



**MEETING MINUTES**

**January 25, 2017**

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

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<b>Chief Elected Officials Present:</b>	Adam Friedrich, Medina County Commissioner Ilene Shapiro, Summit County Executive
<b>Workforce Development Board Members Present:</b>	Anthony Esposito, Chair Sharlene Chesnes, Vice Chair
<b>Summit &amp; Medina County Staff Present:</b>	Terri Burns, CSDJFS CFO; Pat Divoky, CSDJFS Dir.; Jeff Felton, MCDJFS Dir.; Daniel Grantham, CSDJFS Ex. Asst.; Mike Lyons, MC Asst. Prosecutor; Christine Marshall, CSDJFS, Dep. Dir. Wkfrce.; Deborah Matz, SC Law Dir; Scott Miller, MC County Administrator; and Brian Nelsen, SC Budget Dir.

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**I. CALL TO ORDER & INTRODUCTIONS**

- a. The Summit and Medina Workforce Area Council of Governments (SAMWA COG/COG) meeting was called to order by Chief Elected Official (CEO) Adam Friedrich, Commissioner, Medina County Board of Commissioners, and Chair of the SAMWA COG, at 9:27 AM. All others present introduced themselves.

**II. APPROVAL OF MINUTES**

- a. Shapiro made a motion to approve the 11/30/2016 SAMWA COG meeting minutes. Friedrich seconded the motion and the minutes were thus approved.

**III. REPORTS**

**a. Report of the 12/6/2016 meeting with auditing firm Rea & Associates (R&A)**

- Nelsen reported the result of the meeting which determined that a COG contract with Rea and Associates (R&A) to track Area 2 fiscal activity for the entire length of the service period (likely 6 months) is recommended. Services provided under the contract include consultation on the COG's governance structure and fiscal operations as related to state audits. R&A may need to attend future COG meetings. Given the complexity of the COG's fiscal structure, Nelsen expressed that getting an outside entity's perspective is invaluable.
- Friedrich inquired about the costs of these services.
  - Nelsen responded that the range is not to exceed approximately \$5,500.00-\$7,500.00.

**IV. OLD/UNFINISHED BUSINESS**

**a. Review of a revised Area Operating Budget (passed at the 11/30/16 COG meeting) which includes new \$200,000.00 WIOA Program commitment to provide \$100,000.00 for Individual Training Accounts (ITAs) and \$100,000.00 for On-the-Job Trainings (OJTs) in Medina County**

- Burns expressed that following the last WDB and COG meetings, Felton requested the program budget adjustment to provide ITAs and OJT's in Medina County. The WIOA funds are available for this budget adjustment, thus bringing Area 2's total revised operating budget to \$3,418,388.00.
- **SAMWA COG Resolution 2017-01:** Friedrich made a motion to adopt SAMWA COG Resolution 2017-01. The motion was seconded by Shapiro. Resolution 2017-01, adopting Area 2's revised

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operating budget to include a new \$200,000.00 commitment for Medina County OJTs/ITAs, was thus adopted.

## **b. Establishing Calendar Year (CY) 2017 Appropriations**

- Burns discussed the need to establish appropriations for CY 2017 for Medina County expenditures and for Administration of Area 2 (i.e. “the Board’s Budget”). The total amount to be appropriated is \$1,370,103.00: \$701,966.00 to support Medina County WIOA programming and \$668,137.00 to support Administration of Area 2.
- **SAMWA COG Resolution 2017-02:** Friedrich made a motion to adopt SAMWA COG Resolution 2017-02. The motion was seconded by Shapiro. Resolution 2017-02, authorizing the COG to establish CY 2017 appropriations, was thus adopted.

## **c. Review and adoption of the SAMWA COG Personnel Policies and Procedures (PPP)**

- Referencing discussion of the PPP at the 11/30/2016 COG meeting, Matz expressed that concerns with the first draft have been addressed. The PPP presented today is missing a policy on the payout of sick leave upon a COG employee’s retirement. Shapiro and Friedrich have been in discussion about options for such a payout. It’s been recommended that the COG adopt Summit County’s policy on payout of up to 720 hours of accrued sick leave upon retirement. Matz noted that sick leave is not paid out in any other instance of separation from employment.
- Chesnes inquired about the source of the drafted PPP. Chesnes asked if the PPP considered today is based on best practices or if it is primarily a reapplication of County policy. Chesnes also asked if the PPP can be amended in the future.
  - Shapiro expressed that the COG is able to amend the PPP in the future. Because of time constraints, in-depth research on best practices is not currently feasible. Moreover, staff on-boarding cannot occur until the PPP is approved.
  - Friedrich shared his experience in the private sector and expressed that his company’s PPP is reviewed about once every four years. Given the changes brought about under WIOA and the with the COG’s formation, Friedrich suggested moving forward with the PPP in its current state. Changes can be made if issues arise in the future.
  - Matz expressed that the PPP discussed today was derived from Ohio Local Workforce Area 6’s (Stark and Tuscarawas) PPP and were compared to Area 19’s (Ashtabula, Geauga and Portage Counties). The COG PPP is significantly pared down when compared to county PPPs.
- **SAMWA COG Resolution 2017-03:** Friedrich made a motion to adopt SAMWA COG Resolution 2017-03. Shapiro seconded the motion. SAMWA COG Resolution 2017-03, approving the COG’s PPP, was thus adopted on the condition that the sick time retirement payout policy is added before the Director begins employment.

