

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

*Informal Session*

**January 20, 2017**

**Panera Bread, West Market Plaza Shopping Center**  
**3895 Medina Rd, Akron, OH 44333**

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Committee Members Present: Anthony Esposito

Committee Members Calling in: Sharlene Chesnes (8:05 AM)

Staff Members Present: Daniel Grantham, Executive Assistant, County of Summit Job & Family Services (CSDJFS); Christine Marshall, Deputy Director of Workforce Development, CSDJFS

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**A. CALL TO ORDER**

- The informal session was called to order at 7:36 by Anthony Esposito WDB Chair.

**B. APPROVAL OF MINUTES**

- Without a quorum, the 9/7/2016 and 10/5/2016 Executive Committee Minutes could not be approved. Approval of these minutes is slated occur at the 5/3/2017 Executive Committee meeting.

**C. REPORTS**

- Christine Marshall reviewed the proceedings of the 11/30/2016 Summit and Medina Workforce Council of Governments (SAMWA COG/COG). Highlights included:
  - Explanation of the SAMWA COG's purpose, structure and bylaws
  - Review of Area 2's WIOA Administrative and Operating funds and approval of budgets
  - Review of the WDB bylaws and approval, on the condition of amendment, of the bylaws
  - Discussion of the COG Personnel Policies and Procedures (PPP)
    - Marshall noted that the PPP was not approved because of inconsistencies between the draft PPP and the County of Summit's PPP. It was agreed to by the COG that the documents mirror each other on matters such as accrual, allocation, and payout of paid leave, schedules, probationary periods, and appraisals.
  - Review of the WDB's Ad Hoc Hiring Committee's activities
    - Esposito congratulated Marshall on her recommendation for the position of Director.

**D. OLD/UNFINISHED BUSINESS**

- None

**E. NEW BUSINESS**

- Review Draft Agenda for 1/25/2017 WDB Meeting
  - Referencing the agenda item on methods to engage all WDB members through involvement on a Committee, Sharlene Chesnes, WDB Vice Chair, expressed that many Boards require participation in at least one Committee as part of membership terms. She expressed her opinion that all WDB members should voluntarily participate. Those choosing not to volunteer should be subject to assignment to a Committee by the WDB Chairs and/staff.
    - Esposito expressed agreement with Chesnes' position on the matter and noted that it is important for all WDB members to take an active role.
  - Without a quorum, the 1/25/2017 WDB meeting agenda draft was unofficially approved.

**F. GOOD OF THE ORDER**

- Notice - Letter of thanks sent 1/9/2017 to Ronald Weber, Budget Coordinator, Ohio Dept. of Job & Family Services' Workforce Development Office
  - Marshall furnished a copy of the letter thanking Weber for hosting a training on WIOA Fiscals for WDB members on 1/6/2017. Chesnes expressed that the presentation was very informative.
  
- Notice on the WDB bylaw-required attendance of all Committee Chairs at Executive Committee Meetings
  - Marshall expressed that under the new WDB bylaws, all Committee Chairs are now members of the Executive Committee. She expressed that in order to limit having to attend many meetings every month, Executive meetings will be scheduled only when pressing, time-sensitive issues arise. The WDB schedule will continue to hold the first Wednesday of every month for Executive meetings. If no meeting is needed, a notice of cancellation will be distributed to Executive Committee members.
  
- Notice on the WDB/Committee meeting attendance and "Sunshine Laws" as per WDB bylaws
  - Marshall addressed the new WDB bylaw requirement that members must RSVP/send regrets their attendance. WDB members who do not RSVP/send regrets will be marked as "unexcused". Those with multiple unexcused absences may have their membership revoked. Marshall further expressed that it is important for members to respond to meeting announcements because it allows staff to prepare meeting materials.
  - Marshall expressed that the WDB bylaws also require all meetings to be held in-person as the WDB is a public body. Votes on motions require a quorum of members who are physical present. It was the opinion of Mike Lyons, Assistant Prosecutor, Medina County Prosecutor's Office, that "Sunshine Laws" governing the public nature of meetings do not provide accommodations held remotely by phone/via digital technology.
    - Chesnes and Esposito expressed concern of this requirement. Citing the norms of the private sector, it is now commonplace to hold important meetings over the phone or in a digital environment such as GoToMeeting. Discussion about sending letters to the Governor.
  
- Notice on Upcoming Area 2 Meetings
  - Marshall shared the upcoming Area 2 Meeting Schedule:
    - 1/23/17: Finance Committee, 8:00 AM, OhioMeansJobs Summit County, Akron
    - 1/25/17: Regular WDB Meeting, 8:00 AM, Summa Health Medina
    - 1/25/17: COG Meeting, immediately following WDB meeting, Summa Health Medina

**G. MEETING ADJOURNMENT**

- The meeting was adjourned by Esposito at 8:21 AM.

*Respectfully submitted,  
Daniel Grantham, Executive Assistant  
Summit County Department of Job & Family Services*