

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING AGENDA
OF
JUNE 27, 2018**

Cleveland Clinic Akron General Wellness Center – Summit Conference Room I
4125 Medina Road
Akron, OH 44333

Chief Elected Officials (CEOs) Present:	Adam Friedrick, Medina County Commissioner
Summit/Medina Workforce Development Board (WDB) Members Present:	Jeff Bissell, Finance Committee Chair; Sharlene Chesnes, WDB Vice Chair; Malcolm Costa; Mark Derrig; Anthony Esposito, WDB Chair; Sharlonda Harvey; Jessica Heid; James Lake; Marquita Mitchell; Michelle Moran (<i>call-in</i>); Joan Pritchett; Phil Ratcliff; Nellie Rodman
WDB Members Absent:	Robert DeJournett, Performance Committee Chair (<i>excused</i>); Bethany Dentler (<i>excused</i>); Martin Helms (<i>excused</i>); William Moore (<i>excused</i>); David Prentice (<i>unexcused</i>)
Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:	Grace Fry, Policy, Procurement & Performance Administrator (PPPA); Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director
Medina/Summit County Staff & Staff funded by the Workforce Innovation & Opportunity Act (WIOA) Present:	Mark Dzurec, Business Service Manager, Educational Data Systems, Inc. (EDSI); Jeff Felton, Director, Medina County Job & Family Services (MCJFS); Jenny Gutwein, Data & Performance Specialist, United Labor Agency (ULA); Susan Kukucka, Administrative Assistant, MCJFS; Nicholas Kapusinski, Recruiter, ULA, Ralph Sinistro, OhioMeansJobs Summit County (OMJSC) Center Manager, County of Summit Dept. of Job & Family Services (CSDJFS)
Workforce Area 2 Fiscal Agent Staff Present:	Thomas Jalbert, Fiscal Operations Manager, CSDJFS; Mark Milhoan, Fiscal Reporting Manager, CSDJFS; Phillip Montgomery, Chief Financial Officer, CSDJFS; Brian Nelsen, Director, County of Summit Dept. of Finance & Budget (CSDFB)
Guests Present:	Angie Berresford, Director of College & Career Academy (CCA) Engagement, United Way of Summit County; Michelle Collins, Vice President, ConxusNEO; Colleen Henning, Regional Director of Operations, EDSI; Amanda Hinkel, Director of Career Services & Workforce Development, Stark State College

I. WELCOME

- a. Esposito called the meeting to order at 8:06 A.M. with introductions of those present and special recognition the following individuals:
- Hinkel, slated to be appointed to serve on the WDB as a Summit County appointee representing Higher Education at the 7/2/2018 SAMWA COG Board meeting.
 - Fry, began work as the Area's PPPA in April.
 - Evan Taylor (not present), began work as the OhioMeansJobs Media County (OMJMC) One-Stop Manager in April.
 - Berresford will present on Akron Public Schools' CCA initiative at the close of today's meeting.

II. APPOINTMENTS

- a. Nominations for the WDB's Chair & Vice Chair
- Marshall addressed the nomination and election process for the WDB's Chair and Vice Chair per the WDB by-laws. The terms of the current Chair and Vice Chair expire on 7/12/2018. In accordance with the bylaws, the current Chair is a Medina County appointee, therefore, the next Chair will be a Summit County appointee. Additionally, per federal rule, all WDB Officers must be business members. Summit County

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appointees eligible to nominate for the Chair position include Bissell, Chesnes, DeJournett, Harvey, and Moran. Bissell expressed an interest in becoming the Chairpersonship. Medina County appointees eligible to nominate for the Vice Chairpersonship include Esposito, Heid, Pritchett, Ratcliff, and Rodman Esposito expressed an interest in the Vice Chairpersonship. The WDB accepted Bissell as its nominee for Chair and Esposito as its nominee for Vice Chair with no objections.

b. Election of Chair & Vice Chairperson

- A motion was requested to elect Bissell as the WDB's Chairperson, with a term beginning 7/13/2018 and ending 7/12/2020. Ratcliff made the motion which Derrig seconded. With no objections or abstentions, the motion carried electing Bissell.
- A motion was requested to elect Esposito as the WDB's Vice Chairperson, with a term beginning 7/13/2018 and ending 7/12/2020. Rodman made the motion which Derrig seconded. With no objections or abstentions, the motion carried electing Esposito.

III. APPROVAL OF MINUTES

- a. Esposito requested a motion to approve the WDB's 2/14/2018 regular meeting minutes. Pritchett made the motion which Heid seconded. With no objections or abstentions, the motion carried approving the minutes.

