

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD REGULAR MEETING MINUTES

OF

MAY 24, 2017

SUMMAHEALTH MEDINA MEDICAL CENTER | 3780 MEDINA ROAD, MEDINA, OHIO 44256

Present Chief Elected Officials (CEOS)	Adam Friedrich, Medina County Commissioner & Chair of the Summit and Medina Workforce Area Council of Governments (SAMWA COG) Board
Present Workforce Development Board (WDB) Members:	Sharlene Chesnes, WDB Vice Chair; Malcolm Costa; Robert DeJournett, Performance Committee Chair; Bethany Dentler; Mark Derrig; Anthony Esposito, WDB Chair; James Lake; William Moore; Michelle Moran; David Prentice; Joan Pritchett; Paul Ratcliff; Daryl Revoldt; Jennifer Stupica; Paul Zimmerman
Excused WDB Absences:	Jeff Bissell, Finance Committee Chair; Jessica Heid
Present SAMWA COG Staff:	Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director
Present Area 2 County Staff:	Terri Burns, CFO, County of Summit Dept. of Job & Family Services (CSDJFS); Pat Divoky, Director, CSDJFS; Jeff Felton, Director, Medina County Dept. of Job and 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; Ralph Sinistro, OhioMeansJobs Summit County (OMJSC) Center Manager, CSDJFS; Justin Stark, Accountant, CSDJFS
Present Guests:	Michelle Collins, Vice President, ConxusNEO; Mark Dzurec, Business Services Representative, Education Data Services, Inc. (EDSI) at OhioMeansJobs Medina County (OMJMC); Don Graves, Project Manager, United Labor Agency (ULA) at OMJSC; Jenny Gutwein, Data & Performance Specialist, ULA at OMJSC; Martin F. Helms, Assistant to Mr. Zimmerman; David Megenhardt, Executive Director, ULA; Will Owen, Regional Director of Operations, EDSI

I. INTRODUCTION

- Esposito called the meeting to order at 8:20 AM. CEOs, WDB members, COG staff, County staff, and guests were introduced.

II. APPROVAL OF MINUTES

- Esposito motioned to approve the 3/22/2017 WDB minutes. DeJournett seconded the motion, thus approving the minutes.

III. PRESENTATIONS

- Esposito expressed that the Performance Committee invited Area 2's Workforce Innovation & Opportunity Act (WIOA) Career Services (WIOA-CS) providers to present brief report cards at today's meeting, after the Performance Committee had met with them. Megenhardt presented for ULA and Dzurec and Owen presented for EDSI. Time for a few questions took place immediately following each presentation.

IV. COMMITTEE REPORTS

• Executive Committee

- Esposito expressed that the Executive Committee met on 5/3/2017 to review:
 - Invoice #1 for services rendered to SAMWA COG by CSDJFS, Area 2's WIOA Fiscal Agent, in quarter 1 of 2017. The Committee approved payment in the amount of \$12,091.87. This action was in lieu of a Finance meeting approval.
 - Attendance of Summit County CEO-appointed WDB members at Regular WDB meetings, in accordance with WDB Bylaws Section 3. The Committee recommended reappointment of all current Summit County members to the term of 7/1/2017 to 6/30/2019, with reappointment occurring at the next SAMWA COG meeting.

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- Status of Memorandum of Understanding (MOU) negotiations and One-Stop Operator (OSO) Request for Proposals.
 - The Committee recommended that the WDB maintain oversight of the OSO(s). The primary roles of the OSO(s) will be OMJ Center(s) operation and coordination of the OMJ Center partners.
 - The Committee authorized Marshall, on behalf of the WDB to: 1) release the OSO RFP in accordance with the proposed timeline; and 2) initiate MOU negotiations.
- **Finance Committee**
 - Burns provided the Body with an overview of Area 2's Financials as of 4/30/2017:
 - Remaining Program (WIOA-P) balance = \$1,148,300.00, with \$2,239,222.83 expended since 7/1/2016
 - Remaining Administration (WIOA-A) balance = \$642,008.07, with \$45,600.25 expended since 7/1/2016.
 - Burns expressed that once current SFY WIOA-A expenses are known in full, excess WIOA-A funds will be moved to WIOA-P. Burns also provided the Body with Area 2's 3/31/2017 Fiscal Report for reference.
- **Performance Committee**
 - DeJournett expressed that the Performance Committee met on 5/12/2017 to:
 - Review WIOA-Career Service Providers' 2017 Quarter 3 and YTD performance and meet with representatives of ULA and EDSI about their current contracts and performance. The meeting was planned to allow the Committee to "stay on top" of the WDB's contracted providers. Hosting the meeting allowed Committee members to address concerns directly with providers. Finally, this meeting provided comfort in being able to recommend new contracts for SFY 2018 to the full board and COG.
 - Recommend the award of contracts to EDSI and ULA. To ensure that performance expectations are met, the Committee will complete reviews of provider performance halfway through the new contract term. The process to procure new provider(s) will commence if performance has not improved.
 - Motion to accept the Committee's Recommendation WIOA-CS Contracts
 - Marshall explained reason for 15-month contracts - that the Fiscal Agent advised transiting WIOA-CS provider contracts via a 15-month term, to align with the terms with the Federal Fiscal Year (FFY). WIOA Adult/ Dislocated Worker funds are allocated on the FFY schedule and 12-month contract terms will follow this initial 15-month term. This does not apply to WIOA Youth (WIOA-Y) contacts as these allocations align with SFYs.
 - Esposito requested a motion to recommend to the SAMWA COG Board the award of a Medina County WIOA-CS contract to EDSI, beginning 7/1/2017 and ending 9/30/2018. Chesnes made the motion which Costa seconded. The recommendation was thus approved.
 - Esposito requested a motion to recommend to the SAMWA COG Board the award of a Summit County WIOA-CS contract to ULA, beginning 7/1/2017 and ending 9/30/2018. Chesnes made the motion which Costa seconded. The recommendation was thus approved.

