. Area 17/Contractor assurance of compliance with 29 CFR 37.35.
16. If applicable, responsibilities for provision of supportive services.
17. A disclosure by the Area 17/Contractor of the evaluation factors to be used for the selection of awardee(s).
18. A requirement that the proposer provide a line item budget that contains at a minimum, the following:

- 1) a full disclosure of cost by Area 17 cost categories
 - 2) a disclosure of any costs by cost category that are proposed as stand-in cost, and the funding source from which these cost will be absorbed
 - 3) if any of the proposed cost are not entirely allocable to the proposed project, the method or cost allocation plan(s) used to determine the allocation to Area 17 (RFP only)
 - 4) a disclosure of the source and amount of any funds anticipated from the other sources that may contribute to the completion of the proposed project
 - 5) a detailed breakout of the proposer's staff costs, which includes an hourly rate per staff member, hours a week devoted to the proposed project, number of weeks devoted, and a description of each staff person's duties, as they relate to completion of the proposed project. Cost must be broken down by cost category (RFP only)
19. A statement of method(s) to be used to handle offerors' protests of the contracting agency's procurement process which includes:
- a. with whom the offeror must file a protest
 - b. the time limitations for filing a protest
 - c. how the contracting agency will handle the process
 - d. appeal rights (if any) of offerors

H. Cost/Price Analysis

1. Cost/price analysis is a process of making valuation comparisons. Price analysis is always required. It involves comparing prices, even for small purchases. It is sufficient to do price analysis when price reasonableness can be established, based on the catalog or market prices of commercially available products targeted and or market prices of commercially available products, targeted and sold to the general public, or when price is set by a law or regulation. Cost analysis, evaluating the reasonableness and allocability of resources needed to perform the work, must be performed in all other circumstances, especially when the offer is required to produce cost data (for example, a budget) or when price competition is lacking (for instance, a sole source procurement or a contract modification).
2. Area 17 will make independent written estimates of the anticipated costs before issuing an RFP/IFB. Cost data from previous awards may be considered when making

estimates but is not considered sufficient in itself to meet the requirement of a written independent estimate of the valuation of resources needed to perform the work.

3. Area 17 will conduct a cost/price analysis for each procurement action, which includes the following:
 - a. a written comparison of prices submitted by all offerors
 - b. a written comparison of prices submitted by offerors, with the independent estimate made before solicitation
 - c. a written analysis of costs submitted, with line item budgets provided by offerors that include the following
 - i. a written comparison of proposed costs with the statement of work
 - ii. a written determination that proposed costs are allowable and allocable to Area 17
 - iii. a written determination that proposed costs are properly classified by cost category
 - iv. for training services, a determination of the cost per participant per training hour
 - v. for classroom training, a determination of the cost per classroom hour

Evaluation of Proposals and selection of Awardee

1. Area 17 procedure for evaluating offers includes the following:
 - a. the person(s) responsible for evaluation of offers and the person(s) responsible for final determination of selection of awardee
 - b. a written procedure that discloses the individual steps of the evaluation and the person(s) or staff position(s) responsible for each step
 - c. a policy that requires decisions made in the evaluation and award process to be noted in writing and kept in the procurement record file. The files must contain information stating reasons why proposals were not selected for award, as well as information indicating why proposals were selected for award
2. Area 17 will use a formal rating instrument(s) which include(s) the following criteria:

- a. a written objective evaluation of the offeror's past experience that documents placement rates, wages rates, drop out rates, etc
 - b. a written objective evaluation that considers completed monitoring reports, audits and financial reporting of previous providers
 - c. consideration of the cost/price analysis information required by Section H (3) of the policy
 - d. consideration of the offeror's financial resources or ability to obtain them
 - e. consideration of the offeror's record of integrity, business ethics, and fiscal accountability
 - f. consideration of the offeror's experience and accounting and operational controls
 - g. consideration of the offeror's technical skills to perform the work
 - h. consideration of the offeror's ability to provide or make available appropriate supportive services
- J. Each monetary contract executed shall, at a minimum, contain the specific data that includes:
- 1. the contract is formally executed
 - 2. the operations start and end date
 - 3. a detailed work statement including specification(s) for which the contractor is to be paid.
 - 4. a total price for full performance, if at a fixed price agreement or a fee for services
 - 5. a clear, concise statement of both performance and documentation criteria to be presented by the contractor for requesting payment, along with time frames for billing
 - 6. a budget breaking out all anticipated costs by cost category and title, including any anticipated stand-in costs, segregated and broken out by cost category and title
 - 7. a contract close-out procedure that accounts for all expenditures by title and cost category and includes time frames for completion of the process
 - 8. required contract language including amendments and modifications, and assurances and certifications, as previously listed in this policy letter (G 11). If the entity is non-

profit or a government entity, a determination and disclosure of the existence of program income are required

