

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, NOVEMBER 19, 2020**

Via Microsoft Teams
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+1 321-710-8464
Conference ID: 856 150 4#

Chief Elected Officials Present:	Ilene Shapiro, Summit County Executive
WDB Members Present:	Jeff Bissell, WDB Chair; Sharlene Chesnes; Malcolm Costa; Patricia Dempsey; Mark Derrig; Jessica Heid; Amanda Hinkel; Maria Miller; Marquita Mitchell; William Moore; Michelle Moran; Erin Ploucha; David Prentice; Joan Pritchett; Paul Ratcliff
WDB Members Absent:	Bethany Dentler (<i>excused</i>); Anthony Esposito (<i>excused</i>); Martin Helms
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; Jenny Gutwein, ULA; Nicholas Kapusinski, ULA/OMJSC; Deborah Matz, COG Legal Counsel; David Megenhardt, ULA; 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; Phillip Montgomery, CFO, SCDJFS; Mark Milhoan, Fiscal Reporting Officer, SCDJFS
Guests Present:	Terri Burns, Director, SCDJFS; Michelle Collins, Vice President, ConxusNEO; Marcia Doane, ODJFS

I. CALL TO ORDER

- a. Chair Bissell called the meeting to order at 8:00 AM. Bissell introduced Erin Ploucha of Westfield Bank as the newest member of the Summit & Medina Workforce Development Board. 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. ELECTION

- a. Bissell reminded the Board Members that the two-year terms for WDB Chair and Vice Chair have ended, and an election must be held to select a new Chair and Vice Chair, who will each serve a new two-year term beginning 1/1/2021. He also reminded the Board Members that, per the WDB Bylaws, the Chair and Vice Chair positions alternate between Summit and Medina Counties, so the new Chair must be a Medina appointee, and the new Vice Chair must be a Summit appointee. They both also must be Members who represent a business in their respective counties.
 - i. Bissell announced that Jessica Heid has volunteered to serve as Board Chair and asked if any other eligible Board Members would like to nominate themselves or someone else. No further nominations were made.
 - ii. Kaser took a verbal roll call vote in which all Board Members present voted unanimously to approve Heid's nomination as Chair.
 - iii. Kaser announced that Jessica Heid has been elected the WDB Chair, to a term beginning

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1/1/2021 and ending 12/31/2022.

- iv. Bissell announced that he has volunteered to serve as Board Vice Chair and asked if any other eligible Board Members would like to nominate themselves or someone else. No further nominations were made.
- v. Kaser took a verbal roll call vote in which all Board Members present voted unanimously to approve Bissell's nomination as Vice Chair.
- vi. Kaser announced that Bissell has been elected the WDB Vice Chair, to a term beginning 1/1/2021 and ending 12/31/2022.

III. APPROVE MINUTES OF PREVIOUS MEETING

- a. Bissell requested a motion to approve the WDB's 9/24/20 meeting minutes. Prentice made the motion which Derrig seconded. With no objections or abstentions, the motion carried, and the minutes were approved.

IV. REPORTS

a. Executive Committee Report

- i. Bissell informed the WDB members there had been no meetings of the Executive Committee since the 8/12/2020 meeting, and the next meeting is scheduled for 12/2/2020.

b. Finance Committee Report

- i. Bissell turned the meeting over to Derrig, who summarized the 11/12/20 Finance Committee meeting, at which the Committee:
 - 1. Approved minutes of the 9/17/20 meeting;
 - 2. Reviewed SFY 2020 Area Financials as of 9/30/20;
 - 3. Reviewed SFY 2020 Admin & Program Budget Expenditures as of 9/30/20;
 - 4. Received notice that the Auditor of State completed certification of Area 2 financials for Year Ending 12/31/2019, with no findings;
 - 5. Voted to recommend to the WDB to make a recommendation to the COG to pass a resolution accepting the CY 2020 Area 2 budget, consisting of available workforce funds.
- ii. Derrig then turned the meeting over to Montgomery to review for the Board Members the Area's financial reports, with the following items noted:
 - 1. The financial reports now show Year 3 funds, carried over from previous Year 2 funds. The spending of Year 3 funds has slowed the spending of current Year 2 funds.
- iii. Bissell requested a Motion to recommend to the SAMWA COG Board to adopt Calendar Year 2021 Area 2 Workforce Budget Appropriations utilizing available Workforce Innovation and Opportunity Act (WIOA) funds in a total amount of \$5,975,000.00 which is to be allocated as \$1,050,000.00 for Medina County workforce programs, \$3,500,000.00 for Summit County workforce programs and \$1,425,000.00 for Area 2 Administration. Chesnes made the motion, which Moran seconded. With no objections or abstentions, the motion carried.

