

**SUMMIT & MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING
OF
AUGUST 9, 2017**

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

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| Chief Elected Officials (CEOs) Present: | Adam Friedrich, Medina County Commissioner |
| Workforce Development Board (WDB) Members Present: | Sharlene Chesnes, WDB Vice Chair; Malcom Costa; Robert DeJournett, Performance Committee Chair; Bethany Dentler; Anthony Esposito, WDB Chair; Jessica Heid; James Lake; Marquita Mitchell; Joan Pritchett; Paul Ratcliff; Daryl Revoldt |
| WDB Members Absent: | Jeff Bissell, Finance Committee Chair (Excused); Amy Davin (Unexcused); Mark Derrig (Unexcused); William Moore (Excused); Michelle Moran (Excused); David Prentice (Excused); Paul Zimmerman (Excused) |
| Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present: | Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director |
| Area 2 County Staff Present: | Patricia Divoky, Director, County of Summit Dept. of Job & Family Services (CSDJFS); Mark Dzurec, Business Services Representative; Education Data Systems, Inc. (EDSI); Jeffery Felton, Director, Medina County Dept. of Job & Family Services (MCDJFS); Susan Kukucka, Administrative Assistant, MCDJFS; Deborah Matz, Law Director, County of Summit Dept. of Law, Insurance & Risk Management; Mark Milhoan, Fiscal Reporting Manager, CSDJFS; Brian Nelsen, Director, County of Summit Dept. of Finance & Budget (CSDFB); Ralph Sinistro, OhioMeansJobs (OMJ) Summit County (OMJSC) Manager, CSDJFS; Justin Stark, Staff Accountant, CSDJFS |
| WIOA Service Providers Present: | Colleen Henry, EDSI; Will Owen, EDSI |

I. INTRODUCTION

- Esposito called the meeting to order at 8:10am with an introduction of those present. Esposito welcomed Mitchell to the WDB and explained that she will be appointed to the WDB at the 8/10/17 SAMWA COG meeting.

II. APPROVAL OF MINUTES

- Esposito asked for a motion to approve the Minutes from the WDB's 5/24/17 Meeting. Chesnes made the motion and Heid seconded the motion. The 5/24/17 Regular WDB Meeting Minutes were thus approved.

III. REPORTS

- Executive Committee Report
 - Esposito provided a summary of the 6/19/17 Executive Committee meeting. On that date, the Executive Committee met to pass motions to recommend the following to the SAMWA COG:
 1. The renewal of a contract with Tri-County Jobs for Ohio's Graduates (JOG) to provide Workforce Innovation and Opportunity Act of 2014 (WIOA) Youth Services (W-Y) in Medina County under the umbrella of the State of Ohio's Comprehensive Case Management Employment Program (CCMEP). The renewed contract begins on 7/1/17, ends 6/30/18, and is for an amount not to exceed \$200,000.00.
 2. The addition of Goodwill Industries (GW) and the Summit County Developmental Disabilities Board (SCDDB) to the Area 2 One-Stop Memorandum of Understanding (MOU) as WIOA-defined "Additional Partners" at the OMJSC Center.
- Finance Committee Report
 - On Bissell's behalf, Esposito provided a summary of the 6/27/17 and 8/1/17 Finance Committee meetings. On 6/27/17, the Finance Committee:
 1. Adopted the February and March meeting minutes;
 2. Reviewed the Ohio Dept. of Job & Family Services' (ODJFS) 2018 WIOA Administrative (W-A) and Program (W-P) allocations; and
 3. Recommended to the SAMWA COG the adoption of the Preliminary WIOA Operating Budget for the period of 7/1/17-6/30/18 (WIOA Program Year [WPY] 2017/State Fiscal Year [SFY] 2018).

