

Summit/Medina Workforce Development Board

PERFORMANCE COMMITTEE

MEETING MINUTES

July 1, 2016

Buckingham, Doolittle, and Burroughs
3800 Embassy Pkwy, Suite 300 (3rd Floor)
Akron, OH 44333

WDB Members Present: Sharlene Chesnes, Committee Chair; Robert DeJournett; Jessica Heid; Joan Pritchett

Guests and Staff Present: Terri Burns; Daniel Grantham; William Hanigan; Carol Wargo

I. Call to Order

- The meeting was called to order at 8:06 p.m. by Sharlene Chesnes, Chair of Summit/Medina WDB's Performance Committee

II. Approval of minutes

- Chesnes motioned to approve the draft minutes from the May 27, 2016 Performance Committee Meeting. Jessica Heid seconded this motion. The motion passed.

III. Reports

- There were no reports.

IV. Old/Unfinished Business

Update on the One-Stop Certification Process

- Carol Wargo, Workforce Consultant, provided a summary of the One-Stop Certification process and provided those present with a copy of the Phase 1 Measures Checklist.
 - The Certification was conducted on June 13, 2016 by the One-Stop Certification sub-committee, comprised of Sharlene Chesnes, Jessica Heid, and Wargo.
 - The sub-committee spent three hours touring the OhioMeansJobs Center in Summit County and were thoroughly impressed.
 - Wargo commended Heid and Chesnes for their enthusiasm throughout the Certification process and for the questions they asked of staff members during the three-hour tour.
- Wargo expressed that Sharon Parry, Workforce Consultant, and she completed the verification of the One-Stop's English as a Second Language (ESL) programming.
- Wargo expressed that the Certification was submitted to the state by the June 30, 2016 deadline, but that two additional pieces are needed for the One-Stop Certification process to be officially complete:
 - The WDB must formally approve the certification of the One-Stop. Wargo requested that formal WDB ratification of the One-Stop Certification be added to the July 13, 2016 agenda.

Summit/Medina Workforce Development Board

- Documentation of the One-Stop's ADA compliance. Wargo expressed that the One-Stop is ADA compliant and documentation is forthcoming from ADA.
- William Hanigan, Director, Medina Workforce Development, expressed to the Committee that One-Stop Certification is the first part of a three-phased certification process.
 - The second phase is to be completed later this year
 - The third phase is to be completed sometime next year.
 - This three-phase process is still being laid out.
- Wargo added that this first step was to certify baseline indicators, and that the later steps will examine the actual performance and quality of Area 2's workforce development services.
 - Jessica Heid, Operations Manager, Ameri-Cal Corporation, asked if this certification process is to be completed annually. Wargo expressed that the certification process will not be an annual requirement of the WDB.

Update on timetable to negotiate Federal Performance Measures

- Wargo expressed that Workforce Areas are in a holding pattern on performance measure negotiation, and laid out a rough timeline wherein WDBs negotiations with the State on Performance Measures occurs in August 2016 at the earliest.
 - The Federal Department of Labor (FDOL) issued guidance to states on 6/28/2016.
 - State will negotiate with FDOL and submit state-wide performance measures by 8/15/2016.
 - Late August is the earliest the state will begin to negotiate local measures with Areas.
- Stressing that any local requests to lower performance measures are to be based on programmatic data, Wargo said that there will be a small margin in which Areas may negotiate with the state.
- Hanigan expressed to the Committee that its role in evaluating performance data is essential and allows Area 2 to set appropriate benchmarks, especially with regard to performance measures
 - Chesnes asked who would be responsible for gathering this data, and if more demographic data was needed. Wargo responded that strong data management would be needed to adequately capture this information.

Review of draft WIOA one-stop employment services monthly report template

- Daniel Grantham, Executive Assistant, Summit County Department of Job and Family Services (SCDJFS) presented monthly report template draft to the board.
 - Robert DeJournett, Director of Community Relations and Diversity, Summa Health Systems, requested the inclusion of more demographic information.

