

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
REGULAR MEETING MINUTES  
OF  
FEBRUARY 14, 2018**

SummaHealth Medina Medical Center  
3780 Medina Road  
Medina, Ohio 44256

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<b>Chief Elected Officials (CEOs) Present:</b>	Adam Friedrich, Medina County Commissioner
<b>Summit/Medina Workforce Development Board (WDB) Members Present:</b>	Jeff Bissell, Finance Committee Chair; Sharlene Chesnes, WDB Vice Chair ( <i>by phone</i> ); Robert DeJournett, Performance Committee Chair; Bethany Dentler; Mark Derrig; Anthony Esposito, WDB Chair; Sharlonda Harvey; Jessica Heid; James Lake; Marquita Mitchell; Michelle Moran; David Prentice; Paul Ratcliff; Nellie Rodman
<b>Absent WDB Members:</b>	Malcolm Costa ( <i>Excused</i> ); Martin Helms ( <i>Excused</i> ); William Moore ( <i>Excused</i> ); Joan Pritchett ( <i>Excused</i> )
<b>Summit &amp; Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:</b>	Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director
<b>Medina County, Summit County &amp; WIOA-Funded Contract Staff Present:</b>	Terri Burns, Director, County of Summit Dept. of Job & Family Services (CSDJFS); Mark Dzurec, Business Services Manager, Education Data Systems, Inc. (EDSI); Jeff Felton, Director, Medina County Job & Family Services (MCJFS); Don Graves, Project Manager, United Labor Agency (ULA); Jenny Gutwein, Performance Specialist, ULA; Susan Kukucka, Administrative Assistant; MCJFS; Deborah Matz, Law Director, County of Summit Dept. of Law, Insurance & Risk Management (CSDL)
<b>Area 2 Fiscal Agent Staff Present:</b>	Thomas Jalbert, Chief Fiscal Officer, CSDJFS; Mark Milhoan, Fiscal Reporting Officer, CSDJFS; Phillip Montgomery, Chief Financial Officer, CSDJFS; Brian Nelsen, Director, County of Summit Dept. of Finance & Budget (CSDFB)

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**I. CALL TO ORDER**

- A. Esposito called the meeting to order at 8:07 AM with an introduction of those present. Esposito recognized newly appointed WDB members Harvey, Rodman, and Helms. Esposito mentioned that Helms could not be present for the meeting.

**II. APPROVAL OF MINUTES**

- A. Esposito requested a motion to approve the 10/13/2017 WDB meeting minutes. DeJournett made the motion which Derrig seconded. With no objections or abstentions, the 10/13/2017 meeting minutes were approved.

**III. REPORTS**

- A. Executive Committee Report
- Esposito provided summaries of the 11/3/2017 & 1/17/2018 Executive Committee meetings:
    - On 11/3/2017, the Committee approved: payment of CSDJFS's final 2017 Summer Youth Employment Program (SYEP) invoice; a letter of support for Akron Metropolitan Housing Authority's Job+ Grant application; the job description for the SAMWA COG's Policy, Procurement and Performance Administrator (PPPA); the cancelation of the 11/29/2017 Regular WDB meeting; and a quarterly Regular WDB meeting schedule for 2018. 2017 attendance of the WDB's Medina County appointees was reviewed. Based on their review, Dentler, Esposito, Heid, Moore, Pritchett, and Ratcliff were recommended for reappointment.
    - On 1/17/2018, the Committee: recommended amendments to the Executive Director's purchasing authority and recommended the appointment of Harvey, Helms, and Rodman to the WDB.
- B. Finance Committee & Fiscal Agent Report
- Bissell provided summaries of 12/13/2017 and 2/7/2018 Finance Committee meetings:
    - On 12/13/2017, the Committee: met Montgomery, CSDJFS' new Chief Financial Officer, reviewed

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contract, county, and Area financials as of 9/30 and 10/31/2017; reviewed CSDJFS' final 2017 SYEP invoice; and authorized the completion of a final Operating Budget for SFY 2018. The Committee also met with accounting firm Rea & Associates (R&A) to discuss R&A's review of the SAMWA COG's practices and structure. The review ensures compliance with the requirements of Ohio's Auditor of State (AOS) and the Ohio Revised Code. R&A finds the SAMWA COG's to be in good standing with its practices, particularly the Finance Committee's review of fiscal records, transactions, and budgets.

