

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB) EXECUTIVE COMMITTEE MEETING MINUTES

May 3, 2017

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

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| Present WDB Chairs: | Sharlene Chesnes, Vice Chair; Anthony Esposito, Chair |
| Chairs Present by Phone: | Jeff Bissell, Finance Committee Chair |
| Excused Chair Absences: | Robert DeJournett, Performance Committee Chair |
| Present SAMWA COG Staff: | Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director |
| Present Area 2 Staff: | Terri Burns, CFO, County of Summit Dept. of Job & Family Services (CSDJFS) |

I. INTRODUCTION

- Esposito called the Executive Committee to order at 7:56 AM with an introduction of those present.

II. APPROVAL OF MINUTES

- Esposito motioned to approve the 9/7/16 minutes. Chesnes seconded the motion and the minutes were thus approved.
- Esposito motioned to approve the 10/5/16 minutes. Bissell seconded the motion and the minutes were thus approved.
- Esposito motioned to approve the 1/20/17 minutes. Chesnes seconded the motion and the minutes were thus approved.

III. REPORTS – NONE

IV. OLD/CONTINUING BUSINESS

- **Continued discussion on ways to engage all WDB members on a Committee**
 - Referencing the 1/20/17 Executive Committee meeting, Marshall expressed that all WDB members should be participating on a Committee.
 - Esposito expressed that a new on-boarding process might promote greater participation. He suggested periodic tours of the OhioMeansJobs Summit County Center (OMJSC) Center, Area 2's comprehensive One-Stop Center (OSC). Tours would provide new and current WDB members with an understanding of the WDB's purpose, the services provided at OSCs, and the impact of those services on the community.
 - Bissell cited Community Leadership programs that successfully utilize tours and kick-off events to bolster member engagement. Esposito expressed he had a similar experience with Leadership Stark.
 - Chesnes expressed that the Greater Cleveland Partnership sends "recommitment letters" each year to members, reminding them of the expectations of membership.
 - Marshall thanked the Committee for its recommendation and expressed that these suggestions could be incorporated in the future.

V. NEW BUSINESS

- **WDB Participation in Governor's Workforce Board & Workforce Transformation Office Teleconferences**
 - Marshall expressed that greater involvement of Area WDBs is needed at the state level through the Governor's Office of Workforce Transformation (OWT) and the Governor's Workforce Development Board (GWDB). Area 2 WDB members may participate in teleconferences held monthly by OWT and quarterly by GWDB. Additionally, WDB needs a Northeast Ohio WDB representative.

- **Motion to approve payment of Invoice #1 for services rendered to the COG by the Fiscal Agent, 2017 Q1**
 - Burns explained that the invoice for \$12,091.87 is for reimbursing non-WDB employees for their WDB/SAMWA COG related work and expenses. Typically, invoice approvals would go through the Finance Committee but their last meeting was cancelled. The Executive Committee may act on behalf of the full WDB and its Committees.
 - Bissell asked if the amount on the invoice was on budget. Burns expressed that the quarterly budget for Fiscal Agent expenses is \$15,000.00, greater than the \$12,091.87 discussed.
 - Bissell asked for a motion to approve the SAMWA COG Fiscal Agent invoice of \$12,091.87 for Q1 of Calendar Year 2017. Chesnes made the motion which Esposito seconded. Payment was thus approved.

- **WDB Members regular meeting Attendance review & Reappointment Recommendations per WDB bylaws**
 - Marshall explained the following regarding WDB attendance and reappointment:
 - The SAMWA COG 3/6/17 meeting extended Medina County member terms to 12/31/2017 to comply with the WDB's bylaws adopted 11/30/2016. Summit County representatives must now receive board recommendation to be reappointed to terms of 7/1/2017 to 6/30/2019.
 - Beginning with the 12/14/2016 meeting, members are required by the WDB bylaws to respond to meeting e-mails and must state whether or not they will attend. This is recorded in an attendance report available for audit. Members who do not provide prior notice of meeting absences are marked as unexcused. As such, members are marked present, excused, or unexcused for the 12/14/2016, 1/25/2017 and 3/22/2017 meetings.
 - WDB members absent from 50% or more of meetings may be subject to removal from the WDB. However, excused absences must be considered when the Committee makes its recommendation.
 - Esposito made a motion to recommend the WDB's current Summit County Representatives, for reappointment by the SAMWA COG to terms beginning 7/1/2017 and ending 6/30/2019. Chesnes seconded the motion. The motion was thus approved.

