



MEETING MINUTES

of

June 28, 2017

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

Chief Local Elected Officials (CLEOs) Present:	Adam Friedrich, Medina County Commissioner Ilene Shapiro, County of Summit Executive
Present Workforce Development Board (WDB) Members:	Anthony Esposito, WDB Chair
Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:	Daniel Grantham, Operations Coordinator Christine Marshall, Executive Director
Present Area 2 County Staff:	Terri Burns, CFO, Co. of Summit Dept. of Job & Family Services (CSDJFS) Deborah Matz, Law Director, Co. of Summit Executive's Office Rich Freeman, County of Summit Executive's Office Brian Nelsen, Director, Co. of Summit Dept. of Finance & Budget (CSDFB)

I. CALL TO ORDER & INTRODUCTIONS

- a. The SAMWA COG meeting was called to order by Friedrich, Chair, at 7:46 AM.

II. APPROVAL OF MINUTES

- a. Friedrich requested a motion to approve the SAMWA COG's 5/11/2017 meeting minutes. The motion was made by Shapiro and seconded by Friedrich. The minutes were thus approved.

III. REPORTS

- a. None

IV. OLD/CONTINUING BUSINESS

a. Signing of Area 2's Memorandum of Understanding (MOU)

- Marshall expressed that the MOU Agreement defines each of the 23 partners' costs for locating and/or providing services through the Area 2's OhioMeansJobs (OMJ) Centers.
- Grantham explained the CLEOs and WDB Chair had their own MOU page to sign.
- Marshall thanked Burns and her team for their assistance throughout the MOU process.

b. Adoption of a resolution reappointing Summit County WDB appointees to the term of 7/1/2017-6/30/2019

- Marshall reminded the Body that adoption of SAMWA COG Resolution 2017-16, reappointing Summit County WDB appointees, was tabled on 5/11/2017 to allow Shapiro and Marshall to meet to discuss WDB member attendance. Marshall expressed that two current appointees will not be reappointed: Rick McIntosh, representing Adult Basic Literacy and Education (ABLE), and Jennifer Stupica, representing business. McIntosh resigned from ProjectLearn of Summit County to take a position with the Cleveland Municipal School District while Jennifer Stupica resigned from SSP Fittings to take a position with ConxusNEO. Marshall expects to reappoint ProjectLearn's current Executive Director in the near future.
- **SAMWA COG Resolution 2017-16:** Friedrich requested a motion to adopt Resolution 2017-16. The motion was made by Shapiro and seconded by Friedrich. 2017-16 was thus approved.

VI. NEW BUSINESS

a. Adoption, via resolution, of the Interim Administrative Agreement for 3/20/2017 to 6/30/2017

- Matz reminded the Body that the Interim Administrative Agreement, adopted by Summit County Council on 6/5/2017, allows CSDFB to assist CSDJFS in processing SAMWA COG fiscals for the aforementioned period. On 7/1/2017, CSDFB officially becomes the SAMWA COG Fiscal Agent.
- **SAMWA COG Resolution 2017-17:** Friedrich requested a motion to adopt Resolution 2017-17. The motion was made by Shapiro and seconded by Friedrich. 2017-17 was thus approved.

b. Adoption of a Resolution appointing CSDFB as the SAMWA COG Fiscal Agent

- Matz expressed that this resolution obviates the need for Administrative Agreements, such as the one adopted via Resolution 2017-17, on an on-going basis.
- **SAMWA COG Resolution 2017-18:** Friedrich requested a motion to adopt Resolution 2017-18. The motion was made by Shapiro and seconded by Friedrich. 2017-18 was thus approved.

c. Adoption of a Resolution to amend the SAMWA COG Bylaws

- Matz expressed that upon adoption of Resolution 2017-19, the SAMWA COG Board is authorized to appoint a proxy to represent them in the event of their absence from a SAMWA COG Board meeting. As Medina County is a Commissioner-based form of government, another Commissioner may be appointed, via resolution, to serve in Friedrich's absence. Summit County's Executive form of government allows Shapiro to appoint her proxy.
- **SAMWA COG Resolution 2017-19:** Friedrich requested a motion to adopt Resolution 2017-19. The motion was made by Shapiro and seconded by Friedrich. 2017-19 was thus approved.

d. Adoption of a Resolution to adopt the Preliminary Operating Budget for State Fiscal Year (SFY) 2018

- Burns expressed that the Preliminary Operating Budget for SFY2018, representing the period of 7/1/2017 to 6/30/2018, is similar to the Operating Budget adopted via Resolution 2016-01. The Budget takes the State of Ohio's SFY2018 WIOA allocation projections and combines them with SFY2017 carryover. The WDB Finance Committee reviewed and recommended adoption of this budget on 6/27/2017. The final Budget will become available when all invoices through 6/30/2018 are paid, thus providing the exact amount of carryover.
- **SAMWA COG Resolution 2017-20:** Friedrich requested a motion to adopt Resolution 2017-20. The motion was made by Shapiro and seconded by Friedrich. 2017-20 was thus approved.

e. Adoption of a resolution awarding Education Data Systems, Inc. (EDSI) a Medina County WIOA Career Services contract for the period of 7/1/2017 to 9/30/2018

