

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING AGENDA
OF
NOVEMBER 28, 2018**

SummaHealth Medina Medical Center
3780 Medina Road Medina, Ohio 44256

Chief Elected Officials (CEOs) Present:	Adam Friedrick, Medina County Commissioner; Ilene Shapiro, Summit County Executive
Workforce Development Board (WDB) Members Present:	Jeff Bissell, WDB Chair; Bethany Dentler; Mark Derrig, Finance Committee Chair; Anthony Esposito, WDB Vice Chair; Sharlonda Harvey; Jessica Heid, Performance Committee Chair; Martin Helms; Amanda Hinkel; James Lake; Marquita Mitchell; William Moore; Michelle Moran; David Prentice; Joan Pritchett, One-Stop Operations Committee Chair; Sharlene Ramos-Chesnes; Nellie Rodman
Excused WDB Member Absences:	Malcolm Costa; Robert DeJournett; Paul Ratcliff
Summit & Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present:	Grace Fry, Policy, Procurement & Performance Administrator; Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director
Medina County, Summit County, and Contracted Workforce Innovation & Opportunity Act (WIOA) Staff Present:	Terri Burns, Director, County of Summit Dept. of Job & Family Services (CSDJFS); Lindsay Crawford, CSDJFS; Don Graves, Project Manager, United Labor Agency (ULA) at OhioMeansJobs Summit County (OMJSC); Jenny Gutwein, Data & Performance Specialist, ULA SC & MC; Jason Haas, CSDJFS; Susan Kukucka, Administrative Assistant, Medina County Job & Family Services (MCJFS); Deborah Matz, Law Director, County of Summit Dept. of Law, (CSDL); Ralph Sinistro, OSO Manager, OMJSC, SCDJFS; Angela Smith, Operations Manager, ULA, OhioMeansJobs Medina County (OMJMC); Heather Yannayon, Deputy Director, CSDJFS
Workforce Area 2 Fiscal Agent Staff Present:	Thomas Jalbert, Fiscal Operations Manager, CSDJFS; Mark Milhoan, Fiscal Reporting Manager, CSDJFS; Phillip Montgomery, CFO, CSDJFS; Brian Nelsen, Director, County of Summit Dept. of Finance & Budget (CSDFB)
Guests Present:	Michelle Collins, Vice President, ConxusNEO; Colleen Swedyk, Medina County Recorder and Commissioner Elect

I. CALL TO ORDER

- A. Bissell called the Regular WDB meeting to order at 8:05 AM. Those present were introduced.

II. APPROVAL OF MINUTES

- A. Bissell asked WDB members to identify any corrections to the draft meeting minutes of 9/26/2018. Seeing none, Bissell requested a motion to approve the 9/26/2018 Regular WDB meeting minutes. Derrig made the motion which Prentice seconded. With no objections or abstentions, the motion carried.

III. REPORTS

- A. Executive Committee Report
 - Bissell shared that no Executive Committee meetings were held since 9/26/2018's Regular WDB meeting.
- B. Finance Committee & Fiscal Agent Report
 - Derrig provided a summary of the Finance Committee's 11/7/2018 proceedings, which included:
 - Review of Area 2's Financial Reports as of 9/30/2018;
 - Notice that Area 2 had expended all Year 2 funds prior to the 9/30/2018 liquidation date;
 - Review of year-to-date expenditures against Area 2's WIOA Program & Administration budgets, and;
 - Reception of the Auditor of the State of Ohio's (AOS)' certified year ending 12/31/2017 single audit.
 - Sub Fiscal Agent Report
 - Montgomery provided a summary of Financial Reports as of 9/30/2018, including:
 - Area 2 WIOA grants liquidating 9/30/2018, 9/30/2019; and 9/30/2020, and;
 - SAMWA COG/Area 2's 2018-2019 Operating Program and Administration budgets.

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- Appropriation of WIOA funds to the SAMWA COG's Calendar Year (CY) 2019 Budget
 - Bissell requested a motion to recommend to the SAMWA COG the appropriation of WIOA funds, available at 12/31/2018, to SAWMA COG's CY 2019 Budget period beginning 1/1/2019. Derrig made the motion to recommend to the SAWMA COG the appropriation of a total of \$6,699,000.00 in WIOA funds to the SAMWA COG's CY 2019 Budget. Prentice seconded Derrig's motion. With no objections or abstentions, the motion carried.