K. Contract Administration

1. Area 17 will maintain a complete listing of all active contracts which must contain the following information:
 - a. current name, address, and telephone number of contractor
 - b. dollar amount of the award
 - c. present unpaid balance of the contract
 - d. date contract was executed
 - e. date contract expires
 - f. contract number
 - g. whether award was made competitively, non-competitively (solicited, but inadequate competition) or sole source
 - h. the RFP or IFB number used for solicitation
 - i. date(s) modified, if applicable
2. Area 17 will maintain an individual contract record for all contracts, which must contain the following information:
 - a. the original/complete executed contract
 - b. documentation of cost analysis
 - c. a record of dates and amount of payments made to the contractor
 - d. copies of all audits, monitoring reports, programmatic and financial, along with corrective action requested and received
 - e. any other communication pertinent to the administration of the contract

any contract modifications or addendums

L. Requests For Quotations

This method of procurement is only permitted for awards made under the micro/small purchase method.

CLARIFICATION:

Any clarification on the above policy should be directed to Fiscal Agent.

EFFECTIVE DATE: July 1, 2016

Approved: October 11, 2016

Revision 1 Approved: April 11, 2017

Reviewed: May 29, 2018

FA 1 Procurement Policy

Attachment 1 – Standard Operating Procedure

To establish the standard operating procedure for processing requisitions for the purchase of goods and services. The flow chart is to be used to establish the required documentation to be attached to the requisition. (Requisition may be on requisition form, or any standard form which contains all required information)

Requestor originates requisition, standard form or supportive service requisition. All information required should be completed. For example, Purpose, Customer Name, SS#, Program, Start and End dates, Pell, OIG, other sources of funding, Vendor, Supervisors approval, etc. Any special instructions should be put on requisition (Required by date; Return check to ...). Submit original requisition as appropriate.

If the request involves a customer, the requisition must be submitted to the MIS Department; MIS will verify proper enrollment and classification. MIS will indicate eligible funding stream(s) to be charged. MIS will forward to Fiscal.

If request does not involve a customer, submit requisition to Fiscal.

If the request involves office supplies, notify the appropriate Fiscal Specialist in Mahoning County and designated staff in Columbiana County (no requisition needed).

When the appropriate supervisor signs the requisition, the service has been approved.

No commitments can be made on behalf of MCTA prior to receiving approval.

Once a requisition is received by Fiscal Department, the following procedures will be followed:

Fiscal Specialist (payables) will indicate Fund, Account, Vendor Code, and check requisition for accuracy and completeness.

Purchase Order to be generated in Blackbaud as necessary

Fiscal Specialist (payables) will forward requisition to Chief Financial Officer for approval, return to Fiscal Specialist (payables).

