

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
PERFORMANCE COMMITTEE MEETING  
OF  
MONDAY, JULY 30, 2018**

Summit and Medina Workforce Area Council of Governments (SAMWA COG) Offices  
191 South Main Street  
Akron, Ohio 44308

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| <b>Performance Committee &amp; Workforce Development Board (WDB) Members Present:</b>       | Robert DeJournett, Performance Committee Chair; Tony Esposito, WDB Chair; Joan Pritchett; Nellie Rodman ( <i>by phone</i> ) |
| <b>Committee/WDB Members Absent:</b>  | Sharlene Chesnes; Jessica Heid, Michelle Moran  |
| <b>Summit &amp; Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:</b> | Grace Fry, Policy, Procurement & Performance Administrator; Christine Marshall, Executive Director                          |
| <b>SAMWA COG Staff Members Absent:</b>  | Daniel Grantham, Operations Coordinator*  |

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## I. WELCOME

- a. The of 7/30/2018 Performance Committee meeting was called to order Esposito at 3:07 pm.

## II. REPORTS

- a. The Committee tabled approval of the minutes so that DeJournett could be present for this action and moved on to reports. Career and Business Services reports submitted by Area 2's Workforce Innovation and Opportunity Act (WIOA) Career Services providers Educational Data Systems, Inc. (EDSI) and the United Labor Agency (ULA) were reviewed. The reports included June 2018 and Year-to-Date (YTD) performance data.

## III. APPROVAL OF MINUTES

- a. Upon his arrival, DeJournett requested a motion to approve the Committee's 6/25/2018 meeting minutes. Pritchett made the motion which Esposito seconded. With no objections or abstentions, the minutes were approved.

## IV. OLD BUSINESS

- a. Update on Contract Monitoring Professional Service Agreement with Real WorkForce Solutions (RWFS)
  - Fry expressed that Sharon Parry and Michael Lawrence of RWFS will conduct an on-site monitoring review of State Fiscal Year (SFY) 2018 (7/1/2017 through 6/30/2018) WIOA programs, finances, documents, and contracts. They will test fiscal and programmatic controls and practices in equal measure. On-site monitoring will begin 7/31/2018 and end at 12:00 pm on 8/1/2018 with an exit interview. The monitoring shall evaluate:
    - 75 randomly selected SFY 2018 client files for compliance with eligibility and funding policy
    - SFY 2018 WIOA contracts: four (4) Comprehensive Case Management Employment Program (CCMEP) contracts with the Akron Urban League (AUL), Hattie Larlham, and Jobs for Ohio's Graduates (JOG), and; two (2) Career Services contracts with EDSI and ULA
      - Each service provider was asked to complete a fiscal accountability form. To date, four of the five providers have returned these forms. Contract invoices and adherence to the "priority of service" policy will also be examined.
  - Fry expects RWFS to furnish a final report ahead of the 9/26/2018 WDB meeting. Parry plans to attend this meeting either in person or virtually to present on monitoring results.
- b. Update on the submission of revised CCMEP plans to the Ohio Dept. of Job & Family Services (ODJFS)
  - Marshall explained that when implemented in 2016, ODJFS required all of Ohio's workforce areas and Lead Agencies to submit a CCMEP service plan. In December 2017, Area 2 submitted revised CCMEP plans (one per County) in response to ODJFS' request for plan revisions. As reported at the 6/25/2018 Committee meeting, ODJFS' responses to these revisions became available to all areas across the state in May 2018. Area 2 submitted its corrected revised plans to ODJFS on 6/28/2018.

## SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)

One revision item of note to the Committee is that ODJFS requested WIOA youth policies from Area 2 be attached to the plan.

### V. NEW BUSINESS

- a. Status of the Request for Proposal (RFP) process for WIOA Adult and Dislocated Worker Career Services
  - Fry explained that the RFP process for the procurement of WIOA Career Services providers corresponds to the contract period commencing 10/1/2018. The Career Services RFP also includes a solicitation for OhioMeansJobs Medina County (OMJMC) Operator proposals, a service funded through the OMJMC Partner Memorandum of Understanding (MOU). Respondents were given the opportunity to propose an Area-wide service contract or individual county contracts. The timeframe for procurement was distributed and reviewed with the committee.
  - DeJournett asked if the new contractor(s) will be in place on 10/1/2018. Marshall expressed that the contract or contracts will be ready by 10/1/18, but, if selecting new providers for the delivery of services, it is unlikely they'd be fully operational when the contract commences. As we have done in the past, there will more likely be a transition period, allowing the awardee(s) time to get their program(s) up and running while the current provider(s) begins the closeout and hand-off process.
  - Fry expressed that the maximum WIOA budget for the contract(s) procured will be \$1.5 million: \$400,000.00 for Medina County and \$1.1 million for Summit County. An additional \$25,000.00 made available through the OMJMC MOU is OMJMC Operations.
    - Marshall expressed that all providers are required to include a dedicated Career Counselor in their proposed program budgets. This requirement stems from a program piloted in Summit County to provide job seekers with a dedicated Career Counselor. Funded by the Fund for Our Economic Future, the Career Counselor pilot allowed jobseekers to have extended face-time with a counselor who could help them to identify their actual career interests and interpret their WorkKeys scores.
  - Fry expressed because Area 2 received four (4) Letters of Intent (LOI), there will be no more than four proposals to evaluate. Entities that submitted LOIs include:
    - EDSI – the current provider in Medina County.
    - ULA – the current provider in Summit County.
    - The Workplace – the current OMJMC operator.
    - ResCare – does not have a current relationship with Area 2.
  - Marshall expressed that an evaluation tool and report similar to those previously used will be developed. Performance Committee members will receive all submitted proposals to review. Marshall asked the Committee to determine if they or the Board staff (on the Committee's behalf) should complete the evaluation process. The Committee determined that the staff will complete the evaluation process.

### VI. GOOD OF THE ORDER

- a. Marshall thanked Heid (*absent*) for providing the Performance Committee's report to the full WDB on 6/27/2018. Marshall expressed that Heid did an excellent job.
- b. The Committee reviewed the upcoming meeting schedule.

### VII. ADJOURNMENT

- a. DeJournett requested a motion to adjourn the meeting. Esposito made the motion which Pritchett seconded. With no objections or abstentions, the meeting adjourned at 3:43 PM.

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

\*Transcribed from Audio Recording\*