- Marshall reminded the Body that the award of this contract was recommended by the WDB at its 5/24/2017 meeting. The contract term is extended by 3 months, terminating in alignment with the end of the Federal Fiscal Year (FFY). 7 months into this contract, it will be decided if the portion of the contract designated for WIOA Business Services will be given to another entity to provide these services.
- **SAMWA COG Resolution 2017-21:** Friedrich requested a motion to adopt Resolution 2017-21. The motion was made by Shapiro and seconded by Friedrich. 2017-21 was thus approved.

f. Adoption of a resolution awarding Tri-County Jobs for Ohio's Graduates (JOG) a Medina County WIOA Youth Services contract, under the umbrella of the State of Ohio's Comprehensive Case Management Employment Program (CCMEP), for the period of 7/1/2017 to 6/30/2018

- Marshall expressed that the award of a contract to JOG was recommended by the WDB Performance Committee at their 6/9/2017 meeting. WIOA Youth allocations align with the SFY, so this and other WIOA Youth contracts will not be aligned to the FFY.
- Burn expressed the incorrect dollar amount is identified in the Resolution. The dollar amount should be \$200,000.00 throughout Resolution 2017-22.
- Matz expressed that in order to collect signatures of Resolution 2017-22, Friedrich would need to introduce a motion to adopt 2017-22 with the correct dollar amount. Following adoption, the correct amounts can be hand-written onto the original resolution with each CLEO initialing the corrections.
- **SAMWA COG Resolution 2017-22:** Friedrich requested a motion to adopt Resolution 2017-22 with the

SAMWA COG

amended “not-to-exceed” amount of \$200,000.00. The motion was made by Shapiro and seconded by Friedrich. 2017-22 was thus approved.

g. Adoption of a Resolution awarding the United Labor Agency (ULA) a Summit County WIOA Career Services Contract for the period of 7/1/2017 to 9/30/2018

- Marshall expressed that ULA has been Summit County’s WIOA Career Services provider since 2014 and has performed well thus far.
- **SAMWA COG Resolution 2017-23:** Friedrich requested a motion to adopt Resolution 2017-23. The motion was made by Shapiro and seconded by Friedrich. 2017-23 was thus approved.

h. Adoption of a Resolution authorizing the SAMWA COG to enter into a 4-year Lease Agreement with IRGA, for the period of 7/1/2017 to 6/30/2021, in the amount of \$14.00/square foot for the first 24 months and \$15.00/square foot to provide space for the operation of OMJMC

- Matz expressed that the lease for the OMJMC is in its final form. This space must be renovated prior to OMJMC’s occupation of it. IRGA has agreed to begin renovations upon execution of the lease. They have also agreed to not require OMJMC to pay rent during the period prior to the move-in date, so long as it occurs by 10/1/2017.
- Marshall expressed that OMJMC cannot relocate until 10/1/2017 because of the time required for the State of Ohio to move OMJMC’s state servers to the new location.
- **SAMWA COG Resolution 2017-24:** Friedrich requested a motion to adopt Resolution 2017-24. The motion was made by Shapiro and seconded by Friedrich. 2017-24 was thus approved.

i. Adoption of a Resolution authorizing the SAMWA COG to enter into a 5-year Lease Agreement with Summit Workforce Solutions (SWS), dba ConxusNEO, for the period of 7/1/2017 to 6/30/2022, in the amount of \$17.80 per square foot of finished space and \$5.80 per square foot of unfinished space to provide space for the operation of OMJSC

- Nelsen expressed that the SAMWA COG’s lease with SWS provides space for OMJSC’s WIOA partners to provide services. This space is adjacent to space leased by CSDJFS. Work to identify actual costs for the lease of the space resulted in the aforementioned lease rates. After the first year of the lease term, the lease parties will meet to confirm that the negotiated rates are reflective of actual costs and will perform rates adjustments if required.
- **SAMWA COG Resolution 2017-25:** Friedrich requested a motion to adopt Resolution 2017-25. The motion was made by Shapiro and seconded by Friedrich. 2017-25 was thus approved.

j. Adoption of a Resolution authorizing the addition of Goodwill Industries of Akron and the Summit County Developmental Disabilities Board to the Area 2 MOU as “Additional Partners,” defined in WIOA 121(b)(2)

- Marshall expressed that WIOA necessitates the sharing of One-Stop Center operational costs amongst partners. WIOA allows entities not mandated to be present at One-Stops to join so long as they are organizations that provide services consistent with the goals of WIOA. Additional partners must be
- **SAMWA COG Resolution 2017-26:** Friedrich requested a motion to adopt Resolution 2017-26. The motion was made by Shapiro and seconded by Friedrich. 2017-26 was thus approved.

VII. GOOD OF THE ORDER

- a. Marshall thanked Freeman for his assistance in drafting the Agreements discussed today. Marshall also thanked Burns and Nelsen for their assistance in the deep dive into the costs for the Conxus lease – costs had not been really looked at for many years. The results of the costs effect the Partner MOU.
- b. Shapiro congratulated those present for the hard work and successful management of Area 2’s affairs.

VIII. ADJOURNMENT

- a. The meeting was adjourned at 8:19 AM.

Respectfully Submitted
Daniel Grantham, Operations Coordinator
SAMWA COG