

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
REGULAR MEETING MINUTES  
OCTOBER 13, 2017**

SummaHealth Medina Medical Center  
3780 Medina Road  
Medina, Ohio 44256

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Workforce Development Board (WDB) Members Present:	Jeff Bissell, Finance Committee Chair; Sharlene Chesnes, WDB Vice Chair; Robert DeJournett, Performance Committee Chair; Bethany Dentler; Anthony Esposito, WDB Chair; Jessica Heid; James Lake; Marquita Mitchell; William Moore; Michelle Moran; Paul Ratcliff; Paul Zimmerman
WDB Members Absent:	Malcolm Costa (Unexcused); Amy Davin (Unexcused); Mark Derrig (Excused); David Prentice (Unexcused); Joan Pritchett (Excused)
Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:	Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director
Area 2 County & Workforce Innovation & Opportunity Act (WIOA) Staff Present:	Mark Dzurec, Business Services Representative; Education Data Systems, Inc. (EDSI); Don Graves, Project Manager, United Labor Agency (ULA); Jenny Gutwein, Performance Specialist, ULA; Jeffery Felton, Director, Medina County Dept. of Job & Family Services (MCDJFS); Susan Kukucka, Administrative Assistant, MCDJFS; Ralph Sinistro, OhioMeansJobs (OMJ) Summit County (OMJSC) Manager, CSDJFS
Area 2 Fiscal Agent Staff Present:	Terri Burns, CFO, County of Summit Dept. of Job & Family Services (CSDJFS); Mark Milhoan, Fiscal Reporting Officer, CSDJFS; Justin Stark, Staff Accountant, CSDJFS
Guests Present:	Colleen Henning, EDSI; Michelle Collins, ConxusNEO; Martin Helms, Akron Electrical Joint Apprenticeship Training Committee (EJATC)

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**I. CALL TO ORDER**

- A. The meeting was called to order by Esposito at 8:04 A.M. with introductions of those present.

**II. APPROVAL OF MINUTES**

- A. Esposito made a motion to approve the 8/9/2017 WDB meeting minutes. Dentler seconded Esposito's motion. With no objections, the minutes were approved.

**III. REPORTS**

A. Executive Committee Report

- Esposito expressed that the Executive Committee did not hold meetings in September or October but plans to meet in November.

B. Finance Committee Report

- Bissell summarized the 10/3/2017 Finance Committee meeting where the following was discussed:
  - State Fiscal Year (SFY) 2017 (7/1/2016-6/30/2017) contract spending, financials as of 8/31/2017, and SFY 2018 contracts;
  - The SAMWA COG's execution of a Subgrant Agreement with the Ohio Dept. of Job & Family Services (ODJFS) for the reception of an \$849,016.00 award of U.S. Dept. of Labor (DOL) Workforce Innovation Funds (WIF) for the period of September 26, 2017 to September 30, 2019.
  - The fiscal monitoring review of WIOA SFY 2017's Comprehensive Case Management Employment Program (CCMEP). The review resulted in ODJFS' finding of "no issues."

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### C. Fiscal Agent Report

- Bissell expressed that spending against the WIOA Administration (WIOA-A) allocation is expected to increase in SFY 2018 relative to SFY 2017. This is because the SAMWA COG structure is now up and running. On the WIOA Program (WIOA-P) side, SFY 2018 spending against the WIOA Dislocated Worker (WIOA-DW) allocation may be limited due to a low unemployment rate.
- Burns said that Area 2 has "just under \$5,000,000.00" in available funding for SFY 2018, including:

	<u>Year 2 (SFY 2017)</u>	<u>Year 1 (SFY 2018)</u>	<u>Total for SFY 2018</u>
○ Medina WIOA-P Allocation	\$290,468.33	\$443,347.66	\$733,815.99
○ Summit WIOA-P Allocation	\$1,003,942.63	\$2,578,416.34	\$3582,358.97
○ SAMWA COG WIOA-A Allocation	\$343,065.70	\$335,753.00	\$678,818.70
○ <b>TOTAL</b>			<b>\$4,994,993.66</b>

