

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
ONE-STOP COMMITTEE MEETING
OF
MONDAY, NOVEMBER 26, 2018**

OhioMeansJobs Medina County Center
60 Public Square, 3rd Floor
Medina, Ohio 44256

One-Stop Committee & Workforce Development Board (WDB) Members Present: Sharlene Chesnes (*by phone*); Bethany Dentler; Joan Pritchett, One-Stop Committee Chair

Committee/WDB Members Absent: Paul Ratcliff (*excused*)

Summit & Medina Workforce Area Council of Governments/WDB Staff Present: Grace Fry, Policy & Performance Administrator; Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director

I. CALL TO ORDER

- a. The meeting was called to order by Pritchett at 8:12 AM with an introduction of those present.

II. APPROVAL OF MINUTES

- a. Pritchett requested a motion to approve the One-Stop Committee's 10/22/2018 meeting minutes. Dentler made the motion which Pritchett seconded. With no objections or abstentions, the motion carried.

III. REPORTS

- a. State Fiscal Year (SFY) 2019 Year to Date Foot Traffic Reports
 - Fry expressed that future foot traffic reports will be sourced from the County Finance Information System (CFIS) system.
 - Marshall explained that the County of Summit Dept. of Job & Family Services (CSDJFS), which is collocated and a partner at the OMJSC, compiled the report under review. Because this draft report includes metrics relating to CSDJFS' services, future reports will include only those metrics of interest to the WDB (Workforce Innovation & Opportunity Act [WIOA] Career Services).
 - Fry asked the Committee for the metrics they would like to see in future reports.
 - Pritchett expressed an interest in seeing the municipalities in which people who receive services live and on individuals who come in and out of the One-Stop system on a recurring basis.
 - Fry expressed that CFIS can provide information on municipal usage via zip code, while returning customers can be tracked with WIOA service data.
 - Dentler requested detail on the outcomes for those who received services and suggested discussing the topic of outcome data sharing at partner meetings.

IV. OLD BUSINESS

- a. One-Stop Certification Phase II

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- Noting that Certification Phase II is due for completion by 6/30/2019, Marshall expressed that the state will conduct some of the required One-Stop Certification Phase II processes. These include:
 - Secret shopper visits and phone calls;
 - Surveys (now closed) of One-Stop partners' satisfaction on One-Stop center operations, and;
 - Review of Area websites.
- The One-Stop Committee and WDB staff will be responsible for completion of most of the One-Stop System Certification benchmark metrics.
- Dentler asked the WDB staff to collect those certification-related documents already on hand. This will allow the Committee to complete a big chunk of the certification process.
- Pritchett expressed that it would be helpful to take multiple trips to the OMJMC and OMJSC centers. Doing so allows the Committee to observe operations at various times on multiple dates.

V. NEW BUSINESS

- a. Area 2 Operations Guide for the OMJMC and OMJSC
 - Marshall expressed that the WDB has not previously reviewed the Operations Guides for both of Area 2's One-Stop centers. The Committee agreed to review the Guide and to make suggestions on how to make it more inclusive of both OhioMeansJobs centers.

VI. GOOD OF THE ORDER

- a. The Committee discussed the Regular WDB Meeting scheduled for Wednesday, 11/28/2018 at 8:00 AM. The meeting will convene at the SummaHealth Medina Medical Center.
- b. The One-Stop Committee agreed meet on Monday, 12/10/2018 at the OMJMC at 10:00 AM.

VII. ADJOURNMENT

- a. Pritchett requested a motion to adjourn the meeting. Dentler made the motion which Chesnes seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 9:17 AM.

*Respectfully Submitted,
Daniel Grantham
Operations Coordinator, SAWMA COG*