

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES

July 13, 2016 8:00 AM

OhioMeansJobs Summit County Center
1040 E. Tallmadge Ave, Akron, OH 44310

WDB Members Present:	Sharlene Chesnes, Malcolm Costa, Amy Davin, Robert DeJournett, Bethany Dentler, Mark Derrig, Anthony Esposito, Jessica Heid, Rick McIntosh, Michael Might, William Moore, David Prentice, Joan Prentice, Phil Ratcliff
WDB Members Absent:	James Lake, Brian Malloy, Michelle Moran
Guests and Staff Present:	Jeffrey Bissell, Terri Burns, Mark Dzurec, Jeffrey Felton, Daniel Grantham, Jason Haas, William Hanigan; Christine Marshall, Deborah Matz, Mark Milhoan, Ralph Sinistro, Justin Stark, Carol Wargo, Jennifer Wells,

I. Call to Order

- a. The meeting was called to order at **8:15 AM** by Tony Esposito, Vice Chair,
- b. Christine Marshall, Deputy Director, Workforce Development, Summit County Department of Job and Family Services (SCDJFS) introduced guest Jeffrey Bissell, CFO and Treasurer, of NMG Aerospace as an expected appointee to the WDB by Summit County's Executive in August 2016, fulfilling one of the two open business slots.
- c. Guests present introduced themselves including Mark Dzeruc, Manager from EDSI at OhioMeansJobs Medina County (OMJMC), Jason Haas, Business Services Manager, OhioMeansJobs Summit County (OMJSC), Mark Milhoan, Fiscal Reporting Manager, Summit County Department of Job and Family Services (SCDJFS), Ralph Sinistro, OMJSC Center Manager, and Justin Stark, Accountant, SCDJFS.

II. Appointments

- a. Esposito made a motion for the position of the Board Chair, vacated by the resignation of Jon Miller, to be filled by himself. David Prentice and Robert DeJournett seconded the motion.
 - Malcolm Costa inquired about WDB bylaws with regard to appointing a new board chair.
 - Deborah Matz, Law Director, Summit County Executive's Office, and Marshall noted that there is no requirement within the bylaws to form a nomination subcommittee. The bylaws cite the Vice Chair in the absence of the Chairperson...performs all duties of the Chairperson. It has been the practice to fill the Chair position with the Vice Chair.Esposito brought his WDB Chair appointment to a vote. All board members voted in favor of Esposito's appointment, with no objections or abstentions. Esposito is now WDB Chair.
- b. Esposito made a motion for nominations for Vice Chair.
 - DeJournett motioned to nominate Sharlene Chesnes for the position of Vice Chair. The motion was seconded by Jessica Heid.
 - Costa inquired whether or not the motion had to be made by a Summit County business representative. Matz explained that any board member could make or second the nomination, but that the nominee had to represent a Summit County Business as the WDB chair is now filed by a Medina County Business Representative.
 - Esposito inquired if there were any other nominees. There were none.

- Esposito motioned for a vote to appoint Chesnes to the position of Vice Chair. All board members voted in favor of Chesnes' appointment, with no objections or abstentions. Chesnes is now WDB Vice Chair.

III. Approval of minutes

- a. Chesnes made a motion to approve the meeting minutes for the full WDB Meeting held on May 11, 2016. Joan Pritchett seconded the motion. All board members voted in favor, with no objections or abstentions.

IV. Reports

- a. Executive Committee Reports:

