

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
PERFORMANCE COMMITTEE MEETING MINUTES
OF
MONDAY, JANUARY 29, 2018**

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

Workforce Development Board (WDB)/ Performance Committee members present:	Sharlene Chesnes, WDB Vice Chair Robert DeJournett, Performance Committee Chair Joan Pritchett
WDB/Committee members present by phone:	Anthony Esposito, WDB Chair Michelle Moran
Performance Committee members absent:	Jessica Heid (excused)
SAMWA COG Staff present:	Daniel Grantham, Operations Coordinator Christine Marshall, Executive Director

I. WELCOME

- a. The meeting was called to order at 3:28 pm by DeJournett with an introduction of those present.

II. APPROVAL OF MINUTES

- a. DeJournett requested a motion to approve the 8/4/2017 Performance Committee meeting minutes. Pritchett made the motion for approval and Chesnes seconded Pritchett's motion. With no objections, the minutes were approved.

III. REPORTS

- a. Review Negotiated Performance Measures
 - Marshall provided details on the performance measures for Area 2's Workforce Innovation & Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth Services. While there are no changes to the levels which determine whether Area 2 WIOA programs "fail, meet or exceed" performance expectations, it is important for the Committee to fully comprehend the complexities of these measurements. As such, information provide by Sharon Parry, the consultant who aided the WDB with State performance measures negotiations, was reviewed.
 - With the exception of "Measurable Skills Gains," all measured performance is based off of the employment, earnings, and/or educational enrollment of participants AFTER they exit services. As such, the previous Program Year (PY), PY 2016 (7/1/2016-6/30/2017) pulls data from participants who exited services between 1/2015-6/2016.
 - The performance data for current PY 2017 pulls participant data from those who exited services between January 2016 and June 2017.
- b. Review Ohio Dept. of Job & Family Services' (ODJFS) PY 2016 Performance Report for Area 2
 - Performance Reports for the State of Ohio and Area 2 were discussed. Because WIOA performance measures took effect on 7/1/2016, the US Dept. of Labor (DOL) will not use the

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performance data collected during PY 2016 and PY 2017 in performance level negotiations or to calculate sanctions. Regardless, it is still important for the Performance Committee to be aware of Area 2's current performance outcomes so that any performance-related issues may be addressed prior to the start of PY 2018. DOL will begin using performance outcomes to negotiate performance levels/calculate sanctions beginning in PY 2018 (7/1/2018-6/30/2018).

- c. Review Summit County Career Services (CS) Provider United Labor Agency's (ULA) Report
 - DeJournett asked for clarification on the difference between "Masters" and "Professional Degree." Marshall expressed that she would reach out to ULA for clarification.

IV. OLD/UNFINISHED BUSINESS

- a. Update on the status of the OhioMeansJobs Medina County Center's (OMJMC) Certification
 - Marshall expressed that the move of the OMJMC to 60 Public Sq., Medina has increased OMJMC foot traffic numbers. There are continued delays with requesting State On-Stop certification. The Certification cannot occur until Americans with Disabilities Act (ADA), Limited Language Proficiency, and signage requirements are met.
 - ADA Compliance – Grantham expressed that he is working with Rich Freeman, Contract Attorney, County of Summit Dept. of Law, Insurance and Risk Management, to complete a thorough review of ADA compliance at the OMJMC. All sources of non-compliance and the parties responsible must be identified before certification.
 - Limited Language Proficiency – The OMJMC will need to get access to a service which provides over-the-phone translation services for clients with limited English proficiency.
 - Signage – Current signage is not compliant with OhioMeansJobs branding requirements and further challenged by guidelines in place by the historic district designation.
 - Pritchett expressed that she has been through the design approval process within the Medina Historic District and is willing to be consulted for advice if necessary.
- b. Continue discussion about design of "real-time" monthly reports
 - Templates for "real-time" Comprehensive Case Management Employment Program (CCMEP) reports were discussed. The goal is to create a "dashboard" showing CCMEP provider exits, enrollments, and current participation numbers for a given month/quarter.

V. NEW BUSINESS

- a. Posting of the Policy, Procurement & Performance Administrator (PPPA) job opening
 - The PPPA opening is posted to OhioMeansJobs.com and Indeed.com. Performance Committee members are invited to assist with PPPA candidate interviews because they will work extensively with the hired individual.
 - Pritchett and DeJournett expressed interest in assisting with interviews.
- b. Request for Proposal (RFP) updates and the development of a Procurement Schedule
 - Current Youth contracts end 6/30/2018 while current WIOA Career Services contracts end 9/30/2018. A procurement process schedule is developed by working backwards from contract commencement dates. Youth RFPs should be released sometime in March. The procurement process for Youth contracts is complicated by Ohio's CCMEP which leverages WIOA and Temporary Assistance for Needy Families (TANF) funds. The SAMWA COG/WDB and the

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County of Summit Dept. of Job & Family Services (CSDJFS) will collaborate on a joint WIOA/TANF CCMEP RFP packet which will address this complexity.

- c. Potential dates for a Performance Committee/Provider meetings
 - As it is the six-month point for the current contracts, it is time to meet with the Providers.
 - Chesnes expressed that the Performance Committee's meetings with providers helped when making a determination regarding the renewal of contracts for PY 2017. For upcoming provider meetings, Chesnes suggested that the Committee travels to the providers' facilities to see how program delivery occurs.
 - Marshall suggested meetings with youth providers first. Some possible dates were shared.
- d. Determine Performance Committee's report to the WDB on 2/14/2018
 - The differences between the OMJMC and OhioMeansJobs Summit County (OMJSC) foot traffic reports stems from the methods of data collection used. OMJMC staff manually track foot traffic on a spreadsheet while the OMJSC allows visitors to self-report activities using a computer kiosk system.
 - DeJournett suggested sharing the placement reports produced by ULA and Education Data Systems, Inc. (EDSI), creating traffic reports with more graphic representation (pie charts, etc.) and using the same traffic data sets for the Committee's report to the WDB.

VI. GOOD OF THE ORDER

- a. The body was reminded of upcoming meetings:
 - Regular WDB Meeting – 2/14/2018 at 8:00 AM, SummaHealth Medina Medical Center, Medina
 - Performance Committee Meeting – 3/26/2018 at 3:00 PM, SAMWA COG Offices, Akron

VII. MEETING ADJOURNMENT

- a. DeJournett requested a motion to adjourn the meeting. Chesnes made the motion to adjourn and Pritchett seconded Chesnes' motion. With no objections, the meeting adjourned at 4:50 pm.

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