

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JANUARY 30, 2020**

Summa Health Medina Medical Center, 3780 Medina Road, Medina, OH 44256

WDB Members Present:	Jeff Bissell, WDB Chair; Anthony Esposito, WDB Vice Chair; Mark Derrig; Jessica Heid; Martin Helms; Amanda Hinkel; James Lake; Maria Miller; Marquita Mitchell; William Moore; David Prentice; Joan Pritchett; Paul Ratcliff; Nellie Rodman
WDB Members Absent:	Sharlene Chesnes (<i>excused</i>), Malcolm Costa, Bethany Dentler (<i>excused</i>), Michelle Moran (<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:	Lindsay Crawford, SCDJFS; Jeffery Felton, MCJFS; Don Graves, ULA/OMJSC; Jenny Gutwein ULA/OMJSC/MC, Nicholas Kapusinski, ULA/OMJSC; Susan Kukucka, MCJFS; Deborah Matz, COG Legal Counsel; Ralph Sinistro, SCDJFS; Angela Smith, ULA/OMJMC; Heather Yannayon, SCDJFS
Area 2 Fiscal Present:	Diane Miller-Dawson, Director, SCDFB; Area 2 Fiscal Agent; Tom Jalbert, Fiscal Operations Manager, SCDJFS Mark Milhoan, Fiscal Reporting Officer, SCDJFS

I. CALL TO ORDER

- a. Chair Bissell called the meeting to order at 8:01 AM. Those present were welcomed.
- b. The WDB welcomed a new member, Maria Miller, of Summa Health Systems. Bissell asked that Miller share with the members her professional background.

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Chair Bissell requested a motion to approve the WDB's 11/21/19 meeting minutes. Moore made the motion which Prentice seconded. With no objections or abstentions, the motion carried.

III. REPORTS

- a. Executive Committee Report
 - i. Bissell informed the WDB that there had been no further meetings of the Executive Committee since their 11/16/19 meeting, which was reported at the 11/21/19 WDB Regular meeting.
- b. Finance Committee Report
 - i. Derrig summarized the 1/23/20 meeting, at which the Finance Committee:
 1. Approved minutes of the 11/13/19 meeting;
 2. Reviewed SFY 2020 Area Financials as of 12/31/2019;
 3. Reviewed SFY 2020 Admin & Program Budget Expenditures as of 12/31/19;
 4. Was informed that the Area has signed a letter of engagement with Julian & Grube, Inc. to prepare CY 2019 basic financial statements and file the Annual Financial Report with the Auditor of State by the May 31, 2020 deadline;
 5. Reviewed a new budget line item for US DOL National Health Emergency/Dislocated Worker Grant fund for the provision of disaster relief jobs

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JANUARY 30, 2020**

and specified employment training services to eligible individuals and employers impacted by the effects of widespread opioid use; and

6. Discussed an ODJFS draft policy which would allow for Workforce Areas to transfer funds between Areas.
- ii. Derrig then turned the meeting over to Jalbert to review the Area's financial status and budgeted expenditures, including:
 1. SFY 2020 Area 2 Financials as of 12/31/19; and
 2. SFY 2020 Program and Administrative Operating Budget expenditures as of 12/31/19.
- c. One-Stop Operations Committee Report
- i. Pritchett informed the WDB that there had been no further meetings of the One-Stop Operations Committee since their 11/4/19 meeting, which was reported at the 11/21/19 WDB Regular meeting. She also informed the WDB that:
 1. The first OSO Committee meeting of 2020 is scheduled for 2/10/20; and
 2. Effective 1/1/2020, Goodwill Industries has been added as a Medina MOU Partner organization.
- d. Performance Committee Report
- i. Heid summarized the 1/27/2020 meeting at which the Performance Committee:
 1. Approved minutes of the 10/28/19 meeting;
 2. Reviewed the Adult and Dislocated Worker Career Services Provider Reports for SFY 2020, 7/1/2019-12/31/2019, noting that year-to-date placements are up compared to previous years;
 3. Learned that ODJFS will be conducting on-site WIOA Program Monitoring for SFY 2019/PY 2018 (7/1/18 - 6/30/19) which will take place February 4-5, 2020; and
 4. Learned that Glaubman will be conducting with Lead Agency staff an Area-wide CCMEP training for our youth providers on January 30, resulting from the ODJFS WIOA Program Monitoring SFY 2018/PY 2017 Continuous Improvement Plan (CIP).
 - ii. Heid noted that although the Area has not yet received the State of Ohio *Adjusted* Final Annual WIOA Performance Report for PY 2018, according to the *Unadjusted* Final Report reviewed at the 10/28/19 meeting, the Area met or exceeded all performance measures.
 - iii. Heid turned the meeting over to Glaubman to review the performance reports in the members' folders:
 1. Glaubman reviewed highlights from the Adult/Dislocated Worker Career Services Provider Reports, summarizing performance data for Summit and Medina Counties for SFY 2020, 7/1/19 - 12/31/19
 - a. In Summit County:
 - i. 524 placements were made, 60 more than the first six months of the previous program year
 - ii. 124 of the 524 placements were people on public assistance
 - iii. The average placement wage was \$17.48/hr, and the median wage was \$15/hr
 - iv. 17 ITAs were written by 12/31/19 – as of 1/30/20, there have been an additional 7 written for a total of 24
 1. Training areas include CDL, medical billing, web development, LPN, CNC machining

