

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, SEPTEMBER 24, 2020

Via Microsoft Teams
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WDB Members Present:	Jeff Bissell, WDB Chair; Sharlene Chesnes; Malcolm Costa; Patricia Dempsey; Bethany Dentler; Mark Derrig; Anthony Esposito, WDB Vice Chair; Jessica Heid; Martin Helms; Amanda Hinkel; Maria Miller; Marquita Mitchell; William Moore; Michelle Moran; David Prentice; Joan Pritchett
WDB Members Absent:	Paul Ratcliff (<i>excused</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:	Terri Burns, Director, SCDJFS; Lindsay Crawford, SCDJFS; Don Graves, ULA/OMJSC; Nicholas Kapusinski, ULA/OMJSC; Deborah Matz, COG Legal Counsel; Ralph Sinistro, SCDJFS; 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:	Michelle Collins, Vice President, ConxusNEO

I. CALL TO ORDER

- a. Chair Bissell called the meeting to order at 8:00 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. Bissell requested a motion to approve the WDB's 5/27/20 meeting minutes. Prentice made the motion which Dentler seconded. With no objections or abstentions, the motion carried, and the minutes were approved.

III. REPORTS

- a. Executive Committee Report
 - i. Bissell summarized for the WDB Members the 6/24/20 and 8/12/20 Executive Committee meetings:
 1. At the 6/24/20 meeting, the Committee:
 - a. Approved the minutes of the 11/6/2019 meeting;
 - b. Discussed assigning WDB Members to Committees who are not currently serving on a Committee;
 - c. Discussed WDB Member vacancies;
 - d. Approved the second renewal of the Callos contract to recommend to the SAMWA COG Board at their 6/25/20 meeting;

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- e. Approved Area 2 SFY 2021 budget adjustments to recommend to SAMWA COG Board at their 6/25/20 meeting;
 - f. Agreed to recommend to the SAMWA COG Board acceptance of an ODJFS/Office of Workforce Development Business Services Resources Grant in the amount of \$300,000.00;
 - g. Approved purchase of new laptops for the SAMWA COG staff; and
 - h. Approved a proposal for redesigning the Area 2 website.
2. At the 8/12/20 meeting, the Committee:
- a. Approved minutes of the 6/24/20 meeting;
 - b. Continued discussion of WDB Membership vacancies;
 - c. Received an update on the purchase of laptops for the SAMWA COG staff;
 - d. Approved a budget of \$30,000.00 for the website redesign project and the selection of EYEMG as the vendor for that project based on the recommendation of a WDB ad hoc committee that reviewed the four proposals;
 - e. Received notification of an award of two new grants for Area 2;
 - f. Approved an Amendment to FFY 2020 Renewal Agreement with United Labor Agency, the WIOA Career Services provider in Medina and Summit County, to increase the Summit portion of the contract budget in amount not to exceed \$35,926.00;
 - g. Approved a Software Services Agreement with Virtual Premier for a 1-year license to provide virtual recruitment software and support for Area 2;
 - h. Received an update on the status of the AOS review of CY 2019 financials; and
 - i. Received an update on the status of the WIOA two-year Performance Negotiations with ODJFS.
- b. Finance Committee Report
- i. Bissell turned the meeting over to Derrig who summarized the 9/17/20 Finance Committee meeting, at which the Committee:
 - 1. Approved minutes of the 5/21/20 meeting;
 - 2. Reviewed a new design for the financial reports;
 - 3. Reviewed SFY 2020 Area Financials as of 8/31/20;
 - 4. Reviewed SFY 2020 Admin & Program Budget Expenditures as of 8/31/20.
 - ii. Derrig then turned the meeting over to Montgomery to review for the full Board the Area's financial reports, with the following items noted:
 - 1. The USDOL has approved a request by the State to carry-over the unspent Year 2 funds, and create a Year 3 funds category. He explained this has been added to the reports;
 - 2. A new page has been added to the Allocations & Expenditures report showing Special Grant allocations and expenditures;
 - 3. The Auditor of State is continuing its review of Area 2's year end 2019 financials as submitted by our accounting firm Julian & Grube. The audit should conclude soon.
- c. One-Stop Operations Committee Report

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- 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 5/27/20 WDB Regular Meeting. Meetings have not happened because with the closing of the Centers due to COVID, there have not been any operational items for WDB oversight.

