

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
OF
NOVEMBER 3, 2017
7:30 AM**

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

Workforce Development Board (WDB) Members Present:	Jeff Bissell, Finance Committee Chair Sharlene Chesnes, WDB Vice Chair Robert DeJournett, Performance Committee Chair Anthony Esposito, WDB Chair (<i>via phone</i>)
SAMWA COG Staff Present:	Daniel Grantham, Operations Coordinator Christine Marshall, Executive Director

I. CALL TO ORDER

- A. The meeting was called to order by Esposito at 7:35 AM with an introduction of Committee members and SAMWA COG staff present.

II. APPROVAL OF MINUTES

- A. DeJournett made a motion to approve the 6/19/2017 Executive Committee meeting minutes. Bissell seconded the motion, and with no expressed opposition, the minutes were thus approved.

III. REPORTS

- A. There were no reports.

IV. OLD/UNFINISHED BUSINESS

- A. Update on the relocation of the OhioMeansJobs (OMJ) Medina County (OMJMC) Center
- i. Marshall expressed that OMJMC staff relocated to 60 Public Square, Medina on 10/23/2017. Rent charges will be prorated accordingly and passed along to the MOU partners. There are concerns with recently completed electrical work, data line installation, and internet service. These issues are being addressed as they arise by Grantham and Susan Kukucka, Administrative Assistant, to the Medina County Dept. Job and Family Services (MCJFS) director.
- B. One-Stop Committee (OSC) discussion
- i. Marshall expressed that the OSC will need to meet soon. WDB members Malcolm Costa, Bethany Dentler and Paul Ratcliff expressed interest in joining the OSC. The OSC will focus on OMJ Center-related matters such as foot traffic, workshop attendance, center certification, and customer service. The first project planned for the OSC is a review the centers' procedural manual. Following concerns brought forward OMJMC partners, the matter of holiday scheduling will also be addressed.
 - DeJournett advised that MOU partners furnish their unique schedules for the OSC's review. Rather than defining the holiday schedule for all partners, the OSC should instead make sure that an appropriate number of partner staff is present on dates considered holidays by one or MOU partners. Bissell agreed, saying that holiday scheduling is a ground floor measure which should balance the needs of clients with MOU partner staff expectations.
 - DeJournett asked if Esposito is allowed to appoint WDB members to the OSC. Marshall

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expressed that the WDB by-laws allows the WDB Chair to make committee assignments.

C. Finance Committee discussion

- i. Marshall expressed the Finance Committee is currently comprised of only Summit County appointees and it is important to have Medina County at the table when fiscal decisions are made.
 - After discussion, Bissell asked Marshall to send Medina County appointees an invitation to join the Finance Committee.

V. NEW BUSINESS

A. SCDJFS Summer Youth Employment Program (SYEP) Invoice

- i. Marshall expressed that the final WIOA SYEP invoice discussed at the last Finance Committee meeting was not ready for today's meeting. Therefore, this agenda item is tabled.

B. Support letter for MOU partner Akron Metropolitan Housing Authority's (AMHA) Jobs+ Grant from the U.S. Dept. of Housing & Urban Development (HUD)

- i. Marshall expressed that AMHA, a required MOU partner, is requesting a support letter, signed by the WDB's chair, as a part of their grant application under the Jobs+ Grant from HUD. The grant supports AMHA's efforts to expand tenant access to career services. The body authorized Marshall to proceed with drafting a letter of support from the Chair on WDB letterhead.

