

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, NOVEMBER 21, 2019**

Cleveland Clinic Akron General Wellness Center, 4125 Medina Rd., Akron, OH 44333

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

I. CALL TO ORDER

- a. Chair Bissell called the meeting to order at 8:07 AM. Those present were welcomed.

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Chair Bissell requested a motion to approve the WDB's 9/26/19 meeting minutes. Derrig made the motion which Helms seconded. With no objections or abstentions, the motion carried.

III. REPORTS

- a. Executive Committee Report

Heid, for Bissell, presented a summary of the 11/6/19 meeting, at which the Executive Committee:

1. Approved minutes of the 6/5/19 meeting;
2. Discussed ways to encourage more active WDB committee involvement;
3. Discussed the need for a WDB member onboarding event to be planned early in 2020, at which the Board Chair may assign members to serve on committees;
4. Reviewed a draft of the 2020 WDB Regular and Committee Meeting Schedule
5. Discussed the filling of two WDB vacancies; and
6. Reviewed a draft agenda for the 11/21/19 WDB Regular Meeting.

- b. Finance Committee Report

Derrig summarized the 11/13/19 meeting, at which the Finance Committee:

1. Approved minutes of the 9/11/19 meeting;
2. Reviewed SFY 2020 Area Financials as of 9/30/2019;
3. Reviewed SFY 2020 Admin & Program Budget Expenditures as of 9/30/19;
4. Discussed potential new formats for presenting Area financial reports at WDB Regular meetings, and agreed on a format to use going forward;

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, NOVEMBER 21, 2019**

5. Received the close-out letter for the Program Year 17 & Q1 PY 18 Fiscal monitoring review by the Ohio Department of Job and Family Services (ODJFS) which had commenced 1/7/19 and was completed 8/22/19, resulting in one Continuous Improvement Plan (CIP);
6. Received the 10/1/19 Acceptance Notice of the Annual Audit by the Auditor of State (AOS), auditing Area 2 financials for Calendar Year ending 12/31/18, which had commenced 7/18/19; and
7. Voted and passed a motion to recommend that the WDB make a recommendation to the COG to adopt Calendar Year 2020 Area 2 Workforce Budget Appropriations.

Derrig then turned the meeting over to Montgomery who reviewed with the WDB members present the details of the Area's financials and budgeted expenditures on the reports Derrig cited the Committee had reviewed. When Montgomery was through the reports, Derrig turned the meeting back to Chair Bissell. Bissell requested a **motion** from the WDB members to recommend to the SAMWA COG Board to adopt Calendar Year 2020 Area 2 Workforce Budget Appropriations utilizing available Workforce Innovation and Opportunity Act (WIOA) funds in a total amount of \$6,165,000 which is to be allocated as \$1,050,000 for Medina County workforce programs, \$3,750,000 for Summit County workforce programs and \$1,365,000 for Area 2 Administration. Derrig made the motion which Rodman seconded. With no objections or abstentions, the motion carried.

c. One-Stop Operations Committee Report

Ratcliff, for Pritchett, summarized the 11/4/19 meeting, at which the One-stop Operations Committee:

1. Approved minutes of the 6/17/19 meeting;
2. Received an update on décor and signage plans at the new Medina County OhioMeansJobs center;
3. Reviewed Summit County OMJ Phase II Certification final report which had been shared at the 8/23/19 Certification meeting with the OMJSC center operator;
4. Heard a report from the Summit County OMJ Center Operator presenting a timeline for improvements recommended by the One-Stop Operations Committee based on Phase II Certification criteria;
5. Received an update on the status of being able to apply for Phase I Certification for the Medina OMJ center, as the ADA requirements were submitted to the State for approval; and
6. Were informed the COG staff will be preparing a Request for Proposal to release early in 2020 seeking an Operator for the Summit County OMJ center as the current operator contract with SCDJFS will end 6/30/20 with no further renewal options.

d. Performance Committee Report

Heid summarized the 10/28/19 meeting at which the Performance Committee:

1. Approved minutes of the 9/9/19 meeting;
2. Reviewed the State of Ohio Unadjusted Final Annual WIOA Performance Report for PY 2018;
 - Overall, Area 2 met or exceeded all performance measures; however, by County some measures failed;
 - Medina County failed to meet the dislocated worker employment rate one quarter after exit, based on data from when EDSI was the operator; and

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, NOVEMBER 21, 2019**

- Summit County failed to meet the youth credential attainment measure, which is being addressed with the youth services providers.
3. Learned that the State will be applying a Statistical Adjustment Model (SAM) to WIOA reports to adjust for more real-time demographic and economic factors, based on a linear regression model; standards based on the SAM will supersede the performance standards negotiated at the local level.