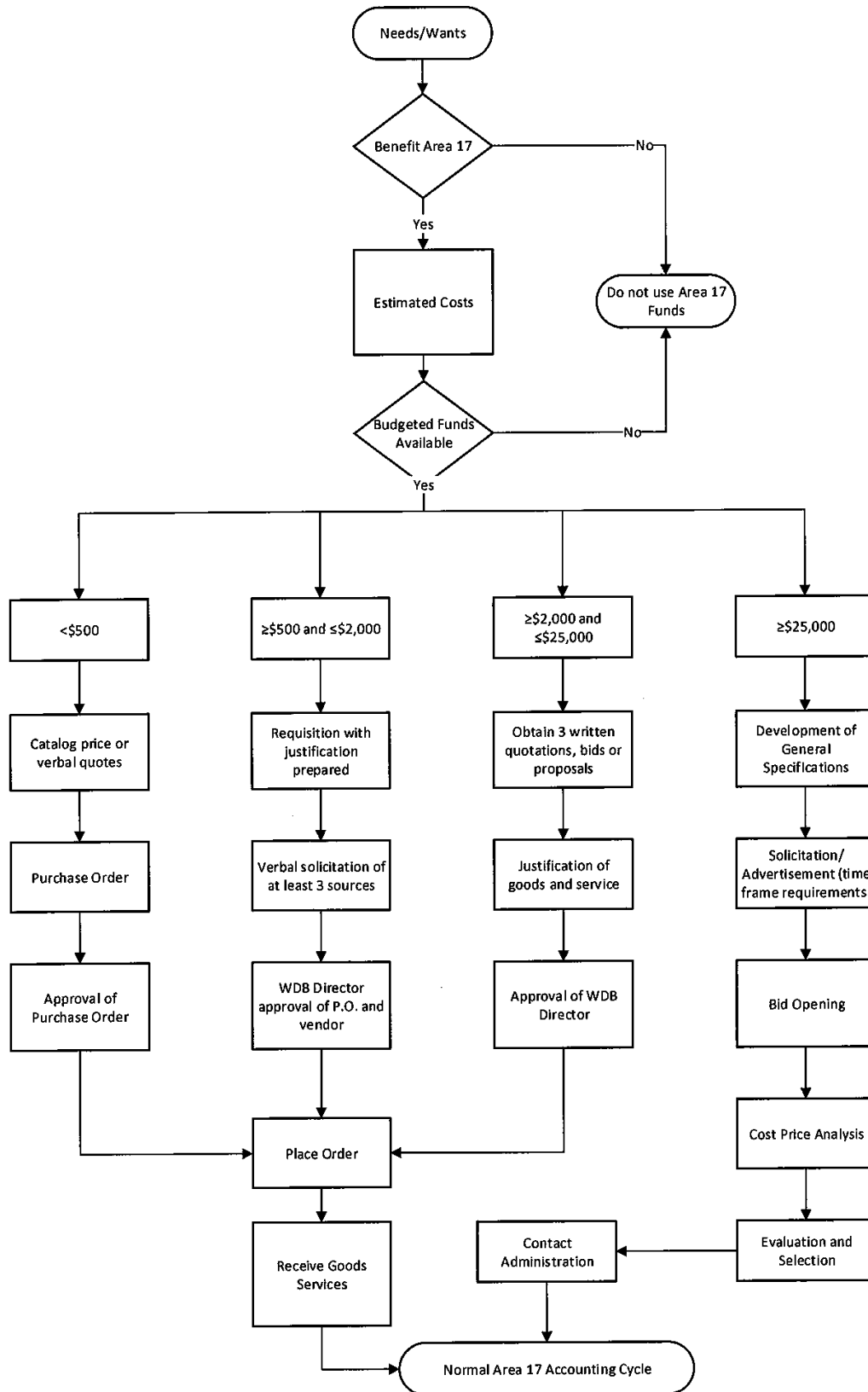
Fiscal Specialist (payables) will forward requisition to Chief Operating Officer for approval, return to Fiscal Specialist (payables).

Fiscal Specialist (payables) generates purchase order, if appropriate, once approved, affix approved stamp and distribute copies to requisitioner. Original stored in file to hold for invoice.

Estimated processing time for requisition shall be five (5) working days.

Requests that require immediate attention (walk thru) need to be brought to the Fiscal Specialist (payables) attention and walked thru signature process by requestor.

East Ohio Workforce Development Region Four Year Regional Plan



Appendix H

The Area 18 definition of a “Youth Requiring Additional Assistance” Policy:

Youth Requiring Additional Assistance/Face Serious Barriers to Employment

Revised: July 1, 2017

Previous: July 1, 2016

Purpose: To provide definitions for “Youth Requiring Additional Assistance” and “Youth Facing Serious Barriers to Employment.”

Procedure: Youth eligible to participate in CCMEP must possess at least one of the following identifiable barriers:

1. Basic Literacy Skills deficient
2. School dropout
3. Homeless, runaway or foster child
4. Pregnant/parenting youth
5. Offender
6. Youth requiring additional assistance - a youth lacking in any of the Work Readiness Skills:
 - a. Career Readiness – world of work awareness; labor market knowledge; occupational information; values clarification/personal understanding; career planning/decision making; job search techniques (resume, interviewing, application, follow-up letter).
 - b. Work Ethic and Professionalism – attendance; punctuality; workplace appearance; accepting directions and constructive criticism; motivation and taking initiative; understanding workplace culture; policy and safety.
 - c. Communication/Interpersonal Skills – speaking; listening; interacting with coworkers; motivation; adaptability; coping skills; problem solving; self-image.
 - d. Survival Skills – telephone use; telling time; shopping; paying rent; opening a bank account; budgeting; balancing a check book.

