

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES**

of

January 25, 2017

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

Chief Elected Officials Present: Adam Friedrich, Ilene Shapiro

Board Members Present: Jeff Bissell, Sharlene Chesnes, Robert DeJournett, Bethany Dentler, Mark Derrig, Anthony Esposito, Jessica Heid, James Lake, Rick McIntosh, Michelle Moran, David Prentice, Joan Pritchett, Paul Zimmerman

Excused Board Absences: Malcolm Costa, Amy Davin, William Moore, Phil Ratcliff, Jennifer Stupica

Unexcused Board Absences: Brian Malloy

County Staff Present: Terri Burns, Patricia Divoky, Jeff Felton, Daniel Grantham, Jason Haas, Susan Kukucka, Michael Lyons, Christine Marshall, Deborah Matz, Mark Milhoan, Scott Miller, Brian Nelsen, Ralph Sinistro, Justin Stark

Guests Present: Chris Canova, Michelle Collins, Mark Dzurec, Martin Helms, Cheryl Mason, Will Owen

I. CALL TO ORDER

- Anthony Esposito, Chair of the Summit/Medina Workforce Development Board (WDB), called the meeting to order at 8:08 AM. Chief Elected Officials, WDB Members, Medina and Summit County Staff, and Guests introduced themselves.

II. APPROVAL OF MINUTES

- Michelle Moran motioned to approve the 12/14/2016 WDB meeting minutes. Robert DeJournett, Performance Committee Chair, seconded the motion, thus approving the minutes.

III. REPORTS

- Executive Committee
 - Esposito summarized the proceedings of the 1/20/2017 Executive Committee Meeting:
 - Approval of today's meeting agenda.
 - Discussion of requirements outlined in the newly adopted WDB bylaws, including: 1) the WDB's Executive Committee now includes all Committee Chairs, and; 2) the requirement that all WDB members RSVP or send their regrets regarding meetings.
 - ❖ Christine Marshall, Deputy Director of Workforce Development, County of Summit Dept. of Job and Family Services (CSDJFS), addressed the additional time commitment placed on Committee Chairs. She expressed that Executive Committee meetings will be convened only to address urgent and/or time-sensitive matters. The meeting schedule will continue to show monthly Executive Committee Meetings but will be altered to reflect actual meeting dates and cancelations as they occur.
 - Discussion on the best ways to involve all WDB members in a Committee.

- Ad Hoc Hiring Committee
 - Esposito expressed that in late December 2016, the Ad Hoc Hiring Committee brought its recommendation to hire Marshall as the WDB's Executive Director to the Summit and Medina Workforce Area Council of Governments (SAMWA COG/COG). Esposito congratulated Marshall. Marshall thanked the WDB.

- Finance Committee Report
 - Jeff Bissell, Finance Committee Chair, introduced Terri Burns, Chief Financial Officer, CSDJFS, and the Fiscal Reports as of 12/31/2016. The Finance Committee met on 1/6/2017 and 1/23/2017. Bissell expressed that with the additional assistance of Brian Nelsen, SAMWA COG Fiscal Agent and Director of the County of Summit Dept. of Finance and Budget (CSDFB), Ron Weber, Budget Coordinator, Office of Workforce Development, Ohio Dept. of Job and Family Services (ODJFS), and Weber's WIOA fiscal training, the Finance Committee has a better handle on the rigors of WIOA finances. Bissell presented a PowerPoint on Area 2 WIOA fiscals.

- Fiscal Agent Report
 - Burns debriefed those present on the Area 2's Fiscal Reports as of 12/31/2016.
 - Burns discussed Medina County's proposal for a new \$200,000.00 WIOA program obligation to provide Individual Training Accounts (ITAs) and On-the-Job Trainings (OJTs) in Medina County. This proposal will be addressed by the SAMWA COG Board at the meeting immediately following the WDB meeting.
 - Burns expressed that there is a long list of WIOA Administration (ADMIN) items to purchase prior to staff on-boarding. She recommended altering current ADMIN budget line items to increase flexibility. Marshall expressed that ADMIN spending has been limited because Area 2 staff is not yet in place.