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JANUARY 30, 2020**

- 2. 83% of ITA graduates are working
- v. 10 OJT Agreements were written, and under those Agreements 17 OJT Plans were written by 12/31/19 –23 Plans as of 1/30/20 – with an average starting wage of \$24.49/hour
- vi. ULA Career Services staff have completed 215 job orders, 236 company services, and 65 recruitments, resulting in 33 job placements
- vii. Manufacturing, transportation, and professional/business services make up the top three industries for placement
- b. In Medina County:
 - i. 177 placements were made (all ULA), 35 more than during the same time period the previous program year (ULA + EDSI services combined)
 - ii. 46 of the 177 placements were of people on public assistance
 - iii. The 55+ age group saw the highest number of placements at 56 (32% of placements)
 - iv. The average placement wage was \$17.15/hr, and the median wage was \$14/hr
 - v. 3 ITAs were written – as of 1/30/20, there have been 5 written
 - 1. One client has completed training and is working in their field
 - 2. ITA training areas include IT, dental assisting, CNC machining, CDL truck driving, and supply chain management
 - vi. 3 OJT Agreements with employers are in place but no new OJT Plans have been written
 - vii. ULA Career Services staff have completed 113 job orders, 191 company services, and 11 recruitments resulting in 13 job placements
 - viii. Manufacturing, retail, and professional/business services make up the top 3 industries for placement

IV. OLD BUSINESS

- a. Bissell reminded the WDB members of a member vacancy, which is a Summit County appointment. Marshall requested recommendations from WDB members from northern Summit County to ensure the federal requirement for Area geographic representation is met.
 - i. Marshall informed the WDB members that an *On-Boarding Session* for all WDB members will be held once the vacancy has been filled.
- b. Marshall updated the WDB on the results of The Governor’s \$24 Million TechCred Program which was shared with the members at the September meeting. The Round 1 funding has been issued in Summit and Medina Counties, and round 2 funding is in the application phase. Three companies in Medina County applied for the funding with two requests being fully funded and 1 partially funded, resulting in 31 employee trainings. Fifteen companies in Summit County applied for funding with 12 requests being fully funded and 3 partially funded, resulting in 60 employee trainings. Marshall asked the members to promote this program with their companies as well as with colleagues.

V. NEW BUSINESS

- a. Bissell informed the members that Area 2 has signed a Letter of Engagement with Julian & Grube,

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JANUARY 30, 2020**

Inc. to prepare Area 2 CY 2019 basic financial statements and file Annual Financial Report with Auditor of State (AOS). This is the same firm utilized for the preparation of our CY 2018 basic financial statements.

