

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

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

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<b>Summit/Medina Workforce Development Board (WDB) &amp; Executive Committee Members Present:</b>	Jeff Bissell, WDB Finance Committee Chair; Sharlene Chesnes, WDB Vice Chair; Anthony Esposito, WDB Chair
<b>WDB/Committee Members Absent:</b>	Robert DeJournett, WDB Performance Committee Chair ( <i>excused</i> )
<b>SAMWA COG Staff Present:</b>	Grace Fry, Policy, Procurement & Performance Administrator (PPPA); Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director

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**I. CALL TO ORDER**

- a. Esposito called the 5/30/2018 Executive Committee meeting to order at 7:32 AM.

**II. APPROVAL OF MINUTES**

- a. Esposito requested a motion to approve the Executive Committee's 1/17/2018 meeting minutes. Bissell made the motion which Chesnes seconded. With no objections or abstentions, the minutes were approved.

**III. REPORTS**

- a. Marshall reported that on the following items:
- Veteran Services visits – The Ohio Dept. of Job & Family Services (ODJFS) conducted "secret shopper" visits at the OhioMeansJobs (OMJ) Medina County (OMJMC) and Summit County (OMJSC) centers to verify that veterans receive priority of service. ODJFS has reported both centers are handling the priority of veterans correctly.
  - In-Demand Jobs Week (IDJW) – From 5/7 to 5/11/2018, all of Ohio's Local Workforce Areas observed IDJW, an initiative of the Governor's Office of Workforce Transformation. Despite the short notice, Area 2 planned multiple events in both counties. Planning of IDJW will begin sooner if it continues as an annual event.

**IV. OLD/UNFINISHED BUSINESS**

- a. Update – Current procurement & Request for Quotation (RFQ) processes
- State Fiscal Year (SFY) 2019 Comprehensive Case Management Employment Program (CCMEP) Providers
    - Marshall explained that there are two procurement processes for SFY 2019 CCMEP provider contracts – one for each County. Because CCMEP leverages Temporary Assistance for Needy Families (TANF) and Workforce Innovation and Opportunity Act (WIOA) funds, the Area Board Staff and County Job and Family Services staff in Medina (MCJFS) and Summit (CSDJFS) Counties evaluate any received proposals. SFY 2019 CCMEP providers for both Counties will be identified prior to the WDB's full meeting on 6/27/2018 when the WDB will make its recommendations to the COG Board.
      - Summit County – Evaluation of the six submitted proposals is complete. A meeting was held to discuss contract awards and budgets.
      - Medina County – The request for proposal (RFP) packet was issued on 5/11/2018 with bids due by Friday, 6/1/2018. The evaluation stage for proposals received by the deadline shall follow.
  - Program Year (PY) 2017 (7/1/17-6/30/18) WIOA program monitoring
    - Fry expressed that SAMWA COG staff asked other Areas to identify who they have used for monitoring services, which resulted in six entities from which to solicit quotes. Real WorkForce Solutions (RWS), led by Workforce Consultant Sharon Parry, was the only agency to submit a quote. Parry is recognized nationally for her workforce expertise and has worked with the WDB on previous occasions. Based on the proposed budget, RWS was awarded \$25,000.00, with \$15,000.00 designated for the PY 2017 review. The remaining \$10,000.00 allows the SAMWA COG to keep RWS on retainer through 6/30/2019 for any needed PY 2018 monitoring services.
- b. Engagement with Rea & Associates (R&A)
- Marshall expressed that R&A, the accounting firm responsible for completing the SAMWA COG's CY 2017 Financial Statements, submitted these statements to the Auditor of the State of Ohio.
- c. Redesign of Area 2's websites
- Based on legal counsel, Marshall explained that there is no requirement to procure the contract(s) related to redesigning Area 2's two websites. This is because of the of the existing relationship with Studio1337.
  - Bissell and Esposito agreed that it would be best to solicit quotes from other firms and to compare costs and options. Both agreed to assist the SAMWA COG with this RFQ process.