### D. Performance Committee Report

- DeJournett expressed that the Performance Committee did not meet in September or October. SFYTD performance reports on WIOA Career Services providers EDSI (Medina) and ULA (Summit) were discussed.
- Area 2 Performance & OMJ Center Foot Traffic Reports
  - Marshall expressed that while foot traffic is not a measured point of performance, OMJ Medina County (OMJMC) and OMJSC foot traffic data provides the WDB with an overview of how each OMJ is utilized. This information is important to the WDB because it is responsible for: 1) for completing the WIOA-required certification of One-Stop Centers that are submitted to the State/Governor's, and; 2) One-Stop Operator (OSO) procurement and selection.
    - OMJSC's data is captured through the G\*Stars computer system. Customers check into the OMJSC at a G\*Stars kiosk where they are prompted to self-select the reason(s) for their visit. This provides OMJSC with a more detailed dataset.
    - Currently, OMJMC captures its foot traffic data manually, but there are plans to move to a kiosk system which will provide a more detailed dataset.
  - Sinistro expressed that the foot traffic report demonstrates the importance of the OMJSC to the community. On any given day, the OMJSC may receive as many as 200-300 visitors.
  - Felton expressed that the SAMWA COG should bring greater operational consistency to Area 2's OMJs. Location largely contributes to current operational differences between the OMJs. Unlike OMJSC, OMJMC's current location is isolated and not easily accessible to pedestrians or buses. OMJMC's move to Medina's Public Square is expected to increase foot traffic.
  - Marshall expressed that the reports do not reflect the outcome of customer visits. The partner system makes collection of this information difficult as each entity maintains its own data. Currently, the WDB is charged only with monitoring the performance of contracted WIOA service providers. WIOA law requires development of a common intake process for WIOA service providers and the six core Memorandum of Understanding (MOU) partners. When enacted, a common process should make it easier for partners to share outcomes with one another. Such data sharing will help to tell a customer's "full story" from first visit to outcome. ODJFS is currently exploring methods to meet this requirement.

## IV. OLD/UNFINISHED BUSINESS

### A. SAMWA COG Legislative Review

- Noting that Resolutions are available for download on [SummitOMJ.org](http://SummitOMJ.org), Marshall reviewed legislation adopted by the SAMWA COG Board on 8/10/2017:
  - 2017-27 – Appointment of Ms. Marquita Mitchell to the WDB
  - 2017-28 – Execution of a Subgrant Agreement with ODJFS for SFYs 2018 & 2019 WIOA allocations
  - 2017-29 – Assignment of Summit County's WIOA CCMEP Youth SFY 2018 Contracts
  - 2017-30 – Awarding CSDJFS with the OMJSC's One-Stop Operator (OSO) contract

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- 2017-31 – Awarding The WorkPlace the OMJMC’s OSO contract
- 2017-32 – Authorization of WIOA-A & WIOA-P carryover transfers
- Marshall reviewed legislation adopted by the SAMWA COG on 10/2/2017:
  - 2017-33 – Execution of the Subgrant Agreement with ODJFS to receive DOL WIF funds
  - 2017-34 – Authorization of a Subrecipient Agreement with CSDJFS to provide Wage Pathway Program (WPP) services, funded by the WIF grant, during the period of 8/21/2017 to 6/30/2019

### B. One-Stop Centers’ MOU

- Status of the MOU Agreement
  - Marshall expressed that with the arrival of Job Corp’s signature page on 10/2/2017, all of Area 2’s partners have approved the MOU. The delay of Job Corp’s signature is due to several miscommunications, as Job Corp does not plan on maintaining its WIOA-required presence at American Job Centers and has requested a waiver at the federal level exit the partner system.
- Report on the 9/13/2017 MOU Partner Training Seminar
  - Marshall expressed that the majority of Area 2’s MOU partners attended the 9/17/2017 MOU meeting and seminar. The seminar was presented by Sharon Parry, Workforce Consultant. The PowerPoint presentation developed by Parry for the seminar will be e-mailed to WDB members.
- Update on the OMJMC’s relocation to Medina Square
  - Marshall expressed that OMJMC’s relocation to 60 Public Square, City of Medina, has been delayed past 10/1/2017 due to construction. The relocation is expected to occur on 11/1/2017.
  - Felton expressed that the delay is due in part to ODJFS’ installation of the required IT infrastructure.
- Update on OSO Contracts
  - Marshall expressed that contracts were sent to The WorkPlace and CSDJFS to begin the execution process.

### C. Report on the 9/19/2017 State-wide meeting of WDB Chairs and the State Office of Workforce Transformation

- Esposito expressed that the Columbus meeting was invaluable. Though there was not enough time to discuss all WDB-related concerns, the Office of Workforce Transformation did a good job at summarizing current legislation that is of interest to Ohio’s WDBs. Strategies for reacting to demand, increasing the demand-responsiveness of educational institutions, and operational efficiency were also addressed.

