

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
OF  
WEDNESDAY, NOVEMBER 6, 2019  
7:30 AM**

Summit & Medina Workforce Area Council of Governments (SAMWA COG) Office  
175 South Main Street, Suite 207  
Akron, Ohio 44308

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<b>Summit/Medina Workforce Development Board (WDB) &amp; Executive Committee Members Present:</b>	Jess Heid, WDB Performance Committee Chair; Sharlene Chesnes
<b>WDB/Committee Members Absent:</b>	Jeff Bissell, WDB Chair; Mark Derrig, WDB Finance Committee Chair; Anthony Esposito, WDB Vice Chair; Joan Pritchett, WDB One-Stop Operations Committee Chair
<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. Heid called the 11/6/2019 Executive Committee meeting to order at 7:50 AM.

**II. APPROVAL OF MINUTES**

- A. Heid requested a motion to approve the Executive Committee's 6/5/2019 meeting minutes. Chesnes made the motion which Heid seconded. With no objections or abstentions, the minutes were approved.

**III. REPORTS**

- A. There were no reports to present.

**IV. OLD/UNFINISHED BUSINESS**

- A. Director Marshall informed the committee that the Auditor of State (AOS) Audit of Area 2 financials for CY 2018 (commenced July 2019 and filed in September) has been accepted.
- B. Director Marshall and the committee continued the discussion, begun at the 6/5/19 meeting, of appointing WDB members to serve on committees if they have not volunteered to do so, and as a way to encourage more active engagement of all WDB members, who together represent a diversity of communities and industries across Summit and Medina Counties, and to ensure that diversity is represented across the committees.
  - i. The Committee agreed to try appointing current as well as new members to a committee
  - ii. Director Marshall expressed the need for another WDB onboarding event

**V. NEW BUSINESS**

- A. The committee reviewed a draft of the 2020 WDB Regular and Committee meeting schedule. The schedule will be sent electronically to absent members to confirm the dates for the committees they chair. The approved schedule will be presented at the next WDM Regular meeting on 11/21/19, and WDB Members will receive calendar invitations for Regular meetings and for meetings of the committees on which they serve.

## SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)

- B. Director Marshall updated the Committee on the status of OhioMeansJobs Medina County Phase I Certification. Documents have been submitted and the center is likely to pass Phase I since the new location had been retrofitted by the previous tenant to comply with the ADA. Phase II is not required for the Medina County OMJ since it is an affiliate center of the Summit County OMJ comprehensive center; however, Phase II critical factors will be observed as best practices in Medina County.
- C. Director Marshall informed the Committee that there are now two WDB Member vacancies: Robert DeJournett (industry change) and Sharlonda Harvey (relocation). Both are Summit County appointments and efforts are being made to find Summit County replacements in the same industries who will be as actively involved on the WDB as Mr. DeJournett and Ms. Harvey have been.
- D. The Committee discussed the agenda for the November 21, 2019 WDB meeting.

### VI. GOOD OF THE ORDER

- A. Reminder: upcoming WDB meetings:
  - i. Finance Committee – 8:00 AM on Wednesday 11/13/19 @ SAMWA COG Office
  - ii. Performance Committee – 3:00 PM on Monday, 11/18/19 @ SAMWA COG Office
  - iii. Regular WDB meeting – 8:00 AM on Thursday, 11/21/19 @ CCF Akron General Wellness Center
  - iv. Executive Committee – 7:30 AM on Wednesday, 12/4/19 @ SAMWA COG Office
  - v. SAMWA COG Board meeting – 8:00 AM, Monday, 12/9/19 @ CCF Akron General Wellness Center

### VII. ADJOURNMENT

- A. Heid requested a motion to adjourn the meeting. Chesnes made the motion which Heid seconded. With no objections or abstentions, the meeting adjourned at 8:20 AM.

*Prepared by:*

*Tammy Kaser*

*Operations Coordinator*

*Summit and Medina Workforce Area Council of Governments*