

# Summit/Medina Workforce Development Board (WDB)

## **PERFORMANCE COMMITTEE MEETING MINUTES**

Friday, May 27, 2016  
Buckingham, Doolittle and Burroughs  
3800 Embassy Parkway, Suite 300  
Akron, OH 44333

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Members Present:	Robert DeJournett, Summa Health; Jessica Heid, Ameri-Cal Corporation; Michelle Moran, Involta; Joan Pritchett, Flambeau; Chair Sharlene Ramos Chesnes, InterChez;
Consultant for State:	Carol Wargo, Workforce Dimensions LLC;
Staff Present:	Christine Marshall; Terri Burns; Daniel Grantham; Barbara Alexander; Simonne Wright; William Hanigan

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The meeting was unofficially called to order by Christine Marshall at 8:07 a.m. Introductions were made. In order to respect the time of attendees, it was decided the group could skip forward on the Agenda to items not needing a vote called by the Chair.

### Old/Unfinished Business

#### Overview of federal and state performance measure system

- Ms. Marshall stated the intent is this group will be having monthly meetings to see how it is performing against State and Federal requirements and local measures as set by the committee/board.
- Ms. Wargo then "walked through" the performance negotiation process a local board will use with the State.
- Ms. Wargo discussed the benefits of performance measures.
  - Three measures: employment, wages, building skills.
  - Discussion of average wage vs. median wage and the challenges it is expected this new measure under WIOA will bring.
  - Discussion of measuring a diploma vs. recognized industry credential.
  - Goal of WIOA and performance measures and why they need negotiated on a local level is to prepare the local workforce to align with needs of local employers.

Chair Sharlene Chesnes arrived and the meeting was officially called to order at 8:25 a.m.

### Approval of Minutes

- Minutes from the April 28<sup>th</sup> Committee were reviewed.
  - Motion by Robert DeJournett to approve as presented – motion seconded by Michelle Moran.
  - Motion passed with no objections or abstentions.
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Chair Chesnes then turned the meeting back to Ms. Wargo.

- Ms. Wargo continued with discussion of how the process of performance negotiations.
  - First, the State will negotiate with the Department of Labor (DOL).

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- Second, the State will open up ability for local areas to negotiate performance measures with State.
- A local workforce board has a goal of continuous improvement and can hopefully define a return on investment by looking at the services offered to the local workforce and if employment is obtained and retained and if training and education results in employment and retention.
- Official version of the coming year's performance measures should be out sometime this summer.
- Discussion of decision process.
  - Staff ⇒ Performance Committee ⇒ Board ⇒ CLEOs
- Chair Chesnes suggested a template be created to present recommendations.
  - Staff will work on this to present a future Committee meeting.

### Overview of One Stop employment center certification

- Ms. Wargo stated under WIOA Workforce Boards now certify local one stop employment centers.
  - State is expecting there is a separation between operation processes (service delivery) and board functions.
    - Members were kindly reminded this is why Area 2 is undergoing a restructuring process to become a Council of Governments (COG) and there has been discussion about the board hiring staff person(s) to support the functions
- It was determined this Committee needs to form two (2) ad hoc sub-committees:
  - One Stop Certification Process and Request for Proposals (RFP) Review
- The One Stop Certification group is engaged to perform a walk-through of the one-stop center (OMJ Summit County) to make certain the center is in compliance with physical attributes and programmatic/service delivery.
  - The initial Committee who volunteered to conduct the Certification process at the last WDB full board meeting on May 11 is: Chair Chesnes and Jess Heid
    - Ms. Moran, Ms. Pritchett and Mr. DeJournett all expressed they would be willing to assist as well
  - Walkthrough is scheduled for Monday, June 13<sup>th</sup>.
  - If Committee finds things that should be improved, Ms Wargo stated there is a process where the Center Operator (Currently this is Summit County Department of Job and Family Services) will be notified in order for the items to be addressed.

### New Business

#### Annual WIOA Comprehensive Review of Area 2 Operations

- Audit has been moved to September.
- Audits will be discussed with this Committee as there is a direct link to performance. This committee will in turn report audit conclusions to the full board

#### Medina County Request for Proposal Status

- Consultants, Ms. Wargo and Ms. Parry did create and release the Medina County WIOA (and CCMEP) youth services Request for Proposal packet on May 12, 2016.

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- Mr. Hanigan agreed to receive proposals on behalf of Ms. Wargo and Ms. Parry
- Due date is May 31<sup>st</sup>.
  - Review Committee will consist of:
    - Sharlene Chesnes
    - Jessica Heid
    - Michelle Moran
    - Joan Pritchett
- Committee may be able to meet the week of June 6<sup>th</sup> to review proposals as a team.
- Proposal comments will then be presented by the committee Chair to the Executive Board, and the full Board.

### Comprehensive Case Management Employment Program (CCMEP) Update

- Discussion of the State's new focus on how to serve youth ages 16-24. This is how Ohio will deliver services to youth and will impact how the performance measures are reviewed by this committee.
- Summit and Medina Job & Family Service agencies are the lead agency for the implementation of CCMEP. Both JFS' included in their CCMEP plan (*which were signed by the WDB Chair during a special Executive Committee meeting on May 24*) a requirement for a monthly meeting between JFS CCMEP staff and the WDB Performance Committee. The meeting is to review how the youth are performing under the intensive service structure required by CCMEP and meeting their individual goals and overall Area WIOA performance measures.
- The state has requested each WDB across Ohio submit a letter of intent to participate in CCMEP and allow for WIOA youth dollars to be utilized under this program. The letter of intent is due by June 15 and must be signed by the WDB Chair. Further, the state has requested a resolution passed by the full board also stating the workforce Area will permit WIOA youth dollars to be used under the tenets of CCMEP. This resolution is due by September 30.
  - One of the best aspects of CCMEP is it allows for a leveraging of Temporary Aid to Needy Families (TANF) funds within a Workforce Innovation and Opportunity Act (WIOA) program. Given the recent funding cuts our Area sustained in WIOA dollars, this leveraging of the TANF funds a county receives for CCCMEP should increase services available to a youth.

### Summer Youth Employment Program (SYEP)

- Discussion of program parameters to familiarize Committee members. Response to questions about the involvement of employers with the youth.
- Chair Chesnes recommended in the future a convening a separate meeting to introduce employers to the SYEP. This could be accomplished through local chamber events. Ms. Marshall will take this recommendation back to her SYEP staff.

### Determine Format/Layout of monthly performance data

- Tabled until a later date.

The meeting adjourned at 10:00 a.m.

Respectfully submitted,

Barbara Alexander, Administrative Assistant  
Summit County Department of Job & Family Services