

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
OF
WEDNESDAY, JUNE 24, 2020
7:30 AM**

Via Microsoft Teams
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Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Present:

Jeff Bissell, WDB Chair; Mark Derrig, WDB Finance Committee Chair; Anthony Esposito, WDB Vice Chair; Jess Heid, WDB Performance Committee Chair; Joan Pritchett, WDB One-Stop Operations Committee Chair

SAMWA COG Staff Present:

Grace Fry, Policy, Procurement & Performance Administrator; Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director

I. CALL TO ORDER

- A. Bissell called the 6/24/2020 Executive Committee meeting to order at 7:40 AM.

II. APPROVAL OF MINUTES

- A. Bissell requested a motion to approve the Executive Committee's 11/6/2019 meeting minutes. Derrig made the motion which Esposito seconded. With no objections or abstentions, the minutes were approved.

III. REPORTS

- A. There were no reports to present.

IV. OLD/UNFINISHED BUSINESS

- A. Marshall and the Committee members discussed the need for more WDB Members to join committees. She informed the Committee that Martin Helms has recently volunteered to join the Performance Committee, and that Mandy Hinkel inquired about the various committees and requirements of committee membership after it was discussed at the WDB Regular meeting in January. The Committee discussed the need to appointment Members still not participating on committees if they do not volunteer.
- B. Marshall reminded the Committee 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 and the Committee discussed possible recommendations.
- C. Marshall updated the Committee on the status of the public reopening of the OhioMeansJobs centers in Summit and Medina Counties, which will depend on guidance from the State of Ohio. She informed the Committee of ODJFS funds available for furniture and PPE that can be utilized to facilitate the reopening.

V. NEW BUSINESS

- A. Marshall informed the Committee that due to James Lake's taking a new position outside the Vocational Rehabilitation field, a new appointment must be made to take his place on the WDB. Opportunities for Ohioans with Disabilities has nominated Patricia Dempsey, and the SAMWA COG Board will consider a resolution to appoint Ms. Dempsey at their meeting on 6/25/20.

- B. The Committee agreed to recommend to the SAMWA COG Board to award a contractor agreement to Callos Resource, LLC, to provide payroll services to Comprehensive Case Management Employment Program youth enrolled in the Program's Work Experiences under WIOA, for the period of 7/1/2020 to 6/30/2021:
 - i. Bissell requested a motion to make the recommendation, which Derrig seconded. With no objections or abstentions, the motion passed.
- C. The Committee reviewed and approved Area 2 budget adjustments for SFY 2021 to recommend to COG Board for adoption:
 - i. Marshall pointed out the addition of a grant funding summary page as a new reference tool in the budget and discussed with the Committee a new grant from ODJFS Office of Workforce Development: a Business Services Resources Grant in the amount of \$300,000 to Area 2, expected to be divided 80/20 between Summit and Medina Counties
 - ii. Bissell requested a motion to recommend to the SAMWA COG adoption of the SFY 2021 Program and Administrative Operating Budgets. Heid made the motion which was seconded by Esposito and passed with no objections or abstentions.
- D. Glaubman discussed and shared with the Committee a document she created with various pricing she'd researched concerning the project to replace the 4-year-old computers currently in use by the three WDB Staff. After much discussion, the Committee approved the purchase of Surface laptops, suggesting Staples as the vendor given the discount offered and recommended investing up to \$3,000 each in machines with suitably capacious Intel processors to support full time professional use. It was noted that the Dell laptops in current use will be wiped and available for the Medina Career Services Staff use, remaining on COG office inventory. They will need MS Windows 10 installed as currently, they all have Windows 7.
- E. Glaubman and Marshall discussed with the Committee the redesign of Area 2's website which has been on the backburner for some time. The limitations of the current websites have become obvious during the COVID-19 situation as we tried to use them as a place to share pertinent information. Glaubman reviewed quotes from four different providers of web design and site management, including the current provider. More information will need gathered to make a determination on which vendor to use for the redesign.

VI. GOOD OF THE ORDER

- A. Marshall informed the Executive Committee that the SAMWA COG Staff Office will be relocating to 175 S. Main St., **Suite 209**, Akron, OH 44308, and that a 5-year lease has been signed with Summit County to secure the space.
- B. Reminder: upcoming meetings:
 - i. SAMWA COG Board meeting – 8:00 AM, Thursday, 6/25/2020, via Zoom

VII. ADJOURNMENT

- A. Bissell requested a motion to adjourn the meeting. Derrig made the motion which Heid seconded. With no objections or abstentions, the meeting adjourned at 8:41 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, Summit and Medina Workforce Area Council of Governments