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- On 8/1/17, the Finance Committee:
 1. Reviewed comparisons of Area 2's Allocations for WPY 2017 vs. WPY 2016;
 2. Discussed the report format for the 8/9/17 WDB meeting; and
 3. Discussed transfer of fund scenarios between Year 1 and Year 2 allocations.
- Esposito shared the report Committee Chairman Bissell submitted (attached hereto as Exhibit A).
- Fiscal Agent Report
 - Burns provided summary details of Area 2's Fiscal outlook as of 6/30/17, including projected total expenditures and the Finance Committee's recommendations regarding the transfer of unspent Year 2 W-A funds to Year 1 (WPY 2017). Recommendations that will be made to SAMWA COG on 8/10/17 include:
 1. Transferring \$4,660.59 of Summit County Year 2 W-A dollars to Medina County, resulting in zero expenses against Year 1 W-A dollars; and
 2. Transferring \$176,104.49 of Summit County Year 2 W-A dollars to Year 2 W-P to fully expend these dollars by 6/30/17. This results in carry-over of \$344,307.00 of W-A (100% of Year 1 dollars) to expend during WPY 2017.
- Performance Committee Report
 - DeJournett expressed that he accepted reappointment as the Performance Committee Chairperson on 8/4/17.
 - DeJournett provided a summary of the 6/9/17 and 8/4/17 Committee meetings. On 6/9/17, the Performance Committee:
 1. Reviewed the OMJ One-Stop Operator (OSO) Procurement Timeline;
 2. Received an update on WIOA Service Providers' contract renewal process; and
 3. Hosted Chris Canova and Pamela Crombie of JOG for a presentation regarding their Medina County CCMEP W-Y contract and performance in WPY 2016. The Committee requested Canova and Crombie's presence in order to make an informed recommendation on WPY 2017 contract renewals.
 - On 8/4/17, the Performance Committee:
 1. Recognized the reappointment of its Chairperson;
 2. Reviewed revised WPY 2015 placement data from the United Labor Agency (ULA), Summit County's WIOA Career Services (W-CS) provider;
 - a. Marshall explained that previously, ULA included placements sourced from ODJFS' Labor Exchange (LE) database. LE was used by OMJ Center partners employed by the State to record job placements. ULA reviewed this system each month because many of the recorded placements included job seekers who had received services from both State and ULA staff. ODJFS discontinued use of LE in PY 2016 and requested that WIOA service providers no longer report on service data in the system. Therefore, ULA submitted a revised PY 2015 placement report to the Area WDB which removes any LE-sourced job seeker placements. Going forward, all of ULA's placement reports will be sourced only from the Ohio Works Case Management (OWCMS) system. Marshall expressed that while WIOA requires shared data systems among its One-Stop system partners the State has not yet implemented such a system.
 3. Discussed the process for Phase II of One-Stop Center certification;
 - a. Marshall explained that previous One-Stop Certification guidance issued by the State has been updated after a review of the process with US DOL. Whereas previous State guidance required only the completion of Phase I certification of Comprehensive Centers by 7/1/16, the federal directive actually mandated the completion of both phases by 7/1/16. As such, Phase II which was reserved for Affiliate Centers, must be completed by 11/1/17. Due to the relocation of OMJ Medina County (OMJMC), Area 2's deadline to certify the Affiliate is extended to 12/1/17.
 4. Discussed the State's review of Area 2's websites for compliance with OMJ branding (citing *a proud partner of the American Job Center network*); and
 5. Completed in-depth discussions on the Committee's review process of the two OSO Proposals to determine the award of contracts. The Committee is not able to make a recommendation to the WDB to vote on contracts. There was a bit more information to gather and a teleconference with one of the entities who responded to the RFP is scheduled to occur in the afternoon. Friedrich commended the Performance Committee for its efforts to determine who should be awarded OSO contracts. After today's call, there is expected to be enough information for the SAMWA COG to pass resolutions to award OSO contracts at their meeting scheduled for 8/10/17.

IV. OLD & UNFINISHED BUSINESS

- Area 2's SAMWA COG Governance Structure
 - Matz provided a summary of Resolutions passed by the SAMWA COG on 6/28/17, including:
2017-16: Reappointment of WDB members originally appointed by Summit County CEOs

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- 2017-17:** Execution of an Interim Administrative Fiscal Functions agreement for 3/1/17 to 6/30/17
- 2017-18:** Appointing CSDJFB as the SAMWA COG Fiscal Agent
- 2017-19:** Amending SAMWA COG bylaws to allow for proxies and to include CSDFB as Fiscal Agent
- 2017-20:** Adoption of the Preliminary Operating Budget for WPY 2017/SFY 2018
- 2017-21:** Awarding EDSI a Medina W-CS contract (not to exceed \$360,000.00 for 7/1/17-9/1/18)
- 2017-22:** Awarding JOG a Medina W-Y contract (not to exceed \$200,000.00 for 7/1/17-6/30/18)
- 2017-23:** Awarding ULA a Summit W-CS contract (not to exceed \$1,025,000.00 for 7/1/17 to 9/30/18)
- 2017-24:** Lease between SAMWA COG & IRG for the OMJMC Center's new space
- 2017-25:** Lease between SAMWA COG & ConxusNEO for OMJSC Center's current space
- 2017-26:** Authorizing the inclusion of GW & SCDDDB to Area 2's MOU as Additional Partners