IV. REPORTS

a. Executive Committee Report

- Esposito summarized the 5/30/2018 Executive Committee meeting, including discussions on the:
 - Status of the SFY 2019 youth contract(s) procurement process; which was issued as a joint procurement, since the funding is under the State's Comprehensive Case Management Employment Program (CCMEP) model, which leverages both Temporary Assistance to Needy Families (TANF) and Workforce Innovation Opportunity Act (WIOA) funds. In our Area, TANF funds flow through the two county Job and Family Services and WIOA through this board;
 - Issued quote for monitoring State Fiscal Year (SFY) 2018 WIOA sub-recipient programs and financials;
 - Redesign of Area 2 websites and a recommendation to solicit additional quotes for these services;
 - The projected allocations for SFY 2019, and;
 - The Agenda for the 6/27/2018 WDB meeting.

b. Finance Committee & Fiscal Agent Report

- Bissell summarized the 5/2/2018 Finance Committee meeting, including discussions on:
 - Area 2's financials and budget expenditures as of 3/31/2018, and;
 - Review of the Ohio Dept. of Job and Family Services' (ODJFS) preliminary WIOA allocation projections for SFY 2019.
- Bissell then presented a PowerPoint presentation on Area 2's Fiscal outlook and financials as of 5/31/2018, with discussion moving turning to the need to revise the Operating Budgets approved by the WDB at the February meeting:
 - Montgomery addressed the adoption of a revised Calendar Year (CY) 2018 Operating Budget for Area 2. The revised budget incorporates carryover WIOA funds from SFY 2018 and allocations that become available in SFY 2019 (on 7/1/2018).
 - Esposito requested a motion to recommend to the SAMWA COG the adoption Area 2's revised CY 2018 Operating Budget for WIOA Programs and Administration. Derrig made the motion which Bissell seconded. With no objections or abstentions, the motion carried.
- Nelsen expressed that Area 2's annual financial statements for the year ended December 31, 2017, were submitted to the Auditor of the State of Ohio (AOS) by the May 30, 2018 deadline by the CPA/Consulting firm, Rea and Associates.

c. Performance Committee Report

- Heid summarized the Performance Committee meetings held on 3/26, 4/30, and 6/25/2018. On 3/26/2018, the committee discussed:
 - The 2/26/2018 site visit to the offices of JOG, a Medina and Summit youth services provider;
 - Reviewed the joint procurement process for CCMEP contracts with MCJFS and CSDJFS;
 - Received feedback from Pritchett and DeJournett who took part in the interviews for the PPPA position, citing the decision of who to hire is ultimately Marshall's to determine fits best in the office

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- structure and deliver the volume of expected work product.
- On 4/30/2018, the Committee discussed:
 - Discussed the evaluation summary report by both CSDJFS and SAMWA COG staff of the six (6) proposals received in response to the solicitation for youth services in Summit County, and made recommendations for what to fund, and;
 - Acknowledged the forthcoming date of 5/11/2018 for the release of the Request for Proposal (RFP) packet for Medina County's youth services, issued jointly by the SAMWA COG and MCJFS.
- On 6/25/2018, the Committee discussed:
 - Reviewed ODJFS' reports on Area 2's Adult, Dislocated, and CCMEP WIOA Youth program performance for Quarter 3 of SFY 2018;
 - Discussed methods of program monitoring that could help to predict and address performance issues prior to the release of reports;
 - Reviewed the 5/21/2018 Akron Urban League (AUL) site visit resulting in the Committee's recommendation for intensive monitoring of AUL in the coming program year to assist AUL with better fiscal expenditure and program performance outcomes;
 - Discussed the deliverable of the professional services agreement with Real WorkForce Solutions for the provision of SFY 2018 WIOA program and fiscal monitoring which is a requirement of the WDB under WIOA. The committee recognized having worked with Mrs. Sharon Parry of RWFS in the past;
 - Discussed the evaluation summary report by both MCJFS and SAMWA COG staff of the two (2) proposals received in response to the solicitation for youth services in Medina County and made recommendations for what to fund.
- Heid turned the WDB members' attention to the SFY 2018 YTD Performance Reports in their folders and Esposito asked Marshall to walk through them.
- Esposito asked Marshall to review the **SFY 2019 WIOA youth funding levels** as recommended by the Performance Committee for the WDB's approval. Further, the total contract award for the joint CCMEP WIOA and TANF sub-recipient agreements was shared/explained:

