

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD

REGULAR MEETING MINUTES

March 22, 2017

OhioMeansJobs Summit County Center
1040 East Tallmadge Avenue, Akron, OH 44310

Present Chief Local Elected Officials: Adam Friedrich, Ilene Shapiro

Present WDB Members: Jeff Bissell, Malcolm Costa, Robert DeJournett, Bethany Dentler, Mark Derrig, Anthony Esposito, Jessica Heid, James Lake, Rick McIntosh, David Prentice, Joan Pritchett, Daryl Revoldt

WDB Members Present by Phone: Sharlene Chesnes, Jennifer Stupica

Excused WDB Member Absences: Mark Derrig, James Lake, William Moore, Paul Zimmerman

Unexcused WDB Member Absences: Amy Davin, Michelle Moran

Present SAMWA COG Staff: Daniel Grantham, Christine Marshall

Present Area 2 Staff: Terri Burns, Jeff Felton, Susan Kukucka, Mark Milhoan, Deborah Matz, Brian Nelsen, Ralph Sinistro, Justin Stark

Guests Present: Chris Canova, Michelle Collins, Mark Dzurec, Don Graves, Jenny Gutwein, Martin Helms, Will Owen, Reginald Scott, Tessa Torowski

I. CALL TO ORDER

- Esposito, Chair of the Summit/Medina Workforce Development Board (WDB), called the meeting to order at 8:10 AM. All present introduced themselves.

II. APPROVAL OF MINUTES

- Costa made a motion to approve the 1/25/2017 WDB meeting minutes. Chesnes, WDB Vice Chair, seconded the motion. The minutes were thus approved.

III. REPORTS

- **Executive Committee** – None
- **Finance Committee & Fiscal Agents Report**
 - Bissell, Finance Committee Chair, expressed Area 2 Staff is now in place and working out of their new office. He congratulated Marshall, Executive Director, on her new role. The Committee met on 2/27/2017 and 3/20/2017.
 - 2/27/2017 Meeting
 - The Committee reviewed 1/31/2017 Fiscal Reports and developed recommendations for the Executive Director and Finance Committee's Workforce Innovation and Opportunity Act (WIOA) reallocation thresholds and purchasing authorities – approved via SAMWA COG Resolution #2017-08 available at www.SummitOMJ.org.
 - Bissell highlighted aspects of the reallocation thresholds and purchasing authorities. In the interest of overall efficiency, it made sense to give the Executive Director and the Finance Committee such authority. While retaining ultimate authority, the SAMWA COG is no longer required to convene to approve small budget changes. Because salaries and incentives are more sensitive than other budget items, the Executive Director and Finance Committee's thresholds were capped at \$5,000.00 and \$10,000.00, respectively.
 - Nelsen, Director, County of Summit Department of Finance and Budget (CSDFB), expressed that the reallocation thresholds and purchasing authorities provide the E.D. and Committee with some authority over small contracts without bypassing the WDB or the SAMWA COG.
 - 3/20/2017 Meeting
 - The Committee reviewed 2/28/2017 Fiscal Reports, a breakdown of Area 2's Financials by Contracted Service Providers, and Area 2's Program Year (PY) 2017 (7/1/2017-6/30/2018) PROJECTED allocations as furnished by the Ohio Dept. of Job and Family Services (ODJFS).

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○ Fiscal Agent Report

- Burns, CFO, Summit Co. Dept. of Job and Family Services (SCDJFS), Provided a summary of the anticipated PY 2017 WIOA Program Allocations: three major grants: WIOA Adult, Dislocated Worker, and Youth. Combined, Area 2 is expected to receive an allocation that is 2.1% less than PY 2016
 - ❖ Medina County PY 2017 Allocation is -23.35% less
 - ❖ Summit County PY 2017 Allocation = +2.81% more
- Burns expressed that with limited Administration spending and the anticipated carryover amount from PY 2016, she anticipates that Area 2's total budget for PY 2017 to be ≈ \$4,198,000.00.
- Burns expressed that cuts stem from a state funding formula with the unemployment rate a key factor. Area 2 can leverage funds regionally to offset cuts.

● **Performance Committee**

- DeJournett, Performance Committee Chair, expressed that the Committee met on 2/10/2017. Their review of performance reports from Area 2's WIOA Career Services Providers – Education Data Systems, Inc. (EDSI) in Medina County and the United Labor Agency (ULA) in Summit County – resulted in the following recommendations: 1) Inclusion of retention rates in future performance reports; 2) Inclusion of temporary vs. permanent placement information; and 3) Establishing retention baselines. Stemming from the recommendations, the Committee now seeks to implement measures to ensure greater Provider accountability.
- DeJournett expressed that it is important for the Committee to determine whether ULA and ESDI are **proactive** – tailoring business services and aligning individual services to meet local labor market demands demand – or **reactive** – tailoring business services to align with the skills of clientele – in their placement approach. The Committee will invite Area 2's Career Services Providers to their next meeting.
- Dentler asked if the Committee tracks provider performance in terms of contractual goals.
 - DeJournett expressed that part of the Committee's discussion addressed the incorporation performance obligations in future contracts.
- Costa asked DeJournett to shed light on the role and function of the Committee. Specifically, is the Committee functioning more as a performance auditor or planner?
 - DeJournett expressed that the Committee functions in both ways. Its primary goals are to monitor Service Provider performance and to vet actual performance data against goals and obligations.
 - Shapiro, Summit County Executive, expressed that in her experience, vendors get increasingly comfortable with the status quo as time goes on. As such, performance often decays the longer a contract is held by a provider. The Committee helps to reverse that decay by encouraging provider innovation through increased provider accountability.
 - Chesnes expressed that the Committee can help the WDB in determining whether or not a Provider should be replaced. She suggested the adoption of report cards to increase accountability and to better gauge the quality, rather than the quantity, of placements.
 - ❖ Bissell expressed that his employer, NMG Aerospace, uses Supplier Score Cards to provide suppliers with on-going assessments of timeliness, order fulfillment, rates of return, and expenditures. If used frequently (monthly/bimonthly vs. biannually/annually), vendors become accustomed to meeting expectations and resolve issues before it is too late. Bissell suggested starting with a few key metrics and adding more complexity to the report cards over time.
 - ❖ Esposito suggested that Providers should also self-assess their progress in a report card to the WDB. This two-way approach keeps all parties accountable.

