

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JANUARY 28, 2021**

Via Microsoft Teams
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Phone Conference ID: 358 244 775#

Chief Elected Officials Present:	Ilene Shapiro, Summit County Executive Colleen Swedyk, Medina County Commissioner
WDB Members Present:	Jeff Bissell, WDB Vice Chair; Sharlene Chesnes; Malcolm Costa; Patricia Dempsey; Bethany Dentler; Mark Derrig; Anthony Esposito; Jessica Heid, WDB Chair; Martin Helms; Amanda Hinkel; Maria Miller; Marquita Mitchell; William Moore; Michelle Moran; Erin Ploucha; David Prentice; Joan Pritchett; Paul Ratcliff
WDB Members Absent:	<i>none</i>
Summit & Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present:	Grace Glaubman, Procurement & Performance Administrator Tammy Kaser, Operations Coordinator Christine Marshall, Executive Director
Medina County, Summit County and Contracted Workforce Innovation & Opportunity Act (WIOA) Staff Present:	Lindsay Crawford, SCDJFS; Don Graves, ULA/OMJSC; Nicholas Kapusinski, ULA/OMJSC; Deborah Matz, COG Legal Counsel; Ralph Sinistro, SCDJFS; Angela Smith, ULA/OMJMC; Heather Yannayon, SCDJFS
Area 2 Fiscal Present:	Tom Jalbert, Fiscal Operations Manager, SCDJFS, Diane Miller- Dawson, Director, SCDFB; Mark Milhoan, Fiscal Reporting Officer, SCDJFS
Guests Present:	Terri Burns, Director, SCDJFS; Michelle Collins, Vice President, ConxusNEO

I. CALL TO ORDER

- a. Chair Heid called the meeting to order at 8:01 AM. Kaser took roll call to record the attendance of WDB Members. Non-members were provided with Kaser's email to request that their presence be recorded in the minutes.

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Heid requested a motion to approve the WDB's 11/19/20 meeting minutes. Bissell made the motion which Costa seconded. With no objections or abstentions, the motion carried, and the minutes were approved.

III. REPORTS

- a. Executive Committee Report
 - i. Heid turned the meeting over to Bissell, who summarized the 12/2/2020 Executive Committee meeting, at which the Committee:
 1. Approved minutes of the 8/12/2021 meeting;
 2. Reviewed WDB Committee Appointments;
 3. Reviewed Regular Meeting attendance of the Medina WDB Members and moved to recommend reappointment of the Medina WDB Members to the SAMWA COG Board;

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4. Received notification of the WDB's biennial certification process;
5. Approved an RFQ process to procure professional monitoring services for Area 2;
6. Discussed the financial situation in Area 2 with slowed delivery of services due to COVID and more funding in the Area due to new grants and Year 3 funding;
7. Received notification that responsibility for RESEA service delivery is moving from the State to the local Workforce Areas and that RESEA funding will become a permanent part of the Area 2 budget.

b. Finance Committee Report

- i. Heid turned the meeting over to Derrig, who summarized the 1/21/21 Finance Committee meeting, at which the Committee:
 1. Approved minutes of the 11/12/20 meeting;
 2. Reviewed SFY 2021 Area Financials as of 12/31/20;
 3. Reviewed SFY 2021 Admin & Program Budget Expenditures as of 12/31/20;
 4. Received notification that responsibility for RESEA service delivery is moving from the State to the local Workforce Areas and that RESEA funding will become a permanent part of the Area 2 budget;
 5. Reviewed an Amended SFY 2021 Area 2 Operating and Administrative Budget and moved to recommend the amended budget to the Board, for recommendation to the SAMWA COG Board for approval;
 6. Received notification that the Ohio Department of Job and Family Services (ODJFS) announced, and commenced, on 12/3/2020, the *WIOA Financial Review* for July 1, 2019 to December 31, 2020 (18-month review period).
- ii. Derrig then turned the meeting over to Jalbert, who reviewed for the Board Members the Area's financial reports, noting the following:
 1. Year 3 funds have been spent, but spending Year 3 funds has slowed the spending of current Year 2 funds;
 2. 76% of the Youth budget for SFY 2021 remains to be spent;
 3. All the special grants show increased expenditures against their balances;
 4. A line was added for Transitional Jobs;
 - a. Director Marshall explained that Transitional Jobs is a new program to Area 2, similar to On-the-Job training. Employers who sign a TJ agreement will be reimbursed 100% of the regular wages during the training period of a new employee with little to no past experience. Up to 10% of the Program budget can be used to fund TJ training plans.
 5. RESEA funding has been added as a permanent part of the budget, for hiring staff to deliver services, and administrative costs.
 - a. Marshall explained that RESEA is a USDOL program targeting the recently unemployed who are receiving unemployment insurance and have been deemed unlikely to be re-employed. Area 2 will hire three staff, one to serve the Medina population from the Medina OMJ, and 2 to serve the Summit population from the Summit OMJ.
- iii. Heid requested a Motion to recommend to the SAMWA COG Board to adopt Amended SFY 2021 Area 2 Operating and Administrative Budget. Bissell made the motion, which Chesnes seconded. With no objections or abstentions, the motion carried.

