

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
MEETING AGENDA
of
March 22, 2017
8:00 a.m.

OhioMeansJobs Summit County Center – Room 119B
1040 E. Tallmadge Ave. Akron, OH 44310

I. WELCOME

- A. Introduction of members, staff, and guests (*Chair, Tony Esposito*)
 - i. Introduction of the Summit/Medina Workforce Development Board's (WDB) new Higher Education representative, Dr. Daryl Revoldt, Executive Director of Workforce and Economic Development, Stark State College (*Chair*)

II. APPROVAL OF MINUTES

- A. **Motion** to approve the 1/25/2017 WDB meeting minutes (**attachment 1**) (*Chair*)

III. REPORTS

- A. Executive Committee Report (*Chair*)
 - i. No Reports/No meetings held

- B. Finance Committee & WIOA Fiscal Agent Report (*Jeff Bissell, Finance Committee Chair & Terri Burns, CFO, CSDJFS*)
 - i. Meetings held on 2/27/2017 and 3/20/2017 (*Bissell*)
 - 1. Summary of the 2/27/2017 meeting:
 - a. Reviewed Area 2 Fiscal Reports as of 1/31/2017
 - b. Reviewed breakdown of Area 2 Financials by Contracted Service Providers
 - c. Reviewed Area 2's Administrative Budget with recommendations on WIOA reappropriation thresholds and purchasing authorities, subsequently approved on 3/6/2017 via SAMWA COG Resolution #2017-08
 - 2. Summary of the 3/20/2017 Meeting:
 - a. Reviewed Area 2 Financial Reports as of 2/28/2017
 - b. Reviewed breakdown of Area 2 Financials by Contracted Service Providers
 - c. Discussion of 2017-18 (SFY & FFY 2018) WIOA allocation projections (**attachment 2a**)
 - ii. WIOA Fiscal Agent Report (*Burns*)
 - 1. Area 2 Financials as of 2/28/2016, by Area (**attachment 2b**) and County (**attachment 2c**)
 - iii. Power-point Presentation of current Fiscal Information (*Bissell*)

- C. Performance Committee Report (*Robert DeJournett, Performance Committee Chair*)
 - i. Meeting held on 2/10/2017
 - 1. Summary of the 2/10/2017:
 - a. Reviewed WIOA Adult/Dislocated SFY 2017 YTD Performance Data for EDSI (Medina) and ULA (Summit) (**attachment 3**) and resulting Committee recommendations, including:
 - i. Including job retention rates in future reports
 - ii. Including details on temporary vs. permanent placements in future reports
 - iii. The establishment of a retention baseline
 - b. Discussion about inviting providers to future Performance Committee meetings to learn their placement philosophy (retroactive vs. proactive) and what determines the provider's focus
 - c. Reviewed information on the first six months of the Comprehensive Case Management Employment Program (CCMEP) for WIOA Youth in Summit and Medina Counties
 - d. Discussed various upcoming procurement processes: 1) One-Stop Operator; 2) Career Services, and; 3) Youth, and;
 - e. Plan to review performance at May Committee meeting in order to make contract recommendations to board and COG for SFY 2018

IV. OLD/UNFINISHED BUSINESS

- A. WIOA Compliance Update: Area 2 Governance Structure (*Mike Lyons, Medina County Prosecutor's Office, Deborah Matz, Law Director, County of Summit Executive's Office and Brian Nelsen, COG Fiscal Agent & Director of County of Summit Department of Finance & Budget [CSDFB]*)
- i. Summit County office space for Area 2 Staff established
 - ii. At 1/25/2017 and 3/6/2017 meetings, the SAMWA COG approved the following Resolutions:
 - **2017-01** - Approval of a \$200,000 commitment of Medina County WIOA funds for OJTs & ITAs
 - **2017-02** - Calendar Year 2017 appropriations of WIOA funds totaling \$1,370,103.00
 - **2017-03** - Adopting of Personnel Policies and Procedures for WDB staff
 - **2017-04** - Authorizing the execution of an Administrative Agreement between the COG, CSDJFS, WIOA Fiscal Agent, and COG Fiscal Agent
 - **2017-05** - Approval of County of Summit-sponsored health benefits, including insurance, for Area 2 staff via execution of a Political Subdivision Participation Agreement
 - **2017-06** - Approving the hire of Marshall to serve as the WDB Executive Director
 - **2017-07** - Adopting Area 2 Procurement Policies and Procedures
 - **2017-08** - Adopting budget reallocation thresholds
 - **2017-09** - Appointing Dr. Revoldt to the WDB
 - **2017-10** - Adjusting Joan Pritchett's Business Sector Representation
 - **2017-11** - Staggering Medina County WDB term end dates to comply with WDB bylaws
- B. Regional Planning update (Marshall)
- i. The Regional and all five Local Plans were made available for public comment from 2/27/2017 to 3/19/2017. All WDB members were sent links to the plans and instructions for comments. Next steps in the process include the regional team will: 1) complete review of public comments and determining if any comments require additions to plans, and; 2) submission of plans to the Ohio Dept. of Job & Family Services' (ODJFS) Office of Workforce Development by 4/20/2017.
 1. Submitted Local and Regional Plan comments will be e-mailed to WDB members following today's meeting
- C. One-Stop Centers Memorandum of Understanding (MOU) Committee update (Marshall)
- i. Gathering rent costs for both facilities, starting with Summit County location and landlord Conxus. A meeting with Medina County will be scheduled to review their facility costs. Once all costs are known, interested WDB are invited to take part in the One-Stop Partner negotiation process to execute the MOU. **The MOU must be submitted to ODJFS with all partner signatures by 5/31/17**
 - ii. In conjunction with the One-Stop Partner negotiation process, the One-Stop Operator RFP packet will be developed with interested WDB members. WDB members will approve the RFP packet and take part in the review of submitted proposals. An RFP timeline will be developed and send to WDB. Executed contracts for the Operator can be submitted to the State following Area 2's WDB **July 19, 2017** meeting and COG meeting

V. NEW BUSINESS

- A. Discussion Summit County WDB member reappointment process

VI. GOOD OF THE ORDER & ANNOUNCEMENTS

- A. Update on proposed Federal legislative items (*Ralph Sinistro, Center Manager, OhioMeansJobs Summit County*) **(attachment 4)**
- B. Reminder to sign Annual Disclosure of Conflict of Interest Form before leaving today
- C. Update from the Executive Director Reports (*Marshall*)
- i. COG/WDB Staff started on 3/20/2017:
 1. Christine Marshall – Executive Director; 2. Daniel Grantham – Operations Coordinator
- D. Review of WDB Roster **(attachment 5)** and new Area 2 Staff contact information **(attachment 6)**

VII. MEETING ADJOURNMENT