

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
PERFORMANCE COMMITTEE MEETING MINUTES  
OF  
AUGUST 4, 2017**

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

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<b>Present Workforce Development Board (WDB)/Committee Members:</b>	Robert DeJournett, Performance Committee Chair; Anthony Esposito, WDB Chair Jessica Heid Joan Pritchett
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<b>Absent Committee Members:</b>	Sharlene Chesnes, WDB Vice Chair Michelle Moran
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<b>Present SAMWA COG Staff Members:</b>	Daniel Grantham, Operations Coordinator Christine Marshall, Executive Director
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**I. CALL TO ORDER**

- a. The meeting was called to order at 8:10 AM by DeJournett. Present members of the WDB, Performance Committee and SAMWA COG Staff were introduced.

**II. APPROVAL OF MINUTES**

- a. Pritchett made a motion to approve the 6/9/2017 Performance Committee meeting minutes. Heid seconded Pritchett's motion, thus approving the minutes.

**III. REPORTS**

- a. Revised State Fiscal Year (SFY) 2016 (7/1/2015 to 6/30/2016) Report – United Labor Agency (ULA)
  - Marshall explained why ULA's SFY 2017 placements are less than the previous SFY 2016. As of 2017, ULA is not able to access job seeker placement records contained in the Ohio Dept. of Job & Family Services' (ODJFS) "Labor Exchange" (LE) data system. ODJFS has limited LE system accessibility to State staff only. To accurately compare 2016 and 2017 placements, the final number of jobseekers ULA reported as placed into employment (1,211) should not include the 258 placements sourced from. LE. The revised placement amount for 2016 is 953, a figure in alignment with 2017's year-to-date placements sourced only from the Ohio Works Case Management System (OWCMS).

**IV. OLD/UNFINISHED BUSINESS**

- a. There was no old or unfinished business to discuss.

**V. NEW BUSINESS**

- a. Review of Area 2 One-Stop Operator (OSO) Proposal Evaluations
  - The body expressed that the electronic proposal evaluation tool was an improvement on 2016's tool.
  - Marshall reviewed the report of the combined evaluation tool's comments and scores. The RFP provided that a proposal must have an evaluation score of 85.00% or higher. The average scores of the Committee's evaluations of the two bids – the County of Summit Dept. of Job & Family Services' (CSDJFS) and The WorkPlace's bid to operate the OMJ Medina County Center (OMJMC) and the OMJSC – averaged less than 85.00%. However, based on legal counsel, the Committee may proceed with OSO Contract recommendations based upon other factors.
    - o Esposito suggested reaching out to the bidding entities to get additional details on low-scoring proposal components.
    - o Pritchett asked if contracts can be written to address concerns related to the evaluations.
      - Addressing Esposito and Pritchett's comments, Marshall responded, "yes".
  - Citing the single bid to operate the OMJMC, Heid asked what might occur if no operator for

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OMJMC is selected.

- Marshall expressed that RFPs can be reissued. This is not advisable due to time constraints.
  - Heid and Esposito thought it practical to have one operator for both centers in Area 2.
  - The Body agreed to that its recommendation to the full WDB is to offer OSO contracts to The WorkPlace to operate the OMJMC and CSDJFS to operate the OMJSC. However, with The WorkPlace based out of state, it was agreed this offer needs to be discussion with Medina County leadership as they may wish to reissue the RFP. Marshall was directed to advise Medina County leadership on the bid process.
- b. Motion to authorize SAMWA COG staff to negotiate offers for OSO contracts in preparation for the upcoming WDB & SAMWA COG meetings
- DeJournett made a motion to allow SAMWA COG staff to begin the offer process with The WorkPlace and CSDJFS. Pritchett seconded the motion. With no objections, the motion carried.
- c. Discussion on Area 2's Websites
- Marshall presented ODJFS' review of Area 2 websites. The reviews consider whether or not the websites are in compliance with State-required branding and language. ODJFS cited the following:
    - MedinaCountyWorks.com (Fail) – poor legibility of logo/text on homepage, omission of veteran's priority of service, and spacing of "OhioMeansJobs" on Google Map widget.
    - SummitOMJ.org (Fail) – no specification that job postings submitted through the website are uploaded directed to OhioMeansJobs.com.
  - Marshall expressed that these issues shall be addressed immediately.
- d. Discussion of One-Stop Center Certification Phase II
- Marshall expressed that ODJFS' previously issued guidance misrepresented WIOA requirements regarding One-Stop Center certification. ODJFS' 2016 guidance mandated the certification of only comprehensive centers. In Area 2, OMJSC serves as the comprehensive center. Corrected guidance requires the affiliate center, OMJMC, to be certified by 11/1/2017.
    - Due to OMJMC upcoming relocation, Marshall asked the Body if they were in support of requesting a later certification due date. The Body agreed to a later due date of 12/1/2017.
    - Marshall expressed that Committee members will need to form a Certification Subcommittee to complete the Certification review and paperwork at the new OMJMC location.

## VI. GOOD OF THE ORDER

- a. The reappointment of DeJournett as Performance Committee Chair
- Citing the expiration of DeJournett's Performance Committee Chair tem, Esposito expressed that an e-mail was sent by SAMWA COG staff asking DeJournett to consider another term. DeJournett agreed to serve another year. As the WDB Chair, Esposito reappointed DeJournett to a new term.
- b. Discussion of Upcoming Meetings
- Marshall reminded the body of upcoming meetings, including the 8/9/2017 Regular WDB Meeting, the 8/10/2017 SAMWA COG Board meeting, and the 9/8/2017 Performance Committee meeting.

## VII. ADJOURNMENT

- a. DeJournett motioned to adjourn the meeting. Heid seconded DeJournett's motion, adjourning the meeting at 9:03 AM.

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