



**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD**  
**ONE-STOP COMMITTEE MEETING**  
**FEBRUARY 11, 2019**

OhioMeansJobs Medina County Center  
60 Public Square, 3<sup>rd</sup> FL, Medina, OH 44256

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|-----------------------------|---|
| Committee Members Present:  | Joan Pritchett, Committee Chair; Paul Ratcliff; Sharlene Ramos-Chesnes; Bethany Dentler |
| SAMWA COG Staff:            | Christine Marshall; Grace Fry   |
| Medina County JFS:          | Susan Kukucka   |
| Committee Member(s) Absent: | Jessica Heid  |

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**I. CALL TO ORDER**

- a. Chair J. Pritchett called the One-Stop Committee meeting to order at 8:09AM.

**II. WELCOME**

- a. Committee members, staff and guests introduced themselves.

**III. APPROVAL OF MINUTES**

- S. Ramos-Chesnes made a motion to approve the One-Stop Committee meeting minutes of 11/26/2018. The motion was seconded by B. Dentler and it passed unanimously with no objections or abstentions.

**IV. OLD/UNFINISHED BUSINESS**

- a. Ms. Marshall led a discussion about the Committee's project, *One-Stop Certification Phase II*, due June 30, 2019. The discussion transitioned to a conference call with WDB Consultant Sharon Parry, Real Workforce Solutions. Ms. Parry is under contract to lead the Committee through all the required steps to become certified under Phase II. Ms. Parry explained her approach to gathering information needed to determine compliance with operating a One-Stop. Ms. Parry detailed the State's instructions that the One-Stop operator must formally request the Workforce Development Board begins the Phase II process. Ms. Marshall is working on obtaining the formal requests. The WDB notifies Ohio Workforce Dept. (OWD) when the certification is scheduled to begin. Certification team consists of representatives of the Board (One-Stop Committee volunteers). The certification team conducts a desk review of materials provided by the Operator, OWD and Phase 1 certification and then conducts an on-site review. Team individually prepares benchmarks and the Critical Success Factors matrix, group discussion of observations, a Balanced Scorecard and reports information to the full Board.
  - Chair suggested site visits to complete the certification process. Dentler clarified Parry's guidance and suggestions for all parts of the desk review. S. Parry shared she is available (in person or

conference call) most of April. C. Marshall stated she will send dates to the group to meet and complete the matrix with Parry.

**V. NEW BUSINESS**

- a. Consultant Parry completed the monitoring of the One-Stop Operator in Summit County for PY2017 and PY2018 (7/1/2017-6/30/2018 Program Year), Quarters 1 & 2 (7/1/2018-12/31/2018). PY2017 and PY2018 actual was 10/1/2017-6/30/2018.
- b. SAMWA COG Board (Executive Shapiro and Commissioner Swedyk) approved Resolution 2019-05 revision of the Bylaws.

**VI. GOOD OF THE ORDER/ANNOUNCEMENTS**

- a. Implementing Medina County One-Stop ADA compliance has been costly (\$30,000+) for new bathrooms and front desk. The cost for the front doors and signage of the building to be ADA compliant will be absorbed by Medina County. Summit County legal team prepared an addendum to the lease spreading the cost over two years. This will affect the MOU partner budget. Marshall meeting with Scott Miller, Medina County Administrator following this meeting to discuss the future for being able to stay in this location.
- b. Meetings: February 19, 2019 – WDB Meeting, 8AM – OhioMeansJobs Summit County

**VII. ADJOURNMENT**

- a. Dentler made a motion to adjourn the meeting. The motion was seconded by Ramos-Chesnes and it passed with no objections or abstentions. The meeting adjourned at 9:26AM.

*Respectfully Submitted,  
Susan Kukucka  
Medina County Job and Family Services*