

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
FEBRUARY 19, 2019**

OhioMeansJobs I Summit County 1040 E. Tallmadge Avenue, Akron, OH 44310

Workforce Development Board (WDB Members Present:	Jeff Bissell, WDB Chair; Malcom Costa; Robert DeJournett; Bethany Dentler; Sharlonda Harvey; Martin Helms; James Lake; Marquita Mitchell; Michelle Moran; David Prentice; Joan Pritchett; Paul Ratcliff; Nellie Rodman
WDB Member Absences:	Mark Derrig (<i>excused</i>); Anthony Esposito (<i>unexcused</i>); Jessica Heid (<i>excused</i>); Amanda Hinkel (<i>excused</i>); William Moore (<i>excused</i>); Sharlene Ramos-Chesnes (<i>excused</i>)
Summit & Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present:	Grace Fry, Policy, Procurement & Performance Administrator; Christine Marshall, Executive Director
Medina County, Summit County and Contracted Workforce Innovation & Opportunity Act (WIOA) Staff Present:	Terri Burns, Director, SCDJFS; Lindsay Crawford, SCDJFS; Don Graves, Project Manager, ULA; Jenny Gutwein, ULA; Nicholas Kapusinski, ULA; Susan Kukucka, MCJFS; Ralph Sinistro, OMJSC; Angela Smith, ULA/OMJMC; Heather Yannayon, Deputy Director, 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. J. Bissell called the Regular WDB meeting to order at 8:02AM. Those present were introduced.

II. APPROVAL OF MINUTES

Draft minutes of 11/28/2018 were reviewed.

- J. Pritchard made a motion *to approve* the WDB’s meeting minutes of 11/28/2018. The motion was seconded by D. Prentice and it passed with no objections or abstentions.

III. REPORTS

a. Executive Committee Report

Bissell provided a summary of 1/15/2019 meeting: The May 30, 2018 meeting minutes were approved. The Committee reviewed the Board Meeting schedule for the year 2019. Committee discussed the Operation Coordinator vacancy. Staff apprised the Committee of the Reappointment process of Workforce Development Board members for 2019 (Summit members reappointed on 7/1/19 and Medina members reappointed on 1/1/20). Discussion about Sharon Parry returning to provide the One-Stop Operator monitoring; as contract provided for additional services when needed within SFY 2019. Staff informed committee of the various contracting processes that would be handled during CY 2019: Partner MOU contracts, various renewals including the One-Stop Operator and youth, data agreement with ODJFS, WIF grant with ODJFS, and the two year Subgrant agreement with ODJFS. Proposed changes to the OJT (On the Job Training) current policy for the Area to increase the minimum hourly wage.

b. Finance Committee Report

In Derrig’s absence, Bissell provided a summary of 1/23/2019 meeting: The November meeting minutes were approved. Financials of Area 2 were reviewed as of 12/31/2018. This report provided a status of allocations. The year-to-date expenditures were reviewed against the budget, which include the service providers expenditures. Also, the administrative budget was reviewed. In addition to the fifteen-month

financial fiscal monitor review (no significant finds) and testing two of the board's procurements (selection of the One-Stop operator and selection of the WIOA youth providers). SFY 2019 YTD Financials, (7/1/2018 -12/31/2018) and SFY 2019 YTD Budget Expenditures, (7/1/2018-12/31/2018) were presented by Phil Montgomery and reviewed.

c. Performance Committee Report

In Heid's absence, Bisell turned to Marshall who stated there are no meeting summaries to report.

- i. Marshall turned the attention to the Performance Reports found in the Board meeting folder and asked Fry to walk the members through the data.
 - a. Fry began with the Summit Adult/Dislocated worker employment placements and trend. Report showed 464 placements through December, which places a little bit behind than last yr. Trend chart -typically see a peak in October that was not seen this year, but higher placement numbers in August and September and higher than the last 4 yrs. January numbers are close to last year, seeing a decrease in foot traffic. 13% decrease in the number of individuals attending orientation compared to last year. Fry turned attention to the Medina Adult/Dislocated worker employment placements and trend. 1st quarter of services (Oct. 1-Dec. 31, 2018) provided by ULA, as the contract commenced October 1st; with former services provider EDSI's efforts counting for July-Sept 30. Currently, Medina is further ahead than in the past and anticipate that trend to continue due to the switch in providers on October 1st. January numbers are currently on an upward trend.
 - b. Fry had the Board look at the Summit graphic provided data concerning manufacturing and health care as the two in-demand industries with the most activity through the OMJ WIOA services, with business services/office administration in third place. Average wage is \$14.81, median wage is \$12.00; 12 ITA's written (CDL, Welding, LPN, CNC) with 83% of graduates from former ITAs are working. 36 OJT's written and trending an average wage at the end of training \$14.88. The Medina graphic had manufacturing as the biggest in-demand industry, business services and construction second and third respectively; 142 placements to date, 88 of those placements took place between Oct.1 and Dec.31, 2018 (new provider). Average wage \$17.76, median wage \$14.58; 11 ITA's written YTD with 100% of graduates from former ITAs working. 4 OJT's written with average wage \$16.55.