- AOS' Completed certification of the SAMWA COG's Year End 12/31/2017 Single Audit
 - Marshall explained that a Single Audit includes an organization-wide financial statement and an audit of federal award expenditures for any non-federal entity that expends more than \$750,000.00 in federal funds annually. The SAMWA COG AOS Audit was certified by the Federal Audit Clearinghouse on 10/15/2018, with two non-compliance findings:
 - personnel files were missing a signed Auditor of the State of Ohio Fraud Reporting Form and the lack of posting the public records policy in public spaces.AOS did not require a response to the non-compliance findings, however, the County of Summit's Internal Audit Department did require a Corrective Action Plan (CAP). A CAP was sent to IAD on 10/19/18 and approved 10/30/18. Additionally, in a letter dated 11/13/2018, the Ohio Dept. of Job & Family Services (ODJFS) reviewed the AOS single audit and determined, that there were no "questioned costs or costs recommended for disallowance...no administrative findings, no uncorrected previous year findings, and no management letter recommendations related to programs passed through the ODJFS".

C. Performance Committee & Area 2 Performance Reports

- Heid provided a summary of the 10/29/2018 Performance Committee meeting's proceeding, including:
 - Review of the SFY 2018 monthly data from WIOA Career Services providers ULA and Educational Data Systems, Inc. (EDSI);
 - Discussion of changes to future WIOA Career Services reports;
 - Review of Area 2's Program Year (PY) 2017 (SFY 2018) Final WIOA Performance Report, as issued by the ODJFS and submitted to the U.S. Dept. of Labor (DOL);
 - A request by the Committee for a three-year performance comparison for PYs 2015, 16 and 17;
 - Discussion of the successful negotiation with ODJFS of PYs 2018 and 19 WIOA performance measures;
 - Discussion of an inquiry requesting the scoring sheets from the Medina County SFY 2019 WIOA Youth Services proposal evaluation process, and;
 - Review of two new employment data tools launched by the ODJFS.

- Area 2 Performance Reports
 - ODJFS' final Program Year (PY) 2017 Performance Data Report
 - Fry explained the report includes Area 2's preliminary and final performance report data for PY 2017. Preliminary data was issued on 8/1/2018 to allow for corrections/additions to data entered into the Ohio Workforce Case Management System (OWCMS) by CCMEP lead agencies and subrecipient (contract) providers, resulting in slight changes to the final report issued 10/16/2018. Area 2 exceeded all 11 standardized performance measurements of the PY 2017's 18 measures. Seven of the 18 measurements will remain "baseline" during the PY 2018, allowing ODJFS to gauge statewide outcomes prior to setting standards.
 - Three-year comparison of PYs 2015, 16 & 17 Report
 - Fry explained the Performance Committee requested a three-year comparison of performance data. Noting that the three-year trend demonstrates that Area 2 is making improvements that trend with meeting WIOA performance requirements. The exception to this trend is found in measurements for WIOA youth services, due to the State of Ohio's Comprehensive Case Management Employment Program (CCMEP), WIOA youth measures are currently measured as "baseline" measurements and do not negatively affect overall performance.
 - WIOA Career/Business Services Performance Reports as of 10/31/2018
 - Fry expressed that October 2018 marks the first month of ULA's Medina County WIOA Career/Business Services contract. The report also includes EDSI's final quarter of performance with significant improvement in Medina County's October 2018 (ULA).
 - Fry shared new template for capturing Career Services data, based on a report developed by DOL

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- ODJFS' letter on Area 2 negotiated Performance Measurements for PYs 2018 & 19
 - Fry explained that Performance Measure negotiations with the ODJFS began in September 2018 with an implementation date of 10/1/18. The improvement-focused measures proposed by Area 2 were based on past performance, Area-specific labor market issues, and jobseeker barriers. Negotiations resulted in measurements that Area 2 should be able to meet without concern.

