



Summit and Medina Workforce Area Council of Governments

Ilene Shapiro
County of Summit Executive

Adam Friedrick
Medina County Commissioner



MEETING AGENDA

Wednesday, January 25, 2017

Summa Health Medina Medical Center ◻ 3780 Medina Road, Medina, OH 44256

I. Introduction

- a. Introduction of Chief Elected Officials (CEOs), Workforce Development Board (WDB) Chair & Vice-Chair, County Staff Members, and Guests

II. Approval of Minutes

- a. Motion to approve the Summit and Medina Workforce Area Council of Governments (SAMWA COG) 11/30/2016 meeting minutes **(attachment 1)**

III. Reports

- a. Report and Outcomes of the 12/6/2016 meeting with auditing firm Rea and Associates (*Brian Nelsen, Director, County of Summit Department of Finance and Budget*)

IV. Old/Continuing Business

- a. Review of the revised Area 2 Operating Budget which includes new \$200,000.00 WIOA Program commitment to provide Individual Training Accounts (\$100,000.00) and On-the-Job Training (\$100,000.00) in Medina County (*Terri Burns, CFO, County of Summit Department of Job and Family Services [CSDJFS]*) **(attachment 2)**
 - i. **Motion** to adopt SAMWA COG Resolution 2017-01.
- b. Establish Calendar Year (CY) 2017 Appropriations (*Burns*) **(attachment 3)**
 - i. **Motion** to adopt SAMWA COG Resolution 2017-02, approving the CY 2017 appropriation of available funds as of 12/31/2016.
- c. Review and adopt SAMWA COG Personnel Policies and Procedures (*Deborah Matz, Law Director, County of Summit Executive's Office*) **(attachment 4)**
 - i. **Motion** to adopt SAMWA COG Resolution 2017-03, approving the SAMWA COG Personnel Policies and Procedures.
- d. Update on activity of the Workforce Development Board's Ad Hoc Hiring Committee (CEOs & Matz)
 - i. Recommendation made to the SAMWA COG to hire Christine Marshall, Deputy Director, Workforce Development, CSDJFS, for the position of Area 2 Board Director
 1. Position offered by COG to Marshall on January 19, 2017
 - ii. Time line for SAMWA COG activities for director's assumption of responsibilities
 1. Determine official start date
 2. Pass Resolution to enter into "Political Subdivision Participation Agreement" for Summit County Healthcare Benefits
 3. Accept Job description for director position
 4. Pass Resolution to adopt an Incentive Policy for the director's performance
 5. Pass Resolution to hire director

V. New Business

- a. Establishment of Procurement Policy and Procedures for Area 2 for next COG meeting *(Matz)*
- b. Establishment of Fiscal Policy and Procedures for Area 2 for next COG meeting *(Burns & Nelsen)*
- c. Discussion of various Insurances SAMWACOG must obtain: Auto, Liability, Director's & Officers *(Matz & Nelsen)*
- d. Discussion of entering into a professional services contract with the law firm Day & Ketterer to gain additional outside legal counsel on the SAMWA COG structure *(Matz & Nelsen)*
- e. Discussion of Workforce Development Board appointments and terms *(Marshall & Matz)*
 - i. Permission to replace Brian Malloy
 - ii. Decision to keep or replace Joan Pritchett
 - iii. Discussion of the reconfiguration and staggering of WDB member term dates
- f. Discussion of delaying SAMWA COG's assumption of the Subgrant role with Ohio Department of Job & Family Services until July 1, 2017 (start of SFY 2018/WIOA Program Year 2017) *(Burns & Nelsen)*
 - i. *Need for Sub-sub grant between two Fiscal Agents*
- g. Review reasons to create an Administrative contract between SAMWA COG and the County of Summit and the County of Medina *(Burns & Nelsen)*
 - i. Use of Administrative funds for WIOA implementation tasks during SFY 2017
- h. Compliance with the Federally mandated rebranding of the OhioMeansJobs (OMJ) system under the American Job Center network umbrella *(Marshall)*
 - i. Permission to pursue quotes for Medina County building signs

VI. Good of the Order

- a. Establishing dates for future SAMWA COG meetings *(CEOs)*

VII. Adjournment