- Nelsen explained that for auditing purposes, the SAMWA COG is component unit of Summit County. R&A made this determination because the majority of SAMWA COG Board-appointed WDB members are Summit County appointees. As a component unit of Summit County, SAMWA COG budgets must follow the Calendar Year (CY) schedule used by the County, even though WIOA allocation schedules follow the State (SFY) and/or Federal Fiscal Year (FFY). R&A will prepare the SAMWA COG's 2017 financial statements for the AOS.
- On 2/7/2018, the Committee: reviewed contract, county, and Area financials as of 12/31/2017; reviewed fiscal-related SAMWA COG resolutions, and planned its 2/14/2018 WDB report.

### C. Fiscal Report for the WDB

- Bissell presented a PowerPoint on Area 2's Financials as of 12/31/2017:
  - Currently, Area 2 has \$6,800,599.00 in WIOA funding available. Of this total, \$3,443,082.00 will liquidate on 9/30/2018 (Year 2 Funds [SFY 2017's allocation]), with the remaining \$3,357,517.00 liquidating on 9/19/2019 (Year 1 Funds [SFY 2018's allocation]).
    - WIOA Program (WIOA-P) Funding – \$2,657,917.00 (43%) of the \$6,120,539 WIOA-P allocation has been disbursed. \$1,631,000.00 (27%) is committed to future WIOA-P expenses.
    - WIOA Administration (WIOA-A) Funding – \$137,410.00 (20%) of the \$680,060.00 WIOA-A allocation has been distributed. \$384,975.00 (57%) is committed to future WIOA-A expenses.
- 2017-2018 Final Operating Budget
  - Marshall expressed that a Final Operating Budget has not been reviewed and adopted by the full WDB. A preliminary Operating Budget was adopted by the SAMWA COG Board on 6/28/2017. This followed the Finance Committee's recommendation on 6/27/2017. Pursuant to R&A's findings, the Operating Budget now presented to the WDB follows the CY. It includes WIOA-A/P sections, a section with the US Dept. of Labor's Workforce Innovation Fund (WIF) grant, and a breakdown of total available funding.
  - Motion to adopt 2017-2018's Final Operating Budget
    - Esposito requested a motion to adopt the Final Operating Budget. Derrig made the motion which Prentice seconded. With no objections or abstentions, the Final Budget was adopted.

### D. Performance Committee Report

- DeJournett provided a summary of the 1/29/2017 Performance Committee meeting.
  - On 1/29/2017, the Committee: reviewed performance measures; the Ohio Dept. of Job & Family Services' (ODJFS) Program Year (PY) 2016 (7/1/2016-6/30/2017) performance report for Area 2; the YTD performance report from ULA, Summit County's WIOA Career Services provider; discussed the OhioMeansJobs Medina County (OMJMC) Center's One-Stop Certification, including Americans with Disabilities Act (ADA) Compliance, Limited Language Proficiency, and signage; and SFY 2019 request for proposal (RFP) processes, including procurement of Comprehensive Case Management Employment Program (CCMEP) and WIOA Career Services providers in Medina and Summit Counties. The Committee also discussed the PPPA hiring process, with DeJournett and Pritchett agreeing to assist Marshall with interviews. Finally, the Committee determined that it would conduct site visits at the offices of current CCMEP providers Jobs for Ohio's Graduates (JOG) on 2/26/2018 and Akron Urban League (AUL) with a date to be determined soon.
- Marshall provided a summary of the five performance reports, including:
  - Foot traffic reports for the OhioMeansJobs Summit County (OMJSC) Center and the OMJMC Center
    - The data compiled in this report shows how visitors use the OMJ Centers. OMJMC data is collected by staff who tally service usage by hand. OMJSC data is self-reported by visitors who use a computer kiosk to check into the Center. Options for OMJMC kiosk system are being explored. Of note is the increase in foot traffic at the OMJMC resulting from the relocation to 60 Public Sq., Medina, OH.
  - YTD WIOA Career and Business Services reports for ULA and EDSI
    - The data compiled in these reports include information on: those served at orientations; job placements; and the demographics of those served at orientation or placed into employment by WIOA Career and Business Services providers EDSI (Medina) and ULA (Summit). Each report also includes a report on business services rendered by each provider.

