

# Summit/Medina Workforce Development Board

## MEETING MINUTES

**March 09, 2016 – 8:00 a.m.**

Akron General Wellness Center West, Montrose Room  
4125 Medina Road, Akron, OH 44333

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WDB Members Present: Sharlene Chesnes, Malcolm Costa, Amy Davin, Robert DeJournett, Bethany Dentler, Mark Derrig, Tony Esposito, Jessica Heid, James Lake, Rick McIntosh, Michael Might, Michelle Moran, David Prentice, Joan Pritchett, Phil Ratcliff

WDB Members Absent: Brian Malloy, Jon Miller, Jeff Yaist

CLEO Present: Adam Friedrich, Russell Pry

Guests and Staff Present: Barbara Alexander, Terri Burns, Frank Communale, Becky DeMatteis, Mark Dzurec, Pat Divoky, Grace Fry, Jason Haas, Bill Hanigan, Simonne Hinkson-Wright, Anne Howard, Susan Kukucka, James Lake, Christine Marshall, Mark Milhoan, William Moore, Ralph Sinistro, Justin Stark, Carol Wargo

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The meeting was called to order at 8:02 a.m.

### Welcome and Minutes

Vice Chair Tony Esposito called the meeting order in the absence of Chair Jon Miller. A special welcome of the present CLEO's; Medina County Commissioner Adam Friedrich and Summit County Executive Russell Pry. Introductions of the Summit/Medina Workforce Development Board (WDB) members, staff and guests were announced.

- The January 13, 2016 minutes were available for review (*attachment*). Michael Might made a motion *to approve the January 13, 2016 minutes as presented*. The motion was seconded by David Prentice and it passed unanimously with no objections or abstentions.

### New Business

#### *Financial Reports*

Terri Burns, Deputy Director of Budget and Finance at Summit County Dept. of Job and Family Services, reviewed the Area 2 WIA/WIOA Financial status as of February 29, 2016.

The WIOA (budget) projections for 2016-2017 allocations for Area 2 (*attachment*) – The total allocation for Area 2 is \$4,078,296.00. The Summit allocation for Adult, Dislocated Worker and Youth is \$3,198,080.33. The Medina allocation for Adult, Dislocated Worker and Youth is \$880,215.67.

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Area 2 Financial Summary as of February 29, 2016 – expenditures (*attachment*)

Summit County disbursements are \$4,127,912.94 with the accruals and obligations being \$1,051,011.60. The available amount to expend is \$1,196,281.09 (18.76%). Medina County disbursements are \$921,951.59 with the accruals and obligations being \$320,018.39. The available amount to expend is \$407,953.39 (\$24.73%). Area 2 combined has 19.99% of funds available to spend throughout the remainder of SFY 2016.

The board's budget as required under WIOA to cover staff expenses, etc. is under development for July 1, 2016. A draft budget and a request to form a board Budget Committee will occur at the May WDB meeting. Need volunteers to serve on the Board Budget Committee.

*Workforce System Service Delivery - Area 2 SFY 2016 Contract Details Spreadsheet (attachment)*, explained by Christine Marshall, deputy director, workforce development, Summit County. At the May WDB meeting recommendations will be presented by the Performance Committee chair for a vote on Summit/Medina WIOA contract extensions commencing July 1, 2016. Performance records will be provided to entire board at the May WDB meeting. A request of members to volunteer to the formation of a Performance Committee will be sent via email from the Chair.

As of 6/30/2016, Summit does not have renewals for three (3) of their Adult and Dislocated Worker (career services) contracts: Akron Community Service Center and Urban League, Mature Services and YMCA Heart to Heart. Provider (United Labor Agency) for Adult and Dislocated services (career services) at the one-stop facility has one renewal; 7/1/16-6/30-17. Summit County's Youth contract providers Akron Community Service Center & Urban League, Hattie Larlham, and Tri County JOG) have two renewals; 7/1/2016-6/30/17, 7/1/2016-6/30/18.

Medina WIOA contracts for Adult and Dislocated Worker (career services) with Educational Data Systems, Inc. at the one-stop facility has one renewal; 7/1/16-6/30/17. As of 6/30/2016, the Medina Youth provider (Tri County JOG) contract has no renewals. In lieu of the WDB not having staff, Carol Wargo is on loan from the State (Ohio Department of Job & Family Services, Office of Workforce Development) to create and issue for the WDB the necessary procurement of the Youth services in Medina.