D. One-Stop Operations Committee Report

- Pritchett reviewed the One-Stop Operations Committee's 10/22/2018 and 11/26/2018 meetings. The Committee's first meeting, held 10/22/2018, included discussion of:
 - Purpose: oversight of Area 2's One-Stop centers' operations and Operators as procured by the WDB;
 - One-Stop Center Certification Phase II (due for completion by 6/30/2019), noting Phase I Certification was completed by the Performance Committee in 2016), is to assure quality of services through review of 18 benchmarks and 33 critical success factors, and the State will provide One-Stop partner surveys, website reviews, and secret shopper visits/phone calls;
- The Committee's second meeting, held 11/26/2018, included:
 - Discussion of an approach to completing Phase II by 6/30/2019; and
 - A request for staff to compile documents/data that will assist in the completion of Phase II certification.
- Pritchett closed by asking WDB members to consider joining the One-Stop Operations Committee.

IV. OLD/UNFINISHED BUSINESS

A. Area 2 WDB Two-Year Recertification

- Citing a report made to the WDB at its 9/26/2018 Regular meeting, Marshall expressed that the process to recertify the WDB has occurred. On 11/16/2018, Area 2 submitted the WDB Subsequent Certification Application, ODJFS issued a letter on 11/19/2018 which states that "the Area 2 WDB has met the criteria for subsequent certification." The WDB will remain certified through November 2020.

B. Library Memorandum of Understanding (MOU) with the Medina County District Library (MCDL)

- Marshall expressed that the MOU between the MCDL, SAMWA COG, and the OMJMC Center took effect on 10/15/2018. As the OMJMC Center's Operations Manager, Smith will implement. The MOU permits the OMJMC to host events, such as job fairs at the MCDL (located across the street from the OMJMC).

C. Transition of the OhioMeansJobs Medina County center under the contract with ULA

- Marshall expressed there appears to be a marked improvement in performance in the one month since ULA began providing WIOA Career Services in Medina County. WDB staff and ULA held multiple meetings with partners and agencies since 10/1/2018. ULA's staffing levels increased from 3 under EDSI to 4.5. Additionally, OMJMC now hosts a part-time receptionist, through Vantage Aging's program.

V. NEW BUSINESS

A. SAMWA COG Board Legislation for 11/28/2018

- Marshall expressed that the SAMWA COG Board is meeting immediately following the adjournment of the Regular WDB meeting to discuss and adopt Resolution 2018-25.

B. Amendments to ProjectLearn of Summit County CCMEP Contract

- Marshall gave the WDB members notice that Summit County's WIOA and Temporary Assistance for Needy Families' (TANF) CCMEP contract with PLSC was amended to add \$1,500.00 of WIOA youth funds.

C. ODJFS' PYs 2017 & 2018 Fiscal Monitoring Review

- Marshall expressed that ODJFS, will commence with a WIOA Financial Review for PYs 2017 and 18 on 1/7/2019.
- Montgomery expressed that ODJFS sent the Fiscal Agents its request for records last week.
- Friedrich asked if there was anything in particular that triggered the review?
 - Burns expressed that ODJFS conducts routine fiscal monitoring reviews; there is no cause for concern.

VI. GOOD OF THE ORDER & ANNOUNCEMENTS

- A. The WDB reviewed: 1) Unemployment Rates for the State of Ohio and its Counties as of October 2018; 2) information on ODJFS' newly launched Ohio Labor Market Information Mobile Application, the 2026 Job Outlook Report, and Employment Projection Tools, and; 3) the Workforce Area 2 and Committee Roster.
- B. Recognition of Commissioner Adam Friedrich
- As this was Friedrich's last WDB meeting, Marshall, on behalf of the WDB, presented Friedrich with a plaque recognizing his eight years of service to Workforce Area 2. Marshall, Bissell, Esposito, and Shapiro thanked Friedrich for his leadership and for fostering the collaborative relationship which was essential to the creation of the new Area governance structure.
 - Friedrich expressed that Workforce Development is government service on which money is well spent. He thanked the WDB for its volunteerism, saying its members' efforts were "extremely well placed."

VII. ADJOURNMENT

- A. Bissell requested a motion to adjourn the meeting. Derrig made the motion which Moran seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 9:02 AM.

Respectfully Submitted
Daniel Grantham
Operations Coordinator, SAMWA COG