V. OLD/UNFINISHED BUSINESS

- **WIOA Compliance Update: Area 2's SAMWA COG Governance Structure**
 - Matz expressed that on 5/11/2017, the SAMWA COG Board adopted the following resolutions:
 - 2017-12: Amendments to the SAMWA COG Personnel Policies and Procedures
 - 2017-13: Authorizing the Fiscal Office to "pick-up" Ohio Public Employees Retirement System contributions
 - 2017-14: Making the Ohio Public Employees Deferred Compensation program available to COG staff
 - 2015-15: Amendments to the SAMWA COG's Organizational Documents
 - Marshall thanked Matz and her team for their continued assistance with Area 2's Governance Structure.
- **Regional Plan Update**
 - Marshall expressed that the Northeast Ohio Workforce Region's Plan and contributing Areas' local plans were submitted to the Ohio Dept. of Job & Family Services' (ODJFS) Office of Workforce Development on 4/21/2017.
- **One-Stop MOU Update**
 - Marshall explained that for the first time in several years, the terms of the MOU agreement must be negotiated rather than extended. While ODJFS set 5/31/2017 as the deadline to submit the newly negotiated MOUs, Area 2's MOU process will not be complete by that date. The reasons for this are:
 - 1) Negotiation of the lease and costs for OMJMC's new location (relocation expected by 10/1/2017); and

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- 2) on-going efforts to identify true costs associated with OMJSC's lease.

ODJFS gave Area 2 its permission to submit an MOU for quarter 1 of SFY 2018 using current costs. A revised MOU will be negotiated later this summer and will take effect starting in quarter 2 of SFY 2018 (10/1/2017).

- Marshall asked additional WDB members to consider joining the One-Stop Committee which is tied to the MOU process. Dentler had volunteered at a previous WDB meeting. Ratcliff and Malcolm then expressed interest in joining the One-Stop Committee.

- **Results of the ODJFS' Comprehensive Review of Area 2 WIOA Programs**

- Marshall reported that Area 2 received the results of the ODJFS' Comprehensive Review which occurred on 9/14 and 9/15/2016. There is one significant finding regarding documentation of WIOA Dislocated Worker eligibility. In response, WDB staff submitted a Continuous Improvement Plan to address the implementation of corrective actions. When review is closed, letter to be shared with WDB.

VI. NEW BUSINESS

- **2-year reauthorization of the Comprehensive Case Management Employment Program (CCMEP) via resolution**

- Referencing WDB Resolution #2016-01 (adopted on 7/14/2016), Marshall explained that ODJFS has again requested the adoption of a WDB resolution to authorize use of WIOA-Y funds for CCMEP. However, this year the Resolution will be an attachment to the Area Subgrant Agreement. Resolution #2017-01 will reauthorize use of WIOA-Y CCMEP funds for 2 years and will be submitted with Area 2's subgrant agreement. #2017-01 mirrors #2016-01 to demonstrate utilization of the funds in a manner consistent with State and Federal requirements.

- Adoption of WDB Resolution #2017-01

- Esposito requested a motion to adopt Resolution #2017-01. Costa made the motion and Revoldt seconded. Grantham took a roll call vote. All present WDB members in voting affirmatively. Resolution #2017-01, authorizing use of WIOA-Y funds for CCMEP during State Fiscal Biennial 2018-2019, was thus adopted.

- **Notice on ODJFS' upcoming review of Area 2 Fiscals**

- Burns expressed that ODJFS will be onsite on 6/12 and 6/13/2017 to gather and review materials related to Area 2 Finances. Files to be reviewed will be requested before 6/12. Follow-up inquiries will be made following the on-site review. The Review is expected to end by July or August.

VII. GOOD OF THE ORDER & ANNOUNCEMENTS

- Marshall invited WDB members to attend "An Overview of WIOA Regulations," an event featuring Rochelle Daniels on 6/15/2017 in Columbus. Marshall expressed that Daniels is a renowned WIOA expert and entertaining speaker.
- Sinistro asked WDB business representatives to consider writing their elected officials to voice support of the public workforce system. Marshall emphasized, the President's proposed FFY 2018 budget cuts the US Dept. of Labor's budget by 21% and eliminates Senior Worker programs like Mature Services.
 - Chesnes suggested that members send a joint letter to elected officials. The letter should cite the negative impact of the proposed cuts on employers that are already struggling to find qualified workers.
- Grantham expressed that he is unable to delete or alter any standing WDB e-Calendar meetings invites sent from his defunct Ohio.gov e-mail account. He asked WDB members to check SummitOMJ.org for an up-to-date WDB and Committee meeting calendar. And too, forgive multiple emails asking to remove meetings.
- Citing unforeseen scheduling conflicts, Marshall expressed the 7/19/2017 WDB meeting will be rescheduled and will most likely occur on Wednesday, 8/9/2017.

VIII. ADJOURNMENT

- Esposito asked for a motion to adjourn the meeting. Derrig made the motion which Chesnes seconded. The meeting adjourned at 9:45 am.

Respectfully submitted,
Daniel Grantham, Operations Coordinator
SAMWA COG