

**Summit/Medina Workforce Development Board
Meeting Minutes
of
December 14, 2016
OhioMeansJobs Summit County Center, Room 119B
1040 E. Tallmadge Avenue, Akron, Ohio 44310**

CLEOs Present: Adam Friedrich, Ilene Shapiro

Board Members Present: Jeff Bissell, Malcolm Costa, Robert DeJournett, Bethany Dentler, Mark Derrig, Anthony Esposito, Rick McIntosh, Michael Might, William Moore, Michelle Moran, David Prentice, Joan Pritchett, Phil Ratcliff, Jennifer Stupica, Paul Zimmerman

Board Members Absent: Sharlene Chesnes, Malcolm Costa, Amy Davin, Jessica Heid, James Lake, Brian Malloy

Staff/Guests Present: Al Brainard, Terri Burns, Patricia Divoky, Daniel Grantham, Jason Haas, William Hanigan, Susan Kukucka, Christine Marshall, Deborah Matz, Mark Milhoan, Will Owen, Ralph Sinistro

I. Call to Order

- Anthony Esposito, Board Chair, called the meeting to order at 8:10 AM.
- Esposito welcomed those present to the meeting. Christine Marshall, Deputy Director, Workforce Development, County of Summit Department of Job and Family Services (CSDJFS) introduced a newly appointed WDB member from Summit County – Paul Zimmerman, Director, Akron Electrical Joint Apprenticeship Training Committee – and thanked him for his service.

II. Approval of Minutes

- Esposito motioned to approve the 9/14/2016 WDB Meeting Minutes. The motion was seconded by Mark Derrig. The Minutes were thus approved.

III. Reports

- Executive Committee
 - Esposito summarized the proceedings of the 10/5/2016 Executive Committee meeting, expressing that the Committee discussed:
 - The September 26, 2016 appointment of Zimmerman through a motion of the Summit County Council.
 - The 9/30/2016 submission of the WDB certification application to Julie Wirt, Policy Manager, Ohio Department of Job and Family Services (ODJFS);
 - Planning a joint meeting of the WDB Finance Committee and Ad Hoc Hiring Committee which ultimately occurred on 10/13/2016.
 - A meeting with the Chief Elected Officials (CEOs) to address the staffing needs of the WDB that ultimately occurred on 10/24/2016;
 - The Federally mandated rebranding of the OhioMeansJobs Summit/Medina County (OMJSC/OMJMC) Centers under the American Job Center (AJC) network umbrella;

