

Summit/Medina Workforce Development Board

EXECUTIVE COMMITTEE

MEETING MINUTES

April 6, 2016

Panera ☐ Montrose

Present: *Jon Miller Board Chair; Anthony Esposito, Board Vice Chair*

Staff Present: *Christine Marshall; Bill Hanigan; Barbara Alexander*

- I. **Meeting was called to order** at 7:45 a.m. with a welcome and introductions.
- II. **Minutes** of the March 16th Executive Committee conference call were **reviewed and approved**.
- III. **Board Certification status ☐ composition update**
 - a. Review of letter from John Weber regarding changes in the board appointment process.
 - b. Bill will call William Moore this afternoon regarding his board appointment.
 - i. Should be approved Tuesday.
 - c. Mike Might expressed to Christine he wants to remain on the Board and could meet labor criteria ☐ he is checking with his state contacts.
 - i. Christine to contact before the end of the month.
 - d. Christine would like to reach out to northern Summit County to fill empty business representative position.
 - i. Tony suggested someone from the financial arena be the next Summit County business member.
 - ii. Bill suggested to Christine he could ask someone from Ramco in Hudson.
- IV. **Performance Committee Formation update**
 - a. Scheduled for Thursday, April 28th at 7:30 a.m. at Panera in Montrose.
 - b. Performance negotiations have been postponed until June.
 - i. Bill cited there will need to be an in-depth understanding of new wage calculations: average vs. median.
 - c. Data discussion
 - i. Christine requested a discussion of how data should be presented on April 28th.
 1. WIOA performance measurements reviewed
 2. Showed a chart that might be helpful to know which entity is under contract when performance measures are presented.
 3. Discussion of problems in data tracking, such as lag time from State reports and lack of current technology when just looking at the WIOA performance measures. Suggested we use a real time report of who is being served and how.
 - ii. Medina youth provider JOG contract ends on June 30 ☐ no more renewals - procurement discussed and reminder that Carol Wargo to assist in creation and release
 - iii. Discussion of ULA monthly report (real time data) and do we want to put EDSI data in same format ☐ determined, yes.
 - iv. Discussion of the Youth programs flash report and do we want to use this format ☐ determined, yes. Flash report will be more succinct for new Performance Committee

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- v. Summit County's YMCA (Heart to Heart), Akron Urban League, and Mature Services contracts have no renewal options under WIOA. These contracts will be taken over by Summit JFS and funded with other available federal allocations.

V. COG process/new governance structure update.

- a. Discussion of John Weber correspondence officially notifying Area 2 of more time to determine official structure.
 - i. Summit County Law Director, Deb Matz drafting -Intergovernmental Agreement for COG and hoping the document also becomes their by-laws
 - 1. Once formed notifies State of Ohio that a new governing area is being created.
 - 2. Rules will be adopted locally.
 - ii. Discussion of new fiscal duties and how procurement, contracts, invoices work
 - 1. JFS Summit is being named as fiscal agent for COG.
 - 2. Contracts selected under the WDB will NOT have to go through County Council/Commissioners.
 - 3. WDB is responsible to CLEOs.

VI. Chair reported discussion with Carol Wargo

- a. Work needs to begin on Medina youth RFP.
- b. Work on the One-stop Certification - be sure Summit and Medina check the ADA boxes.
- c. Carol will help negotiate local performance measure in late June.
 - i. Important to get Performance Committee meeting regularly to understand.
 - ii. Miller made suggestion to take negotiation results back to John Chamberlin before submitting to the State.

VII. Chair reported discussion with John Chamberlin

- a. No movement on invoices from Chamberlin
- b. Christine offered Ralph Sinistro could pick up invoice from Chamberlin while in Portland at US Conference of Mayors.
- c. Should the contract be ended? At this point, Jonny and Tony prefer that Chamberlin be retained to review COG documents for the board.

VIII. Regional plan delay per ODJFS given new understanding from the feds

- a. NE OH region (8 counties/5 WDBs) seems to still want to move forward and be ready by September 30
- b. Bob Visdos and John Chamberlin are the consultants writing regional plan.
- c. Grace Kilbane is asking the 5 WDBs take part in June 1 Workforce Summit with Federal Reserve Bank hosting
 - i. Business members of WDB will be notified.
 - ii. Jason Haas, Summit County Business Manager covering the Regional Planning meetings in lieu of Bill and Christine
 - 1. Jason to reach out again to Board for a member to attend meetings
 - 2. Will be times the meetings must involve the 5 WDB Chairs as the Regional Plan is pieced together

IX. Area geographic boundaries/designation update

- a. We are not joining Portage at this point in time - official letter from the state
- b. Area is to remain Medina/Summit - Resolutions passed by each county rescinding the May 2015 request to add Portage

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X. WDB Budget Committee

- a. meet with Terri Burns. Summit County JFS fiscal office before the May meeting?
- b. Decided to not move forward on forming this committee until June or July □ need COG creation to be further along.

XI. General Discussion

- a. Are people coming off Board in June?
 - i. Whole Board is on same schedule □ this needs revisited soon □ Medina members were supposed to be on the terms agreed to in December Executive Committee meeting □ as presented on the Matrix by Grace. Medina and Summit were supposed to be staggered.
 - ii. Need to remember when WDB bylaws are rewritten - stagger terms.
- b. Jon ready to move forward with WDB Director/staff.
 - i. Roles and responsibilities need to be clearly identified.
 - ii. Adhoc hiring committee to create the job description
- c. Bill informed everyone the Medina Workforce will now be operated by JFS.
 - i. Facility will be maintained for one year (through July 2017).
 - ii. Jeff Felton is the new Medina County JFS Director.
- d. Christine and Bill to meet tomorrow (April 7) p.m. to talk about subrecipients □ renewals vs. RFP for the performance committee.

The **meeting adjourned** at 9:15 a.m.

Respectfully submitted,

Barbara Alexander, Administrative Assistant
Summit County Department of Job & Family Services