### D. Northeast Ohio Workforce (NOW) Region

- Marshall expressed that the NOW Region’s five WDB directors met on 8/31/2017 to schedule and designate each Area with responsibilities related to implementing the Regional Plan’s 12 strategies. A four-year timeline for this process was presented to the Body. Area 2 is responsible for developing a regionalized standard for WDB member on-boarding, including trainings and related materials. A 9/20/2017 press release issued by the Office of County of Summit Executive Ilene Shapiro coincides with the start of the Plan’s implementation. Both Executive Shapiro and Medina County Commission Adam Friedrick are quoted in the press release.

## V. NEW BUSINESS

### A. US DOL WIF Grant

- Marshall summarized:
  - In early 2015, ODJFS approached Cuyahoga and Summit Counties to support its WIF grant application for to pilot the WPP. ODJFS was subsequently awarded WIF funds in Fall 2015. In the Summit County portion of Area 2, ODJFS awarded \$1,000,000.00 of the total \$4,000,000.00 in WIF award to the State. DOL WIF grants are awarded to test and demonstrate the effectiveness of unique workforce development strategies. Outcome help DOL to determine if the strategies should be replicated nationally. Upon notification of the award, the State began its search for an evaluation team. This

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search delayed the implementation of the pilot WPP until mid-2017.

- In early 2017, ODJFS notified Summit and Cuyahoga Counties that Ashtabula and Ottawa Counties would join the pilot. Their inclusion stems from DOL's directive to include urban, suburban and rural counties in the pilot. As a result, Summit County's WIF award was reduced \$849,016.00.
- The WIF grant was awarded in part to gauge the efficacy of Ohio's CCMEP program. As a DOL funded pilot, WPP services will be offered to WIOA-enrolled CCMEP participants only.
- The evaluation of the WPP's success will focus on whether a "wage pathway" model is more effective than a traditional "career pathway" model. The "wage pathway" model uses incentive payment points to increase job retention amongst participants and focuses on wage increases and upskilling. To this end, Ohio State University will serve as the official third party evaluator of the WPP. Summit County CSDJFS workforce staff will serve as the WPP provider.
- The WPP emphasizes strategic partnerships with local employers. CSDJFS is currently conducting outreach to Summit County employers to encourage their involvement. Employers who hire WPP participants are encouraged to expedite pay increases for WPP-enrolled staff.
- Dentler asked if WPP participants are required to be working in Summit County.
  - Marshall expressed that WPP participants are required to work in Summit County.
- Lake asked about the WPP's eligibility requirements.
  - Marshall expressed that while WPP services are administered in combination with CCMEP services, the pilot's focus group will be WIOA-eligible youth. Temporary Assistance for Needy Families (TANF) eligible CCMEP participants are not a focus of this pilot.

### B. Library System MOU

- Marshall expressed that a directive from the State of Ohio requires partnerships between libraries and public workforce systems. A goal of this directive is to increase workforce service accessibility through Areas' library systems.

## VI. GOOD OF THE ORDER & ANNOUNCEMENTS

- A. Marshall expressed that due to his retirement from Stark State College, Dr. Daryl Revoldt resigned from the WDB. Stark State College will work with the WDB to identify candidates to fill the vacancy.
- B. Marshall expressed that she was elected to the Ohio Workforce Association's Board as the Trustee At-Large.
- C. 11/8/17 Apprenticeship Presentation
  - Marshall encouraged WDB members to attend an 11/8/2017 presentation on Ohio apprenticeships. The presentation will be held at the OMJSC and begins at 9:00 A.M. A representative from ODJFS will provide information on various apprenticeship programs available throughout Ohio. ODJFS will also discuss methods employers can use to develop their own apprenticeship-based career pathways. Following ODJFS' presentation, Helms will give a presentation on Akron EJATC's apprenticeship program.
  - Zimmerman expressed that apprenticeships provide a career pathway that stresses professional experience over classroom training. While class-based training is a component of any apprenticeship, participants are paid throughout their training. It is important to increase awareness of apprenticeships throughout the community.
- D. Marshall alerted the body that the WDB meeting scheduled for November is canceled.

## VII. MEETING ADJOURNMENT

- A. Bissell made a motion to adjourn the meeting. Chesnes seconded Bissell's motion. With no objections, the meeting adjourned at 9:27 AM.

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