

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
OF  
WEDNESDAY, DECEMBER 2, 2020  
7:30 AM**

Via Microsoft Teams  
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<b>Summit/Medina Workforce Development Board (WDB) &amp; Executive Committee Members Present:</b>	Jeff Bissell, WDB Chair; Mark Derrig, WDB Finance Committee Chair; Anthony Esposito, WDB Vice Chair; Jess Heid, WDB Performance Committee Chair
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<b>Summit/Medina Workforce Development Board (WDB) &amp; Executive Committee Members Absent:</b>	Joan Pritchett, WDB One-Stop Operations Committee Chair ( <i>excused</i> )
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<b>SAMWA COG Staff Present:</b>	Grace Fry, Policy, Procurement & Performance Administrator; Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director
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**I. CALL TO ORDER**

- A. Bissell called the 12/2/2020 Executive Committee meeting to order at 7:40 AM.

**II. APPROVAL OF MINUTES**

- A. Bissell requested a motion to approve the Executive Committee's 8/12/2020 meeting minutes. Derrig made the motion which Heid seconded. With no objections or abstentions, the motion passed and the minutes were approved.

**III. REPORTS**

- A. There were no reports to present.

**IV. OLD/UNFINISHED BUSINESS**

- A. Bissell noted that there is still one vacancy on the WDB, which is a Summit business appointee. Bissell volunteered to conduct outreach to find candidates for Executive Shapiro's review.
  
- B. Director Marshall submitted to the Executive Committee for review a list of WDB Committee Appointments, the result of multiple discussions with this Committee and the Board regarding the need for more Members to serve on a Committee. The Committee Members present agreed to the appointments as listed and determined that each Member will be contacted individually to confirm the appointment and provide information regarding the committee to which they have been appointed. Kaser will provide this information to the members in a letter signed by Heid prior to January 1, 2021.

**V. NEW BUSINESS**

- A. Marshall informed the Committee Members that management of the Reemployment Service and Eligibility Assessment (RESEA) program is transferring from ODJFS to the local Workforce Areas. The program provides intensive career services for individuals receiving unemployment benefits who are deemed unlikely to be reemployed. RESEA funds will become a permanent part of the Area 2 Operating Budget, and RESEA funds will be used to hire additional WDB staff to support delivery of RESEA services.
  
- B. Marshall informed the Committee that the WDB staff has determined it is necessary to procure a contract to provide professional monitoring services for Area 2. The RFQ will be sent to a number of

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consultants. The Committee agreed to this request. Marshall confirmed the amount will not exceed \$20,000. The review will cover youth, adult, and dislocated worker services delivered during all of PY 2019, and half of PY 2020. It is anticipated that Sharon Parry, who has provided monitoring services for Area 2 in the past, will respond to the RFQ.

- C. Marshall discussed with the Committee Members the difficulty of spending new special grants, as well as Year 3 WIOA funds, in addition to Year 2 WIOA funds, especially when delivery of services is slowed due to the COVID-19 pandemic, which has caused our Centers to close and service delivery to move online. One thought is reallocating funds some of the Year 3 funds from Summit to Medina County, is one way to will alleviate some of the pressure to spend all the funds that Summit still has before the end of their respective end dates, at which time the State may take back unspent funds. The Committee agreed to move money between our Area's respective Counties makes sense, if Medina can expend it.
- D. Marshall discussed with the Committee members the Medina County WDB members' reappointment to new two-year terms beginning 1/1/2021. Those present received a record of Medina Members' attendance of WDB Regular meetings, and confirmed that all are eligible for reappointment. Those who agree to serve for another two years will be considered for reappointment by the SAMWA COG Board. It was noted that Kaser has contacted each Medina County member and confirmed their interest to continue to serve.
  - a. Bissell requested a motion to recommend to the SAMWA COG Board the reappointment of the Medina WDB Members to new two-year terms beginning 1/1/2021. Derrig made the motion, which Heid seconded. With no objections or abstentions, the motion passed.

### VI. GOOD OF THE ORDER

- A. Marshall announced that Area 2 has begun its biennial WDB certification process. The process involves the State making certain the local Board is compliant with the federal rules for how a local Board is comprised. It should be noted that Glaubman is leading this process
- B. Bissell noted that the next WDB Regular meeting will be held at 8:00 AM, Thursday, 1/28/2021, virtually via Microsoft Teams.
- C. Marshall informed those present that she was invited to be a panelist at the monthly Northeast Ohio Development Exchange (**NODE**) held 12/1/2020.

### VII. ADJOURNMENT

- A. Bissell requested a motion to adjourn the meeting. Derrig made the motion which Heid seconded. With no objections or abstentions, the motion passed and the meeting adjourned at 8:36 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, Summit and Medina Workforce Area Council of Governments