

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
OF
WEDNESDAY, MARCH 3, 2021
7:30 AM**

Via Microsoft Teams
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Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Present:

Jeff Bissell, WDB Vice Chair; Jessica Heid, WDB Chair; Michelle Moran, WDB Performance Committee Chair; Joan Pritchett, WDB One-Stop Operations Committee Chair

Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Absent:

Mark Derrig, WDB Finance Committee Chair

SAMWA COG Staff Present:

Grace Fry, Policy, Procurement & Performance Administrator; Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director

I. CALL TO ORDER

- A. Chair Heid called the 3/3/21 Executive Committee meeting to order at 7:35 AM.

II. APPROVAL OF MINUTES

- A. Heid requested a motion to approve the Executive Committee's 12/2/2020 meeting minutes. Bissell made the motion which Heid seconded. With no objections or abstentions, the motion passed and the minutes were approved.

III. REPORTS

- A. There were no reports to present.

IV. OLD/UNFINISHED BUSINESS

- A. Heid noted that there is still one vacancy on the WDB, which is a Summit business appointee. Director Marshall emphasized that the WDB cannot be certified until this vacancy is filled.
- B. Glaubman informed the Committee that Sharon Parry, who has provided monitoring services for Area 2 in the past, provided the only response to the RFQ for professional monitoring services, and has been engaged. Her review will cover youth, adult, and dislocated worker services delivered during all of PY 2019, and half of PY 2020.
- C. Glaubman informed the Committee that the website redesign project is still in its final, content editing phase, and that the new website is expected to go live by the end of the month.
- D. Marshall updated the Committee Members on the process of transferring delivery of Reemployment Service and Eligibility Assessment (RESEA) services from ODJFS to the local Workforce Areas. She reminded those present that the program provides intensive career services for individuals receiving unemployment benefits for the first time, who are deemed least likely to become reemployed quickly on their own. RESEA funds have become a permanent part of the Area 2 Operating Budget, and so far three additional WDB staff have been hired to support delivery of RESEA services via the OhioMeansJobs Centers—one at the Medina OMJ and two at the Summit OMJ. A fourth staff member will also be hired to serve as the RESEA staff supervisor as well as special projects manager for the Board staff.
- E. Marshall discussed with the Committee Members the difficulty of spending new special grants, as well as Year 3 WIOA funds, in addition to Year 2 WIOA funds, especially when delivery of services is slowed due to the COVID-19 pandemic, which has caused our Centers to close and service delivery to move

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online. Year 3 funds are now spent, and expenditures are showing against the special grants, but this spending has left Area 2 with an unusually high balance of unspent Year 2 funds, much of which will likely be recaptured by the State of Ohio at the end of the current Fiscal Year. The funds may be made available to Area 2 again in the form of special grants beginning in SFY 2022. To minimize the amount of funding recaptured by the state, approximately \$75,000 could be reallocated from the Summit WIOA budget to the Medina WIOA budget to be spent; the Committee agreed that such a reallocation would be in the best interest of the Workforce Area.

- F. Glaubman provided an update regarding the SFY 2022 Comprehensive Case Management Employment Program (CCMEP) Youth services procurement process. The RFP packet for the Medina contract was released on 2/15/21 with a proposal deadline of 3/19/21, and the Area has received two letters of intent to submit a proposal. The RFP packet for the Summit contract was released on 2/22/21 with a proposal deadline of 3/26/21, and several proposals are expected.
- G. Marshall informed the Committee Members that the Ohio Department of Job and Family Services (ODJFS) WIOA Financial Review for July 1, 2019 to December 31, 2020 (18-month review period), which began 12/3/20, continues. Their review of materials is completed, and we have been informally notified of one insignificant finding related to cost-price analysis for RFPs.
- H. Marshall updated the Committee Members on the Status of The ODJFS Program Year 2019 (7/1/19 to 6/30/20) Comprehensive WIOA Monitoring, which commenced 12/23/2020. Only Medina files were reviewed, and the pre-exit conference has occurred.

V. NEW BUSINESS

- A. The Committee reviewed a second amendment to the contract with Medina County Department of Job and Family Services to continue to provide a Case Aide to their staff under our DOL Opioid Grant.
 - i. Marshall explained that the first amendment budget increase did not exceed the Director's approval threshold, but the total increase with the amendment under review requires the approval of the Executive Committee. The purpose of the increase is to extend the period in which Medina County JFS can be reimbursed for the cost of employing a Temporary Disaster Relief Case Aide, under the terms of the USDOL Opioid Emergency Recovery Grant, through the current end date of that Grant.
 - ii. Heid requested a motion to approve the amendment, which increases the contract by \$18,341.58, bringing the total increase of the contract to \$25,556.86. Bissell made the motion, which Pritchett seconded. With no objections or abstentions, the motion carried.
- B. Marshall updated the Committee Members on the Phased Reopening of OhioMeansJobs centers, which began 2/1/21 with opening the Resource Room to use by appointment only, for those receiving unemployment who need to search for employment in order to continue receiving benefits. The next Phase will open the Center to those with a work requirement to receive Cash and/or Food assistance.
- C. Marshall informed the Committee Members that Area 2 was notified on 1/28/21 that the WIOA Regional and Local Plans are due to the ODJFS May 31, 2021. The Regional Plan includes five Workforce Areas in Northeast Ohio, which have engaged Grace Gilbane to assist with the Regional Plan. The Plans are resubmitted every four years.

VI. GOOD OF THE ORDER

- A. Heid reminded the Committee Members of upcoming WDB meetings:
 - i. The next WDB Finance Committee meeting will be held at 8:00 AM, Thursday, 3/18/2021, virtually via Microsoft Teams.
 - ii. The next WDB Performance Committee meeting will be held at 3:00 PM, Monday, 3/22/2021, virtually via Microsoft Teams.
 - iii. The next WDB Regular meeting will be held at 8:00 AM, Thursday, 3/25/2021, virtually via Microsoft Teams.

VII. ADJOURNMENT

- A. Heid requested a motion to adjourn the meeting. Pritchett made the motion which Bissell seconded. With no objections or abstentions, the motion passed, and the meeting adjourned at 8:18 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, Summit and Medina Workforce Area Council of Governments