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- c. One-Stop Operations Committee Report
- i. Bissell turned the meeting over to Pritchett who informed the WDB members there had been no meetings of the One-Stop Operations Committee since the 9/24/20 WDB Regular Meeting. The next meeting is scheduled for 2/8/2021.
 - ii. Director 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 implementing appointment software from the State in anticipation of reopening by appointment only at first. The appointment software is expected to be ready in the first week of December, and a phased reopening is planned beginning 12/7/20.
- d. Performance Committee Report
- i. Bissell turned the meeting over to Heid who summarized for the WDB Members the 11/16/20 meeting, at which the Committee:
 1. Approved minutes of the 9/21/20 meeting;
 2. Reviewed the State of Ohio *Unadjusted* Annual WIOA Performance Report for SFY 2020, 7/1/2019 – 6/30/2020;
 3. Reviewed the State of Ohio *Unadjusted* Annual CCMEP Youth Performance Report for SFY 2020, 7/1/2019 – 6/30/2020, noting the high ratio of TANF to WIOA participants in Summit County;
 4. Reviewed our local Adult and Dislocated Worker Career Services Provider Reports submitted by ULA for SFY 2021, 7/1/2020-10/30/2020;
 5. Discussed the results of the WIOA and CCMEP Performance Negotiations for SFY 2021/2022 (PY 2020/2021);
 6. Reviewed drafts of the website redesign project for the Summit & Medina OhioMeansJobs website;
 7. Discussed the upcoming RFP process to procure Youth Services contracts, working with the CCMEP Lead Agencies in both Counties;
 8. Received an update regarding services funded through Special Grants;
 9. Received an update on the reopening of the OMJ Centers.
 - ii. Heid turned the meeting over to Glaubman to review the performance reports:
 1. Glaubman reviewed the State of Ohio UNADJUSTED Annual WIOA and CCMEP Youth Performance Reports for SFY 2020/PY 2019, July 1, 2019 – June 30, 2020, noting:
 - a. As a whole, Area 2 met or exceeded all of our performance measures with the exception of Youth Credential Attainment, due to the performance against this measure in Summit County. The CCMEP Lead Agency in Summit County, SCDJFS, was asked to provide the list of all youth included in the measure as well as the Youth Services provider assigned to them, to determine which providers need assistance with follow up procedures.
 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 – 10/31/20, noting:
 - a. Placements continue to be affected by the COVID-19 pandemic.
 - b. In Summit County, 175 jobseekers have been placed so far in SFY 2021; 14% of placements have been in Healthcare, 17% in Professional & Business Services; the average wage for placements was \$17.96/hour; 28

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Individual Training Accounts have been written, compared with 14 at the same point in the previous year; 12 On-the-Job Training Agreements have been signed with 20 OJT Plans written; 10 virtual recruitment events have been held so far in SFY 2021.

- c. In Medina County, 61 jobseekers have been placed so far this Program Year, with monthly placements in flux, but up compared with March and April of 2020; the YTD average wage for jobseeker placements is \$18.57 per hour; 15% of placements have been made in Manufacturing, 15% in Professional & Business Services, and 18% in Healthcare; 12 ITA's have been written, up from 2 at the same point in the previous year; 3 OJT Plans have been written so far this Program Year, up from 0 at the same point in the previous year.
3. Glaubman delivered a report summarizing surveys of customer satisfaction with the virtual orientations presented by both OhioMeansJobs Centers between April and September, 2020. The surveys had been conducted for in-person orientations before the center closures due to the pandemic, and customer satisfaction has remained high after the transition to virtual orientation delivery. Significantly more customers are reporting an interest in training, and that aligns with the increase in ITA's written.