Providers:	Medina WIOA Youth Award:	Summit WIOA Youth Award:	Joint Contract Value: (TANF + WIOA funds)
Akron Urban League (AUL)	-	\$165,000.00	\$680,000.00
Goodwill Industries	-	\$20,000.00	\$100,000.00
Jobs for Ohio's Graduates (JOG)	\$204,755.00	\$250,000.00	Medina = \$760,791.00 Summit = \$850,000.00
Ohio Guidestone	-	\$120,000.00	\$545,000.00
ProjectLEARN of Summit County	-	\$20,000.00	\$100,000.00
Total Funds Awarded:	\$204,755.00	\$575,00.00	Medina = \$760,791.00 Summit = 2,275,000.00

- Esposito requested a motion to recommend to the SAMWA COG the award of the WIOA Youth portion of six (6) CCMEP contracts with five (5) providers for the purpose of providing youth services during SFY 2019. Derrig made the motion, which Bissell seconded. With no objections and one abstention (Mitchell), the motion carried.
- Esposito discussed the need to renew the One-Stop Operator Contracts in both Summit and Medina.
 - Esposito requested a motion to recommend to the SAMWA COG the first renewal of the OSO Contract with The WorkPlace to provide said services at the OMJMC during SFY 2019, in an amount not to exceed \$20,600.00. Chesnes made the motion which Derrig seconded. With no objections or abstentions, the motion carried.
 - Esposito requested a motion to recommend to the SMWA COG the first renewal of the OSO Contract with the CSDJFS to provide said services at the OMJSC during SFY 2019, in an amount not to exceed \$219,569.19. Chesnes made the motion which Bissell seconded. With no objections or abstentions, the motion carried.

IV. OLD/UNFINISHED BUSINESS

a. Update on Memoranda of Understanding (MOU) with Library Systems

- Marshall expressed that as of February 2018, Ohio's 20 Local Workforce Areas are required by law to enter into MOUs to collaborate and coordinate workforce programming, education and job training resources

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one or more of the local library systems in the Area. To date, Area 2 has entered into MOUs with Akron-Summit County Public Library and the Cuyahoga Falls Library. Marshall thanked Mitchell for her assistance with the two Summit County library MOUs. For the future MOU with the Medina County District Library, Heid and Dentler volunteered to assist.

V. NEW BUSINESS

a. SAMWA COG Business

- Esposito asked Marshall to review the list of legislation for the SAMWA COG at their 7/2/2018 meeting found in the WDB members' folders. The legislation includes the adoption of today's WDB recommendations.

b. Area 2 Policy Development

- Esposito asked Fry to draw the WDB's attention to the Policy spreadsheet found in the WDB members' folders. Fry explained that she is drafting versions of the policies which the State of Ohio requires all Workforce Areas to maintain. While there are over 40 required policies, Area 2 may adopt the State's policy as local policy in some instances. Since joining the SAMWA COG in April, Fry has completed work on eight (8) CCMEP policies. These policies will be submitted to the State with Area 2's CCMEP plan by the 6/29/2018 deadline. Because these policies must address the WIOA and TANF sides of CCMEP, addenda will be developed to ensure that the CCMEP policies work well for both SCDJFS and MCJFS. The remaining required policies Fry expects to complete by 10/1/2018. Bissell requested the addition of a column indicating the percentage of work completed on each policy to the Policy Spreadsheet.

c. Update on the Professional Services Contract for Area-wide contract and fiscal monitoring

- Esposito asked Marshall to provide the update on the Monitoring the agreement. Citing the Performance Committee's report, Marshall expressed that the Professional Services contract with Real WorkForce Solutions is now fully executed. The initial contract term begins 7/1/2018 and ends 12/31/2018 and provides Area 2 WIOA contract and fiscal monitoring services. An optional term beginning 1/1/2019 and ending 6/30/2019 will provide additional services if needed. Contract and fiscal monitoring is one of the primary responsibilities of WDBs and ensures that Area 2 is meeting WIOA requirements. Real Workforce Solutions is led by Sharon Parry. Parry has provided services to the WDB as a consultant on several occasions. Parry and her team will conduct on-site monitoring beginning 7/31/2018. Fry will shadow Parry and assume monitoring duties in the future. It is anticipated that Parry will present her 2017 findings at the regular WDB meeting scheduled for 9/26/2018.

VI. GOOD OF THE ORDER & ANNOUNCEMENTS

- a. Grantham expressed that an updated WDB roster and acronyms list will be distributed to WDB via e-mail. He asked WDB to provide any corrections to the roster via e-mail.

VII. ADJOURNMENT

- a. Esposito requested a motion to adjourn the meeting. Derrig made the motion which Chesnes seconded. With no objections or abstentions, the meeting adjourned at 9:13 am. Following adjournment, Berresford presented on the United Way of Summit County's work on the Akron Public School's CCA initiative.

*Respectfully Submitted,
Daniel Grantham
Operations Coordinator, SAMWA COG*