Summit/Medina Workforce Development Board

V. New Business

Review of Committee member analysis of proposal received from Jobs for Ohio Graduates (JOG) to provide WIOA youth services in Medina County

- Wargo provided the Committee with two Handouts: 1) a hand out of the Medina County Youth Program Procurement Process timeline, and; 2) a summary of the Committees analysis of JOG's proposal.
- Wargo summarized the findings of the analysis.
 - The Performance Committee is fundamentally in good standing with the procurement process, commenting that the rigorous analysis of the proposal desires praise.
 - The proposal reviews found JOG to have a positive mission, experienced staff, and good fiscals.
 - In her review, Joan Pritchett, Human Resources Manager, Involta, developed questions that the board will likely use in future contract considerations. These questions included:
 - What other resources could be used?
 - Do the organizations' curricula account for what employer actually need?
 - What other agencies are integrated into the services provided by a specific organization?
 - The analysis concludes that the Performance Committee should recommend JOG for the Medina County WIOA youth contract for 7/1/2016 – 6/30/2017 at the WDB full meeting on 7/13/2016. Based on carry –in figures from the SFY 2016 WIOA youth program and the SFY 2017 WIOA youth allocation, contract allocation is not to exceed \$250,000.00 for this period. The contract takes retroactive effect on 7/1/2017 so that youth services are uninterrupted in Medina County.
- Wargo explained the procurement process going forward.
 - On 7/6/2016, the Executive Committee is expected to receive and approve the Performance Committee's recommendation.
 - Hanigan will submit the proposal to the Medina County Board of Commissioners (MCBC) on 7/12/2016.
 - The full WDB will approve JOG's proposal at the 7/13/2016 meeting.
- Chesnes requested that she be added to the 7/6/2016 Executive Committee agenda so that she could personally make the recommendation. Grantham agreed to add her to the agenda and sent Chesnes information about the meeting's teleconference line.
- Wargo inquired as to why the JOG contract with Summit and the JOG contract with Medina were done separately.
 - Hanigan expressed that originally, Medina and Summit Counties were looked at as a dual administrative entity. The overall functions of each county had to be differentiated to reflect differences in the populations served in each county. This manifested itself in two different service perspectives. As the

Summit/Medina Workforce Development Board

COG begins to take shape under the board's guidance, this approach will need to be reevaluated.

VI. Action Items

Based upon the evaluation process of the proposal received, does the Committee recommend the following for support and vote of the full Board membership on 7/13/2016:

- A **Medina** County Workforce Innovation and Opportunity Act (WIOA) youth services contract under the umbrella of the State of Ohio's Comprehensive Case Management Employment Program" (CCMEP), with provider *Jobs for Ohio Graduates* (JOG) effective 7/1/2016 – 6/30/2017 in an amount not to exceed \$250,000.00?
 - The motion to approve the recommendation was made by Chesnes. Pritchett moved to have the motion seconded by the Performance Committee. DeJournett and Heid seconded this motion. The motion was approved.

VII. Decide on date/location of the next Committee Meeting

- Chesnes asked the Committee to consider if it wanted to continue end-of-the-month meetings or if it would instead like to stay in front of full WDB meetings. Chesnes recommended that the Committee consider the end of August, and requested that all Committee members send availability to Deidre Davis, her assistant. Davis will send Christine Marshall, Deputy Director, Workforce Development, SCDJFS, the dates and will send out a Doodle poll to the Committee's members.

VIII. Good of the Order

- Wargo provided an update on the status of her work with the board.
 - She expressed that it has been her pleasure working with Area 2's WDB.
 - When the state provided its services to Area 2, the expectation was that these services would continue through June 30, 2016. Tasks such as the certification process are complete, but considering that the WDB needs a new director, her work is not yet done.
 - When the Board is ready to make its selection for director, Hanigan and Marshall should step back from the process, allowing the board to fully make the decision.
 - Those present were encouraged to prepare for the COG hiring process, including how the Board wishes to conduct the search and how it will draft job descriptions.
 - COG hiring is usually done by an Ad Hoc Committee
 - Terri Burns, Chief Financial Officer, SCDJFS asked if job description templates are available. Hanigan expressed that the Ohio Workforce Association (OWA) can provide examples.

IX. Adjournment

- The meeting was adjourned at 9:09 AM.