- ❖ Bethany Dentler inquired about the reason for this federally mandated rebranding. Marshall expressed that under the Obama Administration, public workforce offices across all 50 states were asked to apply AJC branding, but many states, including Ohio, opted to maintain or create their own unique branding. The Federal government is now requiring all public workforce offices to apply the AJC branding if they have not already done so.
- Ad Hoc Hiring Committee
 - Esposito expressed that the Ad Hoc Hiring Committee continues its work towards the hiring of Area 2's WDB Executive Director. Because of conflicting schedules, the Committee relied mostly on group e-mailings, sharing their ideas via this mode of correspondence. Esposito expressed that this method has worked well and has resulted in the creation of the behavioral interview questions that will be used when interviewing candidates for the Executive Director position. Referencing Agenda Attachment 2, Esposito closed by expressing that with the public posting of the WDB Executive Director position on www.OhioMeansJobs.com, the Committee hopes to complete the hiring process by Wednesday, December 21, 2016 at the latest.
- Fiscal Agent Report
 - Jeff Bissell, Finance Committee Chair, introduced Terri Burns, Chief Financial Officer, CSDJFS, and the Fiscal Reports presentation as of 10/31/2016. Burns noted that these reports include the Federal Fiscal Year (FFY) 2017 (10/1/16-9/30/17) WIOA funding allocations as well as State Fiscal Year (SFY) 2017 (7/1/16-6/30/17) funds. As of 10/31/2016, approx. \$800,000.00 has been spent.
 - **Total Area 2 WIOA Grants**
 - a. WIOA Program Grants
 - ❖ 2016-17 Allocation (Year 1 [SFY 2017] Funds) = \$3,098,775.00
 - ❖ 2015-16 Carryover (Year 2 [SFY 2016] Funds) = \$1,099,083.70
 - ❖ Total available WIOA Program Grants for SFY 2017: \$4,197,858.00
 - ❖ Total Increase from 9/30/2016 (reflecting FFY 2017 Funds) = \$1,672,600.00
 - b. WIOA Administrative (ADMIN) Grants
 - ❖ 2016-17 Allocation (SFY 2017) = \$257,760.78
 - ❖ 2015-16 Carry over (SFY 2016) = \$343,301.32
 - ❖ Total available WIOA ADMIN Grants for SFY 2017= \$601,062.10
 - ❖ Total Increase from 9/30/2016 (reflecting FFY 2017 Funds) = \$99,296.78
 - c. Other Grants
 - ❖ SFY 2017 OhioMeansJobs Center (OMJC) Resource Sharing = \$210,650.00.
 - These funds represent the Ohio Department of Job and Family Services' (ODJFS) portion of the Memorandum of Understanding (MOU) funds. As expenses occur, CSDJFS is reimbursed by ODJFS.
 - ❖ Federally mandated OMJC rebranding – “American Job Center” = \$7,000.00.
 - ❖ Total Other Grants available for SFY 2017 = \$217,650.00.
 - **Area 2 Accruals & Obligations**
 - a. WIOA Program Grants
 - ❖ Available balance before accruals and obligations = \$3,394,362.48
 - ❖ Area 2 disbursed funds for July – October 2016 = \$803,496.22
 - ❖ Year 1 accruals and obligations = \$1,774,635.88
 - ❖ Available to expend after accruals and obligations = \$1,619,726.60
 - WIOA Adult = \$200,747.98
 - WIOA Dislocated Worker = \$1,029,052.71
 - WIOA Youth = \$389, 925.91

- b. WIOA ADMIN Grants
 - ❖ Available Balance before accruals and obligations = \$585,660.94
 - ❖ Funds distributed July – October 2016 = \$15,401.00
 - ❖ Year 1 Accruals and Obligations = \$0.00.
 - ❖ Available to expend after accruals and obligations = \$486,512.08
 - c. Other Grants
 - ❖ Available Balance before Accruals and Obligations = \$217,650.00
 - ❖ Area 2 Disbursed Funds for July-Sept 16 = \$0.00
 - ❖ Year 1 accruals and obligations = \$0.00
 - ❖ Available to expend after accruals and obligations = \$217,650.00
 - Bissell expressed that money in the “world of WIOA” is pulled after services in a given period are rendered in a practice that is different from that of many private businesses. He added the Finance Committee has made great progress in understanding the nuances of WIOA fiscals.
- Finance Committee Report
 - Bissell, beginning the PowerPoint presentation referenced as Agenda Attachment 4, reminded the WDB of the Finance Committee’s goals and objectives, which include:
 - Assessing and making projections of funding available to support the WDB;
 - Developing, tracking, accounting, and preparing financial reports for the WDB;
 - Monitoring actual funds received and expended against the approved budget, and;
 - Providing financial information, analysis, and recommendations to support WDB operations.
 - Stressing the variability of dollar amounts going forward, Bissell discussed the Committee’s budgeting process.
 - As WIOA funding is distributed on a two-year schedule, Area 2 first expends Year 2 (PY 2015) funds before expending Year 1 funds.
 - Between 7/1/2016 – the start of WIOA Program Year (PY) 2016/SFY 2017 – and 10/31/2016, AREA 2 has spent approximately \$818,897.00.
 - Referencing WIOA ADMIN funding, Bissell highlighted the fact that only \$15,401 of the \$687,608.00 available has been spent. With staff hires not expected until after 1/1/2017, Area 2 has good budgetary footing as far as ADMIN expenses are concerned.
 - ❖ The Finance Committee created a full-year budget for ADMIN expenses. Totalling \$430,979, the Committee expects that no more than \$216,235.00 will be expended for PY 2016, approximately half of a full year’s expenses.
 - ❖ The salary ranges for the WDB staff were developed through extensive research. There are additional moneys set aside for an Executive Director Incentive package.
 - ❖ Office Expenses are expected to range from \$24,100.00-\$35,300.00. A solid IT infrastructure, necessary for the sensitive information the WDB staff will handle, should be explored.
 - Adam Friedrich, Commissioner, Medina County Board of Commissioners, inquired about medical benefits.
 - ❖ Deborah Matz, Law Director, County of Summit Executive’s Office, expressed that Summit County offers employees medical insurance that is self-funded by the County. Employees contribute 10% of the cost via a pre-tax payroll deduction.
 - Esposito thanked Burns and Bissell for their presentations.