**V. NEW BUSINESS**

- a. SFY 2019 Operating Budget
  - Marshall expressed that the State's SFY 2019 WIOA allocation projections show a 23.3% funding increase for Area 2 and noted the CY 2018 Operating Budget will need to be revised to incorporate these funds.
  - Chesnes inquired about the reasons for the funding increase.
    - Marshall expressed that there is a formula which considers factors such as unemployment and poverty levels among many other factors. Allocations rise and fall accordingly.
- b. Update: One-Stop Operator (OSO) contracts
  - In accordance with contract terms, Marshall expressed that the renewal of current OSO contracts The WorkPlace (OMJMC) and CSDJFS (OMJSC) commenced 60 days prior to the 6/30/2018 expiration date. Funded by Area 2's OMJ MOU partners, SFY 2019 OSO contract renewals include a 3.0% funding increase.
  - Marshall expressed that Evan Taylor began work as the OMJMC' Manager on 4/16/2018. Taylor splits his time between the OMJMC and our Summit and Medina youth provider, Jobs for Ohio's Graduates (JOG).
- c. Upcoming procurement of WIOA Career Services (CS) for Adults and Dislocated Worker Providers
  - Current WIOA CS contracts with the United Labor Agency (ULA) and Educational Data Systems, Inc. (EDSI) expire 9/30/2018. Renewal options are exhausted for both contracts, so a procurement process will commence shortly and will be completed ahead of the WDB's 9/26/2018 meeting.
- d. Policy changes & updates
  - Marshall asked the Executive Committee to authorize the completion and/or update of Area 2 program policies. The Body authorized the start of this work.
  - Explaining that policies will be posted on the website upon completion, Fry reviewed the categories of policies for the Committee: WIOA Policy, CCMEP Policy, and Administrative Policy.
- e. Records Retention Schedule (referred to RC-2) & Area 2's Public Records Request Policy
  - Grantham explained that every governmental entity must retain records for definite time periods which vary based on the type of record being retained and which are identified in an RC-2. As a component unit of Summit County, the SAMWA COG's retention practices will be monitored by the Summit County Records Commission through an MOU. Grantham will attend the Commission's 7/17/2018 meeting at which the SAMWA COG's RC-2 will be adopted. Grantham also shared Area 2's Public Records Request Policy which was drafted with the assistance of Teresa Corall, Summit County Record Manager. The SAMWA COG will adopt the RC-2 and Record Request policy via resolution.
- f. Appointment of Amanda Hinkel to the WDB
  - Hinkel, Director of Career Service & Workforce Development at Stark State College (SSC) was nominated by Dr. Para M. Jones, SSC President, to serve as the WDB's higher education representative. She plans to attend the 6/27/2018 WDB meeting. Executive Committee supports this recommendation.
- g. Support Letters
  - The Executive Committee reviewed two letters of support from Area 2 for grant proposals for grants that require the support of a Workforce Area to be considered for funding.
    - Continuum of Care – US Dept. of Housing & Urban Development Youth Homeless Demonstration Program grant
    - PathStone Corp. – DOL Reentry Program Grant
- h. Discussion of the Agenda for the 6/27/2018 WDB Meeting
  - The Executive Committee discussed and approved items for inclusion on the 6/27/2018 agenda, including:
    - Voting on SFY 2019 CCMEP contracts, OSO contract renewals, and the revised CY 2018 Operating Budget.
    - United Way of Summit County presentation on Akron Public Schools' College & Career Academies.

**VI. GOOD OF THE ORDER**

- a. Marshall expressed that the Medina County Commissioners recently closed on the purchase of 60 Public Square, Medina, home to OMJMC. Beginning 6/1/2018, rent payments will be made directly to Medina County vs. IRG.
- b. Marshall notified the Executive Committee of the following audits:
  - The Auditor of State is conducting the annual audit of Medina County, including MCJFS. The auditors have requested WIOA information.
  - Summit County's Internal Audit team is slated to review I-9 documentation for COG staff.

**VII. ADJOURNMENT**

- a. Esposito requested a motion to adjourn the meeting. Chesnes made the motion which Bissell seconded. With no objections or abstentions, the meeting adjourned at 9:15 am.

*Respectfully Submitted,*  
*Daniel Grantham, Operations Coordinator, SAMWA COG*