

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
OF  
WEDNESDAY, JUNE 5, 2019  
7:30 AM**

Summit & Medina Workforce Area Council of Governments (SAMWA COG) Offices  
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>	Jeff Bissell, WDB Chair; Jess Heid, WDB Performance Committee Chair; Mark Derrig, WDB Finance Committee Chair; Anthony Esposito, WDB Vice Chair
<b>WDB/Committee Members Absent:</b>	Joan Pritchett, WDB One-Stop Operations Committee Chair
<b>SAMWA COG Staff Present:</b>	Grace Fry, Policy, Procurement & Performance Administrator (PPPA); Christine Marshall, Executive Director; Tammy Kaser, Operations Coordinator

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**I. CALL TO ORDER**

- A. Bissell called the 6/5/2019 Executive Committee meeting to order at 7:37 AM.

**II. APPROVAL OF MINUTES**

- A. Bissell requested a motion to approve the Executive Committee's 1/15/2019 meeting minutes. Derrig made the motion which Bissell seconded. With no objections or abstentions, the minutes were approved.

**III. REPORTS**

- A. There were no reports to present.

**IV. OLD/UNFINISHED BUSINESS**

- A. Operations Coordinator position – Marshall introduced Tammy Kaser, new SAMWA COG Operations Coordinator.
- B. Reappointment of Summit/Medina WDB members term ending 6/30/19 – Marshall reviewed the process used to reappoint WDB members.
  - i. Robert DeJournett no longer meets WIOA criteria for Board representation due to a career change, however due to an allowance in the WDB By-Laws, he may become a non-voting member of a standing committee. All Executive Committee members present agreed to recommend appointing DeJournett to the Performance Committee as a voting non-member due to his expertise and commitment.
  - ii. After review of the Summit WDB members' attendance and participation on Committees, all Executive Committee members present agreed to recommend all Summit WDB members to be reappointed for an additional term, with strong recommendation that all members serve on a committee. SAMWA COG Staff will provide a list of the committees and their membership at the WDB meeting June 27, 2019, and those who do not join a committee may be assigned to one.
- C. Results of Summit County One-Stop Operator monitoring – Per Marshall, consultant Sharon Perry assessed the Summit OMJ Center Operator across 22 deliverables found in the contract with the WDB based on documentation of activities, interview of center manager, and a visit to the center. A summary of the report is being prepared.

## SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)

- D. Results of Phase II Certification of OhioMeansJobs Summit County – Per Marshall, the OSO Committee met to review the Summit OMJ center across 32 measures outlined at the Federal level. The report and action plan will be submitted to the State after the WDB votes to approve it.
- E. Status of 2020 contract renewals – Per Fry, Project Learn declined the offer to renew their CCMEP TANF/WIOA youth contract citing they don't believe their service delivery model is best served under CCMEP and all youth can access their services through the other Area 2 CCMEP providers. All other contract renewals are proceeding as planned.

### V. NEW BUSINESS

- A. Updated 2019 WDB + Committee meeting schedule – SAMWA COG Staff will send a new meeting schedule, reflecting changes to all 2019 meeting dates, to WDB members via email and post.
- B. OhioMeansJobs Medina County move to 72 Public Square – Marshall discussed the plan to move the Medina OMJ Center in July 2019, from 60 Public Square to 72 Public Square:
  - i. New location will have lower rent, better parking, and will be ADA compliant.
  - ii. Services will be provided at libraries during the month of July while the move is underway.
  - iii. Goal to reopen in August; we will pay no rent for July.
- C. WDB Bylaw changes – Marshall summarized the current changes to the bylaws, which have been adopted by the COG Board: addition of a policy to facilitate compliance with Sunshine laws; clarification of terms such as Standing Committee, Local Committee, and Voting Non-member.
  - i. After discussing the merits of adding a committee participation requirement for WDB membership, all Executive Committee members present agreed that WDB members who do not volunteer to serve on a committee should be appointed to a committee or should be given “member at large” status with associated expectations.
  - ii. SAMWA COG Staff will send the updated bylaws to WDB members via email ahead of the next WDB meeting.
- D. Letter to training providers – Fry presented a letter approved by the Performance Committee outlining a new payment schedule for all non-higher education WIOA Individual Training Agreements (ITAs). Beginning July 1, 2019, 40% of the approved funding will be dispersed when the trainee successfully begins training, 50% will be dispersed upon successful completion of training, and the remaining 10% will be held until the trainee has obtained training-related employment earning a minimum of \$15 per hour.
- E. Planning allocations for SFY 2020 – Marshall presented the WIOA methodology for determining workforce development allocations, including but not limited to changes in unemployment rate.
  - i. The Executive Committee discussed having (1) ready access to reports showing funding pipelines for both counties and (2) the ability to recommend reallocation of funding as needed.
- F. Review of actions taken at May 23, 2019 COG meeting – Bissell signed the ODJFS Subgrant Agreement.
- G. Discussion of the agenda for the June 27, 2019 WDB meeting – Marshall indicated a draft agenda for the 6/27/2019 WDB meeting will be emailed to the Committee for review.
- H. MOU Partner Budget – Marshall updated the Committee on the status of the MOU Partner Budget agreement, the deadline for which has been extended by the State.

**VI. GOOD OF THE ORDER**

- A. Reminder: upcoming WDB meetings:
  - i. One-Stop Operator Committee – 8:00 AM on 6/17/19 @ OMJ Summit County
  - ii. Finance Committee – 8:00 AM on 6/20/19 @ SAMWA COG Office
  - iii. Performance Committee – 3:00 PM on 6/24/19 @ SAMWA COG Office
  - iv. Regular WDB meeting – 8:00 AM on 6/27/19 @ CCF Akron General Wellness Center, Montrose
  - v. SAMWA COG Board meeting – 8:00 AM on 7/8/19 @ CCF Akron General Wellness Center, Montrose
  - vi. Executive Committee – 7:30 AM on 7/10/19 @ SAMWA COG Office

**VII. ADJOURNMENT**

- A. Derrig made a motion to adjourn the meeting. Bissell seconded the motion. With no objections or abstentions, the meeting adjourned at 9:07 AM.

*Prepared by:*

*Tammy Kaser*

*Operations Coordinator*

*Summit and Medina Workforce Area Council of Governments*