- b. Bissell informed the members that The Ohio Department of Job and Family Services (ODJFS) will be conducting Program Year 2018 (7/1/18 to 6/30/19) *Comprehensive WIOA Monitoring*
 - i. It was noted, one Continuous Improvement Plan (CIP) was required by ODJFS following their PY 2017 (7/1/17 to 6/30/18) *Comprehensive WIOA Monitoring*. Steps were cited to rectify concerns found with youth files, and Youth Contract provider training is scheduled for 1/31/2020.
- c. Marshall asked the members to turn their attention to attachment 5a-5c in their packet and proceeded to provide an update on the status of the US DOL National Emergency Grant/Dislocated Worker Grant for the provision of community-specific disaster relief jobs and specified employment training services to eligible individuals and employers impacted by the health and economic effects of widespread opioid use. The award to Ohio is \$11 Million, \$395,131 of which is allocated to Workforce Area 2, for the period April 20, 2019 – March 31, 2021. In Medina County, this funding will primarily support one temporary disaster relief position, a Case Aide with MCJFS Children Services Division and the remainder will support occupational skills trainings in fields related to the crisis. In Summit County, the funding will go to support several temporary disaster relief positions being explored with the Summit County Public Health department.
- d. Kaser reminded the WDB members to sign the Conflict of Interest Statement for 2020, an annual requirement of WDB membership.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Bissell informed the WDB members that the SAMWA COG Board held its fifth and final meeting of 2019 on 12/9/19, passing two Resolutions, both posted on the [Summitomj.org website](http://Summitomj.org).
- b. Marshall asked the members to turn their attention to attachments 6a and 6b, where the WDB members learned of the recent Summit County OhioMeansJobs *Discover WIOA OJT* events for employers, and stated there are plans to implement a similar event series in Medina County, all to better publicize the OJT program.
- c. The WDB were pointed to attachment 7 in their packets to find the December 2019 Unemployment Rates for Ohio.
- d. Marshall informed the WDB that Area 2 has signed a letter of support for the Greater Akron Chamber Foundation's pursuit of a grant from JP Morgan Chase's *AdvancingCities* fund, which seeks to alleviate urban poverty resulting from slow economic growth or economic decline.
- e. The WDB members received a WDB Roster updated as of 1/29/2020 in their packet
- f. Marshall informed the WDB members of the local efforts to promote completing the U.S. Census 2020, and too, the related employment opportunities, and how the OhioMeansJobs Centers are involved in these two efforts
- g. Marshall informed the WDB of the Governor's Industry Sector Partnership Grants to encourage companies and organizations to work together to apply for grants on sector-specific skills gap issues.
- h. Marshall informed the WDB that Ohio has released its draft Program Year 2020-2023 Combined State Plan a federal requirement of all states that describes the coordination of the systems that must work together under the WIOA to provide the core of the State workforce partner system. WIOA requires that in every State the following entities are part of the combined plan: WIOA funded agency (adult/dislocated and youth programs), Wagner-Peyser funded agency (public

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JANUARY 30, 2020**

employment offices and labor exchange services), Adult Basic Literacy Education funded agency (ABLE, in Ohio called Aspire: Literacy and GED prep), and Vocational Rehabilitation funded agency. Then each State has the opportunity to add more entities to their plan from a provided listing to become part of their core workforce partner delivery system. For 2020-2023, Ohio selected to add the following entities: Carl D. Perkins Career and Technical Education agencies (career centers and post-secondary institutions), Jobs for Veterans, and the Senior Community Service Employment Program. The draft has a 30-day public comment period. Glaubman is reviewing it for any comments our Area will make. Marshall noted that Stark State is reviewing it for the portion of the plan dedicated to post-secondary education. Hinkel acknowledged this. And that Opportunities for Ohioans with Disabilities is reviewing it to which Lake agreed.

- i. Bissell reminded the members that the next WDB meeting will be held 3/26/20 at 8:00 AM, *at a new location: Holiday Inn Akron West*. Kaser explained that the typical meeting place for WDB Regular meetings held in Akron, Cleveland Clinic Akron General Health and Wellness Center, is repurposing their meeting rooms. Appropriate meeting space in a similar location at a similar cost is available at Holiday Inn Akron West.

VII. ADJOURNMENT

- a. Chair Bissell requested a motion to adjourn the meeting. Derrig made the motion which was seconded by Prentice. With no objections or abstentions, the motion carried, and the meeting adjourned at 9:07 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, SAMWA COG