

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
OF  
WEDNESDAY, MAY 30, 2018  
7:30 AM**

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

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**I. CALL TO ORDER**

- A. Introduction of members, staff and guests (Tony Esposito, Chair)

**II. APPROVAL OF MINUTES**

- A. Motion to approve the January 17, 2018 Executive Committee meeting minutes *(attachment 1)*

**III. REPORTS**

- A. Veteran "Secret Shopper" reports for OhioMeansJobs (OMJ) Medina County (OMJMC) and Summit County (OMJSC)
- B. In-Demand Jobs Week (5/7-5/11/2018)

**IV. OLD/UNFINISHED BUSINESS**

- A. Update on on-going procurement processes:
  - i. SFY 2019 Comprehensive Case Management Employment Program (CCMEP) – Medina & Summit Cos.
  - ii. Program Year (PY) 2017 (7/1/17-6/30/18) WIOA program monitoring request for quotations (RFQs)
- B. Update on engagement with Rea & Associates
- C. Update on the status of Area 2's website redesign *(attachment 2)*

**V. NEW BUSINESS**

- A. SFY 2019 Operating Budget
  - i. Budget projections from the State of Ohio *(attachment 3)*
  - ii. Discussion of updates to Calendar Year 2018 Budget for 7/1/2018
- B. Update on One-Stop Operator (OSO) Contracts
  - i. Contract with The WorkPlace (OMJMC) & County of Summit Job & Family Services (OMJSC) to be renewed with 3.0% increases for SFY 2019
  - ii. Evan Taylor hired to serve as OSO in at OhioMeansJobs Medina County (OMJMC)
- C. Amendments to the OMJ Center Partner Memorandum of Understanding (MOU) for SFYs 2018/2019
- D. Discussion of upcoming procurement processes:
  - i. SFY 2019 WIOA Career Services (Adult/Dislocated Workers) – Medina & Summit Counties
- E. Discussion of Policy Changes/Updates
  - i. CCMEP WIOA Policies
  - ii. Procurement Card Policy
  - iii. Records Retention Schedule (RC-2) *(attachment 4a)* & Public Records Request Policy *(attachment 4b)*
    - MOU with the Summit County Records Commission (for adoption at the Commission's July 17 Meeting)
- F. Appointment of new Summit/Medina WDB Members
  - i. Amanda Hinkle (S) – Stark State College *(attachment 5)*
    - Motion to recommend the appointment of WDB nominees to the SAMWA COG
- G. 2 Support Letters sent from the WDB
  - i. Pathstone – in support of Dept. of Labor Grant *(attachment 6)*
  - ii. Continuum of Care – in support of Dept. of Housing & Urban Development Grant *(attachment 7)*
- H. Discussion of the Agenda for the 6/27/2018 WDB Meeting

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**VI. GOOD OF THE ORDER**

- A. Notice: Sale of the 60 Public Square, Medina (the OMJMC's location) to Medina County *(attachment 8)*
- B. Notice: Federal Auditors are currently conducting an Audit in Medina County, including Medina County Job & Family Services (MCJFS). MCJFS has been asked to furnish WIOA information.
- C. Notice: Summit County Internal Auditors; conducting I-9 Review *(attachment 9)*
- D. Notice: State memos on CCMEP – Area plan must be resubmitted to the State by 6/8/2018
- E. Notice: Workforce Area Re-Designation Process from ODJFS *(attachment 10)*
- F. Notice: Christine Marshall's upcoming vacation dates
- G. SAMWA COG Office wall graphics *(attachment 11)*
- H. Reminder: upcoming meetings:
  - i. Performance Committee – 3:00 PM on 6/25/2018 @ SAMWA COG Offices
  - ii. Regular WDB Meeting – 8:00 AM on 6/27/2018 @ Cleveland Clinic Akron Gen. Wellness Ctr, Montrose
  - iii. SAMWA COG Board Meeting – 7:30 AM on 7/2/2018 @ Cleveland Clinic Akron Gen. Wellness Ctr, Montrose

**VII. ADJOURNMENT**