

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
PERFORMANCE COMMITTEE MEETING MINUTES  
OF  
MONDAY, JUNE 25, 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; Jessica Heid; Michelle Moran ( <i>by phone</i> ); Joan Pritchett; Nellie Rodman ( <i>by phone</i> )
<b>Committee/WDB Members Absent:</b>	Sharlene Chesnes, WDB Vice Chair ( <i>excused</i> )
<b>Summit &amp; Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:</b>	Grace Fry, Policy, Procurement & Performance Administrator (PPPA); Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director

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**I. WELCOME**

- a. The 6/25/2018 meeting of the Performance Committee was called to order by DeJournett at 3:03 PM.

**II. APPROVAL OF MINUTES**

- a. DeJournett requested a motion to approve the 4/30/2018 Performance Committee meeting minutes. Pritchett made the motion which Heid seconded. With no objections or abstentions, the minutes were approved.

**III. REPORTS**

- a. Review of the Ohio Dept. of Job & Family Services' (ODJFS) Third Quarter (Q3) Performance Reports
- Marshall expressed that with the exception of the real-time Demographic report and "measurable skills gain," ODJFS' Q3 Performance report is largely comprised of outcomes for those who exited from Workforce Innovation & Opportunity Act (WIOA) Services in July-September 2016 or January- March 2017. As an Area, Ohio Local Workforce Area 2 (Area 2) meets or exceeds all negotiated performance measurements for services offered to Adults and Dislocated Workers. Area 2 is not meeting two of the six measurements for WIOA-enrolled Comprehensive Case Management Employment Program (CCMEP) participants: 1) "median wages second quarter after exit;" and 2) "measurable skills gains." Median wages and measurable skills gains are new performance measures under WIOA.
  - DeJournett asked if there are proactive methods the Performance Committee can use to anticipate and rectify performance related matters.
    - o Marshall expressed that Fry will begin to develop performance projection methods for State Fiscal Year (SFY) 2019 programs.
- b. Review of April, May & YTD Reports from WIOA Career Services (WIOA-CS) Providers
- Pritchett requested that reports include the city of residence for those placed into employment. This will help the Performance Committee determine if Area 2's WIOA-CS serves the whole of Area 2 or is primarily serving individuals in close proximity to either OhioMeansJobs (OMJ) Center.
    - o Marshall expressed that it is possible to include city of residence information on the WIOA-CS provider reports. Further, Marshall intends to overhaul these reports by including clearer, more relevant information such as the information Pritchett request.
- c. Status Area 2 Policy Project
- WIOA Policies – Fry expressed that of the 40 policies governing WIOA in the State of Ohio, 18 must be tailored to and adopted by Local Areas. The 18 policies cover topics such as WIOA eligibility and/or other topics wherein the needs of local populations must be addressed in ways statewide policy cannot. These policies must be completed by 10/1/2018.
  - CCMEP Policy – Fry expressed that drafts for all required CCMEP policies are complete and will be submitted to ODJFS with the revised CCMEP plans by 6/29/2018 (*see Section V*).
  - Heid asked whether or not policies are submitted to the State for review.

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- Marshall expressed that policies are not submitted to the state as they are created. Rather, Area 2 must have WIOA policies in the event of an audit.
- Fry expressed that all policies will be posted online at <https://www.tinyurl.com/area2policy>.

### IV. OLD BUSINESS

#### a. Review of the site visit to Akron Urban League (AUL) on 5/21/2018

- The Committee discussed the 5/21/2018 site visit to AUL's office and agreed the visit was helpful insofar as understanding AUL operations. The Committee also agreed that AUL needs to make improvements in the coming year, especially with regard to the expending of funds and recruitment of eligible participants. Suggestions were made regarding methods of improving AUL's performance, including:
  - The inclusion of fiscal tracking and monitoring language in future contracts to ensure compliance with expectations on an on-going basis.
  - Requiring AUL to frequently report on their progress in comparison to clearly defined service/fiscal projections made at the start of program years.

