

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
REGULAR MEETING MINUTES  
OF  
THURSDAY, SEPTEMBER 26, 2019**

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

---

<b>Chief Elected Officials Present:</b>	Ilene Shapiro, Summit County Executive Colleen Swedyk, Medina County Commissioner
<b>WDB Members Present:</b>	Jeff Bissell, WDB Chair; Sharlene Chesnes; Malcolm Costa; Bethany Dentler; Mark Derrig; Jessica Heid; Marquita Mitchell; William Moore; Michelle Moran; Joan Pritchett; Paul Ratcliff; Nellie Rodman
<b>WDB Members Absent:</b>	Anthony Esposito; Sharlonda Harvey; Martin Helms ( <i>excused</i> ); Amanda Hinkel ( <i>excused – on the phone</i> ); James Lake; David Prentice
<b>Summit &amp; Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present:</b>	Tammy Kaser, Operations Coordinator Christine Marshall, Executive Director
<b>Medina County, Summit County and Contracted Workforce Innovation &amp; Opportunity Act (WIOA) Staff Present:</b>	Lindsay Crawford, SCDJFS; Jeff Felton, MCJFS; Don Graves, ULA/OMJSC; Jenny Gutwein, ULA/OMJSC/MC; Debbie Kiley, MCJFS; Susan Kukucka, MCJFS; Deborah Matz, COG Legal Counsel; Ralph Sinistro, OMJSC; Angela Smith, ULA/OMJMC; Kimberley White, Medina County Child Support Enforcement Agency
<b>Area 2 Fiscal Present:</b>	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 8:02 AM. Those present were welcomed.

**II. APPROVE MINUTES OF PREVIOUS MEETING**

- a. Chair Bissell reviewed the WDB's 6/27/19 meeting minutes.
- b. Chair Bissell requested a motion to approve the WDB's 6/27/19 meeting minutes. Derrig made the motion which Moran seconded. With no objections or abstentions, the motion carried.

**III. REPORTS**

- a. Executive Committee Report  
As there had been no meetings of the Executive Committee since the 6/27/19 WDB Regular Meeting, no report was made.
- b. Finance Committee Report  
Chair Bissell announced Mark Derrig has accepted reappointment as Finance Committee Chair. Derrig then summarized the 9/11/19 meeting, at which the Finance Committee:
  - 1. Approved minutes of the 6/20/19 meeting;
  - 2. Reviewed SFY 2019 Area Financials as of 6/30/2019 (end of the SFY);
  - 3. Reviewed SFY 2019 Admin & Program Budget Expenditures as of 6/30/19 (end of the SFY);
  - 4. Reviewed SFY 2020 Area Financials as of 8/31/2019;
  - 5. Review of SFY 2020 Admin & Program Budget Expenditures as of 8/31/19;
  - 6. Review and discussion of a new format presented by fiscal staff for area financial reports;
  - 7. Learned about the results of PY 17 & 1st Quarter PY 18 fiscal monitoring review by the Ohio Department of Job and Family Services (ODJFS), which had commenced 1/7/19, with an exit conference on 8/22/19, resulting in 1 minor corrective action;

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
REGULAR MEETING MINUTES  
OF  
THURSDAY, SEPTEMBER 26, 2019**

8. Received an update on the status of the Auditor of State's annual Audit of Area 2's CY 2018 financials, which has been completed, resulting in 1 corrective action. A report will be issued in the next few weeks; and
9. Voted and passed a motion to recommend that the WDB approve the adjusted SFY 2020 Program and Administrative Operating Budgets.

Derrig then turned the meeting over to Jalbert who reviewed with the WDB members present, the details of the Area's financial and budgeted expenditures on the reports Derrig cited the Committee had reviewed. Once Jalbert 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 adjustments to the SFY 2020 Program and Administrative Operating Budgets. Derrig made the motion which Dentler seconded. With no objections or abstentions, the motion carried.

c. One-Stop Operations Committee Report

Chair Bissell announced Joan Pritchett has accepted reappointment as One-Stop Operations Committee Chair. Pritchett then proceeded to update the WDB members about OSO activity since the June WDB meeting where the submittal of Phase 2 certification was voted on to send to the State of Ohio, as there have been no formal meetings of the One-Stop Operations Committee since May:

In lieu of a formal meeting members of the Committee were invited to attend an 8/23/19 meeting with the operator of the Summit County OhioMeansJobs Center, Summit County Dept. of Job and Family Services, to discuss the Phase II Certification report submitted to the Ohio Dept. of Job and Family Services, noting:

1. The Summit OMJ Operator, was asked to develop a timeline to address any items for improvement and the managers of both the Summit and Medina County OMJ centers would be invited as needed to attend future meetings of the Committee to report progress made on the implementation of items being addressed.

