

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD**  
**REGULAR MEETING MINUTES**  
**OF**  
**June 27, 2019**

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

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<b>Chief Elected Official Present:</b>	Colleen Swedyk, Medina County Commissioner
<b>Chief Elected Official Absent:</b>	Ilene Shapiro, Summit County Executive
<b>WDB Members Present:</b>	Jeff Bissell, WDB Chair; Anthony Esposito, WDB Vice Chair; Robert DeJournett; Sharlonda Harvey; Jessica Heid; Martin Helms; James Lake; William Moore; David Prentice; Joan Pritchett; Paul Ratcliff; Nellie Rodman
<b>WDB Members Absent:</b>	Mark Derrig ( <i>excused</i> ); Malcolm Costa ( <i>excused</i> ); Bethany Dentler ( <i>excused</i> ); Amanda Hinkel ( <i>excused</i> ); Marquita Mitchell ( <i>excused</i> ); Michelle Moran ( <i>unexcused</i> ); Sharlene Ramos-Chesnes ( <i>excused</i> )
<b>Summit &amp; Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present:</b>	Grace Fry, Policy, Procurement & Performance Administrator; Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director
<b>Medina County, Summit County and Contracted Workforce Innovation &amp; Opportunity Act (WIOA) Staff Present:</b>	Terri Burns, Director, SCDJFS; Lindsay Crawford, SCDJFS; Nicholas Kapusinski, ULA; Ralph Sinistro, OMJSC; Angela Smith, ULA/OMJMC
<b>Area 2 Fiscal Present:</b>	Tom Jalbert, Fiscal Operations Manager, SCDJFS; Mark Milhoan, Fiscal Reporting Officer, SCDJFS; Phillip Montgomery, CFO, SCDJFS
<b>Guests Present:</b>	Michelle Collins, Vice President, ConxusNEO; Tessa Torowski, Chief Learning Officer, Project Learn of Summit County

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**I. CALL TO ORDER**

- a. Chair Bissell called the Regular WDB meeting to order at 8:05 AM. Those present were introduced, including the new Operations Coordinator for the SAMWA COG/WDB, Tammy Kaser.

**II. APPROVAL OF MINUTES**

- a. Bissell requested a **motion** to approve the WDB's 2/19/2019 meeting minutes. Prentice made the motion which DeJournett, seconded. With no objections or abstentions, the motion carried.

**III. REPORTS**

- a. Executive Committee Report
  - i. Chair Bissell summarized the 6/5/19 Executive Committee meeting, noting discussions of:
    1. Reappointment of 10 Summit County WDB Members with terms ending June 30;
    2. Phase II Certification of the Summit OMJ Center (discussed in more detail by the One Stop Committee);
    3. Contract renewals: 5 youth program contracts and 2 One-Stop Operator contracts;
    4. Medina County OMJ Center move (discussed in more detail under New Business);
    5. Updates to the WDB Bylaws, noting the process for members of the public speaking in WDB meetings;
    6. Updates to ITA/OJT policy (discussed in more detail by the Performance Committee);
    7. WIOA funding allocation formula;
    8. The ODJFS Subgrant Agreement signed by the CEO's at their 5/23/19 meeting, and;
    9. The agenda for the 6/27/19 Regular WDB meeting.

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b. Finance Committee Report

i. In Derrig's absence, Bissell summarized the 3/21/19 and 6/20/19 Finance Committee meetings:

1. At the 3/21/19 meeting, the Finance Committee:
  - a. reviewed minutes of the 1/23/19 meeting;
  - b. reviewed the Area's financials as of 2/28/19;
  - c. reviewed the Area's program and administrative budget expenditures;
  - d. received an update on what programmatic items the ODJFS Fiscal Monitor was reviewing in his 7/1/7 to 9/30/18 timeframe: *PY 2017 One-Stop Operator procurement and PY 2018 Youth procurement, and;*
  - e. was apprised the accounting firm Julian & Grube, Inc. was engaged to prepare the COG's basic financial statements for the year ending 12/31/19 and file with the Auditor of State on or before 5/31/19 (*update: this occurred on 5/21/19*).
2. At the 6/20/19 meeting, the Finance Committee:
  - a. approved minutes of the 1/23/19 and 3/21/19 meetings;
  - b. reviewed the Area's financials as of 5/31/19;
  - c. reviewed the Area's program and administrative budget expenditures;
  - d. reviewed proposed revisions to CY 2019 program and administrative budgets to include 2020 WIOA allocations, and;
  - e. approved for the WDB to vote, reallocation of administrative funds to the program budget.

ii. Fiscal Agent Report

Montgomery summarized the Area's financial status and budgeted expenditures, as of 5/31/2019 and explained two motions the WDB is being asked to recommend to the COG Board for approval.