V. OLD BUSINESS

- a. Glaubman reviewed for the WDB Members the Ohio Department of Job & Family Services' (ODJFS) Final Monitoring Summary Reports for Program Year 2018 (7/1/18 to 6/30/19), which is a review of the administrative delivery of Area 2 and program services we delivered with WIOA funds for that time period. This year they only reviewed Summit County program services. Two significant observations were made which each require a Continuous Improvement Plan to be submitted to the State. Both observations were related to Youth services: missing work experience documentation, and failure to sufficiently document communication of the complaint rights procedure to youth clients. In the CIP developed by the Board Staff, the contracted Provider staff in both Counties were required to participate in a virtual training about these missing file items and to pass a quiz after completion of the training. Verification of the completion of the CIP action items was sent to the State so the Monitoring could be concluded.
- b. Glaubman informed the Board Members that ODJFS two-year WIOA Performance Negotiations with Area 2 have been accepted for PY 2020 & 2021 (SFY 2021 & 2022), including the lower standard counter-proposed by Area 2 for the Youth measurable skills gain measure, and a lower standard proposed by the State for the Youth credential attainment measure. Board Members received at attachment with all the new standards, which will be the standards measured in *Unadjusted* WIOA and CCMEP Performance Reports for PY 2020 & 2021, while the standards measured in *Adjusted*, Final reports will be adjusted based on a multilinear regression factoring demographic and economic variables.
- c. Marshall announced that the Auditor of the State of Ohio (AOS) completed certification of the SAMWA COG's Single Audit of Fiscal Year Ending 12/31/2019, with no significant observations. The Ohio Department of Job and Family Services (ODJFS) issued an official letter, presented to Board Members, accepting the AOS Audit of the WIOA funds.
- d. Glaubman provided the Board Members with an update on the redesign by EYEMG of the Summit/Medina OhioMeansJobs website, which is in the visual design phase before moving on to content editing. The new website is expected to go live early in 2021.

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VI. NEW BUSINESS

- a. Marshall reminded the WDB Members of the process for reviewing Board Members for reappointment, as the Medina members' terms end 12/31/2020. The Executive Committee will make a recommendation for reappointment to the SAMWA COG Board, based on each Member's attendance and engagement. If reappointed by the COG, and willing to serve an additional two-year term, the Members' new terms will begin 1/1/2021 and end 12/31/2022. New members currently fulfilling previous members' terms will begin their first two-year terms on 1/1/2021, without being subject to review.
- b. Board Members were provided with a complete 2021 WDB Regular and Committee Meeting Schedule and were reminded that WDB members, elected officials, and legal and fiscal staff will receive quarterly calendar invitations for Regular meetings and any committees on which they serve.
- c. Marshall informed the Board Members present of a Memorandum of Understanding (MOU) pending between Area 2 and the Stow Library to offer WIOA services at the library, as part of a State mandate to offer services through local library systems. In Area 2, we have MOUs in place with Cuyahoga Falls Public Library, Akron Summit County Public Libraries, and Medina Public Libraries.

VII. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Bissell informed the Members that the SAMWA COG Board held its third meeting of 2020 via Zoom on 10/23/20, passing three Resolutions, which are posted on the [Summitomj.org website](http://Summitomj.org).
- b. Marshall provided the Board Members with an update regarding the State of Ohio Open Meetings Act Waiver under COVID, which is set to expire 12/1/2020 but expected to be extended through June 30, 2021, and possibly made permanent.
- c. The Members were provided with Ohio's Unemployment Rate data for September 2020.
- d. Bissell notified the Members to look for an email from Kaser with a WDB Roster updated as of 11/2/2020.
- e. Bissell announced that the first WDB Regular meeting of 2021 will be held 1/28/2021 at 8:00 AM, virtually.

VIII. ADJOURNMENT

- a. Bissell requested a motion to adjourn the meeting. Chesnes made the motion which was seconded by Pritchett. With no objections or abstentions, the motion carried, and the meeting adjourned at 9:03 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, SAMWA COG