- Performance Committee
 - DeJournett expressed that the Performance Committee did not meet in December or January. The next Performance Committee meeting is scheduled for 2/10/2017.

IV. OLD/UNFINISHED BUSINESS

- WIOA Compliance Updates – Area 2's SAMWA COG Structure
 - Deborah Matz, Law Director, County of Summit Executive's Office, expressed that the SAMWA COG continues to make progress towards hiring Area 2's staff. Work continues on obtaining:
 - A Data Universal Number System (DUNS) ID for the COG. The DUNS ID will allow Area 2 staff to submit proposals for federally funded projects.
 - A State Tax ID for the COG.
 - Outside legal counsel to review the COG's legal documents.
 - Outside review of the COG's fiscal structure in anticipation of upcoming state audits. Due to their knowledge and experience in both counties, Rea & Associates was selected to conduct this review.
 - Matz expressed that a Federal Tax ID was obtained and an Ohio Public Employees Retirement System (OPERS) account is now set up for COG employees.

- Discussion of a proposed Administrative Agreement between the County of Summit & SAMWA COG
 - Nelsen expressed that the COG was slated to assume the subrecipient role (i.e. the recipient of Federal funds from the State) on 1/1/2017. Given the complexity of the processes related to establishing the COG, this is no longer feasible. Going forward, it may be best to delay the COG's assumption of the subrecipient role. Nelsen expressed that he and Burns are discussing the

execution of an Administrative Agreement. The Agreement, drafted by Matz, will be between Summit County and the COG. Under this Agreement:

- Summit County remains the subrecipient until the end of State Fiscal Year (SFY) 2017 (6/30/2017). This arrangement will require the County of Summit Council to approve remaining SFY 2017 appropriations;
- The COG will become the subrecipient at the beginning of SFY 2018 (on 7/1/2017) and will operate as a County contractor for the remainder of SFY 2017.

Rea & Associates will be brought on to assist with the Agreement, ensuring it is executed properly. Importantly, this arrangement will allow Area 2 to complete the procurement process for contracts beginning 7/1/2018 in a more expeditious manner.

- County of Summit Executive Ilene Shapiro inquired if the State Auditor and ODJFS are aware of this plan and if those entities gave the go-ahead.
 - ❖ Nelsen expressed that both entities have been appraised of and are agreeable with the plan.
- Medina County Commissioner Adam Friedrich asked why the Agreement requires the County of Summit Council - not the WDB/COG - to approve remaining SFY 2017 appropriations.
 - ❖ Nelsen expressed that appropriations brought before Council would be already approved by the WDB and/or the COG. Appropriations must be formally approved by Council because the County's retention of the subrecipient role subjects WIOA funds to County governance.

- Regional Planning

- Jason Haas, Business Service Manager, CSDJFS/OMJ, reported on the status of the Regional and Local Plans. Haas expressed that the timeline discussed at the 12/14/2016 WDB was invalidated following the invalidation of State directives which informed its creation. Both the Regional and Local plans are nearly complete and will soon be posted for a public comment period.
- Marshall expressed that the Plans will be made available to the WDB prior to commencement of the public comment period. Given the invalidation of previous State directives, it is allowable to request a 30-day extension for the Regional and Local plans if the Region or Area 2 requires it. Marshall encouraged the WDB to read at least the Local plan and provide feedback. She added that both the Plans will benefit from WDB-member feedback.
 - Friedrich asked for a "Reader's Digest" version of the plans. Marshall and Haas explained the Regional Plan must address 22 items identified in WIOA. Area 2's Local Plan must address the items identified in ODJFS' WIOA Policy Letter 16-03. Haas suggested that by reading the Regional Plan's Executive Summary and the Local Plan in full, one can get a good idea of how the Regional and Local plans work in combination.