It is noted that the WIOA youth program is moving under the State's new youth service delivery model entitled, "Comprehensive Case Management Employment Program – CCMEP (*attachment*). CCMEP is a workforce development program that provides employment, training services and, other supportive services (overcoming barriers) to participants based upon an intensive, comprehensive assessment of an individual's employment, supportive and training needs. The idea is overcoming identified barriers with intensive case management. Targeting youth ages 16 to 24, CCMEP integrates funding from two federal sources: TANF and WIOA. The state has asked each county in Ohio to designate a lead agency for creating and implementing the CCMEP program. In Summit County, the Department of Job and Family Services has been named in this role. Medina is in the process of determining this requirement. It is important to understand, even with CCMEP in motion, the WDB has responsibility for the WIOA funding allocated to the area. Therefore, the federal requirement for the WIOA Youth program must still focus on serving 75%

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Out-of-School youth. Additionally, the WIOA youth program must have a Work experience component where we have to hold back minimally 20% of our total area allocation. The state has indicated the CCMEP will be extending into the adult population as well.

### Old Business

#### *Regional Planning*

Identification of Planning Regions letter from John Weber, Deputy Director-Office of Workforce Development (*attachment*). As the local workforce development area designation process is not complete and ongoing, the State has identified the Northeast Ohio Workforce Region with 8 counties and five boards that includes our Area 2 Summit and Medina Counties. The Northeast Ohio Region is to develop one regional plan containing required regional components plus the local plan from each local area within the planning region. Each planning region has access to \$50,000 specifically allocated for regional planning. The NE region determined hiring a consultant to gather the necessary data for the plan would be the best use of the \$50,000 from the state.

Jason Haas, business services manager, Summit County, has been attending the regional planning meetings and explained the following: consultant proposals that were submitted have costs of approximately \$100,000. The region is petitioning the state for additional transitional funds to hopefully cover these costs. Four consultants responded and one bid has been selected; The Workforce Institute, Inc. of Portland, Oregon. Members of that organization actually reside from the Ohio area and are very familiar with the Northeast Region. They currently are working on a federal grant proposal (Tech Hire) with Summit County. A rough draft of the regional plan document is expected in April, a more refined plan in May, regional plan roll out for public comment in June for a couple months, and a final preparation draft in August. Plans will be due to the state by September 30, 2016, and the plans will be effective January 1, 2017.

#### *Governance Structure*

Area 2 governance structure update. WIOA Policy Letter 15-18, Local Workforce Development Area Governance, dated September 8, 2015 (*attachment*). The purpose of this policy is to outline the roles and the entities responsible for establishing the workforce development system within a local workforce development area effective July 1, 2015.

Consultant John Chamberlin was hired by the board through a competitive process to help to determine options available for a governmental structure. He did meet with the WDB at the January meeting to conduct a training of WIOA. He was to produce deliverables for options for structure. Chamberlin basically outlined the following options; become a non-profit, a council of government or perhaps do something through a service agreement with a public entity where the public entity would loan staff back to the board.

The Executive Committee and Chief Elected Officials met in February to review the recommendations and agreed to pursue a COG (Counsel of Government). The Law Director of Summit County, Deborah Matz will be working with the Medina Prosecutor's Office for the action to be set up legally. The COG will consist of the CLEO of Summit and Medina Counties. A special thank you to Summit County Executive, Russ Pry and Law Director, Deb Matz for their guidance.

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### Special Presentation

Carol Wargo, Workforce Consultant, was introduced. She explained to the board that she is on loan from the state to keep the WIOA implementation underway while the governance structure is determined.

Review the roles and responsibilities of the Local Workforce Development Board (*attachment*)

Items of the board to complete:

Procurement of service delivery – for July 1 (as stated earlier only procurement identified is a youth provider for Medina County)

Negotiate Area Performance Measures – for July 1

One-Stop Center Certification – for July 1

Regional (and local) plan – for October 1

- Malcolm Costa made the motion *to approve Carol Wargo to assist the Summit/Medina Workforce Development Board with the WIOA implementation*. The motion was seconded by Sharlene Chesnes and it passed unanimously with no objections or abstentions.

### Good of The Order

Acknowledgement of Grace Fry, Executive Assistant, Summit County for the services that she has provided to the board and congratulations on her new position.

Brief mention that the Summer Youth Employment Program is underway. Recruitment of the youth as well as employers.

The meeting was adjourned at 9:08 a.m.

*Prepared by:*

*Susan Kukucka, Administrative Assistant*

*Medina County Workforce Development*

*OhioMeansJobs Medina County*

and

*Barbara Alexander, Administrative Assistant*

*Summit County Department of Job & Family Services*

*OhioMeansJobs Summit County*

### Schedule of remaining 2016 Summit/Medina WDB Meetings

May 11, 2016 (Summit OMJ Center)

July 13, 2016 (Medina OMJ Center)

September 14, 2016 (TBD)

November 9, 2016 (TBD)