## **d. Update on the activity of the WDB’s Ad Hoc Hiring Committee**

- Matz expressed that the Ad Hoc Hiring Committee recommended Marshall for the position of WDB Executive Director. An official offer letter has not been issued because the PPP was not yet adopted. Matz will draft the offer letter and submit it to the CEOs for their review and signature. A resolution to hire Marshall as the Executive Director will be brought to the COG’s next meeting.
- Marshall expressed that a start date will be determined. A timeline is being developed in collaboration with Divoky. The anticipated start date is in March 2017.
- Nelsen referenced plans to operate the COG under an administrative agreement until SFY 2018.

## **II. NEW BUSINESS**

### **a. Establishing Area 2’s Procurement and Fiscal Policies and Procedures before next COG Meeting**

- Matz expressed that Area 2’s procurement policies and procedures must be adopted to proceed with all 7/1/2017 procurements. To draft Area 2’s procurement policies, other Workforce Area

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policies are being used as reference. Additionally, Matz cited that fiscal policies and procedures must also be drafted and adopted.

- Nelsen expressed that the fiscal policies would identify policies including but not limited to:
  - The dollar threshold under which the Director may pay bills/authorize expenditures without prior COG approval, and;
  - Thresholds under which the WDB Director may adjust budgets without the COG's prior approval.

## **b. Discussion of various insurances the COG must obtain – Health, Auto, Liability, Director & Officers**

- Matz expressed that an initial quote for the COG's Comprehensive General Liability Insurance for Directors and Officers (D&O) was issued by Wickard Insurance Brokers.
  - Reading from the quote, Shapiro expressed that for an estimated annual cost of \$1,110.00, the COG could receive a D&O policy with a \$1,000,000.00 cash value and an aggregate value of \$2,000,000.00.
- Matz expressed that she is drafting a contract allowing the COG to participate in the County of Summit's Regionalization Program (CSRP) for County-sponsored health care programs. The CSRP will provide COG staff with health insurance, programs and benefits identical to those received by County of Summit employees at exactly the same price. A contract may be implemented immediately upon identification of the coverage start date.
- Shapiro inquired about the legality of the COG entering into the CSRP.
  - Matz expressed that as a county-level political subdivision, it is permissible under State law to include the COG in the CSRP.

## **c. Discussion on entering into a professional services contract with the law firm Day & Ketterer (D&K) to gain additional outside legal counsel on the SAMWA COG structure**

- Referencing a conversation held last week with D&K, the firm retained by Area 6, Matz proposed utilizing the firm to gain outside legal counsel to review all the COG's documents. Matz stated that D&K estimated that it would take approximately three to four hours to review. Matz anticipates that D&K's hourly service rate will not exceed \$500.00. Matz asked the COG Board if they were comfortable with a professional services contract with D&K in an amount not to exceed \$2,000.00.
- Friedrich asked if D&K's review represents a "double check" of the COG's legal standing and if D&K has WIOA expertise.
  - Shapiro expressed that she felt it necessary to gain additional outside legal advice to ensure the COG's structural soundness as it begins to operationalize WIOA in earnest.
  - Citing Area 6's working relations with D&K, Matz expressed that the firm has the appropriate expertise. Area 6 has held D&K on retainer since 2006, using the firm to:
    - Review Area 6's Workforce Investment Act-era COG structure, and;
    - Complete the "revamping" of Area 6's COG structure under WIOA.