Face Serious Barriers to Employment

Those youth who:

- Are involved in the Juvenile Justice System;
- Are disabled;
- Are basic skills deficient

These youth face serious barriers to employment, and therefore, need assistance with Work Readiness Skills, Career Counseling, and case management services in addition to employment, education and training services. Other services may be offered as conditions merit.

Distribution: OMJ staff
WIOA staff
Board staff

Appendix I

The Trumbull County Workforce Policy Board, under the auspices of the Trumbull County Board of Commissioners, abides by the procurement policies established by the Trumbull County Commissioners.

In that the Trumbull County Department of Job and Family Services is the Fiscal Agent for the Trumbull County Workforce Development Board, and is also under the auspices of the Trumbull County Board of Commissioners, the Procurement Policies and Related Internal Controls will be utilized by the Workforce Policy Board.

However, any Board procurements will be conducted by the Workforce Policy Board and/or Workforce Policy Board Staff.

Trumbull County Department of Job and Family Services Procurement Policy and Related Internal Controls -- Narrative

Effective September 1, 2014, Trumbull County Department of Job and Family Services (TCDJFS) follows the procurement procedures established for the County of Trumbull by its Board of Commissioners. In addition, TCDJFS has established agency guidelines which mirror these procedures. In the event that the TCDJFS Procurement Policy does not specifically address a procedure or control method, TCDJFS refers back to the local county policy for guidance and procedure to be utilized.

The agency plans to adhere to the policies and procedures established in this guideline until such time that a new policy is established by TCDJFS. This Policy and the Related Internal Controls establishes the standards and guidelines which will be utilized by TCDJFS in the procurement of all services, supplies and equipment purchased by the agency.

The TCDJFS Procurement Policy includes a section which specifically addresses “Standards of Conduct” which prohibits its employees from participating in the purchase and/or contracting procedures of TCDJFS if there is and/or appears to be an identified “conflict of interest” with such participation. All local county employees are required to sign a “Code of Conduct” which also addresses this issue. All contract awards require the service provider to sign a Non-Collusion Affidavit affirming that the contract was appropriately awarded without impropriety. Additionally, contracts may also include a clause which specifically addresses “conflict of interest” as well as “Provider Solicitation of TCDJFS Employees.” Policy also allows for maximum availability of open competition through the Request for Bid/Proposal and/or other bidding processes utilized for all procurements completed by TCDJFS.

The TCDJFS’ Procurement Policy allows for four possible types of procurement: 1) small purchasing procedures; 2) formal advertising; 3) competitive negotiation; and 4) non-competitive negotiation.

Small Purchase procedures are to be utilized by TCDJFS when the agency is making informal purchases that are relatively simple and will result a purchase which will not exceed more than Five Thousand Dollars (\$7,500.00) for an annual period (calendar or fiscal). Small purchases are procured through obtaining quotes either by phone, electronic mail, or postal mail at the discretion of TCDJFS and based upon the nature and specifics of the purchase to be made. When it is determined by the Program Administrator that a small purchase needs to be made, the Program Administrator shall coordinate with the Fiscal Office to determine the method of contact and receive instruction from the Fiscal Office on proper procedures for obtaining quotes. Under small purchase procedures, a minimum of three (3) responses shall be obtained unless contacted vendors fail to respond, with a minimum of five (5) vendors contacted when at all possible. TCDJFS' staff shall document the contacts made and responses received in writing to support the small purchase. Purchases of this nature made on an ongoing basis must be procured annually following these procedures to ensure that services are being purchased at the most effective cost.

Formal Advertising is used for any purchases which may or may not be more formal in nature, but are expected to exceed the threshold of Five Thousand Dollars (\$5,000.00) for an annual period (calendar or fiscal). In the case of formal advertising, the award of the contract is primarily based on cost, but also includes review of the service being offered.

Competitive Negotiation is used when the agency is to make a purchase that exceeds Five Thousand Dollars (\$5,000.00) for the defined annual period for a procurement which is more complex in nature and as such the bid specifications may not allow for a full description of the service being procured. In such cases, this method is utilized and award of a contract would be based on multiple factors associated with the service requested in addition to the total dollar amount of the bid.

