

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING AGENDA
OF
SEPTEMBER 26, 2018**

Cleveland Clinic Akron General Wellness Center, Montrose Room
4125 Medina Road
Akron, OH 44333

Chief Elected Officials (CEOs) Present: Adam Friedrich, Medina County Commissioner; Ilene Shapiro, Summit County Executive

Summit/Medina Workforce Development Board (WDB) Members Present: Jeff Bissell, WDB Chair; Sharlene Chesnes; Malcolm Costa; Robert DeJournett; Bethany Dentler; Mark Derrig, Finance Committee Chair; Anthony Esposito, WDB Vice Chair; Jessica Heid, Performance Committee Chair; Martin Helms; Amanda Hinkel; James Lake; Marquita Mitchell; William Moore; Michelle Moran; David Prentice; Joan Pritchett; Phil Ratcliff; Nellie Rodman

WDB Members Absent: Sharlonda Harvey (*excused*)

Summit & Medina Workforce Area Council of Governments Staff Present: Grace Fry, Policy, Procurement & Performance Administrator (PPPA); Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director

Medina County, Summit County, and Contracted WIOA Staff Present: Jeff Felton, Director, Medina County Job & Family Services (MCJFS); Don Graves, Project Manager, United Labor Agency (ULA); Jenny Gutwein, Data & Performance Specialist, ULA; Susan Kukucka, Administrative Assistant, MCJFS; Deborah Matz, Law Director, County of Summit Dept. of Law, Insurance & Risk Management (CSDL); Ralph Sinistro, OhioMeansJobs Summit County (OMJSC) Center Manager, County of Summit Dept. of Job & Family Services (CSDJFS); Heather Yannayon, Deputy Director, CSDJFS

Workforce Area 2 Fiscal Agent Staff Present: Thomas Jalbert, Fiscal Operations Manager, CSDJFS; Mark Milhoan, Fiscal Reporting Manager, CSDJFS; Brian Nelsen, Director, County of Summit Dept. of Finance & Budget (CSDFB)

Guests Present: Michelle Collins, Vice President, ConxusNEO; Sue Lacy, President, ConxusNEO; Sharon Parry, President, Real WorkForce Solutions

I. CALL TO ORDER

- a. Following a presentation by Collins on the mission of ConxusNEO (mission: *partner with businesses to identify the skills they need to fill positions and build a talent pipeline; support our business partners to work with educators, community organizations, workforce programs and economic development organizations to generate innovative solutions*), and how they currently intersect with the public workforce system, Bissell called the meeting to order at 8:25 AM. CEOs, WDB members, staff and guests were introduced.

II. APPROVAL OF MINUTES

- a. Bissell requested a motion to approve the WDB's 6/27/2018 regular meeting minutes. Chesnes made the motion which Hinkel seconded. With no objections or abstentions, the motion to approve the minutes carried.

III. REPORTS

- a. Executive Committee Report
 - There were no Executive Committee meetings to discuss since the last Regular WDB meeting.

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b. Finance Committee & Fiscal Agent Report

