

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES**

**OF
TUESDAY, JANUARY 15, 2019
7:30 AM**

Summit & Medina Workforce Area Council of Governments (SAMWA COG) Offices
191 South Main Street
Akron, Ohio 44308

Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Present:	Jeff Bissell, WDB Chair; Jess Heid, WDB Performance Committee Chair
WDB/Committee Members Absent:	Mark Derrig; WDB Finance Committee Chair; Anthony Esposito, WDB Vice Chair; Joan Pritchett, WDB One-Stop Operations Committee Chair
SAMWA COG Staff Present:	Grace Fry, Policy, Procurement & Performance Administrator (PPPA); Christine Marshall, Executive Director

I. CALL TO ORDER

- a. Bissell called the 1/15/2019 Executive Committee meeting to order at 7:47 AM.

II. APPROVAL OF MINUTES

- a. Bissell requested a motion to approve the Executive Committee's 5/30/2018 meeting minutes. Heid made the motion which Bissell seconded. With no objections or abstentions, the minutes were approved.

III. REPORTS

- a. Bissell asked for any reports and Marshall informed the members there were no reports for this meeting.

IV. OLD/UNFINISHED BUSINESS

- a. Update Program Year (PY)17 & Q1 PY 18 fiscal review by an ODJFS Monitor – per Marshall the monitor arrived at the SCDJFS fiscal offices on 1/7/19. He selected the youth agreement with the largest dollar amount (Jobs For Ohio Graduates) and the WDB's One-Stop Operator procurement to test our processes. Two items being questioned thus far in his review: 1) lack of a price estimate for the youth contract and the Operator contracts and 2) was monitoring performed by the WDB. We have supplied him with the information for how our budgets were derived for youth services (driven by the WIOA youth allocation) and operator (driven by partner system and cost to be in the centers) and explained PY 17 monitoring was performed for all WIOA service contracts and Operator monitoring is scheduled for February.
- b. Review of 2019 WDB meeting schedule – Bissell confirmed the Executive Committee dates and Heid confirmed the Performance Committee dates for 2019 were good.

V. NEW BUSINESS

- a. Operations Coordinator position – Marshall reviewed the dates for release of the job opening and discussed reasons for possible delay. Bissell and Heid suggested due to the importance of this position in terms of the support to the staff and board, might consider an assessment if given to all candidates at the interview to assist in aptitude detection for this work.
- b. Re-Appointment of Summit/Medina WDB Members process during 2019 - Marshall reiterated the process used to reappoint the WDB members.
- c. Reengagement of contract with Sharon Parry for One-Stop Operator Monitoring – Marshall referenced under "old business" the monitoring of the operator contract deliverables was mentioned and will occur February 20 & 21, 2019. We are reviewing an 18-month time period of July 1, 2017 to December 31, 2018. As occurred with the monitoring of the Service provider adult and youth contracts, the monitoring report for the Operator review will be shared with the Board upon completion.
- d. 2019 contracts and plans identified for updates, renewals, etc. – Marshall cited all of the actions the staff will be taking to update plans with the State, renew contracts with providers/operators, certify the one-stop centers under Phase 2 and negotiate the OhioMeansJobs Partner system MOUs, most of which is due by July 1, 2019.
- e. OJT policy and economic development incentives – Marshall updated the members on how the current OJT policy for Area 2 might need updated to better align with economic development incentives offered to companies to grow their workforce. Fry explained she is researching labor market data and reviewing all OJT contracts for wage information over the last two years to inform/support any proposed changes to local policy.

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- f. Discussion of the Agenda for the January 30, 2019 WDB Meeting and COG Meeting - The Executive Committee discussed and approved items presented by the staff for inclusion on the 1/30/2019 agenda.
- g. Schedule introduction to new Medina County Commissioner, Colleen Swedyk- The Executive Committee would like to meet with the Commissioner over coffee or lunch and asked the staff to follow-up.

VI. GOOD OF THE ORDER

- a. Marshall notified the Executive Committee of an upcoming vacation.
- b. Reminder: upcoming WDB meetings:
 - Finance Committee – 8:00 AM on 1/23/2019 @ SAMWA COG Offices
 - Performance Committee – 3:00 PM on 1/28/2019 @ SAMWA COG Offices
 - Regular WDB Meeting – 8:00 AM on 1/30/2019 @ Cleveland Clinic Akron Gen. Wellness Ctr., Montrose
 - SAMWA COG Board Meeting – Immediately following WDB on 1/30/2019

VII. ADJOURNMENT

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

*Respectfully Submitted,
Christine Marshall, SAMWA COG, Executive Director*