- a. Motion 1: There is currently \$94,000 and \$207,000 of Year II Summit County Program funds remaining. The \$207,000 will become \$247,000 with the reallocated administrative funds. Nearly all of these remaining funds are earmarked for obligations and accruals.
  - b. Motion 2: The proposed SFY 2020 Operating Budget
- iii. Bissell requested **a motion** to recommend to the SAMWA COG the appropriation of \$250,000.00 of SFY 2020 Administrative funds to increase purchase orders to support CY 2019 Administrative costs. Prentice made the motion which was seconded by Rodman and passed with no objections or abstentions.
- iv. Bissell reviewed the State's SFY 2020 Final Allocation notice for Area 2, including the county split and funding methodology.
- v. Bissell requested **a motion** to recommend to the SAMWA COG adoption of the SFY 2020 Program and Administrative Operating Budgets. Prentice made the motion which was seconded by DeJournett and passed with no objections or abstentions.

c. One-Stop Operator (OSO) Committee Report

i. Pritchett summarized the 5/6/19 & 6/17/19 OSO Committee meetings:

1. At the 5/6/19 meeting, the OSO Committee met with consultant Sharon Parry to finish the Phase 2 process by reviewing the actual OhioMeansJobs Summit Center across the State's 18 benchmarks and 33 critical success factors, focusing on effective integration of services.
2. At their 6/17/19 meeting, the OSO Committee:
  - a. Approved their 2/11/19 meeting minutes

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- b. Reviewed updates regarding the Medina OMJ Center move
  - c. Reviewed updates regarding Medina and Summit OSO renewal contracts
    - i. ULA was offered and accepted the first of two contract renewals
    - ii. SCDJFS was offered and accepted the second of two contract renewals. Procurement via RFP will be necessary to establish an operator of the Summit OMJ Center beginning July 1, 2020
  - d. Reviewed and refined the Phase 2 scoring which the Committee completed on 5/6/19, resulting in a passing score.
    - i. As the State requires, Bissell requested **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 Job Center under the parameters of WIOA’s *Phase Two Certification*. Heid made the motion which was seconded by Pritchett and passed with no objections or abstentions.
    - ii. Bissell requested **a 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, as the State requires) that they have met Phase Two Certification. Rodman made the motion which was seconded by DeJournett and passed with no objections or abstentions.
- d. Performance Committee Report
- i. Heid summarized the 3/4/19 and 5/20/19 meetings:
    - 1. At their 3/4/19 meeting, the Performance Committee
      - a. Reviewed October 2018-January 2019 Medina County job placements, which had increased significantly, showing the center and its programs have performed better under the operation of ULA; Reviewed the State’s Adult, Dislocated Worker, and Youth quarterly performance report for SFY 2019 Q1 (July 1 – September 30, 2018);
      - b. Reviewed data provided by Fry that integrated State data and “real time” data resulting in performance trends, and;
      - c. Reviewed the number of Individual Training Account’s (ITA) written for CDL truck driving programs between 7/1/17-6/30/18 resulting in successful placements (23/24 clients successfully completed training and 17/23 were still employed at the time of collecting performance.
    - 2. At their 5/20/19 meeting, the Performance Committee
      - a. Reviewed Career Services reports through 4/30/19 as well as the State’s report for second quarter of PY 2018 (10/1/18-12/18);
      - b. Discussed the State’s allowance of local workforce areas to require training providers update performance data, despite a 1-year waiver the State obtained from the USDOL for providers who cannot supply the data. Area 2 staff proposes our Area continues to require data is submitted to us by training providers to ensure performance is met as WIOA intends;
      - c. Reviewed changes to Area 2 ITA and OJT policies (discussed in more detail by Fry in the policy report), and;