V. NEW BUSINESS

- Formation of the Memorandum of Understanding (MOU) Committee

- Marshall encouraged WDB members to consider joining a soon-to-be-formed Committee tasked with MOU negotiations. The MOU, a contract signed by all One-Stop partners, codifies One-Stop Centers' cost-sharing structures, partners' fiscal responsibilities and duties. She explained that:
 - The MOU negotiation process is essential for overall WIOA compliance;
 - Entities party to the negotiations include all One-Stop partners;
 - Under WIOA, MOU negotiations must be led by the WDB, and;
 - Steps in the process include comparison of local market rental rates with the rates paid by One-Stop partners at One-Stop centers.
- Marshall expressed that ODJFS issued WIOA Policy letter 16-08, a complex guidance for MOU negotiation and One-Stop operator contract procurement, to assist with these processes. This

- draft guidance must be rigorously analyzed to ensure that Operator procurement and MOU negotiations are conducted properly. Daniel Grantham, Executive Assistant, CSDJFS, is currently working on analysis of the Policy Letter. Target deadlines as described in Policy Letter 16-08 are:
- 5/31/2017 for MOU negotiation, and;
 - The date is 30-days prior to the procured One-Stop Operator contractor(s)' start dates.
- Jeff Felton, Director, Medina County Job and Family Services, asked if the MOU identifies ranges or exact figures for shared partner costs.
 - Marshall expressed that the MOU must identify both: ranges can be established to ensure the MOU is fair to all involved parties. Other aspects of MOU negotiation, such as ensuring the fair market-rate of rent, require identification of concrete figures. Some partners may not be able to afford the identified figures, so ranges come into play to determine how to spread costs amongst the partners.
 - Bethany Dentler expressed interest in joining the MOU Committee and was thanked.
- Review of the newly adopted WDB-bylaws
 - Marshall highlighted aspects of the newly adopted WDB bylaws:
 - Any more appointments require the additional appointment of two business members to ensure that business representatives comprise at least 51% of the WDB.
 - Business appointees must be nominated by a professional body such as a Local Chamber.
 - The two-year terms of WDB members will be staggered: Summit County appointee terms commence July 1 and Medina County appointee terms commence January 1. New appointees will be given terms reflecting these dates.
 - WIOA changed the WDB's overall responsibilities, necessitating the WDB Director's hire.
 - The WDB must produce an annual report.
 - WDB members must respond to meeting notices by RSVP'ing/explaining their absence.
 - The WDB Chair and Vice Chair are appointed to two-year terms. Both Chairs must be business representatives so that the Vice Chair can assume the Chair.
 - All Committee Chairs serve one-year terms and are now Executive Committee members.
 - Committee members who are absent from 50% of Committee meetings may be removed.
 - WDB members made party to civil or criminal action by reason of their WDB membership are now entitled, upon written request and at the cost to the Board, to legal representation.

VI. GOOD OF THE ORDER

- Marshall expressed that all Regular WDB and Committee Meeting Agendas, Minutes, and schedules are now available for download at <https://www.summitomj.org/ohioworkforcearea2/aboutoharea2>.
- Marshall requested that all WDB members sign the Annual Disclosure of Conflicts of Interest Form.
- Friedrich commended the members of the WDB for their patience and continued enthusiasm throughout the process of bringing Area 2 into compliance with WIOA. He expressed that it is important to remember that the WDB's efforts positively impact the community.
- Shapiro thanked Friedrich for his observations, and expressed that a focus on the "end game" is essential in the ever-changing field of workforce development.

VII. ADJOURNMENT

- Sharlene Chesnes, WDB Vice Chair, motioned to adjourn the meeting. The motion was seconded by Mark Derrig, and the meeting was adjourned at 9:09 AM.

*Respectfully Submitted,
Daniel Grantham, Executive Assistant
County of Summit Department of Job and Family Services*