- d. Performance Committee Report
 - i. Bissell turned the meeting over to Heid who summarized for the WDB Members the 8/3/20 and 9/21/20 meetings:
 - 1. At the 8/3/2020 meeting, the Committee:
 - a. Approved minutes of the 5/11/20 meeting;
 - b. Reviewed the SFY 2020 State of Ohio *Unadjusted* Q3 WIOA Performance Report, 7/1/2019 – 3/31/2020;
 - c. Reviewed the SFY 2020 State of Ohio, Office of Workforce Development live reports related to adult and youth credential attainment, the only measures for which Area 2 struggles to meet performance standards;
 - d. Reviewed our local Adult and Dislocated Worker Career Services Provider Reports submitted by ULA for SFY 2020, 7/1/2019-6/30/2020;
 - e. Reviewed the local monthly reports on Youth Provider Performance for both Summit and Medina Counties, adding data for SFY 2020, Q4, April – June;
 - f. Reviewed One-Stop Operator Usage Reports for SFY 2020, July 1, 2019 – June 30, 2020;
 - g. Received an update regarding the status of the Opioid Recovery Grant funded services;
 - h. Received the results of the ODJFS WIOA Program Monitoring for PY 2018/SFY 2019 noting no findings for the administration of Area 2, no findings for the Summit Adult/Dislocated Worker program and finding that two items in the Summit WIOA youth program required response via a Continuous Improvement Plan
 - i. Discussed upcoming FFY 2021 second renewal of WIOA Adult and Dislocated Worker Career Services Contracts in both Counties, which run October 1-September 30.
 - 2. At the 9/21/20 meeting, the Committee:
 - a. Approved minutes of the 8/3/20 meeting;
 - b. Reviewed the SFY 2020 State of Ohio *Unadjusted* Q4 WIOA and CCMEP Performance Reports, 7/1/2019 – 6/30/2020;
 - c. Reviewed the Local Adult and Dislocated Worker Career Services Provider Reports submitted by ULA for SFY 2021, 7/1/2020-8/31/2020;
 - d. Received an update regarding SFY 2021/2022 WIOA performance negotiations, including the intention of Area 2 to counter-propose a lower standard for the Measurable Skills Gain youth metric, which has historically been difficult to meet for many Areas across the State;
 - e. Learned about updates to local policy that have been approved by the State of Ohio;
 - f. Passed a motion recommending to the WDB a renewal of FFY 2021 Adult and Dislocated Worker Career Services Contracts with ULA in both Counties, for a period of October 1-September 30.

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3. Glaubman reviewed for the WDB Members an end of the year (SFY 2020) Area-wide On-The-Job Training (OJT) Contracts Report and Area-wide Individual Training Accounts (ITA) Report
- 4.
5. Glaubman reviewed highlights from the Local Adult/Dislocated Worker Career Services Provider Reports as submitted by ULA, summarizing performance data for Summit and Medina Counties for the first two months of SFY 2021, 7/1/20 – 8/31/20, noting:
 - a. In Summit County, 110 jobseekers have been placed into employment with 15% of placements in Healthcare, 14% in Manufacturing, 18% in Professional and Business Services; the YTD average wage for placements is \$16.48; 22 Individual Training Accounts have been written; 3 On-the-Job Training Plans have been written under 8 OJT Agreements.
 - b. In Medina County, 35 jobseekers have been placed into employment with a YTD average wage of \$24.49 per hour; 17% of placements were in Healthcare, 17% in Manufacturing, 17% in Professional and Business Services, 14% in Retail; 6 ITA's have been written; no OJT Plans have been written so far this fiscal/program year, though 1 OJT Agreement has been signed.
6. Glaubman informed the WDB Members that OJT and ITA policies have been updated to increase the maximum allowable reimbursement from \$7,000.00 to \$10,000.00 to compensate for the effects COVID has had on business and citizen livelihood (for ITA's, the increased maximum will only apply for trainings in fields that lead to Critical Jobs as defined by the State of Ohio).

IV. OLD BUSINESS

- a. Bissell reminded the WDB members that a Summit County appointment is still needed to fill the vacancy left when Sharlonda Harvey of US Foods resigned her position on the WDB. Harvey represented manufacturing (specifically food distribution) in northern Summit County. WDB Members were requested to offer any suggestions to fill this appointment
- b. Marshall informed the WDB Members that Westfield Bank has recommended Ms. Erin Ploucha to fill Nellie Rodman's appointment since Rodman's retirement which was announced at the previous Board meeting. The recommendation will be reviewed by Commissioner Swedyk and approved by the SAMWA COG Board at their next meeting in October.
- c. Glaubman provided the WDB Members with a status update regarding the Program Year 2018 (7/1/18 to 6/30/19) *Comprehensive WIOA Monitoring* conducted by The Ohio Department of Job and Family Services (ODJFS), 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 complaint procedure coverage with youth clients. In the CIP developed by the Board Staff, the contracted Provider staff were required to participate in a training about these missing file items and to pass a quiz after completion of the training.
- d. Marshall provided an update on service delivery procedures during COVID-19 closures and plans for reopening OMJ centers. At this time the OMJ centers are closed to the public with services offered virtually, with preparations being made to safely reopen the centers to the public, by

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appointment only, hopefully by the end of October.

- e. Kaser informed the WDB Members that ODJFS funding issued April 15, 2020 for Improvements of Customer Experience at the OhioMeansJobs Centers (\$110,595.00) is being used in large part to stock the centers on PPE as well as replace cloth furniture with furniture easier to disinfect, installing Plexiglas barriers, creating larger workspaces to encourage social distancing, and other preparations for reopening safely, including investments in technology to facilitate virtual services and upgrade older systems.