- o Matz expressed that Resolutions 2017-17, 18 and 19 were passed to ensure the SAMWA COG structure's compliance with the WIOA mandated separation of roles of the WDB and program service delivery. Further, when the Fiscal Agent of an Area also provides direct WIOA service functions, legal firewalls and procedures must be in place. ODJFS advised Area 2 that the SAMWA COG designate CSDFB as the recipient of funds from ODJFS and establish a subrecipient relationship with SCDJFS to manage various aspects of the WIOA funding. This structure was also supported by the Auditor of the State of Ohio. Accordingly, Area 2's Organizational Documents designated CSDFB as the SAMWA COG Fiscal Agent – the recipient of all Area 2 WIOA funds and manager of W-A funds which include SAWMA COG/WDB staff payroll. CSDJFS was designated to serve as the WIOA Fiscal Agent – sub-subrecipient and manager of W-P funds received from CSDFB. However, ODJFS' draft of the SFY 2018 & 2019 subgrant agreement identifies CSDJFS as Area 2's only fiscal agent. In an attempt resolve this, Matz contacted ODJFS' lawyers on 8/7/17. ODJFS' maintained that Area 2 would only have one Fiscal Agent. There is a teleconference scheduled for 10:00am today to resolve the matter of Area's 2 governance structure vs. ODJFS insistence that CSDJFS is the Area's only fiscal agent. It is important to keep in mind that Area 2 cannot receive its WPY 2017 allocation until a subgrant agreement is fully executed.
- Update on the One-Stop Centers' MOU
 - o Marshall expressed that Area 2's MOU has been submitted to ODJFS. All partners will receive a copy of the MOU after ODJFS signs the document.

V. NEW BUSINESS

- There was no new business to discuss.

VI. GOOD OF THE ORDER

- Esposito summarized *WIOA: The Final Rule*, a presentation given by Rochelle Daniels. Esposito, Marshall, members of Area 2 County and partner staff attended the presentation which was held in Columbus on 6/15/17. He expressed that Daniels made WIOA easier to understand while also acknowledging its complexities. He ended by expressing a renewed appreciation for the challenging work Area 2 completes every day and commended SAMWA COG and supporting county staff.
 - o Marshall expressed that while WIOA was signed into law by 2014, final rules were not defined and received until 2016. Following the WDB meeting, Daniels' PowerPoint will be sent out to WDB members for their reference.
- Esposito explained that on 7/12/17, Ohio State University (OSU) came to the OMJSC to conduct an evaluation of Area 2's CCMEP. Esposito represented the WDB in the evaluation which was also attended by representatives of Area 2's CCMEP Lead Agencies, providers, and caseworkers.
 - o Divoky expressed that the OSU officials conducting the interview asked excellent questions. Area 2's responses to these questions demonstrated the breadth and depth of the Area's understanding of CCMEP.
- Marshall expressed that the Northeast Ohio Workforce (NOW) Regional and Local plans recently caught Google's attention. Google is developing a free suite of software, Google Digital Garage, designed to increase digital literacy. Considering their preeminence, it is noteworthy that Google sought out NOW's Regional and Local Plans.

VII. MEETING ADJOURNMENT

- Esposito asked for a motion to adjourn the meeting. The motion was made by Revoldt and seconded by Costa. The meeting adjourned at 8:44 AM.

Respectfully Submitted,
Daniel Grantham, Operations Coordinator
SAMWA COG

EXHIBIT A**From:** Bissell, Jeff**Sent:** Tuesday, August 08, 2017 3:18 PM**To:** Terri Burns; Christine Marshall; Daniel Grantham**Cc:** Brian Nelsen; Mark Milhoan; Mark Derrig; David Prentice; Anthony Esposito; Sharlene Chesnes**Subject:** Finance Chair report for the Aug 9th meeting

Hi,

Following is a short report for the meeting – Terri will handle discussion of the financials using the handout (nice job Terri J) I am sorry I have to miss the WDB meeting – but our company has our quarterly financial review and strategic planning update on Aug 9th and 10th, and I am playing a lead role in the meetings. I offer the following comments in my absence.

First, I want to recognize the outstanding work that Christine Marshall and Daniel Grantham have done for the WD organization. Both are very dedicated, competent and work as a team to overcome the many challenges they have faced during the past year.

Secondly, I want to recognize the valuable support that Terri Burns has provide. She is an awesome finance professional who has helped the finance committee begin to grasp the complex and sometimes bizarre process of how the WDB is funded.

Summary comment on the financial condition as of July 2017:o Overall Comments:

- The WDB has adequate funds to support the administration and on-going programs considering the carryover balances detailed below.
- Decreases in Medina County funding is good news – it means the Medina workforce programs are successful and the economy in the area is improving. However, it is a problem to the dedicated staff who support the Medina programs and administration.
- The current political environment in Washington is a dark cloud hanging over WDB – it is not yet raining but bad news for program funding is starting to trickle out and may be a significant risk for funding future programs.

o WIOA Program Grants:

- \$ 4.2 million = total funds available for July 2016 – June 30 2017 program year
- \$(3.0) million spent of available funds
- \$ 1.2 million balance will be carried forward to 2017/2018 – no lost funds

o WIOA Administration Grants:

- \$ 688,000 = total funds available for July 2016 – June 30 2017 program year
- \$ (168,000) spent of available funds
- \$ 520,000 balance
 - \$344,000 will be carried over to 2017/2018
 - \$176,000 will be transferred to programs so the funds are not lost

Jeffrey L. Bissell, CPA
Chief Financial Officer and Treasurer

