

Summit/Medina Workforce Development Board

EXECUTIVE COMMITTEE MINUTES

MEETING MINUTES

May 4, 2016

Panera Bread

3895 Medina Road, Akron, OH 44333

WDB Members Present: Johnathan Miller, Chair

Guests and Staff Present: Terri Burns; William Hanigan; Christine Marshall

The meeting was called to order at 7:40 AM by Jon Miller, Chair, Summit/Medina Workforce Development Board (WDB), with a welcome and introduction of present staff.

I. Review/Approval of Minutes

- a. The Minutes from the 4/6/2016 Executive Committee Meeting were reviewed.

II. Old/Unfinished Business

a. Regional Plan

- i. Christine Marshall, Deputy Director, Workforce Development, County of Summit Department of Job and Family Services (CSDJFS) expressed that Bob Vistos was consulted to write grant and has been working with Conxus. He wants to come to WDB meeting next week, but Marshall expressed that she does not agree with him attending. Instead, Jason Haas, Business Services Representative, OhioMeansJobs Summit County (OMJSC), will get dates for when Vistos is in town and will meet with the appropriate people (Chief Elected Officials [CEOs], the Board Chair) for their plan input.

b. Board Certification Status

- i. William Hanigan, Director, OhioMeansJobs Medina County (OMJMC) expressed that the WDB received conditional certification. Official certification is contingent on:
 1. William Moore replacing Jeff Yaist as the Wagner-Peyser VETS representative.
 2. An update on Phil Radcliff, a business appointment, to reflect his new job.
- ii. Hanigan expressed that he would contact Ramco and that when the WDB is able to gain an additional board member, the certification application can be submitted.

c. Comprehensive Case Management Employment Program (CCMEP) Plan

- i. Marshall expressed that a letter regarding Area 2's CCMEP plan is due to the State by May 31, 2016. This letter must identify CCMEP's lead agency, other local participating agencies and the Area's WDB, how the lead agency will implement CCMEP, the lead agency's plan for working collaboratively with the WDB on CCMEP, and related policies.

d. Performance Committee

- i. Marshall expressed that all five members of the Performance Committee chose Monday, 5/9/2016 as their meeting date to discuss the Committee's voting process. The meeting will occur at 11:30 AM via conference call. Hanigan expressed that he would provide Committee members with the appropriate (800) number.

Summit/Medina Workforce Development Board

1. Barbara Alexander, Administrative Assistant, CSDJFS, will be on the call to conduct a roll call vote.
 2. Sharlene will report the Performance Committee's activities to the WDB on 5/11/2016.
- e. Request for Proposals (RFP)
- i. Regarding the RFPs for Medina County's WIOA Youth Contract, Hanigan expressed that a vote was needed by WDB Chair Miller and Vice Chair, Anthony Esposito, to release the RFP publically. Medina County's \$250,000 WIOA youth contract needs renewal for one year and some language has to be changed.
- f. Serving Special Population Policy (Veteran Policy)
- i. Marshall expressed that the Serving Special Population Policy is a new policy drafted by Craig Sernik, Executive Director, North East Ohio Consortium of Governments (Ohio Local Workforce Area 19). The policy is to be followed by staff when veterans come into the One-Stop for services.
- g. Draft Agenda for 5/11/2016 WDB Meeting
- i. Marshall expressed that since the last Regular WDB meeting (3/9/2016), two meetings were held. The WDB will receive updates on these meetings.
 - ii. Terri Burns, Chief Financial Officer, CSDJFS, reviewed the financial reports. These reports include reports as of 3/31/2016, allocation amounts, comparison of allocated amounts to current year projections, and projected allocations for WIOA Program Year (PY) 2016 (7/1/2016-6/30/2017). The goal of these reports is to show the WDB where Area 2 stands financially and if any funding carryover will be available.

III. New Business

- a. Marshall expressed that with the departure of WDB Chair Miller, there needs to be adjustments made to the existent bylaws regarding the election of a new Chair. The goal is to have the Vice Chair become the new Chair and for the WDB to nominate and vote on a new Vice Chair.

IV. Meetings to be Scheduled

- a. Marshall expressed that the Performance Committee and a soon-to-be-formed Finance Committee will need to schedule their meetings. Marshall also expressed that Miller, Jeff Felton, Director, Medina County Department of Job and Family Services (MCDJFS) and Patricia Divoky, Director, CSDJFS would need to schedule a meeting to sign CCMEP Plans.

V. Adjournment

- a. The meeting was adjourned at 8:40 AM.

*Respectful Submitted,
Barbara Alexander, Administrative Assistant
County of Summit Department of Job and Family Services*