- Bissell announced the appointment of Derrig as Finance Committee Chair on 9/13/2018.
- Derrig provided a summary of the 9/13/2018 Finance Committee meeting which included:
 - Review of Area 2's State Fiscal Year (SFY) 2018 Financials and Budget Expenditures as of 8/31/2018;
 - Review of Area 2's SFY 2019 Financials and Budget Expenditures as of 8/31/2018;
 - The reception the Final Summary of the Ohio Dept. of Job & Family Services' (ODJFS) Fiscal Monitoring Review of Program Year (PY) 2016 (7/1/2016 to 6/30/2017) WIOA Comprehensive Case Management Employment Program (CCMEP);
 - Recommending to the full WDB the reallocation of Year 2 WIOA Adult Administration Funds balance to Year 1 WIOA Program funds prior to the Year 2 liquidation date of 9/30/2018, and;
 - Recommending to the full WDB the appropriation of SFY 2019 WIOA Program and Admin. Funds to the Area 2 budget to fund various expenditures for the remainder of Calendar Year 2018.
- Fiscal Agent Report
 - Jalbert provided a summary of the 2019-2020 Financial Report as of 8/31/2018, and the 2018-2019 WIOA Program and WIOA Admin. Budget Expenditures Reports as of 8/31/2018. There were no fiscal concerns to report.
- Motion to reallocate funds
 - Bissell explained that the \$8,060.78 balance of Year 2 WIOA Admin. funds will be lost if not reallocated to Year 1 WIOA Program by the Year 2 liquidation date of 9/30/2018. If approved by the SAMWA COG Board, a motion by the WDB to recommend the reallocation of the \$8,060.78 balance of Year 2 WIOA Admin. funds will allow these funds to be included in the Year 1 WIOA Program budget.
 - Bissell requested a motion to recommend to the SAMWA COG Board the reallocation of the \$8,060.78 balance of Year 2 WIOA Admin. funds to Year 1 WIOA Program funds prior to the Year 2 liquidation date of 9/30/2018. Derrig made the motion which Costa seconded. With no objections or abstentions, the motion carried.
- Motion to appropriate funds
 - Jalbert explained that the appropriation of \$300,000.00 of SFY 2019 WIOA Program and Admin. funds to Area 2's Calendar Year 2018 budget is an administrative matter. If approved by the SAMWA COG Board, a motion by the WDB to recommend the reallocation of \$300,000.00 will allow the Fiscal Agents to spend SFY 2019 funding during the period beginning 7/1/2018 and ending on 12/31/2018.
 - Bissell requested a motion to appropriate a total of \$300,000.00 in SFY 2019 WIOA Program and Admin. funds to the Calendar Year 2018 budget period of 7/1/2018-12/31/2018, with appropriations of:
 - \$100,000.00 to the Summit County WIOA Youth Program line item for Purchased Services;
 - \$100,000.00 to the SAMWA COG WIOA Admin. line item for Contract Services, and;
 - \$100,000.00 to SAMWA COG WIOA Admin. line item for Operations.Costa made the motion which Moran seconded. With no objections or abstentions, the motion carried.
- Auditor of the State of Ohio's (AOS) Financial Audit of the Fiscal Year ending 12/31/2017
 - Citing AOS' delivery of a clear audit opinion for Area 2, Nelsen provided background on its financial audit of the SAMWA COG for the Fiscal Year ending 12/31/2017. Nelsen reminded members that the accounting firm Rea and Associates (R&A) was brought on to prepare the SAMWA COG's federal fiscal statements for Calendar Year 2017. R&A was selected because of their past experience conducting various County audits on behalf of the State. R&A did not perform as expected and made a major error when submitting the federal financial statements. The statements, which R&A uploaded to the AOS website before presenting them to the SAMWA COG for review, included financial transactions tied to Medina County. The net result was that \$400,000.00 worth of transactions that should have been attached to Medina County were instead attached to the SAMWA COG. After Area 2 identified

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the error, the AOS allowed the SAMWA COG and its fiscal agent to work with R&A on a revised, recalculated report. This corrected report was resubmitted to AOS. An audit exit conference with AO is scheduled for Tuesday, 10/2/2018. Despite the error, the SAMWA COG's position heading into to the next Fiscal Year is solid. Going forward, R&A will not be engaged for these services.

c. Performance Committee Report

- Bissell announced the appointment of Heid as Performance Committee chair on 9/24/2018.
- Heid provided a summary of Performance Committee meetings. On 7/30/2018, the Committee:
 - Received an overview and update on the OhioMeansJobs Medina County (OMJMC) Center Operator Services and WIOA Career Services for Adults and Dislocated Workers (A&DW) procurement process for Federal Fiscal Year (FFY) 2019, including the four (4) Letters of Intent received from Educational Data Systems, Inc., (EDSI) The WorkPlace, ResCare and ULA.
- On 8/31/2018, the Committee:
 - Discussed the evaluations of the four bids received in response to the WIOA Career Services Request for Proposals and determined it would be best to have one provider in Medina and Summit County;
 - Authorized Marshall to begin negotiations to achieve this goal, and;
 - Tabled a formal recommendation until the 9/24/2018 meeting to allow negotiations to proceed.
- On 9/24/2018, the Committee:
 - Recommended awarding ULA Area 2's FFY 2019 WIOA Career and OMJMC Operator Services contracts, and;
 - Held a conference call with EDSI's Regional Manager and proposal writers to discuss the strengths and weaknesses of their proposal.
- FFY 2019 OMJMC Operator and Area 2 WIOA Career Services Contract Recommendations
 - Bissell requested a motion to recommend to the SAMWA COG the award of a FFY 2019 contract for Area 2 WIOA Career Services for A&DWs and OMJMC Operator services to ULA, with funding awarded as follows:
 - Summit County Career Services – award not to exceed \$1,072,132.00 in WIOA A&DW funds;
 - Medina County Career Services – award not to exceed \$396,023.00 in WIOA A&DW funds;
 - OMJMC Operator Services – award not to exceed \$25,000.00 in Memorandum of Understanding (MOU) Partner contributions.

