

SUMMIT/MEDINA AREA 2 WORKFORCE DEVELOPMENT BOARD
MEETING AGENDA
of
January 25, 2017
8:00 a.m.

Summa Health Medina Medical Center
3780 Medina Road, Medina, OH 44256

I. Welcome

- A. Introduction of members, staff, and guests (*Chair, Tony Esposito*)

II. Approval of Minutes

- A. **Motion** to approve the 12/14/2016 meeting minutes (*attachment 1*) (*Chair*)

III. Reports

- A. Executive Committee Report (*Chair*)

- i. Meeting Held on 1/20/2017

1. Summary of the meeting:

- a. Approval of 1/25/2017 Regular WDB Agenda
- b. Discussion of some of the new requirements in the new WDB bylaws including:
 - i. New composition of the Executive Committee – includes all Committee Chairs
 - ii. Requirement for WDB members to RSVP or send regrets regarding meetings
- c. The best way to involve all WDB members on a WDB Committee.

- B. Ad Hoc Hiring Committee (*Chair*)

- i. In early December 2016, interviewed Christine Marshall, Deputy Director, Workforce Development, Count of Summit Department of Job and Family Services (CSDJFS), for the Area 2 WDB Executive Director position. In late December 2016, recommended hiring Ms. Marshall to the COG. COG accepted the recommendation, offered the position and will hire via a Resolution at the COG's meeting today.

- C. Finance Committee & WIOA Fiscal Agent Report (*Terri Burns, Chief Financial Officer, CSDJFS and Jeff Bissell, Finance Committee Chair*)

- i. Meetings held on 1/6/2017 ("December Meeting"), and 1/23/2017 (*Bissell*)

1. Summary of the 1/6/2017 meeting:

- a. Reviewed Area 2 Fiscal Reports as of 11/30/2016
- b. Reviewed breakdown of Area 2 Financials by Contracted Service Providers
- c. Discussed moving Year 2 funds from Administrative funds to Program funds.
- d. After the meeting a WIOA Fiscal presentation/training was given by Ron Weber, Budget Coordinator, Office of Workforce Development, ODJFS (*attachment 2*)
 - i. Thank You note was sent to Mr. Weber (*attachment 3*)

2. Summary of the 1/23/2017 Meeting:

- a. Reviewed Area 2 Financial Reports as of 12/31/2017
- b. Reviewed breakdown of Area 2 Financials by Contracted Service Providers
- c. Discussed presenting information on reallocation of Year 2 Administrative funds to Program fund pool at the regular WDB meeting scheduled for 3/22/2017

- ii. WIOA Fiscal Agent Report (*Burns*)
 - 1. Area 2 Financials as of 12/31/2016, by Area **(attachment 4)** and County **(attachment 5)**
 - iii. Power-point Presentation of Fiscal Information (*Bissell*)
 - iv. **Notice:** Submission of a revised Area 2 operating budget – including a new \$200,000.00 WIOA Program obligation to provide Individual Training Accounts (\$100,000.00) and On-the-Job Training (\$100,000.00) in Medina County – to the Summit and Medina Workforce Area Council of Governments (SAMWA COG) for their approval and adoption **(attachment 6)**.
- D. Performance Committee Report (*Robert DeJournett, Performance Committee Chair*)
- i. No meeting since last WDB meeting. Next meeting scheduled for 2/10/2017.

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, Director, County of Summit Department of Finance & Budget [CSDFB]*)
 - i. Issuance of Federal Identification Number
 - ii. Application for a Data Universal Numbering System (D-U-N-S) Number
 - iii. SAMWA COG Personnel Policies and Procedures Manual ready for adoption by COG
 - iv. Drafting of a SAMWA COG procurement policy
 - 1. COG members made request for outside legal review of the SAMWA COG structure.
 - 2. COG Fiscal Agent made a request to review WIOA Fiscals with Rea and Associates, an auditing firm familiar with state audit compliance (*Nelsen*)
- B. Regional Planning update (*Jason Haas, Business Services Manager, CSDJFS*)
 - i. Notice on the revised Regional Plan Timeline and upcoming 30-day public comment period WDB members encouraged to review and provide input on the Plan.

V. New Business

- A. Formation of the Memorandum of Understanding (MOU) Committee for the purposes of negotiating the partners MOU and competitively procuring for a One-Stop Operator(s) for OhioMeansJobs Centers in Medina and Summit Counties. (*Marshall*)
- B. Review Key points of WDB bylaws **(attachment 7)** (*Marshall*)
- C. Annual signing of WDB Conflict of Interest Disclosure **(attachment 8)**

VI. Good of the Order/Announcements

- A. Notice on the availability of a downloadable 2017 WDB Regular Meeting and Committees Schedule, Agenda and Minutes at www.summitomj.org.
- B. Notice of the SAMWA COG Meeting to be convened following today's Regular WDB Meeting

VII. Meeting Adjournment

*The Next Regular WDB Meeting is scheduled for:
Wednesday, March 22, 2017 at 8:00 AM.
The Meeting will be held at OhioMeansJobs Summit County.*