## **d. Discussion of WDB appointments and terms**

- Marshall expressed that two WDB appointees need their membership status reviewed:
  - Brian Malloy (Summit appointment for the Higher Education slot) – Malloy was employed by the University of Akron but recently left. Marshall asked permission to pursue a replacement in accordance with the WDB By-laws and pursue an appointment letter.
    - Shapiro expressed her interest in identifying a community college representative. These institutions often provide cost-effective ways for jobseekers to gain skills.
  - Joan Pritchett (Medina appointment – Business member- Manufacturing Sector) - when Pritchett was originally appointed, she represented the manufacturing sector in her role as HR Manager at the Flambeau company. In November, Pritchett began working for Antiquation, a retail store/small business in the City of Medina. This sector change requires the COG to decide on whether or not to retain Pritchett as a small business sector

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representative rather than a business/manufacturing representative. Marshall expressed that while retail is not a high on the State's priority sectors list, Pritchett is actively engaged, participating on the Performance Committee since its inception.

- Citing engagement as one of the most important factors in determining WDB appointments, Friedrich voiced his strong support for retaining Pritchett and switching her sector. Those present voiced their agreement.
- Expressing that small businesses are major job creators, Chesnes voiced her support of retaining Pritchett.
- Matz expressed that retaining Pritchett in this manner is allowable.
- Shapiro expressed the Regional and Local plans will provide Area 2 with a clearer picture of sectors on which to focus – both programmatically and as a source of WDB appointees.
- Marshall expressed that the resolutions regarding Pritchett's change of sector will be presented at the next COG meeting.
  - Friedrich asked why a resolution to retain Pritchett was necessary and if the COG needs to pass resolutions anytime a WDB member changed jobs.
    - Marshall expressed that in order to comply with the State's WDB composition requirements, significant changes in the WDB's composition must be recorded via resolution. Pritchett's move to a new sector represents a significant change.
- Divoky asked about the sources of the appointment letters.
  - Marshall explained that business representatives are nominated via a letter from a local chamber or business organization. Education representatives are nominated by their institution's governing body.

## e. Discussion of WDB Terms

- Marshall expressed that in accordance with previous and newly adopted versions of the WDB by-laws, terms are set at two years. WDB members can be reappointed for an indefinite amount of two-year terms so long as the member desires to remain on the WDB and is engaged. Members can be removed from the WDB if that member misses multiple meetings and is generally disengaged. As all WDB members' terms currently end on the same date, the COG should approve an altered term scheduled at their next meeting. This schedule will:
  - Restart all WDB terms on 7/1/2017;
  - Will assign half of the WDB to an initial 1 year terms that will end on 6/30/2018;
  - Will assign half of the WDB to 2 year terms that will end on 6/30/2019 and be renewed on 7/1/2019 for two years;
  - Will reinstate initial 1 year term members on 7/1/2018 for a two year term so that going forward, half the board is reappointed every year.
- Chesnes inquired about the reason for a two-year term.
  - Shapiro expressed that two years is sufficient time for members to understand the WDB's roles and functions. Within two years, most members are able to gauge whether or not they are interested in staying on the WDB. The term length also provides sufficient time for CEOs to determine if appointees should be retained for additional terms. Marshall added the terms match the Governor's biennial budget through which workforce funds are allocated.

## f. Delaying the SAMWA COG's assumption of the subgrant role with Ohio Department of Job & Family Services until 7/1/2017 (SFY 2018/WIOA PY 2017)

- Nelsen expressed that discussion of this topic was not needed. The sub-subgrant agreement between the COG and WIOA Fiscal Agents was discussed at the earlier WDB meeting.

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## **g. Discussion on creation of an Administrative contract between the SAMWA COG, Summit and Medina Counties**

- Nelsen expressed that discussion of this topic was not needed. The use of WIOA ADMIN funds for WIOA implementation tasks during SFY 2017 was discussed at the earlier WDB meeting.

## **h. Compliance with the Federally mandated rebranding of OhioMeansJobs (OMJ) Centers under the American Job Center network (AJCN) umbrella**

- Marshall expressed that \$7,000.00 was made available to Area 2 for rebranding its OMJ Centers under the AJCN umbrella. Marshall asked Felton if Medina would be adjusting the street sign for the Medina OMJ Center and reported Summit was pursuing quotes. Felton expressed that quotes would be pursued. It is likely that only part of the exterior signage would need to be replaced. Esposito expressed that it was very expensive the last time signage was updated.

## **I. GOOD OF THE ORDER**

### **a. Establishing dates for future SAMWA COG meetings**

- Marshall proposed reconvening the COG Board in late February. Shapiro expressed that late February had a small window due to travel plans. Friedrich expressed that Marshall should find a date that works with Shapiro's schedule. Once this date is identified, Friedrich will make every effort to fit the meeting into his own schedule.

## **II. ADJOURNMENT**

- Matz made a motion to adjourn the meeting. The motion was seconded by Friedrich and Shapiro. The meeting was adjourned at 10:38 AM.