C. Review of the WDB's Medina County Members' YTD attendance

- i. Before the Committee made its recommendations for the reappointment of Medina County appointees, Marshall reminded the body of how the process, outlined in the WDB by-laws, works:
 - Summit and Medina County appointees' two-year term expirations dates are staggered. Summit appointee terms end June 30 of odd-numbered years while Medina appointee terms ending on December 31 of even-numbered years.
 - Attendance at Regular WDB meetings must be reviewed prior issuing recommendations to the COG Board. Members who missed more than 50% of Regular WDB are subject to removal.
- ii. The Committee reviewed Calendar Year 2017 Medina County appointee attendance.
 - DeJournett expressed that given their contributions to the Performance Committee, Jessica Heid, Michelle Moran and Joann Pritchett should receive recommendations for reappointment.
 - Based upon her attendance, attention was given to Amy Davin's reappointment. The Committee determined that Davin should not be recommended for reappointment. Marshall noted that Westfield is determining which of their employees is available to serve on the WDB.
- iii. Bissell motioned to recommend the following to the SAMWA COG Board:
 - The removal of Davin from the WDB. This motion was seconded by DeJournett, and with no expressed opposition, the motion passed.
 - The reappointments of Dentler, Esposito, Heid, Lake, Moore, Pritchett, and Ratcliff.

D. Area 2's Supportive Services Policy

- i. Marshall expressed that WIOA Services such as Individual Training Accounts (ITAs) and On-the-Job Trainings (OJTs) are available to individuals based partly on income eligibility. For the last 5 years, the Area income eligibility threshold has been 125% of the Federal Poverty Level (FPL) (an annual income of \$15,075/individual). To expand access to ITAs and OJTs, a change in policy to an increase of the eligibility threshold to 175% of FPL (annual income of \$21,105/individual) is presented for the Board's approval. The policy change would be effective immediately.
- ii. Chesnes motioned to recommend increasing the income eligibility threshold for supportive

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- iii. services to 175% of FPL. DeJournett seconded the motion. With no expressed opposition, the motion passed.
- E. Discussion on the WDB's meeting schedule
- i. Marshall recommended the cancellation and/or rescheduling of the 11/29/2017 Regular WDB meeting. Further, with less work related to implementing a new governance structure, she suggested a return to quarterly WDB Meetings; much of the WDB's work is best addressed in its committees.
 - ii. Citing the Executive Committee's ability to address urgent matters, Bissell expressed agreement with a move to quarterly meetings. In the interest of providing more robust reports (especially fiscal), Bissell suggested holding Regular WDB meetings in the second month of each quarter.
 - iii. It was agreed that the November meeting would be cancelled, with the first regular WDB meeting of 2018 occurring in February.
- F. Meeting with Joe Carbone, President & CEO of The WorkPlace, OS Operator for OMJMC
- i. Marshall expressed that Mr. Carbone was planning to be in attendance at today's meeting. Due to a family emergency, he had to cancel. He suggested rescheduling for 12/5/2017.
- G. Discussion of Ad Hoc Personnel Committee business
- i. Marshall presented the draft job description (JD) for the SAMWA COG's Policy, Procurement & Performance Manager (PPPM). The JD template was drafted by Jennifer Stupica, who formally served as a WDB member, from a list of duties Marshall compiled. It was noted the PPPM will work closely with the Performance Committee. Marshall asked the body to review the description and provide feedback.
 - DeJournett suggested adding either an educational requirement and/or minimum years' experience. He also suggested adding a technological competencies section.
 - Bissell suggested refining the descriptions' human resources and project management functions as well as adding a background check requirement.
 - ii. Marshall suggested a need to call the Ad Hoc Personnel Committee together to review amendments and/or rewrites of sections of the Personnel Policy that regard compensation.
- H. Discussion of the Collaboration with Public Libraries through an MOU
- i. Citing a required collaboration between the public workforce system and public libraries via the Governor of Ohio's budget bill, Marshall expressed that an MOU is in development for Area library systems. The library MOU allows OMJ Partners to provide jobseeker services at library locations throughout Area 2 and for OMJ centers to offer library services.

VI. GOOD OF THE ORDER

- A. Marshall reminded the body that the Finance Committee is scheduled to meet at the SAMWA COG offices on 11/16/2017 at 8:00 AM. Chesnes expressed that she will be out of town on business on that date, but plans to call into the meeting.
- B. Citing the previously discussed cancellation of the 11/29/2017 Regular WDB meeting, Marshall expressed that she will be out of the office from 11/17/2017 to 11/27/2017.

VII. ADJOURNMENT

- A. Bissell made a motion to adjourn the meeting. The motion was seconded by Chesnes. With no expressed opposition, the meeting adjourned at 8:31 A.M.

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