

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD**  
**REGULAR MEETING**  
**THURSDAY, JUNE 27, 2019**  
**8:00 AM**

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Cleveland Clinic Akron General Wellness Center  
4125 Medina Road Akron, Ohio 44333

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- I. **CALL TO ORDER**
- II. **INTRODUCTION**
  - a. Welcome: WDB members, WDB staff, and guests
- III. **APPROVE MINUTES OF PREVIOUS MEETING**
  - a. Discuss minutes from the 2/19/19 (*attachment 1*)
    - i. Motion to approve the WDB's 2/19/19 meeting minutes
- IV. **REPORTS**
  - a. Executive Committee Report
    - i. Summary of 6/5/19 meeting (Bissell)
  - b. Finance Committee Report
    - i. Summary of 3/21/19 & 6/20/19 meetings (Bissell for Derrig)
      1. Fiscal Agent Report (SCDFB and/or SCDJFS)
        - a. Financial status and budgeted expenditures
          - i. Review SFY 2019 YTD Financials (7/1/2018 to 5/31/2019) (*attachment 2*)
          - ii. Review SFY 2019 YTD Expenditures (7/1/2018 to 5/31/2019): *Program Budget* (*attachment 3a*) & *Administrative Budget* (*attachment 3b*)
            1. Motion to recommend to the SAMWA COG the appropriation of \$250,000.00 of available WIOA Administrative funds to increase purchase orders to support various CY 2019 Area 2 Administrative costs. (Bissell)
          - iii. Review ODJFS SFY 2020 Final Allocation notice, county split and funding methodology (*attachments 4a, 4b, & 4c*)
          - iv. Review proposed Operating Budgets to include SFY 2020 allocations (*attachment 5*)
            1. Motion to recommend to the SAMWA COG Board to adopt the adjusted program and administrative Operating Budgets to include SFY 2020 allocations. (Bissell)
      - b. Notice: Year-end December 31, 2018 Area 2 financials filed with the Auditor of State (AOS) on 5/21/19 by accounting firm Julian & Grube. Inc.
    - c. One-Stop Operations Committee Report
      - i. Summary of 5/6/19 & 6/17/19 meetings (Pritchett)
        - a. Motion to agree with the recommendation of the One-Stop Operations Committee and apply a rating of "pass" via the Ohio Department of Job and Family Services' *OhioMeansJobs System Balanced Scorecard* thereby, certifying the Summit County comprehensive center, in an effort to comply with the federal requirement that local boards must certify their American

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Job Center under the parameters of WIOA's *Phase Two Certification*.  
(Bissell)

- b. Motion to instruct the WDB/COG staff to submit to the Summit One-Stop Operator, Summit County Department of Job and Family Services, a written notice (via email) that they have met Phase Two Certification. (Bissell)

d. Performance Committee Report

- i. Summary of 3/4/19 & 5/20/19 meetings (Heid)

1. Area Performance Reports (Fry)

- a. Career Services Medina & Summit 7/1/18-5/31/19 (attachments 6a-6d)
- b. State of Ohio Performance Reports for PY 2018 Q3 WIOA Adult, WIOA Dislocated Worker & WIOA Youth (attachment 7)

2. Area Policy Updates (Fry)

- a. On-the-Job Training (OJT)
- b. Individual Training Accounts (ITA)

#### V. UNFINISHED BUSINESS

- a. ODJFS' PY 17 & Q1 PY 18 WIOA Fiscal Monitoring Review
- b. SFY 20 & 21 One-Stop Partner MOU status
- c. ODJFS' approval letter for NE Ohio Regional Plan (attachment 8)

#### VI. NEW BUSINESS

- a. SAMWA COG Board held second meeting of 2019 on 5/23/19 and passed six Resolutions all posted on the Summitomj.org website
  - i. COG Board signed the two year Subgrant with ODJFS to accept WIOA allocations which requires all Workforce Boards in the State of Ohio agree to using WIOA youth funds for the CCMEP model.
    1. Motion to adopt Summit/Medina Workforce Development Board Resolution # 2019-01 to be forwarded to ODJFS to attach to the executed 2020/2021 Subgrant Agreement providing for WIOA youth funds to be used for the CCMEP program model (attachment 9) vote via roll call (Bissell & Kaser)
- b. OhioMeansJobs Medina County center moving 6/28/19
- c. AOS to commence their audit of the Area 2 Financials for the year end December 31, 2018 on or about the second week of July, 2019

#### VII. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Civilian Labor Rates data (attachment 10)
- b. WDB Roster as of 3/5/19 (attachment 11)
- c. Next WDB meeting 9/26/19 at Medina Summa Hospital 8:00 AM
- d. Notice: Marshall reelected for a two-year term to the Ohio Workforce Association's Executive Committee. Marshall attending the United States Workforce Association meeting July 22-23, 2019 in NYC.

#### VIII. ADJOURNMENT