

SUMMIT/MEDINA AREA 2 WORKFORCE DEVELOPMENT BOARD
MEETING AGENDA
of
December 14, 2016
8:00 a.m.

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

I. Welcome

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

II. Approval of Minutes *(attachment 1)*

- a. **Motion** to approve the September 14, 2016 minutes (*Chair*)

III. Reports

- a. Executive Committee Report (*Chair*)

- i. Meeting Held on October 5, 2016

- 1. Summary of the meeting:

- a. Notified Exec Committee that on 9/26/16, Summit County appointed Paul Zimmerman to the WDB as the Director of the Akron Electrical Joint Apprenticeship Training bringing our WDB into WIOA compliance
 - b. Notified Exec Committee that on 9/30/16, application for Area 2 Board Certification was submitted for the Governor's approval
 - c. Discussion for the need/merits to have a joint committee meeting between Ad Hoc Hiring and Finance
 - d. Notified the Exec Committee that we must rebrand again under the American Job Center Label (attachment) – ODJFS allocates \$7,000 to Area 2 for this task
 - e. Marshall asked that WDB recognize William Hanigan's tenure with Area 2 at the next full board meeting

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

- i. Joint meeting held on October 13, 2016 between Ad Hoc Hiring and Finance

- ii. Executive Director position posted on OhioMeansJobs website *(attachment 2)*

- c. Finance Committee Report (*Jeff Bissell, Committee Chair*)

- i. WIOA Fiscal Agent Report (*Terri Burns, Chief Financial Officer, SCDJFS*)

- 1. Area 2 Funding for 2016-17 – final *(attachment 3a)*

- 2. Area 2 Financials as of 10/31/16, by Area and County *(attachment 3b)*

- 3. Review budgets as adopted by SAMWA COG for:

- a. Area 2s Program Funds for 2016-17 *(attachment 3c)*

- b. WDB's Administration Funds/Budget for 2016-17 *(attachment 3d)*

- ii. Meetings held on November 1 ("October meeting"), and November 22, 2016

- 1. Summary of the 11/1/16 meeting ("October meeting"):

- a. Reviewed Area 2 Fiscal Reports as of September 30, 2016, discussed WIOA Administration Funds available to Area 2 for the purposes of staffing, and worked towards finalizing the Administration Budget.

- 2. Summary of the 11/22/16 Meeting:

- a. Prepared financial reports for WDB December meeting, reviewed Area 2 Financial Reports as of October 31, 2016, and finalized WIOA Program and Administration Budgets for SAMWA COG Adoption

- 3. Presentation of Fiscal Information (*PowerPoint presentation* *(attachment 4)*)

- d. Performance Committee Report (*Robert DeJournett, Committee Chair*)
 - i. Meeting held on November 4, 2016
 - 1. Summary of the 11/4/16 meeting:
 - a. Reviewed WIOA Program Year (PY) 2015 (7/1/15-6/30/16) Final performance numbers – All Exceeds ([attachment 5a](#))
 - b. Reviewed State Fiscal Year (SFY) 2017 (7/1/16-6/30/16) YTD Performance for Adult/Dislocated Worker (DW) Services ([attachment 5b](#))
 - c. Discussion about future meetings with Summit and Medina JFS staff concerning the new CCMEP model now serving youth with WIOA funds to review performance measures are being achieved

IV. Old/Unfinished business

- a. WIOA compliance update: Area 2 Governance Structure –(*Deborah Matz, Law Director, Summit County Executive’s Office and Mike Lyons, Medina County Prosecutor’s Office*)
 - i. Summit and Medina Workforce Area Council of Governments (SAMWA COG) has been established through the Auditor of the State of Ohio by filing:
 - 1. SAMWA COG Intergovernmental agreement ([attachment 6](#))
 - 2. SAMWA COG By-Laws ([attachment 7](#))
 - ii. Meeting to convene the COG held on November 30, 2016.
 - 1. Chief Elected Officials (CEOs) adopted new By-Laws for the WDB as required under WIOA presented here ([attachment 8](#))
- b. Regional Planning update (*Jason Haas, Business Services Manager, SC staff*)
 - i. U.S. Department of Labor Regional Plan FAQ sheet for WDBs ([attachment 9a](#))
 - ii. Summary document of the Regional Plan ([attachment 9b](#))
 - iii. Expected Timeline for both COG and WDB review, approval and adoption of final Regional Plan ([attachment 9c](#))
 - iv. Status of the Grant application with Regional Partners for “Northeast Ohio Workforce – America’s Promise Partnership”
- c. Board Certification status as required under WIOA Section 107 (*Marshall*)
 - i. Notice: On November 22, 2016, Area 2’s CLEOs received a letter from the Ohio Department of Job & Family Services ([attachment 10](#))
- d. Notice: As announced at the May 11, 2016 WDB meeting, ODJFS conducted its annual WIOA financial audit/review for PY 2015 (7/1/15-6/30/16). An exit conference was held on November 21, 2016 with no observations or findings; only one recommendation for completing a checklist. ([attachment 11](#))

V. New business

- a. CEOs to share their thoughts on the new COG structure and expectations of the relationship with the WDB members (Ilene Shapiro and Adam Friedrick)
- b. **Motion** to establish the 2017 WDB’s six-meeting schedule ([attachment 12](#))
- c. Notice: ODJFS Office of Fiscal and Monitoring Services plans to be in Summit and Medina Counties the second week of January to conduct the annual “Data Validation review”

VI. Good of the order/Announcements

- a. Reminder about RSVP via Doodle to attend the **January 6, 2017 WIOA Fiscal Overview** – presented by Ron Weber, ODJFS, Office of Workforce Development Budget Coordinator. See email by Daniel on 11/23/16.
- b. Letter sent to Workforce Consultants: Carol Wargo and Sharon Parry ([attachment 13](#))
- c. Review of board roster for accuracy ([attachment 14](#)) (*Marshall*)
- d. Presentation of award to William (Bill) Hanigan for dedicated service to Workforce Area 2 (*Chair & Marshall*)

VII. Meeting adjournment