- Performance Committee

- Robert DeJournett provided a summary of the 11/4/2016 Performance Committee meeting:
 - The Committee examined the PY 2016 Year-to-date Performance Data from Area 2's Adult and Dislocated Worker Service Providers – Education Data Systems, Inc. (EDSI) in Medina County and the United Labor Agency (ULA) in Summit County.
 - The Committee Reviewed the PY 2015 Final Performance Report. Area-wide, all performance requirements were exceeded.
 - ❖ Marshall expressed that Area 2 has not exceeded all performance requirements for some time, and while each individual county did not exceed each of its own performance requirements, the report conveys that overall, Area 2 is providing an exceptional level of service to Summit and Medina County residents.
- The Body responded to this report with applause.
- Esposito expressed that the report was phenomenal. He hopes that with the on-boarding of WDB staff, performance requirements would continue to be exceeded.

IV. Old/Unfinished business

- WIOA Compliance – Area 2's Summit and Medina Workforce Area Council of Governments Structure

- Deborah Matz, Law Director, County of Summit Executive's Office, expressed that the Summit and Medina Workforce Area Council of Governments (SAMWA COG) is now officially recognized by the Ohio State Auditor.
 - Marshall expressed that attachment 6, the Intergovernmental Agreement for the SAMWA COG, was submitted to gain the Auditor's recognition.
- Matz explained there are still a number of steps before the SAMWA COG is fully operational, including:
 - Registration with the Ohio Public Employees Retirement System (OPERS), Workers Compensation, and Unemployment;
 - Securing Federal and State Tax IDs;
 - Securing a Data Universal Numbering System (D-U-N-S) ID;
 - Securing an ID number to allow for the reception of WIOA funding allocations, and;
 - Procuring insurance, including automobile insurance, for the WDB staff.
- Matz expressed that the SAMWA COG structure was recently presented to the CPA Firm of Rea and Associates, who intend to give Area 2 a second opinion on compliance/Audits.
- Addressing "Sunshine Laws," Matz expressed that there is currently disagreement on whether or not the WDB's Committees are public bodies (that is, whether Committee meetings must be conducted in public). It is her opinion that Committee meetings do not need to be conducted publically because a quorum of members is typically not present. However, Matz expressed that Mike Lyons, Assistant Prosecutor, Medina County Prosecutor's Office, feels that Committees are axillaries to the WDB. As the WDB is public, the Committees must also be considered public and must hold all of their meetings in-person AND in public. Matz expressed that further research was needed.

- Regional Planning

- Jason Haas, Business Service Manager, OMJSC, debriefed those present on the status of the Regional Plan and provided the Body with an Executive Summary. Haas outlined the Regional Plan timeline and activities going forward. These activities include additional revisions to the Plan ahead of the issuance of the document for a 30-day public comment period in mid-January. The Regional Plan is currently 200 pages long, with 80 pages constituting the actual plan, with the remaining pages dedicated to regional labor market data.

