

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
ONE-STOP OPERATIONS COMMITTEE MEETING MINUTES
OF
APRIL 21, 2020**

Summit and Medina Workforce Area Council of Governments (SAMWA COG)

Via Microsoft Teams

Link: [Join Microsoft Teams Meeting](#)

Committee Members Present: Sharlene Chesnes; Bethany Dentler; Joan Pritchett, Committee Chair; Paul Ratcliff;

SAMWA COG Staff Present: Grace Glaubman; Tammy Kaser; Christine Marshall

I. CALL TO ORDER

- a. Chair Pritchett called the virtual One-Stop Committee meeting to order at 9:05 AM. Those present announced themselves.

II. APPROVAL OF MINUTES

- a. Chair Pritchett requested a motion to approve the One-Stop Operations Committee meeting minutes of 2/10/20. Dentler made the motion which was seconded by Chesnes. With no objections or abstentions, the motion carried.

III. REPORTS

- a. There were no reports to present.

IV. OLD/UNFINISHED BUSINESS

- a. There was no unfinished business to address

V. NEW BUSINESS

- a. The Committee reviewed a report with results of the Evaluation phase of the SFY 2021 Summit County One-Stop Operator procurement process:
 - i. The two proposals from United Labor Agency (ULA) and Summit County Department of Job and Family Services (SCDJFS), across all evaluations submitted from Committee members and SAMWA COG staff, were given the same total score/rating in terms of their organizational and program descriptions, with an insignificant difference in the ratings of the two proposed budgets.
 - ii. The committee discussed the strengths and weaknesses of the proposal by SCDJFS:
 - 1. Responses often referred to planned improvements resulting from this Committee's Phase II Certification review of their current practices. SCDJFS gave detailed, specific responses based on current practices. It was noted that sometimes responses in one section contradicted another. SCDJFS cited multiple staff in charge of various parts of the operation vs. a clear point of contact. Focused on policy; missing strategy? Made a strong case for maintaining processes.
 - iii. The committee discussed the strengths and weaknesses of the proposal by ULA:
 - 1. Responses often referred to future discussions with MOU Partners that would determine practices and lacking their own acknowledgment that they have Operator experience. In addition to collaboration with Partners, ULA also emphasized data-driven performance measures as determining factors of Operator practices.

- iv. The Committee agreed to refine and submit to WDB staff specific questions and concerns they still had for both organizations after reading the proposals. The WDB Staff would send the questions to the two organizations with a response deadline of 4/27/2020 and schedule a special meeting of the Committee to discuss the responses and make a recommendation to award a contract.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. The Committee was informed that the Ohio Department of Job and Family Services, Office of Workforce Development, has released funding for OhioMeansJobs center resource room improvements including hardware, software, furniture, signage, basically items that are not permanent alterations to the structure. There are a few allowances for some items which are related to altering the footprint to provide for social distancing recommendations under Covid-19 (e.g. non-permanent plexi-glass shields).
- b. The Committee was reminded of upcoming meetings:
 - i. The next Regular WDB meeting will be held at 8:00 AM, Wednesday, May 27, 2020, *virtually*
 - ii. The next One-Stop Operations Committee meeting is scheduled for 8:00 AM, Monday, June 8, 2020, *virtually*

VII. ADJOURNMENT

- a. Chair Pritchett requested a motion to adjourn the meeting. Chesnes made the motion which Dentler seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 9:47 AM.

Prepared by
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