When procuring services through Formal Advertising and Competitive Negotiation, TCDJFS shall follow the minimum requirements of Ohio Revised Code 307.86 and 307.87, effective September 26, 2003 in publishing the notice of bid/proposal a minimum of one (1) time not less than two (2) consecutive weeks preceding the day of the opening of bids in a newspaper of general circulation within the county as long as the notice meets all other requirements defined in Ohio Revised Code Section 307.87(A) and will be distributed by electronic means with the posting of the notice on the TCDJFS' internet site on the worldwide web including the appropriate website link with instructions as to how to locate the notice. TCDJFS shall also post and maintain a copy of the notice on its public bulletin board in the TCDJFS' main lobby for a minimum of the duration of the bid/proposal period.

TCDJFS' staff may use discretion in determining the necessity of holding a Bidder's Conference based upon the nature and complexity of the service being procured through Formal Advertising and Competitive Negotiation. When a Bidder's Conference is scheduled, the above procedures for advertising will be followed to issue notification of the Bidder's Conference to the public. Regardless of whether a Bidder's Conference is held, a formal Question & Answer period shall be identified and available to potential responders for questions regarding the service being procured.

Non-competitive negotiation can be used for any purchase, regardless of total dollar amount (if total contract amount exceeds the Twenty-Five Thousand Dollar (\$25,000.00) threshold, the final contract will be journalized by the County Board of Commissioners), in situations rendered by a determined public emergency, a single source service provider, state purchasing, or after such time that a formal advertising has been completed and only one proposal/bid has been received.

When any service is available through the State Purchasing program, TCDJFS may elect to obtain a service through the approved State Purchasing agent without utilizing other procurement methods.

The established Procurement Policy of TCDJFS requires that all pertinent records relating to procurement of any services, supplies, and equipment be maintained within the TCDJFS records. All activities related to each procurement action will be maintained by TCDJFS in an individual file in order to appropriately document the significant history of each procurement. Prior to the advertisement of a bid or proposal, the TCDJFS' Administrator or the proxy assigned by this Administrator of the program service to be procured will prepare an independent estimate prior to the advertisement to receive bids or proposals. Upon review and evaluation of any bid or proposal submitted in response to an advertisement, the Cost/Price Analysis tool adopted by TCDJFS at the time of the procurement action shall be completed by the assigned Fiscal staff member to ensure that there is an appropriate comparison of cost categories during the evaluation process. It is primarily the responsibility of the TCDJFS' Fiscal Department, with exceptions as documented within the agency in writing, to monitor all contracts for compliance with all terms, conditions, and specifications within the contract document. It is primarily the responsibility of the TCDJFS' Fiscal Department, with exceptions as documented within the agency in writing, to monitor all contracts for compliance with all terms, conditions, and specifications within the contract document. All such procurement records of TCDJFS, and additionally the contractors or subcontractors of such services, provided under payment/reimbursement of federal and/or state funds, will be made available to the Ohio Department of Job and Family Services and/or any other federal or state entities associated with related funding. Such records will be maintained for the minimum required period associated with the individual funding source or until completion of an initiated audit, negotiation, claim, litigation or any other action related to the records, whichever comes first.

PROCUREMENT PROCESS

Any procurements conducted on behalf of the Trumbull County workforce Development Board are governed by the procurement standards of the Trumbull County Commissioners and Trumbull County.

The procedure is as follows:

The RFP is created, relaying the need for the procurement.

A letter to the Board of Commissioners is created, creating a journal action.

The County Clerk places the RFP in the newspaper, for public notification. The RFP is also placed on the Commissioner's website for further public notification.

As proposals are returned, they are logged in by date and initialed.

Each proposal returned timely in accordance to instruction is evaluated for legal entity; policy submission; fiscal documentation; insurance; licensure/ certification; personnel; service plan; experience; fiscal administrative accountability; cost; performance methodology; contact information; organization description; program description and budget.

A determination of the proposer being a contractor or subcontractor is provided.

A risk assessment and cost price analysis is conducted.

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The score of each proposal, based upon the evaluation is recorded. Each rater signs and dates their rating sheet.

The selected proposal is presented to the WDB for a motion to award the bid.

The Board recommendation is then sent to the Commissioners for approval. The action is journalized.

The Fiscal agent is then notified to execute a contract.