IV. OLD/UNFINISHED BUSINESS

● WIOA Compliance: Update on Area 2 Governance Structure

- Matz, Law Director, Summit County Executive's Office, expressed that Area 2 is now structurally operational. The SAMWA COG's staff is now housed in dedicated office space. Matz provided a summary of the 11 Calendar Year (CY) 2017 SAMWA COG adopted resolutions (see *Summitomj.org* for a complete listing).
- Matz expressed that WDB bylaws call for staggered terms which prevent the simultaneous roll-off of WDB members - which was the reason for Resolution 2017-11; extending the Medina County members to 12/31/17.
- Friedrich, Medina County Commissioner, thanked Matz and Lyons, Assistant Prosecutor, Medina County, for their help with the formation of Area 2's Governance Structure. He thanked the WDB for its commitment to the public workforce system and expressed that the SAMWA COG is surrounded by a group of great people which allow the CLEOs to delegate tasks therein.

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- Shapiro expressed that economic and workforce development are the cornerstones of the region's future. Moving forward, she hopes to better align these efforts.
- Update on the Northeast Ohio Workforce (NOW) Regional and Local Plans
 - Marshall expressed that NOW's Regional and Local Plans were posted for public comment in late February 2017 on summitomj.org. The public comment period closed 3/19/2017. Grantham created a comment spreadsheet which was distributed to NOW parties. Six individuals submitted 18 comments and with one multipage response, from Bill Hanigan. The vast majority of comments related to Cuyahoga County. The comments will be e-mailed to the WDB after the meeting. NOW parties will review comments to identify those to amend the Plan. Finally, the NOW Regional and Local Plans will be submitted to the state by mid- April. The Regional and Local Plans will become increasingly important with budget cuts taking hold - we must pull resources. These budget cuts will necessitate the regionalization efforts stipulated by WIOA that are reflective of the NOW Region's Workforce: 90% of the jobs in the Region are concentrated in two of the eight counties: Cuyahoga (70%) and Summit (20%). Marshall thanked Jason Haas, Business Services Manager, Summit County (OMJSC), for his help.
- Update on the Comprehensive Case Management Employment Program (CCMEP) & the Summer Youth Employment Program (SYEP)
 - **Summit County** – Marshall expressed that Summit County CCMEP started participant enrollment in October 2016 with 81 WIOA youth enrolled YTD. Under CCMEP, SYEP will morph into a year-round program. SYEP 2017 will start in May with payroll running from June-August. With additional Temporary Assistance for Needy Family funds available, Summit SYEP can enroll participants at or below 200% of Federal Poverty Guidelines.
 - **Medina County** – Jeff Felton, Director, Medina County Department of Job and Family Services, expressed that Medina County's CCMEP began enrolling youth prior to Summit County's rollout. To date, 17 youths are enrolled in subsidized employment programs. Medina SYEP recruitment is under way, with more extensive recruitment planned for May. SYEP payroll will run from June to August.
 - Marshall expressed that CCMEP is a complex program and there are no outcomes to report – only enrollment. Under WIOA enrollment is capped at 25% In-School Youth (ISY) and 75% for Out-of-School Youth (OSY).
 - Shapiro asked which cohort is hardest to serve. Marshall expressed that OSY are harder to serve.
- One-Stop Centers Memorandum of Understanding (MOU) Committee update
 - Marshall expressed that to date, Dentler is the sole MOU Committee volunteer. The MOU is a document signed by all One-Stop Center Partners, identifying cost-sharing structures and financial obligations. This must be negotiated, among all partners, for the first time in many years. Ultimately, the MOU is shared with the State, which expects an executed MOU by 5/31/2017. In recent years, MOUs were extended rather than negotiated. Essentially, Area 2 must now create a new MOU on a tight deadline. If the MOU is not submitted by the 5/31/2017 deadline, the State may apply their own rates.

V. NEW BUSINESS

- Reappointment of Summit County WDB members
 - Marshall expressed that Summit County WDB members' terms end 6/30/2017. The Executive Committee will review attendance and make two-year reappointment recommendations to the SAMWA COG (7/1/17 to 6/30/19).

VI. GOOD OF THE ORDER

- Sinistro, Center Manager, OMJSC, presented a letter issued, US Conference of Mayors, regarding a proposed 21% cut (\$2.5 billion) to the US Department of Labor's (DOL) Fiscal Year 2018 budget. Sinistro asked WDB members to write their Congressional Representatives to express their support for DOL programs including WIOA. A sample letter was provided for reference.
 - Shapiro expressed that constituent letters greatly impact Elected Officials' decision. Noting the 2018 Ohio gubernatorial election, Shapiro expressed that WDB members can take control of the workforce system's destiny.

VII. ADJOURNMENT

- Shapiro motioned to adjourn the meeting. The motion was seconded by DeJournett, and the meeting was adjourned at 9:25 AM.

Respectfully Submitted,
Daniel Grantham, Operations Coordinator
SAMWA COG