c. One-Stop Operations Committee Report

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- i. Heid turned the meeting over to Pritchett, who informed the WDB members there had been no meetings of the One-Stop Operations Committee since the 11/19/20 WDB Regular Meeting. The next meeting is scheduled for 2/8/2021.
 - ii. Marshall provided an update on plans to reopen the One-Stop Centers, including Resource Room improvements, stocking PPE, developing new safety protocols for staff and clients, and procuring appointment software in anticipation of reopening by appointment only at first. A phased reopening is planned beginning in February, that will allow for the partners to return to the OMJ Centers according to their own COVID protocols, opening first with WIOA and Operator staff, for customers receiving unemployment.
- d. Performance Committee Report
- i. Heid turned the meeting over to Moran, who summarized for the WDB Members the 1/25/21 meeting, at which the Committee:
 - 1. Welcomed Marquita Mitchell as the newest member of the Committee;
 - 2. Welcomed Michelle Moran as the new Chair;
 - 3. Approved minutes of the 11/16/20 meeting;
 - 4. Reviewed the State of Ohio Q1 *Unadjusted* WIOA Performance Report for SFY 2021, 7/1/2020 – 9/30/2020;
 - 5. Reviewed the State of Ohio Q1 *Unadjusted* CCMEP Youth Performance Report for SFY 2021, 7/1/2020 – 9/30/2020;
 - 6. Discussed ways to improve outreach, to effect an increase in Measurable Skills Gain;
 - 7. Reviewed our local Adult and Dislocated Worker Career Services Provider Reports submitted by ULA for SFY 2021, 7/1/2020-12/31/2020, noting that the pandemic continues to affect placement numbers;
 - 8. Discussed the upcoming RFP process to procure SFY 2022 Youth Services contracts, working with the CCMEP Lead Agencies in both Counties;
 - 9. Received an update on the reopening of the OMJ Centers;
 - 10. Received an update on the redesign project for the Summit & Medina OhioMeansJobs website;
 - 11. Received notification that an RFQ process to procure professional monitoring services for Area 2 had been approved by the Executive Committee and resulted in the engagement of Real Workforce Solutions with Sharon Parry.
 - ii. Moran turned the meeting over to Glaubman to review the performance reports:
 - 1. Glaubman reviewed the State of Ohio Q1 UNADJUSTED WIOA and CCMEP Youth Performance Reports for SFY 2021/PY 2020, July 1, 2020 – September 30, 2020, noting:
 - a. The State has eliminated the performance level previously referred to as “exceeding” the standard. Reports will now show only whether an Area or County is meeting or failing to meet performance standards. Meeting performance standards successfully will require achieving 90% of the negotiated standard (for Adults and Dislocated Workers) or 80% of the negotiated standard (for Youth).
 - b. These reports are Unadjusted, using the negotiated standards rather than the standards the State adjusts using a multilinear regression model that accounts for demographic and economic factors. Quarterly reports will

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always be adjusted, with an annual Unadjusted and an annual Adjusted Report released after the end of the SFY. The Adjusted Annual Report for SFY 2020/PY 2019 has yet to be released.