- **Area 2 One-Stops' Memorandum of Understanding (MOU) negotiations**
 - Marshall expressed that MOUs are the federally recommended method to pool the resources of and share operational costs amongst partners at OSCs. MOUs are "living documents" as they are based on Full Time Equivalencies. Fluctuation in partner staffing levels changes the costs for all partners. In the transition from the Workforce Investment Act (WIA) to WIOA, ODJFS allowed areas to extend rather than renegotiate MOUs. With WIOA in place, ODJFS is now requiring MOUs negotiations.
 - Review MOU Timeline
 - Marshall expressed that MOUs are due to the state by 5/31/2017. This is an untenable timeline for Area 2 because of: 1) delays in identifying the dollar amount and justification for costs associated with the lease with ConxusNEO, OMJSC's landlord; and, 2) OhioMeansJobs Medina County's (OMJMC) relocation to a more central, cost-effective location, occurring 9/1/2017. It is not practical to attempt to negotiate a new MOU by 5/31/2017. Instead, with the help of Sharon Parry, State Workforce Consultant, Area 2 has received the State's consent to create an interim MOU for Q1 of SFY 2018. The interim MOU will use SFY 2017 costs and partner shares. MOU negotiations will begin in late summer, with an adjusted MOU effective for Q2 of SFY 2018. In order to proceed, the Executive Committee must authorize the WDB staff to begin MOU negotiations.
 - Esposito motioned to authorize the WDB's staff to begin the MOU negotiation process. Chesnes seconded the motion. The WDB staff was thus authorized to begin the MOU negotiation process.

- **Review of the One-Stop Operator (OSO) Request for Proposal (RFP)**
 - Because CSDJFS intends to submit a bid to operate OMJSC, Burns excused herself from the meeting.
 - Marshall explained the following about the OSO RFP:
 - Based on the feedback from Area 2's Chief Elected Officials, Area 2 will use a center-based selection process in awarding separate OSO contracts for OMJMC and OMJSC. While one RFP will be issued, bidders wishing to submit proposals to operator both OMJ Centers will be required to submit separate bids for each OSC.

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- The OSO may not be a member of the WDB or SAMWA COG's staff. However, the RFP must identify the management structure in which the WDB oversees of the OSOs. This is important to establish firewalls, especially considering Summit and Medina County JFS' expressed intent to bid. The level of WDB/WDB staff oversight must be identified and approved by the Executive Committee.
 - Chesnes expressed that the most appropriate management structure appears to be a commitment of the WDB and its staff to maintain an active role in managing the OSO and OSCs.
 - Chesnes motioned to adopt the "Active WDB role" management structure for Area 2. Esposito seconded the motion. The management structure was thus approved and will be incorporated into the RFP.
- **RFP Timeline**
 - Marshall reviewed the timeline for the OSO RFP. She explained that the State is allowing Area 2 additional time to complete OSO Procurement. To prevent any conflicts of interest, the timeline presented to the Committee which reflects the State's guidance must be kept confidential until the RFP is issued.
 - Esposito motioned to authorize the release of the OSO RFP in accordance with the proposed timeline. Chesnes seconded the motion. The WDB's staff was thus authorized to release the OSO RFP in accordance with the approved timeline.
- **Review of WIOA Youth & Career Services Contracts for State Fiscal Year 2018**
 - Marshall explained the following regarding WIOA Youth and Career Services contracts for SFY 2018:
 - Contracts with Area 2's three WIOA Youth Services providers originally procured under Summit DJFS, will be assigned to the SAMWA COG in SFY 2018, as they have one renewal. Most likely, Summit DJFS will remain party to these contracts as the agreed upon CCMEP Lead Agency.
 - The single WIOA youth Services provider contract in Medina County has a renewal clause and was procured by the WDB last Spring.
 - New contracts with WIOA Career Services Providers Education Data Systems, Inc. (Medina) and United Labor Agency (Summit) must be executed with the WDB/COG. WIOA allows for entering into these without procurement given the relationship of the service provided to the WDB. These contracts may incorporate the performance benchmarks proposed by the Performance Committee. SFY 2018 contract terms will align with Federal Fiscal Years (i.e. term end date is 9/30/2018).
 - Referencing contractual performance benchmarks, Esposito suggested the creation of provider "report cards," a practice used in the private sector to gauge third-party vendor performance.
 - ❖ Marshall expressed that Area 2's WIOA Career Service Providers are attending the 5/12/2017 Performance Committee meeting. She invited Executive Committee members to solicit report cards at that time.

VI. GOOD OF THE ORDER

- Marshall discussed the upcoming WDB and SAMWA COG meeting schedule, including the 5/11/2017 SAMWA COG meeting, the 5/12/2017 Performance Committee meeting, the 5/22/2017 Finance meeting, and the 5/24/2017 WDB meeting.
 - Bissell expressed that he would be out of town the during the week of the Finance Committee and WDB meeting. He recommended the cancellation of the Finance Committee meeting. The Executive Committee agreed to cancel the 5/22/2017 Finance Committee Meeting.

VII. ADJOURNMENT

- Esposito made a motion to adjourn the meeting. Chesnes seconded the motion. The meeting was adjourned at 10:41 AM.

Respectfully Submitted,
Daniel Grantham, Operations Coordinator
SAMWA COG