

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

Summa Health Center at Lake Medina
3780 Medina Road, Medina, OH 44256

I. **Welcome**

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

II. **Approval of Minutes** (*attachment 1*)

- a. Motion to approve July 13, 2016 minutes (*Chair*)

III. **Reports**

a. Executive Committee Report (*Chair*)

- i. Meeting held on September 7, 2016

1. Reviewed items to solidify today's full board meeting agenda

b. Ad Hoc WDB Staff hiring committee Report (Members: Board Chair and Vice Chair, *Malcolm Costa* (Summit County), and *Bethany Dentler* (Medina County)).

- i. Meeting held on July 21, 2016

1. High-level overview of plan to hire Area Director – discussed job description
2. On August 15, 2016, Mark Derrig asked to join the Ad Hoc committee

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

- i. Fiscal Agent Report (*Terri Burns, CFO, SCDJFS, WDB Fiscal Agent*) (*attachments 2a-c*)

1. Finalized Area 2 Financials June 30, 2016
2. Area 2 Financials as of July 31, 2016
3. Area 2 Project Operating funds 2016-2017

- ii. Committee Meetings held August 9, and September 12, 2016 (*Bissell*)

1. Summary of the 8/9/16 meeting:

- a. Chair selected; reviewed purpose of the committee; discussed breakout of WIOA fund categories; discussed streamlining reports; discussed use of administrative funds for the Board Budget

- i. Notice: On 8/9/16 approved usage of Administrative funds to pay annual dues for Area 2 memberships to the Ohio Workforce Association (\$4,903) and National Association of Workforce Boards (\$1,700)

2. Summary of the 9/12/16 meeting:

- a. Approved minutes of 8/9/16 meeting; discussed reports from Fiscal agent and layout for today's full board meeting; high-level discussion concerning available operations funding – need to meet with ad hoc hiring committee

3. Presentation of Fiscal Information – (*power point attachment 3*)

d. Performance Committee Report (*Robert DeJournett, Committee Chair*)

- i. Meeting held on September 7, 2016

1. Summary of the 9/7/2016 meeting:

- a. *Ms. Sharon Parry, Workforce Consultant* reviewed the purpose of federal performance measures for services provided to adults, dislocated workers and youth served by the public workforce system. She reviewed the state's negotiated measures with the feds and the state's request to workforce local areas regarding negotiation of our measures. (*attachment 4a*)

- b. Performance Committee recommendation (*attachment 4b*) to accept WIOA performance measures negotiated by the state with the US DOL for Area 2 and committee agrees to monitor performance and make recommended changes to measures if necessary (*Board Chair motion to approve recommendation*)

IV. Old/Unfinished business

- a. WIOA compliance: **Area 2 Governance Structure** – update concerning the formation of a Council of Governments (COG) (*Deborah Matz, Law Director, Summit County Executive's Office and Mike Lyons, Medina County Prosecutor*)
- Resolutions adopted in Summit and Medina Counties to accept the creation of a workforce area COG and to enter into a Local Governance Agreement (*attachments 5*)
 - Draw attention to COG Governance Structure workflow (*attachment 6*)
- b. **Regional Planning** update (*Jason Haas, Business Services Manager, Summit County JFS staff*)
- Date change concerning when the Regional Plan is due
 - Scheduling Regional Planning Consultant interview of Chief Elected Official, Ilene Shapiro, Summit County Executive – Commissioner Friedrich was interviewed in June
 - Notice: Grant application participation with Regional Partners “*Northeast Ohio Workforce – America’s Promise Partnership*” (*attachment 7*)
- c. Update from: *Carol Wargo, Workforce Consultant, (on loan to the board from the state in order to keep WIOA implementation underway while Area governance structure is determined)*
- Procurement of service delivery for Medina youth services - **completed**
 - Negotiate Area Performance Measures – **completed due to board vote to accept Performance Committee recommendation**
 - One-Stop Center Certification – paperwork submitted June 30 – **completed**
- d. **Board Certification** status as required under WIOA Section 107 – note: this will require WDB By-Laws to be updated before end of September (*attachment 8*) (*Marshall*)

V. New business

- a. **Motion** to approve State of Ohio’s request for a *Board Resolution* stating Area 2’s intent to adopt CCMEP and passed by full board membership. Due to the State by 9/30/2016 (*attachment 9*) (*Marshall & Chair*)
- b. **Motion** to continue WDB meetings six times per year during calendar year 2017 and moving the meeting date to the *last Wednesday of the month* in order to have financial data from the previous month. 2017 dates will be provided at the November 2016 meeting. (*Chair*)
- Second motion to adjust the start time of the WDB meetings to 7:30 a.m. (*Chair*)
- c. Notice: On the afternoon of September 14, 2016, ODJFS will begin its annual Comprehensive Review of Area 2 operations. Review period July 1, 2015 to June 30, 2016. (*attachment 10*) (*Marshall*)

VI. Good of the order/Announcements

- Review of board roster for accuracy (*Marshall*)
- Acronyms list (*Marshall*)
- RSVP for Board and Committee meetings

VII. Meeting adjournment

Schedule of 2016 Summit/Medina WD Board Meetings – *Mark your calendars!*

*November 30, 2016 (Summit County OMJ center) 8:00 a.m.

Kindly Note: * this is a change in the date originally published