Pritchett informed the WDB members, the next meeting of the One-Stop Operations Committee will be held 11/4/19, at the Medina OhioMeansJobs center.

d. Performance Committee Report

Chair Bissell announced Jessica Heid has accepted reappointment as Performance Committee Chair. Heid then summarized the Performance Committee meetings of 7/29/19 & 9/9/19 for the WD members: At the 7/29/19 meeting:

- a. Approved minutes of the 5/20/19 meeting;
- b. Reviewed ULA's SFY 2019 Annual Performance Reports for Adult/Dislocated Worker "Career Services" in Summit County for the year ended 6/30/19;
  - i. Noting specific trends including the top four sectors for job placement were manufacturing, healthcare, retail, and professional business services, with an average hourly wage of \$14.96, highlighted outcomes for the Individual Training Account and On-The-Job Training programs.
- c. Reviewed ULA's SFY 2019 Annual Performance Reports for Adult/Dislocated Worker "Career Services" in Medina County for the year ended 6/30/19;
  - i. Heid noted the data on the Medina County report was from two contract providers, during Q1 of SFY 2019 the Career Services provider was EDSI, and for Q2-4 of SFY 2019 the provider was

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
REGULAR MEETING MINUTES  
OF  
THURSDAY, SEPTEMBER 26, 2019**

United Labor Agency. Data shows ULA averaged twice as many placements per month during Q2-4 than did EDSI in Q1. Overall there were 328 job placements in Medina County in SFY 2019, 69 more than SFY 2018.

- ii. The top four sectors for job placement in Medina County were Professional & Business Services, manufacturing, healthcare, and logistics/warehousing, with an average hourly wage of \$16.13.
  - d. Received an update on the status of SFY 2020 Youth Program provider contract renewals, which were in the execution phase and the status of SFY 2020 One-Stop Operator contract renewals, which were both fully executed; and
  - e. The committee Passed a motion to recommend to the WDB, the first of two renewals of the FFY 2020 Adult and Dislocated Worker Career Services Contract with United Labor Agency for both Summit and Medina Counties.
2. At their 9/9/19 meeting, Heid reported the Committee:
- a. Approved minutes of the 7/29/19 meeting;
  - b. Reviewed the Ohio Department of Job and Family Services' (ODJFS) preliminary SFY 2019 Annual Performance Reports for WIOA Adult/Dislocated Worker Career Services and the CCMEP Youth Program, for Summit and Medina Counties (the final report will be published in October when sent to US DOL);
    - i. Area 2 is meeting or exceeding all measures except 2, both related to the CCMEP youth program: median earnings in the second quarter after exit and measurable skills gains;
  - c. Reviewed OJT data; and
  - d. Reviewed Medina County job placement geographic location data.

Heid then turned the meeting over to Director Marshall to review for the WDB members the Performance reports in their folders.

**IV. OLD BUSINESS**

- a. Chair Bissell asked Jalbert to explain the outcome of the ODJFS' PY 17 & Q1 PY 18 WIOA Fiscal Monitoring which resulted in one minor item required a Continuous Improvement Plan (CIP).
- b. Chair Bissell asked Marshall to explain the outcome of the ODJFS Comprehensive Program Monitoring Review for SFY 2018, commenced September 12, 2018, and exited August 15, 2019, resulting in two minor items requiring corrective action related to obtaining complaint rights form signatures (Medina only) and ensuring parents sign their child's work experience plan.
  - i. A Board member asked Marshall if we have had any complaints about our services? Marshall responded under ULA, the Area 2 WIOA A/D Career Services program has received 1 complaint in the last 2 years. And no complaints have been received from youth clients or their parents that have been forwarded to the WDB office.
- c. Chair Bissell noted the Auditor of State's Financial Audit for Calendar Year ended December 31, 2018 was completed and required one corrective item. Jalbert cited the correction is how we are classifying the funds received from One-Stop Partners that pays the expenses at the OhioMeansJobs centers.

**V. NEW BUSINESS**

- a. Director Marshall announced there is one WDB member vacancy and we intend to fill it in the Healthcare sector.
- b. Chair Bissell cited the SAMWA COG Board held its third meeting of 2019 on 7/8/19 and passed

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
REGULAR MEETING MINUTES  
OF  
THURSDAY, SEPTEMBER 26, 2019**

nine Resolutions, all posted on the Summitomj.org website

- c. Director Marshall informed the WDB members that Area 2 is supporting Akron Metropolitan Housing Authority's submission to HUD for a "Jobs Plus" Grant and explained what that will mean if funded.

**VI. GOOD OF THE ORDER/ANNOUNCEMENTS**

- a. Chair Bissell invited WDB Member, Bethany Dentler to share an upcoming event coordinated by the Medina County Economic Development Corporation (MCEDC). Dentler explained on October 4, 2019 which is National Manufacturing Day, and Medina County is holding its 6<sup>th</sup> annual "Made in Medina County" manufacturing exposition and job fair to educate the community about all the types of manufacturing jobs in the county. Tickets to the event were still available.
- b. Director Marshall asked the WDB members to make note of The Governor's Tech Cred program which is providing \$30 million to companies across Ohio in the form of \$2,500 reimbursements per employee who completes a short term training program.
- c. Chair Bissell announced that WDB member Jessica Heid delivered a baby girl named Leorah Jane on 7/20/2019 and WDB/COG staff member, Grace Fry was married to Mr. Matthew Glaubman on 9/14/2019.
- d. Director Marshall asked the WDB members to make note of the Ideastream (WVIZ/Cleveland's PBS station along with CET and WOSU) created a documentary video highlighting unique educational programs across Ohio that are preparing youth for careers in in-demand jobs not requiring a college education. The documentary is linked on Summitomj.org.
- e. Chair Bissell noted a new WDB Roster, was updated 9/25/19 for the members and the next WDB meeting will be held 11/21/19, 8:00 AM, at the CC Akron General Wellness Center.

**VII. ADJOURNMENT**

- a. Chair Bissell requested a motion to adjourn the meeting. Derrig made the motion which was seconded by Moran. With no objections or abstentions, the motion carried, and the meeting adjourned at 9:09 AM.

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