



**MEETING MINUTES**

**THURSDAY, FEBRUARY 7, 2019**

Cleveland Clinic Akron General Wellness Center, Crystal Point Room  
4125 Medina Road, Akron, Ohio 44333

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<b>Chief Elected Officials (CEOs)/COG Members Present:</b>	Ilene Shapiro, Summit County Executive Colleen Swedyk, Medina County Commissioner
<b>Summit &amp; Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:</b>	Grace Fry, Policy, Procurement & Performance Administrator Christine Marshall, Executive Director
<b>Area 2 Fiscal Agent Staff Present:</b>	Phillip Montgomery, CFO, County of Summit Dept. of Job & Family Services Brian Nelson, Director, County of Summit Dept. of Finance & Budget
<b>Legal Counsel Present:</b>	Deborah Matz, Law Director, County of Summit Dept. of Law, Insurance & Risk Management
<b>Medina County Job and Family Services</b>	Susan Kukucka

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**I. CALL TO ORDER**

- a. Executive Shapiro call the Summit and Medina Workforce Area Council of Governments (SAMWA COG) Board meeting to order at 9:02AM.

**II. INTRODUCTION**

- a. Executive Shapiro noted, Commissioner Swedyk was attending her first SAMWA COG Board meeting and further introductions followed.
- b. COG members suspended the order of the agenda under new business to discuss SAMWA COG Resolution 2019-05 (revision of SAMWA COG Bylaws).
  - Executive Shapiro made a motion to adopt the amendment of SAMWA COG Bylaws, to provide consistency to the way members conduct its affairs, SAMWA COG **Resolution 2019-05**. The motion was seconded by Commissioner Swedyk and the Resolution passed unanimously with no objections or abstentions and was adopted.
  - Following the process outlined in the adopted Resolution 2019-05, the members of the COG Board through mutual agreement determined who shall hold the position of SAMWA COG Board Chair during CY 2019. Commissioner Swedyk made a motion to reappoint Executive Shapiro as Chair. The motion was seconded by Commissioner Swedyk, and it passed unanimously with no objections or abstentions.

**III. APPROVAL OF MINUTES**

- Chair Shapiro requested a motion to approve the SAMWA COG Board's 11/28/18 minutes. Commissioner Swedyk made the motion which Shapiro seconded, and the motion passed with no objections or abstentions.

**IV. REPORTS**

Chair Shapiro asked if there were any reports. Ms. Marshall responded that she asks Mr. Montgomery to discuss Workforce Area 2 financials, as our COG members are unable to attend the rescheduled Workforce Development Board meeting later in February where they will be presented.



**Summit and Medina Workforce Area**  
Council of Governments

**Ilene Shapiro**  
Summit County Executive

**Colleen Swedyk**  
Medina County Commissioner

- a. Montgomery presented a review of the Area 2 Financial status and Budgeted expenditures for the period of 7/1/2018-12/31/2018.

**V. UNFINISHED BUSINESS**

- a. Ms. Marshall updated the COG members on the status of the Operations Coordinator position which was vacated 12/31/2018. The position was posted on 2/6/2019 through OhioMeanJobs.com and Indeed. Both COG members requested the posting be shared with their respective County HR departments.

**VI. NEW BUSINESS**

**a. Adoption of Resolutions**

- Commissioner Swedyk made a motion *to approve* and adopt the SAMWA COG **Resolution 2019-01**, Workforce Area 2's Executive Director salary adjustment effective February 4, 2019. The motion was seconded by Executive Shapiro and it passed with no objections or abstentions.
- Commissioner Swedyk made a motion *to approve* and adopt the SAMWA COG **Resolution 2019-02**, salary adjustments for all employees employed on January 1, 2019, which permits a three percent increase in pay effective April 1, 2019. The motion was seconded by Executive Shapiro and it passed with no objections or abstentions.
- Commissioner Swedyk made a motion *to approve* and adopt the SAMWA COG **Resolution 2019-03**, execution of an Engagement Letter with the Summit County Department of Law, for Legal Services for the SAMWA COG during calendar year 2019. The motion was seconded by Executive Shapiro and it passed with no objections or abstentions.
- Commissioner Swedyk made a motion *to approve* and adopt the SAMWA COG **Resolution 2019-04**, SAMWA COG to execute an Addendum to the Lease for the space at 60 Public Square, 3<sup>rd</sup> Floor, Medina, OH, with the Medina County Commissioners, for the period of July 1, 2019 to June 30, 2021, providing for an adjustment in the annual rent. The motion was seconded by Executive Shapiro and it passed with no objections or abstentions.

**b. Various notices were shared with the COG Board by Ms. Marshall:**

- Staff is conducting a review of the Workforce Development Board's Bylaws adopted November 30, 2016 and will require COG adopting. Goal is to present and review the Bylaws to the COG before the WDB's June meeting.
- WIOA Career Services agreement with United Labor Agency provider of adult/dislocated worker programs in Summit County, has entered into a subcontract for the provision of Financial Literacy instruction, with Summit County Office of Consumer Affairs commencing February 1, 2019 to September 30, 2019 in an amount not to exceed \$9,063.52. Services are provided four hours/month.
- WIOA required "Phase II Certification" of the OhioMeansJobs centers is underway through the WDB's One-Stop Committee. Sharon Parry (workforce consultant professional services contract) is assisting the Committee to complete by June WDB meeting. Delivery of partner services and how partners work together are applied to a rating system.
- Our Area's current two-year MOU between mandated and volunteer partners who deliver services at our two OhioMeansJobs centers will terminate 6/30/19. WDB/COG staff will negotiate and execute the new two-year MOU to commence 7/1/19 with partners.



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- State has requested each designated workforce region submit any changes to their State approved/certified Four-Year Regional Plan (7/1/17 to 6/30/21) or cite a plan to continue with the plan as is for the remaining two years. Our region will submit changes for the remaining two years due to operational adjustments in Lorain County.

**VII. GOOD OF THE ORDER/ANNOUNCEMENTS**

- a. Montgomery and Nelson announced the CY 2018 financial statements are due May 31, 2019 for purposes of audit review. Montgomery will gather Area 2s information and submit to our new accounting firm partner, Julian & Grube. They will prepare the financials for the filing format. This firm was selected by the County of Summit for the same, replacing the firm utilized for the 2017 filing.
- b. SAMWA COG meeting - Wednesday, June 26, 2019 following the WDB meeting. Chair Shapiro expressed she may have a conflict with this date and asked staff to check on this with her Assistant.
- c. WDB meeting – Tuesday, February 19, 2019 at 8:00AM, OhioMeansJobs Summit County center

**VIII. ADJOURNMENT**

- Commissioner Swedyk made a motion to adjourn the meeting. The motion was seconded by Executive Shapiro and it passed with no objections or abstentions. The meeting adjourned at 9:42AM.

*Respectfully Submitted,*  
*Susan Kukucka*  
*Medina County Job and Family Services*