



**MEETING MINUTES
OF
THURSDAY, JANUARY 25, 2018
7:30 AM**

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

Chief Elected Officials Present:	Adam Friedrich, Medina County Commissioner Ilene Shapiro, Summit County Executive
Summit/Medina Workforce Development Board (WDB) Chairs Present:	Sharlene Chesnes, Vice Chair Anthony Esposito, Chair
Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:	Daniel Grantham, Operations Coordinator Christine Marshall, Executive Director
Area 2 Fiscal Agents Present:	Phillip Montgomery, CFO, County of Summit Dept. of Job & Family Services (CSDJFS) Brian Nelsen, Director, County of Summit Dept. of Finance & Budget (CSDFB)
Legal Counsel Present:	Deborah Matz, Law Director, County of Summit Dept. of Law, Insurance & Risk Management (CSDL)

I. CALL TO ORDER

- A. The meeting of the SAMWA COG Board was called to order at 7:30 AM by Executive Shapiro. Per the SAMWA COG bylaws, Shapiro will serve as the Board's Chairperson in Calendar Year (CY) 2018.

II. APPROVAL OF MINUTES

- A. Shapiro requested a motion to approve the SAMWA COG's 12/4/2017 meeting minutes. Commissioner Friedrich made the motion which Shapiro seconded. With no objections or abstentions, the 12/4/2017 SAMWA COG meeting minutes were approved.

III. REPORTS

- A. There were no reports.

IV. OLD/CONTINUING BUSINESS

- A. Amendments to the Subgrant Agreement with the Ohio Dept. of Job & Family Services (ODJFS)
- Marshall expressed that when originally adopted via Resolution 2017-28, the Subgrant Agreement with ODJFS identified the CSDJFS as Area 2's Workforce Innovation and Opportunity Act (WIOA) Fiscal Agent for State Fiscal Years (SFY) 2018 and 2019. The CSDFB should have been identified as Area 2's Fiscal Agent. Resolution 2018-01 authorizes the execution of an amendment to the Agreement in which CSDFB is identified as the Fiscal Agent for Area 2 WIOA allocations.
 - **SAMWA COG Resolution 2018-01**
 - Shapiro requested a motion to adopt Resolution 2018-01. Friedrich made the motion which Shapiro seconded. With no objections or abstentions, Resolution 2018-01, authorizing amendments to the Area 2 Subgrant Agreement with ODJFS, was adopted.

V. NEW BUSINESS

A. CY 2018 WIOA Administration and Program Appropriations

• **SAMWA COG Resolution 2018-02**

- Shapiro requested a motion to adopt Resolution 2018-02. Friedrich made the motion which Shapiro seconded. With no objections or abstentions, Resolution 2018-02, authorizing the appropriation to CY 2018 of \$4,037,000.00 in WIOA funding available as of 12/31/2017, was adopted.

B. Intergovernmental Agreement to reimburse CSDJFS for workforce-related direct & indirect costs

- Marshall expressed that in SFY 2018, CSDJFS anticipates Workforce-related direct and indirect costs of \$415,000.00. This total is based upon: 1) the indirect cost calculations tabulated by the firm Maximus (\$15,000.00) and; 2) the direct service cost estimations calculated through Random Moment Sampling of CSDJFS staff (\$400,000.00). Resolution 2018-03 authorizes the execution of an Agreement to reimburse the CSDJFS for these cost allocation methods.
- **SAMWA COG Resolution 2018-03**
 - Shapiro requested a motion to adopt Resolution 2018-03. Friedrich made the motion which Shapiro seconded. With no objections or abstentions, Resolution 2018-03, authorizing the execution of an Intergovernmental Agreement with CSDJFS to reimburse the Department for workforce-related direct and indirect costs, was adopted.

C. Amending Section D, "Purchasing Authorities" of the Acquisition & Procurement Policies

- Marshall expressed that with the Finance Committee now meeting quarterly, the current \$0-\$10,000.00 purchasing authority for the SAMWA COG Executive Director is too restrictive. As such, the WDB's Executive Committee recommended an increase of this purchasing authority to \$25,000.00. This increase applies to WIOA Administration and Program expenses. Increasing the Executive Director's purchasing authority will reduce the time it takes to approve and pay expenses.
- Nelsen expressed that accounting Rea and Associates found the SAMWA COG to be in good standing with its fiscal practices and procedures.
- **SAMWA COG Resolution 2018-04**
 - Shapiro requested a motion to adopt Resolution 2018-04. Friedrich made the motion which Shapiro seconded. With no objections or abstentions, Resolution 2018-04, authorizing the execution of amendments to Section D, "Purchasing Authorities," of the SAMWA COG's Acquisition & Procurement Policies, was adopted.