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- d. Updated on the status of youth services contracts in the renewal phase.
- 3. Area Performance Reports
  - a. Fry presented Career Services reports for Medina & Summit 7/1/18 – 5/31/19:
    - i. ULA in Summit has 919 placements, on par with their best year and an increase over this time last year; healthcare and manufacturing placements led, with an average wage just under \$15/hour; 31 ITA's were written with 90% of graduates working in their field; 46 OJT's were written also with an average end wage just under \$15/hour; and ULA conducted 96 recruitment efforts;
    - ii. In Medina County, professional and business services, transportation, manufacturing, and healthcare led in placements, with an average wage of \$16.46; 11 ITA's and 4 OJT's were written; since ULA's contract began in October, 164 new companies were consulted and 18 recruitment efforts;
  - b. State of Ohio Performance Reports for PY 2018 Q3
    - i. Area 2 meets or exceeds every performance category
- 4. Area Policy Updates
  - a. Fry introduced new policies for awarding and invoicing WIOA funds for On-the-Job Training (OJT) and Individual Training Accounts (ITA) to go into effect as of July 1, 2019:
    - i. OJT policy updates include clarification of "participant suitability" and how to evaluate candidates for appropriate placement that will be more likely to lead to retention with the employer after completion of training, increase of maximum reimbursement from \$6,000 to \$7,000, increase of minimum hourly rate from \$10 to \$13, introduction of a reimbursement structure that withholds 25% of the total reimbursement until the employee has been retained by the employer for 90 days after the training period ends.
    - ii. ITA policy updates include clarification of participant suitability, increase of maximum award from \$6,000 to \$7,000, and a reimbursement structure that withholds 10% of the total authorized training amount until the trainee has been placed in a job in their field with a minimum hourly rate of \$13. As of July 1, 2019, all training providers that wish to receive WIOA training funds must report 4 specific measures of training performance in the WIET system or directly to the Area Performance Administrator: graduation rate (80% minimum required), placement rate at 6 months and 12 months from graduation (80% and 90% required, respectively), median annual wage of graduates (\$15/hour minimum required, which equates to \$31,200 annually).

**IV. UNFINISHED BUSINESS**

- a. The ODJFS' PY 17 & Q1 PY 18 WIOA Fiscal Monitoring commenced early January is still underway.
- b. Marshall stated the State agreed to accept the SFY 20 & 21 One-Stop Partner MOU past their May 31, 2019 deadline mainly due to the unknown budget costs for the move of the Medina center.
- c. Marshall provided the ODJFS' approval letter for the NE Ohio Regional Plan

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**V. NEW BUSINESS**

- a. The SAMWA COG Board held its second meeting of 2019 on 5/23/19 and passed six Resolutions, all of which are posted on the Summitomj.org website.
- b. Marshall explained, the SAMWA COG Board signed and submitted by the May deadline our Area's two-year Subgrant Agreement with ODJFS, which is our mechanism to accept WIOA allocations. The State has been directed by the USDOL to require all Ohio Workforce Boards agree via a Board Resolution to the use of WIOA youth funds for the State's Comprehensive Case Management Employment Program model for the delivery of youth services leveraging WIOA Youth and TANF funds. The State asks the resolution is attached to the Subgrant Agreement.
  - i. Bissell requested a **motion** to adopt Summit/Medina Workforce Development Board Resolution 2019-01 to attach to the executed 2020/2021 Subgrant Agreement providing for WIOA youth funds to be used for the CCMEP program model. Prentice made the motion which was seconded by Helms and passed, by roll call vote, with no objections or abstentions. Chair Bissell and Vice Chair Esposito signed the Resolution.
- c. OhioMeansJobs Medina County center will move on 6/28/19.
- d. The Auditor of State (AOS) will commence the audit of Area 2 Financials for CY 2018 on or about the second week of July 2019 and -expects to be completed in September 2019.

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

- a. The Civilian Labor Rates data for May 2019 was reviewed.
- b. The WDB Roster as of 3/5/19 was presented.
- c. The next WDB meeting will be held 9/26/2019, 8:00 AM, Summa Health Medina Medical Center.
- d. Director Marshall has been reelected for a two-year term to the Ohio Workforce Association's Executive Committee. She will be attending the United States Workforce Association meeting July 22-23, 2019, in New York City.

**VII. ADJOURNMENT**

- a. Bissell requested a motion to adjourn the meeting. DeJournett made the motion which was seconded by Helms and passed with no objections or abstentions. The meeting adjourned at 9:20 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, SAMWA COG