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- ODJFS' PY 2017 demographics report for Quarter 1 of PY 2017
  - This Area-wide report includes the demographics and employment barriers of individuals receiving WIOA services. This data is collected during the WIOA intake and eligibility process that all WIOA-enrolled individuals complete.
- ODJFS' performance report for Quarter 1 of PY 2017
  - This Area-wide report includes the six federal performance measures used to gauge the efficacy of WIOA services. Because performance measures look at the long-term outcomes of those who received services, the data is largely comprised of individuals who exited services in July-September 2016. Presently, Area 2 has met or is exceeding these performance measurements.

### IV. OLD/UNFINISHED BUSINESS

#### A. Area 2's Governance Structure & Legislative Update

- Matz expressed that the SAMWA COG Board meet on 12/4/2017 to adopt Resolutions 2017-25 – 41:
  - 2017-35 – Authorized a Subgrant Agreement with ODJFS and repealed Resolution 2017-33
  - 2017-36 – Authorized a Subrecipient Agreement with CSDJFS to provide WIF services through 6/30/2019 and repealed Resolution 2017-34
  - 2017-37 – Reappointment of Medina County WDB appointees
  - 2017-38 – Authorized the Data Sharing & Confidentiality Agreement with ODJFS
  - 2017-39 – Amended Section F of the SAMWA COG's Acquisition & Procurement Policies
  - 2017-40 – Authorized a Sublease with ManPowerGroup US, Inc. at the OMJMC Center
  - 2017-41 – Authorized a salary adjustment for the SAMWA COG's Executive Director
- Matz expressed that the SAMWA COG Board meet on 1/25/2018 to adopt Resolutions 2018-01 – 09:
  - 2018-01 – Amended the Subgrant Agreement with ODJFS to identify CSDFB as Area 2's Fiscal Agent
  - 2018-02 – Authorized the appropriation of WIOA funds available as of 12/31/2017 to CY 2018
  - 2018-03 – Authorized an Intergovernmental Agreement with CSDJFS for indirect and direct services
  - 2018-04 – Amended Section D of the SAMWA COG's Acquisition & Procurement Policies
  - 2018-05 – Authorized a Repayment Agreement with the Medina County Commissioners, on behalf of MCJFS, related to expenses incurred during the renovation of the new OMJMC Center
  - 2018-06 – Authorized an Engagement Letter with CSDL to provide legal services to the SAMWA COG
  - 2017-07, 08 & 09 – the Appointment of Harvey, Helms, and Rodman, respectively.
- Matz reminded members that all adopted resolutions are available for viewing at <http://tinyurl.com/smcog>.

#### B. Library System Memorandum of Understanding (MOU)

- Marshall expressed that Ohio's public workforce system is required to work with local library systems and offer service access at their locations through a relationship formalized via an MOU. The process of entering an MOU is underway at Akron Summit County Public Library (ASCPL), Summit County's largest library system. Marshall thanked Mitchell for participating in meetings with both the ASCPL and Cuyahoga Falls Public Library. Heid agreed to participate in the future meetings with the various Medina libraries.

### V. NEW BUSINESS

#### A. "In-Demand Jobs Week"

- Marshall expressed that on 2/7/2018, the Governor of Ohio's Office of Workforce Transformation (OWT) announced "In-Demand Jobs Week," a week-long "statewide celebration" of Ohio's in-demand jobs and industries, from 5/7 to 5/11/2018. The OWT has asked Workforce Area partners to team up and plan events which highlight local in-demand job opportunities and career pathways. To plan Area 2's observation of In-Demand Jobs Week, Marshall suggested the formation of an Ad Hoc Committee. She invited interest WDB members and Area Partners to contact her about joining this committee.

### VI. GOOD OF THE ORDER & ANNOUNCEMENTS

- #### A.
- Marshall reminded WDB members to submit their 2018 Conflict of Interest Statements to Grantham.

### VII. ADJOURNMENT

- #### A.
- Esposito made a motion to adjourn the meeting. Esposito's motion was seconded by Derrig. With no objections or abstentions, the meeting thus adjourned at 9:07 AM.

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