- On May 24, 2016, the Executive Committee met to secure former Chair Miller's signature on the Comprehensive Case Management Employment Program (CCMEP) plans for lead agencies SCDJFS and MCDJFS as required by the State of Ohio.
 1. Jeffrey Felton, Director, MCDJFS, expressed that CCMEP "kicked-off" in Medina County on July 1, 2016.
 - Medina County has not yet identified the eligible Temporary Assistance for Needy Families (TANF) cash assistance population whose participation in CCMEP is mandated. Medina County will focus on this first.
 - Any participant currently enrolled in the Medina County Workforce Innovation and Opportunity Act (WIOA) youth program, as provided under contract by "JOG" is also part of the CCMEP mandate.
 - Felton expressed that they are examining current Summer Youth Employment Program (SYEP) youth participants who may be eligible as *volunteers* for CCMEP services.
 2. Marshall expressed the State accepted both Summit and Medina's CCMEP plans.
 - Summit County's CCMEP also took effect on July 1, 2016, with operations expected to begin in mid-August following new hires.
 - Summit County has identified approximately 321 mandated TANF cash assistance and WIOA youth to begin CCMEP.
 - Summit County has determined it will focus first on the mandated before opening CCMEP programming to the volunteer population.
 - The WIOA side of CCMEP will be populated by current enrollees from WDB's three Summit youth providers – JOG, Akron Urban League and Hattie Larlham.
 - Both Summit and Medina's CCMEP plans indicate an expectation the WDB performance committee will meet regularly with staff from Medina and Summit JFS to ensure the use of the WIOA youth dollars under the CCMEP model continue to meet WIOA performance standards and program delivery models.
- On June 13, 2016, the Executive Committee met to accept the Medina County Board of Commissioners' (MCBC) Resolution No. 16-0410, changing their County Workforce Agency structure from Medina County Workforce Development to the MCDJFS
 1. William Hanigan, Director, OMJMC, addressing Phil Ratcliff's question about rumors that OMJMC might close, said that the Center Employment Center will remain open with the operations supported by MCDJFS.

2. Marshall expressed that MCBC Resolution No. 16-0410 was brought to the board's attention because the State of Ohio had received it from Medina and they sent it back to the Area 2 advising any action that changes the structures within a Workforce Area must be approved by the board. As the Resolution passed in a month where the WDB would not meet, the executive committee approved.
- Also, during the June 13, 2016 Executive Committee meeting, as requested by the State of Ohio, Chair Miller signed a Letter of Intent (LOI) whereby Area 2 agrees to participate in CCMEP, allowing the use of our WIOA youth funds for this new service delivery model.
 1. Bethany Dentler requested a copy of the LOI. Marshall expressed that the LOI and its attachments would be e-mailed to WDB members following the meeting. Marshall explained the LOI is in response to the U.S. Department of Labor's (DOL) expressed concerns about the use of WIOA youth funds by Ohio for CCMEP. Basically, CCMEP may conflict or contradict preexisting federal WIOA law and regulations. In a series of exchanges with the State and DOL that began in March, it was decided all of Ohio's 20 Workforce Areas would need to formally agree to participate in CCMEP via a LOI expressing use of the WIOA youth funds for this purpose. Jason Dodson, Chief of Staff, Summit County, drafted Area 2's LOI and shared with MCBC for their input.
 2. Costa expressed concern that approval of the LOI was made by only a few board members and that the rest of the board had a limited understanding. In response, Marshall stated the reason for Executive Committee approval, rather than full WDB approval, was State imposed time constraints. The LOI had to be submitted to the State by June 15, 2016. If not, there was a risk funding would be held until late July. Not just WIOA youth funding, but the TANF/CCMEP funding as well. The LOI is the first step in the WDB approval process. The WDB was also asked by the State to pass as a whole, an actual Resolution by September 30, 2016 agreeing to this use of WIOA youth funds. This Resolution will be presented at the September meeting.
 3. Carol Wargo, Workforce Consultant, added the State had many of the 20 workforce Areas concerned about liability of the CCMEP program for the boards who have responsibility to ensure proper use of the WIOA youth funds. Counties and Workforce Areas sought to be held harmless.
 4. Marshall added in response, a memo from the director of the Ohio Department of Job and Family Services (ODJFS), Cynthia Dungey to Workforce Areas, cites the State will absorb the risk of CCMEP's implementation and not pass to the local area – our Area 2 used this MEMO as the core response when Dodson drafted the LOI. Dodson also explained to Summit staff governmental entities can't hold other governmental entities in Ohio harmless. The ODJFS MEMO is the best tool for federal finding.
 5. Matz added, the expectation of holding harmless is looking to the future to determine how much funds to retain for future liabilities – which is basically impossible for a program start-up like CCMEP. Dodson structured the LOI citing Area 2 will participate in CCMEP if the State is willing and able to acknowledge the WDB is to comply with their role and responsibilities under WIOA/DOL.
 - On July 6, 2016, in order to prevent a shut down in service, the Executive Committee met and approved the Performance Committee's recommendation for the Area 2 WDB and MCBC to enter into an agreement with *Jobs for Ohio's Graduates* (JOG) in an amount not

