

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
OF
WEDNESDAY, AUGUST 12, 2020
7:30 AM**

Via Microsoft Teams
[Join Microsoft Teams Meeting](#)

Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Present:	Jeff Bissell, WDB Chair; Anthony Esposito, WDB Vice Chair; Jess Heid, WDB Performance Committee Chair
Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Absent:	Mark Derrig, WDB Finance Committee Chair (<i>excused</i>); Joan Pritchett, WDB One-Stop Operations Committee Chair

SAMWA COG Staff Present: Grace Fry, Policy, Procurement & Performance Administrator; Christine Marshall, Executive Director

I. CALL TO ORDER

- A. Bissell called the 8/12/2020 Executive Committee meeting to order at 7:31 AM.

II. APPROVAL OF MINUTES

- A. Bissell requested a motion to approve the Executive Committee's 6/24/2020 meeting minutes. Heid made the motion which Esposito 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. Committee members discussed the need for more WDB Members to join committees. Since it has now been discussed at WDB Regular meetings that Members not serving on a committee may be appointed to one, to give WDB Members an opportunity to volunteer, the Executive Committee determined the Staff should determine committee appointments and submit to the Executive Committee for approval. Once agreed to the appointments, each Member will be contacted individually to provide the information of which committee they have been appointed.
- B. Bissell noted that there is still one vacancy on the WDB, which is a Summit business appointee, and the member who resigned had represented logistics, specifically food distribution, in northern Summit County. Marshall reminded the Committee that the appointee must have decision making authority within their organization in order to represent their industry on the WDB, and it will be important to continue representing areas of Summit County outside of Akron as well as maintain diversity among the membership Bissell volunteered to conduct some outreach in Northern Summit to find candidates for Executive Shapiro's review.
- C. Glaubman informed the Committee that the purchase of three Surface Pro laptops for the SAMWA COG staff, including their recommended sufficient Intel processors and accessories, has been completed, at a total, final cost of approximately \$6,000. The Staff's Dell laptops purchased in 2017, will be repurposed for use by Career Services staff at the Medina One-Stop center.
- D. Marshall reviewed with the Committee the process used for selecting a vendor to redesign and host the Area 2 Website, including the formation and activities of the WDB ad hoc committee which met on

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)

6/22/2020 and 7/7/2020 to review the proposals, the legal review of the services agreement with EYEMG, a timeline for completion of the redesign project which is expected to be completed in October , and a plan to deliver a demonstration for the WDB at their Regular meeting in November. The amount of the Agreement with this vendor only requires the approval of the WDB.

- i. Bissell requested a motion to enter into a Professional Services Agreement with EYEMG.com, LLC. for website redesign services for an amount not to exceed \$30,000.00 for the period of 8/12/2020 to 8/11/2021 with up to four annual renewal options (which will be used for on-going support and hosting). Heid made the motion which Esposito seconded. With no objections of abstentions, the motion carried.

V. NEW BUSINESS

- A. Marshall informed the Committee members that Nellie Rodman has resigned her appointment on the WDB due to retirement effective 9/1/2020. Rodman was a Medina appointee and represented Westfield Bank. Marshall and Rodman discussed that Westfield is considering recommending a replacement to continue their presence on the WDB. This makes 2 vacancies overall on the WDB, one for Summit County and one for Medina. Rodman also served on the Performance Committee.
- B. Marshall informed the Committee that the Annual Audit by the Auditor of State, reviewing Calendar Year 2019 financials, is underway and expected to conclude October 16, 2020.
- C. Marshall informed the Committee that WIOA two-year Performance Negotiations with ODJFS are underway to determine the performance measures against which Area 2 will be held for Program Years 2020 and 2021, based on past performance, and economic development data. Glaubman explained that since Area 2 has met or exceeded standards in the past, the State is seeking to increase most standards, with the exception of youth credential attainment, which Area 2 has failed in the past in Summit County specifically and as an Area due to performance in Summit County. Marshall emphasized that continued failure of the youth credential attainment measure can affect decisions at the State level regarding the composition, governance, and funding of the Area.
- D. Marshall informed the Committee that Area 2 has received, from ODJFS, a U.S. Department of Labor National Dislocated Worker Grant totaling \$757,849.00 for the Area, to assist in recovery efforts due to COVID-19, through 2023. The Area was notified in June and is writing a plan to submit in August for using the funds to assist jobseekers unemployed due to COVID-19.
- E. Marshall informed the Committee that ODJFS has received a U.S. Department of Labor *Pathways Home* Grant and Area 2 will be piloting the program. ODJFS will place a person at the Summit One-Stop center focused on assisting justice-involved adults and youth transitioning out of incarceration. This FTE equivalent could contribute up to \$48,000.00/year to the Partner MOU through 2023.
- F. Marshall briefly summarized a proposal to hire a Special Projects and Grants Management staff member to manage the various projects arising due to issues such as the Opioid and COVID crises. The Committee expressed support of the proposal based on the volume of new administrative tasks due to the new grant awards and related projects.
- G. Marshall informed the Committee of a need to increase the Summit County portion of the budget of the United Labor Agency Career Services contract for Career Services. The increase is due to changes to benefits for the ULA staff, hiring of additional staff and purchase of some materials. The amount of the increase requires WDB approval.
 - i. Bissell requested a motion to approve an Amendment to the FFY 2020 1st Renewal Agreement with United Labor Agency, the WIOA Career Services in Medina and Summit

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)

County, to increase the Summit portion of the contract budget in amount not to exceed \$35,926.00, thereby the FFY 2020 Summit budget increases from \$1,064,000.00 to \$1,099,926.00. Heid made the motion which Esposito seconded. With no objections or abstentions, the motion carried.

- H. Marshall discussed with the Committee the need to enter a service agreement to provide for Virtual Recruitment software for use by the Career Services staff at both the Summit and Medina One-Stop centers. This new method for conducting recruitments is especially needed given how COVID has changed the way services must be delivered. Marshall reviewed with the Board members the considerations of the use of software, including cost, that went into determining a vendor, and informed the Committee that the chosen vendor, Premier Virtual, has a “bonus” for being Veteran-owned. The *Software as a Services Agreement* with Virtual Premier for a 1-year license paid in advance for an amount not to exceed \$13,500.00 has been reviewed by SAMWA COG legal counsel and a copy will be routed to Bissell for signature as the WDB Chair as this purchase is too small to require approval by the COG Board.

VI. GOOD OF THE ORDER

- A. Marshall informed the Executive Committee that the SAMWA COG Staff Office move has been completed, and the staff are now located at 175 S. Main St., **Suite 209**, Akron, OH 44308
- B. Bissell noted that the next WDB Regular meeting will be held at 8:00 AM, Thursday, 9/24/2020, virtually via Microsoft Teams.

VII. ADJOURNMENT

- A. Bissell requested a motion to adjourn the meeting. Esposito made the motion which Heid seconded. With no objections or abstentions, the meeting adjourned at 8:37 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, Summit and Medina Workforce Area Council of Governments