

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
ONE-STOP OPERATIONS COMMITTEE MEETING MINUTES  
OF  
NOVEMBER 4, 2019**

OhioMeansJobs Medina County  
72 Public Square  
Medina, OH 44256

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**Committee Members Present:** Sharlene Chesnes; Bethany Dentler; Tony Esposito, WDB Vice Chair; Joan Pritchett, Committee Chair; Paul Ratcliff;

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

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**Guests Present:** Ralph Sinistro, OMJSC Manager; Angela Smith, OMJMC Manager; Heather Yannayon, SCDJFS

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**I. CALL TO ORDER**

- a. Chair Pritchett called the One-Stop Committee meeting to order at 8:05 AM. Those present were introduced.

**II. APPROVAL OF MINUTES**

- a. Chair Pritchett requested a motion to approve the One-Stop Operations Committee meeting minutes of 6/17/2019. Dentler made the motion which was seconded by Ratcliff. With no objections or abstentions, the motion carried.

**III. OLD/UNFINISHED BUSINESS**

- a. Director Marshall informed the Committee of décor and signage plans at the new Medina County OhioMeansJobs center
- b. Summit County One-Stop Center Phase II Certification
  - i. Director Marshall presented the Phase II Certification report detailing the criteria, ratings, rationale and recommendations made by the One-Stop Committee at their May 20, 2019 meeting
    - o This report was reviewed with the Operator of the Summit County facility a meeting on August 23, 2019
      - Medina OMJ, as an affiliate center, is not subject to Phase II Certification, but the critical factors evaluated are all best practices to implement as far as possible for both centers
    - o Many of the critical factors that we could not pass require tools the State has not but will eventually provide
  - ii. Yannayon provided an action timeline organized around the benchmarks of the Phase II Report, and reviewed it with the Committee
  - iii. Director Marshall stated it remains the primary focus of the Phase II certification process—and of continuing efforts—to improve the referral process and collaboration between/among center staff and the various MOU partners that provide services at the One-Stop centers
    - o This requires a cultural shift as well as technological systems
    - o Director Marshall informed the committee and guests that there will be a training on the Memorandum of Understanding between our Partners to help solidify everyone's

- role and responsibilities and she reminded the Committee there are quarterly meetings of the MOU Partners to review expenditures
        - Yannayon expressed that the Summit County MOU partners are encouraged to attend regular Summit staff and managers' meetings conducted by the Operator and that minutes from the meetings will be made available online via the new partner portal located on the Summit OMJ website
          - The partner portal is also a result of efforts to address the critical factors of the Phase II. Director Marshall asked the Portal is available to Medina partners as well as Summit
        - iv. Director Marshall reminded the Committee the next step in the federal certification process after Phase II is Phase III, which will require reports on activities/services. More to be shared as the State formulates its Phase III objectives.
- b. Director Marshall reported that the Medina OhioMeansJobs center has submitted ADA documentation to the State in order to begin Phase I Certification – an affiliate center (which is what Medina is considered) is only required to complete Phase I:
  - i. Phase I Certification focuses on compliance with the physical composition of the facility
  - ii. The move to the new location has been instrumental to Phase I Certification, as this location had been retrofitted by the previous tenant to comply with the ADA
  - iii. Only two items at the new site were addressed to more fully comply with the ADA State questionnaire: existing TTY Phone was connected and bathroom stall hooks were lowered
  - iv. One more item will need to be addressed, but can't be addressed until Courthouse construction next door is completed: handicap parking space clearance will need to be wider

#### **IV. NEW BUSINESS**

- a. Director Marshall addressed the OhioMeansJobs Summit County Operator Contract:
  - i. The final renewal of the current contract will end June 30, 2020
  - ii. A Request for Proposal will be released early in 2020 for a new contract beginning July 1, 2020

#### **V. GOOD OF THE ORDER/ANNOUNCEMENTS**

- a. Upcoming meetings:
  - i. Executive Committee meeting, Wednesday, 11/6/19, 7:30 AM, SAMWA COG office
  - ii. Finance Committee meeting, Wednesday, 11/13/19, 8:00 AM, SAMWA COG office
  - iii. Performance Committee meeting, Monday, 11/18/19, 3:00 PM, SAMWA COG office
  - iv. Regular WDB meeting, Thursday, 11/21/19, 8:00 AM, Cleveland Clinic Akron General Health and Wellness Center, 4125 Medina Rd., Akron, OH 44333 – Montrose Room

#### **VI. ADJOURNMENT**

- a. Chair Pritchett requested a motion to adjourn the meeting. Dentler made the motion which Ratcliff seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 8:57 AM.

Prepared by  
 Tammy Kaser  
 Operations Coordinator  
 SAMWA COG