#### b. Update on award of a Professional Services Agreement for program/fiscal monitoring

- Fry expressed that through contact with the other Workforce Areas around Ohio, we obtained six entities from which to solicit program/fiscal monitoring services quotes, on May 6. Real WorkForce Solutions (RWFS), led by Workforce Consultant Sharon Parry, was the only agency to reply with a quotation. Another entity indicated they were too busy at this time to respond. Parry has worked with the WDB, particularly members of the Performance Committee, on several past occasions. Once the Agreement goes into effect on 7/1/2018, the first priority will be to monitor the delivery of PY 17 programs/fiscal by our contracted youth and career service entities. Fry will shadow RWFS throughout the process. While the initial contract term expires 12/31/2018, there is an option to keep RWFS on retainer from 1/1/2019 to 6/30/2019 should the need arise for PY 18 monitoring. RWFS will provide a report to the WDB of the monitoring results and all monitoring tools developed by RWFS can be templates for Area 2 use.

### V. NEW BUSINESS

#### a. Discussion CCMEP contract awards for Summit and Medina Counties

- Review ODJFS WIOA (CCMEP) youth Funding Levels
  - The Committee reviewed Area 2's SFY 2019 WIOA Youth allocation for CCMEP programming:
    - Medina County WIOA CCMEP Program = \$284,200.00
    - Summit CCMEP WIOA CCMEP Program = \$1,161,373.00
    - SAMWA COG WIOA CCMEP Administration = \$160,618.00
    - AREA 2 TOTAL = \$1,606,191.00
  - Per the Committee's direction, SAMWA COG and Medina/Summit County Job and Family Services (JFS) staff completed analysis of bids submitted by potential CCMEP service providers in Medina and Summit Counties. Resulting from the analysis and with the aforementioned allocations in mind, JFS/SAMWA COG staff developed their recommendations for SFY 2019 CCMEP contract awards. The Performance Committee reviewed these recommendations, including:

<u>SUMMIT COUNTY – RECEIVED BIDS</u>	<u>WIOA Offer</u>	<u>TANF Offer</u>	<u>Total SFY 2019</u>
➤ Akron Urban League	\$165,000.00	\$515,000.00	\$680,000.00
➤ Goodwill Industries	\$20,000.00	\$80,000.00	\$100,000.00
➤ Jobs for Ohio's Graduates (JOG)	\$250,000.00	\$600,000.00	\$850,000.00
➤ Ohio Guidestone	\$120,000.00	\$425,000.00	\$545,000.00
➤ Open M	\$0.00	\$0.00	\$0.00
➤ ProjectLearn of Summit County	\$20,000.00	\$80,000.00	\$100,000.00
<u>MEDINA COUNTY – RECEIVED BIDS</u>			
➤ Jobs for Ohio's Graduates	\$204,755.00	\$556,036.00	\$204,755.00
➤ Make It Plan Consulting	\$0.00	\$0.00	\$0.00

- DeJournett requested a motion to recommend the award of the WIOA portion of the aforementioned Joint CCMEP contracts for SFY 2019. Pritchett made the motion which Heid seconded. With no objections or abstentions, the motion carried. This recommendation will be presented and voted on at the WDB's 6/27/2018 meeting.

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### b. CCMEP Plan Revision requests from ODJFS

- Marshall expressed that the Medina and Summit JFSs with our office's input, revised and submitted updates to their CCMEP plans by ODJFS' December, 2017 deadline. Five months later, ODJFS sent their responses to the County JFS directors and Marshall. The letters identify required and recommended CCMEP plan revisions that Area 2 must address in an additional CCMEP plan revisions. The deadline for submitting these changes was 6/9/2018 for Medina and 6/10/2018 for Summit (30 days from the date on the letters). After receiving feedback from across the state, ODJFS extended that deadline to 6/29/2018. While the CCMEP plan is submitted jointly by the JFSs and a local workforce area, the CCMEP program model has its basis in WIOA. Many of the CCMEP plan revisions cited by ODJFS require the attachment of youth policies. These policies have been drafted by Fry and shared with the JFSs for input regarding their TANF programming.

## **VI. GOOD OF THE ORDER**

- a. The Performance Committee discussed its report for the 6/27/2018 Regular WDB meeting. Because of other commitments, DeJournett will not be able to attend. Heid volunteered to give the report in DeJournett's absence.

## **VII. ADJOURNMENT**

- a. DeJournett requested a motion to adjourn the meeting. The motion was made by Pritchett and seconded by Heid. With no objections or abstentions, the meeting adjourned at 4:14 pm.

*Respectfully Submitted*

*Daniel Grantham*

*Operations Coordinator, SAMWA COG*