D. Repayment Agreement with the Medina County Commissioners

- Marshall expressed that in conjunction with the lease of space at 60 Public Square, Medina, OH, the landlord's invoice for tenant improvements to the OhioMeansJobs Medina County (OMJMC) Center must be paid upon completion of work. Often tenant improvements are spread throughout the lease term, so payment upon completion presented a dilemma. As there is no WIOA allocation for One-Stop Centers, the tenant improvements must be shared with the OMJMC Partners via their Memorandum of Understanding (MOU) budget. Because MOU Partner contributions are collected on a quarterly basis, the immediate payment of the tenant improvement cost is not possible. As such, the Medina County Commissioners have agreed to reimburse the landlord for the tenant improvements, utilizing Medina County Job and Families Services (MCJFS) local funds. OMJMC MOU partners will repay Medina County on a quarterly basis. The Repayment Agreement is between the SAMWA COG and the Medina County Commissioners, on behalf of MCJFS.
- **SAMWA COG Resolution 2018-05**
 - Shapiro requested a motion to adopt Resolution 2018-05. Friedrich made the motion which Shapiro seconded. With no objections or abstentions, Resolution 2018-05, authorizing the execution of a Repayment Agreement with the Medina County Commissioners, on behalf of MCJFS, was adopted.

SUMMIT & MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS (SAMWA COG)

E. Letter of Engagement (LOE) with CSDL for CY 2018 Legal Services

- Marshall expressed that the LOE with CSDL allows the SAMWA COG to reimburse CSDL for its legal services in an amount not to exceed \$15,000.00 during CY 2018. The amount is based upon legal expenditures incurred during CY 2017.
- **SAMWA COG Resolution 2018-06**
 - Shapiro requested a motion to adopt Resolution 2018-06. Friedrich made the motion which Shapiro seconded. With no objections or abstentions, Resolution 2018-06, authorizing the execution of an LOE with CSDL for legal service costs not to exceed \$15,000.00 in CY 2018, was adopted.

F. The Appointment of Ms. Sharlonda Harvey, Mr. Martin Helms, and Ms. Nellie Rodman to the WDB

- Marshall expressed that Harvey, Area Human Resources Business Partner at US Foods, was referred as a potential WDB candidate by Mr. Robert DeJournett, WDB Performance Committee Chair, and is recommended by the WDB's Executive Committee for appointment by the SAMWA COG. Harvey, a Summit County appointee, will serve the WDB as a business representative. Upon adoption of Resolution 2018-07, Harvey will be appointed to a term beginning 1/25/2018 and ending 6/30/2019.
- Marshall expressed that Helms is the successor to Mr. Paul Zimmerman, WDB member and Training Director at the Akron Area Joint Electrical Apprenticeship and Training Committee (EJATC), upon Zimmerman's retirement. Helms is recommended by the WDB's Executive Committee for appointment by the SAMWA COG. Helms, a Summit County appointee, will serve the WDB as its joint labor-management apprenticeship training director representative. Upon adoption of Resolution 2018-07, Helms will be appointed to a term beginning 1/25/2018 and ending 6/30/2019.
- Marshall expressed that Rodman, Westfield Bank Human Resources Management at Westfield Insurance, has been recommended by the WDB's Executive Committee for appointment by the SAMWA COG. Rodman, a Medina County appointee, will serve the WDB as a business representative and replaces Westfield employee Amy Davin. Upon adoption of Resolution 2018-09, Rodman will be appointed to a term beginning 1/25/2018 and ending 12/31/2020.
- **SAMWA COG Resolutions 2018-07, 08 & 09**
 - Shapiro requested a motion to approve Resolutions 2018-07, 08, and 09. Friedrich made the motion which Shapiro seconded. With no objections or abstentions, Resolutions 2018-07, 08, 09, appointing to Harvey, Helms, and Rodham, respectively, to the WDB, were adopted.

V. **ADJOURNMENT**

- A. Shapiro requested a motion to adjourn the meeting. Friedrich made the motion which Shapiro seconded. With no objections or abstentions, the meeting adjourned at 8:02 AM.

*Respectfully Submitted,
Daniel Grantham
Operations Coordinator, SAMWA COG*