V. NEW BUSINESS

- a. The WDB Members received a copy of the official notice that ODJFS commenced the WIOA two-year Performance Negotiations with Ohio Local Workforce Area Boards for PY 2020 & 2021.
- b. WDB Members received a copy of the official notice that the Auditor of State commenced, on 7/27/20, their Financial Audit of Area 2 for the Calendar Year ending December 31, 2019.
- c. Glaubman informed the WDB Members that Area 2 entered into a contract in August with a firm called EYEMG for website redesign services in an amount not to exceed \$30,000.00, to streamline and update the website and combine the Medina and Summit sites into one site and provide a site for WDB and COG business. The new site is expected to be up and running before the end of 2020.
- d. Marshall informed the WDB Members that Area 2 entered into a contract in August with Premier Virtual for virtual recruitment software in an amount not to exceed \$13,500.00. Five vendors were considered, with Premier Virtual offering the most competitive pricing and the most flexible contract while still offering all the needed features.
- e. Marshall notified the WDB Members that Area 2 is the recipient of a State grant from ODJFS for Workforce Development Business Services Resources in the amount of \$300,000.00. This has allowed both Counties in Area 2 to each increase their Business Services Staff by 1 person working specifically with this new funding on outreach methods.
- f. Marshall reviewed for the WDB Members a U.S. Dept. of Labor National Dislocated Worker Grant Area 2 received to assist in recovery efforts due to COVID-19 from ODJFS awarding \$757,849.00. This funding will be used to assist 450 jobseekers (300 in Summit, 150 in Medina) dislocated due to the pandemic, using unemployment data from the State of Ohio to identify and target this population, specifically those laid-off from low-skill/low-wage occupations and encouraging skills training in critical jobs and In-Demand jobs.
- g. Marshall informed the WDB Members that ODJFS has received a U.S. Dept. of Labor *Pathways Home Grant*, and we estimate it will contribute \$48,000.00 over a four year period to the Summit County OMJ Partner MOU budget.
- h. Glaubman informed the WDB Members that Area 2 has partnered with GoogleIT and Coursera (an online learning platform) to take part in their Workforce Recovery Initiative, which provides free, online entry-level IT support training for those unemployed or underemployed due to the COVID-19 pandemic. Twenty-seven clients are actively engaged in the initiative. Area 2 will pay for the certification testing the job seekers must take at the end of the course using WIOA Adult/Dislocated worker funds.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Bissell informed the Members that the SAMWA COG Board held its second meeting of 2020 via Zoom on 6/25/20, passing seven Resolutions, which are posted on the [Summitomj.org website](http://Summitomj.org).
- b. Bissell noted that September has been declared by Congress as “National Workforce Development Month”.

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- c. The Members were provided with Ohio's 2020 Unemployment Rate data for April through August 2020. Marshall noted that data for April had not yet been made available at the time of the 5/27/20 WDB Regular Meeting.
- d. Marshall shared that Letters of Support from the Workforce Board/Area 2 were drafted for the following organizations:
 - i. A June 26, 2020 letter supporting The Ridge Project's proposal to the U.S. Department of Health & Human Services (HHS), Office of Family Assistance, for funding the *Family, Relationship & Marriage Education Works* grant (FRAMEWorks), requiring participants to participate in WIOA Career Services programs
 - ii. A September 1, 2020 letter supporting Akron Metropolitan Housing Authority's (AMHA) application to the U.S. Department of Housing and Urban Development (HUD), for funding through the *Choice Neighborhoods* grant to support a comprehensive transformation plan for the Summit Lake neighborhood, with the commitment for Area 2 WDB Staff to participate on the required Task Force if funded.
 - iii. A September 15, 2020 letter supporting a proposal by Stark State College to the U.S. Department of Labor (DOL) to be considered for funding through the *Strengthening Community Colleges* grant with a requirement to collaborate with employers and the local public workforce system to meet demands for a skilled workforce with this proposal focusing six in-demand careers.
- e. Marshall informed the WDB Members that the WDB/COG Staff has moved their offices to Suite 209 in the Ohio Building, as of August 6, 2020, and that the COG Board entered into a lease with Summit County which will recover the cost of tenant improvements (e.g. carpet).
- f. Bissell notified the Members to look for an email from Kaser with a WDB Roster updated as of 9/1/2020.
- g. Bissell reminded the Members that the next WDB meeting will be held 11/19/20 at 8:00 AM, virtually.

VII. ADJOURNMENT

- a. Bissell requested a motion to adjourn the meeting. Helms made the motion which was seconded by Derrig. With no objections or abstentions, the motion carried, and the meeting adjourned at 9:12 AM.

*Prepared by:
Tammy Kaser
Operations Coordinator, SAMWA COG*