Heid then turned the meeting over to Glaubman to review the Performance reports in the member's folders:

1. Glaubman reviewed local (ULA) Career Services monthly performance data for Medina & Summit Counties for July-October 2019. Dentler thanked the ULA staff at the Medina center for the definite increase in the employment placements and other efforts being measured each month since the contract was awarded to them.
2. Glaubman presented a new quarterly performance report, regarding Customer Satisfaction with the orientation presentations about all the services available at the OhioMeansJobs Medina & Summit centers. The current survey discussed is based on 281 responses from 8/5/19-9/30/19 with noted highlights:
 - None of the respondents at either center gave a "poor" rating;
 - 85% of Summit customers rated orientation very good or excellent; and
 - 81% of Medina customers rated orientation very good or excellent.
3. Glaubman presented a report on the usage of Individual Training Accounts (ITA) across Area 2 for SFY 2019, pertaining to types of training and providers and employment rates of customers who completed training.

IV. OLD BUSINESS

- a. Director Marshall informed the Members the board office received official notification that the Ohio Department of Job & Family Services' (ODJFS) has closed monitoring including:
 1. PY 17 WIOA Fiscal Monitoring (1/7/19-8/22/19)
 2. PY 17 & Q1 PY 18 WIOA Comprehensive (i.e. "Program") Monitoring (9/12/18-8/15/19), which comprised:
 - In Summit County, WIOA Adult/Dislocated Worker Career Services; and
 - In Medina County, WIOA Youth services
- b. Director Marshall informed the Members the board office received official notification that the Auditor of the State of Ohio (AOS) completed certification of the SAMWA COG's calendar year ending 12/31/2018, Single Audit (the audit took place 7/18/19-9/30/19) as well as the official letter from Ohio Department of Job and Family Services (ODJFS) accepting the AOS' Single Audit.
- c. Director Marshall informed the WDB Members that Maria Miller, Director of Talent Acquisition at Summa Health Systems, has been appointed to fill the WDB vacancy left by Robert DeJournett (formerly of Summa) due to his industry change.
- d. Director Marshall informed the Members that the OhioMeansJobs SFY 2020 & 2021 Partner Memorandum of Understanding was executed by ODJFS on 10/04/19, and Members received the list of current MOU Partners that is included in customer welcome packets at the OMJ centers.

V. NEW BUSINESS

- a. Chair Bissell announced a new WDB member vacancy in Summit County in the business sector due to the job change and relocation of Sharlonda Harvey to Texas.
- b. Those present received a complete 2020 WDB Regular and Committee Meeting Schedule and were informed that WDB members, elected officials, and legal and fiscal staff will receive

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, NOVEMBER 21, 2019**

quarterly calendar invitations for Regular meetings and any committees on which they serve in order to try and stop the calendar confusion caused by sending an entire year of meeting notices that may change as the date approaches.

- c. Director Marshall informed the WDB members our quest to continue partnerships with libraries has resulted in the drafting of a new MOU with the Barberton Public Library; the purpose of the library partnerships is to increase outreach and accessibility of services by establishing an arm of the OMJ centers in the libraries.
- d. Chair Bissell cited the SAMWA COG Board held its fourth meeting of 2019 on 9/26/19 and passed five Resolutions, all posted on the Summitomj.org website.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Chair Bissell presented updated civilian labor rates data through October 2019.
- b. Chair Bissell noted a new WDB Roster was updated 11/20/19 for the members.
- c. Chair Bissell informed the members that the next meeting of the SAMWA COG Board will be 12/9/19, 8:00 AM at Cleveland Clinic Akron General Wellness Center.
- d. Chair Bissell informed the members that the next WDB meeting will be held 1/30/20, 8:00 AM at Summa Health Medina Medical Center.

VII. ADJOURNMENT

- a. Chair Bissell requested a motion to adjourn the meeting. Chesnes 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