to exceed \$250,000.00. The performance committee read and rated the proposal under the guidance of Wargo. This provider will serve Medina County youth under the WIOA youth service model (now CCMEP in Ohio) serving both 14-21 year olds who are enrolled in school (ISY) and 14 to 24 year olds identified as out-of-school (OSY). Further, this contract will be amended to be by and between the WDB and JOG upon Area 2's formation of the Council of Governments (COG) removing the MCBC. Hanigan took the contract before MCBC on July 12, 2016 for a resolution.

- Also, during the July 6, 2016, the Executive Committee met and agreed to terminate the WDB's contract with Board Consultant John Chamberlin. Chamberlin's termination letter was sent June 20, 2016. Dentler asked what the final amount paid to Chamberlin would be. Hanigan expressed that the amount is \$10,432.11

b. Financial Agent Report

- Terri Burns, Chief Financial Officer, SCDJFS, reported the Reports as of June 30, 2016 are preliminary as financials were not completely finalized. Burns explained the Allocation Projections for 2016-2017 and discussed a decrease in funding.
 1. David Prentice inquired about the genesis of the 16% reduction in the allocation. Hanigan explained that the demographics that influence funding levels have changed within the Area. Areas with higher rates of poverty and unemployment receive larger funding amounts, while areas with lower rates of poverty and unemployment receive funding reductions. Marshall expressed that under WIOA there is an increased push for the regionalization of Workforce Development initiatives forcing Areas to consider pulling resources for services. Also, CCMEP represents a state-based effort to find alternate sources of federal funding to continue workforce initiatives despite decreased budgets.
- Chesnes expressed concern about the formatting of the financial reports. Matz responded once formed, the finance committee can work with Burns to determine the best presentation of financial documents to the WDB.

c. Performance Committee Reports – Meetings on May 27 and July 1, 2016

- Chesnes reported that at the May 27, 2016 meeting, the Performance Committee:
 1. Finalized the composition of an ad hoc One Stop Certification Subcommittee for its review of the OMJSC on June 13, 2016;
 2. Created an ad hoc Review Subcommittee to evaluate the proposal submitted for delivery of WIOA youth services in Medina County, and;
 3. Discussed federal performance measures for services provided to adults, dislocated workers and youth in the public workforce system in preparation for negotiation.The One-Stop Certification and Proposal Review processes were guided by Wargo who expressed that the review committee spent over three hours at the OMJSC. The process of certifying the One-Stop is essentially complete, with formal ADA certification and board ratification needed.
- Chesnes reported that at the July 1, 2016 meeting, the Performance Committee:
 1. Reviewed their analysis of the JOG proposal for WIOA youth services in Medina County and agreed to recommended to the Executive Committee the award;
 2. Reviewed with Wargo the status and next steps in the Certification process of the One-Stop Center.

Chesnes expressed that the review of JOG's proposal, the only proposal received, was exhaustive. Wargo supported this assessment, expressing that the Performance Committee's efforts with JOG's proposal were exemplary.

1. Prentice inquired why Medina County received only one proposal. Marshall responded that response to Request for Proposals (RFP) typically reflects the number of providers in a given area. Hanigan expressed that Medina County reached out to other providers about the RFP, but response was tepid as most providers don't have experience with or extensive knowledge of CCMEP as WIOA.