- Marshall expressed that regionalization is a central focus of WIOA due to the fact that the local workforce commutes around the regions in which they live. As the workforce does not feel the established geopolitical boundaries, regionalization allows multiple Local Areas to pool their expertise and resources to better reflect this reality. Moreover, regionalization will help assuage cuts to funding that are expected in the future.
 - The Overall Region’s Planning Committee plans to meet on 12/19/2016 to further discuss the timeline presented as Agenda Attachment 9c.
 - Update on the eight counties within the region collaborating on an America’s Promise Grant, a program focused on training jobseekers for in-demand occupations. The grant application, which outlines a proposal to facilitate increased access to training in the field of nursing, was submitted on 8/26/16. Recent notification were sent and our Region was not selected.
 - ❖ Marshall added that the benefit of regionalization is greater leverage in requesting and receiving grants and monies such as this grant attempt. Moreover, if it was awarded, the grant would free up our WIOA Individual Training Account (ITA) funds for all other in-demand occupations.
- Board Certification Status as required under WIOA Section 107
 - Referencing Agenda Attachment 10, Marshall expressed that in a letter from John Weber, Deputy Director, Office of Workforce Development, ODJFS, Area 2 received notice that its WDB was granted Initial WDB Certification by Governor John Kasich.
- ODJFS’ WIOA Financial Audit/Review of Area 2 for PY 2015
 - Referencing Agenda Attachment 11 (an email), Burns expressed ODJFS provided only one recommendation after conducting its Audit/Review of Area 2’s PY 2015 finances. This means that the Area was not “dinged” in any manner with regard to the handling of its finances. When a formal letter is received, this will be shared with the members.

V. New Business

- CEOs share their thoughts on the new COG structure
 - Ilene Shapiro, Summit County Executive, and Friedrich thanked the members of the WDB for their service and shared their thoughts on the formation of the SAWMA COG and its first meeting held 11/30/2016.
 - Friedrich expressed that while the SAMWA COG is a formally recognized governmental entity, its small size, comprised of only the CEOs, allows for an informal atmosphere and ease of work. Building off the rapport established by late County Executive Russ Pry, he expects his relationship with Shapiro will continue to produce strong results for the Area. While there will be challenges, particularly with expected cuts to funding, he believes the Area is on solid ground.
 - Shapiro expressed that like her predecessor, she has many years’ experience in the world of public workforce and economic development. She hopes the WIOA structure will stay in place for many years to come, and that with the selection of strong staff and WDB members, progress will continue.
- Vote on the WDB’s 2017 Regular Meeting Schedule
 - Marshall expressed that in order to comply with “Sunshine Laws,” the WDB must establish the schedule for next year’s regular WDB meetings. Four (4) meeting schedule options were distributed along with a ballot for CEOs and WDB members to cast their vote for first and second

meeting schedule choices. Marshall expressed that votes would be tabulated following the meeting and an announcement of the schedule would be shared via e-mail.

- ODJFS Office of Fiscal and Monitoring Services Data Validation Review
 - Marshall expressed that ODJFS Office of Fiscal and Monitoring Services will be in Medina and Summit Counties in the second week of January to conduct the annual “Data Validation Review.”

VI. Good Of the Order

- Marshall reminded the Body to RSVP for the WIOA Fiscal Training, presented by Ron Weber, Budget Coordinator, ODJFS Office of Workforce Development, on January 6, 2017, immediately following that date’s Finance Committee meeting.
- Marshall expressed that letters were sent on 9/27/2016 to Carol Wargo and Sharon Parry, Workforce Consultants, to thank them for their service to the WDB.
- An Award was presented to William Hanigan for his 11 years of dedicated service Area 2. Marshall thanked Hanigan for his expertise, friendship, and assistance with helping her acclimate to the public workforce development world. Friedrich expressed gratitude to Hanigan for always being a reliable source of information. Hanigan reflected on his time with the Area 2 before thanking the Body for the recognition.

VII. Adjournment

- Esposito motioned to adjourn the meeting. Derrig seconded the motion, and the meeting adjourned at 9:15 AM.

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