- c. Area 2 met all measures with the exception of Measurable Skills Gain. This is the first Program Year with a standard set for Measurable Skills Gain, and it is the only performance standard measured in real time. The rate is expected to be lowest in Q1 and increase throughout the program year as more customers achieve positive outcomes. For in-school youth, skills are gained largely through their school's programming, which aligns with the academic year, and skill gains are not measured and reported until May.
2. Glaubman reviewed highlights from the local Adult/Dislocated Worker Career Services Provider Reports provided by ULA, summarizing performance data for Summit and Medina Counties for SFY 2021, 7/1/19 – 12/31/20, noting:
 - a. Placements continue to be affected by the COVID-19 pandemic.
 - b. In Summit County, 254 jobseekers have been placed so far this fiscal/program year (less than half the number from the same time the previous year); 17% of placements were in Transportation & Warehousing; 11% were in Healthcare, 16% in Manufacturing, and 17% in Professional and Business Services; the YTD average wage for placements is \$18.25; 45 Individual Training Accounts have been written; 33 On-the-Job Training Plans are in progress under 16 OJT Agreements; 215 job orders and 18 recruitments have been completed YTD, all virtually.
 - c. In Medina County, 88 jobseekers have been placed so far; the YTD average wage for jobseeker placements is \$19.06 per hour; 17% of placements were in Healthcare, 18% in Manufacturing, 15% in Professional and Business Services, 11% in Retail, and 13% in Transportation & Warehousing; 16 ITA's have been written so far this year; there are 8 OJT Agreements in place with employers; 197 job orders and 12 recruitments have been completed YTD, all virtually.
3. Glaubman delivered a report summarizing surveys of customer satisfaction with the virtual orientations presented by both OhioMeansJobs Centers between October and December, 2020. In Summit County, 75 customers completed the survey, with 90% rating their experience as "excellent"; in Medina County, 13 customers completed the survey with 100% rating their experience as "excellent." This high rate of satisfaction may be because virtual orientation is a one-on-one experience. Most are unemployed and looking for work. Those receiving unemployment benefits fell from 20% to 13%. The survey is 10 questions and takes 3 minutes to complete on average.

IV. OLD BUSINESS

- a. Heid reminded the WDB Members that there is still one member vacancy on the Board, which is a Summit County business appointment. Marshall solicited suggestions of diverse candidates from outside of Akron. Until the vacancy is filled, the Board cannot be certified—it is the only requirement the Board is missing for its biennial certification.
- b. Glaubman provided the Board Members with an update on the redesign by EYEMG of the Summit/Medina OhioMeansJobs website, which is in the final, content editing phase. The new

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website is expected to go live before the next Board meeting in March.

V. NEW BUSINESS

- a. Heid informed the Board Members that the Ohio Department of Job and Family Services (ODJFS) announced, and commenced, on 12/3/2020, the *WIOA Financial Review* for July 1, 2019 to December 31, 2020 (18-month review period).
- b. Heid informed the Board Members that the ODJFS commenced Program Year 2019 (7/1/19 to 6/30/20) Comprehensive WIOA Monitoring on 12/23/2020.
 - i. Marshall reminded the Board that “Comprehensive” monitoring includes programming and administrative operations.
- c. Heid announced that Area 2 has again engaged the services of Julian & Grube, Inc. to prepare Area 2 CY 2020 basic financial statements and to file the Annual Financial Report with Auditor of State (AOS).
- d. Heid reminded the Board Members that the current Comprehensive Case Management and Employment Program (CCMEP) (Youth Services) contracts are in their final renewal year, and Request for Proposal Packets are being prepared for SFY 2022 CCMEP Youth Services Contracts, for both Summit and Medina Counties.
- e. Heid informed the Board that the negotiation period for the SFY 2022 OhioMeansJobs Center Partner MOU has commenced.
 - i. Included in the new MOU will be a new lease for 1040 E. Tallmadge Ave., with a new landlord, The Summit County Landbank.
- f. Heid reminded the Board Members to sign and return to the Board staff their 2021 Conflict of Interest Disclosure Statements.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Heid informed the Members that the SAMWA COG Board held its fourth and final meeting of 2020 via Zoom on 12/16/20, passing four Resolutions, which are posted on the Summitomj.org website.
- b. Marshall informed the Board Members of recent assignments of some WDB Members to the various WDB Committees. All Board Members are now serving on at least one committee.
- c. The Members were provided with Ohio’s Unemployment Rate data for December 2020.
- d. Marshall informed the Board Members that Area 2 provided a Letter of Support to Job’s for Ohio’s Graduates for support of their proposal to US DOL for the Workforce Pathways Grant.
- e. Marshall informed the Board Members that Don Graves, who has served as Summit County OMJ Manager for WIOA Services, will be transferring to ULA’s Cleveland office, and recognized him for his service to Area 2. She also informed the Board that Nick Kapusinski will be taking over Don’s role, and recognized Nick’s work as Business Services Manager in Summit County.
- f. Heid notified the Members to look for an email from Kaser with a WDB Roster updated as of 2/1/2021.
- g. Heid announced that the next WDB Regular meeting will be held 3/25/2021 at 8:00 AM, virtually.

VII. ADJOURNMENT

Heid requested a motion to adjourn the meeting. Pritchett made the motion which was seconded by Helms. With no objections or abstentions, the motion carried, and the meeting adjourned at 9:04 AM.

Prepared by:
Tammy Kaser
Operations Coordinator, SAMWA COG