Heid made the motion which Moran seconded. With no objections or abstentions, the motion carried.

 - Marshall expressed that in an effort to be operation by 10/01/2018, the first transition meeting with ULA for the assumption of Medina County services was held on 9/17/2018.
- PY 2017 WIOA Program and Fiscal Monitoring Review Presentation
 - Parry presented on the findings and recommendations stemming from the PY 2017 WIOA Program and Fiscal Monitoring review, completed by her company, Real WorkForce Solutions, on behalf of the WDB, a WIOA-stated WDB role, and responsibility. Parry and her team reviewed client files to ensure compliance with all Program requirements and conducted fiscal surveys, completed by each of the contracted providers, to ensure for fiscal integrity. The WDB staff will send notices of the findings and recommendations to each of the contracted entities.

IV. OLD/UNFINISHED BUSINESS

a. Update on Area 2 Policy Development

- Fry updated the WDB on the status of Area 2 Policies completed and/or currently in development. Since the 6/27/2018 regular WDB meeting, 15 of 22 required local policies are complete.

b. ODJFS' final PY 2016 Monitoring Summaries

- Marshall reviewed ODJFS' Monitoring Summaries for PY 2016. These included:
 - The Area-wide WIOA/CCMEP Fiscal Monitoring which resulted in no significant observations.
 - The Summit County WIOA Youth Program Monitoring which resulted in one significant observation

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regarding the lack of complaint procedure documentation in some of the tested Youth case files. In response, the WDB staff was required to submit a Continuous Improvement Plan to the ODJFS. This occurred on 8/10/2018.

V. NEW BUSINESS

a. SAMWA COG Business

- Marshall reviewed the list of legislation slated to be adopted by the SAMWA COG on 9/26/2018. The legislation includes the adoption of recommendations made today by the WDB.

b. OhioMeansJobs Center System Recertification Phase II

- Marshall expressed that on 7/13/2018, ODJFS issued notice on Phase II of the OhioMeansJobs Center (OMJC) System's recertification, which is due by 6/30/2019. Whereas Phase I dealt primarily with the infrastructure and ADA requirements of OMJCs, Phase II is focused on the performance of the OMJCs.

c. The State of Ohio's designation of Ohio Local Workforce Area 2

- Marshall expressed that on 8/1/2018, ODJFS sent a letter to her, the Area 2's CEOs, the Summit County Council, and the Medina County Board of Commissioners citing that Medina and Summit Counties met all the requirements to be re-designated as Ohio Local Workforce Area 2.

d. ODJFS WDB recertification

- Marshall expressed that in an 8/31/2018 e-mail sent by Ron Weber, Policy Manager, ODJFS Office of Workforce Development, the WDB was last certified in November 2016. Because this certification expires after two years, the WDB must now apply for and be recertified by 11/30/2018. WDB staff will complete the recertification process.

e. ODJFS' notice on the negotiation of Area 2's Performance Measurements for PYs 2018 and 2019

- Marshall explained that in a letter dated 8/31/2018, the ODJFS issued a notice to Ohio Workforce Areas that performance measurements for PYs 2018 and 2019 must be negotiated by each Area before 9/30/2018. The same letter gave Areas until 9/14/2018 to submit proposed performance levels. Area 2 successfully submitted its proposed measures by the 9/14/2018 and conducted successful negotiations with ODJFS on 9/20/2018. New measures will be shared with the WDB once they are finalized. Marshall thanked Fry for her work/research which led to the successful performance measurement negotiations.

VI. GOOD OF THE ORDER & ANNOUNCEMENTS

- a. Marshall explained that an updated WDB roster will be sent out to all WDB members following today's meeting. Drawing the WDB's attention to the Committee Roster, Bissell invited and encouraged WDB members who are not currently sitting on a Committee to join one or more of them. Bissell expressed that joining a committee is where the work of the WDB occurs.

VII. ADJOURNMENT

- a. Bissell requested a motion to adjourn the meeting. Dentler made the motion which Derrig seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 9:25 AM.

Respectfully Submitted,

Daniel Grantham

Operations Coordinator, SAMWA COG