d. One-Stop Operations Committee Report

- i. Pritchett provided a summary of 2/11/19 meeting: as the committee with oversight of the One-Stop facilities, the committee is following the feds requirement and the State's process to meet the mandate that the center becomes certified with Phase II parameters. Phase II certification is about the management of partners, shared intake, shared case management, referrals, business services practices. Phase I certification was completed 2016 and focused on the physical aspects of the OMJ facility. During the February meeting a teleconference call with Consultant Sharon Parry was held to update on her prep work to monitor the One-Stop operator contract, for the period of 7/1/17-12/31/2018. Ms. Parry has also agreed to assist with guidance of the committee members through the Phase II certification which has some relationship to the One-Stop monitoring she is performing. Marshall informed the Committee the Medina One-Stop ADA renovations have been completed for the front desk and bathrooms meaning the Media center can begin Phase I.

IV. OLD/UNFINISHED BUSINESS

- a. Update on ODJFS PY 17 & Q1 PY 18 WIOA Fiscal Monitoring Review.
Marshall stated, as reported at the November Board meeting, the Fiscal monitor did begin his review on January 7. He selected two procurement processes to test: 2017 RFP for One-Stop Operator and the 2018 WIOA Youth portion of the joint CCMEP RFP. Further, he identified the testing of the youth contract awarded to JOG.

V. **NEW BUSINESS** – Bissell asked Marshall to review the following items under new business:

- a. Disclosure of Conflict of Interest 2019 Statements was presented by Marshall. It has minor language updates from 2018. This is part of the Board being compliant with the federal law and remaining certified by the Governor. Requested the WDB members complete and sign this form today and turn in before leaving. SAMWA COG electronically files this form with the State of Ohio.
- b. WDB/SAMWA COG's vacant Operations Coordinator position has been posted and emailed to the WDB members to share within their networks.
- c. The ODJFS MOU Partner template has been received for SFY 2020/2021 to be presented to the partners once the budgets are completed and the various workflows. The MOU will commence 7/1/2019 for a two-year agreement.
- d. 2018 was Ohio's first In-demand Jobs week. The State has informed the workforce Areas when the 2019 IDJW will occur. Marshall has requested ideas from board members for week and asked that ad hoc committees for Summit County (Ralph Sinistro) and Medina County (Angela Smith) are developed with the partners of the One-Stop centers to determine activities to have in each County.
- e. The SAMWA COG Board had a meeting on 2/7/2019. Five resolutions were passed and are listed on the website. Summit County Executive Ilene Shapiro was present, and this was the first meeting for newly elected Medina County Commissioner Colleen Swedyk.
- f. ULA (United Labor Agency) contract in Summit County has entered a subcontract for the provision of Financial Literacy instruction with the Summit County Office of Consumer Affairs from 2/1/2019-9/30/2019, NTE \$9,063.52.
- g. The Monitoring review of the OhioMeansJobs Operator contract in Summit, as mentioned in the Executive and OSO Committee reports with Sharon Parry is underway.
- h. ODJFS requested each designated workforce region submit changes to their State approved/certified Four Year Regional Plan (7/1/17-6/30/21) or continue with the plan as is, for the remaining two years. The Northeast Ohio Workforce Regional Plan will have changes for the remaining two years due to operational changes in Lorain County. None of the other four workforce Areas have changes to report.

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

- a. December unemployment rates for Summit and Medina County were reviewed.
- b. WDB Roster as of 1/30/19 was presented.

VII. **ADJOURNMENT**

- M. Costa made a motion to adjourn the meeting. The motion was seconded by M. Moran and it passed with no objections or abstentions. The meeting adjourned at 8:39AM.