V. Old/Unfinished Business

- a. Matz provide an update to Area 2's Governance Structure process concerning the formation of the Council of Governments (COG).
 - Matz worked with Mike Lyons, Medina County Prosecutor, to set up the COG structure and to create necessary legal documents. The structure is essentially finalized. The next step is for the COG be approved by Resolution of the Summit County Council and MCBC, signed by the WDB Chairs and chief elected officials. Matz expressed that the length of this process is due to the need to ensure that the COG is WIOA compliant. Matz identified mid-August as the earliest date for COG approval in each County. Approval in mid-August will allow the Board to receive the documents ahead of the September 2016 meeting.
 - Marshall expressed that the COG timeline attachment is very tentative; provided as a point of reference for committees to meet and conduct business. Within the timeline, three things must occur:
 - Formation of the Finance Committee for budgeting purposes
 - Formation of the Ad Hoc Hiring Committee for staffing purposes
 - Actions on the part of Chief Elected Official
- b. Esposito opened discussion on the Ad-Hoc Hiring committee, formed at the January 1, 2016 WDB meeting: consisting of the Chair, Vice Chair, Costa and Dentler. This committee is charged with understanding the available administrative budget, developing job descriptions for Board staff positions and hiring. Esposito noted that former board members, including Jon Miller, Steve Milkovich, and Diana Clark, expressed interest in assisting with this process.
- c. Jason Haas, Business Services Manager, OMJSC, provided a Regional Plan update:
 - Workforce Summit held at Cuyahoga Community College on June 1, 2016. The Summit was well attended and subjects included living wages, transportation, and access to opportunity. Input will be included as the regional plan document that is being drafted.
 - Haas expressed that the required WIOA regional plan will be completed on a revised timeline. Originally slated for an October 1, 2016, it will now be rolled out in early 2017, allowing board members to give input at the September meeting. We are waiting on an official directive from the State with an actual date.
- d. Wargo provided an update of the three tasks she was asked to perform by the state as the consultant to Area 2's WDB in lieu of board staff:
 1. Medina county WIOA youth procurement process
 - Wargo reiterated that the Performance Committee's review of the JOG proposal warranted praise. This process is complete.

2. Negotiating performance measures
 - o Negotiation of Area 2's performance measures cannot begin with the State until the State negotiates its own measures with DOL. She expressed that the State is beginning target level negotiations with DOL and should be done mid-August. Because the Board has not filled its director position, she will help guide our negotiations. The target date for Area 2 to negotiate its measures will be September 30, 2016.
3. One Stop Certification
 - o Wargo expressed that the Performance Committee completed the State's prescriptive process with rigor and strong documentation. Wargo stated this process is complete once the board formally adopts the Certification later in the meeting - that formal acceptance would be recorded in the meeting minutes, with no other documentation necessary. Wargo encouraged every board member to visit the One-Stop to see the delivery of services.
 - i. Chesnes encouraged all board members to utilize OMJSC's services, noting that they are efficient, thorough, professional, and free.

VI. New Business

- a. CCMEP Resolution
 - Marshall addressed the State of Ohio's request for a formal, WDB-passed resolution indicating Area 2's intent to adopt CCMEP, utilizing WIOA youth funds, due September 30
- b. Creation of Board Finance Committee
 - Esposito asked for volunteers for the Finance Committee. Mark Derring, Jeff Bissell and David Prentice volunteered. The finance committee works with the fiscal agent to develop a board budget and review the Area's allocation balances and present them to the WDB.
- c. Ratification of the Certification of the OhioMeansJobs Summit County Center
 - Chesnes motioned for the board to approve Certification of the OMJSC, Area 2's One-Stop center, in accordance with WIOA standards and based upon the recommendation given by her and Consultant Wargo. Heid seconded the motion. All board members voted in favor, with no objections or abstentions.

VII. Good of the Order

- a. Area 2 staff and the WDB Executive Committee expressed sincere thanks to the Performance Committee members for their work on the proposal review and One-Stop certification process. The Performance Committee spend many hours outside of regularly scheduled meetings to complete these essential tasks. Thanks was also extended to Wargo for her adept guidance which aided in the successful completion of these tasks.
- b. Marshall expressed 1,298 Summit County youth were placed in employment through the TANF Summer Youth Employment Program (SYEP)

VIII. Meeting Adjournment

- a. Chesnes motioned to adjourn the meeting. This motion was seconded by Esposito. The meeting adjourned at 9:39 a.m.

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