

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE

MEETING MINUTES

September 7, 2016

9:00 AM

**Acme Fresh Market Community Room
3979 Medina Road, Akron, OH 44333**

WDB Members Present: Sharlene Chesnes, Anthony Esposito

Guests and Staff Present: Daniel Grantham, William Hanigan, Christine Marshall

I. Call to Order

- a. The meeting was called to order at 9:15 AM by Anthony Esposito, Board Chair.

II. Approval of minutes

- a. Esposito motioned to approve the minutes from the Executive Committee's 7/6/2016 meeting. The motion was seconded by Sharlene Chesnes, Board Vice Chair.

III. Reports

- a. Status of Board Certification
 - Christine Marshall, Deputy Director, Workforce Development, Summit County Department of Job and Family Services (SCDJFS) expressed that the WDB must complete its certification process by 9/30/2016. The WDB has not received initial certified because:
 1. The WDB was short two business members at the last Certification attempt. With the 9/12/2016 appointments of Jeff Bissell and Jennifer Stupica, this will not be an issue.
 2. The Board did not have a member who was a director of a joint labor-management apprenticeship program. Previously, Michael Might attempted to fulfill this role, but could not be appointed to the appropriate body as of the 7/13/2016 Full Board meeting. Paul Zimmerman, Training Director at IBEW Local 306's Joint Apprenticeship Training Committee, has been nominated for Board appointment. His appointment is expected later this month.
 - Marshall expressed that these points were made in an e-mail from Julie Wirt, Policy Manager, Office of Workforce Development, Ohio Department of Job and Family Services (ODJFS) sent 8/12/2016.
 - Marshall expressed that the WDB By-Laws will need to be updated as part of the certification. These updates will be limited and are reflective of the change from WIA to WIOA.
 1. Esposito and Chesnes consented to the By-Law update.
 - Chesnes asked if all of the pieces for certification were in place. Marshall expressed that, notwithstanding paperwork, all pieces should be in place by 9/30/2016.

IV. Old/Unfinished Business

- a. Review of COG structure
 - William Hanigan, Director, OhioMeansJobs Medina County, and Marshall expressed that approval of the Summit and Medina Workforce Area Council of Governments

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(SAMWA COG) is expected by the Summit County Council on 9/12/2016 and the Medina County Board of Commissioners on 9/13/2016.

- Marshall introduced the SAMWA COG governance structure flow chart, and explained that COG formation is necessary:
 1. To hire a director who will receive benefits as a public employee
 2. To streamline fiscal management of the area.
 - ❖ Hanigan expressed that Medina County Department of Job and Family Services (MCDJFS) WIOA fiscal operations were transferred to SCDJFS on 7/1/2016.
 3. To establish two fiscal agents as required by the state:
 - ❖ **COG Fiscal Agent** – Summit County Dept. of Budget and Finance (SCDBF)
 - i. SCDBF will set up and manage WDB payroll and distributes WIOA dollars to the appointed WIOA fiscal agent.
 - ❖ **WIOA Fiscal Agent** – SCDJFS
 - i. SCDJFS receives WIOA funds from COG Fiscal Agent and distributes WIOA program allocation funds within Area 2.

b. Ad Hoc Hiring Committee

- Esposito expressed that the Ad Hoc Hiring Committee met in August. Members present included Esposito, Chesnes, and Bethany Dentler. Attempts made to contact Malcolm Costa were unsuccessful.
 1. Marshall expressed that Mark Derrig is interested in joining the Ad Hoc Hiring Committee and should be contacted.
 2. Chesnes expressed that the Ad Hoc Hiring Committee should remain as small as possible, as adding more members will complicate the hiring process. Hanigan agreed. Marshall cautioned that an ad hoc committee, anyone who is interested can join.
- Marshall expressed that while the COG will be approved by both counties next week and filed with the state soon thereafter, the COG is not expected to be up and running until at least 1/1/2017. This is because both Summit and Medina Counties must ensure that its operation satisfies State Auditor requirements. The 1/1/2017 date must be factored into the Ad Hoc Hiring Committee's activities.
 1. Esposito expressed that while there may still be some time before the COG is up and running, the Ad Hoc Hiring Committee intends to begin the recruitment process as soon as possible. Marshall expressed that the Ad Hoc Hiring Committee would benefit from meeting with Brian Nelson, SCDBF, and the Finance Committee before the process gets underway.
- Chesnes inquired about the funding available for staffing and the amount of staff that funding can accommodate.
 1. Marshall expressed that the Finance Committee would be able to address funding questions. Esposito expressed that hiring the director is still the most important aspect of the staffing arrangement. Marshall encouraged the Ad Hoc Hiring Committee to hold a joint meeting with the Finance Committee to address such questions.
- Esposito expressed that the Ad Hoc Hiring Committee wants some assistance in drafting the best job description possible for the Executive Director position. Marshall expressed that she can shepherd inquiries to the appropriate parties.

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V. New Business

- a. Items Requiring Executive Committee Review prior to the 9/14/2016 full WDB meeting
 - Agenda
 - Marshall expressed that the following should be addressed at the meeting:
 1. Two recommended motions to be made by Esposito:
 - ❖ A motion to adopt State of Ohio Workforce Area 2 Summit/Medina WDB Board Resolution #2016-01, authorizing use of WIOA Youth funds for the Comprehensive Case Management Employment Program (CCMEP)
 - i. This resolution will include language from previous correspondence with the State of Ohio and Workforce Area 2, including letters drafted by Jason Dodson, Chief of Staff, County of Summit Executive.
 - A draft of the resolution, including exhibits, will be sent to board members for review prior to the 9/14/2016 meeting.
 - ❖ A motion to schedule six full WDB meetings annually.
 - i. A further potential motion to move the meeting start time to 7:30 AM.
 2. Further agenda items include:
 - ❖ A change in Regional Plan due date. Since the 7/13/2016 meeting, the Regional Planning Committee has applied for an America's Promise Partnership Grant from the U.S. Department of Labor. Additionally, Ilene Shapiro, County of Summit Executive, will meet with the regional planning director soon. Jason Haas, Business Services Manager, OhioMeansJobs Summit County, will present this information at the 9/14/2016 meeting.
 - ❖ Committee Reports
 - ❖ A notice to the Board on ODJFS annual WIOA Comprehensive Review for Program Year 2015.
 - i. Chesnes inquired about the implications of negative audit findings. Hanigan expressed that negative audit findings will not result in financial sanctions. Rather, their findings will be sent back to SCDJFS and MCDJFS, and each JFS will have 30-40 days to respond with an action plan.
 - Esposito motioned to approve the draft agenda. Chesnes seconded the motion. The agenda was approved.

VI. Good of the Order

- a. Marshall inquired about sunshine laws as they relate to hosting meetings over the phone. Hanigan expressed that Executive Committee meetings are excluded from such rules.

VII. Meeting Adjournment

- a. Esposito motioned to adjourn the meeting. This motion was seconded by Chesnes. The meeting adjourned at 10:15 AM.

Respectfully Submitted,
Daniel Grantham
Executive Assistant
Summit County Department of Job and Family Services.